

# SAMPLE – SAMPLE - SAMPLE

This sample worksheet was developed by collecting commendable practices from Federal Highway Administration recipient agencies. It is provided by FHWA as an example of how state highway agencies, as well as cities, counties, and metropolitan planning organizations, can assess and catalog all Title VI-related data sources to help ensure compliance with Title VI of the Civil Rights Act of 1964. It is not intended as an exhaustive list of possible data sources or as the only acceptable format for capturing this data. FHWA recipients can and should tailor their data collection instruments to suit their particular needs.

## Contracts and Finance

Data/Information Description	Collection Personnel	Data Contact	Internal System / Resource	External Source	Title VI Analysis Description
<b>Construction Contracts - Provisions</b>	[Contracts Specialist]	[Contracts Specialist]	Electronic Project File on [internal shared drive]	None.	Information used to assess whether Appendices A and E are included in all construction contracts.
<b>Construction Contracts - Bidding</b>	[Contracts Specialist]	[Contracts Specialist]	Advertisement Records and Construction Manual	None.	Information used to assess whether Title VI references are included in all advertisements for construction contracts. Policies assessed to ensure nondiscrimination.
<b>Construction Contracts - Prequalification</b>	[Contracts Specialist]	[Prequalification Department Official]	[Prequalification Database]	None.	Data and information used to assess nondiscrimination in the prequalification process.
<b>Professional Services Contracts - Provisions</b>	[Contracts Specialist]	[Procurement Official]	Electronic Project File on [internal shared drive]	None.	Information used to assess whether Appendices A and E are included in all construction contracts.
<b>Professional Services Contracts - Bidding</b>	[Contracts Specialist]	[Procurement Official]	Advertisement Records and Procurement Manual	None.	Information used to assess whether Title VI references are included in all advertisements for construction contracts. Policies assessed to ensure nondiscrimination.
<b>Professional Services Contracts - Selection and Award</b>	[Contracts Specialist]	[Procurement Official]	Form 145 (Proposal Scoresheet), Proposal Records, Bidders List	None.	Data and information used to assess nondiscrimination in the selection and award process. Demographics of all proposers compared to selectees.
<b>Contract Amounts</b>	[Finance Specialist]	[Finance Specialist]	[Internal Database]	U.S. Census - 5 Year ACS, 2010 Census	Data used to assess distribution of contracting dollars compared to demographics of counties and MSAs.

## Planning

Data/Information Description	Collection Personnel	Data Contact	Internal System / Resource	External Source	Title VI Analysis Description
<b>Public Involvement - STIP Development Meetings</b>	[Planning Specialist]	Communications Data Team	[Internal Database] - Communications	None.	Data used to track the number of public meetings held during the STIP development process.
<b>Public Involvement - STIP Development Meeting Attendee Demographics</b>	[Planning Specialist]	Communications Data Team	[Internal Database] - Communications	Form 1234: completed by attendees	Data is used to compare meeting attendee demographics with the demography of the state or areas affected.
<b>Public Involvement - Text of Formal Comments submitted during STIP development process</b>	[Planning Specialist]	[Planning Specialist]	Electronic Project File on [internal shared drive]	Email, website submissions	Information used to assess nondiscrimination in public participation process.
<b>Public Involvement - Text of Informal Comments submitted during STIP development process</b>	[Planning Specialist]	[Planning Specialist]	Electronic Project File on [internal shared drive]	Oral comments noted by Communications staff at meeting.	Information used to assess nondiscrimination in public participation process.
<b>Public Involvement - Civil Rights Personnel Meeting Attendance</b>	[Title VI Coordinator]	[Title VI Coordinator]	[Internal spreadsheet] on [internal shared drive]	None.	Information used to assess the number of public meetings civil rights personnel attend.
<b>Project Prioritization - Scoring data for prioritization reviewers</b>	[Planning Specialist]	[Planning Specialist]	Scoring sheets and [database] managed by Planning Division	Some scoring sheets collected from regional/local partners	Data used to assess the individual and overall scores for projects in the prioritization process.
<b>Project Prioritization - distribution of projects statewide</b>	[Planning Specialist]	[Planning Specialist]	[Internal spreadsheet] on [internal shared drive]	U.S. Census - 5 Year ACS, 2010 Census; TIP data where necessary	Data used to compare distribution of projects to demographics of counties or MSAs
<b>Certification Reviews - Policy Reviews and recommendations</b>	[Title VI Coordinator]	[Title VI Coordinator]	[Civil Rights Division Certification Files]	MPO Title VI, LEP, TIP, and Long-Range Plans	Information used to make recommendations to MPOs during certification process. Includes analysis of LRTP equity studies regarding projected travel demand, impacts and demographics.

## Environment

Data/Information Description	Collection Personnel	Data Contact	Internal System / Resource	External Source	Title VI Analysis Description
<b>Public Involvement - Project Area Demographics</b>	[Environmental Specialist]	Communications Data Team	[Internal Database] - Communications	U.S. Census - 5 Year ACS, 2010 Census	Data is used to compare meeting attendee demographics with the demography surrounding the project.
<b>Public Involvement - Meeting Attendee Demographics</b>	[Communications Specialist]	Communications Data Team	[Internal Database] - Communications	Form 1234: completed by attendees	Data is used to compare meeting attendee demographics with the demography surrounding the project.
<b>Public Involvement - Text of Formal Comments</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	Email, website submissions	Information used to assess nondiscrimination in public participation process.
<b>Public Involvement - Text of Informal Comments</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	Oral comments noted by Communications staff at meeting.	Information used to assess nondiscrimination in public participation process.
<b>Public Involvement - Civil Rights Personnel Meeting Attendance</b>	[Title VI Coordinator]	[Title VI Coordinator]	[Internal spreadsheet] on [internal shared drive]	None.	Information used to assess the number of public meetings civil rights personnel attend.
<b>Project Scoping</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	U.S. Census - 5 Year ACS, 2010 Census	Information used to assess potential impacts for each project alternative compared to the demographics of the populations affected.
<b>Environmental Review - Number of Categorical Exclusions</b>	[Environmental Specialist]	[Environmental Specialist]	[Internal spreadsheet] on [internal shared drive]	None.	Data used to track the number of categorical exclusions.
<b>Environmental Review - Number of Environmental Assessments</b>	[Environmental Specialist]	[Environmental Specialist]	[Internal spreadsheet] on [internal shared drive]	None.	Data used to track the number of Environmental Assessments
<b>Environmental Review - Number of Environmental Impact Statements</b>	[Environmental Specialist]	[Environmental Specialist]	[Internal spreadsheet] on [internal shared drive]	None.	Data used to track the number of Environmental Impact Statements

<b>Environmental Review - Number of Community Impact Assessments</b>	[Planning Specialist]	[Planning Specialist]	[Internal spreadsheet] on [internal shared drive]	None.	Data used to track the number of Community Impact Assessments
<b>Environmental Review - Demographics of Project/Study Area</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	U.S. Census - 5 Year ACS, 2010 Census	Data used to as basis for comparison of project impacts.
<b>Environmental Review - Air Quality Impacts for Each Alternative</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	Air Quality Report	Data compared for each alternative to assess disparities.
<b>Environmental Review - Noise Impacts for Each Alternative</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	Noise Impact Report	Data compared for each alternative to assess disparities.
<b>Environmental Review - Right of Way Impacts</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	Right of Way Form 1235 (relocatee profile)	Data used to compare demographic impacts to relocatees for each project alternative.
<b>Environmental Review - Mitigation Measures</b>	[Environmental Specialist]	[Environmental Specialist]	Electronic Project File on [internal shared drive]	None.	Qualitative information assessed to determine whether impacts addressed equitably.

## Right of Way

Data/Information Description	Collection Personnel	Data Contact	Internal System / Resource	External Source	Title VI Analysis Description
<b>Public Involvement - Right of Way Project meetings</b>	[Right of Way Specialist]	Communications Data Team	[Internal Database] - Communications	Form 1234: completed by attendees	Data is used to compare meeting attendee demographics with the demography of the state or areas affected.
<b>Relocation - Appraisal Data</b>	[Right of Way Specialist]	[Right of Way Specialist]	Electronic Project File on [internal shared drive]	Right of Way Form 1235 (relocatee profile), Appraisal Log and Recommendation	Data used to assess demographics of relocatees compared to Just Compensation offers.
<b>Relocation - Assistance Data</b>	[Right of Way Specialist]	[Right of Way Specialist]	Electronic Project File on [internal shared drive]	Right of Way Form 1235 (relocatee profile), relocation assistance contractor files	Data and information used to assess demographics of relocation packages offered to relocatees, including counselling and relocation payments.
<b>Consultants</b>	[Right of Way Specialist]	[Right of Way Specialist]	Contracts Division database	None.	Data and information used to assess nondiscrimination in advertising and award of Right of Way consultant contracts. Includes demographics of applicant and awardee ownership, award amounts, etc.

## Construction

Data/Information Description	Collection Personnel	Data Contact	Internal System / Resource	External Source	Title VI Analysis Description
<b>Construction Contracts - Mitigation Commitments</b>	[Contracts Specialist]	[Project Engineer]	Project log (dailies), change orders, EIS/EA, contract provisions	None.	Information used to assess whether mitigation commitments made during environmental phase that impact minority populations are carried through construction.
<b>Construction Contracts - Traffic Control</b>	[Contracts Specialist]	[Project Engineer]	Traffic Control Plan, Project Log (dailies), EA/EIS	U.S. Census - 5 Year ACS, 2010 Census	Data and information used to assess equity of vehicular access to project area for impacted persons compared to demographics of project area.
<b>Construction Contracts - Pedestrian Accommodation</b>	[Contracts Specialist]	[Project Engineer]	Traffic Control Plan, Project Log (dailies), EA/EIS	U.S. Census - 5 Year ACS, 2010 Census	Data and information used to assess equity of pedestrian access to project area for impacted persons compared to demographics of project area.