

CHAPTER 13

Public Involvement

Overview

This chapter provides details for public involvement which refers to the full range of activities that Department of Transportation uses to engage the City of Sacramento in the agency's decision-making process.

Public involvement is a progression that starts with outreach to build awareness and interest. It evolves to information exchange, through collaboration and recommendation to agreement and decision-making.

Information exchange activities build and share a broad knowledge base for all interested parties' interests and needs. Information exchange activities include:

- Workshops and forums
- Small interactive public meetings
- Round table discussions
- Focus groups
- Question and answer sessions
- Availability/listening sessions
- Surveys, polls, interviews and door-to-door canvassing
- Joint fact finding
- Internet-based dialogues
- Interactive radio and television talk shows
- Public hearings and meetings

SECTION 13-1

Public Involvement Standards

PURPOSE

This section establishes Department of Transportation (DOT) policy and procedures for compliance with Title VI of the 1964 Civil Rights Act and public involvement in programs, policies and activities.

DEFINITIONS / ABBREVIATIONS

DiscriminationAct or action whether intentional or unintentional, through which a person in the United States, solely because of race, color, religion, sex, or national origin, has been otherwise subjected to unequal treatment under any program or activity receiving financial assistance from the Federal Highway Administration under Title 23 U.S.C.

DOT.....Department of Transportation

Federal AssistanceIncludes grants and loans of Federal funds.

LEP.....Limited English Proficiency

NoncomplianceA recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort implementing all of the Title VI requirements.

Program Includes any highway, project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of Federal financial assistance or provided by others through contracts or other arrangements with the recipients.

Title VI Program The system of requirements developed to implement Title VI of the Civil Rights Act of 1964.

For additional abbreviations, please see the Abbreviations section at the end of this Manual.

AUTHORITY AND POLICY

The City of Sacramento DOT, as a recipient of Federal aid funding, incorporates the Title VI Program and related statutes into its programs, policies, activities and services. This ensures that no person in the City of Sacramento is excluded from participation in, or denied the benefits of the Department's programs, policies, activities, and services on the grounds of race, color, national origin, sex, disability or age. This policy extends to sub recipients of the DOT's Federal funding such as contractors, grantees and local agencies. DOT's mission is to ensure the transportation system supports

and enriches the quality of life for present and future generations include the equal and equitable access to its programs, activities and services.

RESPONSIBILITIES

Under the overall direction of the Director of Transportation and consistent with this policy, Division Managers, Supervisors, and Project Managers are responsible for ensuring that all staff encourages and facilitates public involvement in programs and activities. Public involvement should be an integral part of any DOT program. All staff should make certain that concerns about the adequacy of public involvement are heard and, where necessary, acted upon as resources allow.

STEPS FOR PUBLIC INVOLVEMENT

The following are basic steps to consider when planning for public involvement.

- Provide the most meaningful public involvement opportunities appropriate to each situation.
- Consider the issues, locations, potential environmental and human health consequences of the activities, potential for controversy, specific needs of the public and DOT, and other circumstances when designing public involvement processes.
- Public comment period prior to initial adoption or revision of public involvement process and open public meetings.
- Timely information about transportation issues and processes to all interested parties involved and affected by transportation plans, programs and projects.
- Reasonable public access to technical and policy information used in development of transportation plans.

- Adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to, approval of transportation plans.
- Demonstrate consideration and response to public input received during planning and project development processes and revisions.
- Make a concerted effort to involve the public, especially those traditionally under-served by existing or future transportation systems, including but not limited to, low-income and minority households.
- Periodic review of the public involvement process to ensure standards are met, to evaluate the public involvement process for effectiveness, and to ensure full and open access to all.

Ensure opportunity for full participation and provide accommodation for persons with disabilities at meetings by:

- Meeting in a fully accessible facility.
- Providing notice that documents can be made in alternate formats upon request.
- Considering accessible alternatives such as videos with real-time captioning, the use of interpreters or Braille.
- Effectively accommodating hearing impaired persons by providing sign language interpreter or real-time captioning.

APPLICATION OF TITLE VI

The public involvement process includes the Limited English Proficiency Plan (LEP), Title VI language that has been added to all contracts, permits, grants, bid documents and outreach venues, and the development of community meeting protocol with procedures for the collection and analysis of statistical data of

public participants. While this policy has been developed for DOT use, other agencies are encouraged to adopt similar public involvement policies if they have not already done so.

The first priority of the LEP is to improve access for LEP individuals to critical services or activities. See Attachment 1

DOT is committed to ensuring that all of its programs and services are accessible to its LEP customers. This includes, but is not limited to, providing resources, including bilingual staff, interpreters, and translated materials to ensure that information and services will be made available in the languages readily understood by all DOT customers. See Attachment 2

The Project Manager Checklist must be completed by staff and included in the project file when facilitating and attending public outreach meetings. See Attachment 3

Protocol has been established which mandate that DOT provide the community with the rationale for collecting the individual Public Participation Surveys. See Attachment 4

After collection of Public Participation Surveys, the data will be compiled in S:\DOT Shared\ Title VI\Title VI\Outreach\ Community Meetings\Data. This application has been designed specifically for Title VI and will provide a report that is to be included in the project file. See Attachment 5

If 50% of the surveys are not returned, a Public Participation Visual Survey will be completed and included in the project file. See Attachment 6

If DOT is not the lead on the project, complete the Project Manager Checklist, Public Participation Visual Survey and include them in the project file.

ATTACHMENTS

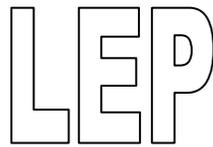
- Attachment 1: LEP Manual
- Attachment 2: Language Line Services
- Attachment 3: Title VI Project Manager Checklist
- Attachment 4: Introductory Speech for Title VI Survey
- Attachment 5: Public Participation Survey
- Attachment 6: Public Participation Visual Tally

ATTACHMENT 1

LEP Manual

City of Sacramento
Department of Transportation

Title VI Program

The image shows the letters 'LEP' in a large, bold, outlined font. The letters are white with a black outline, and they are centered on the page.

LIMITED ENGLISH
PROFICIENCY PLAN

July 2010

ATTACHMENT 2

Language Line Services



To hear a recorded demonstration of over the phone interpretation, call 1-800-821-0301.

For a quick tutorial go to <http://www.languageline.com/training>



Title VI Project Manager Checklist

Project Manager Name _____ Date _____

Project Name _____ Location of Meeting _____

Pre-Meeting

Research demographics to determine outreach criteria - race, color, national origin, age, sex, disability
Demographics Research - <http://www.communitycouncil.org/level-2/data-and-reports.html>

_____ (EX: District 4) Area _____ (EX: Watt, Fruitridge, 14th Ave, 24th St.) Boundaries

Have literature / publications translated to appropriate languages (advertisements/meeting collateral)

_____ (EX: AIM Consulting alerted to concentration of special language needs for publications) Pre-meeting Title VI
Consultant Requirements

Inspect meeting facility for accessibility both internal and external

_____ (EX: ADA compliant, Regional Transit & Rail) ADA Considerations, Accessible by Alternate Modes of Transportation

Translator/Hearing Impaired/Special Needs and notice that alternate formats are available

_____ (EX: Agenda and printed material made available in audio format or braille) Actions Taken

Meeting

Public Participation Visual Tally for meetings that are not facilitated by DOT.

Public Participation Survey for meetings that are facilitated by DOT.

Announce the reason and purpose for collecting Title VI- Public Participation Survey.
If 50% of surveys are not returned, conduct a Public Participation Visual Tally.

Post Meeting

Input Public Participation Survey and analyze data to determine if targeted population was represented at meeting.

If survey results are not favorable, additional outreach is mandated.

Provide additional outreach, as needed.

File Project Manager Checklist, surveys and Public Participation Survey compilation sheet or Project Manager Checklist and Public Participation Visual Tally in project file.

ATTACHMENT 4

Introductory Speech for Title VI Survey

Hello, my name is _____. I represent the City of Sacramento, Department of Transportation (DOT). Tonight's meeting is [*briefly describe the project for which the meeting is being held*].

I would like to explain the purpose of the DOT Public Participation Survey. The information is being collected in order to comply with Title VI of the Civil Rights Act of 1964, Nondiscrimination in Federally Assisted Programs. As a recipient of Federal financial assistance, DOT is required to collect and analyze data on race, color, national origin, sex, age and disability to ensure that the DOT programs and services are equitable and equal. The data you provide will enable DOT to ensure that residents and communities impacted by this project have been included in the decision making process. The information will not be used for any other purpose. These survey questions should only take a few moments of your time. Please check the appropriate boxes which best describe you. Submittal of this information is voluntary. Please begin the survey.

Public Participation Survey

Project Manager Name _____ Date _____

Project Name _____ Location of Meeting _____

The following information is collected in accordance with the Title VI of Civil Rights Act of 1964, *Non discrimination in Federally Assisted Programs*. Please take a few moments to complete the following questions. The data you provide will enable our agency to identify impacted residents and communities affected by federally funded projects. Please mark the appropriate boxes with an "X" which best describe you and return the survey to the meeting coordinator. Submittal of this information is voluntary.

Sex

FEMALE MALE

Race

ASIAN/ PACIFIC ISLANDER BLACK OR AFRICAN AMERICAN
 AMERICAN INDIAN/ ALASKA NATIVE HISPANIC OR LATINO
 WHITE (NOT HISPANIC) OTHER _____

Disabled

YES NO

Age

UNDER 40 OVER 40

Income

LESS THAN \$22,050 OVER \$22,050

Language

WHAT LANGUAGE IS PRIMARILY SPOKEN IN YOUR HOUSEHOLD? _____

Public Participation Visual Tally

Project Manager Name _____

Date _____

Project Name _____

Location of Meeting _____

Gender	Approximate Number	Total Percentage
Female		
Male		
Ethnicity		
Hispanic or Latino		
Not Hispanic or Latino		
Race		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or other Pacific Islander		
White		
Other		
Disability		
Yes		
No		
Age		
Under 40		
Over 40		
Income¹		
Less than \$22,050		
More than \$22,050		

¹ Record the total count of income provided on the voluntary public participation form.