

# Arizona Department of Transportation (ADOT) Federal Highway Administration (FHWA) Best Practices for Title VI Data Collection and Analysis

According to 23 CFR § 200.9 (b)(9), states are required to develop procedures for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of State highway programs, i.e., relocation of members of the public, impacted individuals and affected communities. This toolkit is intended to serve as a guide for the Arizona Department of Transportation (ADOT) Federal Highways Administration (FHWA) subrecipients for demographic data collection and analysis. It is not intended as an exhaustive list of possible data sources or as the only acceptable format for capturing this data. ADOT FHWA subrecipients can and should tailor their data collection instruments to suit their particular needs.

## Types of Demographic Data Collection Methods

The US Decennial census is the best and most accurate source for obtaining demographic data. This section will give a brief overview of what the census is and how it gathers demographic data. When you visit the census website or American Fact Finder you will likely encounter two different studies. The decennial census is conducted every 10 years. In the census, every person in the U.S. is surveyed and asked a series of ten questions. The American Community Survey is conducted annually using a random sample of residents and contains a much larger set of questions.

FHWA recommends gathering demographic data from table **P2** from the 2020 decennial census and table **B03002** from the 5-year American Community Survey (ACS). These tables show the Hispanic or Latino population and the not Hispanic or Latino population broken down by race.

Decennial Census  
**P2 | HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE**  
 2020: DEC Redistricting Data (PL 94-171) | Universe: Total population

Label	Alabama
Total:	5,024,279
Hispanic or Latino	264,047
Not Hispanic or Latino:	4,760,232
Population of one race:	4,575,614
White alone	3,171,351
Black or African American alone	1,288,159
American Indian and Alaska Native alone	23,119
Asian alone	75,918
Native Hawaiian and Other Pacific Islander alone	2,612
Some Other Race alone	14,455
Population of two or more races:	184,618
Population of two or more races:	175,750
White; Black or African American	43,911
White; American Indian and Alaska Native	77,291
White; Asian	17,974

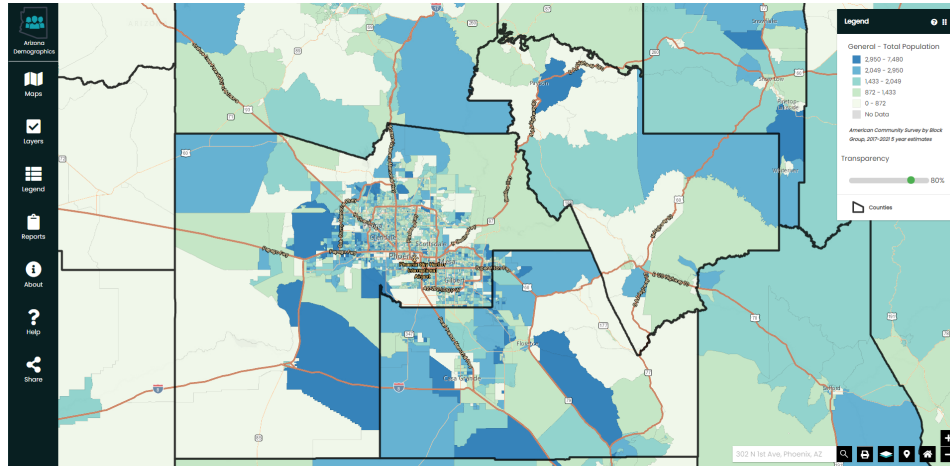
LEP data should be gathered from table **C16001** from the 5-year American Community Survey (ACS). Table C16001 will allow recipients to view tract-level data for most LEP persons recipients will encounter. The ACS provides other language tables that may be useful as secondary sources due to their limitations. Table **B16001**, for example, features more LEP-speaker primary languages than C16001, but it only provides statewide data. Table C16002 offers languages spoken at home at the tract level, but the data represents households regardless of LEP status. Recipients should use their best judgment as to which U.S. Census tables they choose.

United States  
**LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER**  
 Survey/Program: American Community Survey | Product: 2019: ACS 1-Year Estimates Detailed Tabl...  
 TableID: C16001 | Universe: Population 5 years and over

Label	United States	Estimate	Margin of Error
Total:		308,834,688	±22,314
Speak only English		241,032,343	±213,182
Spanish:		41,757,391	±139,962
Speak English "very well"		25,626,084	±99,478
Speak English less than "very well"		16,131,307	±101,238
French, Haitian, or Cajun:		2,096,592	±48,027
Speak English "very well"		1,532,110	±36,131
Speak English less than "very well"		564,482	±19,533
German or other West Germanic languages:		1,455,525	±31,192

Another resource that can be used to quickly reference race, ethnicity and LEP data that has been approved by ADOT is the Maricopa Association of Governments' (MAG) Arizona

Demographics Tool. This tool allows recipients to graphically view selected population and housing data for all or virtually any block group subset of the state of Arizona. The viewer provides interactive mapping and reporting tools to allow exploration of data from Census 2020 and the American Community Survey (ACS) 5-year 2017-2021.



## Types of Demographic Data Collection for Specific Program Areas

### Right-of-Way

#### Right-of-Way Acquisitions and Relocations

Demographic data can be collected from Right-of-Way Form 1235 (relocatee profile) and relocation assistance contractor files. This data can be used to assess demographics of relocatees compared to Just Compensation offers. Additionally, this data and information is used to assess demographics of relocation packages offered to relocatees, including counseling and relocation payments.

#### Right-of-Way Public Involvement - Project Meetings

Demographic data can be collected from Right-of-Way Form 1234 (completed by attendees). This data can be used to compare meeting attendee demographics with the demography of the state or areas affected by the project.

#### Right-of-Way Consultants

Demographic data can be obtained from the contracts division database to assess nondiscrimination in advertising and award of ROW consultant contracts. This would include demographic information of applicants and awardees including, but not limited to contracts awarded and amounts.

## Construction

### Construction Contracts - Mitigation Commitments

Information such as project logs, change orders, EIS/EA, contract provisions, etc. can be used to assess whether mitigation commitments made during environmental phases that impact minority populations are carried through construction.

### Construction Contracts - Traffic Control

Data and information such as traffic control plan, project logs, EA/EIS, and the US Census can be used to assess equity of vehicular access to project area for impacted persons compared to demographics of project area.

### Construction Contracts - Pedestrian Accommodation

Information from traffic control plans, project logs, EA/EIS, and the US Census can be used to assess equity of pedestrian access to project areas for impacted persons compared to demographics of project area.

## Contracts and Finance

### Professional Services Contracts - Selection and Award

Demographic data can be obtained from Form 145 (Proposal Scoresheet), Proposal Records, and/or Bidders Lists to assess nondiscrimination in the selection and award process. Demographic information of all proposers can be compared to selectees.

### Contract Amounts

Demographic data from the US Census and internal databases can be used to assess distribution of contracting dollars compared to demographics of counties.

## Planning

### Public Involvement - STIP Development Meeting Attendee Demographics

Internal documents from Communications and Form 1234 (Completed by attendees) can be useful to obtain demographic information to compare meeting attendee demographics with the demography of the state or areas affected.

### Public Involvement - Text of Formal Comments submitted during STIP development process

Using platforms such as website submissions and emails, information collected can be used to assess nondiscrimination in the public participation process.

### Public Involvement - Text of Informal Comments submitted during STIP development process

Oral comments noted by Communications staff at meetings can be used to assess nondiscrimination in the public participation process.

**Public Involvement - Civil Rights Personnel Meeting Attendance**

Information used to assess the number of public meetings civil rights personnel attended.

**Public Prioritization - Scoring data for prioritization reviewers**

Scoring sheets collected from regional/local planners and Planning Division can be used to assess the individual and overall scores for projects in the prioritization process.

**Project Prioritization - Distribution of projects statewide**

US Census - 5 Year American Community Survey (ACS), 2020 Census, and other sources of demographic data can be used to compare distribution of projects to demographics of counties.

**Certification Reviews - Policy Reviews and recommendations**

Certification Files, Metropolitan Planning Organization (MPO) Title VI, LEP, TIP, and Long-Range Plans can be used to make recommendations to MPOs during the certification process. This can include an analysis of the Long-Range Transportation Plan (LRTP) equity studies regarding projected travel demand, impacts and demographics.

**Environmental**

**Public Involvement - Project Area Demographics**

US Census - 5 Year ACS, 2020 Census and other sources of demographic data can be used to compare meeting attendee demographics with the demography surrounding the project.

**Public Involvement - Meeting Attendee Demographics**

Form 1234 (Completed by attendees) can be used to compare meeting attendee demographics with the demography surrounding the project.

**Public Involvement - Text of Formal Comments**

Using information gathered from emails and website submissions, the information can be used to assess nondiscrimination in the public participation process.

**Public Involvement - Text of Informal Comments**

Oral comments noted can be used to assess nondiscrimination in the public participation process.

**Project Scoping**

US Census - 5 Year ACS, 2020 Census and other sources of demographic data can be used to assess potential impacts for each project alternative compared to the demographics of the populations affected.

**Environmental Review - Number of Categorical Exclusions**

The number of categorical exclusions can be used to track the number of categorical exclusions conducted by the agency.

#### **Environmental Review - Number of Environmental Assessments**

The number of environmental assessments can be used to track the number of environmental assessments conducted by the agency.

#### **Environmental Review - Number of Environmental Impact Assessments**

The number of environmental impact assessments can be used to track the number of environmental impact assessments conducted by the agency.

#### **Environmental Review - Number of Community Impact Assessments**

The number of community impact assessments can be used to track the number of community impact assessments conducted by the agency.

#### **Environmental Review - Demographics of Project/Study Area**

US Census - 5 Year ACS, 2020 Census and other sources of demographic data can be used as a basis for comparison of project impacts.

#### **Environmental Review - Air Quality Impacts for Each Alternative**

Air Quality Reports can be used to compare for each alternative to assess disparities.

#### **Environmental Review - Noise Impacts for Each Alternative**

Noise Impact Reports can be used to compare for each alternative to assess disparities.

#### **Environmental Review - Right of Way Impacts**

Data from Right of Way Form 1235 (relocatee profile) can be used to compare demographic impacts to relocatees for each project alternative.

#### **Environmental Review - Mitigation Measures**

Internal data such as electronic project files can assist to find qualitative information assessed to determine whether impacts are addressed equitable.

## **FHWA Data Collection and Analysis Resources**

**Link 1 (Data Collection Analysis):** This document outlines how to collect and interpret demographic data from the US Census.

[https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/data\\_collection\\_analysis.cfm](https://www.fhwa.dot.gov/civilrights/programs/title_vi/data_collection_analysis.cfm)

**Link 2 (Sample Data Sources Assessment):** This website provides a description of different ways to collect and analyze demographic information from different program areas within an agency.

<https://www.fhwa.dot.gov/civilrights/programs/docs/Title%20VI%20-%20Sample%20Data%20Sources%20Assessment.pdf>

**Link 3 (Title VI Data Collection Slideshow):** These slides show an overview of demographic data collection practices for FHWA requirements.

<https://www.fhwa.dot.gov/civilrights/programs/docs/Title%20VI%20Data%20collection.pdf>

**Link 4 (LEP Data Collection Walkthrough):** This website provides a walkthrough of LEP data collection using the US Census.

[https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/lep\\_fourfactor.cfm](https://www.fhwa.dot.gov/civilrights/programs/title_vi/lep_fourfactor.cfm)

**Link 5 (Hawaii DOT Title VI/Environmental Justice Analysis):** This document provides an example of how Hawaii DOT utilized maps from the Department of Business and Economic Development, Tourism's Office of Planning (OP) and the US Census to conduct an equity analysis for Title VI and EJ individuals in their service areas.

<https://hidot.hawaii.gov/highways/files/2013/01/stip-5-Title-VI-Environmental-Justice-Analysis.pdf>

**Link 6 (Oregon DOT Guidelines for Addressing Title VI and Environmental Justice in Transportation Planning):** These guidelines are intended to provide information and tools for Oregon Department of Transportation (ODOT) staff to use when conducting Title VI and EJ activities for transportation planning projects.

[https://www.oregon.gov/ODOT/Planning/Documents/TitleVI-EJ\\_Guidance.pdf](https://www.oregon.gov/ODOT/Planning/Documents/TitleVI-EJ_Guidance.pdf)

**Link 7 (Missouri DOT Title VI Uniform Data Collection Standards):** Similarly to the Oregon DOT Guidelines for Addressing Title VI and EJ activities guidance; this document outlines how Missouri DOT staff is to collect and analyze demographic data.

[https://www.modot.org/sites/default/files/documents/titlevidatacollectionstandards\\_0.pdf](https://www.modot.org/sites/default/files/documents/titlevidatacollectionstandards_0.pdf)

**Link 8 (Data-Driven Title VI Reviews):** In conjunction with American Association of State Highway and Transportation Officials (AASHTO), FHWA created this presentation to provide guidance on how to utilize demographic data to conduct compliance reviews.

<https://civilrights.transportation.org/wp-content/uploads/sites/13/2022/09/The-Current-State-of-Title-VI-and-Upcoming-Changes-Title-VI-Reviews.pdf>

**Link 9 (Equity Analysis for the Greater Philadelphia Region):** This tool is similar to the ADOT CRO Demographics Lookup Tool. However, it utilizes Indicators of Potential Disadvantage (IPD). The IPD analysis identifies populations of interest under Title VI and EJ using U.S. Census American Community Survey (ACS) 2016-2020 five-year estimates data and maps these populations in each of the Census tracts in the region via GIS.

<https://www.dvrpc.org/webmaps/ipd/#home>  
<https://www.dvrpc.org/Reports/TM19007.pdf>

**Link 10 (Colorado DOT Demographic Data Collection and Analysis Practices):** These guidelines are intended to provide information and tools for Colorado Department of Transportation staff to use when conducting Title VI and EJ activities for transportation planning projects.

[https://www.codot.gov/business/civilrights/titlevi/title-vi-assets/dtr-title-vi-plan\\_2020.pdf](https://www.codot.gov/business/civilrights/titlevi/title-vi-assets/dtr-title-vi-plan_2020.pdf)