

## Subrecipient Title VI Public Participation Survey

### **Instructions**

NDDOT developed the Title VI Public Participation Survey to collect statistical data of participants and beneficiaries of NDDOT and its' subrecipient's programs. This survey is a means to determine if FHWA or FTA financial assistance is reaching communities and populations that need the assistance as well as a means to quantitatively monitor the performance of our Title VI and nondiscrimination programs.

1. At your event, explain the purpose of the survey. The purpose of the survey is printed on the survey along with instructions on filling out the survey. The language question is intended to capture Limited English Proficiency (LEP) persons attending. The public assistance question is intended to capture traditionally underserved populations attending. Encourage event attendees to complete the survey. (Only the public attending the events should complete the survey. It is not intended for NDDOT, city, county, or consultant employees who are hosting the event.)
2. Process the survey information within your agency.

### **NDDOT Survey Processing**

Subrecipients may send the completed surveys to the Local Government Division, NDDOT, for processing, if you have 30 or more responses. The NDDOT will process the completed surveys. The results will be provided to you from the Local Government Division.

The Title VI Public Participation Survey has been set up by NDDOT as a TeleForm. TeleForms are scanned documents that automatically sort and record data into a file. The data file has the capability to be sorted on identifying information to produce a variety of reports.

If you choose to have NDDOT process your surveys, please follow the procedures listed below.

1. TeleForms require specific processing to ensure accurate and timely reports. Prior to printing the survey, specific fields must be completed. Use leading zeros.
  - **Event Date:** Enter the date the event is being held.
  - **City:** Enter the ND city number. See code list on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/subrecipients-titlevi.htm>
  - **County:** Enter the ND county number. See code list on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/subrecipients-titlevi.htm>
  - **Division/District Number:** Leave blank. For NDDOT use only.
  - **Project Control Number (PCN):** Enter number if applicable. If there are multiple PCN's, only enter the Parent PCN.
  - **Right of Way (ROW):** Select/shade the appropriate oval only if the survey is being completed for the specific activity selected.
  - **Consultant:** Enter the Consultant ID number. See the Pre-Qualified Consultant List on NDDOT website at <http://www.dot.nd.gov/business/consultants.htm> For Consultants not listed, leave blank.
  - **MPO:** For use by MPO's only. If you are an MPO, select/shade your MPO area.
  - **Subrecipient:** Select Yes.
2. Save the survey completed with identifying information to your files. Do not copy the surveys for use at public events. Copies will not scan by the TeleForm program.
  - a. Print as many original documents as you need for your event.