

# COLLECTING DEMOGRAPHIC DATA

---

## WHY WE COLLECT DEMOGRAPHIC DATA

To measure, prevent, and mitigate cumulative and disproportionate adverse impacts on Limited English Proficiency, minority, and low-income populations, relevant demographic data for our projects and programs must be collected and analyzed. This will help identify if one protected class is disproportionately impacted compared to other groups.

Additionally, as a recipient of federal funding, the Washington State Department of Transportation must provide assurances that LEP individuals have meaningful access to WSDOT programs, services, and activities, including those provided by local public agencies receiving federal funding through WSDOT.

## WHEN WE SHOULD COLLECT DEMOGRAPHIC DATA

To ensure meaningful access, we must collect, analyze, and document demographic data whenever we are:

- Planning a project
  - Within a half-mile radius from the project's affected area
- Providing direct or indirect public outreach or community engagement, such as:
  - Forums and meetings
  - Residential visits
  - Social media or website postings

## WHAT DEMOGRAPHIC DATA WE SHOULD COLLECT

WSDOT's [Title VI Public Involvement form](#) provides a list of the demographic data elements we need to collect.

## HOW WE COLLECT DEMOGRAPHIC DATA

After you determine the projects affected area, you will need to use approved sources, such as:

- [Washington Environmental Health Disparities Map](#)
- [United States Census](#)
  - A walkthrough is provided on the Federal Highway's [LEP Data Walkthrough webpage](#)
- [EJ Screen](#)
- [Office of Superintendent of Public Instruction](#)

When providing outreach, whether directly or indirectly, or community engagement activities, you may use WSDOT's [Title VI Public Involvement form](#), Survey Monkey, or any other means of conducting demographic surveys.

## WHAT WE DO WITH THE DEMOGRAPHIC DATA

Once collected, you will need to review and analyze the data to develop an inclusive public involvement strategy tailored to the communities affected by the project. This includes determining if any LEP population meets the threshold of five percent of the total population or 1,000 individuals, whichever is less, by identifying:

- The total population of the given area
- The number of individuals who speak English (not very well)
  - Including their language

Once you determine the languages that meet the threshold, you will need to ensure that the [Title VI Notice to the Public](#), [Translation Service Public Notice](#), and any [vital documents](#) are translated and provided in the identified languages.

## RECORDS MUST BE KEPT OF ALL DEMOGRAPHIC DATA BEING COLLECTED.

---

**Americans with Disabilities Act (ADA) Information:** This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

**Title VI Notice to Public:** It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.