

TITLE VI SUB-RECIPIENT ANNUAL CERTIFICATION FORM

This form is to certify compliance with Title VI of the Civil Rights Act of 1964. If your Title VI Plan has been approved by the Michigan Department of Transportation (MDOT), all changes to the organization's Title VI Plan which occurred during the current fiscal year (October 1 thru September 30) must be reported on this form. Please attach additional pages, as necessary, to provide a complete response to each question.

NAME OF ORGANIZATION
City of Holland

NAME OF TITLE VI COORDINATOR Esther C. Fifelski	TITLE Title VI Coordinator
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ADDRESS
270 S. River Avenue

CITY Holland	COUNTY Ottawa	STATE MI	ZIP CODE 49423
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TELEPHONE NO.	FAX NO.	E-MAIL ADDRESS
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1. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved? If yes, please list the name and contact information for the new coordinator/EEO Officer. Yes No

Esther C. Fifelski, City of Holland, 270 S. River Avenue, Holland, MI (616-355-1328/21). e.fifelski@cityofholland.com

2. Has your organization had any projects that have Title VI, LEP, or EJ impacts? How many? If yes, what did you do to ensure that those populations affected by the project had meaningful access to and involvement in the development process? No Yes

The City engages community through public invitation; but also through personal invitation to segments of the community that may not have opportunity or access to public comment notices. There were 24 Public Meetings at City Council Chambers. To date, we have held nine (9) public hearings/meetings/open houses for the master Plan update and we anticipate more throughout the process. We also held 14 targeted stakeholder meetings to gather input for the Master Plan. Several of the public meetings were held in venues more conducive for interactions with City minority populations (Holland Heights Elementary School, Maple Avenue Ministries, Cornerstone Tabernacle and Central Park Reformed Church). Unfortunately, the turnout for those meetings was very low. Our Master Plan consultant (LIAA) reached out to Saint Francis de Sales Catholic Church where we received much higher participation. We held three public hearings for transportation projects. We held several roadway work public informational meetings. Our Transportation Department provided construction notices to adjacent property owners within roadway construction and held Open House events to discuss the details of the project. The City, upon request will provide language assistance or other services required for citizens to participate in the city Government. Translations for the general public from June 2014 - June 2015 were 2; one for Chinese and the other for American Sign Language. Additionally, the City on daily basis has staff to provide translation for Spanish speakers.

3. What is the number or percentage of LEP or EJ populations who were affected by the project? Our community is diverse: Cau

4. How many public involvement meetings did you hold during the reporting period? We hosted over 46 public meetin

5. Did you provide language assistance at any of your public meetings during the reporting period? How many persons received this assistance? No Yes

Yes. We provided assistance with 1) Chinese translation for a City Council Meeting; and 2) American Sign Language

6. Did you provide reasonable accommodation to persons with disabilities during the reporting period? How many? No Yes

Yes. The city provided American Sign Language assistance to a citizen applying for community neighborhood servi

7. Did you receive any formal or informal Title VI complaints, or law suits during this reporting period? If yes, how many, and please provide details regarding each complaint or law suit and the resolution. No Yes

The City did not receive any complaints related to discrimination. However, the city does track all citizen complaints on a monthly basis.

8. How many contracts did you enter into with Disadvantaged Business Enterprises during the reporting period? If none, what did you do to encourage participation by DBEs?

Our transportation department engaged 1 minority contractor. Our Community Neighborhood Services engaged 6 minority-owned businesses.


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9. During this reporting period, how many of your employees have been educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities.

The City conducted a training related to Harrassment as it relateds to protected classes in the State. The training was conducted by the Michigan Department of Civil Rights. At the same time, the City reviewed the process on how to submit discriminatory complaint(s) to the City. All staff members were required to attend. The City annually participates in the Lakeshore Ethnic Diversity Forum. We have now added the Title VI, LEP and Complaints Process as part of the Orientation Package for New Hires.

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10. Please provide any comments or additional information related to the organization's Title VI Plan.

The Title VI Coordinator regularly conducts LEP plan audits. We are now including Title VI and LEP training as part of the employee orientation process.

The information reported on this form is accurate and reflects all changes to the organization's Title VI Plan for the current fiscal year.

NAME Esther C. Fifelski 	TITLE Title VI Coordinator	DATE November 17, 2015
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If you have questions regarding Title VI, contact: Cheryl Hudson, EEO Officer (517) 373-0980, or HudsonC1@michigan.gov **MAIL COMPLETED FORM TO:** Cheryl Hudson, EEO Officer, Michigan Department of Transportation, 425 W. Ottawa Street, Lansing, Michigan 48933



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

November 30, 2015

Nancy DeBoer, Mayor
City of Holland
270 South River Avenue
Holland, MI 49423

Dear Mayor DeBoer,

The Michigan Department of Transportation (MDOT), Civil Rights Program Unit acknowledges receipt of your Title VI Non-Discrimination Plan. MDOT has reviewed the aforementioned document to ensure compliance with Title VI of the Civil Rights Act of 1964 and related federal regulations. Your Title VI Non-Discrimination Plan is substantially compliant with the requirements under Title 23, Code of Federal Regulations (CFR), Part 200 and 49 CFR, Part 21 and is therefore approved.

If you have questions concerning this matter, please contact Frannie Griffith at 517-241-7462.

Sincerely,

Cheryl J. Hudson
MDOT BEO Officer/Title VI Coordinator
Civil Rights Program Unit

cc: Esther Fifelski, Human Relations Manager