

***MaineDOT***

*Integrity • Competence • Service*

# **Maine Department of Transportation**

## **FHWA TITLE VI PROGRAM FFY 2025 IMPLEMENTATION PLAN**

**Submitted by: Sherry Y. Tompkins, Director, Civil Rights Office  
October 1, 2024**

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# INTRODUCTION

The Maine Department of Transportation (MaineDOT) is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees, our subrecipients and our contractors/consultants, and to ensuring that all members of the public are afforded access to our programs and services. To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MaineDOT program or activity on the basis of race, color, national origin or Limited English Proficiency (LEP) status.

MaineDOT is a recipient of federal funds from the U.S. Department of Transportation modal agencies, including the Federal Highway Administration (FHWA). All recipients of federal funding must comply with the requirements of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities. This Implementation Plan describes how MaineDOT accomplishes nondiscrimination in the delivery of its federally assisted programs, services, and activities. The Plan includes the structure of MaineDOT's Title VI program as well as the policies, procedures, and practices MaineDOT uses to comply with nondiscrimination requirements.

The Plan is intended to be a living document, regularly monitored and updated by MaineDOT to reflect the program as it changes and grows. Anyone who wishes to provide input into MaineDOT's Title VI Program Implementation Plan is encouraged to contact the Director of the Civil Rights Office, Sherry Y. Tompkins, at (207) 624-3066, TTY users dial Maine Relay 711, or [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov), or by writing to the Civil Rights Office at MaineDOT Headquarters, 16 State House Station, Augusta, ME 04333- 0016.

## NOTICE

**If the information contained in this Title VI Implementation Plan is needed in another language, please contact the Maine Department of Transportation Title VI Specialist at 207-624-3056 or 207-624-3020, TTY users dial Maine Relay 711 or via email [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov).**

Si la información contenida en este Plan de no discriminación del Título VI se necesita en otro idioma, comuníquese con el especialista del Título VI del Departamento de Transporte de Maine al 207-624-3056 o 207-624-3020, Los usuarios de TTY marcan Maine Relay 711 o por correo electrónico [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov).

Si vous avez besoin des informations contenues dans ce Plan de non-discrimination en conformité aux dispositions de la réglementation « Titre VI » dans une langue différente, veuillez contacter le spécialiste du Titre VI du département des transports du Maine au numéro 207-624-3056 ou 207-624-3020 Les utilisateurs ATS composent le Maine Relay 711 ou par email [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov).

如有人需要此“第六章不歧视计划”(Title VI Implementation Plan) 的另一种语言的版本，请拨打电话207-624-3056或207-624-3020 联系缅因州交通部的第六章专员 TTY 用户拨打缅因州中继 711或通过电子邮件 [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov)

Haddii macluumaadka ku jira Qodobkan VI ee Qorshaha Kala-takoor La'aanta loogu baahan yahay luqad kale, fadlan kala xidhiidh Khabiirka Qodobka VI ee Waaxda Gaadiidka Maine telefoonka 207-624-3056 ama 207-624-3020Isticmaalayaasha TTY waxay garaacaan Maine Relay 711 ama iimaylka [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov).

لعدم التمييز مطلوبة بلغة أخرى، فيرجى الاتصال بأخصائي Title VI إذا كانت المعلومات الواردة في خطة الباب السادس  
بوزارة النقل بولاية ماين على الهاتف رقم 207-624-3056 أو Title VI.-624-3020 الباب السادس

أو عبر البريد الإلكتروني Maine Relay 711 لمستخدمي أجهزة الهاتف النصية، اتصل برقم

[mary.bryant@maine.gov](mailto:mary.bryant@maine.gov) .

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## TITLE VI AUTHORITIES

**Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d to 2000-4; 42 USC 4601 to 4655; 23 USC 109(h);** “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (Prohibits Discrimination, on the basis of race, color, or national origin, in impacts, services, and benefits of, access to, participation in, and treatment under a Federal-Aid recipient’s programs or activities)

**The Civil Rights Restoration Act of 1987**, P.L. 100-209, Clarification of the original intent of Congress in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. (Restores the broad, institution-wide scope and coverage of the non-discrimination statutes to include all programs and activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are Federally assisted or not)

## NONDISCRIMINATION EXECUTIVE ORDERS

**USDOT Order 1050.2** – Standard Title VI Assurances

**USDOT Order 1000.12C** – Pre-award review, Title VI assessment

**USDOT Title VI Program** – (June 11, 2021)

**USDOJ Title VI Legal Manual**

**E.O. 13166**- August 11, 2000-requires Federal agencies and their recipients to improve access to federally sponsored programs for persons with Limited English Proficiency.

## NONDISCRIMINATION REGULATIONS & GUIDANCE

The following are Federal Register Notices, Circulars, Regulations, Executive Orders, and Departmental Orders discussing Title VI:

- Title VI Regulation 40 CFR Part 21 <https://www.ecfr.gov/current/title-49/subtitle-A/part-21>
  - FHWA Title VI Regulation 23 CFR Part 200, <https://www.fhwa.dot.gov/legregs/directives/fapg/cfr0200.htm>
  - USDOJ Federal Agency Title VI Coordination Regulation 28 CFR Part 42 Subpart F <https://www.justice.gov/crt/fcs/T6manual5>
  - Administrative requirements for federal awards 200 CFR Part 200 <https://www.ojp.gov/funding/part200uniformrequirements>
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- DOT LEP Guidance of 2001: <https://www.federalregister.gov/documents/2001/01/22/01-1745/dot-guidance-to-recipients-on-special-language-services-to-limited-english-proficient-lep>

## **TITLE VI STANDARD ASSURANCES**

MaineDOT assures its compliance with Title VI and commits to nondiscrimination through both practice and policy. It has created a Title VI Policy and commits to all federally required assurances as they pertain to Title VI. Copies of the MaineDOT policy and signed can be found on our website and in [APPENDIX I](#) of this document.

## **APPLICATION**

**The provisions of this Title VI Implementation Plan apply to all recipients of FHWA federal assistance through the Maine Department of Transportation (MaineDOT). A “recipient” includes any public or private entity or any individual receiving federal financial assistance, either directly or indirectly for any program. MaineDOT has a separate Title VI Program for other USDOT-funded Programs.**

All plans and programs can be found at: <https://www.maine.gov/mdot/civilrights/title-vi/>,

Or by writing to:

Maine Department of Transportation Civil Rights Office  
SHS 16  
Augusta, Maine 04333-0016

Or by calling: (207) 624-3066  
TTY users dial Maine Relay 711

## **Executive Approval of Title VI Implementation Plan**

This Title VI Implementation Plan has been reviewed and approved by the MaineDOT Commissioner. The Civil Rights Office provided the Commissioner with a draft plan and consults with the Commissioner on aspects and requirements of the Title VI Implementation Plan. Once the Plan is approved by the Commissioner, it is provided to FHWA for review and approval.

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Any changes that are required by FHWA in that review process will be made and the Commissioner will review and approve those changes.

## **ORGANIZATION AND STAFFING OF CIVIL RIGHTS OFFICE**

The MaineDOT Title VI Program is led by the Title VI Program Director. The Civil Rights Director has direct access to the MaineDOT Commissioner. MaineDOT's Commissioner has also issued and signed a Policy Statement dated September 16, 2024, that assures that the Title VI Program Director will have direct access to him without an intermediary. A copy of this notice is included as [APPENDIX II](#) of this plan.

The Civil Rights Director, on behalf of the Commissioner, is responsible for the overall management of the Title VI program. The day-to-day administration of the program is undertaken by the Civil Rights Office, under the supervision of the Chief Legal Counsel. The Civil Rights Director has lead responsibility for coordinating the administration and implementation of Title VI and related statutes program, plan, and assurances. The Civil Rights Director delegates some Title VI duties to the EEO Specialists and to Title VI Liaisons in program areas. The Liaisons work with the Civil Rights Office to administer the Program in their respective areas.

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OJT Program Administrator  
Labor Compliance

Amy McCann  
EEO Officer  
Supports DBE, Title VI, EEO  
Contractor Compliance, OJT  
Program

## **CIVIL RIGHTS TITLE VI OFFICE STAFF & CONTACT INFORMATION**

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Commissioner	Bruce A. Van Note, Esq.	(207) 624-3003	<a href="mailto:bruce.dot@maine.gov">bruce.dot@maine.gov</a>
Chief Legal Counsel	Anne Pare, Esq.	(207) 624-3020	<a href="mailto:anne.m.pare@maine.gov">anne.m.pare@maine.gov</a>
Director, Civil Rights Office	Sherry Y. Tompkins Title VI Coordinator	(207) 624-3066	<a href="mailto:sherry.tompkins@maine.gov">sherry.tompkins@maine.gov</a>
Equal Employment Opportunity Specialist	Mary Bryant DBE Program Administration, Title VI Specialist	(207) 624-3056	<a href="mailto:mary.bryant@maine.gov">mary.bryant@maine.gov</a>
Equal Employment Opportunity Specialist	Jennifer Laliberte EEO Contractor Compliance, OJT Administration, Labor Compliance	(207) 624-3036	<a href="mailto:jennifer.e.laliberte@maine.gov">jennifer.e.laliberte@maine.gov</a>
Equal Employment Opportunity Officer	Amy McCann EEO Program Officer	(207) 624-3065	<a href="mailto:amy.mccann@maine.gov">amy.mccann@maine.gov</a>

***\*TTY users dial Maine Relay 711***

## **Title VI Program Coordinator Duties**

- Coordinate Title VI Program development and implementation with internal program areas.
- Provide technical assistance and advice on Title VI matters to program area Subject Matter Experts and program area managers.
- Conduct Title VI reviews of internal program areas and subrecipients to ensure Title VI compliance.
- Review MaineDOT program areas to correct identified Title VI problems, including providing Title VI training for MaineDOT internal staff and subrecipients.
- Complete MaineDOT's Title VI Implementation Plan for submission to FHWA by October 1 each year.
- Complete MaineDOT's Title VI Annual Accomplishment Report for submission to FHWA by November 1 each year.
- Complaint investigation and resolution.
- Work with program areas to collect and document statistical data.
- Distribute and, where necessary, ensure translation of Title VI documents for the public.
- Review MaineDOT program manuals, contracts, and policy documents to determine whether Title VI is appropriately addressed and implemented Department-wide.

## **Title VI Specialist Duties**

- Works collaboratively with federal and state authorities in communicating Title VI program requirements.
  - Assist with the implementation of Title VI policies.
  - Works closely with MaineDOT's Title VI Program staff to implement the Department's Title VI work Plan through programs, procedures and ongoing monitoring.
  - Advise Civil Rights Office Coordinator of Title VI related problems and discrimination complaints.
  - Communicate with internal staff regarding projects that are in development phases where
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Title VI issues may arise.

- Reviews Directives to determine if there are any Title VI implications.
- Coordinate and prepare the annual Title VI Accomplishment Report.
- Coordinate and prepare the Title VI Implementation Plan.
- Coordinate activities related to the effective and efficient implementation of MaineDOT's Title VI Program.
- Develop procedures and processes for preventing discrimination and addressing and resolving complaints of discrimination.
- Provide Title VI technical assistance, guidance, and training to MaineDOT staff, LPA's, consultants, contractors, planning agencies, and other recipients of federal-aid highway funds.
- Develop procedures for collecting statistical data on race, color, and national origin for participants and beneficiaries of the state highway program.
- Develop and publish Title VI information for dissemination to the public and where appropriate ensure that the information is translated in languages other than English.
- Implement procedures for prompt processing and disposition of Title VI complaints.
- Assist in obtaining public input, particularly in minority and traditionally underserved areas.
- Review contractual procedures for consultants and contractors to ensure equity and consistency.

## **Internal Title VI Liaison Duties**

The Title VI Liaisons assist and support the Title VI Specialist in the implementation of MaineDOT's Title VI Program. The Liaisons monitor and ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, including LEP within MaineDOT's Bureau's. The Liaisons' responsibilities in their respective bureaus include:

- Prepare a summary of the Bureau's Title VI accomplishments for each quarter.
  - Disseminate Title VI information to the general public and where appropriate ensure that the information is translated in languages other than English, in consultation with the Title VI
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Specialist.

- Assist in obtaining public input, particularly in minority and traditionally underserved areas.
- Participate in the identification of Title VI impacts and mitigation measures of proposed projects.
- Review environmental documents to identify and address social, economic and environmental effects and impacts.
- Review contract documents to ensure compliance with Title VI.
- Assist with the implementation of Title VI policies for their respective Bureaus.
- Advise the Civil Rights Coordinator or Title VI Specialist of Title VI related problems or discrimination complaints.
- Maintain statistical data by race, color, and national origin, as needed for respective program areas.
- Assist Title VI Specialist to ensure that Title VI requirements are included in bureau area directives and that procedures used have built in safeguards to prevent discrimination.

## **INTERNAL REVIEW PROGRAM**

### **Program Areas**

MaineDOT's mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity and preserves the quality of our environment and communities. MaineDOT has a comprehensive transportation program, each area of which is essential to achieving the mission through MaineDOT's core values of integrity, competence, and service. To measure the effectiveness of the program and ensure mission advancement, MaineDOT monitors and collects program data related to transportation issues. The following describes the various program areas, the activities conducted, and the data reviewed for nondiscrimination.

### **General Guidelines**

The cornerstone of Title VI compliance in all MaineDOT programs is outreach and public involvement. MaineDOT has a Public Involvement Program that is designed to provide early, continuous and extensive outreach to all communities, but particularly to ensure that project selection does not subject

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populations to disparate, adverse effects based on race, color, or national origin. Each bureau reports quarterly to MaineDOT's Civil Rights Office, which reviews each report for compliance.

MaineDOT uses a process to quarterly review Title VI activities to ensure nondiscrimination. The Title VI Specialist examines data for nondiscrimination, which may include, but not be limited to:

- Sampling of contracts to ensure inclusion of required nondiscrimination provisions as well as nondiscrimination in the selection of consulting firms;
- Sampling of public involvement materials including meeting notices, project flyers, and other similar documents to ensure appropriate nondiscrimination language and to ensure that such outreach is conducted in other languages as appropriate;
- Reviewing Title VI quarterly reports analyzing data for possible trends of discrimination;
- Ensuring that meetings, hearings, and other public involvement events are held in accessible locations and at times to garner the best representation of the impacted community; and/or
- Collecting questions, concerns, comments, or complaints from the public, ensuring they are appropriately addressed, and forwarding potential discrimination concerns to the appropriate official.

## **Quarterly Reporting**

Each program area Title VI Liaison will provide Quarterly Reports describing the activities that intersect with the Title VI Implementation Plan. In these reports, the program area will provide the data they have collected throughout the period and explain the steps their program area has taken to comply with Title VI Program requirements. In these reports, program area liaisons provide the following information:

- A description of the service area demographics, including how information was collected;
  - How Title VI information was disseminated to the public;
  - How different populations were affected by race, color, and national origin, whether any groups suffered disparate, adverse impacts, and what efforts were made to minimize and mitigate potential adverse effects;
  - The number of requests for Limited English Proficiency (LEP) services and those
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provided;

- A description of any discrimination-related complaint received;

## **Title VI Liaisons & Internal Monitoring Program**

In addition to the Title VI Coordinator, each of MaineDOT's program areas will have a designated Title VI Liaison for internal monitoring purposes. The program areas are:

- A. Bureau of Planning:
  - i. Public Outreach & Planning
  - ii. Transportation Systems Analysis
- B. Bureau of Project Development
- C. Property Office
- D. Multimodal Program
- E. Contract Procurement Office
- F. Bureau of Maintenance and Operations
- G. Environmental Office
- H. Safety Office
- I. Traffic Engineering
- J. ADA Program

The Liaisons are responsible for ensuring Title VI development in their respective areas, sharing Title VI information, and resources, and ensuring compliance with their subrecipients, Title VI program monitoring, and reporting to the Civil Rights Office the goals and results of their respective areas. Each program area is responsible for performing a self-assessment to determine which personnel interact with members of the public.

## **Title VI Responsibilities**

### **Bureau of Planning**

MaineDOT understands that transportation touches everyone's lives in a very personal way daily. Transportation is critical to our state's economic vitality and our quality of life, which is why MaineDOT engages in a forward-thinking planning process that encourages community and stakeholder participation in transportation investment decisions.

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The Bureau of Planning assists with the development of the Annual Work Plan, the Statewide Transportation Improvement Program (STIP) and the Public Involvement Plan for MaineDOT to meet present and future transportation needs for safe, adequate, and efficient transportation and include all stakeholders and users in that process. The Regional Planning Commissions (RPCs) and the Metropolitan Planning Organizations (MPOs) provide information in developing these planning documents.

The Bureau's Title VI Liaisons will:

- Serve as a resource person for the Bureau of Planning. Help develop and document procedures that ensure participation of a cross-section of people representative of the population(s) affected by Department projects, including identifying and proactively reaching out to various and diverse social, economic, and ethnic interest groups, and ensure the groups are represented in the planning process.
  - Ensure relevant project information is adequately distributed to stakeholders and the public, following the Department's public involvement procedures and LEP plan for plans, studies and projects originating in the Bureau of Planning.
  - Provide information to Planning staff regarding Title VI.
  - Provide statistical data on race, color, and national origin of populations in all areas impacted by the Department's programs or services, including LEP.
  - Ensure equal opportunity for participation on RPCs.
  - Ensure Title VI language is included in every Bureau of Planning subrecipient contract.
  - Address any complaints received with the Title VI Coordinator.
  - Provide the Civil Rights Office with a quarterly report regarding projects indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
  - Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.
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## **Bureau of Project Development**

Project Development oversees the completion of multiple phases of construction projects including advertising for and awarding bids (Contracts) and conducting public hearings with the Bureau of Planning.

The Bureau's Title VI Liaison will:

- Monitor all Project Development activities to ensure nondiscrimination within program areas.
- Perform reviews of Title VI subrecipients to ensure Title VI adherence.
- Ensure Title VI language is included in every Bureau of Project Development program area subrecipient contract and subcontract.
- Serve as a resource person for the Bureau of Project Development. Help develop and document procedures that ensure participation of a cross-section of people representative of the population(s) affected by Department projects, including identifying and proactively reaching out to various and diverse social, economic, and ethnic interest groups, and ensure the groups are represented in the planning process.
- Provide information to program area staff regarding Title VI.
- Address any complaints received with the Title VI Coordinator.
- Provide the Civil Rights Office with a quarterly report regarding projects indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Property Office**

MaineDOT's Property Office provides support for Programs in the areas of the traditional Right of Way functions of appraisal review, negotiations, and relocation. Additionally, the Office provides technical support for mapping, utility coordination, title, and condemnation functions. The Office is also responsible for delivering field surveys to support transportation projects, acquiring real property interests to

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accommodate highway, bridge, and multi-modal facilities, and relocating persons and businesses according to the Uniform Relocation and Assistance Act of 1970.

The Property Office ensures the equitable treatment of businesses and people displaced by highway projects, regardless of race, color, or natural origin by operating under the Federal Code of Regulations (49 CFR Part 24) to address the requirements established by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended.

The Office's Title VI Liaison will:

- Monitor all activities to ensure nondiscrimination.
  - Serve as a resource person for the Property Office.
  - Document procedures to ensure all population(s) affected are being treated fair and equitable.
  - Ensure ROW activities do not have a disproportionate or adverse effect on traditionally underserved populations.
  - Establish controls to ensure the objectiveness, quality, and equity of appraisals, property management, relocation assistance, and payments to impacted persons and property owners.
  - Ensures ROW uses interpreters and translators as necessary to ensure that those with LEP needs receive meaningful access to the Department's services.
  - Ensures all projects have a ROW plan that is monitored for compliance with the Uniform Act Relocation Assistance and Real Property Acquisition Policies Act of 1970 as well as for Title VI compliance.
  - Provide information to program area staff regarding Title VI.
  - Address any complaints received with the Civil Rights Office.
  - Provide the Civil Rights Office with a quarterly report regarding projects indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
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- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues for the quarter and any changes for the next.

## **Multimodal Program**

MaineDOT's Multimodal program develops and manages the construction of non-highway and non-bridge projects, e.g., rail, bike/pedestrian trails). Multimodal is also tasked with the oversight of those projects selected to receive federal funding to develop and improve Maine's transportation network. These programs are administered by municipalities or other local public agencies (LPAs).

The Program's Title VI Liaison will:

- Ensure that LPAs provide the Department with signed Title VI Assurances (Form 1050.2a), including all Appendices, annually.
- Ensure that LPAs include in their subcontracts the appropriate Title VI documentation, i.e., Title VI Assurances, including all Appendices and Form 1273.
- Ensure that all MaineDOT public meetings and notices for LPA projects comply with Title VI.
- Address any complaints received with Title VI Coordinator.
- Assist the Civil Rights Office with Title VI compliance reviews of those subrecipients chosen by the Civil Rights Office and the Liaison annually.
- Provide the Civil Rights Office with a quarterly report regarding projects indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Bureau of Maintenance and Operations**

The Bureau of Maintenance and Operations (M&O) oversees the maintenance, repair and safe

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operation of all of Maine's state highways and bridges and has an essential function and responsibility within the department to assist in meeting the overall mission, goals, and values.

Our goal is to provide the resources necessary to ensure the quality of maintenance and repair projects by improving decisions made in the field, making information available for training and maintaining statewide consistency. The Bureau of Maintenance and Operations is ever-changing, and it is imperative that relevant up to date resources are available.

The Bureau of Maintenance and Operations has the primary responsibility for assuring that highway maintenance and repair practices adhere to Title VI requirements.

The Bureau's Title VI Liaison will:

- Monitor all M&O activities to ensure nondiscrimination within program areas.
- Ensure that all mitigation measures during construction are effectively implemented to reduce health and environmental hazards to the public, e.g. work zone safety, measures to reduce noise and air impacts, and erosion control measures.
- Carefully review project activities to avoid disproportionately high or adverse impacts on underserved communities during the maintenance and repair phases.
- Provide information to program area staff regarding Title VI when necessary.
- Address any external complaints received with the Title VI Coordinator.
- Provide the Civil Rights Office with a quarterly report regarding projects indicating the relative benefits, services, and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Environmental Office**

The Environmental Office plays a lead role in proactively integrating transportation, environmental, and innovation objectives with the department's plans, operations, and maintenance activities.

The Environmental Office integrates environmental considerations into all MaineDOT activities to achieve environmental compliance. The Office manages environmental programs, works to streamline

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the environmental process, and monitors changing laws and regulations.

The Environmental Office houses a diverse group of environmental specialists who research, analyze, and monitor the effects transportation projects have on the environment.

A contract with standard terms and conditions is submitted with all Requests for Proposals, which includes the required Title VI language. Additionally, contracts with consultants are compiled using standard templates that have standard contract language regarding Title VI as part of the General Terms and Conditions. All consultant contracts include the standard contract clauses and include a provision that says that any subcontracts must include these same provisions.

The Environmental Office's procedures are focused on preparing environmental documentation for projects and the processes for approving that document. They discuss how Title VI should be incorporated into the environmental process and environmental documentation.

All notices are placed on the MaineDOT website as are project documents referenced in the notice. MaineDOT's social media is used to disseminate meeting notices. All notices placed in newspapers are placed in the regular body of the paper and not the Legal Notices Section. If they are published in an identified area, ethnic newspapers, and radio stations are included in the noticing effort. Community facilities such as churches, community centers, and commercial businesses are approached to post notices of the meeting.

When warranted, mailings to property owners are multilingual. Language interpreters are available at MaineDOT public meetings. Community advisory councils or boards are made aware of the meeting and if requested, project representatives make a separate presentation to those bodies. NEPA documents are made available. Copies of documents are available upon request and may be translated as needed.

For individuals who may lack transportation, MaineDOT policy provides meetings to be held close to a project area to facilitate involvement and via virtual means.

As part of a given environmental study, identifying the demographic composition and any affected populations in the project's study area is a specific task. Based on the results of this research, outreach methods are established to most effectively involve potentially affected neighborhoods or potential project users.

The Office's Title VI Liaison will:

- Serve as a resource person for the Environmental Office.
  - Ensure community involvement and participation is considered in the design of projects for all affected populations.
  - Sample environmental documents to ensure Community Impact Assessments appropriately identify underserved communities and discuss avoidance, minimization, and mitigation of disproportionately high or
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adverse impact.

- Provide statistical data on race, color, and national origin of populations in all areas impacted by the Department's programs or services, including LEP.
- Monitor all activities to ensure nondiscrimination on any projects.
- Provide information to program area staff regarding Title VI.
- Address any complaints received with the Civil Rights Office.
- Provide the Civil Rights Office with quarterly reports regarding projects indicating the relative benefits, services, and any adverse impacts and alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Safety Office**

MaineDOT's Office of Safety and Mobility performs data-driven safety analysis to identify safety issues on Maine's highway network, develops solutions to these issues, and creates a portfolio of projects for the Department's Highway Safety Improvement Program. The Mobility section analyzes traffic patterns, and volumes, and forecasts changes in these through travel demand modelling. It also performs traffic studies to identify areas of high congestion and proposes alternatives to mitigate these issues.

The Office's Title VI Liaison will:

- Serve as a resource person for the Safety Office.
  - Provide statistical data on race, color, and national origin of populations in all areas impacted by the Department's programs or services, including LEP.
  - Monitor all activities to ensure nondiscrimination on any projects.
  - Provide information to program area staff regarding Title VI.
  - Address any complaints received with the Civil Rights Office.
  - Provide the Civil Rights Office with quarterly reports regarding projects
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indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.

- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Traffic Engineering**

Traffic Engineering is responsible for tracking crash records, collecting traffic data, and maintaining MaineDOT's electrical devices and pavement marking program. The section also includes right-of-way control and our sign shop.

The Office's Title VI Liaison will:

- Monitor all traffic activities to ensure nondiscrimination with program areas.
- Provide information to program area staff regarding Title VI when necessary.
- Address any external complaints received with the Title VI Coordinator.
- Provide the Civil Rights Office with quarterly reports regarding projects indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **ADA Office**

The ADA office is on the review team for the Safe Routes to School applications from Municipalities and all applications are scored and towns in HUD-designated low to moderate-income counties are weighted for scoring purposes. They also require information on how the project will positively impact low-income communities, school-age populations, and senior populations. The ADA office also reviews RFQ applications for the ADA.

ADA reviews potential projects from MaineDOT's Heads-Up project in the Bureau of Planning. These projects are selected from a municipal process which prioritizes locations in communities with high rates

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of pedestrian crashes.

MaineDOT updates the ADA curb ramp inventory annually and that can be reviewed at: <https://www.maine.gov/mdot/civilrights/ada/>

The Office's Title VI Liaison will:

- Serve as a resource person for the ADA Office.
- Provide statistical data on race, color, and national origin of populations in all areas impacted by the Department's programs or services, including LEP.
- Monitor all activities to ensure nondiscrimination.
- Provide information to program area staff regarding Title VI.
- Address any complaints received with the Civil Rights Office.
- Provide the Civil Rights Office with quarterly reports regarding all activities indicating the relative benefits, services and any adverse impacts and its alternatives on persons and businesses of majority and minority, racial, national origin, and/or low-income groups, including but not limited to LEP persons.
- Provide the Civil Rights Office with quarterly reports of Title VI accomplishments and/or any issues and expected changes.

## **Procedure**

All Internal Title VI Liaisons will be notified in writing at least 15 days in advance of the expected receipt due date of their respective Title VI Internal Report. The notice will include a compliance review questionnaire that programs are required to complete in writing and return by the fifteenth of the month following the end of a quarter. Copies of the questionnaires are included as [\*\*APPENDIX III\*\*](#) of this plan.

The Civil Rights Office Title VI staff will review the responses to the questionnaire during the desk review process. Programs found out of compliance will be reported to the Chief Counsel and given five business days to overcome any deficiencies noted. If it is determined that the matter cannot be resolved voluntarily by informal means, action will be taken to effectuate compliance, up to and including notice to the Commissioner.

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## Methodology

The assessment process is designed to give MaineDOT Title VI staff an opportunity to understand the business practices of each program area and to identify areas of improvement and corresponding corrective actions. This is accomplished through the following methods:

- **Desk Audits**

By requesting and reviewing the documents used by MaineDOT's program areas, the Title VI staff is able to determine the extent to which Title VI activities are woven into the activities of those programs. This review looks primarily for the presence of standard Title VI assurance language, as needed. This is also an opportunity for MaineDOT's Title VI staff to identify opportunities for Title VI data gathering and/or training opportunities.

- **Technical Assistance**

MaineDOT's Title VI staff provides technical assistance on Title VI compliance across the Department. This can include identifying language needs in impacted communities, informing reasonable accommodation interactive process, developing new methods of data collection and analysis, and providing recommendations on new Title VI related questions and issues. Oftentimes, this technical assistance is prompted by the direct request of program area staff. These instances provide Title VI staff with an opportunity to gauge current levels of Title VI compliance throughout the Department as well as areas for improvement.

- **Attendance at Public Outreach Events**

By attending public outreach events, such as public hearings, meetings, and information sessions, MaineDOT's Title VI staff observe program area staff in their direct interactions with members of the public. This gives the Title VI staff an opportunity to identify any needs or additional training and to ascertain the effectiveness of Title VI related request processes (such as language services and reasonable accommodations). Attending these sessions also provides an opportunity to learn of project-level community concerns that may be Title VI related.

Many changes have been instituted since we adopted Virtual Public Involvement ([VPI](#)), and more specifically, virtual on-demand meetings. Each project has its own comment form that is linked. This allows for comments and questions to be submitted to the

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Project Manager and Team for response to the commenter. An optional Demographic Survey is included on each project page to help us understand who we are reaching and serving. Each project has a specific link to help us map and understand this data.

Public Involvement Management Application (PIMA) is the internal backbone of the system that allows for setting up events, registering participants, collecting and responding to comments, and collecting data. MaineDOT's [Public Involvement Plan](#) further outlines the public involvement process MaineDOT uses and analysis on the same.

## **Outcome**

The internal assessment process culminates in the development of tailored Title VI work plans designed to illuminate possible deficiencies and identify areas of improvement in the Title VI activities of MaineDOT's programs, with specific timeframes for deliverables and action items.

Compliance and Enforcement

To address Title VI compliance and enforcement, procedures include: designating a Title VI coordinator, conducting regular compliance reviews, implementing language assistance for Limited English Proficient (LEP) individuals, actively investigating complaints, providing staff training, monitoring contracts with third parties, and taking corrective action when violations are found, potentially including referral to the Commissioner of Maine Department of Transportation for action if voluntary compliance cannot be achieved; all while ensuring meaningful access to programs and services for individuals of all national origins.

To address Title VI compliance and enforcement deficiencies, procedures include: implementing targeted training programs, actively investigating complaints, providing technical assistance to internal Liaisons, modifying policies and practices where necessary, monitoring for discriminatory effects, and taking enforcement actions like referrals to the Commissioner if voluntary compliance is not achieved.

## **EXTERNAL REVIEW PROGRAM**

MaineDOT is required to monitor its subrecipients to ensure those entities are in compliance with Title VI and related nondiscrimination statutes. MaineDOT has determined that any Subrecipient receiving federal financial assistance through MaineDOT for the purpose of administering programs and activities requires monitoring. The subrecipients that receive federal financial assistance through MaineDOT for the purpose of administering programs and activities include local public agencies; metropolitan and

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regional transportation planning organizations; and transit grantees. MaineDOT has taken a three-step approach to monitoring those Subrecipients that qualify for monitoring under the Title VI program.

Subrecipients of Federal aid in Maine include metropolitan planning organizations, councils of governments, local governments, transit grantees, airport authorities, contractors, and consultants.

The MaineDOT has oversight within the state of 16 counties, approximately 23 cities, 430 towns, 29 plantations, and 4 Native American tribes (four reservations) that have the potential to become a Subrecipient LPA. Currently, the number of open LPA projects totals 78.

The Civil Rights Office coordinates external civil rights for FHWA and subrecipients; ensures contractor compliance with US Department of Labor Prevailing Wage determinations and Office of Federal Contractor Compliance Program reporting; and oversees external compliance with the Title VI program.

## **Subrecipient Review Selection Procedures**

Every year, MaineDOT identifies Subrecipients for which an onsite review will be conducted based on the assessment of the risk of non-compliance and the potential magnitude of the impact of non-compliance. MaineDOT identifies those Subrecipients based on the following criteria:

- MaineDOT knows of or has received (formal or informal) complaints regarding the Subrecipient;
- MaineDOT staff have identified Subrecipients with known Title VI issues or concerns;
- The Subrecipient has submitted problematic responses to the Title VI compliance questionnaire and/or submitted incomplete Title VI documentation following the questionnaire;
- The Subrecipient receives a large amount of funding from MaineDOT relative to other Subrecipients;
- The Subrecipient is new to MaineDOT, receives a large amount of funding from MaineDOT, and requires Title VI training.

MaineDOT conducts reviews of three to five local public agencies each year. The onsite review activities conducted with each type of Subrecipient are identified below. The results of the onsite reviews are included in MaineDOT's Title VI Goals and Accomplishments Report.

## **Subrecipient Review Procedures**

Each year MaineDOT allocates a portion of its FHWA funding to Metropolitan Planning.

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Organizations (MPOs) and Local Public Agencies (LPAs) in the form of direct funding or grants/awards to be used for transportation planning and construction projects at the metropolitan and/or local level. MaineDOT will update its list of subrecipients annually. These will include MPOs, municipalities, RPCs, and LPAs (other than municipalities) that receive federal funding. MaineDOT has developed a review process for these subrecipients. MaineDOT's checklist for conducting Title VI reviews and a sample of questions MaineDOT asks during Subrecipient reviews are included as [APPENDIX IV](#) of the plan.

Each of the MPOs and all the LPAs develop a Title VI Implementation Plan that describes implementation, reporting, and complaint procedures. MaineDOT provides a template for this purpose available on our [website](#) and as included in [APPENDIX V](#). The plan must contain complaint processing procedures, the contracting nondiscrimination and other provisions of 49 CFR Appendix C to part 21(a)(2), dissemination of Title VI information (DOJ 28 CFR 42.405), internal controls per 2 CFR 200.303, data collection (28 CFR 42.406), LEP compliance per EO 13166 and applicable USDOT guidance.

Annually MaineDOT establishes a schedule of rotating subrecipients for Title VI Program reviews of MPOs and LPAs using the criteria below. The review may consist of a desk audit or an on-site review.

***Review Criteria and Process:***

- Prioritize recipients according to:
    - Funding amount and type,
    - Number of complaints against an MPO or LPA,
    - Revisit agencies with previously identified deficiencies, and
    - Length of time between reviews.
  - Phase I-Subrecipient: Agency without an Approved Title VI Program/Plan
    - These agencies have up to 1 year to develop a comprehensive Title VI Program, which includes a LEP Plan. The MaineDOT Title VI Specialist assists the agencies with developing a Title VI Program and then they help to monitor the implementation. Once MaineDOT reviews the Title VI Program and accepts the implementation plan, then MaineDOT categorizes it as Phase II.
  - Phase II Subrecipient: Agency with an approved Title VI Program/Plan
    - MaineDOT monitors the effectiveness of the agency's Title VI Program during the Phase II review. The recipient must submit documentation to MaineDOT for review annually. The program documents should show effective implementation
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of the approved Title VI Program and provide evidence that the Subrecipient monitors its program as outlined in its Title VI Program Plan. Deliverables submitted might include:

- ❖ Vital documents translated for LEP populations;
- ❖ Demographic maps used in decision-making;
- ❖ Examples of training and outreach events for underutilized populations; and
- ❖ Other efforts made demonstrating that the LPA has ensured non-discrimination in all its programs and activities.

The Civil Rights Officer Coordinator and Title VI Specialist will work together to classify the Subrecipient into either the “Phase I” or “Phase II” review category.

In addition, on its website, MaineDOT offers document samples, and other pertinent information regarding the implementation of a Title VI Program to ensure that LPAs and other federal aid recipients are actively working to prevent discrimination within their organization. Examples are online at <https://www.maine.gov/mdot/civilrights/title-vi/>.

LPAs are subrecipients of federal financial assistance and must implement policies and procedures prohibiting discrimination. MaineDOT’s Title VI Specialist is responsible for monitoring Title VI Implementation Plans and program implementation. Agencies receiving federal funding must make the appropriate recommended corrections if MaineDOT finds noncompliance. As part of his/her regular duties, the Title VI Specialist will work with Subrecipients to help them implement a Title VI program and will train local officials and Title VI Liaisons to help them understand the requirements of a Title VI Program and how to make effective implementation efforts.

The MPOs are responsible for the transportation planning process within their urbanized areas and through a Memorandum of Understanding relating to transportation planning with MaineDOT’s and mutual agreement of Federal funding in support of metropolitan planning and project activities: As a result, each MPO must develop a:

- 3-year Transportation Improvement Program (TIP); and
  - Long-range transportation plan.
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MaineDOT's Planning Division assists the MPOs with transportation planning activities that require Title VI compliance. In coordination with the Civil Rights Office, the Planning Division also provides guidance to MPOs on Title VI Program issues. The Planning Division oversees the Metropolitan Planning Organizations by monitoring, as follows:

- Evaluating the Transportation Improvement Program (TIP);
- By providing general assistance and or any guidance;
- Ensuring Title VI Program compliance; and
- Assisting with MPO Federal/State reviews.

The Planning Bureau, the Office of Civil Rights, the Title VI Specialist, and the Title VI Liaisons will monitor the MPO's overall strategies and goals of the transportation planning process to ensure Title VI Program compliance. MaineDOT utilizes the Title VI review criteria as outlined above to decide the level of review required. A review will evaluate the outreach efforts employed by the MPO during the 3-year planning period. One of the review functions will be to compare the demographics of attendees at planning meetings, and then perform an analysis of available documents to determine if the planning process includes underserved and underutilized populations, those with Limited English proficiency. MaineDOT staff will examine marketing and advertising samples, and marketing and email communications, and check the disposition of complaints filed against the MPO during the same period. MaineDOT will complete the analysis and provide a report on any identified deficiencies. If necessary MaineDOT will provide a corrective action plan for the planning process that will aim to improve participation of underutilized and underserved populations.

MaineDOT's Title VI Coordinator will oversee, monitor, and train LPAs and MPOs as follows:

- Review Limited English Proficiency (LEP, E.O. 13166) compliance to ensure utilization of demographic information. Ensure the LPAs and MPOs use the data to identify potential LEP populations, and that the LPAs and MPOs assess distributions of the benefits/burdens of the transportation plans and activities on these groups;
  - Monitor Title VI compliance to ensure utilization of demographic information. Ensure the LPAs and MPOs use the data to identify potentially disparately impacted populations, and that the LPAs and MPOs assess distributions of the benefits/burdens of the transportation plans and activities on these groups;
  - Monitor public involvement processes to improve effectiveness and reduce participation barriers for populations based on race, color, and national origin; and
  - Evaluate LPA and MPO annual accomplishments and goals.
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Pursuant to 23 CFR 450.334, all MPOs undergo a triennial FHWA/FTA joint review, which may include a Title VI Program compliance assessment. The decision of what the review focus will be rests with the FHWA/FTA planners. MPOs may also request that they be reviewed in a specific area, such as Title VI.

Should the USDOT Operating Administration identify a program deficiency, within 90 days the Department will voluntarily develop an agreed-upon Corrective Action Plan (CAP) with the modal agency to address the deficiencies.

## **Review Steps**

### **1. Notice of compliance review**

- a. When a compliance review commences, the Title VI program staff will send a notice of compliance review providing the reason for the review and a request for documents to the subrecipient.
- b. The subrecipient will be given an initial thirty (30) day time period to produce the requested documentation. This period may be extended for an additional thirty (30) days when a reasonable request for extension is made and at the discretion of DOT staff.
- c. Any subrecipient who fails to respond to a notice of compliance review, including the request for information, within the prescribed deadline shall receive written notification of his or her deficiency status from the Title VI program staff (see preliminary findings below).

### **2. Desk review**

Information received from the subrecipient is reviewed in the office by the Title VI staff and a telephone call may be scheduled to discuss preliminary deficiencies observed and to request additional information as necessary.

The following factors will play a role in determining whether or not an on-site review is necessary:

- Deficiencies are directly related to improvements being constructed or maintained by the Subrecipient;
  - Deficiencies include missing entire program components or are otherwise
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considered major deficiencies;

- The subrecipient's program coordinator or representative has not been identified and/or does not appear to have the support of the executive leadership of the agency in ensuring program compliance; and,
- The review is based upon the receipt of a complaint.

### 3. Preliminary findings:

Following the conclusion of the desk review and/or on-site review, the reviewer shall provide the Subrecipient with a written report of preliminary findings which shall:

- Document any deficiencies observed and direct the Subrecipient to come into compliance within 90 days.
  - Require that any deficiencies that cannot possibly be resolved within 90 days shall be reflected in a compliance plan submitted to DOT for approval within the 90-day period and shall include dates by which compliance will be achieved and specific action steps with identified task ownership.
  - In addition, it is the Subrecipient's responsibility to notify MaineDOT that it has achieved its approved compliance plan goals. Failure to provide such notice will place them in deficiency status.
  - Failure to comply: If the Subrecipient does not voluntarily comply within 90 days of the original notification or alternative period approved by MaineDOT, MaineDOT will issue a Notice of Noncompliance. If the Subrecipient fails to submit appropriate and complete documentation to support its commitment to comply with Title VI, MaineDOT will issue a noncompliance letter and forward a copy to FHWA and may then take or participate in other legally available action against the Subrecipient for failure to comply, such as withholding payment on a contract, and/or suspending or terminating the contract.
  - Following the expiration of 90 days, MaineDOT may do any of the following:
    - Certify the current Subrecipient compliant and eligible to receive funds;
    - Identify the current Subrecipient as deficient but on an approved corrective action plan; or
    - Issue a notice of noncompliance.
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# LANGUAGE ASSISTANCE PLAN FOR LIMITED ENGLISH PROFICIENCY

## Purpose and History

In 1964, the US Department of Labor enacted legislation, Title VI of the Civil Rights Act, stating “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”

“The Federal Government provides and funds an array of services that can be made accessible to otherwise eligible persons who are not proficient in the English Language. The Federal Government is committed to improving the accessibility of these services to eligible [persons with Limited English Proficiency] LEP persons, a goal that reinforces its equally important commitment to promoting programs and activities designed to help individuals learn English.” (US Department of Justice, 2000). In recognition of and response to language being identified as a barrier to services, the US Department of Justice (DOJ) issued [Executive Order 13166](#), “Improving Access to Services for Persons with Limited English Proficiency” on August 11, 2000, under the signature of US President Bill Clinton.

The Executive Order has two primary parts: first, it requires that federal agencies and recipients of Federal financial assistance examine the services that they provide and develop and implement a system/plan that provides meaningful access for persons with Limited English Proficiency (LEP) to those services, benefits, information, and activities. That access extends not only to LEP applicants but also to beneficiaries of the services, both US and non-US citizens, without unduly burdening the fundamental mission of the agency. Second, it directs each agency providing federal financial assistance to issue guidance to recipients to meet their obligations to provide meaningful access to services.

On the same day that President Clinton signed Executive Order 13166, the US Department of Justice (DOJ) issued a Policy Guidance Document, “Enforcement of Title VI of the Civil Rights Act of 1964 — National Origins Discrimination Against Persons with Limited English Proficiency”, to assist federal agencies in carrying out the mandates outlined in the Executive Order.

The United States Department of Transportation (US DOT) issued [Policy Guidance Concerning Recipient’s Responsibility to Limited English Proficient \(LEP\) Persons](#), modeled after the DOJ’s guidance, to the Federal Transit Administration (FTA) on how to carry out the requirements of Title VI for LEP persons. The DOT guidance outlines four factors that recipients should apply to assess the

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language needs of those individuals they come in contact with who have limited English proficiency and to take reasonable steps to ensure meaningful access to their programs and activities by those people. The referenced guidance is commonly known as a four-factor analysis.

#### Purpose

The purpose of the MaineDOT LEP Plan update is to apply the four-factor analysis to the most currently available demographic information in conjunction with survey data obtained to determine if existing measures put in place are sufficient to bridge gaps to services that may be caused by language barriers, and if not, to provide recommendations to do so.

The MaineDOT is committed to assisting individuals, for whom English is not their primary language, to understand and have access to programs, activities, and services. Language for many Limited English Proficiency (LEP) individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.

A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

## Plan Summary

The importance of the availability of language assistance should be commensurate with the number or proportion of eligible LEP persons, the frequency of contact with the service, and the importance of the program, activity, or service. That is to say, the greater the factors, the greater the importance of making language assistance available. MaineDOT's intent with this program is to ensure meaningful access by LEP persons to critical services.

The MaineDOT has developed this Limited English Proficiency (LEP) Plan to identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to MPO programs as required by Executive Order 13166.

In developing the plan, and while determining the MaineDOT's extent of obligation to provide LEP services, the MaineDOT undertook a U.S. Department of Transportation four-factor LEP analysis.

The four-factor analysis will help MaineDOT determine the right level and combination of LEP services that are both necessary and reasonable. The two primary methods for providing language services are oral interpretation and written translation.

The four factors considered in the analysis are:

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1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by MaineDOT to people's lives.
4. The resources available, and associated costs.

**Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population**

In this part of the analysis, MaineDOT reviewed what has been done before to serve the LEP community and determine the breadth and scope of language services that are needed to serve them. This is accomplished by examining demographic information attained from the US Census Bureau, the American Community Survey (ACS), schools, community partners, and local governments.

Federal law provides a safe harbor situation so that agencies can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A safe harbor means that if an agency provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the agency's written translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance but rather provides a guide for agencies that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary.

Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. Strong evidence of compliance with the agency's written translation obligations under safe harbor includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters as oral language services are needed and are reasonable.

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Maine has a relatively low percentage of people who speak English less than very well. The Table 1 analysis of estimates reflected in the American Community Survey (ACS) five-year estimate for 2017 – 2021 (below), shows that statewide, there are 18,141 people over the age of 5 (or about 1.4 % of the total population of people over the age of 5) who speak English less than very well.

According to the ACS estimates for Maine, there are six languages/“Other” language categories/clusters in which the number of persons who speak English less than very well exceed the Safe Harbor Threshold of 1,000 people: French, Haitian, or Cajun, Spanish, Chinese (including Mandarin and Cantonese), Other Asian and Pacific Island languages, Other Indo-European languages, and Other and unspecified languages.

LEP persons interact with MaineDOT primarily via telephone, at public meetings relating to public transportation and planning.

<b>TABLE 1 American Community Survey B16001. Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, Maine: 2021</b>				
	<b>Maine</b>			
<b>Geographic Area Name</b>	<b>Number of Speakers</b>	<b>Speak English Very Well</b>	<b>Speak English Less than Very Well</b>	<b>Percentage of the total population 5 and over</b>
Total Population 5 and Over	1,293,114			
Speak only English	1,216,827			
French, Haitian, or Cajun	33,695	27,260	6,435	0.4976
Spanish	11,920	9,208	2,712	0.2097
Chinese (incl. Mandarin, Cantonese)	3,102	1,731	1,371	0.1060
Arabic	1,438	902	536	0.0415
Vietnamese	832	303	529	0.0409
German or other West Germanic languages	4,185	3,695	490	0.0379
Tagalog (incl. Filipino)	1,026	771	255	0.0197
Russian, Polish, or other Slavic languages	2,801	2,297	504	0.0390
Korean	643	451	192	0.0148
Other Asian and Pacific Island languages	3,026	1,876	1,150	0.0889
Other Indo-European languages	6,209	4,647	1,562	0.1208

Other and unspecified languages	7,410	5,005	2,405	0.1860
<b>Total:</b>	<b>1,293,114</b>	<b>58,146</b>	<b>18,141</b>	<b>1.4%</b>

### A Note on U.S. Census Language Coding and Tabulation

The coding operations used by the Census Bureau put the reported answers to the question "What is this language?" into language categories. In 2016, the code list was revised to match the International Organization for Standardization's ISO-639-3 standard, and the number of possible codes increased from 382 to 1,333. Linguists recognize over 7,000 languages in the world, and as respondents report new languages, more codes are added to the language list.

Whenever possible, language write-ins are coded as in ISO-639-3 language. Other codes have been added for common write-ins that can only be classified within a language family (i.e. Berber languages, Karen languages), or a geographical region (i.e. Europe N.E.C., Nigeria N.E.C.). Similarly, languages within a macrolanguage are coded at the individual language level whenever possible, and at the macrolanguage level (i.e. Chinese, Arabic, Persian) when it is not possible to determine the specific individual language from the write-in answer.

Due to small sample counts, data tabulations are not available for all 1,333 languages. Presenting data for all language codes is not sensible due to confidentiality concerns. Therefore, the Census Bureau collapses the languages into more manageable categories for tabulations. The original language categories were developed following the 1970 Census and were based generally on the Classification and Index of the World's Languages (Voegelin, C.F. and F.M., 1977). In the American Community Survey, the language categories have been updated, with the latest revision occurring in 2016. In 2016, linguistic classifications were based generally on the hierarchies in Ethnologue: Languages of the World, 19th Edition (Simons, G.F. and C.D. Fennig (eds.), 2016).

The determination of whether to show an individual language or collapse it into an aggregated category depends chiefly on the size of the population in the United States speaking that language at home. In tabulations, smaller languages are aggregated with other languages in a way that meets a certain population threshold but has some utility for translators or researchers. The simplest collapse recodes languages other than English into four major language groups: Spanish, Other Indo-European languages, Asian and Pacific Island languages, and other languages. A more detailed collapsing uses 42 non-English languages and language groups.

In [APPENDIX VI](#), we have provided the Primary Language List from the US Census which details the specific languages that could be included in the three "Other" language groups/clusters identified by the U.S. Census for the State of Maine. The Primary Language List from the U.S. Census can also be accessed at this link: [primary language list.pdf \(census.gov\)](#).

To accommodate LEP citizens who fall into the “Other” language categories, MaineDOT will translate vital documents into the specific language only upon request. Also, MaineDOT has engaged Acutrans, a licensed and certified language translation company, to identify the top 10 languages spoken in Maine (other than English) in order to have certified translators at public meetings who can accommodate these LEP speakers. These languages include:

<b>Top 10 Languages of Maine (Other Than English)</b>
French
Spanish
Chinese
German
Amharic, Somali, or Other Afro-Asiatic Languages
Swahili or Other Languages of Central, Eastern, & Southern Africa
Portuguese
Arabic
Tagalog
Other Native Languages of North America

Source: <https://acutrans.com/top-10-languages-of-maine/>

## **French**

Per the ACS estimates, there are 6,435 French-speaking LEP persons in Maine, the greatest concentration of which are located in Androscoggin County (1,015 persons), York County (1,171 persons) Aroostook County (1,326 persons), Cumberland County (1,363 persons). The available estimates indicate that French-speaking LEP persons are dispersed throughout Maine, rather than concentrated in communities, although there are populations of French-speaking LEP persons around Portland, Lewiston/Augusta, and in the St. John Valley of Aroostook County.

## **Spanish or Spanish Creole**

ACS estimates indicate that there are 2,712 Spanish or Spanish Creole LEP persons in Maine, the greatest concentrations of which are located in Cumberland County (791 persons), Kennebec County (250 persons), Penobscot County (315 persons), and York County (316 persons). The available data would indicate that Spanish-speaking LEP persons are dispersed throughout Maine, rather than concentrated in communities, although the Cumberland County numbers would suggest that there are likely a substantial number in the City of Portland. In addition, there is a Spanish-speaking community in Washington County.

## **Chinese**

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Per the ACS estimates there are 1,371 Chinese LEP persons in Maine, the greatest concentrations of which are located in Cumberland County (427 persons), York County (196 persons), Kennebec County (139 persons), and Penobscot County (135 persons). ACS estimates show that Chinese-speaking LEP persons are dispersed throughout Maine, rather than concentrated communities. However, there are large areas throughout the state with no Chinese speakers.

MaineDOT monitors new data to ensure that, if thresholds are exceeded in non-English language populations, processes will be put into place to address any language discrimination that may exist. Given the increase in the LEP populations discussed above, MaineDOT will need to ensure, at a minimum, the provision of appropriate translation efforts, particularly in terms of public outreach and the provision of vital documents that are available in languages spoken by the six language groups. MaineDOT's 2023 Four Factor Analysis and information on translation and diversity services by county can be found on our website at: <https://www.maine.gov/mdot/civilrights/title-vi/>.

Largely and consistently, identifying LEP populations in Maine is accomplished through census data, communication with friends and family members who work with LEP populations, communication with community organizations, professional and medical services, schools, churches, neighborhood gathering spaces, the Maine departments of Transportation, Education, and Health and Human Services.

## **Factor 2: The frequency with which LEP individuals come into contact with MaineDOT programs, activities, and services**

Given that MaineDOT is a large organization, it is difficult to gauge precisely how much contact LEP persons have with MaineDOT services and programs. To obtain a clearer picture of the frequency and manner in which LEP persons engage with MaineDOT, we plan to implement the following process to assist with the development of MaineDOT's Language Assistance Plan annually:

- MaineDOT will assign an individual to regularly handle data collection for its Language Assistance Plan moving forward.
  - The individual will identify all the touchpoints where MaineDOT interacts with the public (public meetings, customer service interactions, online resources, written communications, etc.)
  - MaineDOT will then implement a system to track and record instances where LEP individuals interact with MaineDOT. This might involve creating a database or using specialized software.
  - MaineDOT will track the type of interaction (public meeting attendance, website visits, etc.), the language used, and any language assistance provided or requested.
  - MaineDOT will encourage feedback proactively from LEP individuals who interact with MaineDOT. This will be through written surveys, feedback forms at public meetings, and online
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channels.

- MaineDOT will collect information on their experience with language barriers and the effectiveness of any language assistance provided to them.
- MaineDOT will regularly review and analyze the data collected to identify trends and patterns. This will be done annually.
- MaineDOT will identify which touchpoints have the highest frequency of LEP interactions and which languages are most commonly needed.
- MaineDOT will, based on the analysis, make adjustments to its language assistance strategies as needed. For any touchpoints with high LEP interaction, MaineDOT will provide translated materials and interpretation services.
- MaineDOT will continuously refine its language assistance efforts based on feedback and changing demographics in the state of Maine.
- MaineDOT will collaborate with local community organizations that serve LEP populations so that they can provide insight into specific needs and help disseminate translated materials.
- MaineDOT will provide training to its staff to appropriately respond to LEP interactions and will ensure that its staff are aware of all available language assistance resources.

### **Factor Three: The nature and importance of these programs, activities, and services provided by MaineDOT to the LEP population**

MaineDOT's services affect every community member. It is essential that MaineDOT effectively communicate its safety and public service announcements to the entire community, including non-English speakers. Further, MaineDOT is a large employer and spends millions of dollars annually contracting work from DBEs. MaineDOT's planning process relies on input from the public. MaineDOT's services are therefore important to LEP people's lives and must be accessible to everyone, regardless of ability to speak English.

The MaineDOT operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance. These protected categories are contemplated within MaineDOT's Title VI Programs consistent with federal interpretation and administration. Additionally, MaineDOT provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with US Department of Transportation policy and guidance on federal Executive Order 13166.

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An important part of the development process for MaineDOT is public outreach and involvement. To obtain this, several methods have been and will be utilized in an attempt to bring as many individuals as possible into the plan development. This includes updates at several meetings, targeted emails, online and hard copy surveys, and web-based applications. Additionally, during the development of other planning documents, a notice of applicability and linkage to the [Statewide Transportation Improvement Plan](#) (STIP) has been and will be identified and incorporated.

MaineDOT partners with local organizations to identify transportation needs throughout the State and to work collaboratively toward addressing these needs. By working with local organizations, we have been working to increase our public outreach by utilizing their contact lists and working with an array of organizations and individuals. The largest LEP population resides in Cumberland County and York County. Although MaineDOT has not conducted any targeted formal outreach efforts to identify which MaineDOT programs would be of the greatest importance to LEP persons, it can be assumed that the programming, prioritization, and development of projects would be of interest and importance to the LEP population.

#### **Factor 4: The resources available to the Recipient and costs**

MaineDOT incorporates a variety of resources to meet the needs of the LEP population in Maine. MaineDOT enables access to non-English speakers primarily through its use of contracted translation and interpretation services. The cost of these services varies depending on use and are all provided free of charge to the LEP population. As an employer, MaineDOT has internal employees who can be utilized for interpretation when needed and who speak many of the languages found in the community, at no additional cost to MaineDOT. We also utilize Google's automated translation services on our website, so that all the information there can be accessed in over fifty languages. MaineDOT also uses translation and printing services to print brochures and information in multiple languages, particularly Spanish, French, and Chinese. The translation services provided allow beneficiaries to receive content in languages they understand.

In addition, various MaineDOT bureaus and offices have programs or services specifically designed to assist underserved populations, including LEP persons. The following are examples of assistance geared toward LEP persons offered by departments: The Civil Rights Office provides overall direction, planning, and review of the Department's various programs for small business utilization and engagement with minorities, females, individuals with disabilities, and other vulnerable populations. These programs include the federally mandated highway construction program for Disadvantaged Business Enterprises (DBE), On-the-Job-Training Program (OJT), ADA Title II Program, and Equal Employment Opportunity (EEO) Program. The Civil Rights Office provides for the development, implementation, and monitoring of the departmental programs for Equal Employment Opportunity (EEO), Affirmative Action (AA), federal contract compliance (Title VI), and for individuals with disabilities (Section 504).

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## **Language Assistance Plan (LAP) for LEP Population**

It is the policy of the Maine Department of Transportation to take reasonable steps to provide meaningful access to its programs, activities, and services for persons with Limited English Proficiency (LEP). The policy is to ensure that MaineDOT employees communicate effectively with LEP individuals and that LEP individuals will have access to important programs and information. MaineDOT is committed to complying with Federal requirements in providing free meaningful access to its programs, activities, and services for LEP individuals.

### **Background**

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person's inability to speak, read, write, or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals. On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible people seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

### **LEP Monitoring and Updating the LAP**

MaineDOT has designated the Title VI Coordinator as its LEP Coordinator. Monitoring and implementation of the Language Assistance Plan (LAP) will be conducted by the internal Liaisons in each program area. The Plan will be reviewed annually by the LEP Coordinator to determine whether updates are needed.

The LEP Coordinator will:

- Coordinate identification of language service needs and strategies so that MaineDOT employees will have access to appropriate language services in their interactions with LEP individuals.
  - Ensure MaineDOT's compliance with the LEP Policy and Plan.
  - Identify training needs for MaineDOT employees on the implementation of the LAP and the use of external language resources. Provide annual training on LEP Policy and Plan, including training new employees as part of the orientation process.
  - Establish and maintain MaineDOT's language assistance resource list.
  - Establish a bilingual staff list. Review the qualifications of bilingual staff to ensure quality and skill level. Ensure all employees receive a copy of this list and know the procedure for contacting interpreters.
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- Maintain the type and frequency of selected interactions with LEP individuals and provide reports to management, as appropriate. A language log will be maintained by each division representative, including the front desk. The data collected under various language groups shall be specific enough to inform the LEP Coordinator as to the language groups for whom interpretation and translation services are needed. The records of interactions with LEP individuals will be maintained in each service area. •
- Provide notice of the language assistance services in the following areas: a) Posters in public areas. b) “I Speak” language identification cards. c) MaineDOT Website.
- Conduct an annual review analyzing changes in a) Census data, b) Current LEP populations affected or encountered, c) Frequency of encounters with LEP language groups, d) The nature and importance of activities to LEP individuals, e) The availability of resources, including technological advances, sources, f) additional resources, and the cost incurred, g) Whether the existing LAP is meeting the needs of LEP individuals, h) Whether MaineDOT employees understand the LAP, and how to implement it, and i) Whether identified sources for assistance are still available.

The following options are used for providing language services:

### **Oral Interpretation Services In-House Services**

Quality oral interpretation services will be provided to all LEP individuals. Depending on the circumstances, reasonable oral interpretation assistance could be offered through a bilingual employee, family member, Rapport International, or Ascentria Care Alliance Language Bank. It is the LEP individual’s decision whether to use family members or friends as interpreters. Additional attention will be exercised when the LEP individuals choose to use a minor. MaineDOT will ensure: a) The LEP individual’s choice is voluntary, and b) The LEP individual is aware of the possible problems if the preferred interpreter is a minor child. No adverse action will be taken using a child (anyone under the age of 18) as an interpreter, c) The LEP individual knows that MaineDOT will provide a competent interpreter at no cost.

### **External Services**

When interpretation services are needed, MaineDOT will first attempt to provide services using its qualified bilingual employees. When qualified bilingual employees are unavailable, or when qualified bilingual employees lack the skills to provide reasonable and timely oral interpretation assistance, MaineDOT will provide services using qualified interpreters in partnership with Language Partners, House of Languages, Inc., Maine Language Connect, LLC, CTS/Language Link, Interpreters Unlimited, SLUSA, and Propio LS, LLC.

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## **Written Interpretation Services Vital Forms and Documents**

Using the four-factor analysis, MaineDOT will identify the particular languages most frequently encountered by LEP individuals. Vital documents/written materials and most commonly used forms will be translated into identified languages. The use of “tag lines” on other correspondence will be used to advise recipients to contact MaineDOT if they cannot read the English document. This analysis helps MaineDOT to determine if it communicates effectively with LEP persons and informs language access planning. The Department has translated and posted on its webpage the following documents based on the language needs present across the state:

- Spanish translation of the Nondiscrimination Notice to the Public
- French translation of the Nondiscrimination Notice to the Public
- Chinese translation of the Nondiscrimination Notice to the Public
- Spanish translation of the Discrimination Complaint Form
- French translation of the Discrimination Complaint Form
- Chinese translation of the Discrimination Complaint Form

## **Determination of Language Assistance Option**

The types of language assistance resources MaineDOT chooses to use will depend on the four-factor analysis and may differ based on the type of activity. For more rarely encountered languages, External Language Services may be a preferred option.

## **Personnel/Human Resource Planning**

The Language Assistance Plan for MaineDOT’s management includes planning in personnel and human resource matters, including:

- Consideration of language needs and inclusion of second language skills in recruitment, hiring, and promotion plans.
- Providing training opportunities to improve existing language skills for MaineDOT employees.
- Informing new employees of MaineDOT’s duty to offer free language assistance in compliance with Federal requirements.

## **Training**

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Training MaineDOT employees to understand how to access language services is important to MaineDOT. Initial and periodic training will be conducted for MaineDOT employees coming into contact with LEP individuals. Training will include:

- A discussion of the Language Assistance Plan.
- How to respond to Limited English Proficient callers.
- How to respond to written communications from Limited English Proficient individuals.
- How to respond to Limited English Proficient individuals who contact MaineDOT in person.
- How to use the “I Speak” language identification cards.
- Which MaineDOT employees are available to provide interpretation.
- The location of translated documents.

Bilingual employees will receive additional training that will address:

- How to adhere to their roles as interpreters without deviating from the role of a counselor, legal advisor, or another role.
- The specialized knowledge of the area of service or programs that LEP individuals are applying or participating in (if necessary).
- How to be competent and knowledgeable in providing interpretation that preserves confidentiality.

## **Monitoring**

The LEP Coordinator will monitor LEP compliance by:

- Setting forth clear expectations for MaineDOT employees regarding language assistance.
  - Implementing a system to monitor the effectiveness of the LAP and its implementation.
  - Seeking feedback on the quality and effectiveness of the language service resources available and utilization by MaineDOT employees.
  - Reviewing programs and the language resources available at least once per year (or as appropriate). Making adjustments as necessary and appropriate to ensure meaningful access in providing language services.
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## Language Assistance Measures and Internal Controls

The following procedures will be used to provide language assistance:

- Telephone Communications: LEP callers often have an English-speaking person present when they call. MaineDOT employees will ask the English-speaking person to identify the language needs of the caller. MaineDOT employees will contact the MaineDOT employee who has been designated to interpret from the approved list of available employees. If unavailable or if MaineDOT does not currently have an employee to interpret then contact CTS/Language Link, Interpreters Unlimited, SLUSA, or Propio LS, LLC to interpret for the LEP individual. MaineDOT employees will document the number of LEP contacts, the nature of the call, and the telephone number where the call originated.
- Written Communications: MaineDOT employees will contact the MaineDOT employee(s), from the approved list, that has been designated to translate documents.
- Walk-ins and Individuals at the Front Desk that Need Translation Services: MaineDOT employees will identify the language service required using the “I Speak” cards and then contact the MaineDOT employee who has been designated to interpret from the approved list. If unavailable or if MaineDOT does not currently have an employee to interpret then contact Latin American Translators Network, IDEA Language Services, LLC, or Cal Interpreting & Translations, Inc. to interpret for the LEP individual. MaineDOT employees will document the number of LEP contacts, the nature of the call, and where the call originated. A notice to advise LEP individuals of their right to an interpreter free of charge will be posted.

## DATA COLLECTION AND ANALYSIS

### General

MaineDOT is required by federal regulations to collect statistical data on the race, color, and national origin of participants in and beneficiaries of its programs. See [23 CFR § 200.9\(b\)\(4\)](#). MaineDOT civil rights staff works with program area staff (environmental, planning, right of way, etc.) collecting and analyzing data.

### Data Collection

MaineDOT internal federal program area Liaisons for each of MaineDOT’s bureaus and offices are responsible for collecting data on race, color, and national origin as it pertains to their potential interaction with the public. Additional data can include language spoken other than English.

MaineDOT has gathered a demographic profile of the State of Maine that includes identification of the locations of minority populations in the aggregate and developed demographic maps that overlay the percent minority, non-minority, and non-native-born populations as identified by the U.S. Census or American Community Survey data. We have compiled that data by county, below. MaineDOT’s most

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recent data assessment was done in 2023. MaineDOT will update this information as it becomes available.

### **Demographic Profile of Minorities and Non-American National Origin by County**

Based on the 2021 United States Bureau of the Census, American Community Survey 5-Year Estimates (most recent information available), Maine has a small but growing minority population that is geographically spread across the state. 14 of Maine's 16 counties have minority populations greater than 5%, and the remaining two counties have seen increases in their minority populations, according to the most recent available data. The summary table below shows white and minority populations for each of the counties. White is defined as one race, White alone, not Hispanic or Latino. Minority is defined as Hispanic or Latino or Latino, Black or African American, Asian, Native Hawaiian or Pacific Islander, American Islander, American Indian or Alaska Native, or other race or Multi-racial. Maine has an estimated minority population of 7.99%.

Approximately 66% of Maine's minority population live in four counties:

- Androscoggin County: 11,571 people of whom approximately 62% live in urban Auburn and Lewiston.
- Cumberland County: 34,026 people, of whom approximately 66% live in the Portland metropolitan area (Portland and Scarborough).
- Penobscot County: 11,142 people of whom approximately 78%, live in the Bangor metropolitan area (Bangor, Brewer, Old Town, Orono, Veazie, and Hampden).
- York County: 15,858 people, of whom approximately 36% live in Biddeford, Saco, and Old Orchard Beach.

Cumberland and Washington Counties have the greatest percentages of minority populations with 11.31% and 11.26% respectively, while Androscoggin County follows with 10.48%. The Washington County minority population is comprised of the Native American Passamaquoddy Tribe, with some Penobscot and Maliseet presence. There is a Latin community in southern Washington County (and northern Hancock County) as well. The Androscoggin County minority population is comprised primarily of African immigrants. Otherwise, the metropolitan areas of Androscoggin and Cumberland Counties account for minority population concentrations.

Data collection efforts specific to each program area are described on an annual basis in MaineDOT's Goals and Accomplishment Report to FHWA. The following is a brief description of data collection efforts conducted by MaineDOT:

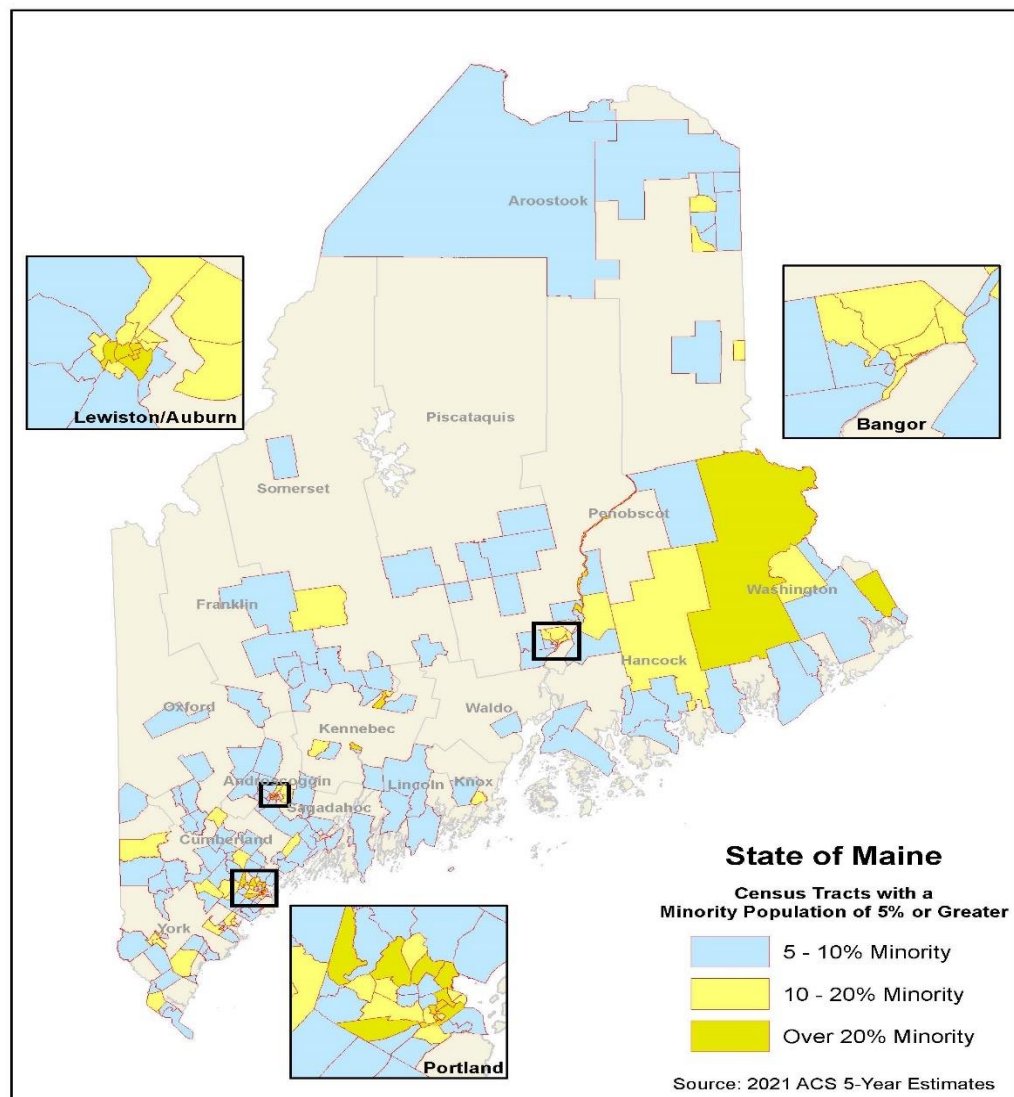
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<b>State of Maine</b> <b>Race Demographics by State/County</b>				
<b>County</b>	<b>Total Population 2021</b>	<b>White #</b>	<b>Minority #</b>	<b>Minority %</b>
<b>Maine</b>	<b>1,357,046</b>	<b>1,248,581</b>	<b>108,465</b>	<b>7.99%</b>
Androscoggin	110,378	98,807	11,571	10.48%
Aroostook	67,272	62,809	4,463	6.36%
Cumberland	300,776	266,750	34,026	11.31%
Franklin	29,487	28,021	1,466	4.97%
Hancock	55,417	52,117	3,300	5.95%
Kennebec	123,293	115,799	7,494	6.08%
Knox	40,519	38,390	2,129	5.25%
Lincoln	35,065	33,053	2,012	5.74%
Oxford	57,807	54,379	3,428	5.93%
Penobscot	152,211	141,069	11,169	7.32%
Piscataquis	16,760	15,645	1,115	6.65%
Sagadahoc	36,530	34,210	2,320	6.35%
Somerset	50,424	48,011	2,413	4.79%
Waldo	39,618	37,382	2,236	5.64%
Washington	31,003	27,511	3,492	11.26%
York	210,486	194,628	15,858	7.53%

Source: 2021 United States Bureau of the Census American Community Survey 5-year Estimates



The map below identifies minority populations by County.



Data collection efforts specific to each program area are described on an annual basis in MaineDOT's Goals and Accomplishment Report to FHWA. The following is a brief description of data collection efforts conducted by MaineDOT:

**Property Office:** During the interview/intake process, MaineDOT Right-of-Way (ROW) staff will ensure that demographic information is collected voluntarily and inform the impacted person of the reasons for collecting the demographic data. Additionally, ROW staff will disseminate Anonymous Demographic Surveys, a copy of which is included as [APPENDIX VII](#), that includes demographic information questions and provides them to all relocatees, and people impacted by ROW activities.

**Environmental Planning:** The Environmental Office plays a lead role in proactively integrating transportation, environmental, and innovation objectives with the department's plans, operations, and maintenance activities. The Environmental Office consists of NEPA, Permits, and Coordination - Coordinating with Project Development and Maintenance to process environmental reviews, the National Environmental Policy Act, and Federal and State permit approvals; and Historic and cultural reviews under Section 106, Section 4(f), and Section 6(f); and Environmental Construction Support ensuring environmental construction commitments are implemented in the field; and Groundwater and Hazardous Materials by coordinating hazardous material reviews and the well water program; and Hydrology and Stormwater by performing hydrologic studies for highway and bridge projects and manages the stormwater program; and Natural Resources identification and assessment, including Endangered Species Act, Essential Fish Habitat, and Marine Mammal Protection Act; and Sustainability by coordinating sustainability actions regarding climate goals. Demographic data is collected during the environmental review process. MaineDOT's process for identifying possibly disparately impacted populations is described in MaineDOT's NEPA Guidance, which is available at <https://www.maine.gov/mdot/env/NEPA/guidance/index.shtml>. Additionally, Environmental staff collect voluntary demographic data during public meetings.

**Statewide Planning:** As part of the Statewide Planning Process, MaineDOT staff analyze demographic maps that include racial/ethnic makeup at the U.S. Census tract level, and trends regarding transportation equity analysis at project levels. For project reviews, MaineDOT staff review block groups and tracts data. For larger reviews, of statewide programs staff use a larger county geographical entity. Additionally, demographic data will be collected at all public meetings hosted.

**Language Assistance:** The Civil Rights Office sends out an annual report form to the Bureau of Planning, Bureau of Project Development, Property Office, Multimodal Program, Contract Procurement Office, Bureau of Maintenance and Operations, Environmental Office, Safety Office, Traffic Engineering and ADA Program to collect data about the number of occasions MaineDOT staff has

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provided translation or interpretation services to members of the public. Feedback from this report form is included in the Title VI Goals and Accomplishments report. This data is used to help ensure that people with limited English proficiency (LEP) have meaningful access to programs and services. MaineDOT also uses language data to identify the languages spoken by LEP communities in the areas where their programs are located. This helps us determine which languages to use when translating notices or hiring interpreters.

**Public Involvement:** MaineDOT, along with a few other State DOT Agencies, use a major data collection tool: Public Involvement Management Application (PIMA). The PIMA application is a tool that was initially developed by IowaDOT to help improve public engagement. When the COVID-19 pandemic hit, MaineDOT immediately contracted with the consultant who worked with IowaDOT to build our program. While PIMA was not developed initially as a virtual public involvement tool, we developed PIMA to be a critical part of our virtual public involvement toolbox. PIMA is a platform that allows for better management and coordination of public involvement and engagement. There are a few components of the application that help to increase public participation and engagement, including an easy process for capturing public input, the ability for continued dialogue between the public and staff, transparency and accountability for what we say, analysis and adjustment based on data, and the ability to reach more people and stakeholders throughout the life of a project.

The integration of ArcGIS StoryMaps and PIMA allows for easy commenting while viewing the content within StoryMap for our on-demand meetings. This tool is accessible to all, including people with disabilities and LEP individuals. The comment form allows a user to type his or her comment; specify a topic or topics related to that comment; ask for a response to the comment through email, phone, or mail; show a specific mapped location related to the comment; and show his or her level of support for the project. If a commenter requests a response to a comment or question, that request will show up in the PIMA application. Staff can also be notified by email when a comment occurs with the actual comment included. The project manager can go into PIMA to answer the comment or request another team member to help with the response before submission. Once a response is generated, it can be submitted back to the commenter. All comments and responses are saved within the program and can be seen by all MaineDOT staff with access to the program. This will typically consist of project team members and managers. This allows staff to be transparent and accountable for their comments. Once a project is completed, all comments can be exported and saved following MaineDOT's retention policy. The program consists of a dashboard that allows tracking of metrics for individual projects and groups of projects. Those metrics include project favorability, average response time, and stakeholder types. The use of the website, use of social media, and adding stakeholders directly to the application allows for keeping and retaining involvement throughout the life of a project.

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## Analysis

Once the Title VI data is collected, the data must be analyzed to identify patterns of discrimination. Each internal federal program area Liaison is responsible for analyzing the data collected and recommending corrective action, as appropriate to the Civil Rights Office Program Coordinator. The Civil Rights Office will review and analyze the recommended corrective action and use appropriate regulations, Executive Orders, and guidance offered through USDOT and FHWA in the decision-making process and will provide a final written response with any new corrective actions implemented.

A pattern of discrimination may result from a specific process, or as the result of a process or procedure being implemented in a discriminatory manner. Types of analysis to address compliance with Title VI include:

- Distribution of benefits (dollars, facilities, systems, projects) by groups and communities;
- Allocation of funds by mode (highway, etc.);
- Impact of investments on race, color, and national origin;
- Projected population increases versus planned facilities and type of facilities;
- Impacts of the location of existing or proposed facilities connected with a project;
- Language needs assessment;
- Transportation needs of all persons within the boundaries of plans or projects;
- Persons included in the decision-making process;
- Strategies to address impacts;
- Priorities for investments;
- Sources for financing investments, and
- Strategies to disseminate information.

When determining compliance with Title VI, each internal federal program area Liaison may consider the following:

- How services are or will be provided and the related data necessary for determining
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whether any persons are or will be denied such services on the basis of their race, color, or national origin as defined by Title VI authorities;

- The population eligible to be served by race, color, and national origin;
  - The location of existing or proposed facilities connected with the program, and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination;
  - The present or proposed membership by race, color, and national origin, in any planning or advisory body that is an integral part of the program; and
  - Where determination of location is involved, the requirements and steps used or proposed to guard against unnecessary impact on people on the basis of race, color, and national origin.
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# TITLE VI TRAINING

## Internal Training

Internal training is composed of three levels of training and varied intensity and content. The Title VI Specialist conducts Title VI training, quarterly (four times annually), for the Title VI Liaisons.

1. Coordinator and Division – This training will occur annually and functions as part training and part debriefing regarding highlights from the previous reporting year. The training portion is high-level and is tailored to identify and address major challenges and special emphasis areas.
2. Internal MaineDOT Employees who act as Federal Program Area Expert Staff – This training will occur annually and, more specifically, will focus on the major challenges and special emphasis areas in each of the internal federal program areas. It will highlight the challenges that require coordination between internal federal program areas. This training is provided by the Title VI Liaison for each of the internal Federal Program areas for their respective staff members and is specific to their program area requirements.
3. Title VI Liaison Level – This training will be conducted quarterly (four times annually) and is intended to provide liaisons with the opportunity to discuss issues, ask questions regarding reviews conducted or to be conducted, review specific scenarios, and share experiences. It is also an opportunity to provide individualized training related to Title VI requirements and how to apply the requirements to specific internal federal program areas. The training provided to the liaisons is intended to be a trickle-down approach for dissemination to staff under liaisons.

The Title VI Specialist will schedule Title VI-related training to address regulatory changes, as appropriate.

Staff who desire additional training may request it directly from the Title VI Specialist. The Title VI Coordinator will meet with and update MaineDOT management at least once annually on any issue identified through annual reviews or updates in federal requirements or program changes.

The Title VI Coordinator and Title VI Specialist will meet individually as needed with Title VI Liaisons to discuss progress and any concerns or ideas that the Liaisons may generate.

**New Title VI Liaisons** - In addition, the Title VI Specialist provides initial Title VI training for newly appointed Title VI Liaisons. Training includes personal instruction followed by independent study.

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## External Training

MaineDOT will provide opportunities for training to any Subrecipient. Any time MaineDOT, FHWA, or any agency of the USDOT offers training sessions, MaineDOT will extend the training opportunity to subrecipients. These include FHWA webinars and local training opportunities that may be provided as requested by MaineDOT.

MaineDOT also provides an open invitation to subrecipients for Title VI training or to speak about changes and requirements, and the Civil Rights Office will make itself available to attend association meetings and other meetings to provide information, either formal or informal, on Title VI requirements.

The Civil Rights Office provides training on Title VI requirements twice annually to LPAs and their consultants. Approximately 50 to 60 LPA officials and consultants attend each session, and for an LPA to become and remain certified by MaineDOT, the LPA must attend the training every three years. In addition, the Civil Rights Office provides annual training to MaineDOT construction residents, program managers, project development staff, and contractors regarding documentation requirements related to Title VI compliance. The documentation training is mandatory and is usually attended by approximately 200 individuals.

## COMPLAINT PROCEDURES

**Who can file?** Any person who believes they or a specific class of people were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a federal aid recipient may file a Title VI complaint.

**Where can one file?** Complaints may be filed with MaineDOT, Maine FHWA Division Office, the FHWA Office of Civil Rights, the United States Department of Transportation (USDOT) Departmental Office of Civil Rights, or the United States Department of Justice.

**When must one file?** According to U.S. DOT regulations ([49 CFR §21.11\(b\)](#)), a complaint must be filed not later than 180 days after the alleged discrimination.

**What should a complaint look like?** Complaints should be in writing and may be filed by mail, fax, in person, or email. In the alternative, the complainant may call the Civil Rights Office to report the allegations by telephone, and the Civil Rights Office will transcribe the allegations of the complaint as provided over the telephone. The Civil Rights Office will then send the written complaint as provided by telephone to the complainant for correction. A written complaint should contain at least the following information:

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1. A written description of what happened; and
2. A way to contact the complainant which must include telephone number, e-mail address, and physical address; and
3. The basis of the complaint (i.e., race, color, national origin); and
4. The identification of a specific person(s) and the respondent (i.e., agency/organization/contractor) alleged to have discriminated; and
5. Sufficient information to understand the facts that led the complainant(s) to believe that discrimination occurred in a program or activity that received Federal financial assistance; and
6. The date(s) of the alleged discriminatory act(s). The complainant should indicate if the alleged discrimination is ongoing.

**How are complaints routed?** FHWA Division Offices do not investigate Title VI complaints. Likewise, Recipients such as State DOTs and Subrecipients do not investigate complaints filed against themselves. Finally, FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency.

With this understanding, complaints should be routed in the following manner:

1. All complaints will be routed to the FHWA Headquarters Office of Civil Rights (HCR). HCR is responsible for all decisions whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or subrecipients of federal financial assistance.
  2. Complaints should be forwarded from the initial receiving agency through the federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is received by a subrecipient City, the City should forward the complaint to the State DOT, which will forward the complaint to the State's FHWA Division Office, which will then forward the complaint to HCR.
  3. State DOTs and subrecipients must log all complaints received.
  4. HCR decides on whether to accept, dismiss, or transfer the complaint. HCR will notify the complainant, the FHWA Division Office, State DOT, and the subrecipient (where applicable).
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Complaints may be sent to:

Civil Rights Office  
Maine Department of Transportation  
16 State House Station  
Augusta, ME 04333-0016  
Attention: Sherry Y. Tompkins  
Tel. 207-624-3066  
Fax: 207-624-3021  
TTY Users dial Maine Relay 711  
E-mail: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov)

Federal Highway Administration  
Region 1 Office  
Edmund S. Muskie Federal Building  
ATTN: Larisa Djuvelek-Ruggiero  
Civil Rights Specialist  
JC Cleveland Federal Building  
53 Pleasant St., Suite 2200  
Concord, NH 03301  
Tel. 603-410-4860  
Email: [l.djuvelek-ruggiero@dot.gov](mailto:l.djuvelek-ruggiero@dot.gov)

Federal Highway Administration Headquarters –  
Office of Civil Rights  
1200 New Jersey Ave., SE HCR-40, Room 81-101  
Washington, DC 20590  
Tel. 202-366-0693  
Fax: 202-366-1599  
Email: [FHWA@dot.gov](mailto:FHWA@dot.gov)

Additionally, complaints may be filed at the U.S. Department of Justice at:

Federal Coordination and Compliance Section – NWB  
Civil Rights Division  
950 Pennsylvania Ave. NW  
Washington, DC 20530

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**What are the potential outcomes for processing a complaint?** There are four potential outcomes for processing complaints:

1. **Accept:** If a complaint is timely (see Section VII, 3rd paragraph, above), contains sufficient information to support a claim under Title VI, and concerns matters under FHWA's jurisdiction, the HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
2. **Preliminary review:** If it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may: 1) dismiss the claim; or 2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer to the complaint.
3. **Procedural dismissal:** If a complaint is not filed timely, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and Division Office a written notice that it is dismissing the complaint.
4. **Referral/Dismissal:** If the complaint is procedurally sufficient but FHWA 1) lacks jurisdiction over the subject matter; or 2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

All Letters of Finding issued by FHWA are final.

**What are the timeframes for investigations?** For FHWA, there is no regulatory timeframe for completing investigations; however, FHWA strives to complete all tasks within 180 days from the date of acceptance. For complaints that have been delegated to MaineDOT by FHWA, [23 CFR §200.9\(b\)\(3\)](#) provides that State DOTs must complete investigations within 60 days of receipt of the delegated complaint from FHWA.

Investigation files are confidential and will be maintained by MaineDOT. The contents of such files will only be disclosed to appropriate MaineDOT personnel and federal authorities under federal and state laws. MaineDOT will retain files under [Maine records retention schedules](#) and [FHWA guidelines](#).

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See [APPENDIX VIII](#) for MaineDOT's Discrimination Complaint Form. It may also be found at: <https://www.maine.gov/mdot/civilrights/title-vi/>.

## DISSEMINATION OF TITLE VI INFORMATION

### Public Participation

Under [23 CFR § 200.9\(a\)\(12\)](#), MaineDOT develops Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Language services are free of charge. Planning ([23 CFR § 450.210\(a\)](#) & [23 CFR § 450.316\(1\)](#)), Environment ([National Environmental Policy Act of 1969](#)), Property ([Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended](#)) and Design ([23 CFR § 450.210](#)) require effective public involvement/public participation processes, which are combined into MaineDOT's *Public Involvement in Transportation Decision Making*, found at <https://www.maine.gov/mdot/env/NEPA/public/index.shtml>. Highlights from the plans are as follows:

### Public Involvement and Traditionally Underserved Populations

As outlined in MaineDOT's Public Involvement Manual, it is MaineDOT's policy and commitment to foster public involvement in all of its projects. MaineDOT welcomes everyone, regardless of race, color, or national origin (including LEP individuals), to participate in and benefit from its public involvement activities. Special efforts need to be made to engage stakeholders from all demographic groups. Efforts to involve these affected stakeholders in public participation activities can include both general measures, such as placing public notices in public areas (e.g., libraries, transit stations, or vehicles), as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent such populations from effectively and meaningfully participating in the decision-making process.

Many people in minority and low-income communities, as well as those with low literacy and/or limited English proficiency, have traditionally been underserved by conventional outreach methods. Reaching out to traditionally underserved groups helps ensure that all customers and stakeholders have opportunities to influence the decision-making process. It sets the tone for subsequent project activities and promotes a spirit of inclusion. MaineDOT meeting planners strive to encourage attendance among groups protected by anti-discrimination laws with which MaineDOT is required to comply. This tailoring of outreach efforts is particularly useful because the efforts:

- i. Provides fresh perspectives to project planners and developers.
  - ii. Gives MaineDOT information about community-specific issues and
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concerns.

- iii. Allows MaineDOT to identify potential conflicts.
- iv. Allows feedback on how to get underserved communities involved.
- v. Increases the likelihood that solutions ultimately selected are those that best meet the needs of these communities.

To maximize the effectiveness of the Department's public participation efforts in engaging underserved populations, MaineDOT staff is committed to:

1. Planning public meetings and hearings well in advance and publicizing them in diverse media, flyers, and on the MaineDOT website.
  2. Ensuring that meeting notices state that the meeting uses accessible-format materials.
  3. Determining the existence of non-English languages and other cultural characteristics that could inhibit public participation and offering appropriate accommodations to reduce any barriers.
  4. Accepting both verbal and written comments in languages other than English.
  5. Holding meetings and conducting outreach in the affected neighborhoods, using community centers as meeting locations and venues for informal outreach.
  6. Using varied meeting times and locations to accommodate the schedule, transportation, and child-care limitations of community members.
  7. Holding meetings at convenient locations that are accessible and welcoming to all, including those with disabilities. This includes providing appropriate room set-up and when requested, alternate formats of handouts (e.g., large-print materials) and audio equipment.
  8. Making available alternative methods for the two-way flow of information and input between MaineDOT and people who are not likely to attend meetings.
  9. Using various illustration and visualization techniques to convey the project information including, but not limited to, charts, graphs, photos, maps, and the Internet.
  10. Reaching out to others, both internally and externally, with expertise in contacting and connecting with underserved populations to obtain advice and information about best practices and effective techniques.
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Public Involvement Plan is available at: <https://www.maine.gov/mdot/planning/>

## Public Notice

Title 49 CFR Section 21.9(d) requires recipients and subrecipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protection against discrimination afforded to them by Title VI. At a minimum, MaineDOT shall disseminate this information to the public by:

- Posting a Title VI notice on the agency's website
- Posting a Title VI notice in public areas of the agency's office(s), including the reception desk

As part of Title VI requirements, sub-recipients are also required to maintain a list of locations where their Title VI Notices have been posted or displayed.

MaineDOT will include the following on all public notices and meeting notices:

In accordance with the Civil Rights Act of 1964, MaineDOT operates its programs and services without regard to race, color or national origin. Any person who believes they have been aggrieved by any unlawful discriminatory practices under Title VI may file a complaint with the Maine Department of Transportation.

For information on the MaineDOT's civil rights program and the procedures to file a complaint, visit our website at: <http://www.maine.gov/mdot/civilrights/title6.htm>

Or call 207-624-3066 (TTY users dial Maine Relay 711); email: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov)

Language translation services available upon request.  
Services de traduction langue disponibles sur demande.  
Servicios de traducción disponibles bajo petición.  
要求提供的 语言翻译服务。  
Lugha ya tafsiri huduma inapatikana juu ya ombi.  
Ladenan panarjamahan Basa aya kana paménta.  
خدمات الترجمة اللغة متاحة عند الطلب

In addition, the MaineDOT's Civil Rights brochure, "Know Your Rights" and Complaint Procedures are made available at all public meetings conducted by MaineDOT, are available in

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English, French, Spanish, and Chinese (can be made available in other languages for the benefit of LEP populations on request) and are always available on the Maine Department of Transportation's Civil Rights [webpage](#).

## **Notification to Beneficiaries – Website**

MaineDOT's website is designed to ensure Title VI information is readily accessible to the public. The website informs the public of their rights under Title VI and provides information on how to file a complaint. Title VI information available on MaineDOT's website <https://www.maine.gov/mdot/civilrights/title-vi/> includes:

1. 2023 Demographic Profile of Maine (to be updated as demographic information becomes available)
  2. Filing a Discrimination Complaint
  3. Discrimination Complaint Form
  4. Foreign Language Interpretation Information
  5. Language Identification Card
  6. Know Your Rights
  7. Nondiscrimination Poster
  8. Minority Populations by County – charts and maps
  9. FHWA Title VI Implementation Plan FFY 2024
  10. Title VI Work Plan and Accomplishment Report FFY 2023
  11. 2023 FHWA Title VI Plan
  12. 2022 FHWA Title VI Plan
  13. LPA Title VI Implementation Plan Template
  14. FHWA Subrecipient Guide
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15. MaineDOT Title VI FHWA Assurances
16. Non-Discrimination Title VI Poster
17. FHWA Blank Standard Assurance
18. Form 1273 – For Construction Contracts Only

## **REVIEW OF MAINEDOT DIRECTIVES**

The Coordinator of the Civil Rights Office receives and reviews all draft Administrative Policy Memoranda (APM) and directives for compliance with federal civil rights laws and regulations. All APMs and directives are carefully analyzed for content to identify if anything could lead to discriminatory practices based on race, color, or national origin, considering factors like the affected population demographics, access to services, language barriers, and potential disparate impacts on minority communities, while interpreting whether a directive impacts Title VI program areas by assessing if it directly relates to policies, procedures, or service delivery mechanisms that could result in unequal treatment based on national origin. If a memorandum is believed to have Title VI implications, it will be discussed with the Commissioner and modified as necessary.

## **SUBRECIPIENT COMPLIANCE AND ENFORCEMENT PROCEDURE**

### **Noncompliance Procedure Specified in 23 CFR §200.9**

In the event MaineDOT determines, after the completion of a pre-award or post-award desk audit review, compliance review or complaint investigation (collectively, the “Review”), that a Subrecipient is not in compliance with Title VI requirements, MaineDOT will notify the Subrecipient in writing, meet and coordinate with the Subrecipient to develop remedial action to promptly resolve the deficiency(ies), and prepare a written plan of such remedial action, all within 90 days of MaineDOT’s original determination.

### **Remedial Action**

Subrecipients found noncompliant are expected to correct all deficiencies according to the remedial action plan prepared by MaineDOT. The Title VI Coordinator will provide technical assistance and work with the Subrecipient to ensure the implementation of the remedial action plan. When the Title VI Coordinator has determined that a Subrecipient’s deficiencies are sufficiently corrected, the

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Subrecipient will be notified that the review process is complete. MaineDOT will send an official Closeout Letter to the Subrecipient.

## **Effecting Compliance**

When a Subrecipient fails to take appropriate action to make corrective action(s) to resolve the deficiency(ies) cited in the Review:

- The Subrecipient moves from a “deficiency status” to non-compliance;
  - MaineDOT will submit a copy of the case file to FHWA with a recommendation that the Subrecipient be found in noncompliance; and/or
  - MaineDOT may, with the concurrence of FHWA, initiate proceedings to impose sanctions for non-compliance.
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## LIST OF APPENDICES

- ***APPENDIX I:*** Standard USDOT Title VI Assurances
  - ***APPENDIX II:*** MaineDOT Nondiscrimination Policy Statement
  - ***APPENDIX III:*** Internal Liaisons Compliance Review Questionnaires
  - ***APPENDIX IV:*** Subrecipient Checklist & Subrecipient Title VI Compliance Assessment Tool
  - ***APPENDIX V:*** Subrecipient Title VI Implementation Plan Template
  - ***APPENDIX VI:*** US Census Primary Language List – Specific Languages
  - ***APPENDIX VII:*** Right-of-Way Anonymous Demographic Survey
  - ***APPENDIX VIII:*** Nondiscrimination Complaint Form
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## **APPENDIX I - Standard USDOT Title VI Assurances**

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **Maine Department of Transportation** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Federal Highway Administration (herein referred to as "FHWA" is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);  
49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation O/Title VI O/The Civil Rights Act Of 1964*);  
28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policies, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the FHWA.*

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The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, concerning Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non- discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

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## **Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FHWA Program**.

- I. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.2(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **FHWA Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Maine Department of Transportation**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
  4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
  5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
  6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
  7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds,
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leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - A. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Maine Department of Transportation also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

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**Maine Department of Transportation** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the FHWA Programs. This ASSURANCE is binding on the State of Maine, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the FHWA Programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

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**Maine Department of  
Transportation Bruce Van Note,  
Commissioner (Name of Recipient)**

**By: /s/ Bruce A. Van Note**  
**(Signature of Authorized Official)**

**Dated:** 8/30/24

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- J. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration (FHWA)**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
  2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
  3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
  4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **FHWA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **FHWA** as appropriate, and will set forth what efforts it has made to obtain the information.
  5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **FHWA** may determine to be appropriate, including, but not limited to:
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- a. withholding payments to the contractor under the contract until the contractor complies; and/or
    - b. cancelling, terminating, or suspending a contract, in whole or in part.
  - 6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
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## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the U.S. Department of Transportation as authorized by law and upon the condition that the **Maine Department of Transportation** will accept title to the lands and maintain the project constructed thereon in accordance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted Programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat 252; 42 U.S.C. § 2000d to 2000d-4), the Regulations for the Administration of **Federal Highway Administration (FHWA) Program**, and the policies and procedures prescribed by the FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the **Maine Department of Transportation** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto **Maine Department of Transportation** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the **Maine Department of Transportation**, its successors and assigns.

The **Maine Department of Transportation**, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed[, and]\* (2) that the **Maine Department of Transportation** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such

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interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **Maine Department of Transportation** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - I. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **Maine Department of Transportation** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the **Maine Department of Transportation** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **Maine Department of Transportation** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

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## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **Maine Department of Transportation** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, **Maine Department of Transportation** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **Maine Department of Transportation** will there upon revert to and vest in and become the absolute property of **Maine Department of Transportation** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

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## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.  
The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 460I), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
  - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
  - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
  - Airport and Airway Improvement Act of 1982, (49 USC§ 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
  - The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure
-

compliance with Title VI, you must take reasonable steps to  
-ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **APPENDIX II – NONDISCRIMINATION POLICY STATEMENT**



**MAINE DEPARTMENT OF TRANSPORTATION  
NONDISCRIMINATION POLICY STATEMENT**

**TITLE VI (FHWA)**

The Maine Department of Transportation is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants, and to ensuring that the public-at-large is afforded access to our programs and services.

In accordance with Title VI of the Civil Rights Act of 1964, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Maine Department of Transportation program or activity on the grounds of race, color, or national origin. The Maine Department of Transportation assures all its programs and activities will be free from discrimination, whether those programs or activities are federally assisted or not.

The Maine Department of Transportation conducts its Title VI/Environmental Justice Program in a team approach involving personnel from all program areas, with guidance from within the Civil Rights Office to serve as the Title VI/Environmental Justice Specialist, to ensure the Maine Department of Transportation's compliance with Title VI/Environmental Justice implementing regulations.

Inquiries concerning the Maine Department of Transportation's policies, investigations, complaints, compliance with applicable laws and regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to:

Sherry Y. Tompkins, Director, Civil Rights Office Maine  
Department of Transportation  
16 State House Station  
Augusta, ME 04333-0016  
Telephone (207) 624-3066  
TTY 888-516-9364  
[Sherry.tompkins@maine.gov](mailto:Sherry.tompkins@maine.gov)

This Policy Statement must be circulated throughout the Maine Department of Transportation and be included by reference in all contracts, agreements, programs and services administered by the Department of Transportation.



Bruce A. Van Note,  
Commissioner Maine  
Department of Transportation

Dated: 9/16/24

**APPENDIX III – INTERNAL LIAISONS COMPLIANCE  
REVIEW QUESTIONNAIRES**

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**ADA**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

1. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

2. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

## **Public Involvement**

1. Does any written information (i.e. letters and notices) include appropriate Title VI language?

- ☐ Yes  
☐ No

Provide documentation and comments:

## **Americans with Disabilities Act Accessibility Guidelines (ADAAG/ADA) Compliance**

2. Describe how traffic engineers identify the need for audible and vibro-tactile devices in planned pedestrian crossings? Is statistical data of disabled persons in the impacted area obtained and reviewed?

- ☐ Yes  
☐ No

Describe:

3. Is a current inventory of installed signals and accessibility features maintained so that a compliance status is readily available?

- ☐ Yes  
☐ No
-

4. Are crosswalk pavement markings and pedestrian signals only installed at crossings that meet ADAAG technical specifications? (e.g. curb ramps with tactile surfaces)

☐ Yes

☐ No

5. Do permitted crossings meet ADAAG technical specifications? (e.g. curb ramps with tactile surfaces)

☐ Yes

☐ No

### **Documentation**

1. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

List:

### **Consultant Contracts**

1. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

2. Are all contracting opportunities communicated to the Civil Rights Office?
-

☐ Yes

☐ No

# of ADA non-compliant Public Right-of-Way (PROW) Facilities identified in MaineDOT ADA Transition Plan	
# of ADA non-compliant Public Right-of-Way (PROW) Facilities corrected in MaineDOT ADA Transition Plan	
# of LAP project plans reviewed for ADA compliance	
# of State design plans reviewed for ADA compliance	
# of LAP project inspections conducted for ADA compliance	
# of complaints filed with the ADA Coordinator	
# of complete investigations	
# of open informal (verbal) complaints	
# of open formal (written) complaints	
# LEP request received	
# LEP services provided	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Contracting**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

3. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

4. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

5. Provide any special outreach or affirmative action conducted this quarter.

6. Is technical information (bids, RFQs, RFPs, RFIs, Prequalifications, etc.) available in formats and at places and times conducive to review by minority and low-income persons?

☐ Yes

☐ No

What procedures are in place to provide information to persons with limited English proficiency, sight-impaired persons, and for persons without formal education?

Provide documentation and comment:

7. Does public information (letters, notices, etc.) contain Title VI language?

*“The **Maine Department of Transportation**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively assure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, Limited English Proficiency*

*or national origin in consideration for an award.”*

Refer to page 26 of the Title VI Implementation Plan FFY 2022 found at <https://www.maine.gov/mdot/civilrights/title-vi/>

☐ Yes

☐ No

Provide documentation and comment:

---



8. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

9. Is DBE participation monitored and reported to the Departments DBE Officer for ALL contracts?

☐ Yes

☐ No

Describe:

10. What actions have been taken to identify sub-contracting/contractor/consultant opportunities and solicit interest, bids, and quotes from DBEs?

Provide documentation and comment:

11. Are all contracting opportunities communicated to the DBE Officer?

☐ Yes

---

☐ No

12. What actions have been taken to ensure non-discrimination in the contractor/consultant selection process?

Provide documentation and comment:

13. Are all contracts reviewed for appropriate Title VI language and Form FHWA-1273?

☐ Yes

☐ No

# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# of Contractors trained	
# of Consultants trained	
# of Residents trained	
# State Employees trained	
# Federal Employees trained	
Are all contracts reviewed for appropriate Title VI language and Form FHWA-1273?	
# of reviewed contracts lacking contract requirements (1273, 26.13(b), Appendix A thru E)	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation  
TITLE VI QUARTERLY REPORT  
Environment**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

14. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

15. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

## **Public Information**

6. Is information regarding project impacts and mitigation measures provided at public meetings/hearings?

- ☐ Yes  
☐ No

7. Does any written information provided include appropriate Title VI language?

- ☐ Yes  
☐ No

## **Identification of Social, Economic, and Environmental (SEE) Impacts**

1. To what extent is statistical data regarding minority and low-income populations used to identify the potential for disproportionate impacts?

Describe:

2. What procedures are in place to identify impacts such as: access to services/facilities; disruption of community cohesion; disruption of people, businesses, and farms; changes in tax base and property values; traffic; noise; necessity for relocation; diminished quality of water, air, or natural environment?

Describe:

---

## **Documentation**

2. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

3. How is NEPA documentation maintained for Class I and Class III environmental assessments and analysis?

Describe:

4. How are records maintained that reflect the identification of and implementation of mitigation measures?

Describe:

---

### **Consultant Contracts**

3. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

4. Are all contracting opportunities communicated to the Civil Rights Office?

- ☐ Yes
- ☐ No

# Webinar public meetings	
# of traditional public meetings	
# of public meeting or information notices reviewed for compliant Title VI/Nondiscrimination statement	
# of meetings held in low income or minority areas	
# of PIPs developed during reporting period	
# LEP request received and services provided during traditional meetings/hearings	
# of EA and EIS and/or Corridor Studies reviewed	
# of EA, EIS and/or Corridor Studies where underserved communities were identified	
# of EA, EIS and/or Corridor Study plan amendments impacting underserved communities	
# of Revaluations reviewed for potential EJ/Title VI issues	
# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# State Employees trained	
# Federal Employees trained	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Maintenance and Operations**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

16. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

17. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---



### **Addressing Disproportionate Impact**

8. What procedures are in place to ensure that maintenance operations are conducted in a fair and uniform manner?

Describe:

9. Is the level of service and delivery the same for all segments of the population served?

Describe:

### **Americans with Disabilities Act Accessibility Guidelines (ADAAG/ADA) and Compliance**

1. Except for routine maintenance, what procedures are in place to ensure that necessary alterations are incorporated into each project to ensure ADAAG compliance?

Describe:

---

## **Documentation**

5. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

## **Consultant Contracts**

5. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

6. Are all contracting opportunities communicated to the Civil Rights Office?

- ☐ Yes  
☐ No

# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# of maintenance work orders issued this quarter	
# of maintenance work orders issued in primarily low income and minority areas	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation  
TITLE VI QUARTERLY REPORT  
Multimodal Program**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

18. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

19. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

20. Provide any special outreach or affirmative action conducted this quarter.

---

## **Communication of Federal Contract Requirements**

10. What process is undertaken to ensure that the Civil Rights Office is informed of municipally managed bid/contract schedules (to ensure contract review and project monitoring)?

Describe (provide samples of correspondence if appropriate):

11. Has the Title VI Coordinator (Civil Rights Office) reviewed the current language used in all municipal agreements?

☐ Yes

☐ No

Describe (provide specific examples):

12. How are Federal contract EEO requirements communicated to municipalities/sub-recipients and monitored for compliance?

Describe (provide samples of correspondence if appropriate):

13. What efforts have been undertaken to train municipal managers of State and Federal compliance requirements?
-

Please list number of people trained/attended:

Municipal Attendees:

Federal Employees:

State Employees:

Public:

Describe (attach training/meeting agendas):

### **Americans with Disabilities Act Accessibility Guidelines (ADAAG/ADA) Compliance**

1. What procedures are in place to identify and incorporate design criteria mandated by the Architectural Barriers Act of 1968 to ensure pedestrian and other facilities meet minimum ADAAG accessibility standards?

Describe:

### **Documentation**

6. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

---

7. Is there record of internal audits that municipalities have conducted in the past 12 months?

☐ Yes

☐ No

List reviews conducted and date:

8. Has a Goals and Accomplishments Report been submitted to the Title VI Coordinator (Civil Rights Office) within the past 12 months?

☐ Yes

☐ No

List municipalities who have submitted and date:

9. Are pre-Federal-assistance reviews conducted before municipal agreements are approved?

☐ Yes

☐ No

List reviews conducted this year:

## **Contracts**

7. What procedures are in place to encourage and monitor DBE participation in municipal agreements?

Describe:

---

8. Is there a process in place whereby the DBE Liaison Office monitors the municipal bid/selection process so that contracting opportunities are publicized to DBEs in a timely manner?

☐ Yes

☐ No

Describe:

# of Certifications	
# of Recertifications	
# of Sub-Recipient Title VI Compliance Assessments sent	
# of Sub-Recipient Title VI Compliance Assessments returned	
# of Title VI complaints, serious compliance issues, etc. involving a local agency	
Name(s) of Local Agencies, if any, with Title VI complaints, serious compliance issues, etc.	
# of LAP Project(s)	
# of Civil Rights Office reviews of LAP Project(s) for compliance	
# of reviewed contracts lacking contract requirements (1273, 26.13(b), Appendix A thru E)	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Planning**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

21. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

22. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---



23. Provide any special outreach or affirmative action conducted this quarter.

### **Public Involvement/Participation**

1. What actions have been taken to identify and include LEP, minority and low-income persons and communities in the notification process for public meetings and public review of agency documents? (examples include demographics studies, use of LEP or minority utilized media, etc.)

Provide documentation and comments:

2. What measures have been taken to contact minority groups or leaders to identify information needs and planning/programming issues of concern?

Provide documentation and comments:

3. Is technical information available in formats and at places and times conducive to review by LEP, minority and low-income persons?
-

- ☐ Yes
- ☐ No

What procedures are in place to provide information to sight-impaired persons, non-English speakers, and for persons without formal education?

Provide documentation and comments:

4. Are Citizens Advisory Committees (CACs) representative of populations within the region?

- ☐ Yes
- ☐ No

If not, what outreach efforts have been used to solicit participation from underrepresented groups?

Provide documentation and comments:

5. Do meeting formats encourage participation of LEP, minority and low-income people/communities, and are accommodations made for disabled persons?

- ☐ Yes
  - ☐ No
-

What methods are used to secure public involvement? (examples include door-to-door canvassing, fact sheets, community/public workshops, information office, exhibits, etc.)

Provide documentation and comments:

### **Consideration of Input from Minority Groups/Persons**

14. Is consideration of input actively demonstrated via newsletters, leaflets, or other mediums that will potentially reach the target group/audience? (Does the recipient inform the public of the importance of their input and how it is used?)

☐ Yes

☐ No

Provide documentation and comments:

15. Does public information (letters, notices, etc.) contain Title VI language?

*“The **Maine Department of Transportation**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively assure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

---

Refer to page 26 of the Title VI Implementation Plan FFY 2022 found at <https://www.maine.gov/mdot/civilrights/title-vi/>

- ☐ Yes
- ☐ No

Provide documentation and comments:

### **Data Collection/Analysis**

2. Does the data collected reflect community boundaries, racial and ethnic makeup, income levels, property taxes/appraisal information, community services, schools, hospitals, and shopping areas?

- ☐ Yes
- ☐ No

What sources were used and how?

Provide documentation and comments:

### **Social, Economic, and Environmental (SEE) Impacts**

2. What method is used to ensure that Social, Economic, and Environmental (SEE) impacts are identified at the earliest possible stages?

Provide documentation and comments:

---

3. Is demographic data reviewed to determine the probability of disproportionate effects on EJ populations?

☐ Yes

☐ No

Describe:

### **Documentation**

10. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

11. Is there record of external reviews conducted of MPOs and RPCs?

☐ Yes

☐ No

List reviews conducted and date:

12. Do MPOs and RPCs keep record of information pertaining to Citizen Advisory Committee selection criteria and demographic make-up (race, gender, and position within the organization)?

☐ Yes

☐ No

Provide documentation and comment:

---

13. Do the MPOs and RPCs have established procedures to document the level of participation of Title VI protected group members at Citizen Advisory Committee meetings/hearings when offered in predominantly LEP, minority or low-income communities?

☐ Yes

☐ No

Provide documentation and comment:

# Webinar public meetings	
# of traditional public meetings	
# of public meeting or information notices reviewed for compliant Title VI/Nondiscrimination statement	
# of meetings held in low income, LEP or minority areas	
# of PIPs developed during reporting period	
# LEP request received and services provided during traditional meetings/hearings	
# of EA and EIS and/or Corridor Studies reviewed	
# of EA, EIS and/or Corridor Studies where underserved communities were identified	
# of EA, EIS and/or Corridor Study plan amendments impacting underserved communities	
# of Revaluations reviewed for potential EJ/Title VI issues	
# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# MPOs trained	
# RPCs trained	
# State Employees trained	
# Federal Employees trained	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Project Development (Highway and Bridge Programs)**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

24. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

25. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

## **Public Involvement**

16. Does public involvement meet the needs of minority and low-income communities (In terms of time, location, setting)?

- ☐ Yes
- ☐ No

Comments:

17. Are provisions made to accommodate LEP and disabled persons?

- ☐ Yes
- ☐ No

Comments:

18. What efforts are made to identify and encourage participation of LEP, minority and low-income persons/communities?

Describe:

19. Does any written information (i.e. letters and notices) include appropriate Title VI language?

- ☐ Yes
  - ☐ No
-



Provide documentation and comments:

20. What public involvement techniques do project teams utilize to identify Title VI issues of discriminatory potential as early as possible?

Provide documentation and comments:

21. What type of informal contact is used to encourage participation of minorities, persons with limited English proficiency, low-income, and persons with limited education?

Describe (provide specific examples):

22. Are informal open-forum public meetings/hearings used that allow one-on-one comments to a recorder?

- ☐ Yes
  - ☐ No
-

**Identification of Social, Economic, and Environmental (SEE) Impacts and Americans with Disabilities Act Accessibility Guidelines (ADAAG/ADA) Compliance**

Adverse effects may include: limited access to services/facilities; disruption of community cohesion; disruption of people, businesses, and farms; changes in tax base and property values; traffic; noise; necessity for relocation; diminished quality of water, air, or natural environment.

4. Are disproportionate effects on minority, LEP and low-income communities identified?

☐ Yes

☐ No

Describe:

3. What is the process to ensure that measures are taken to avoid or mitigate impacts?

Describe:

4. In regards to Questions 1 and 2, is this, to a greater extent, a discovery process based on input from those that participate?

☐ Yes

☐ No

5. What measures are in place to ensure that all persons working on the project are trained and cognizant of potential Title VI impacts during construction?

---

Describe:

6. What procedures are in place to identify and incorporate design criteria mandated by the Architectural Barriers Act of 1968 to ensure pedestrian and other facilities meet minimum accessibility standards?

Describe:

### **Documentation**

14. Has the level of participation of minorities, LEP persons and low-income persons at public meetings been documented?

☐ Yes

☐ No

Provide documentation and comments:

15. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

List:

---

## **Consultant Contracts**

9. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

10. Are all contracting opportunities communicated to the Civil Rights Office?

- ☐ Yes  
☐ No

# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# Webinar public meetings	
# of traditional public meetings	
# of meetings held in low income or minority areas	
# of public meeting or information notices reviewed for compliant Title VI/Nondiscrimination statement	
# LEP request received for services provided during traditional meetings/hearings	
# LEP services provided during traditional meetings/hearings	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Property Office**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

26. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

27. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

## **Public Involvement**

23. What outreach efforts have been conducted to advise property owners, tenants and others of their rights and options regarding negotiation, relocation, etc.?

Describe:

24. Do letters and notices include appropriate Title VI language

*“The **Maine Department of Transportation**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively assure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

Refer to pages 26 to 33 (Appendices A and E) of the Title VI Implementation Plan FFY 2022 found at <https://www.maine.gov/mdot/civilrights/title-vi/>

☐ Yes

☐ No

25. What special efforts (outreach) have been made to contact and encourage participation of minorities, persons with limited English proficiency and low-income persons communities at public hearings?

Describe (provide specific examples):

---

## **Preventing Discrimination**

3. What procedures are in place to ensure that property values and communications associated with appraisal and negotiation operations do not have a disparate impact on minority, persons with limited English proficiency or low-income populations?

Describe:

## **Documentation**

16. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

17. Has the level of participation of minorities, persons with limited English proficiency and low-income persons at hearings been documented?

☐ Yes

☐ No

Provide documentation and comments:

18. Is statistical data maintained concerning the race, color, national origin, age, income and disability status of relocates, or otherwise impacted residents?
-

☐ Yes

☐ No

Provide documentation:

### **Consultant Contracts, Deeds, Permits**

11. What procedures are in place to identify and encourage participation of DBE appraisers?

Describe:

12. What actions have been taken to identify available/prospective DBEs to perform sub-contract work such as personal services contracts, real estate negotiation, relocation, and property management?

Describe:

13. Do all deeds, permits and leases include appropriate Title VI clauses [Refer to pages 26 to 33 (Appendices A and E) of the Title VI Implementation Plan FFY 2022 found at <https://www.maine.gov/mdot/civilrights/title-vi/>]

*“The **Maine Department of Transportation**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-*

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4) and the Regulations, hereby notifies all bidders that it will affirmatively assure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

☐ Yes

☐ No

Did the Department have ROW activities this quarter (appraisal, acquisition and/or relocation only)?	Yes	No
Breakdown of Appraisers (# by race/gender/ethnicity)	Male	Female
African American		
Hispanic/Latino		
American Indian/Alaskan Native		
Asian		
Native Hawaiian/Other Pacific Islander		
2 or More Ethnicities		
White		
# of Relocation comment cards provided		
# of Relocation comment cards returned		
# of Relocation cards returned from primarily low income or minority area zip codes		
# of public meeting or information notices reviewed for compliant Title VI/Nondiscrimination statement		
# of complaints received		
# of informal (verbal) complaints		
# of formal (written) complaints		
# of unresolved complaints sent to Departments Title VI Coordinator		
# of public meetings this quarter		
# of translation services provided		
# of interpreter services provided		
Cost of translation and interpreter services provided this quarter	\$	

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Safety**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

28. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

29. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

## **Public Involvement**

26. Does public involvement meet the needs of minority, limited English proficiency and low-income communities (In terms of time, location, setting)?

- ☐ Yes
- ☐ No

Comments:

27. Are provisions made to accommodate disabled persons?

- ☐ Yes
- ☐ No

Comments:

28. Does any written information (i.e. letters and notices) include appropriate Title VI language?

- ☐ Yes
- ☐ No

Provide documentation and comments:

---

## **Documentation**

19. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

List:

## **Consultant Contracts**

14. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

15. Are all contracting opportunities communicated to the Civil Rights Office?

☐ Yes

☐ No

# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# Webinar public meetings	
# of traditional public meetings	
# of meetings held in low income or minority areas	
# of public meeting or information notices reviewed for compliant Title VI/Nondiscrimination statement	
# LEP request received	
# LEP services provided	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**Maine Department of Transportation**  
**TITLE VI QUARTERLY REPORT**  
**Traffic**

Bureau/Office \_\_\_\_\_

Title VI Liaison: \_\_\_\_\_

Contact Info:

e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Reporting Period:

- ☐ Quarter 1 – October, November, December (**due January 15<sup>th</sup>**)
- ☐ Quarter 2 – January, February, March (**due April 15<sup>th</sup>**)
- ☐ Quarter 3 – April, May, June (**due July 15<sup>th</sup>**)
- ☐ Quarter 4 – July, August, September (**due October 15<sup>th</sup>**)

30. Were any Title VI issues (positive or unfavorable) identified this quarter?

- ☐ Yes
- ☐ No

Explain:

31. Describe Title VI/Non-discrimination Program Monitoring activities you have conducted this quarter.

---

**Americans with Disabilities Act Accessibility Guidelines (ADAAG/ADA) and  
Manual on Uniform Traffic Control Devices (MUTCD) Compliance**

29. Describe how traffic engineers identify the need for audible and vibro-tactile devices in planned pedestrian crossings? Is statistical data of disabled persons in the impacted area obtained and reviewed?

- ☐ Yes  
☐ No

Describe:

30. How are State-owned systems managed to ensure compliance with the most current MUTCD technical specifications?

Describe:

31. Is a current inventory of installed signals and accessibility features maintained so that a compliance status is readily available?

- ☐ Yes  
☐ No

32. Are crosswalk pavement markings and pedestrian signals only installed at crossings that meet ADAAG technical specifications? (e.g. curb ramps with tactile surfaces)

- ☐ Yes  
☐ No

33. Do permitted crossings meet ADAAG technical specifications? (e.g. curb ramps with tactile surfaces)

---

☐ Yes

☐ No

### **Documentation**

20. What documentation is maintained reflecting Title VI related correspondence (e-mail, notes, memorandums), training, and other activities?

Describe:

### **Consultant Contracts**

16. What actions have been taken to identify sub-contracting/consulting opportunities and solicit interest, bids, and quotes from DBEs?

Describe:

17. Are all contracting opportunities communicated to the Civil Rights Office?

☐ Yes

☐ No

---



# of Title VI complaints received	
# of informal (verbal) complaints	
# of formal (written) complaints	
# of unresolved complaints sent to Civil Rights Office	
# of Contractors trained	
# of Consultants trained	
# of Residents trained	
# State Employees trained	
# Federal Employees trained	
# of maintenance work orders issued this quarter	
# of maintenance work orders issued in primarily low income and minority areas	
# of translation services provided	
# of interpreter services provided	
Cost of translation and interpreter services provided this quarter	\$

**APPENDIX IV – SUBRECIPIENT CHECKLIST &  
SUBRECIPIENT TITLE VI COMPLIANCE ASSESSMENT  
TOOL**

---

## **Subrecipient Checklist Desk Audit Review**

Subrecipient Reviewed:

Date(s) of Desk Audit Review:

Reviewer(s):

*Information was reviewed from reviewing the Assessment Tool, website information, and any attachments provided.*

YES NO

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Title VI/Nondiscrimination Policy Statement   |
| <input type="checkbox"/> | <input type="checkbox"/> | Title VI/Nondiscrimination Assurances provided to MaineDOT  |
| <input type="checkbox"/> | <input type="checkbox"/> | Process for ensuring subcontracts contain the Civil Rights Special Provisions and language from the Title VI Assurances (FHWA – Form 1273)                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, position, contact information of Title VI/Nondiscrimination Coordinator   |
| <input type="checkbox"/> | <input type="checkbox"/> | Title VI Implementation Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Procedures for processing external discrimination complaints  |
| <input type="checkbox"/> | <input type="checkbox"/> | Any accommodations for Limited English Proficient Persons   |
| <input type="checkbox"/> | <input type="checkbox"/> | Addressing Environmental Justice in minority populations and low-income populations   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensuring nondiscrimination in the public participation process  |
| <input type="checkbox"/> | <input type="checkbox"/> | Collecting and analyzing data to ensure nondiscrimination in programs and activities  |
| <input type="checkbox"/> | <input type="checkbox"/> | Process for ensuring that solicitations for bid/requests for proposals contain the Title VI/Nondiscrimination Assurance paragraph of disadvantaged Business Enterprises (DBE) |
| <input type="checkbox"/> | <input type="checkbox"/> | Assurance for nondiscrimination in the award of contracts   |
| <input type="checkbox"/> | <input type="checkbox"/> | Monitor DBE Commercial Useful Function (CUF) on construction projects   |
| <input type="checkbox"/> | <input type="checkbox"/> | Developing a Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report  |
-

☐ ☐ Would like Title VI or other Civil Rights technical assistance

Additional Notes:

Signed by:

Signed on:

# SUB-RECIPIENT TITLE VI COMPLIANCE ASSESSMENT TOOL

23 Code of Federal Regulations (CFR) Part 200.9 (b)(7) requires that the Maine Department of Transportation (MaineDOT) conduct periodic reviews of cities, planning agencies and other recipients of federal-aid highway funds, including local public agencies, to ensure that they are complying with Title VI of the Civil Rights Act of 1964. Title VI states that “no person in the United States shall be excluded from participation, denied the benefits of, or be subjected to discrimination in any Federally funded program, policy or activity on the basis of race, color or national origin.”

MaineDOT has developed this assessment as a means of determining sub-recipient compliance; helping sub-recipients understand their Title VI responsibilities; and assisting MaineDOT in planning future training and technical assistance.

This assessment is part of MaineDOT’s Title VI review process and has been designed to take only a few minutes of your time. Please fax (207-624-3021) or mail (16 State House Station, Augusta, ME 04333-0016) the completed questionnaire with attachments to: Sherry Tompkins, Director of Civil Rights, no later than: \_\_\_\_\_

Questions or concerns may be emailed to: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov) or [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov) you may reach Sherry by phone at 207-624-3066 and Mary at 207-624-3056. TTY users dial Maine Relay 711

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## Baseline Questionnaire

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1. Name of your Agency: \_\_\_\_\_
  2. Physical Address of Agency: \_\_\_\_\_  
\_\_\_\_\_
  3. Website Address of Agency: \_\_\_\_\_
  4. Number of full-time and part-time employees:      F/T \_\_\_\_\_      P/T \_\_\_\_\_
  5. Has your agency provided written Title VI Assurances to MaineDOT? If not, please attach a copy. \_\_\_\_\_
-

6. Does your agency physically include the Civil Right Special Provisions (FHWA-Form 1273) in all contracts and ensure that they are included in all sub-contracts, including third-tier contracts? \_\_\_\_\_

7. Who is the Title VI contact person for your agency? \_\_\_\_\_

\_\_\_\_\_

8. Does this person accept complaints from the public? \_\_\_\_\_ If not, who does?

\_\_\_\_\_.

Please include title, email and telephone number for each person listed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. In the past three years, has your agency been named in a discrimination complaint or lawsuit? \_\_\_\_\_. If so, when and what was the nature of the complaint or lawsuit and the outcome. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Does your agency have a written discrimination complaint process? If so, please attach a copy. \_\_\_\_\_

11. Has your agency made the public aware of the right to file a complaint? \_\_\_\_\_ If so, by what mechanism \_\_\_\_\_. Please attach a copy.

12. Does your agency provide free translation services for persons with Limited English Proficiency (LEP)? \_\_\_\_\_. Please explain \_\_\_\_\_

13. In the past twelve (12) months, what has your agency done to receive and consider input from all citizen groups, especially minority, low income, disabled and transit-dependent? Please describe, if applicable. \_\_\_\_\_

\_\_\_\_\_

---

14. Does your agency have a method to collect racial and ethnic data on citizens impacted by your projects? \_\_\_\_\_. If so, please describe.

---

15. Does your agency include the required Disadvantaged Business Enterprise (DBE) assurance language at 49 CFR 26.13(a) and (b) verbatim in all financial agreements, contracts and sub-contracts? (Please see DBE Assurance language below.)

\*\*\*\*\*

\*\*\*\*\***§26.13 What assurances must recipients and contractors make?**\*\*\*\*\*

(a) Each financial assistance agreement you sign with DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE program, as required, by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

(b) Each contract you sign with a contractor (and each sub-contract the prime contractor signs with a sub-contract) must include the following assurance:

The contractor, sub recipient or sub-contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

\*\*\*\*\*  
\*\*\*\*\*

16. Does your agency monitor DBEs on construction projects to ensure they are performing a commercially useful function (CUF)? \_\_\_\_\_. If so, where is this documented?  
\_\_\_\_\_. If a DBE is not performing a CUF, what actions have you taken? \_\_\_\_\_

---

\_\_\_\_\_ Who do you  
notify? \_\_\_\_\_

17. Do you have any questions regarding this assessment or Title VI? \_\_\_\_\_ Please  
include them here along with your email address and/or phone number and a MaineDOT  
representative will respond. \_\_\_\_\_  
\_\_\_\_\_
18. Would your agency like Title VI training or other Civil Rights technical assistance from  
MaineDOT? \_\_\_\_\_. If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_ Does your  
agency have teleconferencing ability? \_\_\_\_\_.
19. Please provide the name, title and contact information of the person who completed this  
baseline assessment. \_\_\_\_\_  
\_\_\_\_\_
20. Provide an annual report on Title VI accomplishments for the previous year and goals for the  
next year. \_\_\_\_\_  
\_\_\_\_\_
21. Are you sending your Title VI implementation Plans and Goals and Accomplishment Reports  
to MaineDOT? Are you completing these on an annual basis as required?  
\_\_\_\_\_
-



**APPENDIX V – SUBRECIPIENT TITLE VI IMPLEMENTATION  
PLAN TEMPLATE**

# TITLE VI PLAN TEMPLATE

## FOR LOCAL PUBLIC AGENCIES

This sample document/template is provided by MaineDOT as a resource and guide to LPAs for producing their Title VI Program Implementation Plan.

Local Public Agencies (LPAs) may opt to develop a Title VI Plan based on this sample or using another format. If using a format other than this sample, the LPAs should follow the Title VI Implementation Plan checklist provided by the Federal Highway Administration (FHWA) as a guide: [Title VI Program Implementation Plan Checklist](#)

Note: Guidelines and tips are provided in italics and should be removed when using this document as a template.

The document, forms, templates, samples and guidelines provided do not constitute legal advice. For legal advice, please contact your legal counsel.

---

(logo)

Click here to enter name of agency  
**TITLE VI PROGRAM PLAN**

Agency Administrator

Click here to enter name of administrator.

Prepared by: Click here to enter name.

**FISCAL YEAR:** Click here to enter year (federal fiscal year)

---

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### **VIII. APPENDICES** *This list is a sample and additional forms or documents can be added*

Appendix A	Complaint Form
Appendix B	Complaint Log Template
Appendix C	Consultant Assessment of Title VI Compliance
Appendix D	Public Meeting Survey Form
Appendix E	Limited English Proficiency Guidelines
Appendix F	Data Collection Guidelines

**(logo)**

### **TITLE VI STATEMENT OF COMMITMENT**

The [Click here to enter name of the agency](#) , hereinafter also referred to as the “LPA”, will effectuate the provisions of Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulation (CFR) Part 21, 23 CFR Part 200 and other applicable directives. These authorities provide that no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which LPA receives federal assistance.

Further, as a recipient of federal-aid funding, [Click here to enter name of the agency](#) strives to achieve nondiscrimination in all its programs and activities whether or not those programs and

activities are federally funded. These efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects, and the functions of right-of-way, research, planning, design, construction, and project development. Click here to enter name of the agency will ensure that every manager, supervisor, employee, and sub-recipient of federal-aid funds administered by the LPA is aware of and applies the intent and spirit of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities in performing assigned duties.

Every employee and representative of Click here to enter name of the agency shall perform all official duties and actions in full accord with Title VI of the Civil Rights Act of 1964, applicable statutes, executive orders, regulations, and policies enunciated there under.

Click here to enter the specific staff position has been designated as the LPA's Title VI Coordinator and is responsible for ensuring that all matters relating to nondiscrimination are administered effectively.

Employees of the LPA, contractors or applicants with questions, problems or complaints regarding this statement, and the implementation of the stated provisions, should contact Click here to enter the specific staff position., at Click here to enter contact info.

---

Click here to enter text.  
Agency Administrator

---

Date

## I. ORGANIZATION AND STAFF RESPONSIBILITIES

### A. Relationship of Civil Rights Unit/Staff to Head of Click here to enter name of the agency

**Agency Administrator** – The Agency Administrator is authorized to ensure compliance with provisions of the Agency’s policy of nondiscrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. The Agency’s grants compliance function and Title VI coordination shall be performed under the authority of the Agency Administrator.

**Title VI Coordinator** – The Click here to enter specific staff position will perform the duties of the Title VI Coordinator and ensure implementation of the Agency’s Title VI Federally Funded Transportation Program. Although the Click here to enter specific staff position reports to Click here to enter specific staff position (direct supervisor), this position shall have an indirect reporting relationship and access to the Agency Administrator.

### B. Statement of Responsibility and Authority of Title VI Coordinator

As authorized by the Click here to enter name of the agency Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring LPA compliance with Title VI requirements as follows:

#### **Program Administration**

- Administer the Title VI Program and coordinate implementation of the plan
- Ensure compliance with the assurances, policy, and program objectives
- Perform Title VI Program reviews to assess administrative procedures, staffing, and resources
- Provide recommendations as required to the Click here to enter name of the agency Administrator

#### **Complaints**

- Review written Title VI complaints that may be received by Click here to enter name of the agency following the adopted procedural guidelines.

#### **Data Collection.**

- Review the statistical data gathering process periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.

**Training Programs**

- Conduct or facilitate training programs on Title VI issues and regulations for the agency's employees; and facilitate Title VI training for appropriate staff, contractors, and sub-recipients. A log or summary of training conducted shall be kept.

**Title VI Plan Update**

- Review and update the Agency's Title VI Implementation Plan as needed or required
- Present updated plan to the [Click here to enter name of the agency Administrator](#) for approval.
- Publish/post the Title VI Implementation Plan.

**Annual Accomplishment Report**

- Prepare an annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year
- Identify goals and objectives for the upcoming year as required; and submit to MaineDOT.

**Public Dissemination**

- Work with [Click here to enter name of the agency staff](#) to develop and disseminate Title VI program information to employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public.
- Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community.
- Ensure the full utilization of available minority publications or media
- Ensure written or verbal information in languages other than English is being provided, where appropriate.

**Elimination of Discrimination**

- Work with Agency's program areas to establish procedures for promptly resolving deficiencies, as needed.
- Recommend procedures to identify and eliminate discrimination that may be discovered in any of the Agency's processes.



**Maintain Legislative and Procedural Information.**

- Keep informed about Federal laws, rules, and regulations, FHWA or MaineDOT guidelines that may affect the current Agency Title VI Plan and administration of the Agency's Title VI Program.
- Ensure information is made available to the public as requested or required.

**C. Program Administration**

*Guidelines (Remove to enter LPA's information)*

- *Describe the method of Administration developed/adopted by the Agency to ensure nondiscrimination in all of its programs and activities.*
- *This section should include a description of the role of the designated staff that will work/assist the Title VI Coordinator. Explain the staff that will be involved in the administration of the plan or will be designated to assist the Title VI Coordinator with the administration of the Title VI Program or the implementation of the Title VI Plan.*
- *The Agency may choose to implement a multidisciplinary approach that allows the use of several disciplines to address an issue (administer the program). This approach allows the Agency to designate specific staff in departmental special emphasis program areas who shall work in concert with the Title VI Coordinator. The key programs or department areas are subject to receiving Federal assistance through grants or other types of transportation related funding. The designated staff will work with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the objectives of the Title VI Plan, meet Federal and state reporting requirements, and provide adequate training opportunities for applicable staff. The designated staff will also work with the Coordinator to ensure Title VI compliance by contractors, subcontractors, consultants, suppliers, and other sub-recipients under federally funded projects or programs, and will work with the Coordinator to obtain statistical data on race, color, national origin, handicap/disability, and sex of participants in, and beneficiaries of federally funded transportation programs. Following is a sample of the text that the Agency may include in this section:*

**Title VI Specialists** – Additionally, the Agency has designated Title VI Specialists in special emphasis program areas. The Specialists shall work in concert with the Title VI Coordinator. These key programs areas are subject to receiving federal assistance through grants or other types of transportation related funding. The Title VI Specialists will work

with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the Title VI Method of Administration as laid out on this Title VI Plan, meet federal and state reporting requirements, and provide adequate training opportunities for applicable staff.

Title VI Specialists will also work with the Coordinator to ascertain Title VI compliance by contractors, subcontractors, consultants, suppliers and other sub-recipients under federally funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors and sub-recipients. Title VI Specialists will work with the Coordinator to obtain statistical data on race, color, national origin, handicap/disability, age and sex of participants in, and beneficiaries of the Agency's federally funded transportation programs. Each of the Specialists will maintain data relative to their respective special emphasis program area, designated below. The Coordinator shall use the data to complete annual Title VI reports and for other administrative needs.

*If applicable, list the areas with Title VI Specialists and the Official Job Title. Sample listing:*

**TITLE VI SPECIALISTS DESIGNEES**

<b><u>Program Area</u></b>	<b><u>Official Job Title</u></b>
Planning Real Estate (Right of Way) Design and Engineering – Environmental Services Operations Administration Community Development Human Resources General Services Purchasing	

#### D. Organizational Charts

*Insert Organizational Chart here or attach to back of report with page number reference*

## II. TITLE VI PROGRAM IMPLEMENTATION

### A. Program Areas – Review and Monitoring Procedures

*Guidelines (Remove to enter LPA's information)*

*Description of Major Operational Areas, Title VI responsibilities and procedures for conducting reviews of each area.*

*In this section, the LPA is to include a brief description of each of the areas below, their activities and the procedures in place to ensure compliance with Title VI (procedures for conducting reviews of the program area). The LPA should include the following areas or may adopt the template provided below and adjust it as needed, indicating the name of the Division or Department that performs the function within the Agency.*

#### **Planning**

- Planning Process

*Describe the planning process/ Program Area's functions. Include responsibilities for providing long-range planning, program development, and capital programming, six-year plan.*

- Public involvement in planning activities

*Describe/Include:*

- *How minority members of the community are invited to participate in public hearings;*
- *Locations, time, translation services, etc.;*

#### **Location**

- Public involvement

*Describe the process to ensure representation of minorities and women on boards and committees involved in highway location decisions.*

*Describe/Include:*

- *How minority members of the community are invited to participate in public hearings;*
- *Locations, time, translation services, etc.;*
- *Location manuals, directives, guidelines and policies.*

#### **Design/Project Development**

- Design and Environmental Review Process

*Describe the Design and environmental review process/Program Area's functions*

- Design/Environmental Review Process and Title VI

*Describe/Include all applicable activities below:*

- *How minority members of the community are invited to participate in public hearings;*
- *Locations, time, translation services, etc.;*

- *Design/project development manuals, directives, operational procedures, guidelines, and policies reviewed for Title VI compliance;*
- *Statistical data collected on demographics of communities affected by construction project.*

### **Right of Way**

- Right of Way Process

*Describe the Right of Way process/Program Area's functions*

- Right of Way Process and Title VI

*Describe/include all of the applicable activities in relation to Title VI*

- *Equal opportunity is being provided in hiring real estate appraisers;*
- *Title VI language is incorporated into all acquisition, negotiation, property management communication and contracts;*
- *Title VI language and assurance statements included in all surveys for property owners and tenants after the conclusion of business;*
- *Values and communications associated with appraisals conducted in an equitable fashion;*
- *Deeds, permits, and leases contain Title VI compliance clauses;*
- *Statistical data is being collected on demographics of relocates.*

### **Construction/Maintenance**

- Construction/Maintenance Section

*Describe this Program Area's functions & responsibilities*

- Construction/Maintenance Section activities and Title VI

*Describe/include all of these applicable activities in relation to Title VI*

- *Contractor selection procedures reviewed to determine uniformity in their application to minority and nonminority contractors;*
- *Minority contractors and subcontractors are being informed about contracting opportunities with the local agency;*
- *Construction rules and regulations are being applied in an equitable fashion;*
- *Title VI assurances are included in all contracts, subcontracts, and material supply agreements.*

### **Education/Training**

- Education/ Training Section

*Describe this Program Area's functions*

- Education / Training Section activities and Title VI

*Describe/include all of these applicable activities in relation to Title VI*

- *Diversification in the selection of supportive services*

- *Minority consultants and sub-consultants are being informed about contracting opportunities with the local agency*
- *Title VI assurances are included in all consultant & sub-consultant agreements.*

## **Consultant Contracts Administration**

- *Describe the Consultant Contracts Administration. Description will include the division responsible for recommending consultant firms to the Agency for final selection, negotiation and award, and the division that administers awarded consultant contracts.*
- *Describe the Consultant Selection Process. Include the staff or name of division responsible for this task.*
- *Describe how the Agency ensures the inclusion of Title VI assurances and provision language in all federally funded consultant contracts.*

### **B. Sub-recipients - Reviews and Monitoring Procedures**

Click here to enter name of the agency will conduct Title VI compliance reviews and monitoring of its sub-recipients of Federal-aid highway or other Federal funds, to ensure adherence to Title VI requirements. Click here to enter name of the agency 's staff will periodically review operational guidelines provided to consultants, contractors, and sub-recipients, including Title VI language, provisions, and related requirements, as applicable.

Click here to enter name of the agency will also conduct periodic post grant reviews of select recipients of Federal highway funds or other Federal funds, for roads, sidewalks, bridges, municipal construction, etc. to ensure adherence to Title VI requirements.

When irregularities occur in the administration of Federal-aid highway programs at sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. Click here to enter name of the agency will seek the cooperation of the consultant, contractor or other sub-recipient in correcting deficiencies found during periodic reviews. Click here to enter name of the agency will provide technical assistance and guidance, upon request, to support voluntary compliance by the sub-recipient.

When a sub-recipient fails or refuses to voluntarily comply with requirements, Click here to enter name of the agency will submit to MaineDOT's Civil Rights Administrator -Title VI Coordinator copies of the case file and a recommendation that the sub-recipient be found in noncompliance.

A follow-up review will be conducted to ascertain if the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub-recipient refuses to comply, [Click here to enter name of the agency and MaineDOT](#) may, with FHWA's concurrence, initiate sanctions per 49 CFR 21.

### **Consultants and sub-consultants Reviews**

*Describe the procedures that the LPA will utilize to review its consultant's compliance with Title VI. Include any document templates or forms that will be utilized to conduct the review. The LPA may utilize a Title VI Evaluation Form similar to MaineDOT's. If the LPA chooses to utilize a Title VI Evaluation Form to review its consultant/sub-consultants, the LPA shall take ownership of this review process.*

### **C. Data Collection – Reporting – Analysis**

*Guidelines (Remove to enter LPA's information)*

- *Describe the procedures developed by the Agency for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocatees, impacted citizens and affected communities.*
- *Describe how LPA collects data, what data is collected, and how data is to be analyzed. LPA must collect Title VI Program-related data as on-going basis. Data collected should be directly related to specific processes in a Program Areas.*
- *The information can also be included in the data collection/reporting/analysis by program area.*
- *Describe how the data will be used. Title VI Analysis involves pairing two things: Demographics + Impact or Benefit.*

*What Data should be collected?*

- *Population eligible to be served based on race, color, national origin*
- *Present or proposed membership, by race, color, national origin, in any planning or advisory body that is an integral part of the program;*
- *Where relocation is involved, the requirements and steps used or proposed to guard against unnecessary impact on persons on the basis of race, color or national origin*
- *Allocated funds/other financial assistance, when & to whom;*
- *Demographic profile of communities;*

- *Owners of property [to be] taken, and persons or businesses to be relocated or adversely affected by race, color, national origin*

#### *Examples of analysis*

- *Decennial Census+ Noise Impacted Residents*
- *American Community Survey (ACS) + Vital Documents to be Translated*
- *Relocatee Demographic Surveys + Relocation Financial Data*
- *Public Meeting Attendees + Overall Area Population*

*Additional Resources:* [FHWA's Sample Data Sources](#),

#### D. Title VI Training

*Guidelines (Remove to enter text)*

*This section describes how and when the agency will be coordinating or conducting Title VI related training and staff development for its Title VI Coordinator, Title VI Specialist (s), Civil Rights Staff, Title VI liaisons and other Agency employees, as well as Title VI training sessions for consultants, contractors, and subcontractors. The description should include who will be responsible and frequency.*

#### E. Dissemination of Title VI Information

##### **Community Outreach and Public Education**

*Guidelines (Remove to enter text)*

*This section describes the Agency's efforts for community outreach and public education procedures of the Title VI Program as well as how the public outreach data is collected/analyzed to ensure effectiveness. The agency will develop and disseminate Title VI Program information to its employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Include the tools to educate the public about Title VI and the Agency's Title VI Program. Public dissemination will include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, the publication of the Agency's Title VI Policy Statement, and informational brochures. Public dissemination will also include posting of public service announcements or notices of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. The agency shall ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English.*



## Public Involvement

*Guidelines (Remove to enter text)*

*This section describes the process to elicit and solicit public participation and involvement. Describe how the agency promotes full and fair participation by all segments of the population, including minority or low-income communities and populations who are not proficient in English. Include the tools, strategies and techniques to involve the public, including LEP persons. The Agency will also describe the procedures to track and document the public involvement measures taken.*

*Guidelines (Remove to enter text)*

- *Development and implementation of an Agency Public Participation Plan/ process*
- *Periodic review and evaluation of the public participation process/plan*
- *Does the public involvement process have an identified strategy for engaging minority and low-income populations in transportation decision-making?*
- *What strategies, if any, have been implemented to reduce participation barriers for such populations?*
- *Does the public outreach effort utilize media (such as print, television, radio, etc.) targeted to low-income or minority populations?*
- *What mechanisms are in place to ensure that issues and concerns raised by low-income and minority populations are appropriately considered in the decision-making process?*
- *Early and continuous public involvement*
- *Use of innovative tools and media*
- *Provision of timely information*
- *Provision of adequate public notices*
- *Reasonable public access*
- *Methods to ensure and demonstrate explicit consideration of comments*
- *Coordination with individuals, institutions, or organizations to implement community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities*

Click here to enter name of the agency is committed to document and analyze the impacts of transportation projects on minority and low-income populations as a normal part of analysis efforts. A key aspect of the analysis is to ensure the involvement of affected communities in the project development process. Click here to enter name of the agency has developed Guidelines to provide Environmental, Planning, Right of Way, Location and Design, Civil Rights and any other applicable with a consistent framework for developing an effective public involvement strategy. They contain only principles and general procedures, which means that the specific approach must be tailored to the unique circumstances of each project and those communities affected by it. If the procedures do

not seem appropriate for a particular project, then the team will develop a more suitable approach.

#### F. Limited English Proficiency

*Guidelines (Remove to enter text)*

*In this section the Agency will describe the steps that it will take to ensure meaningful access to the benefits, services, information, and other important portions of its programs and activities for individuals who are LEP (Limited in English Proficiency). For public participation to be inclusive the LPA must know the locations of LEP populations and there has to be a level of outreach that goes beyond advertising in the local newspaper and regular public meetings. Explain how LEP populations are identified statewide and per project as well as how the 4-factor analysis is applied to each in determining what translations are appropriate.*

*Outreach examples:*

- *In-person community tours*
- *Visiting community organizations*
- *Making sure there is a channel for feedback from community groups*

*This is often organized in the LEP Plan which may be included as an Appendix. Place these in the public outreach or public involvement*

*Guidelines (Remove to enter text)*

- *Does the public involvement process have an identified strategy for engaging minority and low-income populations in transportation decision-making?*
- *What strategies, if any, have been implemented to reduce participation barriers for such populations? Has the effectiveness of the strategies been evaluated? Have efforts been undertaken to improve them, especially with regard to low-income and minority populations?*
- *Has public involvement in the planning process been routinely evaluated as required by regulation? Have organizations representing low-income and minority populations been consulted as part of the evaluation? Have their concerns been considered?*
- *Does the public outreach effort utilize media (such as print, television, radio, etc.) targeted to low-income or minority populations?*
- *What mechanisms are in place to ensure that issues and concerns raised by low-income and minority populations are appropriately considered in the decision-making process? Is there evidence that these concerns have been appropriately considered?*

### **III. DISCRIMINATION COMPLAINT PROCEDURES**

*Guidelines (Remove to enter text)*

*In this section the LPA will provide the procedures developed and in place for the filing of Title VI discrimination complaints. The LPA should also explain how the procedure is made available to participants, beneficiaries and other interested parties.*

Any person who believes they or a specific class of persons were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a recipient of Federal financial assistance through the Maine Department of Transportation may file a Title VI complaint.

#### **Where can one file?**

Complaints related to the Federal-aid highway program may be filed with MaineDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, or the USDOJ.

#### **When must one file?**

According to USDOT regulations, 49 CFR §21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the processing agency.

#### **What should a complaint look like?**

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the receiving agency and provide the allegations by telephone, and the agency should transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions; and
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address; and
- The basis of the complaint (e.g., race, color, national origin); and
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated; and
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

## How are complaints routed?

FHWA Division Offices do not investigate Title VI complaints. Likewise, State DOTs and its Subrecipients do not investigate complaints filed against themselves. Finally, FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency.

With this understanding, complaints should be routed in the following ways:

- All complaints will be routed to the FHWA Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against Click here to enter name of the agency (a Subrecipient of Federal financial assistance).
- Complaints should be forwarded from the initial receiving agency through the Federal-aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with Click here to enter name of the agency , Click here to enter name of the agency will forward the complaint to MaineDOT, which will forward the complaint to the MaineDOT's FHWA Division Office, which will forward the complaint to HCR. If a complaint is filed with MaineDOT, MaineDOT will forward the complaint to the MaineDOT's FHWA Division Office, which should forward the complaint to HCR.
- MaineDOT and Click here to enter name of the agency will log all complaints received.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, MaineDOT, and Click here to enter name of the agency .

Complaints may also be sent to HCR directly at:

Postal Mail	Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590
Email	<a href="mailto:CivilRights.FHWA@dot.gov">CivilRights.FHWA@dot.gov</a>
Fax	202-366-1599
Questions?	202-366-0693

## **What are the potential outcomes for processing a complaint?**

There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

The HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint filed against a Subrecipient, HCR may either conduct the investigation itself, or it may delegate the investigation to MaineDOT. If HCR chooses to delegate the investigation of a Subrecipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but MaineDOT will conduct all data requests, interviews, and analysis.

MaineDOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI

## **What are the timeframes for investigation?**

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance.

If MaineDOT is delegated an investigation from FHWA, MaineDOT must complete the investigation within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA) as stipulated in 23 CFR §200.9(b)(3)

### **How does the Investigating Agency gather information?**

There are no regulatory requirements for how information is gathered, but MaineDOT and Click here to enter name of the agency are required to keep detailed records on how they comply with Title VI and to provide USDOT with access to documents and persons with relevant information. 49 CFR §21.9. Typically, the respondent will receive at least one Request for Information and Position Statement (RFI) to gather documents, and additional requests if necessary. Concurrently, the HCR or MaineDOT investigator will schedule interviews with relevant parties and conduct site visits as necessary.

### **Once FHWA starts an investigation, what are the potential outcomes?**

First, at any time during the investigation, either FHWA or the respondent may initiate informal negotiations to resolve the issues. The FHWA always strives to resolve Title VI complaints informally, if possible.

In the absence of such negotiations, HCR (or an investigator for MaineDOT) will draft a Report of Investigation, which should contain all relevant data and findings, with legal conclusions and potentially include recommendations for action. FHWA is responsible for the final disposition of all complaints, including initiation and conduct of informal negotiations and the issuance of Letters of Finding (LOFs).

There are five potential outcomes for concluding an investigation:

1. The FHWA makes a finding of no violation and the case will be closed with no further action. The FHWA will issue an LOF stating in sufficient detail the reasons for the determination of no violation.
2. If, by a preponderance of the evidence, FHWA determines the respondent has failed to comply with its Title VI requirements or threatens to fail to comply by action or inaction, then FHWA will inform the respondent and the matter will be resolved by informal means whenever possible.
  - If FHWA informally resolves the matter with the respondent by agreement, then FHWA will hold the complaint in abeyance until the respondent completes its corrective actions. If the corrective actions are completed to the FHWA's satisfaction, then the complaint will be dismissed with no further action.
  - If FHWA cannot informally resolve the matter or the respondent does not complete agreed upon corrective actions, then FHWA may issue a LOF stating that the Recipient is in noncompliance with its Title VI obligations.

3. If FHWA issues a LOF of noncompliance to the respondent, the LOF will request that the respondent provide to FHWA, within 90 days, an action plan that implements the recommendations in the LOF.
4. If FHWA approves the action plan, then the respondent will be given a reasonable amount of time to implement the plan. At the end of the implementation period, FHWA will assess whether the respondent has sufficiently corrected the deficiencies.
5. If FHWA does not approve the action plan, or the respondent is nonresponsive/uncooperative, then FHWA may seek administrative sanctions, including, but not limited to, suspension or termination of Federal funds or any other means authorized by law such as referral to USDOJ for enforcement.
  - If USDOT seeks to suspend or terminate funds, it must provide the respondent with an opportunity for a hearing on the record. If the Secretary of Transportation determines that the respondent has not complied with Title VI and voluntary compliance cannot be secured, USDOT must notify Congress before that finding goes into effect. 49 CFR

#### **IV. REVIEW OF AGENCY DIRECTIVES**

*Guidelines (Remove to enter text)*

*In this section the LPA will describe how the Agency reviews directives to determine if there are Title VI implications and interpret how directives impact Title VI program areas.*

*Example of description the LPA may provide in this section:*

*The Title VI Staff employs the following process (or several processes) to review the Agency directives, policies and practices:*

- *The Title VI Staff works collaboratively with a Title VI Advisory Committee - a group consisting of division directors or their appointees, who help to make and implement policies. The committee works to ensure the Agency directives are in keeping with Title VI of the Civil Rights Act of 1964 and other federal nondiscrimination mandates.*
- *The Title VI Staff is included in the review process when Agency directives are drafted and policies implemented. This process affords the Title VI Staff an opportunity to review for any possible Title VI issues.*
- *The Title VI Staff reviews all environmental documents, public meeting and hearing transcripts to ensure staff is aware of any potential Title VI issues.*

- *The Director serves on decision-making committees as a Civil Rights Advisor to ensure the Agency directives are in accordance with the federal and state nondiscrimination laws, rules, and regulations; and,*
- *The Title VI Staff works cooperatively with FHWA Division Civil Rights staff to implement federal nondiscrimination directives.*

## **V. COMPLIANCE AND ENFORCEMENT PROCEDURES**

*Guidelines (Remove to enter text)*

*In this section the LPA will outline its Title VI Program compliance and enforcement procedures to address deficiencies or when noncompliance is determined for internal program areas and subrecipients. Example of description the LPA may provide in this section:*

### ***Remedial Action***

*The goal for Title VI and regulatory enforcement is to achieve voluntary compliance. If deficiencies are found during a Title VI review, the Compliance Review Report will include a draft corrective action plan (CAP) with projected due dates. The program area staff/Title VI Liaison or the Subrecipient will be able to propose remedial actions to correct the deficiencies. Program areas and Subrecipients are expected to correct all deficiencies according to their CAP and provide periodic updates to the Title VI Officer/ Coordinator/ Specialist assigned to the review. The Title VI Officer/Coordinator/Specialist will provide technical assistance, as needed, and work with the (program area's) Title VI Liaison or Subrecipient's Title VI Coordinator to ensure implementation of the CAP. When the Title VI Officer/Coordinator/Specialist has determined that a subrecipient's deficiencies are sufficiently corrected, the program area Title VI Liaison or the Subrecipient will be notified that the review process is complete and no further progress reporting is needed. The Subrecipient will receive an official Closeout Letter signed by the Agency's Title VI Coordinator.*

### ***Affecting Compliance***

*When an internal program area refuses to cooperate or comply with Title VI, the Title VI Specialist will elevate the matter to the Director, after which, the matter may be referred to the State DOT Civil Rights Manager or responsible USDOT Operating Administration (OA).*

*When a Subrecipient fails to take appropriate corrective action in response to the findings of deficiencies in the compliance report, the Subrecipient moves from a "deficiency status" to noncompliance; Click here to enter name of the agency will submit two copies of the case file to the State DOT or FHWA with a recommendation that the sub- recipient be found in noncompliance; and/or, may, with the concurrence of the State DOT or FHWA (or other USDOT OA), initiate proceedings to impose sanctions for noncompliance.*



## ***Sanctions***

*In the event a Subrecipient or contractor (“recipient”) fails or refuses to comply with Title VI, the first step taken by the internal program area with oversight of the recipient will be Click here to enter name of the agency attempts the resolve the issue using the program area’s normal administrative solutions. However, Click here to enter name of the agency may take any or all of the following steps, with the concurrence of MaineDOT or USDOT (i.e., FHWA), if the recipient is uncooperative or nonresponsive during attempts by Click here to enter name of the agency to voluntarily resolve the compliance issue:*

- a. Cancel, terminate, or suspend the contract or agreement in whole or in part;*
- b. Refrain from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient;*
- c. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient; and/or,*
- d. Refer the case to the appropriate federal agency for appropriate administrative or legal proceedings. Other means authorized by law.*

## **AUTHORITIES**

This section is a reference source of the applicable authorities related to Title VI of the Civil Rights Act of 1964 as amended.

**Title VI of the 1964 Civil Rights Act (42 USC 2000d et seq)** requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

**The Civil Rights Restoration Act of 1987, P.L. 100-209** further clarified the intent of Title VI to include all programs and activities of entities whether those programs and activities are federally funded or not.

**49 CFR Part 21**, the U.S. Department of Transportation’s Implementing Regulations of Title VI of the Civil Rights Act of 1964.

**23 Code of Federal Regulations (CFR) Part 200**, the Federal Highway Administration’s Title VI Program Implementation and Review Procedures.

### **USDOT Order 1050.2A**

**Section 162(a) of the Federal-Aid Highway Act of 1973** (Section 324, Title 23 U.S.C.) prohibits discrimination based on sex (gender).

**Executive Order 12898** (issued February 11, 1994) addresses disproportionate adverse environmental, social, and economic impacts that may exist in communities, specifically minority and low-income populations.

**Executive Order 13166** (issued August 16, 2000) addresses access to services for persons whose primary language is not English and who have limited ability to read, write, speak or understand English.

## **VI. TITLE VI ASSURANCES (STANDARD DOT TITLE VI ASSURANCES -USDOT 1050.2A)**

*The following template is for sample purposes. A scanned copy of the assurance signed by the authorized official should be included in this section.*

### **TITLE VI/NONDISCRIMINATION ASSURANCES**

#### **DOT Order No.1050.2A**

The *Click here to enter LPA name*, (herein referred to as the “Recipient”), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the *Federal Highway Administration*, is subject to and will comply with the following:

#### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation – Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements

to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted Highway Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The Click here to enter LPA name in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the *Click here to enter LPA name* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *USDOT* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *USDOT*. You must keep records, reports, and submit the material for review upon request to *USDOT*, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The *Click here to enter LPA name* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-

aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-Aid Highway Program*. This ASSURANCE is binding on the *State of Maine*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in the *Federal-Aid Highway Program*. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

*Click here to enter LPA name*

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by 

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*(Signature of Authorized Official)*

DATED 

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## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant

thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.



## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *Click here to enter LPA name* will accept title to the lands and maintain the project constructed thereon in accordance with the Maine State laws, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the *Federal Highway Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *Click here to enter LPA name* all the right, title, and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the *Click here to enter LPA name* and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *Click here to enter LPA name*, its successors and assigns.

The *Click here to enter LPA name* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the *Click here to enter LPA name* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above-described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *Click here to enter LPA name* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of a breach of any of the above Nondiscrimination covenants, the *Click here to enter LPA name* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the *Click here to enter LPA name* will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will thereupon revert to and vest in and become the absolute property of the *Click here to enter LPA name* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *Click here to enter LPA name* pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the *Click here to enter LPA name* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the *Click here to enter LPA name* will there upon revert to and vest in and become the absolute property of the *Click here to enter LPA name* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure

compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**APPENDIX VI – US CENSUS PRIMARY LANGUAGE LIST –  
SPECIFIC LANGUAGE**

## AMERICAN COMMUNITY SURVEY LANGUAGE CODE LIST

Listed are 4-digit census codes, language names and, where applicable, three-letter codes according to international standard ISO 639-3.

### INDO-EUROPEAN LANGUAGES (1053-1056, 1069-1073, 1110-1564)

#### *Haitian (1053-1056)<sup>1</sup>*

1053	Guadeloupean Creole French (gcf)
1054	Saint Lucian Creole French (acf)
1055	Haitian (hat)

#### West Germanic languages (1110-1139, 1234)

##### *German (1110-1124)*

1110	German (deu)
1111	Bavarian (bar)
1112	Hutterite German (geh)
1113	Low German (nds)
1114	Plautdietsch (ptd)
1115	Swabian (swg)
1120	Swiss German (gsw)
1121	Upper Saxon (sxu)
1122	Limburgish (lim)
1123	Luxembourgish (ltz)
1125	Pennsylvania German (pdc)
1130	Yiddish (macrolanguage) (yid)
1131	Eastern Yiddish (ydd)
1132	Dutch (nld)
1133	Vlaams (vls)
1134	Afrikaans (afr)
1135	Northern Frisian (frf)
1136	Western Frisian (fry)
1234	Scots (sco)

#### Scandinavian languages (1140-1146)

1140	Swedish (swe)
1141	Danish (dan)
1142	Norwegian (nor)
1143	Icelandic (isl)
1144	Faroese (fao)

1147	Belgium N.E.C.
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#### Romance languages (1155-1227)

##### *Italian (1155-1169)*

1155	Italian (ita)
1156	Corsican (cos)
1157	Friulian (fur)

1158	Ligurian (lij)
1159	Lombard (lmo)
1160	Neapolitan (nap)
1161	Piemontese (pms)
1162	Romagnol (rgn)
1163	Sardinian (macrolanguage) (srd)
1164	Sicilian (scn)
1165	Venetian (vec)

##### *French (1170-1175)*

1170	French (fra)
1172	Jèrriais (nrf)
1174	Walloon (wln)
1175	Cajun French (frf)

1176	Occitan (post 1500) (oci)
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##### *Spanish (1200-1205)*

1200	Spanish (spa)
1201	Asturian (ast)
1202	Ladino (lad)
1205	Caló (rmq)

1206	Catalan (cat)
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##### *Portuguese (1069-1073, 1210-1217)*

1069	Kabuverdianu (kea) <sup>1</sup>
1072	Upper Guinea Crioulo (pov) <sup>1</sup>
1210	Portuguese (por)
1211	Galician (glg)

1218	Aromanian (aen)
1220	Romanian (ron)
1221	Istro Romanian (ruo)
1223	Ladin (lld)
1225	Romansh (roh)

#### Celtic languages (1228-1233)

1228	Welsh (cym)
1229	Breton (bre)
1230	Cornish (cor)
1231	Irish (gle)
1232	Manx (glv)
1233	Scottish Gaelic (gla)
1235	Modern Greek (1453-) (ell)

<sup>1</sup> Although they are linguistically Creole languages, some French-based Creoles (Guadeloupean Creole French, Saint Lucian Creole French, and Haitian) and Portuguese-based creoles (Kabuverdianu and Upper Guinea Crioulo) are included under Indo-European languages in standardized tabulations, in order to maintain comparability with ACS estimates prior to 2016.

Note: N.E.C. stands for Not Elsewhere Classified. Whenever possible, language names and three-letter codes follow the ISO-639-3 standard. Other codes have been added for common write-ins that cannot be identified at the ISO-639-3 level, but can be classified within a language family (i.e. Berber languages, Karen languages), or within a geographical region (i.e. Europe N.E.C., Nigeria N.E.C.).

Languages within a macrolanguage are coded at the more detailed individual language level whenever possible, and at the macrolanguage level (i.e. Chinese, Arabic, Persian) when it is not possible to determine the individual language from the write-in answer. ACS language questions are only designed to capture spoken languages and do not give accurate estimates of signed languages. Signed languages are recorded within the internal unedited data; however, they are combined with the closest spoken language in the edited data.



1238	Pontic (pnt)	1328	Northern Pashto (pbu)
1242	Albanian (macrolanguage) (sqi)	1329	Southern Pashto (pbt)
1243	Arbëreshë Albanian (aae)	1331	Shughni (sgh)
1244	Gheg Albanian (alh)	1333	Wakhi (wbl)
1245	Tosk Albanian (als)		
	<u>Slavic languages (1250-1280)</u>		<i>Indo-Aryan (Indic) languages (1340-1543)</i>
1250	Russian (rus)	1340	India N.E.C.
1251	Belarusian (bel)		<i>Hindi (1341-1359)</i>
1252	Rusyn (rue)	1341	Chhattisgarhi (hne)
1260	Ukrainian (ukr)	1342	Garhwali (gbm)
1262	Czech (ces)	1343	Haryanvi (bcg)
1263	Slovak (slk)	1349	Awadhi (awa)
1265	Lower Sorbian (dsb)	1350	Hindi (hin)
1266	Upper Sorbian (hsb)	1351	Fiji Hindi (hif)
1268	Kashubian (csb)		
1269	Silesian (szl)	1360	Urdu (urd)
1270	Polish (pol)	1365	Deccan (dcc)
1273	Bulgarian (bul)	1370	Memoni (mby)
1274	Macedonian (mkd)	1375	Assamese (asm)
1275	Serbo-Croatian (macrolanguage) (hbs)		<i>Bengali (1380-1387)</i>
1276	Bosnian (bos)	1380	Bengali (ben)
1277	Croatian (hrv)	1382	Chittagonian (ctg)
1278	Serbian (srp)	1384	Rangpuri (rkt)
1280	Slovenian (slv)	1386	Sylheti (syl)
	<u>Baltic languages (1281-1287)</u>		
1281	Lithuanian (lit)	1388	Halbi (hlb)
1283	Standard Latvian (lvs)	1400	Rohingya (rhg)
1284	Latgalian (ltg)		<i>Punjabi (1420-1429)</i>
	<u>Indo-Iranian languages (1289-1543)</u>		
	<i>Persian (1289-1307)</i>	1420	Panjabi (pan)
1290	Persian (macrolanguage) (fas)	1421	Lahnda (macrolanguage) (lah)
1292	Dari (prs)	1422	Western Panjabi (pnb)
1295	Iranian Persian/Farsi (pes)	1423	Pahari-Potwari (phr)
1300	Tajik (tgk)	1424	Northern Hindko (hno)
1302	Bukharic (bhh)	1425	Southern Hindko (hnd)
1303	Hazaragi (haz)	1426	Saraiki (skr)
1304	Judeo-Persian (jpr)		
		1430	Goan Konkani (gom)
1308	Judeo-Tat (jdt)	1435	Konkani (individual language) (knn)
1309	Northern Luri (lcr)	1440	Marathi (mar)
1310	Parsi (prp)	1442	Od (odk)
1311	Zoroastrian Dari (gbz)	1450	Gujarati (guj)
1312	Dezfuli (def)	1455	Saurashtra (saz)
1315	Kurdish (macrolanguage) (kur)	1460	Bhojpuri (bho)
1316	Central Kurdish (ckb)	1463	Magahi (mag)
1317	Northern Kurdish (kmr)	1467	Maithili (mai)
1320	Zaza (macrolanguage) (zza)	1470	Rajasthani (raj)
1321	Baluchi (macrolanguage) (bal)	1472	Bagri (bgq)
1322	Eastern Balochi (bgp)	1474	Dhatki (mki)
1323	Southern Balochi (bcc)	1478	Lambadi (lmn)
1325	Ossetian (oss)	1480	Marwari (mwr)
1327	Pushto (macrolanguage) (pus)	1481	Marwari (India) (rwr)
		1482	Dhundari (dhd)
		1486	Santhali (snt)

1491	Sambalpuri (spv)
1495	Kashmiri (kas)
1497	Khovar (khv)
1499	Dangaura Tharu (thl)
1500	Nepali (individual language) (npi)
1501	Dotyali (dty)
1510	Kachhi (kfr)
1515	Sindhi (snd)
1518	Dogri (dgo)
1521	Kumaoni (kfy)
1525	Pakistan N.E.C.
1526	Dhivehi (div)
1530	Sinhala (sin)
1540	Romany (rom)
1541	Balkan Romani (rmn)
1542	Carpathian Romani (rmc)
1543	Vlax Romani (rmy)

#### ASIAN AND PACIFIC ISLAND LANGUAGES (1643-3798)

##### Turkic languages (1643-1684)

1643	Chuvash (chv)
1648	Kara-Kalpak (kaa)
1649	Kazakh (kaz)
1650	Kirghiz (kir)
1652	Uzbek (uzb)
1653	Northern Uzbek (uzn)
1654	Southern Uzbek (uzs)
1657	Karachay-Balkar (krc)
1658	Bashkir (bak)
1659	Tatar (tat)
1662	Crimean Tatar (crh)
1666	Uighur (uig)
1668	Azerbaijani (aze)
1669	North Azerbaijani (azj)
1670	South Azerbaijani (azb)
1675	Turkish (tur)
1676	Balkan Gagauz Turkish (bgx)
1677	Gagauz (gag)
1680	Turkmen (tuk)
1681	Yakut (sah)

##### Mongolic languages (1685-1698)

1685	Daur (dta)
1687	Bonan (peh)
1688	Tu (mjg)
1690	Mongolian (macrolanguage) (mon)
1691	Halh Mongolian (khk)
1692	Peripheral Mongolian (mvf)
1695	Buriat (bua)

##### Tungusic languages (1699-1710)

1699	Even (eve)
1702	Evenki (evn)
1703	Oroqen (orh)
1705	Nanai (gld)
1708	Manchu (mnc)

##### Dravidian languages (1711-1798)

1711	Northwestern Kolami (kfb)
1716	Kui (India) (kxu)
1720	Northern Gondi (gno)
1730	Telugu (tel)
1735	Badaga (bfq)
1737	Kannada (kan)
1750	Malayalam (mal)
1755	Paniya (pcg)
1760	Kodava (kfa)
1765	Tamil (tam)
1770	Tulu (tcy)
1775	Brahui (brh)
1780	Kurukh (kru)

1799	Burushaski (bsk)
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##### Austro-Asiatic languages (1800-1969)

1800	Korku (kfq)
1810	Asuri (asr)
1812	Munda (unx)
1820	Mahali (mjx)
1822	Santali (sat)
1824	Turi (trd)
1835	Juang (jun)
1838	Kharai (khr)
1850	Sora (srb)

##### Mon-Khmer languages (1855-1949)

1855	Khasi (kha)
1860	Jah Hut (jah)
1870	Central Mnong (cmo)
1873	Bahnar (bdq)
1876	Koho (kpm)
1880	Laven (lbo)
1890	Upper Ta'oih (tth)
1895	Western Bru (brv)
1900	Central Khmer (khm)
1905	Mon (mnw)
1920	Khuen (khf)
1922	Khmu (kjj)
1925	Lua' (prb)
1927	Mal (mlf)
1929	Phai (prt)
1931	Phong-Kniang (pnx)
1935	Eastern Lawa (lwl)
1940	Ruching Palaung (pce)
1950	Muong (mtq)
1960	Vietnamese (vie)

Sino-Tibetan languages (1970-2429)

*Chinese (1970-2059)*

1970	Chinese (macrolanguage) (zho)
1975	Gan Chinese (gan)
1980	Xiang Chinese (hsn)
1985	Hakka Chinese (hak)
1990	Jinyu Chinese (cjy)
2000	Mandarin Chinese (cmn)
2010	Min Bei Chinese (mnp)
2020	Min Dong Chinese (cdo)
2030	Min Nan Chinese (nan)
2040	Wu Chinese (wuu)
2050	Yue Chinese (yue)

Tibeto-Burman languages (2060-2429)

2060	Kulung (Nepal) (kle)
2065	Gamale Kham (kgi)
2075	Nepal Bhasa (new)
2080	Balti (bft)
2085	Dzongkha (dzo)
2090	Sikkimese (sip)
2092	Tshangla (tsj)
2095	Sherpa (xsr)
2100	Tibetan (bod)
2105	Khams Tibetan (khg)
2115	Gurung (gvr)
2120	Eastern Tamang (taj)
2135	Lepcha (lep)
2140	Adi (adi)
2145	Mising (mrg)
2150	Rawang (raw)

*Burmese (2160-2179)*

2160	Burmese (mya)
2165	Marma (rmz)
2170	Rakhine (rki)

2175	Zaiwa (ath)
2185	Lahu (lhu)

2190	Lisu (lis)
2195	Sichuan Yi (iii)
2200	Phunoi (pho)

2210	Ao Naga (njo)
2215	Tangkhul Naga (India) (nmf)

*Kuki-Chin languages (2220-2299)*

2220	Falam Chin (cfm)
2225	Haka Chin (cnh)
2230	Hmar (hmr)
2235	Lushai (lus)
2245	Daai Chin (dao)
2250	Kaang Chin (ckn)
2255	Matu Chin (hlt)
2265	Siyin Chin (csy)
2270	Tedim Chin (ctd)

2275	Zou (zom)
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2290	Zyphe Chin (zyp)
2300	Manipuri (mni)
2310	Toto (txo)
2320	Bodo (India) (brx)
2325	Garó (grt)
2340	Kachin (kac)

*Karen languages (2350-2429)*

2350	Karen languages (kar)
2355	Bwe Karen (bwe)
2360	Geko Karen (ghk)
2365	Western Kayah (kyu)
2370	Kayan (pdu)
2375	Mobwa Karen (jkm)
2380	Pa'O (ppa)
2385	Pwo Eastern Karen (kjp)
2390	S'gaw Karen (ksw)

Tai-Kadai languages (2430-2524)

*Thai (2430-2474)*

2430	Thai (tha)
2435	Northeastern Thai (tts)
2440	Phu Thai (pht)
2445	Lü (khb)
2450	Nyaw (nyw)
2455	Shan (shn)
2460	Tai Dam (blt)
2465	Tai Daeng (tyr)

2475	Lao (lao)
2485	Bouyei (pcc)
2490	Zhuang (macrolanguage) (zha)
2500	Nung (Vietnam) (nut)
2505	Tày (tyz)
2515	Southern Dong (kmc)

Hmong-Mien languages (2525-2559)

2525	Iu Mien (ium)
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*Hmong (2535-2559)*

2535	Hmong (macrolanguage) (hmn)
2536	Hmong Daw (mww)
2537	Hmong Njua (hnj)

Japonic languages (2560-2568)

2560	Japanese (jpn)
2563	Central Okinawan (ryu)
2566	Northern Amami-Oshima (ryn)

2569	Ainu (Japan) (ain)
2575	Korean (kor)

Siberian languages (2577-2589)

2285	Zotung Chin (czt)
2577	Koryak (kpy)

2582 Ket (ket)  
2585 Gilyak (niv)  
2588 Northern Yukaghir (ykg)

*Austronesian languages (2590-3798)*

2590 Buginese (bug)  
2600 Balinese (ban)  
2610 Malagasy (macrolanguage) (mlg)  
2611 Plateau Malagasy (plt)  
2630 Javanese (jav)  
2640 Biatah Bidayuh (bth)  
2650 Madurese (mad)  
2660 Achinese (ace)  
2670 Eastern Cham (cjm)  
2675 Western Cham (cja)  
2680 Chru (cje)  
2690 Jarai (jra)  
2700 Rade (rad)  
2710 Malay (macrolanguage) (msa)  
2715 Malay (individual language) (zlm)  
2716 Brunei (kxd)  
2730 Kubu (kvb)  
2740 Minangkabau (min)  
2750 Musi (mui)  
2760 Negeri Sembilan Malay (zmi)  
2770 Indonesian (ind)  
2780 Iban (iba)  
2790 Tetum (tet)  
2800 Central Melanau (mel)  
2810 Central Dusun (dtp)  
2820 Coastal Kadazan (kzj)  
2830 Kelabit (kzi)  
2840 Mainstream Kenyah (xkl)  
2850 Sundanese (sun)

*Philippine languages (2870-3219)*

2870 Pampanga (pam)  
2880 Bolinao (smk)  
2890 Botolan Sambal (sbl)  
2900 Sambal (xsb)

*Tagalog (2910-2939)*

2910 Filipino (fil)  
2920 Tagalog (tgl)  
  
2940 Mandaya (mry)  
2950 Cebuano (ceb)  
2960 Hiligaynon (hil)  
2970 Masbatenyo (msb)  
2980 Waray (Philippines) (war)  
2990 Aklanon (akl)  
3000 Cuyonon (cyo)  
3010 Kinaray-A (krj)  
3020 Butuanon (btw)  
3030 Tausug (tsg)  
3040 Surigaonon (sgd)  
3050 Bikol (macrolanguage) (bik)  
3055 Central Bikol (bcl)

3060 Gorontalo (gor)  
3070 Obo Manobo (obo)  
3080 Ibaloi (ibl)  
3090 Pangasinan (pag)  
3100 Batad Ifugao (ifb)  
3110 Tuwali Ifugao (ifk)  
3120 Bontok (macrolanguage) (bnc)  
3125 Central Bontok (lbk)  
3130 Kankanaey (kne)  
3150 Iloko (ilo)  
3160 Ibanag (ibg)  
3170 Itawit (itv)  
3180 Ivatan (ivv)  
3190 Tondano (tdn)

*Micronesian languages (3220-3419)*

3220 Chamorro (cha)  
3250 Gilbertese (gil)  
3260 Kosraean (kos)  
3270 Marshallese (mah)  
3280 Carolinian (cal)  
3290 Mokilese (mkj)  
3300 Pingelapese (pif)  
3310 Mortlockese (mrl)  
3320 Nauru (nau)  
3330 Palauan (pau)  
3340 Pohnpeian (pon)  
3350 Chuukese (chk)  
3360 Puluwatese (puw)  
3370 Ulithian (uli)  
3380 Woleaian (woe)  
3390 Satawalese (stw)  
3400 Sonsorol (sov)  
3410 Yapese (yap)

*Polynesian languages (3420-3798)*

3420 Samoan (smo)  
3430 Kapingamarangi (kpg)  
3440 Nukuoro (nkr)  
3470 Tuvalu (tvl)  
3480 Tokelau (tkl)  
3490 Wallisian (wls)  
3500 Tonga (Tonga Islands) (ton)  
3510 Niuean (niu)  
3520 North Marquesan (mrq)  
3530 Rapanui (rap)  
3540 Tahitian (tah)  
3550 Rarotongan (rar)  
3560 Maori (mri)  
3570 Hawaiian (haw)  
3600 Eastern Malayo-Polynesian languages N.E.C.  
3610 Fijian (fij)  
3620 Rotuman (rtm)  
3630 Labo (mwi)  
3640 Hano (lml)  
3650 Mota (mtt)  
3660 Kwamera (tnk)  
3670 Lau (llu)

3680 Amara (aie)  
 3690 Arifama-Miniafia (aai)  
 3700 Kilivila (kij)  
 3710 Motu (meu)  
 3720 Kuanua (ksd)  
 3730 Niwer Mil (hrc)  
 3740 Penchal (pek)  
 3750 Kola (kvv)  
 3755 Sula (szn)  
 3760 Boano (bpw)

**OTHER AND UNSPECIFIED LANGUAGES (1000-1052, 1057-1063, 1074-1109, 1565-1642, 3799-9499, 9600-9999)**

Creole languages (1000-1052, 1057-1063, 1074-1109)

*English-based Creole languages (1000-1032, 1043-1050)*

1000 Jamaican Creole English (jam)  
 1001 Bajan (bjs)  
 1003 Antigua and Barbuda Creole English (aig)  
 1004 Bahamas Creole English (bah)  
 1005 Belize Kriol English (bzj)  
 1006 Grenadian Creole English (gcl)  
 1007 Guyanese Creole English (gyn)  
 1008 Tobagonian Creole English (tgh)  
 1009 Trinidadian Creole English (trf)  
 1010 Vincentian Creole English (svc)  
 1012 Virgin Islands Creole English (vic)  
 1015 Eastern Maroon Creole (djkl)  
 1016 Saramaccan (srm)  
 1017 Sranan Tongo (srn)  
 1020 Sea Island Creole (gul)  
 1022 Hawai'i Creole English (hwc)  
 1025 Krio (kri)  
 1027 Cameroon Pidgin (wes)  
 1028 Nigerian Pidgin (pcm)  
 1030 Liberian English (lir)  
 1043 Bislama (bis)  
 1045 Pijin (pis)  
 1047 Tok Pisin (tpi)  
  
 1033 Flaaaitaal (fly)  
 1034 Nubi (kcn)  
 1038 Kituba (Democratic Republic of Congo) (ktu)  
 1040 Sango (sag)  
 1051 Hiri Motu (mho)  
 1057 Louisiana Creole French (lou)  
 1059 Morisyen (mfe)  
 1061 R union Creole French (rcf)  
 1064 Chavacano (cbk)  
 1066 Papiamentu (pap)  
 1074 Macanese (mzs)  
 1077 Naga Pidgin (nag)  
 1080 Manado Malay (xmm)  
 1081 North Moluccan Malay (max)

1088 Chinook jargon (chn)  
 1107 Pidgin N.E.C.  
 1109 Creole N.E.C.

Uralic languages (1565-1602)

1565 Finnish (fin)  
 1566 Karelian (krl)  
 1570 Standard Estonian (ekk)  
 1571 V ro (vro)  
 1572 Liv (liv)  
 1573 Votic (vot)  
 1575 Inari Sami (smn)  
 1576 Skolt Sami (sms)  
 1577 Ume Sami (sju)  
 1578 Lule Sami (smj)  
 1579 Northern Sami (sme)  
 1580 Pite Sami (sje)  
 1582 Hungarian (hun)  
 1584 Mari (mhg)  
 1585 Eastern Mari (mhr)  
 1587 Erzya (myv)  
 1588 Moksha (mdf)  
 1589 Komi-Permyak (koi)  
 1590 Komi-Zyrian (kpv)  
 1591 Udmurt (udm)  
 1594 Samoyedic languages (syd)  
 1595 Nenets (yrk)  
 1596 Nganasan (nio)  
 1597 Kamas (xas)  
 1599 Khanty (kca)  
 1600 Mansi (mns)

Caucasian languages (1603-1642)

1603 Georgian (kat)  
 1605 Svan (sva)  
 1606 Laz (lzz)  
 1607 Mingrelian (xmf)  
 1609 North Caucasian languages (ccn)  
 1610 Avaric (ava)  
 1612 Lak (lbe)  
 1615 Lezghian (lez)  
 1616 Tabassaran (tab)  
 1620 Chechen (che)  
 1621 Ingush (inh)  
 1625 Dargwa (dar)  
 1630 Abaza (abq)  
 1631 Abkhazian (abk)  
 1635 Adyghe (ady)  
 1636 Kabardian (kbd)  
  
 3799 Papua New Guinea N.E.C.  
 3800 Kuman (kdi)  
 3810 Wahgi (wgi)  
 3830 Orolo (oro)  
 3850 Enga (enq)  
 3870 Southern Kiwai (kjd)  
 3890 Mala (Papua New Guinea) (ped)  
 3910 Waube (kop)

3930 Marind (mrz)  
 3950 Laua (luf)  
 3970 Wiru (wiu)  
 4150 Tabla (tnm)  
 4170 Qaqet (byx)  
 4190 Gresi (grs)  
 4200 Nimboran (nir)  
 4240 Rapoisi (kyx)  
 4270 Tanggu (tgu)  
 4320 Sinagen (siu)  
 4440 Eastern Arrernte (aer)

Afro-Asiatic languages (4500-4899)

*Semitic languages (4500-4644)*

*Arabic (4500-4544)*

4500 Arabic (macrolanguage) (ara)  
 4502 Algerian Arabic (arq)  
 4504 Chadian Arabic (shu)  
 4506 Cypriot Arabic (acy)  
 4508 Egyptian Arabic (arz)  
 4510 Gulf Arabic (afb)  
 4512 Mesopotamian Arabic (acm)  
 4514 Moroccan Arabic (ary)  
 4516 North Levantine Arabic (apc)  
 4518 Omani Arabic (acx)  
 4520 Sanaani Arabic (ayn)  
 4522 South Levantine Arabic (ajp)  
 4524 Standard Arabic (arb)  
 4526 Sudanese Arabic (apd)  
 4528 Tunisian Arabic (aeb)  
 4530 Hassaniyya (mey)  
 4535 Maltese (mlt)  
 4540 Judeo-Arabic (jrb)

4545 Hebrew (heb)  
 4555 Syriac (macrolanguage) (syr)  
 4560 Assyrian Neo-Aramaic (aii)  
 4565 Chaldean Neo-Aramaic (cld)  
 4570 Hulaulá (huy)  
 4575 Turoyo (tru)  
 4590 Amharic (amh)  
 4600 Harari (har)  
 4610 Silt'e (stv)  
 4620 Sebat Bet Gurage (sgw)  
 4630 Tigre (tig)  
 4640 Tigrinya (tir)  
 4645 Coptic (cop)

*Berber languages (4660-4719)*

4660 Berber languages (ber)  
 4661 Siwi (siz)

4685 Nafusi (jbn)  
 4690 Tachawit (shy)  
 4695 Tarifit (rif)  
 4700 Tamashek (macrolanguage) (tmh)  
 4701 Tamasheq (taq)  
 4710 Zenaga (zen)

*Chadic languages (4720-4789)*

4720 Bura-Pabir (bwr)  
 4725 Huba (hbb)  
 4735 Bata (bta)  
 4740 Gidar (gid)  
 4750 Hausa (hau)  
 4760 Tangale (tan)  
 4765 Cakfem-Mushere (cky)

*Cushitic languages (4790-4899)*

4790 Bilin (byn)  
 4800 Afar (aar)  
 4805 Saho (ssy)  
 4815 Hadiyya (hdy)  
 4825 Sidamo (sid)  
 4830 Oromo (macrolanguage) (orm)  
 4832 Borana-Arsi-Guji Oromo (gax)  
 4834 Eastern Oromo (hae)  
 4836 West Central Oromo (gaz)  
 4840 Somali (som)  
 4845 Garre (gex)  
 4850 Maay (ymm)  
 4855 Beja (bej)

*Omotic languages (4860-4899)*

4860 Aari (aiw)  
 4870 Kafa (kbr)  
 4880 Wolaytta (wal)

Nilo-Saharan languages (4900-5119)

4900 Mangbetu (mdj)  
 4905 Lugbara (lgb)  
 4910 Moru (mgd)  
 4915 Ma'di (mhi)  
 4919 Laka (Chad) (lap)  
 4920 Ngambay (sba)  
 4925 Sar (mwm)  
 4930 Sara Kaba Náà (kwv)  
 4935 Ama (Sudan) (nyi)  
 4940 Didinga (did)  
 4950 Kalenjin (macrolanguage) (kln)  
 4953 Kipsigis (sgc)  
 4955 Nandi (niq)  
 4960 Pököot (pko)  
 4965 Dinka (macrolanguage) (din)  
 4967 Southwestern Dinka (dik)  
 4970 Nuer (nus)  
 4975 Adhola (adh)  
 4978 Acoli (ach)  
 4980 Lango (Uganda) (laj)  
 4985 Alur (alz)

4990 Luo (Kenya and Tanzania) (luo)  
 4995 Anuak (anu)  
 5000 Luwo (lwo)  
 5005 Shilluk (shk)  
 5010 Mabaan (mfz)  
 5015 Bari (bfa)  
 5020 Kakwa (keo)  
 5030 Otuho (lot)  
 5035 Masai (mas)  
 5040 Teso (teo)  
 5045 Karamojong (kdj)  
 5048 Turkana (tuv)  
 5055 Nobiin (fia)  
 5060 Kanuri (macrolanguage) (kau)  
 5061 Central Kanuri (knc)  
 5063 Manga Kanuri (kby)  
 5070 Tedaga (tuq)  
 5075 Zaghawa (zag)  
 5080 Amdang (amj)  
 5085 Fur (fvr)  
 5090 Katcha-Kadugli-Miri (xtc)  
 5095 Kunama (kun)  
 5100 Maba (Chad) (mde)  
 5105 Masalit (mls)  
 5110 Kibet (kie)  
 5115 Koyraboro Senni Songhay (ses)  
 5117 Zarma (dje)  
  
 5120 Korana (kqz)  
 5125 Gana (gnk)  
 5127 Nama (Namibia) (ylo)  
 5130 Hadza (hts)  
 5135 Sandawe (sad)

Niger-Congo languages (5140-6701)

*Bantoid languages (5140-5829)*

5140 Bantu languages (bnt)  
 5145 Samba Daka (ccg)

*Swahili (5150-5159)*

5150 Swahili (macrolanguage) (swa)  
 5151 Swahili (individual language) (swh)  
 5152 Congo Swahili (swc)

5160 Ekajuk (eka)  
 5170 Nkem-Nkum (isi)  
 5180 Ejagham (etu)  
 5185 Bankal (jjr)  
 5190 Mama (mma)  
 5195 Kenyang (ken)  
 5200 Mbe (mfo)  
 5205 Venda (ven)  
 5210 Bembe (bmb)  
 5220 Nyanga (nyj)  
 5225 Mochi (old)  
 5230 Kikuyu (kik)

5235 Meru (mer)  
 5240 Embu (ebu)  
 5245 Kamba (Kenya) (kam)  
 5248 Giryama (nyf)  
 5250 Sagalla (tga)  
 5255 Sukuma (suk)  
 5260 Nyamwezi (nym)  
 5265 Hehe (heh)  
 5270 Pangwa (pbr)  
 5275 Zigula (ziw)  
 5278 Mushungulu (xma)  
 5280 Kongo (macrolanguage) (kon)  
 5281 Koongo (kng)  
 5283 Laari (ldi)  
 5285 Kimbundu (kmb)  
 5290 Haya (hay)  
 5300 Luyia (macrolanguage) (luy)  
 5301 Bukusu (bxk)  
 5302 East Nyala (nle)  
 5303 Idakho-Isukha-Tiriki (ida)  
 5307 Logooli (rag)  
 5310 Saamia (lsm)  
 5315 Gusii (guz)  
 5320 Masaaba (myx)  
 5330 Nyoro (nyo)  
 5335 Nyankole (nyn)  
 5340 Chiga (cgg)  
 5345 Ganda (lug)  
 5350 Soga (xog)  
 5355 Gwere (gwr)  
 5360 Tooro (ttj)  
 5365 Kinyarwanda (kin)  
 5370 Rundi (run)  
 5375 Fuliiru (flr)  
 5380 Nyemba (nba)  
 5385 Luvale (lue)  
 5390 Lozi (loz)  
 5400 Kaonde (kqn)  
 5405 Luba-Lulua (lua)  
 5407 Luba-Katanga (lub)  
 5410 Lunda (lun)  
 5415 Bemba (Zambia) (bem)  
 5420 Mambwe-Lungu (mgr)  
 5425 Lamba (lam)  
 5430 Ila (ilb)  
 5435 Lenje (leh)  
 5437 Tonga (Zambia) (toi)  
 5445 Nyanja (nya)  
 5455 Tonga (Nyasa) (tog)  
 5460 Nsenga (nse)  
 5462 Sena (seh)  
 5465 Tumbuka (tum)  
 5470 Makhuwa (vmw)  
 5475 Matumbi (mgw)  
 5480 Yao (yao)  
 5485 Makonde (kde)  
 5490 Herero (her)  
 5495 Umbundu (umb)

5500 Kuanyama (kua)  
 5505 Xhosa (xho)  
 5510 Zulu (zul)  
 5515 Swati (ssw)  
 5520 North Ndebele (nde)  
 5525 Shona (sna)  
 5530 Ndaou (ndc)  
 5535 Kalanga (kck)  
 5540 Tswana (tsn)  
 5545 Northern Sotho (nso)  
 5546 Southern Sotho (sot)  
 5550 Tsonga (tso)  
 5555 Bafia (ksf)  
 5560 Basa (Cameroon) (bas)  
 5565 Nyokon (nvo)  
 5570 Nomaande (lem)  
 5575 Bube (bvb)  
 5580 Benga (bng)  
 5585 Mokpwe (bri)  
 5590 Duala (dua)  
 5595 Ewondo (ewo)  
 5600 Eton (Cameroon) (eto)  
 5605 Bulu (Cameroon) (bum)  
 5610 Fang (Equatorial Guinea) (fan)  
 5615 Oroko (bdu)  
 5620 Mbo (zms)  
 5625 Akoose (bss)  
 5630 Bakaka (bqz)  
 5633 Punu (puu)  
 5635 Ibali Teke (tek)  
 5640 Bangala (bxg)  
 5645 Lingala (lin)  
 5650 Mabaale (mmz)  
 5655 Bangi (bni)  
 5660 Ntomba (nto)  
 5665 Mongo (lol)  
 5670 Ligenza (lgz)  
 5675 Bwa (bww)  
 5677 Tetela (tll)  
 5680 Abon (abo)  
 5683 Batu (btu)  
 5685 Tiv (tiv)  
 5695 Bamileke languages (bai)  
 5696 Fe'fe' (fmp)  
 5700 Mengaka (xmg)  
 5705 Ngiemboon (nnh)  
 5710 Ngwe (nwe)  
 5715 Yemba (ybb)  
 5720 Bafut (bfd)  
 5721 Bambili-Bambui (baw)  
 5725 Mendankwe-Nkwen (mfd)  
 5730 Ngemba (nge)  
 5735 Pinyin (pny)  
 5740 Limbum (lmp)  
 5745 Bamali (bbq)  
 5750 Bamun (bax)  
 5755 Medumba (byv)  
 5760 Mungaka (mhk)

5765 Meta' (mgo)  
 5770 Ngie (ngi)  
 5775 Ngwo (ngn)  
 5780 Babanki (bbk)  
 5785 Kom (Cameroon) (bkm)  
 5790 Oku (oku)  
 5795 Lamnso' (lns)  
 5800 Kenswei Nsei (ndb)  
 5805 Vengo (bav)  
 5810 Aghem (agq)  
 5815 Isu (Menchum Division) (isu)  
 5820 Njebi (nzb)

*Mande languages (5830-5939)*

5830 Soninke (snk)  
 5835 Southern Bobo Madaré (bwq)  
 5840 Kuranko (knk)  
 5845 Mandingo (macrolanguage) (man)  
 5850 Mandinka (mnk)  
 5853 Eastern Maninkakan (emk)  
 5855 Western Maninkakan (mlq)  
 5860 Bambara (bam)  
 5865 Dyula (dyu)  
 5870 Mahou (mxx)  
 5880 Kono (Sierra Leone) (kno)  
 5885 Vai (vai)  
 5890 Susu (sus)  
 5895 Yalunka (yal)  
 5900 Kpelle (macrolanguage) (kpe)  
 5901 Liberia Kpelle (xpe)  
 5905 Bandi (bza)  
 5910 Mende (Sierra Leone) (men)  
 5915 Loma (Liberia) (lom)  
 5917 Toma (tod)  
 5920 Bissa (bib)  
 5925 Dan (dnj)  
 5930 Mano (mev)  
 5935 Gagu (ggu)

*Fulah-Wolof languages (5940-5959)*

5940 Fulah (macrolanguage) (ful)  
 5942 Adamawa Fulfulde (fub)  
 5945 Pulaar (fuc)  
 5946 Pular (fuf)  
 5950 Wolof (wol)  
 5960 Serer (srr)  
 5965 Wamey (cou)  
 5970 Balanta-Kentohe (ble)  
 5975 Jola-Fonyi (dyo)  
 5980 Mandjak (mfv)  
 5985 Gola (gol)  
 5990 Krim (krm)  
 5995 Southern Kisi (kss)  
 6000 Timne (tem)  
 6005 West-Central Limba (lia)



*Gur languages (6015-6119)*

6015	Baatonum (bba)
6020	Nafaanra (nfr)
6025	Cebaara Senufo (sef)
6026	Djimini Senufo (dyi)
6035	Ntcham (bud)
6040	Gourmanchéma (gux)
6045	Buli (Ghana) (bwu)
6050	Dagbani (dag)
6055	Kusaal (kus)
6060	Mampruli (maw)
6065	Mossi (mos)
6070	Farefare (gur)
6075	Southern Dagaare (dga)
6080	Wali (Ghana) (wlx)
6085	Kaansa (gna)
6090	Kasem (xsm)
6095	Kabiyè (kbp)
6098	Tem (kdh)
6100	Paasaal (sig)
6105	Vagla (vag)
6110	Wara (wbf)

*Kwa languages (6120-6249)**Akan (6120-6134)*

6120	Akan (macrolanguage) (aka)
6125	Fanti (fat)
6130	Twi (twi)

6135	Anyin (any)
6140	Baoulé (bci)
6145	Sehwi (sfw)
6150	Nzima (nzi)
6155	Gonja (gjn)
6160	Krache (kye)
6165	Nawuri (naw)
6170	Awutu (afu)
6175	Larteh (lar)
6180	Logba (lgq)
6185	Sekpele (lip)
6190	Adioukrou (adj)
6195	Attié (ati)
6200	Adangme (ada)
6205	Ga (gaa)
6210	Adangbe (adq)
6215	Ikposo (kpo)
6220	Aja (Benin) (ajg)
6225	Gun (guw)
6230	Ewe (ewe)
6235	Fon (fon)
6240	Gen (gej)
6245	Waci Gbe (wci)

*Ijoid languages (6250-6284)*

6250	Southeast Ijo (ijs)
6255	Ibani (iby)

6270	Izon (ijc)
6275	Biseni (ije)
6280	Arigidi (aqg)

*Defoid languages (6285-6299)*

6285	Igala (igl)
6290	Yoruba (yor)
6293	Ifè (ife)
6295	Isekiri (its)

*Edoid languages (6300-6356)*

6300	Bini (bin)
6305	Esan (ish)
6310	Emai-Iuleha-Ora (ema)
6315	Epie (epi)
6320	Ivbie North-Okpela-Arhe (atg)
6325	Uneme (une)
6330	Yekhee (ets)
6335	Iyayu (iya)
6340	Isoko (iso)
6345	Okpe (Southwestern Edo) (oke)
6350	Urhobo (urh)
6355	Uvbie (evh)

*Idomoid languages (6357-6369)*

6357	Idoma (idu)
6360	Igede (ige)
6363	Yala (yba)
6365	Ekpeye (ekp)

*Igboid languages (6370-6389)*

6370	Igbo (ibo)
6375	Ika (ikk)
6378	Ikwere (ikw)
6381	Ogbah (ogc)
6384	Ukwuani-Aboh-Ndoni (ukw)

6390	Jibu (jib)
6395	Kutep (kub)
6400	Bauchi (bsf)
6405	Bina (Nigeria) (byj)
6408	Tumi (kku)
6410	Ebira (igb)
6415	Gade (ged)
6420	Gbagyi (gbr)
6425	Nupe-Nupe-Tako (nup)
6435	Adara (kad)
6440	Berom (bom)
6445	Eggon (ego)
6450	Jju (kaj)
6455	Ukaan (kcf)

*Kru languages (6460-6499)*

6460	Wané (hwa)
6465	Kuwaa (blh)
6470	Bassa (bsq)
6475	Grebo (macrolanguage) (grb)
6476	Northern Grebo (gbo)

6480 Klao (klu)  
 6485 Eastern Krahn (kqo)  
 6486 Western Krahn (krw)  
 6490 Sapo (krn)  
  
 6500 Efik (efi)  
 6505 Anaang (anw)  
 6510 Ibibio (ibb)  
 6515 Ekit (eke)  
 6520 Ibino (ibn)  
 6525 Obolo (ann)  
 6530 Oro (orx)  
 6535 Eleme (elm)  
 6540 Gokana (gkn)  
 6545 Khana (ogo)  
 6550 Tee (tkq)  
 6555 Abua (abn)  
 6560 Agwagwune (yay)  
 6563 Kohumono (bcs)  
 6565 Legbo (agb)  
 6570 Lokaa (yaz)  
 6575 Olulumo-Ikom (iko)  
 6580 Bete-Bendi (btt)  
 6585 Bokyi (bky)  
 6590 Baka (Cameroon) (bkc)  
 6595 Mayogo (mdm)  
 6600 Gbaya (gba)  
 6601 Northwest Gbaya (gya)  
 6605 Zande (individual language) (zne)  
 6610 Day (dai)  
 6615 Mbum (mdd)  
 6620 Samba Leko (ndi)  
 6625 Teme (tdo)  
 6630 Kaan (ldl)  
 6635 Tula (tul)  
 6640 Jamsay Dogon (djm)  
 6650 Moro (mor)  
  
 6702 Benin N.E.C.  
 6707 Cameroon N.E.C.  
 6716 Eritrea N.E.C.  
 6717 Ethiopia N.E.C.  
 6719 Gambia N.E.C.  
 6720 Ghana N.E.C.  
 6721 Guinea N.E.C.  
 6723 Kenya N.E.C.  
 6725 Liberia N.E.C.  
 6728 Mali N.E.C.  
 6733 Mozambique N.E.C.  
 6734 Namibia N.E.C.  
 6735 Niger N.E.C.  
 6736 Nigeria N.E.C.  
 6738 Senegal N.E.C.  
 6740 Sierra Leone N.E.C.  
 6745 Sudan N.E.C.  
 6747 Tanzania N.E.C.  
 6750 Uganda N.E.C.  
 6795 Africa N.E.C.

Native North American languages (6800-7099)

*Aleut languages (6800-6814)*

6800 Aleut (ale)  
 6801 Inupiaq (macrolanguage) (ipk)  
 6802 North Alaskan Inupiatun (esi)  
 6803 Northwest Alaska Inupiatun (esk)  
 6804 Eastern Canadian Inuktitut (ike)  
 6806 Greenlandic (kal)  
 6808 Pacific Gulf Yupik (ems)  
 6809 Central Siberian Yupik (ess)  
 6810 Central Yupik (esu)

*Algonquian languages (6815-6848)*

6815 Algonquin (alq)  
 6817 Mohegan-Pequot (xpq)  
 6818 Narragansett (xnt)  
 6819 Powhatan (pim)  
 6820 Wampanoag (wam)  
 6821 Lumbee (lmz)  
 6822 Arapaho (arp)  
 6823 Gros Ventre (ats)  
 6824 Siksika (bla)  
 6825 Cheyenne (chy)  
 6827 Cree (cre)  
 6828 Michif (crg)  
 6829 Delaware (del)  
 6830 Munsee (umu)  
 6831 Unami (unm)  
 6832 Nanticoke (nnt)  
 6833 Meskwaki (sac)  
 6834 Kickapoo (kic)  
 6835 Menominee (mez)  
 6837 Miami (mia)  
 6838 Mi'kmaq (mic)  
 6839 Ojibwa (oji)  
 6840 Chippewa (ciw)  
 6841 Ottawa (otw)  
 6842 Severn Ojibwa (ojs)  
 6843 Potawatomi (pot)  
 6844 Malecite-Passamaquoddy (pqm)  
 6845 Eastern Abnaki (aaq)  
 6846 Western Abnaki (abe)  
 6848 Shawnee (sjw)

6849 Wiyot (wiy)  
 6850 Yurok (yur)  
 6856 Kutenai (kut)  
 6857 Quileute (qui)  
 6859 Kwakiutl (kwk)  
 6861 Ditidaht (dtd)  
 6862 Nuuchah-nulth (nuk)  
 6863 Makah (myh)

*Salish languages (6866-6891)*

6866 Quinault (qun)  
 6867 Lower Chehalis (cea)

6868 Upper Chehalis (cjh)  
 6869 Cowlitz (cow)  
 6872 Clallam (clm)  
 6873 Coeur d'Alene (crd)  
 6874 Columbia-Wenatchi (col)  
 6875 Okanagan (oka)  
 6876 Kalispel-Pend d'Oreille (fla)  
 6877 Spokane (spo)  
 6878 Shuswap (shs)  
 6879 Halkomelem (hur)  
 6880 Straits Salish (str)  
 6881 Nooksack (nok)  
 6883 Lushootseed (lut)  
 6884 Skagit (ska)  
 6885 Snohomish (sno)  
 6886 Southern Puget Sound Salish (slh)  
 6888 Tillamook (til)  
 6890 Twana (twa)  
  
 6892 Haida (macrolanguage) (hai)  
 6893 Northern Haida (hdn)  
 6894 Southern Haida (hax)

*Eyak-Athabaskan languages (6895-6935)*

6895 Athapaskan languages (ath)  
 6897 Eyak (eya)  
 6898 Tlingit (tli)  
 6900 Slave (Athapaskan) (den)  
 6902 Chilcotin (clc)  
 6903 Ahtena (aht)  
 6904 Tanaina (tfn)  
 6905 Degexit'an (ing)  
 6906 Koyukon (koy)  
 6907 Holikachuk (hoi)  
 6908 Upper Kuskokwim (kuu)  
 6909 Lower Tanana (taa)  
 6910 Tanacross (tcb)  
 6911 Upper Tanana (tau)  
 6912 Northern Tutchone (ttm)  
 6913 Southern Tutchone (tce)  
 6914 Gwich'in (gwi)  
 6915 Han (haa)  
 6916 Chetco (ctc)  
 6917 Coquille (coq)  
 6918 Galice (gce)  
 6919 Tolowa (tol)  
 6920 Tututni (tuu)  
 6921 Hupa (hup)  
 6922 Kato (ktw)  
 6923 Mattole (mvb)  
 6924 Wailaki (wlk)  
 6927 Jicarilla Apache (api)  
 6928 Lipan Apache (apl)  
 6929 Mescalero-Chiricahua Apache (apm)  
 6930 Western Apache (apw)  
 6931 Kiowa Apache (apk)  
 6933 Navajo (nav)

*Kiowa-Tanoan languages (6936-6941)*

6936 Kiowa (kio)  
 6937 Northern Tiwa (twf)  
 6938 Southern Tiwa (tix)  
 6939 Tewa (USA) (tew)  
 6940 Jemez (tow)

*Penutian languages (6942-6976)*

6942 Northeast Maidu (nmu)  
 6943 Northwest Maidu (mjd)  
 6944 Nisenan (nsz)  
 6946 Northern Ohlone (cst)  
 6948 Coast Miwok (csi)  
 6949 Plains Miwok (pmw)  
 6950 Central Sierra Miwok (csm)  
 6951 Northern Sierra Miwok (nsq)  
 6952 Southern Sierra Miwok (skd)  
 6955 Nomlaki (nol)  
 6956 Patwin (pwi)  
 6957 Wintu (wnw)  
 6960 Yokuts (yok)  
 6961 Kalapuya (kyl)  
 6962 Siuslaw (sis)  
 6963 Klamath-Modoc (kla)  
 6965 Nez Perce (nez)  
 6966 Tenino (tqn)  
 6967 Umatilla (uma)  
 6968 Walla Walla (waa)  
 6969 Yakama (yak)  
 6971 Chinook (chh)  
 6972 Wasco-Wishram (wac)  
 6974 Gitxsan (git)  
 6975 Nisga'a (ncg)  
 6976 Tsimshian (tsi)

*Hokan languages (6977-7009)*

6978 Achumawi (acv)  
 6979 Atsugewi (atw)  
 6980 Karok (kyh)  
 6981 Central Pomo (poo)  
 6982 Kashaya (kju)  
 6983 Southern Pomo (peq)  
 6984 Northern Pomo (pej)  
 6985 Eastern Pomo (peb)  
 6986 Northeastern Pomo (pef)  
 6987 Southeastern Pomo (pom)  
 6988 Shasta (sht)  
 6989 Washo (was)  
 6990 Maricopa (mrc)  
 6991 Mohave (mov)  
 6992 Quechan (yum)  
 6994 Kumiai (dih)  
 6995 Cocopa (coc)  
 6997 Havasupai-Walapai-Yavapai (yuf)  
 7000 Barbareño (boi)  
 7001 Ineseño (inz)  
 7002 Purisimeño (puy)  
 7003 Ventureño (veo)

7004 Cruzeño (crz)  
7005 Obispeño (obi)  
7007 Chimariko (cid)  
7008 Esselen (esq)  
7009 Salinan (sln)

7010 Tonkawa (tqw)  
7011 Yuchi (yuc)

*Siouan languages (7013-7027)*

7013 Crow (cro)  
7014 Hidatsa (hid)  
7015 Mandan (mhq)  
7016 Catawba (chc)  
7017 Assiniboine (asb)  
7018 Dakota (dak)  
7019 Lakota (lkt)  
7020 Stoney (sto)  
7022 Iowa-Oto (iow)  
7023 Ho-Chunk (win)  
7024 Kansa (ksk)  
7025 Omaha-Ponca (oma)  
7026 Osage (osa)  
7027 Quapaw (qua)

*Muskogean languages (7028-7033)*

7028 Alabama (akz)  
7029 Koasati (cku)  
7030 Mikasuki (mik)  
7031 Creek (mus)  
7032 Choctaw (cho)  
7033 Chickasaw (cic)

7034 Chitimacha (ctm)  
7036 Yuki (yuk)  
7037 Wappo (wao)  
7039 Eastern Keres (kee)  
7040 Western Keres (kjq)

*Iroquoian languages (7041-7050)*

7042 Iroquoian languages (iro)  
7043 Mohawk (moh)  
7044 Oneida (one)  
7045 Onondaga (ono)  
7046 Cayuga (cay)  
7047 Seneca (see)  
7048 Wyandot (wya)  
7049 Tuscarora (tus)  
7050 Cherokee (chr)

*Caddoan languages (7051-7055)*

7052 Caddo (cad)  
7053 Arikara (ari)  
7054 Pawnee (paw)  
7055 Wichita (wic)

7059 Zuni (zun)

*Uto-Aztecan languages (7060-7124)*

7060 Comanche (com)  
7062 Shoshoni (shh)  
7064 Panamint (par)  
7066 Mono (USA) (mnr)  
7068 Northern Paiute (pao)  
7069 Ute-Southern Paiute (ute)  
7070 Kawaiisu (xaw)  
7072 Cahuilla (chl)  
7074 Cupeño (cup)  
7076 Luiseno (lui)  
7078 Serrano (ser)  
7080 Hopi (hop)  
7082 Tübatulabal (tub)  
7084 Tohono O'odham (ood)  
7100 Southeastern Tepehuan (stp)  
7103 Eastern Huasteca Nahuatl (nhe)  
7105 Michoacán Nahuatl (ncl)  
7109 El Nayar Cora (crm)  
7111 Huichol (hch)  
7115 Central Tarahumara (tar)  
7120 Mayo (mfy)  
7123 Yaqui (yaq)

*Central and South American languages (7100-7999)*

7125 Matagalpa (mtn)  
7126 Mayangna (yan)  
7127 Mískito (miq)

*Mayan languages (7130-7181)*

7130 Huastec (hus)  
7135 Chol (ctu)  
7136 Chortí (caa)  
7137 Tzeltal (tzh)  
7138 Tzotzil (tzo)  
7143 Aguacateco (agu)  
7144 Ixil (ixl)  
7150 Mam (mam)  
7152 Tektiteko (ttc)  
7155 Kaqchikel (cak)  
7156 Tz'utujil  
7160 K'iche' (quc)  
7161 Kekchí (kek)  
7162 Poqomam (poc)  
7163 Poqomchi' (poh)  
7166 Chuj (cac)  
7170 Popti' (jac)  
7171 Q'anjob'al (kjb)  
7172 Western Kanjobal (knj)  
7175 Itzá (itz)  
7177 Mopán Maya (mop)  
7179 Lacandon (lac)  
7180 Yucateco (yua)

7182	Purepecha (tsz)
7185	Huilliche (huh)
7186	Mapudungun (arn)
7188	Highland Totonac (tos)
<i>Otoma</i>	<i>nguean languages (7200-7399)</i>
7200	Guerrero Amuzgo (amu)
7210	Copala Triqui (trc)
7220	Alacatlazala Mixtec (mim)
7230	Mixtepec Mixtec (mix)
7240	Silacayoapan Mixtec (mks)
7250	Mixtec N.E.C.
7260	Tepeuxila Cuicatec (cux)
7270	Huautla Mazatec (mau)
7280	Ixcatec (ixc)
7290	San Juan Atzingo Popoloca (poe)
7300	Zapotec (zap)
7310	Western Tlacolula Valley Zapotec (twb)
7320	Zoogocho Zapotec (zpq)
7330	Central Mazahua (maz)
7340	Mezquital Otomi (ote)
7350	Ojitlán Chinantec (chj)
7400	Quechua (que)
7500	Aymara (aym)
7501	Central Aymara (ayr)
7505	Galibi Carib (car)
7515	Wayana (way)
7525	Waiwai (waw)
7535	Guahibo (guh)
7540	Asháninka (cni)
7550	Arawak (arw)
7555	Garifuna (cab)
7560	Taino (tnq)
7565	Wayuu (guc)
7575	Wapishana (wap)
7585	Yucuna (ycn)
7600	Northern Emberá (emp)
7635	Boruca (brn)
7640	Ngäbere (gym)
7645	Arhuaco (arh)
7648	Cogui (kog)
7650	San Blas Kuna (cuk)
7655	Cofán (con)
7660	Paumari (pad)
7665	Mondé (mnd)
7670	Tuparí (tpr)
7680	Guarani (grn)
7682	Paraguayan Guaraní (gug)
7690	Sirionó (srq)
7700	Xingú Asuriní (asn)

<u>Other and unspecified languages (8000-9999)</u>	
8000	Basque (eus)
8010	Esperanto (epo)
8020	Shelta (sth)
8030	Latin (lat)
8050	American Indian N.E.C.
8055	Caribbean N.E.C.
8060	Eastern Europe N.E.C.
8061	Europe N.E.C.
8089	Specified not listed
9999	Unspecified

**APPENDIX VII – RIGHT-OF-WAY ANONYMOUS  
DEMOGRAPHIC SURVEY**

## Anonymous Demographic Survey

**To All Impacted:** The Maine Department of Transportation collects the following information in compliance with Title VI of the Civil Rights Act of 1964, related statutes, and Executive Orders regarding “Nondiscrimination in Federally Assisted Programs”. We ask that you take a few moments to complete the following survey. Your demographic data will enable MaineDOT to identify impacted residents and communities affected by the Federal-aid Highway Program.

☐ Male ☐ Female      ☐ \_\_\_\_\_

	YES	NO
Is your household income less than \$19,900 per year?	<input type="radio"/>	<input type="radio"/>
Are you disabled?	<input type="radio"/>	<input type="radio"/>
Are you over the age of 62?	<input type="radio"/>	<input type="radio"/>
Do you have difficulty speaking English?	<input type="radio"/>	<input type="radio"/>

**Racial/Ethnic Data: Please identify yourself with one of the following racial/ethnic groups:**

<input type="radio"/> White (not of Hispanic origin)	<input type="radio"/> Native American
<input type="radio"/> Black (not Hispanic origin)	<input type="radio"/> Hispanic
<input type="radio"/> Asian or Pacific Islander	<input type="radio"/> Other

*Please return the completed survey in the provided postage-paid envelope.*

## **APPENDIX VIII – DISCRIMINATION COMPLAINT FORM**



**Maine Department of Transportation  
External Discrimination Complaint Form**

SECTION I			
Name:	Email Address:	Phone:	
Address:	City:	State:	Zip:
SECTION II			
1. Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes (go to Section III) <input type="checkbox"/> No (go to #2)			
2. If you answered “no” to question 1, please describe your relationship to the person (“complainant”) for whom you are filing and why you are filing for a third party.			
3. Have you obtained permission of the aggrieved party (complainant) to file this complaint on his or her behalf?  <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION III			
1. Date of Incident:			
2. If applicable, name of person(s) who allegedly discriminated against you:			
3. I believe I was discriminated against based on:  <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability			
4. Please provide a brief explanation of the incident and how you feel you were discriminated against, including how you feel others may have been treated differently than you. If you require additional space or have additional written material pertaining to your complaint, please attach to this form.			
5. Why do you believe discrimination occurred?			
6. What remedy are you requesting? Be specific.			

7. Please list any person(s) we may contact for additional information to support or clarify your complaint.			
Name:		Phone:	
Address:	City:	State:	Zip:
<b>SECTION IV</b>			
1. Have you previously filed a Complaint with the Maine Department of Transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Have you filed this complaint with any other federal, state, or local agencies or with any state or federal court? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please check all that apply: <input type="checkbox"/> Federal Agency <input type="checkbox"/> Federal Court <input type="checkbox"/> Local Agency <input type="checkbox"/> State Agency <input type="checkbox"/> State Court			
3. If filed at an agency and/or court, please provide information for your point of contact at the agency/court where the complaint was filed:  Agency/Court:			
Contact Name:	Address:		Phone Number:
<b>SECTION V</b>			
<p>I affirm that I have read the above charge and it is true to the best of my knowledge.</p> <p>Complainant's Signature: _____ Date: _____</p> <p>Printed or Typed Name of Complainant: _____</p>			

**Please Mail Complaint to:**  
Maine Department of Transportation  
Civil Rights Office  
State House Station 16  
Augusta, Maine 04333-0016  
Attention: Sherry Y. Tompkins  
Email: [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov), Fax: 207-624-3021  
Phone: (207) 624-3066 ~ TTY Users dial Maine Relay 711