

2025-2028

EEO/AFFIRMATIVE ACTION PLAN

Prepared by

NORTH DAKOTA

DEPARTMENT OF TRANSPORTATION

Bismarck, North Dakota

www.dot.nd.gov

Ronald J. Henke, Director

CIVIL RIGHTS DIVISION

Ramona Bernard, Director

September 24, 2024

Part I

POLICIES AND CHARTS

NORTH Dakota | Transportation

Be legendary.

Agency: North Dakota Department of Transportation (NDDOT}
Division: Civil Rights
Group: Executive Policy Manual
Category: I-Organization
Policy Number: I 2-1.25
Title: Civil Rights Division
Original Date: 10/23/2006
Revised Date: 4/18/2024
Review by Date: 4/18/2025

PURPOSE: To establish the duties of the Civil Rights Division and grant the Civil Rights Division authority to carry out the duties assigned.

POLICY: The Civil Rights Division shall report to the Deputy Director for Engineering and be responsible for performing and overseeing the following:

I. **Tasks**

- A. Oversee and administer the Disadvantaged Business Enterprise (DBE) Program
- B. Oversee and administer the Contractor Compliance Program
- C. Oversee and administer the Davis-Bacon/Labor Compliance Program
- D. Oversee and administer the On-the-Job Training (OJT) Program
- E. Oversee and administer the Title VI/Nondiscrimination and ADA Program
- F. Oversee and administer EEO/Affirmative Action Plan
- G. Administer Workplace Investigation process (with the Human Resources Division)
- H. Oversee the National Summer Transportation Institute Program

II. **Maintain**

- A. DBE program manuals, policies, special provisions, bid opening, and goal-setting documentation
- B. Contractor Compliance review documentation

- C. EEO/Affirmative Action Program documents
- D. LCPtracker Certified Payroll System, manuals, special provisions, documentation, and training
- E. B2Gnow/NDDOT Certification and Compliance System
- F. Davis-Bacon/Labor Compliance manuals, documentation, wage determinations, and reporting
- G. DBE and On-the-Job Training (OJT) Supportive Services Contracts
- H. On-the-Job (OJT) Training Program manuals and documentation
- I. External Civil Rights Manual
- J. Limited English Proficiency Plan
- K. Title VI/Nondiscrimination and ADA Program Implementation Plan, program goals, and Accomplishments Report, complaints, and investigations

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Agency: North Dakota Department of Transportation (NDDOT)
Division: Civil Rights Division
Group: Executive Policy Manual
Category: II-Management, Project, and Program Development
Policy Number: II 4-1
Title: Equal Employment Opportunity
Original Date: 08/22/1985
Revised Date: 5/15/2024
Review by Date: 5/15/2025

PURPOSE: The purpose of this policy is to establish the authority of the Civil Rights Division to enact and enforce equal employment opportunity (EEO) procedures for the NDDOT.

POLICY: The NDDOT provides EEO so that no NDDOT team member or applicant for employment will be discriminated against.

I. **General**

- A. NDDOT also guarantees all team members the right to work in an environment free of sexual and other harassment based on race, color, religion, sex, age, national origin, or disability. Specifically, sexual harassment is deliberate or repeated, unsolicited, and unwelcome verbal comments, gestures, graphic materials, or physical contacts of a sexual nature. Unlawful sexual harassment occurs when these actions are made a condition of employment, are used as the basis for an employment decision affecting the team member, interfere with an team member's work performance, or create an intimidating, hostile, or offensive work environment. In addition, it is unlawful harassment for any team member to engage in any conduct or activity or to display any graphic material that is based on an team member's race, color, religion, sex, age, national origin, and disability or when it is offensive or shows hostility or aversion toward an team member or the team member's relatives, friends, or associates; it adversely affects an team member's employment opportunities; it unreasonably interferes with an team member's work performance; or it creates an intimidating, hostile, or offensive work environment. NDDOT also protects team members from sexual and other harassment by non-NDDOT team members during working hours.
- B. NDDOT's EEO and workplace harassment policies are good management practices, and all team members-but especially NDDOT managers-are expected to support them.
- C. The Civil Rights Division, which is part of the Office of Operations, is

responsible for administering this program.

- D. The Human Resources Division along with the Civil Rights Division must establish operational policies and procedures in the Personnel Manual covering the proper areas.

II. Discrimination Against

- A. Race, color, religion, national origin, sex, age, physical disability, mental disability, sexual orientation, gender identity, or genetics.
- B. Political opinion or affiliation
- C. Status with regard to marriage or public assistance
- D. Participation in any lawful activity off the employer's premises during non-working hours, which is not in direct conflict with the essential business-related interests of the employer
- E. Any other non-merit-based factor
- F. Parental status
- G. Pregnancy

III. Discrimination of Any Kind

- A. The EEO Program applies to all team members of and applicants for positions with NDDOT and requires that they be treated equally. The program allows no discrimination of any kind in:
 - 1. Recruitment, placement, advertising, or solicitations for employment
 - 2. Training during employment or selection for training (including apprenticeship)
 - 3. Rates of pay or other forms of compensation
 - 4. Promotions, transfers, demotions, layoffs, or terminations
 - 5. Recognition or awards
 - 6. Any related function
- B. Discrimination and workplace harassment are grounds for disciplinary action.

IV. Affirmative Action

- A. Anyone who believes that he or she has been discriminated against or harassed should contact either the Civil Rights Division Director at 701-328-2576 or any NDDOT Affirmative Action Representative. TTY users may call

Relay North Dakota at 711 or 1-800-366-6888.

8. The EEO Affirmative Action Plan and provisions for providing an environment free of sexual and other harassment must be included in the EEO Affirmative Action Program.
- C. Each division and district must designate an Affirmative Action Representative (AAR) who may be the local contact in matters involving apparent violations of this policy. The AAR will report these matters to the Civil Rights Division.

V. Investigation

- A. NDDOT will maintain a Workplace Investigation Process to conduct investigations and prepare a final report and summary of findings to the Director when a discrimination complaint is filed. HR Policy Number 20.2.

**STATE ASSURANCE WITH REGARD TO EQUAL EMPLOYMENT OPPORTUNITY
AS REQUIRED BY THE FEDERAL-AID HIGHWAY ACT OF 1968**

Pursuant to the requirements of Section 22(a) of the Federal-aid Highway Act of 1968, the State of North Dakota, desiring to avail itself of the benefits of Chapter 1, Title 23, United States Code, and as a condition to obtaining the approval of the Secretary of Transportation of any programs for projects as provided for in Title 23, United States Code, Section 105(a), hereby gives its assurance that employment in connection with all proposed projects approved on or after August 23, 1968, will be provided without regard to race, color, creed, or national origin.

More specifically, and without limiting the above general assurance, the North Dakota Department of Transportation (NDDOT) hereby gives the following specific assurances:

1. NDDOT will establish an Equal Employment Opportunity Program in furtherance of the above General Assurance, which shall include a system to ascertain whether contractors and subcontractors are complying with their equal employment opportunity contract obligations and the degree to which such compliance is producing substantial progress on the various project sites in terms of minority group employment. NDDOT will furnish such information and reports regarding contractor and subcontractor compliance as may be requested by the Federal Highway Administration.
2. The NDDOT program shall include effective procedures to assure that discrimination in employment on the grounds of race, color, creed, or national origin will not be permitted on any projects; and if discrimination exists at the time this assurance is made, it will be corrected promptly.
3. NDDOT has appointed an Equal Employment Opportunity Coordinator whose primary duty shall be to administer NDDOT's Equal Employment Opportunity Program as established pursuant to these assurances.
4. NDDOT will, on its own initiative, take affirmative action, including the imposition of contract sanctions and the initiation of appropriate legal proceedings under any applicable state or federal law, to achieve equal employment opportunity on federal-aid highway projects and will actively cooperate with the Federal Highway Administration in all investigations and enforcement actions undertaken by the Federal Highway Administration.
5. NDDOT will establish and maintain effective liaison with public and private agencies and organizations which are, or should be, involved in equal employment opportunity programs. Such agencies and organizations include, but are not limited to labor unions, contractor associations, minority group organizations, the U.S. and State Employment Service, and the U.S. and State Department of Labor.

6. NDDOT hereby agrees that it will seek the cooperation of unions, contractors, appropriate state agencies, and other related organizations in the establishment of skill training programs and will assure that all persons will have an opportunity to participate in such programs without regard to race, creed, color, or national origin.
7. NDDOT hereby agrees that its own employment policies and practices with regard to NODOT employees, any part of whose compensation is reimbursed from federal funds, will be without regard to race, color, creed, or national origin.
8. NODOT shall include in the advertised specifications notification of the specific equal employment opportunity responsibilities of the successful bidder as those responsibilities are currently defined and required by the Federal Highway Administration. No requirement or obligation shall be imposed as a condition precedent to the award of a contract for a project unless such requirement or obligation is otherwise lawful and is specifically set forth in the advertised specifications. Procedures for the prequalification of federal-aid contractors and subcontractors to determine their capability to comply with their equal employment opportunity contract obligations will be issued as a supplement to this interim assurance for implementation by December 1, 1968.
9. NDDOT will obtain and furnish to the Federal Highway Administration such information and reports as may be requested to enable the Federal Highway Administration to determine compliance by NDDOT with this assurance.

Director

9/16/2024
Date

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION CIVIL RIGHTS DIVISION

Policy 1•1 Title VI/Nondiscrimination and Americans with Disabilities Act (ADA)

Original Date: July 11, 2011
Revised: September 24, 2019

TITLE VI/NONDISCRIMINATION AND ADA POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d states 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." In addition to Title VI, there are other Nondiscrimination statutes which include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/ADA of 1990 (disability). Taken together, these requirements define an over-arching Title VI/Nondiscrimination and ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

There are two Presidential Executive Orders that place further emphasis upon the Title VI protections of race and national origin. Executive Order 12898 ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations. Executive Order 13166 directs recipients of Federal financial assistance that to ensure compliance with Title VI, they must take reasonable steps to ensure that limited English proficiency persons have meaningful access to their programs.

I, as Director of the North Dakota Department of Transportation, am personally committed to and support taking all steps to ensure that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by NDDOT, its recipients, sub recipients, and contractors.

The NDDOT Civil Rights Division Director is appointed as the Title VI Liaison Officer and ADA Coordinator and is granted the authority to develop, administer, and monitor the Title VI/Nondiscrimination and ADA Program as promulgated.

Further, I sub-delegate and charge the Division Directors and District Engineers with the responsibilities to ensure compliance with Title VI/Nondiscrimination and ADA Program requirements in their respective program areas.

Anyone who believes that he or she has been discriminated against should contact Ramona Bernard, NDDOT Title VI Liaison Officer and ADA Coordinator, NDDOT, 608 E. Boulevard Ave., Bismarck, ND at [701-328-2576](tel:701-328-2576). TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).



David J. Henke, PE, Director
North Dakota Department of Transportation

11/7/2022
dated

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
CIVIL RIGHT DIVISION

Policy 2-1 Title VII

Original Date: July 7, 2011
Revised Date: February 6, 2024

TITLE VII/EEO AND WORKPLACE HARASSMENT POLICY STATEMENT

North Dakota Department of Transportation (NDDOT), is committed to and will ensure Equal Employment Opportunity (EEO) for all regardless of race, color, religion, sex, national origin, age, physical or mental disability or genetic information. NDDOT will ensure equal opportunity to all applicants, employees and contractors in all employment practices.

NDDOT will not tolerate discrimination or harassment or retaliation in the workplace. Harassment is defined as conduct that is so offensive as to create a work environment that a reasonable person would consider intimidating, hostile, or offensive. Violations of the law prohibiting unlawful discrimination practices will result in appropriate disciplinary actions against offenders, up to and including dismissal.

As Director of NDDOT, I am personally committed to maintain a model work environment, free of discrimination, harassment and retaliation and fully support the NDDOT's affirmative action program.

The responsibility for implementing NDDOT's affirmative action program is assigned to the Civil Rights Division Director. However, all employees and contractors share in this responsibility and will be assigned specific tasks to assure that compliance is achieved.

Applicants, employees, and contractors who believe they have been victims of harassment or unlawful discrimination may, without fear of retaliation, seek the immediate assistance of a management official, any NDDOT Affirmative Action Representative, the Civil Rights Division Director at 701-328-2576 or the Human Resources Division Director at 701-328-4365. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).



Ronald J. Henke, Director
North Dakota Department of Transportation

2/9/2024

Date

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
CIVIL RIGHTS DIVISION**

Policy 3-1 DBE

Original **Date: August 1, 2014**

Revision Date: March 4, 2024

DISADVANTAGED BUSINESS ENTERPRISE POLICY STATEMENT (49 CFR §26.23)

The North Dakota Department of Transportation (Department) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Parts 23 and 26. The Department receives federal financial assistance from USDOT. As a condition of receiving this assistance, the Department has signed an assurance that it complies with 49 CFR Parts 23 and 26.

The DBE requirements of 49 CFR Parts 23 and 26 and the Department's DBE program apply to all federally-aided contracts and to any assignments made to subcontractors, subconsultants or sub recipients.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d states 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." In addition to Title VI, there are other Nondiscrimination statutes which include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/ADA of 1990 (disability). Taken together, these requirements define an over-arching Title VI/Nondiscrimination and ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

In regard to the DBE Program, the Department, its sub recipients, contractors, subcontractors, consultants, and subconsultants shall not discriminate on the basis of race, color, national origin, or sex. It is Department policy to ensure that DBEs, as defined in 49 CFR Parts 23 and 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also Department policy:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the Department's DBE program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To promote the use of DBEs in all types of federally-assisted contracts and procurement activities conducted by recipients.

- To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and
- To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

Each sub recipient, contractor, subcontractor, consultant, or subconsultant that fails to carry out the requirements set forth in 49 CFR Parts 23 and 26 may constitute a breach of contract, and after notification by the Department, may result in termination of the agreement or contract, or such remedy as the Department deems appropriate.

As the Department Director, I am charged with the overall responsibility for assuring compliance with 49 CFR Parts 23 and 26, including DBE programs delegated to sub recipients such as Metropolitan Planning Organizations and other political subdivisions. I have appointed the Civil Rights Division Director as the Department's DBE Liaison Officer. The DBE Liaison Officer is responsible for developing, coordinating, and monitoring the implementation of the Department's DBE program on a day-to-day basis. Division Directors and District Engineers are responsible for carrying out applicable facets of the DBE program within their areas.

Ramona Bernard is the Department's DBE Liaison Officer. She is responsible for implementing all aspects of the DBE program. Implementation of the DBE program has the same priority as compliance with all other legal obligations incurred by the Department in its financial assistance agreements with USDOT.



NDDOT Director

Date 3/16/2024

Part II

CONTRACTOR COMPLIANCE

Part II – Contractor Compliance

I. Organization and structure.

A. State highway agency EEO Coordinator (External) and staff support.

- 1. Describe the organizational location and responsibilities of the State highway agency EEO Coordinator. (Provided organization charts of the State highway agency and of the EEO staff.)*

The office of the External EEO Coordinator is located in the Civil Rights Division of the North Dakota Department of Transportation, Bismarck, Burleigh County, North Dakota. The external EEO Coordinator's duties include Contractor Compliance Reviews as well as follow-up reviews.

- 2. Indicate whether full or part-time; if part-time, indicate percentage of time devoted to EEO.*

The position of External EEO Coordinator is full time. The position description duties included External EEO, Labor Compliance, and Contractor Compliance.

- 3. Indicate length of time in position, civil rights experience and training, and supervision.*

The External EEO Coordinator is Daniel Weaver. He has functioned in the position for 4.5 years. Daniel has trained under the NDDOT Civil Rights Director and has conducted more than 40 contractor compliance reviews during his time in the Civil Rights Division. He retired from the United States Navy after serving 25 years.

- 4. Indicate whether compliance program is centralized or decentralized.*

The External EEO program is centralized.

- 5. Identify EEO Coordinator's staff support (full- and part-time) by job Title and indicate areas of their responsibilities.*

Staff support for the position is part-time. The part-time position is titled Temporary Assistant Program Administrator and is filled by Bri Verkaik and has been in this role since 2024. Additionally, she assists the other Civil Rights Program Managers with duties as assigned.

- 6. Identify any other individuals in the central office having a responsibility for the implementation of this program and describe their respective roles and training received in program area.*

Ramona Bernard, Director of the Civil Rights Division, oversees both External and Internal EEO functions, including Contractor Compliance, DBE, DBE Supportive Services, OJT, OJT Supportive Services, Title VI, and ADA. Mrs. Bernard has a Bachelor's Degree in Business Management and Information Technology and has trained extensively on EEO matters through FHWA, other training programs, and WASHTO/AASHTO conferences. Determination made by the EEO Program Coordinator must have the concurrence of the division director prior to finalization.

B. District or division personnel.

- 1. Describe the responsibilities and duties of any district EEO personnel. Identify to whom they report.*

District construction personnel and consultant staff are responsible for a variety of EEO activities, including provide EEO/Contractor Compliance information at Pre-job Construction Conferences, ensuring that required posters and policies are posted on the Project Bulletin Board and reviewed on a regular basis, completing EEO/LC interviews, payroll review/acceptance, and ensuring overall compliance with all required and special contract provisions.

The duties are generally performed by the Project Engineer, who reports to the Assistant District Engineer where the project is located. Project Engineers can be either a NDDOT employee or a Consulting Engineer employee. The Assistant District Engineers are the primary liaisons between the district staff and the Civil Rights Division.

- 2. Explain whether district EEO personnel are full-time or have other responsibilities such as labor compliance or engineering.*

District personnel have EEO responsibilities, but are primarily engineers and engineering technicians and consultants, and work full-time in the field. The Civil Rights Division responds to emails and phone calls from the construction staff.

- 3. Describe training provided for personnel having EEO compliance responsibility.*

The CRD ensures all Civil Rights Manuals are up to date and ready for use by construction personnel explaining all facets of Contractor Compliance, Labor Compliance, DBE, OJT, and Title VI. Each spring, the Division holds External Civil Rights training for 3 hours for all city engineers, county engineers, consultant engineers, and NDDOT staff. CRD also participates in the monthly Construction Coordinators meetings hosted by Construction Services Division. The intent of the meeting is to provide a forum for the Districts to discuss issues or topics related to construction, as well as update the Districts on items in our office (Construction Services). CRD provides updates and mini training sessions on various programs within CRD.

The Civil Rights Division staff participates in all training sessions offered by FHWA and FTA pertaining to Civil Rights Programs.

CRD Director Ramona Bernard:

Learner Transcript

NDSLM002

Run Date: 9/3/2024
Run Time: 10:35 AM

Learner Name: Bernard,Ramona M
Learner ID: 49140

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2023 Kevin Mitnick Security Awareness Training - 15 minutes	KnowBe4	0	Completed	Completed	10/9/23	0	
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/16/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/11/24	0	
Cultivating Diversity, Inclusion, & Belonging at Work for Team Members	Cultivating Diversity, Inclusi	39301	Attended	Completed	11/21/23	0	
IT Security in the Workplace 2024	KnowBe4	0	Completed	Completed	8/13/24	0	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	38303	Attended	Completed	6/4/24	0	
NDDOT Safe Lift	NDDOT Safe Lift	38473	Attended	Completed	6/4/24	0	
QR Codes: Safe Scanning	KnowBe4	0	Completed	Completed	2/13/24	0	
Slip, Trip and Falls	Slip, Trip, and Falls	17589	Attended	Completed	6/11/24	0	
Total for Education Type:						3.00	
ILINX E-mail Capture Import & ILINX Web Capture	ILINX Email & Web Capture	39369	Attended	Completed	10/26/23	1.5	CH
MPC Research: Learning from the Travel Experiences of Persons with Disabilities: Investigating Navigation Challenges Posed by Infrastructure (MPC 24-515)(June 12, 2024)	TLN External Learning	0	Completed	Completed	6/12/24	1	CH
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/10/24	.5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/10/24	.5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/10/24	.5	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	1/31/24	1	CH
Total for Education Type:						5.00	CH
2023 Procurement Officer Recertification Training: Law and Procedural Changes	2023 Procurement Officer Recer	39227	Attended	Completed	10/4/23	1	PDH
Elevate: Introduction to Data Literacy	Elevate: Introduction to Data	40252	Attended	Completed	3/11/24	.91	PDH
IDEAA Event: Disability Etiquette and Awareness	IDEAA Event: Disability Etique	42402	Attended	Completed	7/17/24	1.5	PDH
IDEAA Event: National Native American Heritage Month	IDEAA Event: National Native A	39545	Attended	Completed	11/15/23	1	PDH
Introduction to Strengths Finder Training	Introduction to Strengths Find	39750	Attended	Completed	10/31/23	3	PDH
Manager Essentials	Manager Essentials	40297	Attended	Completed	4/23/24	8	PDH

Learner Transcript

NDSLM002

Run Date: 9/3/2024
Run Time: 10:35 AM

Learner Name: Bernard,Ramona M
Learner ID: 49140

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
Risk Management Policy Review	Risk Management Policy Review	28195	Attended	Completed	6/10/24	.16	PDH
Team ND Impact Engagement: Engagement Survey in Action + Workplace Wellbeing (Gallup)	Team ND Impact Engagement: Eng	40312	Attended	Completed	2/8/24	2	PDH
Team ND Manager Event: Understanding Engagement Scores and the Next Steps for Engagement	Team ND Manager Event: Unders	40025	Attended	Completed	11/29/23	1	PDH
Team ND Manager Event: Connecting Survey Results to Meaningful Recognition (Gallup)	Team ND Manager Event: Connect	40647	Attended	Completed	3/7/24	1	PDH
Total for Education Type:						19.57	PDH

Total Education Units for Bernard,Ramona M: 27.57

End of Report for Bernard,Ramona M

Civil Rights Admin. Heather Christianson:

Learner Transcript

NDSL002

Run Date: 9/4/2024
Run Time: 8:48 AM

Learner Name: Christianson,Heather M
Learner ID: 113033

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2023 Kevin Mitnick Security Awareness Training - 15 minutes	KnowBe4	0	Completed	Completed	10/9/23	0	
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/15/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/20/24	0	
Cultivating Diversity, Inclusion, & Belonging at Work for Team Members	Cultivating Diversity, Inclusi	39301	Attended	Completed	12/20/23	0	
IT Security in the Workplace 2024	KnowBe4	0	Completed	Completed	8/8/24	0	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	38303	Attended	Completed	6/4/24	0	
NDDOT Safe Lift	NDDOT Safe Lift	38473	Attended	Completed	6/4/24	0	
QR Codes: Safe Scanning	KnowBe4	0	Completed	Completed	2/13/24	0	
Total for Education Type:						3.00	
2023 Affirmative Action Employee Training	2023 Affirmative Action Employ	38318	Attended	Completed	12/29/23	1	CH
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/7/24	.5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/7/24	.5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/7/24	.5	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39776	Attended	Completed	1/31/24	1	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	11/3/23	1	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	11/6/23	1	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	1/31/24	1	CH
Total for Education Type:						6.50	CH
2023 Procurement Officer Recertification Training: Law and Procedural Changes	2023 Procurement Officer Recer	39838	Attended	Completed	12/19/23	1	PDH
Change Management: Introduction to ADKAR	Introduction to ADKAR	31767	Attended	Completed	12/20/23	.5	PDH
IDEAA Event: National Native American Heritage Month	IDEAA Event: National Native A	39545	Attended	Completed	11/15/23	1	PDH
IDEAA: Black History Month-African Americans and the Arts	IDEAA: Black History Month-Afr	40326	Attended	Completed	2/27/24	1	PDH
IDEAA: Celebrating Diversity through a Historical Lens	IDEAA: Celebrating Diversity t	41532	Attended	Completed	4/18/24	1	PDH
IDEAA: Celebrating Juneteenth	IDEAA: Celebrating Juneteenth	42166	Attended	Completed	6/19/24	1	PDH

Learner Transcript

NDSL002

Run Date: 9/4/2024
Run Time: 8:48 AM

Learner Name: Christianson,Heather M
Learner ID: 113033

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
IDEAA: Women's History Month- Caring for the Women in our Communities	IDEAA: Women's History Month-	40939	Attended	Completed	3/26/24	1	PDH
Introduction to Strengths Finder Training	Introduction to Strengths Find	39750	Attended	Completed	10/31/23	3	PDH
Leadership Everywhere for Everyone - The Art of Connecting	Leadership Everywhere for Ever	29800	Attended	Completed	1/16/24	.75	PDH
Leadership Everywhere for Everyone - Time Management	Leadership Everywhere for Ever	29834	Attended	Completed	1/11/24	1	PDH
Leadership Everywhere for Everyone- Navigating Change	Leadership Everywhere for Ever	29847	Attended	Completed	3/7/24	.75	PDH
Leadership Everywhere for People Managers - Active Listening	Leadership Everywhere for Peop	29519	Attended	Completed	12/20/23	.75	PDH
Leadership Everywhere for People Managers - Candid Conversations	Leadership Everywhere for Peop	40524	Attended	Completed	6/18/24	1.5	PDH
Team ND Manager Event: Embracing Generational Differences to Accelerate Team Growth (Gallup)	Team ND Manager Event: Embraci	40650	Attended	Completed	5/2/24	1	PDH
Third-Party Risk Management Training	Third-Party Risk Management Tr	38437	Attended	Completed	12/11/23	25	PDH
Total for Education Type:						15.50	PDH
Total Education Units for Christianson,Heather M:						25.00	

Civil Rights Admin. Amy Conklin:

Learner Transcript

NDSLMO02

Run Date: 9/4/2024
Run Time: 15:00 PM

Learner Name: Conklin,Amy R
Learner ID: 37336

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2023 Kevin Mitnick Security Awareness Training - 15 minutes	KnowBe4	0	Completed	Completed	10/5/23	0	
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/15/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/4/24	0	
IT Security in the Workplace 2024	KnowBe4	0	Completed	Completed	8/8/24	0	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	38303	Attended	Completed	6/4/24	0	
NDDOT Safe Lift	NDDOT Safe Lift	38473	Attended	Completed	6/4/24	0	
QR Codes: Safe Scanning	KnowBe4	0	Completed	Completed	2/7/24	0	
Slip, Trip and Falls	Slip, Trip, and Falls	17589	Attended	Completed	6/7/24	0	
Total for Education Type:						3.00	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/7/24	.5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/7/24	.5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/7/24	.5	CH
Open Records Request Training	Open Records Request Training	41042	Attended	Completed	4/3/24	1	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	1/31/24	1	CH
Total for Education Type:						3.50	CH
2023 Procurement Officer Recertification Training: Law and Procedural Changes	2023 Procurement Officer Recer	39396	Attended	Completed	10/26/23	1	PDH
Elevate: Introduction to Data Literacy	Elevate: Introduction to Data	40252	Attended	Completed	1/23/24	.91	PDH
Introduction to Strengths Finder Training	Introduction to Strengths Find	39750	Attended	Completed	10/31/23	3	PDH
Leadership Everywhere for Everyone - Healthy, Productive Conflict	Leadership Everywhere for Ever	29996	Attended	Completed	1/4/24	1.5	PDH
Leadership Everywhere for Everyone - Servant Leadership-Service and Support of Others	Leadership Everywhere for Ever	30130	Attended	Completed	1/5/24	1	PDH
Leadership Everywhere for Everyone - Teamwork	Leadership Everywhere for Ever	29793	Attended	Completed	1/9/24	.75	PDH
Leadership Everywhere for Everyone - The Art of Connecting	Leadership Everywhere for Ever	29800	Attended	Completed	1/11/24	.75	PDH
Leadership Everywhere for Everyone - The Rewards of a Transparent Workplace	Leadership Everywhere for Ever	29849	Attended	Completed	1/17/24	1	PDH

Learner Transcript

Learner Name: Conklin, Amy R
Learner ID: 37336

From Date: 09/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed DI	Edu Units	Edu Unit Type
Leadership Everywhere for Everyone - Time Management	Leadership Everywhere for Ever	29834	Anended	Completed	1/19/24		PDH
Leadership Everywhere for Everyone - Working at a Distance	Leadership Eve.,where for Ever	29773	Attended	Completed	11/23/24	.8	PDH
Leadership Everywhere for Everyone - Navigating Cha09e	Leadership Everywhere for Ever	29847	Anended	Completed	2/5t.24	.75	PDH
Leadership Everywhere for People Managers - Active	Leadership Eve.,where for Peop	29519	Anended	Completed	2/12/24	.75	PDH
Leadership Everywhere for People Managers - Bringing Out Your Team's Best	Leadership Eve.,where for Peop	29602	Anended	Completed	2/15/24		PDH
Leadership Everywhere for People Managers - Candid Conversations	Leadership Everywhere for Peop	29612	Attended	Completed	2/15/24		PDH
Leadership Everywhere for People Managers - Effective Leaders Build Trust	Leadership Eve.,where for Peop	29767	Attended	Completed	3/12/24	1.5	PDH
Leadership Everywhere for People Managers - How Delegation Develops Your Team	Leadership Eve.,where for Peop	29670	Attended	Completed	2/23/24		PDH
Leadership Everywhere for People Managers - How to Manage Workload	Leadership Eve.,where for Peop	29608	Attended	Completed	2/27/24		PDH
Leadership Everywhere for People Managers - Leading Through Change	Leadership Eve.,where for Peop	29672	Attended	Completed	2/29/24		PDH
Leadership Everywhere for People Managers - Team Development	Leadership Eve.,where for Peop	29601	Attended	Completed	3/15/24	.8	PDH
Leadership Everywhere for People Managers- Leading from a Distance	Leadership Eve.,where for Peop	29629	Attended	Completed	3/14/24		PDH
Risk Management Policy Review-	Risk Management Policy Review	28195	Attended	Completed	6/17/24	.16	PDH
State of ND Procurement Level 3 & 4-	State of ND Procurement Traini	39592	Attended	Completed	4/18/24	.7	PDH
State of ND Procurement Level 2 ONLINE	Module 1 - Small Purchase Proc	40216	Attended	Completed	2/28/24	.53	PDH
State of ND Procurement Level 2 ONLINE	Module 2 - Vendor Registration	40216	Anended	Completed	2/28/24	.53	PDH
State of ND Procurement Level 2 ONLINE	Module 3 - Alternate Procurement	40216	Attended	Completed	2/26/24	.53	PDH
State of ND Procurement Level 2 ONLINE	Module 4 - Protests and Appeals	40216	Attended	Completed	2/28/24	.53	PDH
State of ND Procurement Level 2 ONLINE	Module 5 - Managing Contractual	40216	Anended	Completed	2/28/24	.53	PDH
Team ND Impact Engagement: Engagement Survey in Action+ Workplace Wellbeing (Gallup)	Team ND Impact Engagement: Eng	40312	Anended	Completed	2/8/24	.2	PDH
Team ND Manager Event: Understanding Engagement Scores and the Next Steps for Engagement	Team ND Manager Event	40025	Anended	Completed	11/29/23		PDH
Team ND Manager Event: Boss to Coach Intensive- Building a Strengths Based Team: 4 Basic Needs of Team Members (Gallup)	Team ND Manager Event Boss to	41722	Attended	Completed	7/9/24	1.5	PDH
					Tot...11 for Educ.1.tion Type:	35.8	PDH
						2	

Civil Rights Admin. Jessica Stadick-Feist:

Learner Transcript

NDSLMO02

Run Date: 9/3/2024
Run Time: 11:23 AM

Learner Name: Stadick-Feist, Jessica L
Learner ID: 130493

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2023 Kevin Mitnick Security Awareness Training - 15 minutes	KnowBe4	0	Completed	Completed	10/6/23	0	
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/29/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/13/24	0	
IT Security in the Workplace 2024	KnowBe4	0	Completed	Completed	8/8/24	0	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	38303	Attended	Completed	6/4/24	0	
NDDOT Safe Lift	NDDOT Safe Lift	38473	Attended	Completed	6/4/24	0	
QR Codes: Safe Scanning	KnowBe4	0	Completed	Completed	2/9/24	0	
Slip, Trip and Falls	Slip, Trip, and Falls	17589	Attended	Completed	6/12/24	0	
Total for Education Type:						3,00	
Dealing Effectively with Conflict (Nov 16, 2023)	TLN External Learning	0	Completed	Completed	11/16/23	3	CH
How to Handle Difficult Customers (Dec 12, 2023)	TLN External Learning	0	Completed	Completed	12/12/23	3	CH
ILINX E-mail Capture Import & ILINX Web Capture	ILINX Email & Web Capture	39369	Attended	Completed	10/26/23	1,5	CH
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/12/24	,5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/12/24	,5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/12/24	,5	CH
Navigating Difficult Conversations (Nov 30, 2023)	TLN External Learning	0	Completed	Completed	11/30/23	3	CH
Open Records Request Training	Open Records Request Training	41042	Attended	Completed	4/3/24	1	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39776	Attended	Completed	11/7/23	1	CH
Transferring Knowledge Before it Walks Out the Door (Jan 30, 2024)	TLN External Learning	0	Completed	Completed	1/30/24	1,5	CH
Work Life Balance (Nov 20, 2023)	TLN External Learning	0	Completed	Completed	11/20/23	2	CH
Total for Education Type:						17,5	CH
						0	
2023 Procurement Officer Recertification Training: Law and Procedural Changes	2023 Procurement Officer Recer	39838	Attended	Completed	12/8/23	1	PDH
Elevate: Introduction to Data Literacy	Elevate: Introduction to Data	40252	Attended	Completed	1/29/24	,91	PDH
IDEAA: Celebrating Juneteenth	IDEAA: Celebrating Juneteenth	42166	Attended	Completed	6/19/24	1	PDH
Introduction to Strengths Finder Training	Introduction to Strengths Find	39750	Attended	Completed	10/31/23	3	PDH
Risk Management Policy Review	Risk Management Policy Review	28195	Attended	Completed	6/12/24	,16	PDH

Learner Transcript

NDSLMO02

Run Date: 9/3/2024
Run Time: 11:23 AM

Learner Name: Stadick-Feist, Jessica L
Learner ID: 130493

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
State of ND Procurement Level 3 & 4	State of ND Procurement Traini	39591	Attended	Completed	2/22/24	7	PDH
State of ND, Procurement Level 2 ONLINE	Module 1 - Small Purchase Proc	40216	Attended	Completed	1/8/24	,53	PDH
State of ND, Procurement Level 2 ONLINE	Module 2 - Vendor Registration	40216	Attended	Completed	1/8/24	,53	PDH
State of ND, Procurement Level 2 ONLINE	Module 3 - Alternate Procureme	40216	Attended	Completed	1/8/24	,53	PDH
State of ND, Procurement Level 2 ONLINE	Module 4 - Protests and Appeal	40216	Attended	Completed	1/8/24	,53	PDH
State of ND, Procurement Level 2 ONLINE	Module 5 - Managing Contractua	40216	Attended	Completed	1/8/24	,53	PDH
Team ND Manager Event: Boss to Coach Intensive- Building a Strengths Based Team: 4 Basic Needs of Team Members (Gallup)	Team ND Manager Event: Boss to	41722	Attended	Completed	7/9/24	1,5	PDH
Total for Education Type:						17,2	PDH
						2	
Total Education Units for Stadick-Feist, Jessica L:						37,72	

End of Report for Stadick-Feist, Jessica L

Civil rights Temp. Admin. Bri Verkaik:

Learner Transcript

NDSLMO02

Run Date: 9/3/2024
Run Time: 9:32 AM

Learner Name: Verkaik,Bri
Learner ID: 137842

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/27/24	0	
Active Shooter Video	Active Shooter Video	35004	Attended	Completed	3/18/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/18/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/20/24	0	
Basic Forms Management	Basic Forms Management	7780	Attended	Completed	3/19/24	0	
DOT Fraud Awareness	DOT Fraud Awareness	35078	Attended	Completed	3/18/24	0	
Incident Reporting/Risk Management	Incident Reporting/Risk Managem	34998	Attended	Completed	3/18/24	0	
NDDOT Policies, Harassment, and Diversity	NDDOT Policies, Harassment, D	35001	Attended	Completed	3/18/24	0	
Slip, Trip and Falls	Slip, Trip, and Falls	17589	Attended	Completed	6/11/24	0	
State Fleet Services	State Fleet Services	35002	Attended	Completed	3/18/24	0	
Temporary Employee Benefits	Temporary Employee Benefits	35007	Attended	Completed	3/18/24	0	
Title VI New Employee	Title VI New Employee	34961	Attended	Completed	3/18/24	0	
Total for Education Type:						3.00	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/11/24	.5	CH
NDDOT Employee Orientation	NDDOT Employee Orientation one	41760	Attended	Completed	7/10/24	5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/11/24	5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/11/24	.5	CH
Open Records Request Training	Open Records Request Training	41042	Attended	Completed	4/3/24	1	CH
Timesheet New Hire	Timesheet New Hire	31465	Attended	Completed	3/18/24	1	CH
Timesheet New Hire	Timesheet New Hire	31465	Attended	Completed	3/19/24	1	CH
Updating Your Employee Job Description	Updating Your Employee Job Des	37913	Attended	Completed	4/18/24	1	CH
Total for Education Type:						10.5	CH
						0	
Defensive Driving Course (Online Version)	Defensive Driving Course (Onli	35351	Attended	Completed	3/21/24	2.5	PDH
Defensive Driving Course (Online Version)	State Fleet Policy Manual Revi	35351	Attended	Completed	3/21/24	2.5	PDH
Risk Management Policy Review	Risk Management Policy Review	28195	Attended	Completed	6/11/24	.16	PDH
State of ND Procurement Level 3 & 4	State of ND Procurement Traini	39592	Attended	Completed	4/18/24	7	PDH

Learner Transcript

NDSLMO02

Run Date: 9/3/2024
Run Time: 9:32 AM

Learner Name: Verkaik,Bri
Learner ID: 137842

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
State of ND, Procurement Level 1 ONLINE	1 Introduction to Procurement	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	2 Existing Sources of Supply	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	3 RRI Sources of Supply	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	4 Specifications	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	5 Micro Purchase Procedures	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	6 Printing	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	7 Purchasing Card Training	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 1 ONLINE	8 Third-Party Risk Management	39690	Attended	Completed	3/19/24	.37	PDH
State of ND, Procurement Level 2 ONLINE	Module 1 - Small Purchase Proc	40216	Attended	Completed	3/20/24	.53	PDH
State of ND, Procurement Level 2 ONLINE	Module 2 - Vendor Registration	40216	Attended	Completed	3/20/24	.53	PDH
State of ND, Procurement Level 2 ONLINE	Module 3 - Alternate Procureme	40216	Attended	Completed	3/20/24	.53	PDH
State of ND, Procurement Level 2 ONLINE	Module 4 - Protests and Appeal	40216	Attended	Completed	3/20/24	.53	PDH
State of ND, Procurement Level 2 ONLINE	Module 5 - Managing Contractua	40216	Attended	Completed	3/20/24	.53	PDH
Total for Education Type:						17.7	PDH
						7	
Total Education Units for Verkaik,Bri:						31.27	

Civil Rights Admin Daniel Weaver:

Learner Transcript

NDSL002

Run Date: 9/3/2024
Run Time: 10:24 AM

Learner Name: Weaver, Daniel L
Learner ID: 129223

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
2023 Kevin Mitnick Security Awareness Training - 15 minutes	KnowBe4	0	Completed	Completed	10/9/23	0	
2024 External Civil Rights Training	Internal Learning	0	Completed	Completed	3/27/24	3	
AI Chatbots: Understanding Their Use, Risks, and Limitations in the Workplace	KnowBe4	0	Completed	Completed	5/15/24	0	
Affirmative Action Employee Training	Affirmative Action Employee Tr	40831	Attended	Completed	3/4/24	0	
IT Security in the Workplace 2024	KnowBe4	0	Completed	Completed	8/12/24	0	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	38303	Attended	Completed	6/4/24	0	
NDDOT Safe Lift	NDDOT Safe Lift	38473	Attended	Completed	6/4/24	0	
QR Codes: Safe Scanning	KnowBe4	0	Completed	Completed	2/8/24	0	
Slip, Trip and Falls	Slip, Trip, and Falls	17589	Attended	Completed	6/7/24	0	
Total for Education Type:						3.00	
NDDOT DMP (Designated Medical Provider)	NDDOT DMP (Designated Medical	41973	Attended	Completed	6/7/24	.5	CH
NDDOT Safe Lift	NDDOT Safe Lift	41972	Attended	Completed	6/7/24	.5	CH
NDDOT Safety Policy Review	NDDOT Safety Policies	41974	Attended	Completed	6/7/24	.5	CH
Title VI Annual Employee Training	2023 Title VI Annual Employee	39777	Attended	Completed	11/3/23	1	CH
Total for Education Type:						2.50	CH
2023 Procurement Officer Recertification Training: Law and Procedural Changes	2023 Procurement Officer Recer	39838	Attended	Completed	12/7/23	1	PDH
Introduction to Strengths Finder Training	Introduction to Strengths Find	39750	Attended	Completed	10/31/23	3	PDH
Leadership Everywhere for Everyone	Leadership Everywhere for Ever	31158	Attended	Completed	12/15/23	.5	PDH
Leadership Everywhere for Everyone - Servant Leadership-Service and Support of Others	Leadership Everywhere for Ever	30130	Attended	Completed	2/20/24	1	PDH
Leadership Everywhere for People Managers - Active Listening	Leadership Everywhere for Peop	29519	Attended	Completed	2/20/24	.75	PDH
Leadership Everywhere for People Managers - Effective Leaders Build Trust	Leadership Everywhere for Peop	29767	Attended	Completed	1/9/24	1.5	PDH
Leadership Everywhere for People Managers - Leading Through Change	Leadership Everywhere for Peop	29672	Attended	Completed	1/16/24	1	PDH
Leadership Everywhere for People Managers- Leading from a Distance	Leadership Everywhere for Peop	29629	Attended	Completed	12/15/23	1	PDH

Learner Transcript

NDSL002

Run Date: 9/3/2024
Run Time: 10:24 AM

Learner Name: Weaver, Daniel L
Learner ID: 129223

From Date: 10/01/2023
To Date: 09/01/2024

Course Name	Component	Class Code	Attendance Status	Enrollment Status	Completed Dt	Edu Units	Edu Unit Type
Risk Management Policy Review	Risk Management Policy Review	28195	Attended	Completed	6/7/24	.16	PDH
Total for Education Type:						9.91	PDH

Total Education Units for Weaver, Daniel L: 15.41

C. *Project personnel. Describe the EEO role of project personnel.*

All project personnel have the responsibility for and the duty to report known or suspected EEO abuses by contractors and subcontractors doing federal-aid highway projects. The Project Engineer has a responsibility to note any noncompliance issue in their project diary and to immediately report to the Assistant District Engineer (ADE). The ADE has a responsibility to immediately report any known EEO violation to the Civil Rights Division Director. The course of action required, which would range from informal counseling to withholding of payment or possibly reporting to the OFCCP or other agency, is decided between the ADE and the Civil Rights Division.

II. *Compliance procedures.*

D. *Applicable directives.*

DIRECTIVE	ENTITLED	COMPLIANCE
23 USC 140 (a)	Federal-Aid Highway Act 1968	FHWA / EEO Assurances
23 CFR 230 Subpart AIB	Equal Opportunity (EO) Program	Contract Compliance Supportive Services
23 CFR 230 Subpart D	Construction Contract Compliance Procedures	Contractor Compliance Reviews
23 CFR 230.311	Appendix A to Organizational Structure of	NDDOT External

Subpart C, Part I	the External Program	Organization and Duties
23 CFR 230.313	STA EO Program Approval	AAP to FHWA
23 CFR 230 Appendix A to Subpart c	STA EO Program	Current Practice
23 CFR 230, Appendix A to Subpart C, Part 1, Item #VI-Complaints	EEO Complaints Against Contractors Procedure	Annual Submission Complaint
23 CFR 230.121	PR-1391/PR-1392	Yearly contractor reporting <EE0-5)
23 CFR 230 Subpart A, Appendix AIB FHWA-1273	Required Contract Provisions	FHWA-1273 in all contracts

FHWA Order 4710.8	EEO Goal Authority / OFCCP	Utilize GFE
FHWAA Order 4710.8	Notify OFCCP	Report violation of goal attainment
23 CFR 230.121	Report Contractor Training	PR1391 and Supt. Mo. Training Report

In addition, NDDOT Director Ronald J. Henke signed the FHWA "State Assurances" on 09/16/2024.

E. *Implementation.*

1. *Describe process (methods) of incorporating the above FHWA directives into the NDDOT Contractor Compliance program.*

FHWA Form 1273, the EEO/Affirmative Action requirements, and the Appendix A of the Title VI Assurances are physically incorporated into every federal-aid project proposal. After the bid is awarded, the federal requirements and provisions are discussed at each pre-job construction conference. Each requirement and provision are read and discussed with the contractors and they sign an acknowledgment of each provision. Prime contractors are thereafter required to attach the above provisions to every executed subcontract. Additionally, every subcontract must contain language requiring contractor EEO compliance.

2. *Describe the methods used by the State to familiarize State compliance personnel with all FHWA contract compliance directives. Indicate frequency of workshops, training sessions, etc.*

The Civil Rights Division plans and presents External Civil Rights training each spring for approximately 3 hours as described above. In addition to the annual training, each Program Manager maintains and publishes the most current version of their respective manuals on the NDDOT web page which is available for everyone to view.

3. *Describe the procedure for advising the contractor of the EEO contract requirements at any preconstruction conference held in connection with a Federal-aid contract.*

The District or Consultant Project Engineer presents pertinent EEO information to the contractor and all subcontractors during the pre-job conference. NDDOT utilizes SFN 9423, Pre-Job - EEO, Title VI, Labor Standards, and DBE Participation information. In general, the form covers all Special Provisions, Labor Compliance, Contract Compliance (EEO), DBE. Contractors are required to invite all subcontractors to the Pre-Job Conference, and to send the minutes to those who didn't attend. The Pre-Job Conference form is reviewed each year to ensure that it is current.

III. Accomplishments.

- A. *Describe accomplishments in the construction EEO compliance program during the past fiscal year.*

Regular project compliance review program.

1. Number of compliance reviews conducted.	10
2. Number of contractors reviewed.	10
3. Number of contractors found in compliance.	10
4. Number of contractors found in noncompliance.	0
5. Number of show cause notices issued.	0
6. Number of show cause notices rescinded.	0
7. Number of show cause actions still under conciliation and unresolved.	0
8. Number of follow-up reviews conducted.	0

- B. *Consolidated compliance reviews.*

NDDOT has not done any consolidated reviews.

C. *Home office reviews. If the State conducts home office reviews, describe briefly the procedures followed by State.*

NDDOT does not do home office reviews.

D. *Major problems encountered. Describe major problems encountered in connection with any review activities during the past fiscal year.*

NDDOT experienced no major problems related to Contractor Compliance during the reporting period. Contractors provided all information required, and where any incompliance or additional information was requested, the contractors submitted those required additional documents promptly.

IV. *Areawide plans/Hometown and Imposed (if applicable).*

Not applicable.

V. *Contract sanctions.*

A. *Describe the procedures used by the State to impose contract sanctions or institute legal proceedings.*

NDDOT uses the following process described in 23 CFR 230.409(h) to ensure contractor compliance:

Step 1 - Show Cause Notice - Within 15 days of the exit conference, a contractor found in noncompliance is sent a Show Cause Notice.

Step 2 - A contractor found in noncompliance has 30 days in which to submit an acceptable written Corrective Action Plan (CAP). The CAP must be adequate to correct deficiencies noted.

The NDDOT and the contractor will engage in a Conciliation Conference or negotiations designed to assist the contractor in its efforts to correct deficiencies and be in compliance. If a CAP is arrived at, a follow-up review may be scheduled.

Step 3 - If the CAP is adequate, a show cause recession letter is sent finding the contractor in compliance contingent upon effective implementation of the CAP.

Step 4 - If the CAP is not adequate or cannot be agreed upon, the NDDOT will take formal action under its EEO Assurance.

Step 5 - If the Contractor fails to or refuses to comply, the NDDOT may refer the matter to the FHWA for further action.

At this point, a formal hearing request may be issued through FHWA to the OFCCP. A non-responsive declaration is issued concurrently with the formal hearing request.

NDDOT imposed no sanctions for EEO abuses. There were no administration actions taken against a contractor for failure to comply with EEO laws, regulations, or contract requirements beyond the show cause level.

B. Indicate the State or Federal laws which are applicable.

- Executive Order 11246, Part II, Subpart D.
- 23 CFR 230.409
- FHWA-1273,

C. Does the Stat withhold a contractor's progress payments for failure to comply with EEO requirements? If so, identify contractors involved in such actions during the past fiscal year. If not, identify other actions taken.

Under NDDOT guidelines, contract progress payments may be withheld any time a contractor has failed to adequately fulfill the contract, including ongoing EEO violations or other violations of FHWA 1273.

No such violations were noted in the reporting period and no progress payments were withheld for failure to comply with EEO.

VI. Complaints.

A. Describe the State's procedures for handling discrimination complaints against contractors.

When a complaint is received by a Project Engineer, it is noted in the project diary and referred to the Assistant District Engineer, who consults with the Civil Rights Division in terms of possible noncompliance issues and a remedial course, if necessary. In certain instances, a duty to report to the OFCCP may be present.

Every contractor is required to have the most current and post in a clearly visible area an EEO Grievance Procedure as part of the pre-job conference and initial review of the bulletin board. If the issue cannot be addressed informally through contract compliance procedures, the complaining party is encouraged to use the EEO Grievance procedure. This typically involves an internal grievance with the right to file with either the ND Department of Labor or the EEOC.

B. If complaints are referred to a State fair employment agency or similar agency, describe the referral procedure.

The complainant is advised that he or she should follow the EEO Grievance Procedures adopted by the contractor. This typically involves some type of internal process, followed by the right to file a complaint with the NDDOL or the EEOC. The complainant is provided complaint procedures by the contractor's EEO Officer. Contact information for both agencies must be posted in the EEO Grievance Procedure.

C. Identify the Federal-aid highway contractors that have had discrimination complaints filed against them during the past fiscal year and provide current status.

Based on the information provided in their Contractor Compliance Review, there were no discrimination complaints filed or outstanding.

VII. External training programs, including supportive services.

- A. Describe the State's process for reviewing the work classifications of trainee to determine that there is a proper and reasonable distribution among appropriate craft.*

NDDOT participates in the FHWA OJT program which allows us to place trainees with Contractors, not with projects. NDDOT determines the distribution of work classifications of trainees utilizing many factors. These include contract complexity, contract amounts, and contractor workforce size.

The OJT assignments for the most part compose of one or more trainees per qualifying contractor. NDDOT allows the contractor to choose which classifications those trainees are best placed and where the trainee best meets the needs of the firm.

The contractor is required to submit a training plan for approval before beginning work which details the classification placement and the training hours. The submitted plan is reviewed and approved by the NDDOT OJT Program Administrator to ensure appropriateness of the classification and the training hours.

- B. Describe the State's procedures for identifying the number of minorities and women who have completed training programs.*

Contractors must provide NDDOT weekly status reports regarding the accumulated trainee hours of all trainees assigned. The trainee status - hours, location, and progress - is gathered through weekly phone contacts with the contractor. These reports are reviewed and monitored to determine the number of minorities and women who have completed training programs.

Training Program	2020		2021		2022	
	Women	Minorities	Women	Minorities	Women	Minorities
Equipment Operators	4	6	2	7	5	6
Truck Drivers	0	3	2	2	3	1
Carpenters	0	1	1	1	0	0
Concrete Finishers	0	1	0	2	0	0
GPS Survey Technician	0	0	0	0	0	0
Totals	4	11	5	12	8	7

- C. Describe the extent of participation by women in construction training programs. NDDOT had 23 trainees in skilled craft training programs during 2020, of which 5 were non-minority females and 1 minority female.

The following represents, by percentage, the history of participation by women and minorities in the training program.

	Women	Women Percentage	Minority	Minority Percentage	Annual Total Trained
2020	4	27%	11	73%	15
2021	5	29%	12	71%	17
2022	8	53%	7	47%	15

NDDOT compiles information from contractor FHWA PR-1392 reports to determine the level of female and minority participation on federal-aid highway construction projects.

For 2024, the following represents all participation of females and minorities, including trainees:

Classification	Total Workforce	Females in Workforce	2024 % of Female in Workforce
Operator	583	19	3.26%
Truck Driver	340	29	8.53%
Carpenter	61	0	0%
Cement Mason	30	0	0%
Electrician	54	0	0%
Laborer	809	71	8.78%
TOTALS for all Classifications	1877	119	6.34%

The contract goal of 6.9% for women set by the OFCCP is used here as a benchmark.

Classification	Total Workforce	Minorities in Workforce	2024 % of Minorities in Workforce
Operator	583	88	15.10%
Truck Driver	340	73	21.47%
Carpenter	61	36	59.02%
Cement Mason	30	13	43.33%
Electrician	54	6	11.11%
Laborer	809	245	30.28%
TOTALS for all Classifications	1877	461	24.56%

North Dakota's minority participation is greater than the OFCCP goal of 4.4% set in the contract special provisions. NDDOT acknowledges it has no authority to enforce OFCCP goals. They are used here only to provide a basis of comparison.

- D. Describe the efforts made by the State to locate and use the services of qualified minority and female supportive service consultants. Indicate if the State's supportive service contractor is a minority or female-owned enterprise.*

NDDOT uses an OJT Supportive Services Contractor. An RFP was issued April 01, 2024 and the selected firm is a non-minority male owned consultant engineering firm based in Bismarck, ND. There is one 12 month extension to this contract if NDDOT chooses to utilize it, otherwise another RFP will be issued in the early spring of 2025 for the 2025-2026 contract period.

VIII. Disadvantaged Business Enterprise Program

- A. Describe the method used for listing of minority contractors capable of, or interested in, highway construction contracting or subcontracting. Describe the process used to circulate names of appropriate minority firms and associations to contractors obtaining contract proposals.*

NDDOT maintains a DBE/ACDBE Directory on our Internet site. It is instantaneously updated when any changes have been made, firms removed, or new firms added within our Certification and Compliance System. Contractors can search the site by name of the firm, NAICS code, or work type. In addition, NDDOT produces, distributes, and notifies contractors of minority firms that have been certified as DBEs through its DBE Newsletter. The Newsletter is published 10 working days prior to each Department bid opening.

Contractors bidding on federal-aid highway projects are required to communicate their intentions to subcontractors. The DBE Special Provision requires contractors to complete both of the following options when bidding on Race Gender Conscious projects:

1. Advertise in the NDDOT DBE Newsletter which NDDOT circulates 10 days before a bid opening to the DBE Community.
2. Indicate their intention to bid on projects using the online Bid Opening Sign-In System.

If the project is Race Neutral, they are encouraged to do one or the other.

- B. Describe the State's procedure for insuring that all contractors take action to affirmatively solicit the interest, capability, and prices of potential minority subcontractors.*

NDDOT reviews every apparent low bidder in a bid opening to determine if the contractor is making a Good Faith Effort to utilize DBE firms. If they are found to not have made a Good Faith Effort, the committee recommends to executive management that the bidder not be awarded the project. Executive management makes the final decision to award or not award.

- C. *Describe the State's procedure for ensuring that contractors have designated liaison officers to administer the minority business enterprise program in an effective manner. Specify resource material, including contracts, which the state provides to liaison officers.*

Prior to the commencement of all projects, a Pre-Job Conference is held. At each Pre-Job Conference the contractor identifies its EEO Officer and its DBE Officer. The names are included in the pre-job conference minutes which are distributed to all DBEs and non-DBE subcontractors, suppliers, manufacturers, and any other providers of services on the project.

The DBE Special Provision is included in every federally funded plan and proposal plus is included in the actual construction contract.

Prime contractors are to supply DBE firms with progress charts that adequately notify them of the predetermined time they are expected to fulfill their part of the contract. DBEs should be notified of any changes to the chart accordingly.

If a DBE needs to be replaced on a project, for any reason, NDDOT has a replacement approval process that must be followed prior to any action being taken.

- D. *Describe the action the State has taken to meet its goals for prequalification or licensing of minority business. Include dollar goals established for the year and describe what criteria or formula the State has adopted for setting such goals. If it is different from the previous year, describe in detail.*

NDDOT calculated the DBE achievement goal using the criteria in 49 CFR Part 26.45. The determination is based on a level of DBE participation relative to all businesses ready, willing and able to participate on Federally-assisted contracts, and reflects a level NDDOT would expect in the absence of discrimination. NDDOT's methodology is based on demonstrable evidence of local market conditions and is designed to ultimately attain a goal that is narrowly tailored to the relative availability of DBE's in the North Dakota market. The current goal is 4.25% * pending FHWA approval as of September 10, 2024.

NDDOT doesn't set dollar goals nor does it set goals for prequalification or licensing of minority businesses.

- E. *Outline the State's procedures for evaluating its prequalification and licensing requirements.*

In accordance with the North Dakota Department of Transportation (NDDOT) Standard Specifications for Road and Bridge Construction, Section 102, a bidder must be pre-qualified by the Department in order to be eligible to submit bids. In addition, contractors need to meet the requirements of other agencies for conducting business in North Dakota. Information for conducting business in North Dakota can be obtained by visiting <http://www.nd.gov/businessreg/>

Bidder pre-qualification is required annually by the NDDOT. Pre-qualified contractors who wish to renew their pre-qualification must submit a complete "Contractor's Pre-qualification Statement" by July 1 of each calendar year.

A bidder is NOT required to obtain a North Dakota contractor's license prior to submitting a bid on a North Dakota Department of Transportation project. (N.D.C.C. Section 43-07-12). However, prior to the execution of a contract, a bidder MUST have obtained the appropriate North Dakota contractor's license and secured workers' compensation coverage from Workforce Safety & Insurance.

- F. Identify instances where the State has waived prequalification for subcontractors on Federal-aid construction work or for prime contractors on Federal-aid contracts with an estimated dollar value lower than \$100,000.*

There is no prequalification for subcontractors. There is no waiving of prequalification for prime contractors.

- G. Describe the State's methods of monitoring the progress and results of its disadvantaged business enterprise efforts.*

NDDOT utilizes our online Certification and Compliance System for DBE certification, tracking prompt pay and counting overall DBE participation at the end of each project. In addition, during compliance reviews contractor's procedures for selecting subcontractors is reviewed to ensure that DBE's were either used or the contractor made a Good Faith Effort to secure subcontracts with DBE firms.

IX. Liaison

- A. Describe the liaison established by the State between public (State, county and municipal) agencies and private organizations involved in EEO programs. How is the liaison maintained on a continuing basis?*

The Title VI Specialist in the Local Government Division annually reviews city, county, or Municipal Planning Organizations (MPO) regarding Title VI issues. Title VI is tied into employment (and therefore EEO) if "a primary objective of the Federal financial assistance is to provide employment" (42 U.S.C. 2000d-3) or discrimination in employment leads to discrimination in services and benefits.

During the period between January 1, 2023 and June 30, 2024, Local Government Division had one division and no districts with sub-recipients.

Sub-recipients are randomly selected for annual reviews in the year in which the project is constructed. Ten percent of the available pool or a minimum of one review will be conducted in the year the project is constructed.

The Title VI Specialist conducted one Title VI review. This review was conducted on the City of Bismarck, who also received FTA funds. Findings from this review were reviewed and approved by the Local Government Division Director prior to release to the entities for voluntary cooperative remedial efforts.

Title VI review criteria includes personnel employed, composition and selection of commission, council, committee, and boards, recruitment, and internal and external outreach. No overt discrimination issues related to services or benefits stemming from

employment discrimination have been found in any of these reviews, although it has been recommended to increase the locations for posting available positions and to remove the requested social security number from the form that is requesting the race and sex of the applicant to eliminate even a hint of discrimination. Both recommendations have been implemented.