

Instructions for “NDDOT Title VI Public Participation Survey (SFN 60149)”

1. Prior to printing the survey, specific fields must be entered. 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/titlevi.htm>
 - **County:** Enter the ND county number. See code list on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>
 - **Division/District Number:** Enter your NDDOT division or district number. See code list on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>
 - **Project Control Number (PCN):** 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>
 - **MPO:** Leave blank. All Subrecipients must use the Subrecipient Title VI Public Participation Survey Instructions located on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/subrecipients-titlevi.htm>
 - **Subrecipient:** Select No. All Subrecipients must use the Subrecipient Title VI Public Participation Survey Instructions located on NDDOT website at <http://www.dot.nd.gov/divisions/civilrights/subrecipients-titlevi.htm>

2. After the above fields are entered, print as many surveys as you may potentially need at your meeting. Do not photocopy or scan to reproduce surveys for use at public events, as they will not be compatible when extracting the data with the automated ILINX Capture program.

3. 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.)

4. Following the event, review the surveys to make sure they are completed according to the instructions.
 - Send the completed **ORIGINAL** surveys (SFN 60149) to your Division's Title VI Specialist as soon after the event as possible. Do not include the survey in the Public Involvement Report.
 - Also send a **COPY** of the Public Meeting Sign-In Sheet (SFN 59531) to your Division's Title VI Specialist as soon after the event as possible. The original Public Meeting Sign-In Sheet (SFN 59531) should remain with the project manager for inclusion into the Public Involvement Report.