

TITLE VI NON-DISCRIMINATION PLAN

RECEIVED

APR 18 2012

**EEO Officer
Department of Transportation**

**Manistee County Road Commission
8946 Chippewa Hwy
Bear Lake, MI 49614
231-889-0000**

MANISTEE COUNTY ROAD COMMISSION TITLE VI ASSURANCE

The Manistee County Road Commission (hereinafter referred to as the recipient,) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Subtitle A, Office of the Secretary, Part 21, non-discrimination in all activities and programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964(hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, religion, sex, age, handicap or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7 (a) (1) of the Regulations.

The Recipient hereby gives the following specific assurances with respect to all roadway programs:

1. The Recipient agrees that each “program” and each “facility” as defined in Subsections 21.23(a) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to Federal Regulations.
2. The Recipient shall insert the following notification in solicitations for bids for work or material subject to the Federal Regulations made in connection with all roadway programs, and in adapted form, in all proposals for negotiated agreements:

The Manistee County Road Commission in accordance with Title VI of the Civil Rights Acts of 1964, 78-252, 42 U.S.C. 2000d-222d-4, the Civil Rights Act of 1987, P.L. 100-259, and 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 issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of Race, Color Sex, Age, National Origin, or Handicap in consideration for an award.

3. The Recipient will insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Federal Regulations.
4. The Clauses of Appendix B of this assurance shall be included as a covenant running with the land, in any deed from the United States Effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. Where the Recipient receives Federal financial assistance to construct a facility or part of a facility, his assurance shall extend to the entire facility and facilities operated in connection therewith.

6. Where the Recipient receives Federal financial assistance in the form of or for the acquisition of real property or an interest in real property, the assurance shall extend to the right to space on, over or under such property.
7. The Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements, entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program: and (b) for the construction or use of or access to space on, over, or under real property acquired or improved under the Federal-Aid Highway Program.
8. 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 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 shall provide for such methods of administration for the program as are found to give reasonable guarantee that it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by, or pursuant to, the Act, 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 Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person or persons whose signature appears below are authorized to sign this assurance on behalf of the Recipient.

4-18-12

Date



Gerald Peterson Manager

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AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin (including Limited English Proficiency), or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

Section 504 of the Rehabilitation Act of 1973: No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO 12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations; and

28 CFR 50.3: Guidelines for the enforcement of Title VI, Civil Rights Act of 1964.

EO 13166 Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but area not limited to: (See Appendix B for additional discussion of “significant.”)

- Bodily impairment, infirmity, illness or death
- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or a community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of persons, businesses, farms, or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of Manistee County Road Commission programs, policies, or activities

Significant Adverse Effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominately borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population

Limited English Proficiency – Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the Manistee County Road Commission.

Federal Assistance – includes grants and loans of federal funds; the grant or conation of federal property and interests in property; the detail of federal personnel, Federal property of any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Low-Income – A person whose median household income is at or below the Department of Health and Human Services poverty guidelines.
(<http://aspe.hhs.gov/poverty/>)

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Manistee County Road Commission program, policy, or activity.

Minority – A person who is:

- a. Black – a person having origins in any of the black racial groups of Africa;
- b. Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- d. American Indian and Alaskan Native – a person having origins in any of the original people of North American and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Manistee County Road Commission program, policy or activity.

Non-compliance – a recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: “White not of Hispanic origin,” “Black not of Hispanic origin,” “Hispanic,” “Asian or Pacific Islander,” “American Indian or Alaskan Native.” Additional sub-categories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – includes any road or bridge project including planning, or any activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient – any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Sub-recipient – An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through the State DOTs and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

ADMINISTRATION – GENERAL

The Manistee County Road Commission, Office Manager Jan Erickson shall have responsibility for coordinating the administration of the Title VI and related statues program, plan, and assurances in association with the Michigan Department of Transportation Title VI Department. Special emphasis program areas for the Manistee County Road Commission's are: road maintenance and construction.

- Complaints
If any individual believes that he/she or any other program beneficiaries have been the object of an unequal treatment or discrimination as to the receipt of benefits and/or services, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age, or handicap, she/he may exercise their right to file a complaint with the Manistee County Road Commission. Complaints may be filed with the Office Manager. Every effort will be made to resolve complaints informally at the lowest level. All formal complaints will be forwarded to the Michigan Department of Transportation Title VI Department.
- Data Collection
Statistical data on race, color, national origin, English language ability and sex of participants in, and beneficiaries of Manistee County Road Commission programs, e.g., affected communities, will be gathered and maintained by the Manistee County Road Commission. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.
- Manistee County Road Commission Reviews
Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Manistee County Road Commission to assure effectiveness in their compliance of Title VI provisions. The Office Manager Jan Erickson will coordinate efforts to ensure the equal participation in all their programs and activities at all levels.
- Title VI Reviews on Sub-recipients
Title VI compliance reviews will be conducted annually by the Office Manager of the Manistee County Road Commission. Priority for conducting reviews will be given to those recipients of federal (US Department of Transportation) funds with the greatest potential of impact to those groups covered by the act. The reviews will entail examination of the recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant US Department of Transportation (US DOT) modes upon request.
- Annual Reporting Form
An annual report will be required to be compiled by August 1 of each year. The Office Manager of the Manistee County Road Commission will be responsible for coordination, compilation, and submission of this information and provide the data to the Michigan

Department of Transportation Office of Civil Rights Programs (and by Federal Highway Administration, if requested) via the Sub-Recipient Annual Certification Form (MDOT form #0179) by September 1. These reports will review Title VI accomplishments during the year and goals for the next year.

- Title VI Plan Updates

If updated, a copy of the updated Title VI Plan will be submitted by October 1 to the Michigan Department of Transportation.

- Public Dissemination

The Manistee County Road Commission will disseminate Title VI Program information to Manistee County Road Commission employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors, and beneficiaries. The MCRC Title VI and LEP plan documents can be accessed via our website at www.manisteecrc.org.

- Remedial Action

The Manistee County Road Commission will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY

Compliance with Title VI includes Limited English Proficient (LEP) persons. Language barriers prohibit people who are LEP from obtaining services and information relating to transportation services and programs. The Manistee County Road Commission personnel have been made aware of LEP requirements. The Manistee County Road Commission has examined the services it provides and has developed and implemented a system by which LEP persons can meaningfully access those services consistent with Title VI compliance without unduly burdening the organization. Following are some of the procedures implemented to meet LEP:

- Material printed and distributed in languages other than English when determined necessary.
- Individuals planning public meetings review the population of the affected area to determine LEP needs and make requests that individuals advise them of special needs.
- Reasonable steps to ensure meaningful access to Manistee County Road Commission programs and activities by LEP persons have been implemented.
- Programs and activities normally provided in English are accessible to LEP persons, and are therefore non-discriminatory on the basis of national origin in compliance with Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations.

U.S. DOT guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. The recipient has to take “reasonable steps” to remove barriers for LEP individuals.

Reasonable steps will depend on:

- The number and proportion of LEP persons potentially served by the recipient’s programs or activities and the variety of languages spoken in the recipient’s service area.
- The frequency with which LEP individuals are affected by the program or activity.
- The importance of the effect of the recipient’s program on LEP individuals.
- The resources available to the recipient and whether the recipient has budgeted for provision of special language services.
- The level of services provided to fully English proficient people.
- Whether LEP persons are being excluded from services or provided a lower level of services.
- Whether the recipient has adequate justification for restrictions, if any, on special language services or on speaking languages other than English.

For more information with regarding our policies on LEP, copy of our LEP plan can be found on our website at www.manisteecrc.org or a copy of the plan document can be requested from:

Manistee County Road Commission
ATTN: Jan Erickson, Office Manager
8946 Chippewa Hwy
Bear Lake, MI. 49614
231-889-0000 Phone
231-889-0011 Fax
Email: jkerickson@charter.net

ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effects” due to any “programs, policies, and activities” undertaken by any agency receiving federal funds. This obligation will be met by the MCRC in the following ways.

When planning specific programs or projects, identifying those populations that will be affected by a given program or project.

If a disproportionate effect is anticipated, following mitigation procedures.

If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The MCRC will use U. S. Census data to identify low-income and minority populations.

Where a project impacts a small number or area of low-income or minority populations, the MCRC will document that:

Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment, etc.,

The project's impact is unavoidable,

The benefits of the project far out-weigh the overall impacts, and

Mitigation measures are being taken to reduce the harm to low-income or minority populations.

If it is concluded that no minority and/or low-income population groups are present in the project area, the MCRC will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the MCRC will administer potential disproportionate effects tests.

The following steps will be taken to assess the impact of projects on minority and/or low-income population groups:

STEP ONE: Determine if a minority or low-income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority and/or low-income population groups present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low-income and minority populations are disproportionately high and adverse. If low-income population, proceed to Step Three.

STEP THREE: propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by the proposed project.

STEP FOUR: If, after mitigation, enhancements, and off-setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low-income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low-income populations?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority population?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social, economic, or environmental impacts that are more severe than those of the proposed actions, or (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations, or demonstrations in the environmental document prepared for the project.

FILING A COMPLAINT

II. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the Manistee County Road Commission's programs, activities, and services as required by statute.

III. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by Manistee County Road Commission for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

IV. Roles and Responsibilities

The Office Manager Jan Erickson of the Manistee County Road Commission has overall responsibility for the discrimination complaint process and procedures. The Office Manager may, at his/her discretion, assign a capable person within the Manistee County Road Commission to investigate the complaint.

V. Filing a Complaint

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.

In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a

written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

The complainant shall make him- or herself reasonable available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability – The complaint procedures apply to the beneficiaries of Manistee County Road Commission's programs, activities, and services, including but not limited to the public, contractors, sub-contractors, consultants and other sub-recipients of federal and state funds.

Eligibility – Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Manistee County Road Commission or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age, or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation and Filing Options – Title VI complaints of discrimination may be filed with the Office Manager of the Manistee County Road Commission.

In all situations, Manistee County Road Commission employees must contact the Office Manager immediately upon receipt of a Title VI complaint and forward all documentation as soon as possible.

VI. **Receipt of Complaint**

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 day period, you have 60 days after you became aware to file your complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination.

Complaints received verbally or by other electronic media must be referred to the Title VI Specialist. If necessary, the specialist will assist the complainant in reducing his/her complaint to writing and obtain the complainant's signature.

Items that should *not* be considered a formal complaint (unless the item contains a signed cover letter specifically alleging a violation of Title VI include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings

4. Courtesy copies of complaints addressed to other local, State, or Federal agencies
5. Newspaper articles
6. Courtesy copies of internal grievances

VII. Investigation

Investigation Plan The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for the complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation

- The investigation will address only those issues relevant to the allegations in the complaint
- Confidentiality will be maintained as much as possible
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case
- A chronological contact sheet is maintained in the case file throughout the investigation
- If a Title VI complaint is received on a Michigan Department of Transportation (MDOT) related contract against MCRC, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a complaint filed against the MCRC, the complaint and any pertinent information should immediately be forwarded to the MDOT, Office of Civil Rights Programs.

Investigation Reporting Process

- Within 40 days of receiving the complaint, the investigator prepares an investigate report and submits the report and supporting documentation to the Office Manager for review.
- The Office Manager reviews the file and investigation report. Subsequent to the review, the Office Manager makes a determination of “probable cause” or “no probable cause” and prepares the decision letter
- Should the complainant disagree with the determination by the Office Manager, the investigate report, supporting documentation and decision letter from the Office Manager will be submitted to the Board of Road Commissioners, within 14 days, for review

- The Board of Road Commissioners reviews the file, investigation report, and Office Manager's decision letter. Subsequent to the review, the Board of Road Commissioners makes a final determination of "probable cause" or "no probable cause" and prepares the final decision letter

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and the final decision letter will be forwarded to the Michigan Department of Transportation Office of Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

Appendix Summary

Appendix A

Appendix A applies to all Federal-aid contracts and is included as a contract provision. Provisions include but are not limited to the following:

- Construction contracts and vendor/supply agreements.
- Consultant agreements for performance of work in connection with Federal-aid roadway projects. Typical contracts of this nature are for design work and environmental studies.
- Research agreements with colleges, universities or other institutions.
- Fee appraiser and fee attorney contracts in connection with Federally-aided right-of-way work.
- Contracts between the Manistee County Road Commission and contractors for relocation of utilities. Appendix A would *not* apply if the utility itself or its contractor relocates utilities.

Appendix B

Appendix B applies to conveyances of land or property to the Manistee County Road Commission by the Federal government. It requires non-discrimination in connection with the Manistee County Road Commission's use of the property.

Appendix C

Appendix C is applicable to all deeds, licenses, leases, permits and similar instruments.

Examples:

- Leases and Property Management Agreements.
- Permits and Licenses, except where they are issued for the construction of utilities on roadway right-of-way, the cost of which is paid by the utility company without Federal participation.
- Tenancy Agreements.
- Air Space Agreements.
- Railroad Agreements.

Once the purpose for which the Federal financial assistance is extended terminates and/or the Manistee County Road Commission no longer retains ownership or possession of the property Title VI Assurances do not apply.

Examples of agreements where Appendix C is not applicable are as follows:

- Pit Agreements.
- Stockpiling Agreements.
- Relocation Agreements.
- Determination of Vacation and Abandonment.
- Quit Claim Deeds.
- Contracts with property owners, i.e., royalty agreements for obtaining materials.
- Warranty Deeds.

Appendix D

Appendix D represents the Title VI Complaint Form.

Appendix E

Appendix E represents the Title VI/EEO Compliance Application form for contractors and suppliers.

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 shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), 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, shall 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 shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
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 shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Manistee County Road Commission to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the Manistee County Road Commission shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b) Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Manistee County Road Commission may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Manistee County Road Commission to enter into such litigation to protect the interests of the County, and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structure or improvements thereon, or interest therein from the United States

(GRANTING CLAUSE)

NOW, THEREFORE, the Manistee County Road Commission, as authorized by law, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration and requirements imposed by or pursuant to 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 Manistee County Road Commission (hereinafter referred to as the Regulations) 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 Manistee County Road Commission all the rights, title and interest of the Manistee County Road Commission 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 **Manistee County Road Commission**, and its successors forever, subject, however, the covenant, 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 shall be binding on the Manistee County Road Commission, its successors and assigns.

The Manistee County Road Commission, 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 shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be 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 Manistee County Road Commission shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to 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 – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Road Commission shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Manistee County Road Commission and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the civil Rights Act of 1964.

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Manistee County Road Commission pursuant to the provisions of Assurance 6(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his 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 in the event facilities are constructed, maintained or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Manistee County Road Commission program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 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 – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Manistee County Road Commission, shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Manistee County Road Commission, shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Manistee County Road Commission and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, lease, permits, or similar instruments entered into by the Manistee County Road Commission, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his 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 in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Manistee County Road Commission program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to 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-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above non-discrimination covenants, the Manistee County Road Commission shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above non-discrimination covenants, the Manistee County Road Commission shall have the right to re-enter said lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Manistee County Road Commission and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D

**MANISTEE COUNTY ROAD COMMISSION
TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act 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." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint. *If you need assistance completing this form due to a physical impairment please contact:*

Manistee County Road Commission
ATTN: Jan Erickson, Office Manager
8946 Chippewa Hwy
Bear Lake, MI. 49614
Phone: 231-889-0000
Fax: 231-889-0011
Email: jkerickson@charter.net

Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within the 180 day period, you have 60 days after you became aware to file your complaint.

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____ (home) _____ (work)

Person discriminated against: _____

Address of person discriminated against: _____

City, State, Zip Code: _____

Please check off why you believe the discrimination occurred:

Race

Religion

Color

Age

National Origin

Disability

___ Income

___ Other (please specify): _____

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw it (if necessary attach additional pages):

Please list any and all witnesses' names and phone number:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation.

Then date and sign this form and send to MCRC (address is listed on page 1).

Note: The laws enforced by this department prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact Jan Erickson, Office Manager at 231-889-0000 or via email jkerickson@charter.net.

Your signature

Print your name

Date

APPENDIX E

TITLE VI/EEO COMPLIANCE APPLICATION

Title VI of the Civil Act of 1964, related statues and regulations provide that no person shall on the ground of race, color, national origin, gender, age, or disability, 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 amended Title VI to specify that entire institutions receiving Federal Funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

COMPANY/ORGANIZATION NAME	TELEPHONE NUMBER	
STREET ADDRESS	FAX NUMBER	
P.O. BOX	CITY	
COUNTY	STATE	ZIP CODE

TYPE OF COMPANY/ORGANIZATION (Check all that apply)

- Prime Contractor
 Supplier
 Governmental
 Consultant
 University
 Other (identify) _____

PROCEDURES FOR MONITORING AND IMPLEMENTING EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES INCLUDED BOT NOT LIMITED TO THE FOLLOWING:

- Employers/contractors must establish an Equal Opportunity Policy. Employers/contractors must accept as their operating policy the following: It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, gender, color, or national origin. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, and/or on-the-job training.
- The employers/contractors must designate and make known to the Manistee County Road Commission an Equal Opportunity Officer. The individual appointed must be capable of effectively administering and promoting an active program of equal opportunity and must be assigned adequate authority and responsibility to do so.
- The employers'/contractors' equal opportunity policies must be disseminated to all staff members authorized to hire, supervise, promote, and discharge employees, or who recommend such action. To ensure that the policy is known, periodic meetings of supervisory and personnel office employees must be conducted not less than once every six months.
- All employees, prospective employees and potential sources of employees should be advised of the employers/contractors' equal opportunity policy. Notices and posters setting forth the employers' equal opportunity be placed in areas readily accessible to the aforementioned. The employers/contractors equal opportunity and the procedures to implement the policy must be brought to the attention of the employees by means of meetings, employee handbooks, or other appropriate means.
- When advertising for employees, the employers/contractors must include, in all advertisements for employees the notation: "An Equal Opportunity Employer". All such advertisements must be published in newspapers or other publications having a large circulation among minority groups in the area from which the project work force would normally be derived.

TITLE VI / EEO COMPLIANCE APPLICATION – CONTINUED

- Employers/contractors must establish a process to investigate all complaints of alleged discrimination and take appropriate corrective action, including a method to inform all complainants of their avenues of appeal. Complainants should be advised of their right to file a complaint with governmental agencies (i.e. the State recipient, the Federal agency providing funds to the state recipient, the Department of Civil Rights, the Department of Justice, etc.)

For additional information regarding the completion of this form, contact the Manistee County Road Commission Office at (906) 643-7333.

NAME AND TITLE OF EQUAL EMPLOYMENT OFFICER (This individual must be capable of effectively administering and promoting an active equal employment opportunity program and is assigned adequate authority and responsibility to carry out these duties).

NAME (Please print)	COMPANY/ORGANIZATION TITLE (Please print)
---------------------	---

I certify that I will abide by the equal employment opportunity requirements outlined in this application. I also understand the provisions of Title VI and related statutes. This certification is also my assurance that I will not discriminate on the grounds of race, color, national origin, gender, age, or disability.

AUTHORIZED CORPORATE OR ORGANIZATIONAL OFFICER	TITLE	DATE
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Please return this application to:

Manistee County Road Commission
 Attn: Board Secretary
 8946 Chippewa Hwy
 Bear Lake, MI 49614
 231-889-0011 FAX

Limited English Proficiency Plan

Manistee County Road Commission
8946 Chippewa Hwy
Bear Lake, MI 49614
October 13, 2011

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RESOLUTION
MANISTEE COUNTY BOARD OF ROAD COMMISSIONERS
October 13, 2011

The Board of Manistee County Road Commissioners met at the office of the Manistee County Road Commission at 8946 Chippewa Hwy, Bear Lake, Michigan, for a regular meeting on Thursday, October 13, 2011.

Commissioners Present: William Eckhardt, Sal Reckow, James Russell, John Miller and Annie Hooghart

It was moved by Commissioner Miller and seconded to adopt the following resolution. Resolution carries unanimously.

WHEREAS, in accordance with Title VI non-discrimination laws in regard to providing appropriate access to services and activities provided by federal agencies and recipients of federal assistance, the Limited English Proficiency Plan was drafted to define how MCRC will accommodate persons with limited English Proficiency; and

WHEREAS, Individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter, and;

NOW, THEREFORE BE IT RESOLVED, that the Board of Manistee County Road Commissioners approve and adopt the Limited English Proficiency Plan for the Manistee County Road Commission, adopted this 25th day of October, 2011.

STATE OF MICHIGAN
COUNTY OF Manistee County Road Commission

I, Jan Erickson, Clerk of Manistee County, do hereby certify that the above is true and correct copy of a resolution of the October 13, 2011 meeting of the Board of Manistee County Road Commissioners as appears of record in its office.

Jan Erickson, Clerk

Introduction

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency¹, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular service, benefit, or encounter². These individuals are referred to as being limited English in their ability to speak, read, write, or understand English, hence the designation, “LEP”, or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, **recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.**

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s organization receives the federal assistance. **Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.**

The Manistee County Road Commission receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient Persons* in the December 14th, 2005 Federal Register³.

¹The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>

²Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005
(Volume 70, Number 239)

³The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.gov/asp/lep.asp>
The Guidance implies Road Commissions as organizations that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, metropolitan planning organizations, and regional, state, and local transit operators,

among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation – not just the particular highway program or project – are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation service is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
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 the recipient to the LEP Community.
4. The resources available to the MCRC and overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a

balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to MCRC services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are 'very well', 'well', 'not well', and 'not at all'. For our planning purposes, we are considering people that speak English 'less than very well' as Limited English Proficient Persons.

Table 1 shows the Number of People 5 Years and Over Who Speak English Less Than "Very Well" for all Townships in our jurisdiction.

As seen in Table 1, less than one percent (837 people) of the jurisdiction of the Manistee County Road Commission speaks English "less than very well". Chart 1 shows the distribution of non-English speaking people. Of the LEP persons within our area, fifty-three percent speak Spanish. Thirty-two percent of LEP persons speak Indo-European languages (such as Urdu, Hindi, Portuguese, Bengali, Russian, Persian and German) at home. About ten percent speak Asian and Pacific languages (such as Chinese, Korean, Japanese and others) at home and about five percent speak other languages at home.

Table 1

2005-2009	Total Population	English Less Than Very Well			
		Spanish	American Indian	Asian and Pacific Islander	Other
Arcadia	639	30	4	1	15
Pleasanton	818	9	3	1	1
Springdale	781	14	2	1	4
Cleon	957	50	9	0	14
Marilla	393	14	3	1	6
Maple Grove	1316	46	21	3	13
Bear Lake	1751	37	19	0	8
Onekama	1329	15	13	7	3
Manistee	4084	98	112	5	12
Brown	747	10	7	0	1
Dickson	993	18	10	2	1
Norman	1553	24	27	5	3
Stronach	821	11	20	2	2
Filer	2325	49	28	11	12
TOTALS	18507	425	278	39	95

Factor 2: Frequency of Contact with LEP Individuals

The majority of the work we do once we leave the garage is performed on the roadway with the use of large trucks and heavy equipment. Very infrequently do the operators have direct contact with the public. Most of the contact would be done with hand signals regarding traffic movement. The office staff handles service requests regarding road issues and processes permits for work in the right of way. Regular Board meetings are held monthly and public hearings are held when needed, which would bring interested residents to the Boardroom.

Factor 3: The nature and importance of the Program, Activity, or Services to LEP

The Road Commission's main function is to maintain the road network throughout Manistee County. This network is incredibly sound and new roadways will not be added, thus requiring acquisition of land is not an issue. Our services are straight forward and garnered by the weather and wear and tear on the roads by motorists and out of the way face to face contact. Occasionally, the road surface of the road surface of a roadway is changed, trees are cut or ditches are dug to improve the conditions for the motoring public and Public Hearings are held.

Denial or delay of access to services or information provided by the Manistee County Road Commission would not have life-threatening implications on a LEP individual. It is believed that denial or delay of access to services or information provided by the Manistee County Road Commission would not have serious implications on a LEP individual, especially compared to the services, such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services.

Factor 4: The Resources Available to the Manistee County Road Commission and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.

Because the Manistee County Road Commission serves very few LEP persons and has very limited resources, it has decided to create a LEP section in its Title VI Plan.

What the MCRC will do? What actions the MCRC will take.

With advance notice of seven calendar days, the MCRC will provide interpreter services at the public meetings. Interpretation services include foreign language, and hearing impaired.

The MCRC will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.

Ensure placement of statements in notices and publications that interpreter services are available for these meetings in a language that the affected LEP community could understand with seven days advance notice. The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals. Once the LEP individual’s language has been identified MCRC employees will contact an agency from the Translators Resource List to provide interpretation services to assist.

Publications of the city’s complaint form will be available at public meetings.

MCRC Staff Training

MCRC staff will be provided training or made aware of the requirements for providing meaningful access to services for LEP persons. An annual review of all employees will be conducted to ensure training of Road Commission employees that encounter LEP individuals.

LEP Plan Access

The MCRC will post the LEP Plan on bulletin board at main office and make the plan available on the website www.manisteecrc.org.

Any person or agency may also request a copy by contacting:

Manistee County Road Commission
ATTN: Jan Erickson, Office Manager
8946 Chippewa Hwy
Bear Lake, MI. 49614
Phone: 231-889-0000
Fax: 231-889-0011
Email: jkerickson@charter.net