

Title VI/ Nondiscrimination and ADA Program Goals and Accomplishments FY 2025

prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

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submitted to

FEDERAL HIGHWAY ADMINISTRATION

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Table of Contents

Contents

NDDOT GOALS AND ACCOMPLISHMENTS REPORT	4
I. ACCOMPLISHMENTS.....	4
PROGRAM AREA REVIEWS CONDUCTED DURING FY 2024.....	4
SUB RECIPIENT REVIEWS CONDUCTED DURING FY 2024	4
TITLE VI RELATED TRAINING – INTERNAL	5
Title VI Specialists.....	5
New Title VI Specialists.....	5
New Employee Title VI Training.....	3
NDDOT Staff.....	7
TITLE VI TRAINING – EXTERNAL	8
Sub Recipients.....	8
Stakeholders.....	9
EXTERNAL COMPLAINTS OF DISCRIMINATION	9
OTHER TITLE VI RELATED ACTIVITIES	9
1. Bridge Division	9
2. Civil Rights Division	10
3. Communications Division	11
4. Construction Services Division.....	12
5. Design Division	12
6. Driver License Division	13
7. Environmental and Transportation Services Division.....	14
8. Executive Division	14
9. Financial Management Division	15
10. Legal Division.....	15

11. Local Government Division	15
12. Maintenance Division	16
13. Materials and Research Division	16
14. Motor Vehicle Division	16
15. Planning/Asset Management Division	17
16. Programming Division.....	19
17. Audit Services.....	18.
18. Safety Division.....	20
19. State Fleet Services Division	20
20. District Offices.....	20
SPECIAL EMPHASIS PROGRAM AREAS	24
II. GOALS.....	24
A. PROGRAM AREA INTERNAL REVIEWS SCHEDULED FOR FY2025	24
B. SUB RECIPIENT REVIEWS SCHEDULED FOR FY2025	24
C. TITLE VI TRAINING - INTERNAL.....	27
1. Title VI Specialists.....	27
2. New Title VI Specialists	27
4. New Title VI Employee Training.....	28
5. NDDOT Staff	21
D. TITLE VI TRAINING – EXTERNAL.....	28
1. Sub Recipients.....	28
2. Stakeholders	29
E. OTHER TITLE VI RELATED ACTIVITIES.....	30
1. Bridge Division	30
2. Civil Rights Division	30
3. Communications Division.....	30
4. Construction Services Division.....	30
5. Design Division	31

6. Driver License Division.....	31
7. Environmental and Transportation Services Division	31
8. Executive Division.....	31
9. Financial Management Division	31
10. Legal Division.....	32
11. Local Government Division	32
12. Maintenance Division	32
13. Materials and Research Division	32
14. Motor Vehicle Division.....	32
15. Planning/Asset Management Division.....	32
16. Programming Division.....	33
17. Audit Services	33
18. Safety Division.....	33
19. State Fleet Services Division	33
20. District Offices	33
F. Exhibits A – E.....	34
NDDOT PUBLIC INVOLVEMENT REPORT/PUBLIC MEETING PROGRAM REVIEW REPORT 2024	34
EXHIBIT B.....	53
NDDOT TITLE VI REVIEW – SUB RECIPIENT REPORT 2024-2025	53
EXHIBIT C.....	54
TITLE VI SPECIALISTS TRAINING SCHEDULE 2024-2025.....	54
EXHIBIT D	
TITLE VI SPECIALIST TRAINING SCHEDULE 2024-2025	EXHIBIT E..... 55
SUB RECIPIENT TITLE VI FORMS	55

NDDOT GOALS AND ACCOMPLISHMENTS REPORT

I. ACCOMPLISHMENTS

PROGRAM AREA REVIEWS CONDUCTED DURING FY 2024

- 1) Civil Rights conducted one Program Area Internal Review. The division selected for review was the Tribal and Low-Income Outreach in Public Meetings within the Division of Planning and Asset Management.
 - a. Held via Teams.
 - 1) Conducted May 15, 2024, through July 30, 2024.
 - b. Corrective actions taken or planned.
 - 1) Recommendations: None
 - c. See Exhibit A.

SUB RECIPIENT REVIEWS CONDUCTED DURING FY 2024

- 1) Local Government conducted one subrecipient review. The sub recipient selected for review was the City of Bismarck.
 - a. Held in person at the City of Bismarck.
 - 2) Conducted June 3, 2024.
 - b. Corrective actions taken or planned.
 - 1) Recommendations: Findings will be provided to the City of Bismarck for their review, response, and revision after their final documentation is reviewed. The City of Bismarck uploaded this documentation on July 12, 2024, for review.
 - c. This report has not been completed by Local Government.

2) Transit Section had a total of 29 sub recipients that received 5310, 5311 or 5339 federal funds, therefore three transit providers were required to be audited. A total of three audits were completed in 2024.

a. See Exhibit B.

TITLE VI RELATED TRAINING – INTERNAL

1. Title VI Specialists

a. Number of Trainings conducted.

1) Seven trainings were conducted for Title VI Specialists.

b. Topics covered: Title VI Specialist Training (5 trainings), Title VI Specialist Training (held once). These trainings include Title VI Jeopardy, Language Link, Implementation Plan, Relating Title VI to your division, and Goals and Accomplishments reporting.

c. Attendees: Title VI Specialists

d. Audience: Title VI Specialists

e. Follow-up, if any: Title VI Specialist Training, quarterly, will resume November 2024 via Teams.

f. See Exhibit B for the Title VI Specialist Training Schedule for 2024-2025.

g. Civil Rights provided 36 Title VI Specialists (25 Division and 8 District Specialists) one and a half hours of training on a quarterly cycle. See Exhibit C and D.

h. Results of Training

1) The training increased the Title VI Specialists knowledge and understanding of the purpose of Title VI/Nondiscrimination and ADA Program and the impact of NDDOT programs, activities, and services on the people of North Dakota.

2) The training assisted the Title VI Specialists to monitor activities related to nondiscrimination, provide guidance and assistance to division staff and the public, and complete the requirements for annual reporting.

2. New Title VI Specialists

a. Number of Trainings conducted.

1) One training session was held for New Title VI Specialists.

a) Once a Title VI Specialist is appointed, a New Title VI Specialist Training will be scheduled.

- 2) Civil Rights will assign New Title VI Specialist training throughout the reporting period as new Specialists are appointed.
 - b) Description of training session planned.
 - a. New specialists will take a Title VI Specialist Class entitled "Intentional Discrimination and Disparate Impact". the Title VI Program Administrator will provide group online training 1-2 times per year, or as Title VI Specialists are assigned. Training is approximately a total of 3-4 hours. This includes case studies, historic speeches, ADL information and student comprehension.
 - c) Topics covered: FHWA power point about important case laws. The difference between disparate impact and disparate treatment. The training also goes over Title VI Specialist responsibilities.
 - d) Attendees: All newly appointed Title VI Specialists, and all current Title VI Specialists.
 - e) Audience: 4
 - f) Follow-up: New Title VI Specialists attend regular Title VI Specialist Training quarterly, and one extra meeting is conducted in May totaling 5 training courses per year.
 - a. A total of 4 new Title VI Specialists were appointed in 2023-2024. The New Title VI Specialists completed 2-3 hours of new specialist training in FY2023.
 - b. Results of training
 - i. The training enabled the new Title VI Specialists to take on the Title VI responsibilities with the knowledge and confidence necessary to carry out the Title VI responsibilities for their division or district.

3. New Employee Title VI Training

- a. Number of trainings
 - 1) One training session is planned for independent study.
 - 2) Training is assigned to all new employees of ND DOT in the ELM system, and for newly appointed employees.
- b. Topics covered.
 - 1) New employee Title VI training is independent study of FHWA Title VI

videos Local Program Agency Civil Rights Program, Library of Congress Videos and Reference Civil Rights Act of 1964 Page, The Civil Rights Act of 1964 - The Civil Rights Act of 1964: A Long Struggle for Freedom | Exhibitions - Library of Congress, and Impact History Channel video in Epilogue. ADA Videos including what is the ADA? disability etiquette, requesting an accommodation, How and when to disclose your disability with your employer, Job Accommodation Network (JAN) Information and a Limited English Proficiency (LEP) Video.

c. Attendees

- 1) All new ND DOT employees.

d. Audience

- 1) All ND DOT employees.

e. Follow-up, if any:

- 1) All NDDOT new employees are required to complete the Title VI New Employee Training. Employees are assigned this training via online when first becoming employed. This is a multi-segment training course with videos about the Civil Rights Act of 1964 and Library of Congress interactive webpage. It also provides videos about ADA topics and LEP training.

f. Results of training: This will confirm all new NDDOT employees will have a strong base knowledge of Title VI and the Civil Rights Act of 1964.

3. NDDOT Staff

a. Number of trainings

- 1) One Employee Annual Training

b. Topics covered.

- 1) Bias Training held by Katarina Domitrovich with ND Dept of Health and Human Services.

c. Attendees

- 1) All NDDOT employees

d. Audience

- 1) All NDDOT employees

e. Follow-up, if any:

- 1) All NDDOT employees were required to complete the one-and-a-half-hour

Title VI annual training. Employees were provided Title VI Nondiscrimination annual training via online TEAMS and ELM. Bias Training was about conscious and unconscious bias. Attendance is stored in NDDOT online ELM training files.

- 2) Results of training
 - a) NDDOT employees learned important Bias Training. Being able to recognize and understand from another person's viewpoint is an important way to prevent discrimination.
- g. NDDOT Title VI Annual Training is being planned for early 2025. Civil Rights is working with the Rocky Mountain ADA for this and other State of ND resources.

TITLE VI TRAINING – EXTERNAL

1. Sub Recipients

- a. Number of Trainings
 - 1) 1
- b. Topics covered
 - 1) Updating their Title VI Plan.
- c. Attendees
 - 1) City of Bismarck.
- d. Audience
 - 1) N/A
- e. Follow-up, if any
 - 1) The City of Bismarck was selected for a Sub Recipient Review.
- f. See Exhibit E for a link to the Sub Recipient Title VI Forms
 - 1) NDDOT Local Government staff provided one-on-one training in person. They explained the Sub Recipient Audit Checklist and the Title VI/Nondiscrimination and ADA Program Requirements, Guidance. Sub recipients were directed to the NDDOT Title VI/Nondiscrimination and ADA Program web page where a specific sub recipient information web page provides helpful information to enhance their Title VI and ADA programs. See Exhibit E.
 - 2) NDDOT's Title VI/Nondiscrimination and ADA Program has a sub recipient training web page with a variety of training materials. NDDOT provides access to FHWA online training videos specific to local public

agencies for developing Title VI and ADA programs. Also included is a video by the Department of Justice (DOJ) regarding communicating with limited English proficient (LEP) individuals.

a) Results of training:

- (1) Sub recipients gained knowledge and understanding about Title VI/Nondiscrimination and ADA programs and how to enhance their program. Sub recipients strengthened their Title VI and ADA Programs and received federal financial assistance from NDDOT.

2. Stakeholders

a. Number of trainings provided: One recorded training; Website Training materials

b. Descriptions of training session provided

i. External Civil Rights Training

- 1) Prospective sub recipients and stakeholders were provided guidance in developing Title VI programs through one-on-one guidance from the Civil Rights Division, by telephone or email communications.
- 2) NDDOT has training materials available on their website for easy access to stakeholders and prospective sub recipients.

EXTERNAL COMPLAINTS OF DISCRIMINATION

1. Number and status of Complaints received and forwarded to FHWA:
 - a. No Title VI Complaints were received by NDDOT and forwarded to FHWA.
2. Summary for each complaint with status:
 - a. See External Complaints of Discrimination Log.
3. Corrective Action Plans- detailed report of ongoing or completed CAP activities:
4. Special Emphasis Program Area- only if applicable, FHWA will review results and actions taken:
 - a. None identified.
5. The External Complaints of Discrimination Log of the complaints filed with the NDDOT includes information such as the Complainant, Nature of Complaint, Date Filed/Completed, and Disposition. A copy is submitted with this Goals and Accomplishments Report.

OTHER TITLE VI RELATED ACTIVITIES

1) Bridge Division

a. Distribute and collect demographic surveys at all public meetings and encourage disadvantaged population participation in the transportation decision making process.

- 1) Seven public input meetings were held during the reporting period. All events were conducted in

person utilizing a traditional open–house meeting format. Attendees were encouraged to complete and submit the Title VI demographic survey (SFN 60149). A summary of each event is listed below:

- **October 17th, 2023:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for the Sterling Interchange Bridge at I-94 Exit 182. The public input meeting was held at Sterling Elementary School in Sterling, ND. Seven individuals attended the meeting and seven individuals submitted demographic surveys. (PCN 23634)
- **November 14th, 2023:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for the Carlisle Interchange Bridge at I-29 Exit 200. The public input meeting was held at the Johnson Hall Community Center in Drayton, ND. No individuals attended the meeting and no demographic surveys were submitted. (PCN 23637)
- **November 21st, 2023:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for a box culvert located along East Main St. (I-94B) in Valley City. The public input meeting was held at the Valley City High School in Valley City, ND. Six individuals attended the meeting and one individual submitted a demographic survey. (PCN 23770)
- **February 27th, 2024:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for the Crystal Springs Interchange Bridge at I-94 Exit 221. The public input meeting was held at Tappen City Hall in Tappen, ND. Nine individuals attended the meeting and three individuals submitted demographic surveys. (PCN 23345)
- **April 11th, 2024:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for the Menoken Interchange Bridge at I-94 Exit 170. The public input meeting was held at Menoken Elementary School in Menoken, ND. Fifteen individuals attended the meeting and eight individuals submitted demographic surveys. (PCN 23769)
- **April 16th, 2024:** An in-person public input meeting was held to discuss structure replacement/work zone traffic control for three structures along ND Hwy 24 and ND Hwy 1804. The public input meeting was held at the Veteran’s Memorial Building in Cannon Ball, ND. Six individuals attended the meeting and five individuals submitted a demographic survey. (PCN 23771)
- **April 25th, 2024:** An in-person public input meeting was held to discuss structure repairs/replacement and work zone traffic control for nine structures at various locations along ND Hwy 5. The public input meeting was held at the Pembina County Courthouse in Pembina, ND. No individuals attended the meeting and no demographic surveys were submitted. (PCN 23931)

2) Civil Rights Division

- a) Civil Rights worked with the Planning and Asset Management Division to ensure the Public Involvement/and ND DOT policies are in compliance with

CFR guidance.

- b) Record data on request for reasonable accommodations for language assistance.
 - i) One Requests for Reasonable Accommodations for language assistance was received.
- c) Collect and report data on telephonic interpreter services provided to Limited English Proficient persons for NDDOT divisions and districts.
 - i) NDDOT utilized two telephonic interpreter vendors. The language and total minutes provided is reported in each division and district accomplishments.
 - ii) Civil Rights reports the Consultants usage. Consultants utilized 1,062 minutes of telephonic interpreter services for Spanish, Haitian Creole, Somali, Russian, Arabic, French and French-Canadian speaking individuals.
- d) NDDOT updated the USDOT Standard Title VI/Non-Discrimination Assurances with the NDDOT Interim Director's signature and dated October 2, 2024.
- e) NDDOT updated the Title VI/Nondiscrimination and ADA Policy Statement in English and Spanish with the revision date of October 6, 2022, and the NDDOT Interim Director's signature and dated October 2, 2024.
- f) NDDOT prepared the FY2024 External Complaints of Discrimination Log and submitted with this report to FHWA.
- g) Civil Rights annual training is now in ELM which is an online program that automatically records and assigns the course and hours completed for each person into NDDOT's ELM training record.
- h) The Civil Rights Division assisted Driver License and Motor Vehicle Divisions with implementing Cultural Competency Training. Which will be on-going for both divisions.
- i) ADA
 - i) Two Requests for Reasonable Accommodations for disabilities was received, processed, and documentation stored in NDDOT electronic files.

3) Communications Division

- a. Maintain documentation to report on public involvement activities.
 - 1) Communications provides information to the public about critical road information, including flooding, road closures, incidents and accidents, and construction activities using various media sources. The public can link to our social media platforms by visiting the NDDOT's homepage and clicking on the links provided to Facebook, Twitter, LinkedIn, You Tube, and Instagram. <https://www.dot.nd.gov/>
- b. All employees completed Annual Employee Title VI Training online in ELM.

- c. Monitored contracts for Title VI provisions. 160 Press releases sent out between June 31 and July 1st.
- d. All the new contracts were monitored by the Administrative Assistant for completeness. This included the Title VI provisions required for all contracts.
- e. ADA
 - 1) Monitor press releases to make sure ADA compliance notice is included in Public Notices.
 - 2) Public can always request ADA assistance through accessibility link through the DOT website. <https://www.dot.nd.gov/>
 - 3) Communications monitors all social media to verify ADA contact information is included in public input social media posts.

4) Construction Services Division

- a. Construction Services reviewed its goals for the period 7/1/2023 through 6/30/2024. The listed goal was to monitor construction contracts for inclusion of Form FHWA-1273, Revised July 5, 2022, and to monitor for any updates to the assurances.
 - 1) The Construction Services review found that there was a change made to requirements for inclusions of contracts. On August 23, 2023, the Department of Labor updated the required contract provisions contained in 29 CFR 5.5 by publishing its Davis-Bacon final rule in the Federal Register. As a result, FHWA revised Form FHWA-1273 to incorporate the new required contract provisions. This version of the form must be incorporated into all Federal-aid construction contracts awarded after October 23, 2023. This form also incorporates, and references appendices A and E of the Standard Title VI Assurances as required in past reviews.
 - 3) Construction Services completed its review for compliance for the period by checking for the inclusion of Form FHWA-1273 into contracts entered by the North Dakota Department of Transportation. This was done by randomly choosing federal aid contracts with bid dates beginning October 23, 2023, and looking for inclusion of Form FHWA-1273. The projects chosen at random were RAI-HES-1-024(026)009, RBD-NH-1-083(142)127, HES-2-009(023)041, SS-2-020(027)011, SS-3-066(041)019, NH-3-200(032)254, ARP-SS-4-804(007)185, IB-4-014(044)114, SS-5-008(062)090, NHU-5-022(135)069, IM-6-029(175)187, SS-6-032(069)219, HES-7-999(025), RBD-SS-7-806(014)306, IM-8-029(191)064, and HEN-8-013(063)374. All the monitored project documents contained Form FHWA-1273, Revised October 23, 2023.

5) Design Division

- a. Collected data on public involvement activities.
- b. Review the Public Participation Survey collection process for virtual public meetings.
- c. ADA
 - 1) Continue to implement, monitor, and update Section 2 – “Public Rights of Way” of the NDDOT ADA Transition Plan.
- d. Design division hosted or through their consultants 13 Public Meetings
Design division hosted or through their consultants 13 Public Meetings

- a. PCN 23114, 35 attendees, 14 surveys answered.
- b. PCN 23542, 17 attendees, 7 surveys answered.
- c. PCN 23583, 16 attendees, 8 surveys answered.
- d. PCN 23596, 21 attendees, 1 surveys answered.
- e. PCN 23596, 31 attendees, 3 surveys answered.
- f. PCN 23672, 0 attendees, 0 survey answered.
- g. PCN 23787, 15 attendees, 2 surveys answered.
- h. PCN 23810, 5 attendees, 2 surveys answered.
- i. PCN 23896, 16 attendees, 6 surveys answered.
- j. PCN 23928, 16 attendees, 2 surveys answered.
- k. PCN 23929, 7 attendees, 4 surveys answered.
- l. PCN 24129, 125-150 attendees, 50 surveys answered.
- m. PCN 24130, 21 attendees, 1 survey answered.

e. The Information for the PIM Title VI surveys is input into a spreadsheet. The following analysis was completed:

- 1. 100 surveys were completed.
- 2. 99 surveyed spoke English, 1 response was blank.
- 3. 95 identified as White, 1 as Asian/American Indian/Alaskan Native, 3 as American Indian/Alaskan Native and 1 as White/Hispanic or Latino.
- 4. 38 were female, 62 were male.

f. All Division employees will complete the Employee Title VI Annual Training online by September 30, 2024.

g. Continue to implement, monitor, and update Section 2 – “Public Rights of Way” of the NDDOT ADA Transition Plan.

- 1) Constructed, planned/programmed/design the curb ramps as outlined in Appendix B Schedule for Providing Curb Ramps of the ADA Transition Plan.
- 2) Constructed, planned/programmed/design the curb ramps as outlined in Appendix B Schedule for Providing Curb Ramps of the ADA Transition Plan.
- i. Central office and some District staff are planning on attending specialized training with the North Dakota Local Technical Assistance Program (NDLTAP) that’s tentatively scheduled for spring 2024 that specialized in ADA design.

6) Driver License Division

- a. Collected and reported data on services provided to Limited English Proficient persons.
 - 1) The Noncommercial Class D knowledge test is offered in 13 foreign languages and automated American Sign Language at the eight major offices and 11 field offices. A total number of 24,439 Noncommercial Class D tests were administered which included tests in foreign languages as follows:

- a) 2,052 administered in Spanish
- b) 30 administered in Somali
- c) 474 administered in French
- d) 157 administered in Arabic
- e) 12 administered in Nepali
- f) 31 administered in Chinese
- g) 351 administered in Russian
- h) 20 administered in Swahili
- i) 51 administered in Vietnamese
- j) 84 administered in Turkish
- k) 2 administered in Serbo-Croatian
- l) 0 administered in American Sign Language
- m) 100 administered in Dari (added 2022)
- n) 21 administered in Pashto (added 2022)

- 1) Twenty-one new driver license employees completed a minimum of one hour of Title VI new employee training.
- 2) Driver License Division utilized 313.65 minutes of telephonic interpreter services for Spanish, Dari, Polish, and Haitian Creole speaking individuals.
- 3) Driver License Division had 5 LEP persons take the driving test, all accompanied by an individual interpreter. All 5 LEP persons passed their driving test.

b. ADA

- 1) Maintained continued accessibility to all the Driver License offices, both the district and field sites.

7) Environmental and Transportation Services Division

a. Collected data on appraisals, negotiations, and relocations.

- 1) Five Appraisers were utilized during the reporting period. The ETS Division maintains a list of qualified fee appraisers. The ETS Division seeks, on a continuing basis, qualified minority appraisers on the list. The selection of appraisers is on a nondiscriminatory basis and selected by the appraisal and skills necessary to complete the appraisal.
- 2) 193 Negotiations took place during the Reporting Period. There were no Title VI concerns raised and no interpreters were requested during the reporting period.
- 3) No Business or Residential Relocations were conducted during the reporting period.

b. ETS had two new employees in the reporting period.

8) Executive Division

a. Ensured all NDDOT Directives are reviewed annually; and make identified revisions.

- 1) All Divisions were sent their policies for review in October of 2023. They have been reviewed and some are still being completed as of March 2024. There is also a new policy being created for the Employee Safety Group.

9) Financial Management Division

- a. Ensured Appendix A and E are included in contracts.
 - 1) Verified that Appendix A and E are attached to procurement contracts.
- b. Verified that LEP customers are notified of the availability of language assistance services within solicitation documents.
- c. Conducted 72 bid openings.
- d. ADA
 - 1) Verified that bidders are advised that reasonable accommodations for disabilities will be made within solicitation documents.

10) Legal Division

- a. Continued to provide the department with assistance in relation to contracts and administrative hearings.
 - 1) Assisted department personnel in addressing various questions in relation to contracts and administrative hearings.
- b. Reviewed new contracts in Contract Management System for inclusion of Title VI Assurances.
 - 1) Confirmed that appropriate Title VI clauses were attached or incorporated into contracts.
- c. Recorded data on requests for accommodations in Administrative Hearings.
 - 1) Legal Division utilized a total of 145.75 minutes of telephonic interpreter services for Spanish and Somali speaking individuals.
- d. ADA
 - 1) Legal Division provided reasonable accommodations for disabilities in administrative hearings through the Hearing Notice and the Hearing Officer asking each petitioner if they need an accommodation to participate in the hearing.

11) Local Government Division

- e. Conducted reviews on 10% or a minimum of one sub recipient for the upcoming reporting period.
 - 1) Local Government Division had a total of five sub recipients in 2023,

therefore one sub recipient was audited for Title VI compliance. The entity was the Bismarck-Mandan Metropolitan Planning Organization (Bis-Man MPO). The review has not concluded. See Exhibit B.

- 2) Conducted reviews on 10% or a minimum of three Transit Providers that receive 5310, 5311 or 5339 federal funds for the upcoming reporting period.
- i) Transit Section had a total of 28 sub recipients that received 5310, 5311 or 5339 federal funds, therefore three transit providers were required to be audited. A total of three audits were completed in 2023.

12) Maintenance Division

f. Collected data on public involvement activities.

- 1) Large IT project underway to add Automated Vehicle Location to all NDDOT plow trucks. This will provide cameras on all trucks when complete.
- 2) Additional cameras added to travel map for public awareness.
- 3) ADA

Buildings Bid but not complete that will be ADA compliant when finished:

- Center Section, Lidgerwood Section, Grafton Section, Beach Section, Oriska Rest Area.
- Capitol Improvement Program completed to identify needs.

- 4) All the new contracts were monitored by the Office Manager for completeness. This included the Title VI provisions required for all contracts.
 - 5) RAISE planning grant completed for TMC and SMART corridor for adding a future Traffic Management Center for 24/7 coverage of Transportation System. Future SMART corridor is planned to test Intelligent Transportation Systems ahead of statewide deployment. Corridor picked in part because of the disadvantaged communities(areas of persistent poverty) along route. Two public involvement meetings completed. (One in Grand Forks and one in Fargo.
- g. New hire employees completed the New Employee Title VI Training.
- 1) We hired two new employees and one summer intern this year.
 - a) All new employees completed the online training on ELM.

13) Motor Vehicle Division

h. Provided Title VI training and technical assistance for all motor vehicle branch office staff.

- 1) Our division provided 20 Motor Vehicle eLearning training sessions with an average of 30 attendees per class. We provided 2 dealer eLearning sessions with an average of 65 attendees. We also had 8

weeklong new employee training courses with a total of 24 employees attending those. This training is open to all 18 of our branch offices as well as our central office staff. Dealer training courses are open to all our 1,000+ licensed dealerships throughout the state. Additionally, we had a 4-day branch review training for two of our contract MTI agents and had a mandatory branch review training for all Bismarck staff.

- 2) All employees completed the Annual Employee Title VI Training in ELM. Provided Title VI training and technical assistance for all motor vehicle branch office staff.
 - 3) All employees completed the Annual Employee Title VI Training in ELM.
- i. Collect and report data on services provided to Limited English Proficient persons.
- 1) Motor Vehicle Division utilized 181.76 minutes of telephonic interpreter services for Spanish speaking individuals.

14) Planning/Asset Management Division

1. Distribute and collect demographic surveys at all in-person and virtual public meetings for later processing.
 - a. No public meetings were held by Planning/Asset Management during this year's reporting period.
2. Continue to review returned Rail Contracts for Appendices A and E of the Title VI Assurances in P/AM contracts.
 - a. Appendices A and E are automatically included by CMS when a new contact is generated.

Six sample contracts (one from each railroad) were spot audited by Stewart Milakovic on May 30, 2024. The contracts consisted of one Crossing Surface Panel Extension Contract, Two Crossing Signal Upgrades, One Crossing New Signal Installation, One Crossing Surface Rehab, and One Crossing Upgrade Antiquated Signal Contract. All appendices were present and accounted for.

3. For future public meetings, continue to contact all Tribal entities and increase efforts to include minority/low-income populations to participate in planning activities.

No public meetings were held by Planning/Asset Management during this year's reporting period, so no outreach occurred with Tribal or minority populations. However, as we prepare the Transportation Connection Update RFP, Tribal and minority populations are both highlighted as primary focus areas to consultants to consider in their proposals, specifically requesting innovative outreach techniques and "meeting people where they are at".

For any future public meetings, the Tribal Planners and Title VI Advocacy Distribution Lists will continue to be utilized to inform the public about any meetings through the Planning/AM Division. Also, the North Dakota Department of Emergency Services (NDDDES), New Americans, Foreign Born, and Immigrant (NFI) Board and North Dakota Department of Health's Equity Officers will all be informed of upcoming meetings to share with their members and will be invited to participate in the development of various planning activities.

4. Work with Rail Planning Project Manager and the North Dakota Safety Council to develop special focus areas for Operation Lifesaver in 2024 after reviewing current year's Operation Lifesaver summary and rail accident trends.

Rail accident data from 2023 was reviewed between Stewart Milakovic, NDDOT Rail Manager Jim Styron and Kevin Brown with the ND Safety Council (NDSC) during February 2024 to determine outreach to specific populations in 2024.

NDSC outreach efforts in the coming year will continue to focus on public awareness of potential highway-rail grade crossing hazards and improving driver and pedestrian behaviors at crossings; specifically, the focus will be on bus drivers, photographers, new drivers, agricultural entities, commercial drivers, college students, the homeless population, and specific outreach to McHenry and Grand Forks Counties.

5. Report on any discretionary grant awards specifically benefiting Title VI populations.

One RAISE grant was awarded to NDDOT that specifically benefited two tribes in the state -- the Turtle Mountain Band of Chippewa and the Spirit Lake Nation. The grant will fund the preliminary engineering and construction of two multi-use trails and crossing enhancements along ND 20/ND 57 from Fort Totten to Devils Lake, in Benson and Ramsey Counties and along US 281 from Belcourt to Sky Dancer Casino & Resort in Rolette County, including a connection to a high school. The project includes a pedestrian and bicycle bridge along ND 57 and the rehabilitation of existing trails that connect to the proposed trails, as well as added lighting and guardrails where feasible.

6. Planning/AM will continue to utilize Environmental Justice screening tools such as the USDOT Equitable Transportation Community (ETC) Explorer, EJ Screen, US Census, and other data resources for grants and planning efforts.

Most of the grants NDDOT submitted this year required verification of EJ Screen, and other data resources. These tools were also used for project selection discussion on grants and were shared with other state agencies by staff where appropriate. The Planning/Rail section has also shared with MPOs and other NDDOT Divisions the 'Friction Points and Livability Impacts' section of the State Freight and Rail Plan (pages 5-13 through 5-47) which was developed using some of these tools about freight impacts of Title VI populations within the state.

Additional 2024 Accomplishments

Stewart Milakovic was invited by the North Dakota Department of Health to serve on a three person NFI Board Member Selection Committee from December 2023 through February 2024. My responsibility was to screen applicants to determine the best candidates for appointment to the Board representing many different ethnic groups with as varied backgrounds as possible. The final candidates selected were from a variety of countries, including Somalia, South Sudan, Liberia, the Democratic Republic of Congo, Columbia, and Ukraine. Some US-born candidates were also selected who had extensive experience with new immigrant populations.

15) Programming Division

- j. The Programming Division accomplished sending out notifications properly for public comment. The NDDOT distributes a spring news release, tailored to each district, as well as to statewide media, including all North Dakota daily and weekly newspapers and broadcast media outlets. The news release identifies major projects in each district and requests public comments.

- k. We discussed with the enterprise software company our needs in an electronic STIP and explained our current processes. We worked with the company through the process of creation to ensure it will meet all our needs. We took part in integrating the information and training in the new software.

16) Audit Services

Audit Services Division addresses Title VI compliance matters relating to the completion of internal and external audit projects.

1. Title VI Responsibilities
 - a) Conducting internal audits of NDDOT district and division activities.
 - b) Conducting audits of consulting engineers indirect cost rates and project costs.
 - c) Conducting motor carrier program audits, including federally required audits of International Fuel Tax Agreement (IFTA) and International Registration Program (IRP) registered North Dakota based motor carriers.
 - d) Completing other special reviews as requested
2. The Division continues to use the risk-based analysis of audited indirect overhead rates submitted by A&E firms.
3. Title VI concerns are considered to ensure determinations were not discriminatory under Title VI requirements.
4. Continued education to Audit Division employees as provided by the NDDOT Civil Rights Division.

17) Safety Division

1. The Highway Safety Office Manager monitored new contracts for Title VI provisions.
2. The Highway Safety Title VI Representative (Office Manager) reviewed 10 random contracts. These contracts were: 12231122, 12231295, 12231265, 12231267, 12231288, 12231117, 12231294, 12231175, 12231120, and 12231327 They all contained the Title VI Nondiscrimination statement and Appendices A & E of the Title VI Assurances that are required on all contracts.
3. The Highway Safety Division did not have any new employees this past year.
4. All of the Highway Safety Division employees attended the Annual Title VI Training

18) State Fleet Services Division

- I. Maintained records for all public involvement activities for vehicle auctions.
 - 1) State Fleet will provide parking assistance for people with disabilities during our in-person vehicle auctions. We are using online auctions currently. There is no longer a physical public presence at our auctions. They, however, are allowed to view the vehicles at the location.
 - 2) Monitor if the State Fleet Auction Site is accessible to the public in being ADA compliant.
 - 3) Vehicle Auction Posters included contact information to request accommodations for language assistance.

4) All new employees completed New Employee Title VI Training in ELM.

m. ADA

1) Vehicle Auction Posters included contact information to request accommodations for disabilities.

19) District Offices

n. Bismarck

1) Continued to monitor projects for discriminatory activity and promptly report complaints.

a) District ADE monitored 34 projects and no discriminatory activity were identified.

b) District ADE monitored 34 projects and 0 complaints were received.

2) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city, county, consultants at a local presentation or explained Title VI requirements at a meeting with officials.

3) Three New Employees to the District completed New Employee Title VI Training online in ELM.

4) Bid out the Apple Creek Rest Area Cleaning Contract.

5) ADA

a) Provided zero Request for Accommodations form for persons with a disability.

o. Devils Lake

1) Continue to monitor projects for discriminatory activity and promptly report complaints.

a) District ADE monitored 19 projects and no discriminatory activity were identified.

2) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city, county, consultants at a local presentation or explained Title VI requirements at a meeting with officials.

3) Six new employees to the district completed New Employee Title VI Training online in ELM.

4) ADA

a) In 2023, the Devils Lake District repainted parking stripes for mobility parking spaces in the Hefti Rest Area.

- p. Dickinson
 - 1) Continued to monitor projects for discriminatory activity and promptly report complaints.
 - a) Jason Fisher (District ADE) monitored 22 projects and no discriminatory activity were identified.
 - b) Disseminated Title VI information, SFN 9423, which address the Title VI Assurances and where the information is located for further inquiries.
 - c) Seven new employees to the district and completed new employee Title VI Training online in ELM.
 - 2) ADA
 - a) Pedestrian walkway from the city of Bowman out to local business, also ADA applied to curb & gutter along state highway.
 - b) ADA sidewalks were added to city of Scranton along state highway.
- q. Fargo
 - 1) Continue to monitor projects for discriminatory activity and promptly report complaints.
 - 2) Joe Peyerl, District ADE monitored 17 projects and no discriminatory activities were identified.
 - 3) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city, county, consultants at a local presentation or explained Title VI requirements at a meeting with officials.
 - 4) 2 New Employees to the District completed new employee Title VI Training online in ELM.
 - 5) ADA Accomplishments
 - a) Provided ADA accommodations on projects within the Fargo District.
 - b) Repainted parking stripes for mobility parking spaces in the district parking lot.
 - c) Re-established ADA markings at all Fargo District's Visitor Centers.
- r. Grand Forks
 - 1) Continued to monitor projects for discriminatory activity and promptly report complaints.
 - a) Assistant District Engineer (ADE) Jesse Kadrmas monitored 32 projects and no discriminatory activity was identified.

- b) ADE monitored projects and 0 complaints were received.
 - 2) All new employees to the district completed New Employee Title VI Training online in ELM within the first week of employment.
 - 3) All District Employees completed Title VI/Nondiscrimination Annual Employee training via the online ELM system.
 - 6) ADA Repainted parking stripes for mobility parking spaces in the district parking lot, as well as the two rest areas in our District, which are the Larimore Rest Area and the Alexandria Henry Rest Area.
- s. Minot
- 1) Continued to monitor projects for discriminatory activity and promptly report complaints.
 - a) District ADE has made multiple visits to Minot District Projects with no discriminatory activity identified.
 - 2) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city and county consultants at a local presentation. Also explained Title VI requirements at a meeting with officials and went over SFN 9423 at preconstruction meetings mentioning Title VI requirements.
 - 3) Fifteen New Employees to the District completed New Employee Title VI Training online in ELM.
- t. Valley City
- 1) Continue to monitor projects for discriminatory activity and promptly report complaints.
 - a) Valley City District ADE monitored 25 projects and no discriminatory activity were identified.
 - 2) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city, county, consultants at a local presentation or explained Title VI requirements at a meeting with officials.
 - 3) Eight new Employees to the District completed new employee Title VI Training online in ELM.
 - 4) ADA
 - a) Repainted parking stripes for mobility parking spaces.
- u. Williston
- 1) Continued to monitor projects for discriminatory activity and promptly report complaints.
 - a) District ADE monitored all projects, and no discriminatory activity

was identified.

- b) District ADE monitored all projects, and 0 complaints were received.
 - c) Disseminated Title VI information, including the Title VI brochure, Complaint Form, and Access to Language Assistance information to city, county, consultants at a local presentation or explained Title VI requirements at a meeting with officials.
 - d) All New employees to the district completed New Employee Title VI Training online in ELM.
- 2) ADA
- a) Parking stripes for mobility parking spaces in front of the district office building is refreshed as needed.

SPECIAL EMPHASIS PROGRAM AREAS

NDDOT and FHWA did not identify any areas of discriminatory practices.

II. GOALS

The following information describes the NDDOT Program Area Internal Reviews, Sub Recipient Reviews, Internal and External Training, and Other Related Title VI Activities planned for the coming year.

A. PROGRAM AREA INTERNAL REVIEWS SCHEDULED FOR FY2024

- 1. Number of reviews planned
 - a. One Program Area Review planned.
 - 1) The Civil Rights Division will conduct one major program area review during the reporting period 10/1/2023 – 9/30/2024. The program area will be selected according to the NDDOT's Title VI Internal Review Process in NDDOT's Title VI/Nondiscrimination and ADA Program, Implementation Plan for FY2024.

B. SUB RECIPIENT REVIEWS SCHEDULED FOR FY2024

- 1. Number of reviews planned
 - a. One Sub Recipient review planned. This is an estimate based on the Sub Recipient Review and Selection Process.
 - 1) Local Government Division conducts reviews of sub recipients. Sub recipient reviews cannot be determined or scheduled at this time. The sub recipients subject to review will be selected from the pool of applicants that receive Federal financial assistance from October 1, 2023, through June

30, 2024. The number of reviews that will be scheduled is determined by the number of sub recipients NDDOT has as of June 30, 2024. The sub recipients to be reviewed will be selected as defined in the Review and Selection Process for sub recipients in the NDDOT Title VI/Nondiscrimination and ADA Program Implementation Plan.

C. TITLE VI TRAINING - INTERNAL

1. Title VI Specialists

- a. Number of trainings planned
 - 1) Five trainings planned
- b. Description of training sessions planned
 - 1) Civil Rights will conduct five quarterly trainings in one and a half hour sessions for a total of seven hours of annual training for division and district Title VI Specialists. Five trainings are planned in November 14, 2023, January 23, 2024, March 26, 2024, and May 28, 2024, and August 27, 2024, all at 10:30am – 11:30am CST.
 - 2) Title VI Program processes; review procedures; complaints; and Goals and Accomplishments tracking; storing information on activities and data electronically; Program Area Monitoring and Internal Reviews; data collection and supporting documentation; deadlines; Goals and Accomplishment Reporting requirements and submission deadlines. Training or Video presentation of the presenter's choice will also be part of each training.
 - 3) The Title VI Specialist Training Schedule was prepared identifying the subject matter, materials, and dates and times of the training sessions. See Exhibit D.

2. New Title VI Specialists

- a. Number of trainings planned
 - 1) Two training sessions were held for new Title VI Specialists.
 - a) Once a Title VI Specialist is appointed, the New Title VI Specialist Training will be held for them via TEAMS meeting with other New Title VI Specialists.
 - 2) Civil Rights will assign New Title VI Specialist training throughout the reporting period as new Specialists are appointed.
- b. Description of training session planned
 - 1) New specialists will complete the TEAMS online training called New

Specialist Title VI Training. This section will take approximately 2-3 hours to complete, dependent on how the group progresses through the class and participation with the Title VI Program Administrator. The Administrator will provide additional individual or group online training. Training is approximately a total of 3 hours.

- 2) Topics covered: FHWA training regarding important case laws. The difference between disparate impact and disparate treatment. The training will also cover Title VI Specialist responsibilities.

3. New Employee Title VI Training

a. Number of trainings planned

- 1) One training session is planned for independent study.
- 2) Training is assigned to all new employees of ND DOT in the ELM system.

b. Description of training session planned

- 1) New employee Title VI training is independent study of FHWA Title VI videos Local Program Agency Civil Rights Program, Library of Congress Videos and Reference Civil Rights Act of 1964 Page, The Civil Rights Act of 1964 - The Civil Rights Act of 1964: A Long Struggle for Freedom | Exhibitions - Library of Congress, and Impact History Channel video in Epilogue. ADA Videos including what is the ADA? disability etiquette, requesting an accommodation, How and when to disclose your disability with your employer, Job Accommodation Network (JAN) Information and a Limited English Proficiency (LEP) Video.

4. NDDOT Staff

a. Number of trainings planned

- 1) One training session is planned.

b. Descriptions of training session planned

- 1) Civil Rights will develop one hour of Title VI/Nondiscrimination and ADA related annual training for all NDDOT employees. The Title VI Specialist's may choose to provide Title VI Annual Training to their division or district employees using training materials from previous trainings. The one-hour annual training is mandatory for all NDDOT employees. This annual training will be completed during this reporting period, October 1, 2023 – September 30, 2024.

D. TITLE VI TRAINING – EXTERNAL

1. Sub Recipients

a. Number of trainings planned

- 1) 1 sub recipient training planned
 - 2) NDDOT Website Training Materials is planned for independent study or training.
- b. Descriptions of training session planned
- 1) Local Government staff will provide one-on-one training for sub recipients during the application process for federal financial assistance and throughout the duration of the project. NDDOT staff explains Sub Recipient Audit Checklist and the Title VI/Nondiscrimination and ADA Program Requirements, Guidance, and Templates. NDDOT staff provides guidance on NDDOT Sub recipient web page templates and location. See Exhibit G.
 - 2) NDDOT has training materials available on their Title VI/Nondiscrimination and ADA Program webpage specifically for sub recipients to use for independent study or training. NDDOT utilizes FHWA's training videos which are available through NDDOT's website or on the FHWA web site.

2. Stakeholders

- a. Number of Trainings planned
- 1) One live and/or recorded training session is planned.
 - 2) NDDOT Website Training Materials is planned for independent study or training.
- b. Descriptions of training sessions planned
- 1) External Civil Rights Training and Manual
 - 2) In March or April of 2024, Civil Rights Division staff plans to conduct External Civil Rights Training. The External Civil Rights Manual will be updated along with a PowerPoint presentation. The training will be conducted through a live online webinar, if possible; otherwise, it will be recorded. It will be placed on the Civil Rights Division webpage for easy access by stakeholders and the public. The Title VI/Nondiscrimination and ADA Program is under Section I. It includes information on Title VI of the Civil Rights Act of 1964; Americans with Disabilities Act; Standard Title VI/Non-Discrimination Assurances; Title VI/Nondiscrimination and ADA Program Implementation Plan specifically, public involvement, Title VI and ADA compliance oversight, and External Complaints of Discrimination Process. It is available online at <https://www.dot.nd.gov/divisions/civilrights/civilrights.htm>.
 - 3) Prospective sub recipients and stakeholders were provided guidance in developing Title VI programs through one-on-one guidance from the Civil Rights Division, by telephone or email communications.
 - 4) NDDOT has training materials available on their website for easy access to stakeholders and prospective sub recipients.
 - 5) NDDOT Website Training Materials

- a) NDDOT has training materials available on their Title VI/Nondiscrimination and ADA Program webpage specifically for stakeholders to use for independent study or training. NDDOT utilizes FHWA's training videos which are available through NDDOT's website or on the FHWA web site.

E. OTHER TITLE VI RELATED ACTIVITIES

1) Bridge Division

- a. Add all demographic survey data collected by Bridge Division into the Excel Spreadsheet on the NDDOT Title VI Specialist page.

2) Civil Rights Division

- a. Conduct Program Area Reviews as recommended from FHWA guidance.
- b. Record data on requests for reasonable accommodations.
- c. Collect and report data on telephonic interpreter services provided to Limited English Proficient persons for NDDOT divisions and districts.
- d. Continue to collect data and analyze data from each division regarding the Public Participation Survey on the working Excel spreadsheet. Meet with this group when appropriate.
- e. Be present and prepared for each New Employee Orientation Training and give out information regarding employees using Language Link.
- f. Continue to speak with each division of the NDDOT as needed to find out where Title VI can be improved. This includes some new job shadowing before a process review to ensure the validity of the review.
- g. Civil Rights will also work closely with Driver License and Motor Vehicle along with Human Resources to make sure Cultural Competency Training is an ongoing learning experience.
- h. Update policies and procedures as necessary.

3) Communications Division

- a. Utilize social media platforms to increase the public's awareness on public involvement activities.
- b. Utilize the LEP website manual for guidance with the new DOT website.

4) Construction Services Division

- a. Construction Services goals for the upcoming period 7/1/2024 through 6/30/2025 are to continue to monitor construction contracts for inclusion Form FHWA-1273, Revised October 23, 2023, and to monitor for any updates to the assurances. If updates to the

assurances are made, Construction Services will monitor the inclusion of the updates into contracts.

5) Design Division

- a. Collect data on public involvement activities.
- b. Review the Public Participation Survey collection process for virtual public meetings.
- c. ADA
 - 1) Continue to implement, monitor, and update Section 2 – “Public Rights of Way” of the NDDOT ADA Transition Plan.

6) Driver License Division

- a. Continue to collect and report data on services provided to Limited English Proficient persons, for at least the next 5 years. Specifically looking at the following data:
 - i. Number of LEP individuals who took the driving portion of the test.
 - ii. Number of LEP individuals who passed the driving test.
 - iii. Language assistance for the driving portion of the test, broken down by each language.
 - iv. The type of language assistance provided to each applicant by the driving tester during the driving portion.
- b. Driver License division will put policy in place regarding when LEP individuals come in for a driving test, so all employees’ responses are uniform.
- c. Maintain continued accessibility to the Driver License offices, both the district and field sites.

7) Environmental and Transportation Services Division

- a. Collect data on appraisals, negotiations, and relocations.

8) Executive Division

- a. Annually review all NDDOT Directives to ensure the required Title VI provisions are included.

9) Financial Management Division

- a. Ensure Appendix A and E are included in contracts.
- b. Ensure bidders are advised that reasonable accommodations will be made within solicitation documents.
- c. Ensure LEP customers are notified of the availability of language assistance services within solicitation documents.

10) Legal Division

- a. Continue to provide the department with assistance in relation to contracts and administrative hearings.
- b. Review new contracts in Contract Management System for inclusion of Title VI Assurances.
- c. Record data for reasonable accommodations in Administrative Hearings.

11) Local Government Division

- a. Conduct reviews on 10% or a minimum of one FHWA sub recipient for the upcoming reporting period.
- b. Conduct reviews on 10% or a minimum of three Transit Providers that receive 5310, 5311 or 5339 federal funds for the upcoming reporting period.
- c. Local Government has been working with Civil Rights to conduct Title VI audits on their Transit Providers and provide information with Local Government.

12) Maintenance Division

- a. Complete buildings under construction and make additional progress next Biennium.

13) Materials and Research Division

- a. Monitor contracts for Title VI provisions.

14) Motor Vehicle Division

- a. Verify Title VI training is complete and technical assistance for all motor vehicle branch office staff.
- b. Collect and report data on services provided to Limited English Proficient persons.

15) Planning/Asset Management Division

- 1. Distribute and collect demographic surveys at all in-person, hybrid, and virtual public meetings for later analysis and encourage disadvantaged population participation in the transportation planning process.
 - i. Continue to review returned Rail Contracts for Appendices A and E of the Title VI Assurances in P/AM contracts.
 - ii. For future public meetings, continue to contact all Tribal entities and increase efforts to include minority/low-income populations to participate in planning activities.
 - iii. Work with Rail Planning Project Manager and the North Dakota Safety Council to develop special focus areas for Operation Lifesaver in 2025 after reviewing current year's Operation Lifesaver summary and rail accident trends.

- iv. Report on any discretionary grant awards specifically benefiting Title VI populations.
- v. Planning/AM will continue to utilize Environmental Justice screening tools such as the USDOT Equitable Transportation Community (ETC) Explorer, EJ Screen, US Census, and other data resources for grants and planning efforts.

16) Programming Division

- a. Our goal for 2024-2025 is to continue with the implementation of the electronic STIP software. With our main goal being that the electronic STIP will allow us to include an interactive facing STIP allowing the public to query, search, and map future projects.

17) Audit Services

- a. Audits of Architectural and Engineering consulting (A&E) firms' overhead rates are initiated at the request of the A&E firm to verify rates as required for work through the NDDOT.
- b. Audit Service will continue to analyze through their program to ensure determinations were not discriminatory under Title VI requirements.
- c. Audit Services will add the accommodations statement to the website for consulting engineers.

18) Safety Division

1. The Highway Safety Division Office Manager will monitor all new contracts to ensure they include all the Title VI assurances and nondiscrimination statements.
2. The Office Manager will randomly select contract numbers and check to ensure they include all the Title VI assurances and nondiscrimination statements.
3. The Office Manager will have all new Highway Safety Division employees complete "New Employee Title VI Training" and Annual Title VI Training through ELM.
4. The Office Manager will ensure that all the Highway Safety Division employees attend the required annual Title VI Training.

19) State Fleet Services Division

- a. Maintain records for all public involvement activities for vehicle auctions.
- b. State Fleet Services informed the public about State Vehicle Auctions by conducting the following public involvement activities: Auction posters, publishing Press Releases, news stories, newspaper ads, YouTube videos, Facebook posts, ND website posts, and radio announcements.
- c. State Fleet will provide parking assistance for people with disabilities during our in-person vehicle auctions.

- d. Monitor if the State Fleet Auction Site is accessible to the public in being ADA compliant.

20) District Offices

- a. Bismarck
- b. Devils Lake
- c. Dickinson
- d. Fargo
- e. Grand Forks
- f. Minot
- g. Valley City

- 1) Continue to monitor projects for discriminatory activity and promptly report complaints.
- 2) Disseminate, as needed, Title VI information, including the Title VI brochure, Complaint form, and Access to Language Assistance information to: (1) all sections within the district; and (2) city and county officials and consultants at local presentations. Explain Title VI requirements at meetings with officials as necessary.
- 3) Ensure all new employees to the district completed New Employee Title VI Training online in ELM; ensure all District employees complete one hour of annual Title VI training.

F. Exhibits A – E

- Exhibit A: TRIBAL AND LOW-INCOME OUTREACH IN PUBLIC MEETINGS PROGRAM REVIEW REPORT 2024
- Exhibit B: NDDOT TITLE VI REVIEW – SUB RECIPIENT REPORT 2023-2024
- Exhibit C: TITLE VI SPECIALISTS TRAINING SCHEDULE 2024-2025
- Exhibit D: SUB RECIPIENT TITLE VI FORMS

G. Appendix A-B

- Appendix A: SFN 60149 PUBLIC PARTICIPATION SURVEY
- Appendix B: TITLE VI PUBLIC SURVEY DATAWORKING EXCEL SPREADSHEET

Exhibit A

NDDOT TRIBAL AND LOW-INCOME OUTREACH IN PUBLIC MEETINGS PROGRAM REVIEW REPORT 2024



U.S. Department
of Transportation

**Federal Highway
Administration**

Civil Rights
Division, Planning
and Asset
Management
Division, North
Dakota
Department of
Transportation

Program Review

NORTH
Dakota | Transportation
Be Legendary.

Tribal and Low-Income Outreach in Public Meetings

FINAL REPORT

July 30, 2024





Table of Contents

Executive Summary	1
Background	2
Purpose and Objective	3
Scope and Methodology	4
Team Members	5
Observations and Recommendations	6
Successful Practices	7
Conclusion	8
Action Plan (if any)	9
Appendices	10



Executive Summary

A review was conducted on the North Dakota Department of Transportation's (NDDOT) Tribal and Low-Income outreach in public meetings. This is a function of the Planning and Asset Management Division. The purpose of this review was to determine if the NDDOT Tribal and Low-Income outreach in public meetings fulfills the requirements of the Federal Title VI Nondiscrimination and ADA program (49 CFR sec 21.9 (b) and 23 CFR, 200.9 (b)(4)).

The review team examined documentation on public meetings regarding the meetings held through virtual or in-person formats.

Planning/AM did not conduct any public meetings during the October 1, 2023, to May 31, 2024, reporting period so they did not have a Public Info Brochure, demographic summary, or census analysis to send for analysis. The scope of the review was broadened to review the topic for another year encompassing October 1, 2020, to May 31, 2024. During this time the Planning Division published several documents regarding NDDOT Tribal and Low-Income outreach in public meetings. One of these documents being an internal informational history profile regarding tribal entities for NDDOT employees.

The other document is the Public and Non-Metropolitan Local Official Participation Plan for Statewide Planning and Programming Activities along with Transportation Connection. All three of these documents outline the efforts and processes to assure Tribal and Low-Income outreach in public meetings when it does occur.



Background

The North Dakota Civil Rights Office assessment identified Title VI Public Input Meetings/Public Involvement Reports processes at risk for noncompliance for FY2024. The risk statement was identified as, "If processes and procedures are not effectively and consistently in place for Title VI information in a Public Input Meeting/Public Involvement Report, this could result in legal action against NDDOT, finding of non-compliance, and jeopardizing federal funding."

The goal for this review is to determine if NDDOT's Planning and Asset Management Division's Title VI/Nondiscrimination program requirements are being met and to implement or improve NDDOT's Planning and Asset Management Division's procedures, analysis and reporting to reduce the risk of Federal non-compliance.



Purpose and Objective

The purpose of this review is to assess the NDDOT's Planning and Asset Management Division's policy for Title VI Tribal and Low-Income Outreach in Public Meetings to include Title VI/Nondiscrimination policies, which are requirements for Federally funded projects. This includes ensuring proper procedures, data collection and analysis, reporting and forms are in place and utilized to effectively reduce the risk of FHWA non-compliance in tribal and public outreach .

Objective #1 – To determine if the NDDOT Planning and Asset Management Division's policy for Title VI Tribal and Low-Income Outreach in Public Meetings are in accordance with FHWA regulations (49 CFR, Part 21) in public input meetings/reports.

Objective #2 – To determine if the NDDOT Planning and Asset Management Division's policy for Title VI Tribal and Low-Income Outreach in Public Meetings are in accordance include Title VI/Nondiscrimination program's strengths and weaknesses regarding the Low-Income Outreach in Public Meetings process.



Scope and Methodology

The following areas of the NDDOT's Planning and Asset Management Division's policy for Title VI Tribal and Low-Income Outreach in Public Meetings in accordance were reviewed:

Sample size included 0 projects. No projects met the sample requirements for FY October 1, 2022-September 30, 2023. The scope was broadened to encompass from FY October 1, 2020-September 30, 2024.

Team Members

Mrs. Ramona Bernard	Director, Civil Rights Division, NDDOT
Mrs. Heather Christianson	Civil Rights Program Administrator, NDDOT
Mr. Stewart Milakovic	Planner, Planning and Asset Management, NDDOT
Mr. Scott Zainhofsky	Director, Planning and Asset Management, NDDOT
Mrs. Rebecca Geyer	Section Lead Rail, Planning and Asset Management, NDDOT
Mr. Jack Smith	Data Management Assist, Planning and Asset Management, NDDOT



Observations and Recommendations

Observation #1: The scope of the review was too narrow, broadened to encompass more.

Recommendation: None

Compliance Issue (if any): None

Resolution (if any): None



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**Federal Highway
Administration**

Successful Practices

Successful practices in the Transportation Connection would be found in the appendix about public engagement. Specifically Tribal Information on page 15 and going into survey's conducted during the development process. This document also outlines all social media interactions including common comments/suggestions.



Conclusion

This review indicates that no deficiencies were identified in the analyzing and documentation of procedures concerning the Tribal and Low-Income Outreach in Public Meetings. There are policies in place throughout the lifecycle of a project starting with the Public and Non-Metropolitan Local Official Participation Plan for Statewide Planning and Programing Activities document that outline each step of the process. This along with work already accomplished in the Transportation Connection's Appendix regarding the Engagement Process. In this document it outlines a survey completed 11/25/2020 regarding Tribal Coordination. Even though the survey rates were low, this is a great starting point to work.



US Department
of Transportation
Federal Highway
Administration



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Appendix B: Title VI Public Survey Data/Working Excel Spreadsheet

Event Date	Project Number	PCN	District	County	City	MPO	ROW	Subrecipient	Sex	Disability	Age	Race	Language Most Frequently Spoken in your Home	Do you receive public assistance?	How did you hear about this event?
11/7/2022	IM-1-094(227)190	23371	Bismarck	Kidder	Steele	N/A	N/A	No	Male	No	55 and older	White	English	No	Newspaper
11/7/2022	IM-1-094(227)190	23371	Bismarck	Kidder	Steele	N/A	N/A	No	Male	No	55 and older	White	English	No	Newspaper
11/7/2022	IM-1-094(227)190	23371	Bismarck	Kidder	Steele	N/A	N/A	No	Female	No	55 and older	White	English	No	Radio
11/7/2022	IM-1-094(227)190	23371	Bismarck	Kidder	Steele	N/A	N/A	No	Female	No	55 and older	White	English	No	Newspaper
3/20/2023	IM-6-029(164)163	23636	Grand Forks	Walsh	Minto	N/A	N/A	No	Male	No	55 and older	White	English	No	Newspaper
3/20/2023	IM-6-029(164)163	23636	Grand Forks	Walsh	Minto	N/A	N/A	No	Male	No	55 and older	White	English	No	Newspaper
6/8/2023	IM-2-094(186)217	23344	Valley City	Kidder	Tappen	N/A	N/A	No	Female	No	55 and older	White	English	No	Newspaper
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Male	No	55 and older	White	English	N/A	Township Meeting
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Female	No	65+	White	English	No	Word of Mouth
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Male	No	41-65	White	English	N/A	Word of Mouth
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Female	No	18-40	White	English	No	School Board Meeting
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Male	No	18-40	White	English	No	School Board Meeting
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Female	No	41-65	White	English	No	Mailing
7/17/2023	IM-1-094(233)182	23634	Bismarck	Burleigh	Sterling	N/A	N/A	No	Male	No	41-65	White	English	No	Mailing
1/21/2023	IM-2-094(187)221	23345	Valley City	Barnes	Valley City	N/A	N/A	No	Male	Yes	65+	White	English	N/A	Mailing
2/27/2024	IM-2-094(187)221	23345	Valley City	Kidder	Tappen	N/A	N/A	No	Male	No	65+	White	English	No	Word of Mouth
2/27/2024	IM-2-094(187)221	23345	Valley City	Kidder	Tappen	N/A	N/A	No	Male	No	65+	White	English	N/A	Newspaper
2/27/2024	IM-2-094(187)221	23345	Valley City	Kidder	Tappen	N/A	N/A	No	Male	No	65+	White	English	No	Word of Mouth
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Female	No	35-54	White	English	No	Radio
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	35-54	White	English	No	Radio
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	35-54	White	English	N/A	Radio
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	55 and older	Americ English	No	NDDOT Contact	
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	55 and older	White	English	No	Radio
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	55 and older	White	English	No	Internet
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	35-54	White	English	No	NDDOT Contact
4/11/2024	IM-1-094(236)170	23769	Bismarck	Burleigh	Menoken	N/A	N/A	No	Male	No	35-54	White	English	No	Radio
4/16/2024	SS-1-999(050)	23771	Bismarck	Morton/Si Cannonba	N/A	N/A	N/A	No	Female	No	41-65	Americ Sioux Native		No	Community Meeting
4/16/2024	SS-1-999(050)	23771	Bismarck	Morton/Si Cannonba	N/A	N/A	N/A	No	Female	No	65+	Americ English		Yes	NDDOT Contact
4/16/2024	SS-1-999(050)	23771	Bismarck	Morton/Si Cannonba	N/A	N/A	N/A	No	Female	No	41-65	Americ English		N/A	NDDOT Contact
4/16/2024	SS-1-999(050)	23771	Bismarck	Morton/Si Cannonba	N/A	N/A	N/A	No	Female	No	41-65	Americ English		No	N/A
4/16/2024	SS-1-999(050)	23771	Bismarck	Morton/Si Cannonba	N/A	N/A	N/A	No	Male	No	41-65	Americ English		N/A	Tribal Contact

Event Date	Project Number	PCN	District	County	City	MPO	ROW	Subrecipient	Sex	Disability	Age	Race	Language Most Frequently Spoken in your Home	Do you receive public assistance?	How did you hear about this event?
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Sign on the street
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing; Newspaper; Television
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Radio; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Television
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Radio
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Family
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	HOA
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Advocacy Group
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Mailing; Television
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	NDDOT Contact
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Word of Mouth
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Television
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Sign on the street; Looked online
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Radio; Mailing; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Advocacy Group
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Signage
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Newspaper; Television
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing; Newspaper
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Word of Mouth
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing; Road Sign
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Road Signage
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Mailing
4/18/2023	AC-NHU-1-981(137)	23859	Bismarck	Burleigh	Bismarck	Bismarck-Mandan	NA	Yes				English		No	Internet
4/25/2023	NH-5-200(034)150	22938	Dickinson	Mercer	Hazen	NA	NA	No				English		No	Newspaper

55	4/25/2023	NH-5-200(034)150	22938	Dickinson	Mercer	Hazen	NA	NA	No		English	No	Internet
56	4/25/2023	NH-5-200(034)150	22938	Dickinson	Mercer	Hazen	NA	NA	No		English	No	NDDOT Contact
57	8/16/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Email
58	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Internet
59	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Internet
60	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Word of Mouth
61	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Newspaper
62	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Other
63	11/14/2023	SFR-P042(004)	23527	Williston	McKenzie	Watford City	NA	NA	No		English	No	Mailing
64	11/16/2023	NHU-CPU-8-010(046)	23199	Fargo	Cass	Fargo	Fargo-Moorhead	NA	No		English	No	Internet
65	11/16/2023	NHU-CPU-8-010(046)	23199	Fargo	Cass	Fargo	Fargo-Moorhead	NA	No		English	No	NDDOT Contact
66	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
67	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
68	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
69	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
70	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
71	11/30/2023	SU-4-989(134)	23860	Minot	Ward	Minot	Central Dakota	NA	No		English	No	Mailing
72	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Neighbor
73	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Consultant
74	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Other
75	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Internet; Email
76	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Mailing
77	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Mailing
78	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	NDDOT Contact
79	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	NDDOT Contact; Television
80	12/14/2023	NHU-6-081(115)943	23739	Grand Fork	Grand Fork	Grand Fork	Grand Forks-East Gr	NA	No		English	No	Email
81													
82													

Project Number	PCN	District	County	City	MPO	ROW	Subrecipient	Sex	Disability	Age	Race	Language Most Frequently Spoken in your Home	Do you receive public assistance?	How did you hear about this event?
2 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Female	No	41-65	American Indian/Alaskan Native	English	Blank	Tribal Office
3 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Male	No	41-65	American Indian/Alaskan Native	English	No	Newspaper
4 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Female	No	65+	American Indian/Alaskan Native	English	No	Social Service Agency
5 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Male	Blank	41-65	American Indian/Alaskan Native	English	Blank	Newspaper
6 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Female	Blank	65+	American Indian/Alaskan Native	Bilingual	No	Phone
7 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Female	No	65+	American Indian/Alaskan Native	English	Blank	Blank
8 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Male	Blank	41-65	American Indian/Alaskan Native	English	Blank	Tribe
9 08057126	22553	Dickinson	Dunn	Twin Buttes	N/A	Yes	No	Blank	Blank	Blank	Blank	Blank	Blank	Blank
10 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Female	Blank	65+	White	English	No	City Meetings
11 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Female	No	65+	White	English	No	Newspaper
12 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Male	No	65+	Blank	English	No	Local Gossip
13 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Female	No	41-65	White	English	No	NDDOT Contact
14 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Male	No	41-65	White	English	No	Mailing
15 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Male	No	41-65	White	English	No	Steering Comm.
16 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Male	No	65+	White	English	No	Mailing
17 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Female	No	65+	White	English	No	Poster in Post Office
18 94152900	23114	Dickinson	Billings	Medora	N/A	N/A	No	Male	No	18-40	White	English	Blank	Mailing
19 148-010(047)934	23288	Fargo	Cass	West Fargo	Fargo-Moorhead Metro COG	N/A	No	Female	No	41-65	White	English	No	Mailing
20 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	Blank	18-40	Black/African American	English	Blank	Word of Mouth
21 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	No	41-65	White	English	No	Newspaper
22 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	No	41-65	White	English	No	Newspaper
23 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	No	65+	White	English	Blank	Newspaper
24 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Female	No	18-40	White	English	No	Newspaper
25 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	No	65+	White	English	No	Newspaper
26 25015028	23321	Bismarck	Morton & Oliver	Center	N/A	N/A	No	Male	No	Blank	White	English	No	Newspaper
27 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Female	Yes	41-65	White	English	No	NDDOT Contact
28 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Male	No	65+	White	English	No	City of Dodge
29 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Male	Blank	65+	White	English	Blank	Newspaper
30 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Male	No	41-65	White	English	Blank	Mailing
31 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Female	Blank	65+	White	English	No	Mailing
32 -5-200(035)102	23388	Dickinson	Dunn	Dodge	N/A	N/A	No	Female	Blank	65+	White	English	No	Mailing
33 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	41-65	White	English	No	Word of Mouth
34 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	18-40	White	English	Blank	Newspaper
35 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	65+	White	English	Blank	Called
36 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	41-65	White	English	Blank	Newspaper
37 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Female	No	41-65	White	English	Blank	Newspaper
38 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	65+	White	English	Blank	Internet
39 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	No	41-65	White	English	No	NDDOT Contact
40 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	Blank	65+	White	English	No	NDDOT Contact
41 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	Blank	41-65	White	English	Blank	Facebook
42 17056082	23481	Grand Forks	Adams	Adams	N/A	N/A	No	Male	Blank	41-65	White	English	No	Employee, Newspaper
43 NH-5-049(021)101	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	65+	White	English	No	Newspaper
44 NH-5-049(021)102	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	65+	White	English	No	Newspaper
45 NH-5-049(021)103	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Female	No	41-65	White	English	No	Mailing
46 NH-5-049(021)104	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	41-65	White	English	No	Newspaper
47 NH-5-049(021)105	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	65+	White	English	No	Newspaper
48 NH-5-049(021)106	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	41-65	White	English	No	NDDOT Contact
49 NH-5-049(021)107	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Male	No	65+	White	English	Blank	Newspaper
50 NH-5-049(021)108	23543	Dickinson	Dunn	Beulah	N/A	N/A	No	Female	No	41-65	White	English	Blank	Newspaper
51 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Female	No	65+	Blank	English	Blank	Internet, Radio, Mailing, Newspaper, Television
52 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	Blank	65+	White	English	No	Newspaper
53 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Female	No	65+	White	English	No	Internet
54 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	No	65+	White	English	Blank	Media (Social)
55 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Female	Blank	41-65	White	English	No	Internet
56 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Female	No	41-65	White	English	No	Radio, NDDOT Contact
57 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Female	No	41-65	White	English	Blank	Email, Advocacy Group
58 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	No	18-40	Black/African American	English	No	NDDOT Contact
59 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	No	65+	White	English	No	Mailing
60 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	No	41-65	White	English	No	City Meeting
61 1-094(231)152	23594	Bismarck	Morton	Mandan	Bismarck-Mandan	N/A	No	Male	No	18-40	White	English	No	NDDOT Contact
62 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Male	No	41-65	White	English	No	NDDOT Contact
63 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Male	No	18-40	White	English	No	NDDOT Contact
64 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Female	No	41-65	White	English	No	Internet
65 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Male	No	41-65	White	English	No	Internet, Mandan E-Messenger
66 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Male	No	65+	White	English	No	Internet
67 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Female	No	41-65	White	English	No	Mandan Newsletter
68 1-094(231)152	23594	Bismarck	Morton	Virtual	Bismarck-Mandan	N/A	No	Female	No	18-40	Hispanic or Latino	English	No	Internet
69 8-029(213)069	23596	Fargo	Cass	Fargo	Fargo-Moorhead Metro COG	N/A	No	Male	No	41-65	White	English	No	Internet
70 8-029(213)069	23596	Fargo	Cass	Fargo	Fargo-Moorhead Metro COG	N/A	No	Male	No	41-65	White	English	No	Newspaper

Exhibit B

NDDOT TITLE VI REVIEW – SUB RECIPIENT REPORT 2023-2024

Figure 1- NDDOT Title VI Review – Sub Recipient Report 2023-2024

EXHIBIT C

TITLE VI SPECIALISTS TRAINING SCHEDULE 2024-2025

TOPICS	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Goals and Accomplishments Report; New Specialist's Introductions. Teams Jeopardy	11/12/2024	10:30am - 12:00pm	1.0	Microsoft Teams	Title VI Specialists, CRD Director
Title VI Goals and Accomplishments Report Title VI and Your Job Teams Jeopardy	1/21/2025	10:30am - 12:00pm	1.5	Microsoft Teams	Title VI Specialists
Title VI Internal Program Area Reviews and Sub Recipient Reviews- scheduling Title VI and Your Job Teams Jeopardy	3/25/2024 To Be Sent	10:30am - 12:00pm	1.5	Microsoft Teams	Title VI Specialists
Title VI/Nondiscrimination Title VI and Your Job Teams Jeopardy	5/27/2024 To Be Sent	10:30am - 12:00pm	1.5	Microsoft Teams	Title VI Specialists
Title VI/Nondiscrimination Goals and Accomplishments EMAILS to Divisions Title VI and Your Job Teams Jeopardy	8/26/2025 To Be Sent	10:30am - 12:00pm	1.5	Microsoft Teams	Title VI Specialists
TOTAL TRAINING HOURS			7		

Figure 2- Title VI Specialists Training Schedule – November 2024 – May 2025

EXHIBIT D

SUB RECIPIENT TITLE VI FORMS

To electronically access, go to or click on the following link:

<https://www.dot.nd.gov/divisions/civilrights/titlevi-subrecipients.htm>