

**From:** Hudson, Cheryl (MDOT) [mailto:HudsonC1@michigan.gov]  
**Sent:** Wednesday, April 04, 2012 12:57 PM  
**To:** Nordberg, Jason  
**Cc:** Wilcox, Brandon (MDOT); Johnson, Teshia (MDOT)  
**Subject:** RE: Title IV Information

Yes. We are more than willing to assist the local public agencies with completion of their Title VI Plans. My assistant, Teshia Johnson sends a template and other documentation to aid in drafting plans. She will forward what is typically sent, to you. We have training sessions set up and she will give you the next scheduled date. Also, on the MDOT public website, there is a video that explains Title VI and sub-recipient responsibilities put out by FHWA. I recommend those who can't attend training at least view that video. If our schedule can accommodate you, an on-site training is within the realm of possibility.

We're in this together... every step of the way. If you have any questions once you receive Teshia's template, let us know. We'll be glad to answer them and help get the plans done.

Thanks

Cheryl

**From:** Johnson, Teshia (MDOT) [mailto:JohnsonT35@michigan.gov]  
**Sent:** Thursday, April 05, 2012 1:24 PM  
**To:** Nordberg, Jason  
**Cc:** Wilcox, Brandon (MDOT); Hudson, Cheryl (MDOT)  
**Subject:** RE: Title IV Information

Jason,

Per Cheryl's, attached please find the sample Title VI & LEP plan documents for your reference. I have also attached a fact sheet that I believe gives a wonderful explanation of Limited English Proficiency and the required elements of an effective LEP policy.

With regard to the attached form #0106 – "Sub-Recipient Application for Certification of Title VI & EEO Assurances," this form needs to be completed and submitted with your final Title VI plan. Form #0179 – "Title VI Sub-Recipient Annual Certification Form" will need to be submitted yearly and the Title VI plan will only need to be included if there has been structural and/or procedural change to your organization that would cause you to have to revise your plan.

Please let me know if you have any questions at all, I will be happy to be of assistance.

Thank you,  
Teshia