

Title VI and Nondiscrimination/ADA Program Goals and Accomplishments

prepared by

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NDDOT GOALS AND ACCOMPLISHMENTS REPORT

I. ACCOMPLISHMENTS

A. PROGRAM AREA REVIEWS CONDUCTED DURING 2014-2015

Annual Program Reviews were conducted on all 20 divisions and all eight districts. A total of 28 Annual Program Reviews were conducted. See Exhibit A.

Sixteen divisions and 8 districts conducted one or more Process Reviews and submitted Process Review Reports for their Annual Review scheduled for 2014-2015. Four divisions did not have a process review scheduled during this reporting period. The NDDOT Process Review Schedule listing all Title VI related processes and their date of review for FY 2014-2016 is available. See Exhibit B.

The results of the reviews and any actions taken or planned and accomplishments are specified in each division or district below.

1. Audit Services Division

a. Annual Review

- 1) Results: No discriminatory practices or areas of concerns were identified.

b. Actions taken or planned and accomplishments

- 1) 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. Implement the project work plan for Safe Harbors indirect cost rates and the related risk-based oversight procedures as approved by the FHWA.
 - a) The work plan for the Safe Harbor rate was approved by FHWA and implemented. We will participate in this program for a 3 year test period. This goal will continue into the coming years.
- 2) Review consultant construction contracts to verify subcontractors comply with Title VI requirements.
 - a) Very few construction projects were reviewed during the past year, and the projects reviewed focused on costs charged by the primary consultant. Subcontractor costs will be reviewed in more detail in subsequent audits.

2. Bridge Division

a. Annual Review

- 1) Results: No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted two process reviews as follows:

- a) Drainage Permits
 - (1) Results: Section 12 of the permit had previous Title VI Assurance language. This language has been updated for all future permits.
 - (2) No discriminatory practices were identified.
- b) Investigation of Drainage Permits
 - (1) Results: No discriminatory practices were identified.
- 3) Distribute and collect demographic surveys at all public meetings and encourage disadvantaged population participation in the transportation decision making process.
 - a) One public meeting was held on December 4, 2014 for the maintenance project of the Sorlie Memorial Bridge. The surveys were distributed and collected at this meeting. Surveys were processed and data stored in NDDOT database.
- 4) Conduct a statistical analysis on the survey data for a targeted sample of public meetings, receiving state, federal, or transit funds.
 - a) Bridge Division recorded the information from the surveys. Civil Rights will conduct analysis department wide on a target sample of all public meetings.
- 5) The Title VI Specialist will provide a minimum of one hour of training per year to Division employees through written handouts, videos, etc. to become more familiar with Title VI and how it relates to them and others outside the NDDOT.
 - a) The NDDOT held a department wide EEO/ Title VI training in January 2015.
- 6) Data Collection procedures used in our environmental documentation process will continue to be developed. Specifically, what data will be collected and how will the data be collected, stored, and analyzed.
 - a) This goal will be completed in the next reporting period.

3. Civil Rights Division

a. Annual Review

- 1) Results: No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted 11 process reviews as follows:

a) Title VI Policy Statement

- (1) Results: The Title VI and Nondiscrimination/ADA Policy Statement needed to be revised to clarify the legal authorities as stated in the new Title VI Assurances from FHWA.

- (2) The process review showed no areas of discriminatory practices.
- b) Standard USDOT Title VI Assurances (and sub recipient template)
 - (1) Results: The Standard USDOT Title VI Assurances had four errors, was revised, reviewed by Legal Division, and signed by NDDOT Director on February 4, 2015.
 - (2) The new Title VI Assurances required revisions to the following documents:
 - (a) The Prime Contractor's Request to Sublet (SFN 5682) and the Prime Consultants Request to Sublet (SFN 60233) were updated to include Appendix A and E.
 - (b) The Sub Recipient Title VI Assurances template was revised using the language in the new Title VI Assurances.
 - (c) No areas of discriminatory practices were identified.
- c) Title VI Implementation Plan Update
 - (1) Results: The process review identified two additional processes (Organization, Staffing, and Responsibilities and Review of NDDOT Directives) to add to the process review schedule for 2015-2016.
 - (2) The process review showed no areas of discriminatory practices.
- d) Title VI Goals and Accomplishments Report
 - (1) Results: This process review will be removed from the process review schedule as it is a compilation of other process reviews.
- e) Review and Selection Procedures (sub recipient)
 - (1) Results: This process review showed no areas of discriminatory practices.
- f) Title VI/ADA Complaint Process
 - (1) Results: This process review included the development of a new complaint process titled, NDDOT's Title VI/ADA External Complaint Process. It is consistent with the FHWA Procedures Manual for Processing External Complaints of Discrimination. The review showed no areas of discriminatory practices.
- g) Title VI Public Participation Survey Process and Analysis (and sub recipient process)
 - (1) This process review was rescheduled to 2015-2016 as this process is being reviewed by other divisions for input and has not been finalized. The sub recipient process will model the NDDOT process when completed.
- h) Title VI Complaint Procedures (sub recipient)

- (1) This process review was rescheduled to 2015-2016 as it will model the new Title VI complaint process waiting approval from FHWA.
- i) Transition Plan Review
 - (1) Results: This process review was rescheduled to 2015-2016. It will be added to the process review schedule for all divisions who update their section of the ADA Transition Plan.
 - j) Request for Reasonable Accommodations (and sub recipient template)
 - (1) Results: The form was revised to include the selection of an Interpreter for Limited English Proficiency and list the language needed.
 - (2) The Instructions were revised to allow the form to be saved and uploaded for electronic submission to the Civil Rights Division.
 - (3) The process review showed no areas of discriminatory practices.
 - k) Work place Investigation Process and Team Selection
 - (1) Results: This process review identified that the new Title VI/ADA External Complaints Process no longer utilizes these processes. They have been rescheduled to 2015-2016 to determine if they are applicable to Title VI reporting at that time.
 - l) Web Accessibility
 - (1) This process review has been rescheduled to 2015-2016 as NDDOT is currently implementing new software to increase accessibility.
 - m) DBE Program Plan and DBE Program Revisions
 - (1) These processes were combined into one process review and rescheduled to be conducted in 2015-2016.
 - n) States Overall DBE Goal Setting 2014-2015
 - (1) Results: No discriminatory practices were identified while performing this review.
 - (2) Areas of Concern: The revisions to the process are being implemented during this reporting period. Data will be gathered quarterly to keep current rather than having to go back to try to collect data that wasn't being tracked on a regular basis. Keeping current should speed up the goal setting analysis and save time required for Department personnel.
 - o) On-the-Job Training and On-the Job Training Goals
 - (1) Results: These processes were combined into one process review. No discriminatory practices were identified while performing this review.

- (2) Areas of Concern & Revisions: The OJT Program needs to be strengthened to assure contractors who do not comply will have consequences, such as having the project engineers withhold progress payments until the contractor hires the trainee early in the season rather than expecting them to comply in their own time.
- p) Reports Supportive Services OJT and Training DBE & OJT
 - (1) Results: These processes were combined into one process review and rescheduled to be conducted in 2015-2016.
- q) Contractor Compliance Training and Labor Compliance Training
 - (1) Results: These processes were combined into one process review. This process showed no discriminatory practices.
- r) Labor Compliance US DOL Wage Rates
 - (1) Results: The process showed no areas of discriminatory practices or areas of concern.
- 2) Provide training on the use of the NDDOT Public Participation Survey form including data collection and analysis.
 - a) Training for the Title VI Specialists in divisions that conduct public meetings was held on May 21, 2015. The data collection and analysis process and data collection tools were reviewed.
- 3) Assist Title VI Specialists conduct a statistical analysis on the survey data for targeted samples of NDDOT public meetings/hearings receiving state, federal, or transit funds.
 - a) Civil Rights and division staff reviewed the survey data and determined there was no significant change in the data collected. It was determined a statistical analysis would not show any significant information beyond the analysis conducted in 2013-2014.
- 4) Revise the Title VI Policy Statement to reflect the changes in the new Title VI Assurances.
 - a) The Title VI and Nondiscrimination/ADA Policy Statement was updated on July 27, 2015.
- 5) Update the Guidelines to Conducting a Workplace Investigation.
 - a) The Guidelines to Conducting a Workplace Investigation was updated effective April 10, 2015.
- 6) Secure an audio recording of the Noncommercial Drivers License study guide.
 - a) Procured an audio recording in November of 2014 and received recording in December of 2014.

- 7) Secure a contract for written translation of documents.
 - a) A contract for written translations will not be procured at this time due to the low dollar value. The dollar value of the purchase determines the level of competition required. Written translations will be obtained through soliciting informal bids for a fair and reasonable price according to the North Dakota Procurement Laws.
- 8) Research, select, install and test software specifically designed for Civil Rights Processes.
 - a) NDDOT sent an RFP in November of 2014. B2GNOW was chosen and implemented in July of 2015. LCP Tracker was also chosen as a second component of software and will be fully implemented in April of 2016.
- 9) Civil Rights Director will meet with all ADA assigned staff to develop a schedule for updating the ADA Transition Plan.
 - a) The Civil Rights Director met with staff assigned to update the ADA Transition Plan. The Civil Rights Director will notify the assigned staff in May for submission of their ADA Transition Plan updates due July 1, annually.

c. Other Accomplishments

- 1) The Title VI and Nondiscrimination/ADA Complaint Process was rewritten in compliance with the USDOT, FHWA, Procedures Manual For Processing External Complaints of Discrimination at FHWA's request.
- 2) The Title VI Complaint Log's title was revised to the Title VI/ADA Complaint Log and a selection box was added for Limited English Proficiency for user clarity. The form will be used for all Title VI/ADA related discrimination complaints.
- 3) Procured an auditory recording of the Motorcycle Operator Manual in November and received recording in January of 2015.
- 4) NDDOT utilized 1,513.30 minutes of telephonic interpreter services for Spanish, Somali, Arabic, Nepali, Kirundi (Rundi), Albanian, Chinese, Farsi, Kinyarwanda, and Swahili speaking individuals. A total of 130 calls for telephonic interpreters were made by Drivers License, Motor Vehicle, Legal, and Devils Lake District.

4. Communications Division

a. Annual Review

- 1) Results: No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted one process review as follows:

a) Prepare presentations for Management

- (1) This process review was rescheduled for 2015-2016.

b) Press Conferences

(1) Results: This process review was added to the schedule for 2014-2015. The process review showed no areas of discriminatory practices.

- c. Continue to work with media and other sources to get timely information to all segments of the population.
 - 1) Sent public meeting notices and other notices involving public comment to media and Title VI advocacy groups.
- d. Provide project specific information on our website or other forms of media.
 - 1) Have created two project based websites for projects in western ND. On the sites information such as public meetings, project information, maps, how it affects traffic, are all available for the public.
- e. Assist project consultants to ensure they are getting information about public meetings to all population segments.
 - 1) Continue to work with consultants to ensure they are informing the public in a timely manner.
- f. Utilize other communication tools to inform the public: i.e., community bulletin/man camp newsletters.
 - 1) Have created posters, flyers, etc., on specific projects and displayed them in area restaurants. Have utilized social media and text alerts as well and invited all segments of the public to utilize these tools. This is an ongoing effort for future projects.

5. Construction Services Division

a. Annual Review

1) Results: No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

1) Conduct process reviews scheduled for 2014-2015. The division conducted four process reviews as follows:

a) Subcontractor Registration

(1) The form was revised in October of 2014 to clarify the requirement to be notarized.

(2) Results: This process review showed no areas of discriminatory practices.

b) Contractor Prequalification

(1) Results: This process review shows no areas of discriminatory practices or areas of concern.

- c) Conduct Bid Openings & Review Bids
 - (1) Results: This process review showed no areas of discriminatory practices.
- d) Contractor Payments
 - (1) The process review was rescheduled to be conducted in 2015-2016.
- e) Verify Final Project Records
 - (1) This process review was rescheduled to be conducted in 2014-2015.
 - (2) Results: This process review shows no areas of discriminatory practices or areas of concern.

6. Design Division

a. Annual Review

- 1) Results: No areas of discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct Process Review scheduled for 2014-2015. The division conducted one process review as follows:
 - a) Notification of Survey Letters Process Review
 - (1) Results: The notification was revised to include a TTY contact number, and a statement regarding the availability of LEP/language interpretive services.
 - (2) No other apparent areas of concern were noted during this process review.
- 2) Title VI Information. Develop additional information concerning the purpose of Title VI available for public meeting participants.
 - a) This goal was not fully accomplished for this reporting period and will continue to be a goal for the next reporting period.
- 3) Continue to implement, monitor, and update Section 2 – “Public Rights of Way” of the NDDOT ADA Transition Plan.
 - a) Section 2 of the ADA Transition Plan has been reviewed and a revision was done regarding curb ramps improvements with Microsurfacing projects. Microsurfacing projects are considered “alteration” projects which mandate curb ramp improvements. Guidance provided by “*Department of Justice/Department of Transportation Joint Technical Assistance on the Title II of the Americans with Disabilities Act Requirements to Provide Curb Ramps when Streets, Roads, or Highways are Altered through Resurfacing.*”
 - b) Appendix B – Schedule for Providing Curb Ramps has been updated for past and future projects. Projects and processes continue to be implemented in accordance the NDDOT ADA Transition Plan.

- 4) Work with ADA Coordinator to provide support for updating the entire NDDOT ADA Transition Plan, and post updated plan on website.
 - a) Assisted ADA Coordinator with drafting and updating the NDDOT ADA Transition Plan.
- 5) Keep Design Division employees current and aware of Title VI initiatives and purposes through Title VI Specialist briefings at Design Division Staff meetings.
 - a) The Design Division Title VI specialist routinely discussed ongoing Title VI awareness, and continued status of the Title VI program within bi-weekly Design Division staff meetings throughout the reporting period. Mandatory 1-hour training was completed by all employees of the NDDOT Design Division for this reporting period.
- 6) Data will continue to be collected, monitored, and reported on for hiring processes for DOTSC students through Upper Great Plains Transportation Institute (UGPTI).
 - a) Data for DOTSC hiring process was submitted to Civil Rights Division.
- 7) Design Division held 13 public meetings. The Public Participation Survey was distributed, collected, electronically stored, and its data stored in NDDOT database.

7. Drivers License Division

- a. Annual Review
 - 1) Results: No discriminatory practices or areas of concern were identified.
- b. Actions taken or planned and accomplishments
 - 1) Conduct process reviews schedule for 2014-2015. The Drivers License Division conducted one process review as follows:
 - a) Design and Content of Information Brochures
 - (2) Results: There were no discriminatory practices found.
 - 2) Conduct a review of the written translation request logsheets.
 - a) Identify potential documents and languages for written translation.
 - b) Assess the need and feasibility of each translation and provide the information to Civil Rights.
 - (1) An audio translation of the Noncommercial Class D and Motorcycle Manuals was made available to the public via the NDDOT website in December 2014.
 - (2) A French and Chinese translation of the Noncommercial Class D knowledge test was made available to the public in November 2014.
 - 3) Expand use of CTS LanguageLink phone services.

- a) Implement a process for the driver license examiners to utilize CTS while working at the 19 drivers license part time sites (rural offices).
 - b) A CTS LanguageLink Phone Procedure for the part time sites was implemented in March of 2015.
- 4) Include ADA accessibility and accommodation verbiage in the 2015-2017 Noncommercial, Commercial, and Motorcycle Study Manuals.
- a) Work with Civil Rights on drafting the verbiage.
 - (1) All Study Manuals will contain verbiage that all sites are ADA accessible and provide language interpretation to conduct general business for individuals with LEP needs.
 - (2) Reference to SFN 60135 Request for Reasonable Accommodations will be published in the study manuals.
 - (3) All Study Manuals and posters will inform individuals of test in progress rules.
- 5) Print a list in the Noncommercial Class D Study Manual identifying the languages the noncommercial knowledge test is offered in.
- a) Include the listing in the 2015-2017 printing of the manual
 - (1) The 2015-2017 manual contains a list of 11 foreign languages.
- 6) Offer audio testing on the Noncommercial Class D foreign language knowledge test
- a) Install audio testing software on the automated knowledge testing system for the tests that are available in foreign languages.
 - b) Completed in November 2014.
- 7) Develop an audio format of the Noncommercial Class D Study Guide.
- a) Provide CD's for distribution at the 8 major offices and Central Office.
 - b) Cd's are available on demand as of December 2014.
- c. Other Accomplishments
- 1) Two individuals who are deaf were provided interpreting services during the drivers license permit test.
 - 2) The Noncommercial Class D knowledge test is offered in eleven foreign languages and automated American Sign Language at the 8 major offices.
 - a) Of the total number of Noncommercial Class D tests administered:
 - (1) 2.60 percent or 874 out of 33,605 were administered in Spanish

- (2) 3.03 percent or 1,019 out of 33,605 were administered in Somali
 - (3) 0.71 percent or 238 out of 33,605 were administered in Arabic
 - (4) 0.25 percent or 83 out of 33,605 were administered in Nepali
 - (5) 0.51 percent or 173 out of 33,605 were administered in Russian
 - (6) 0.26 percent or 89 out of 33,605 were administered in Swahili
 - (7) 0.11 percent or 36 out of 33,605 were administered in Vietnamese
 - (8) 0.09 percent or 30 out of 33,605 were administered in Serbo-Croatian
 - (9) 0.10 percent or 34 out of 33,605 were administered in Turkish
 - (10) 0.63 percent or 211 out of 33,605 were administered in French
 - (11) 0.40 percent or 135 out of 33,605 were administered in Chinese
 - (12) 0.08 percent or 28 out of 33,605 administered in American Sign Language
- 3) Nine new Drivers License employees completed a minimum of one-half hour of Title VI orientation training.
 - 4) Eleven driver license orientation sessions geared toward New Americans were presented by drivers license staff.
 - a) Driver license information and requirements are made clear.
 - b) Question and answer session is conducted.
 - c) Sponsoring entities provide interpreters as needed during the sessions.
 - 5) Drivers License Division utilized 1,025.3 minutes of telephonic interpreter services for Spanish, Arabic, Somali, Nepali, Kirundi (Rundi), Albanian, Chinese, Farsi, Kinyarwanda, and Swahili speaking individuals.

8. Environmental and Transportation Services Division

a. Annual Review

- 1) Results: No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct Process Reviews scheduled for 2014-2015. The division conducted three process reviews as follows:
 - a) Cultural Resources
 - (1) Results: The process showed no areas of discriminatory practices.

- b) Contracts for Consultant Services
 - (1) Results: No discriminatory practices identified.
- c) Standard Specifications
 - (1) Results: This process showed no areas of discriminatory practices.
- 2) Continue to meet at least once annually with all North Dakota Tribes to inform them of current and proposed Road Projects across the state.
 - a) Conducted tribal meetings on April 7-8, 2015.
- 3) Once the Federal Guidelines (MAP-21) are available (scheduled for November of 2014) the NDDOT will update the "When I Must Move" brochure to meet changes.
 - a) New guidelines conflict with State Laws that were enacted based on the old guidelines. NDDOT and the Federal Government are working together for a solution to the conflict and once that is resolved NDDOT will complete the NDDOT revisions to the brochure.
- 4) Present Title VI as part of the ROW Breakout Session at the 2014 OPD Conference to emphasize the importance of properly explaining the Survey to the Public and encouraging people to fill it out. The audience will be primarily Consultants who perform Right of Way work on behalf of the NDDOT.
 - a) The ROW section presented the importance of Title VI compliance and the Survey at the OPD conference in 2014. A reminder was done at the ROW Lunch & Learn in June, 2015 as well as in one-on-one conversations between NDDOT ROW Agents and the Consultants they work with.
- 5) Conduct a statistical analysis on the survey data for a targeted sample of public meetings receiving state, federal or transit funds.
 - a) The division recorded the information from the surveys. Civil Rights will conduct the analysis department wide on a target sample of all public meetings.

9. Financial Management Division

- a. Annual Review
 - 1) No discriminatory practices were identified.
- b. Actions taken or planned and accomplishments
 - 1) Conduct Process Reviews scheduled for 2014-2015.
 - a) Equipment Transfer or Disposal- Combined- Surplus Property
 - (1) Results: There are no areas of discriminatory practices.
 - b) Procurement Contract Website

- (1) Results: There were no areas of discriminatory practices found.
- c) Time Distribution
- (1) Results: I did not identify any areas of concern that need to be updated or revised.
- d) FHWA Form 500 Annual Reports
- (1) Results: The review process showed no areas of discriminatory practices and no areas of concern were identified.
- e) W9 and 1099 Processing
- (1) Results: No areas of discriminatory practices were found. No areas of concern were identified.
- f) Cyber Cash Process Chart
- (1) Results: These reviews show no areas of discriminatory practices.
- g) Misc. Billings
- (1) Results: These reviews show no areas of discriminatory practices.
- h) ITD Services Receivables- from ITD
- (1) Results: This process review will be conducted in 2015-2016.
- i) Monthly Statements
- (1) Results: These reviews show no areas of discriminatory practices.
- j) Project Authorization
- (1) Results: These reviews show no areas of discriminatory practices.
- k) Federal (FHWA) Billing; County Billing; NHTSA Billing, City Billing, FTA Billing, Motor Billing, Inter-Departmental Billing
- (1) Results: These reviews show no areas of discriminatory practices.
- l) Bank Statement and Bank Statement-Other
- (1) Results: The monthly review of bank statements shows no areas of discriminatory practices.
- m) Bid Opening
- (1) Results: The construction bids are all submitted electronically and Financial Management no longer provides an independent review. This review has been discontinued for Financial Management.

- n) Project Authorization
 - (1) Results: These reviews show no areas of discriminatory practices.
- o) Monthly Statements
 - (1) Results: These reviews show no areas of discriminatory practices.
- 2) Continue to review and monitor that all changes to Title VI/ADA compliance are incorporated into solicitation documents as necessary.
 - a) No changes were necessary.
- 3) Continue to incorporate the NDDOT Public Participation Survey, SFN 60149, and the Sign-in Sheet, SFN 59531, for bid openings.
 - a) From 10/01/14 to 9/30/15, nine suppliers attended from various bid openings. Form SFN 59531 was completed at the meeting. Information was supplied to Civil Rights Division.
- 4) New Financial Management employees will receive training via video – “Public Funds for Public Benefit – Overview presentation parts 1 and 2” and “Intro Presentation – parts 1 and 2.” They will also receive instruction on the LEP posted contract information before 6/30/15.
 - a) New employees were informed to watch “Public Funds for Public Benefit – Overview presentation parts 1 and 2.” And “Intro Presentation – parts 1 and 2” and were informed of the LEP instructions and where it is located in their area. Information was supplied to Civil Rights Division.

10. Human Resources Division

a. Annual Review

- 1) No discriminatory practices or areas of concern were identified.-

b. Actions taken or planned and accomplishments

- 1) Continue efforts to add more schools to the TRAC program.
 - a) TRAC has continued to pursue adding more schools through participation as a conference vendor for the ND Science Teachers Annual Conference and the ND Guidance Counselor’s Annual Conference. After the conference the NDDOT contacted those teachers and counselors who expressed interest in the program.
- 2) Make efforts to increase numbers of minorities and females to apply for scholarships offered by NDDOT.
 - a) The NDDOT attended career fairs at colleges and universities throughout the region to promote NDDOT internships and opportunities. Career fairs were attended at the following institutions: North Dakota State University, University of North Dakota, University of Mary, Minot State University, South Dakota School of Mines & Technology, Bismarck State University, North Dakota State College

of Science, Tuttle Mountain Community College, United Tribes Technical College, and Job Service North Dakota Career Fairs.

- b) Through these efforts NDDOT has added two new engineering grant students over the past year. One of the two students falls within a minority classification.
- 3) Make efforts to place minorities and females for available summer temporary positions.
 - a) The NDDOT attended career fairs at colleges and universities throughout the region to promote NDDOT internships and opportunities. Career fairs were attended at the following institutions: North Dakota State University, University of North Dakota, University of Mary, Minot State University, South Dakota School of Mines & Technology, Bismarck State University, North Dakota State College of Science, Tuttle Mountain Community College, United Tribes Technical College, and Job Service North Dakota Career Fairs.
 - b) Through these efforts NDDOT filled 22 internship positions over the past summer. Of these 22 internship positions, we had the following: 12 white males, 7 white females, 1 Asian male, 1 Asian female, and 1 Hispanic female.
- c. Other Accomplishments
 - 1) The NDDOT has made significant progress towards the NDDOT Affirmative Action Hiring Goals. The goals were set as follows: Professionals – 2 Native American females; Technicians – 2 Non-minority females; Service-Maintenance – 1 Native American male and 1 other minority male. As of this report, the NDDOT has hired the following: Professionals – 3 Native American females; Technician - 1 Non-minority female; and Service-Maintenance – 1 other minority male.

11. Information Technology Division

a. Annual Review

- 1) Results: No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted one process review as follows:
 - a) Radio Planning, purchasing and installation
 - (1) Results: The process review showed no areas of discriminatory practices or areas of concern.
 - b) Technical support for RWIS Road Way Information system
 - (1) This division did not conduct this process review as they only provide technology support for this system. It will be removed from their process review schedule.

- 2) Update website to ensure accessibility for the public.
 - a) Continued monthly accessibility testing and testing of any page modified prior to updating to internet.
- 3) Continue to implement, monitor, and update Section 4 - "Communications" of the NDDOT ADA Transition Plan.
 - a) The NDDOT performs monthly accessibility testing of websites that it manages and funds. The NDDOT, in coordination with multiple other agencies in the State of ND, uses the enterprise solution HiSoftware Compliance Sheriff to perform monthly accessibility testing. DOT also uses the HiSoftware desktop version AccVerify for initial page testing and validation prior to the pages being released. DOT's goal is to make its websites 95% ADA compliant.

12. Legal Division

- a. Annual Review
 - 1) Results: No discriminatory Practices were identified.
- b. Actions taken or planned and accomplishments
 - 1) Continue to provide the department with legal advice, as necessary and appropriate, in matters relating to Title VI.
 - a) Assisted department personnel in addressing various questions related to Title VI.
 - 2) Record data on requests for accommodations for language assistance in Administrative Hearings by location and language requested.
 - a) Legal Division utilized a total of 327.50 minutes of telephonic interpreter services for Spanish speaking individuals. Grand Forks hearings used 172.1 minutes for Spanish interpreters and 155.4 minutes for hearings in Bismarck.
 - 3) Our hearing officers received training on how the state court system uses interpreters for state court proceedings.

13. Local Government Division

- a. Annual Review
 - 1) Results: No discriminatory Practices or areas of concern were identified.
- b. Actions taken or planned and accomplishments
 - 1) Conduct process reviews scheduled for 2014-2015. The division conducted three Process Reviews as follows:
 - a) Distribution of Federal and State Aid to Urban and Rural LPA'S

- (1) Results: The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.
- b) Audit Selection of Title VI sub recipients
 - (1) Results: The process review showed no areas of discriminatory practices. There are no areas of concern with this process.
- c) Grant Application
 - (1) Results: The process review showed no areas of discriminatory practices. There are no areas of concern with this process.
- 2) Conduct reviews on 10% or a minimum of one sub recipient for the upcoming reporting period.
 - a) Local Government Division had a total of five sub recipients in 2015, and therefore; one sub recipient was audited for Title VI compliance. The entity was the Walsh County. See Exhibit C.
- 3) Calculate the amount of work possible on construction projects related to DBE participation for on local projects DBE goal setting.
 - a) DBE goals were calculated for each bid opening on every project that Local Government was responsible for. The calculations were provided to Civil Rights for their use in determining if a Race Neutral or Race Conscious goal will be required on a particular project.
- 4) To have a Drug and Alcohol (D/A) DBE consultant hired to train and educate the state providers and our staff. Help ensure we are in federal compliance with federal D/A rules and regulations.
 - a) The Transit Section hired Precision Compliance to provide FTA Drug and Alcohol training and education to the Transit Agencies. Precision Compliance assisted the Transit Section with training, onsite reviews, FTA Drug & Alcohol reporting and participated with the Transit Section in the FTA Drug & Alcohol Onsite Audit.
- 5) Conduct annual compliance reviews on all 31 rural transit providers this fiscal year.
 - a) Conducted annual compliance reviews on 26 rural transit providers. The three State Aid only funded Transit Agencies are reviewed every other year. The 31 transit providers identified include the agencies that receive state aid only. The remainder are cities that are considered Sub recipients of FHWA funds and were not selected in the sub recipient review and selection process.
- c. Other Accomplishments
 - 1) Local Government, Transit Section, updated Section 5 "Transit" of the ADA Transition Plan. For rural transit projects in North Dakota, the ADA accessibility requirements are disseminated to the transit providers through mailings and

attendance at Rural Transit Assistance Program (RTAP) funded workshops, seminars, and conferences.

The Department funds new vehicles that are ADA Compliant and meet Federal Transit Administration (FTA) guidelines. The Department currently monitors 75% of operating vehicles that are ADA Compliant, or 252 out of 333 vehicles. All vehicles that have lifts or ramps must be inspected annually and transit providers are required to perform pre-trip inspections each day before vehicle shift and cycle their lifts and perform ramp discharge. NDDOT follows FTA's useful life chart to insure that all vehicles stay within a normal life and do not over extend the safety or security of any vehicle.

In addition, the Department provides guidance and information on ADA in the course of administering FTA grant programs to the rural projects. Because the rural transit projects do not have the financial resources for major capital purchases on their own, nearly all new transit vehicles and equipment placed in the rural areas of North Dakota are funded with FTA grant programs through the ND Department of Transportation. The transit projects as well as the Department are responsible to make sure that adequate numbers of accessible vehicles are available in all areas of the state.

- 2) Local Government was involved in 13 public meetings this reporting period. The Public Participation Survey was distributed, collected, and electronically stored with survey data stored in NDDOT database.

14. Maintenance Division

a. Annual Review

- 1) Results: No discriminatory Practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted seven process reviews.

a) Advertise/sell DOT property to the public

- (1) Results: Process review showed no areas of discriminatory practices. No areas of concern were identified.

b) Police public junkyards

- (1) Results: No areas of discriminatory practices found. No areas of concern identified.

c) Tourist Oriented Directional signs program

- (1) Results: No areas of discriminatory practices found. No areas of concern identified.

d) Static Traffic Control Signs

- (1) Results: No areas of discriminatory practices found. No areas of concern identified.
- e) Tourism Signing Advisory Committee Selection
 - (1) Results: No areas of discriminatory practices found. No areas of concern identified.
- f) Contracts/Agreements form and policy
 - (1) Results: No areas of discriminatory practices found. No areas of concern identified.
- g) Steering Committee Selection
 - (1) Results: No areas of discriminatory practices found. No areas of concern identified.
- c. Other Accomplishments
 - 1) Static Traffic Control Devices. Developed 133 detailed sign layouts for the districts.
 - 2) Facility Management. Two salt/sand storage buildings, two new section buildings and one equipment storage building were built.
 - 3) Continue to implement, monitor, and update Section 3 - "Building and Related Site Elements" of the NDDOT ADA Transition Plan.
 - a) Completed NDDOT owned facility inspection summary for ADA compliance.

15. Materials and Research Division

- a. Annual Review
 - 1) Results: No discriminatory practices or areas of concern were identified.
- b. Actions taken or planned and accomplishments
 - 1) Conduct process reviews scheduled for 2014-2015. The division conducted one process review as follows:
 - a) Pavement Design and Research
 - (1) Results: The process review showed no discriminatory practices or areas of concern.
 - 6) We will develop new contract language that requires specific deliverables, therefore, removing the sub recipient requirements.
 - a) New contract language was developed and added to the LTAP contract to require specific deliverables, therefore removing the sub recipient status.

16. Motor Vehicle Division

a. Annual Review

1) Results: No discriminatory Practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

1) Conduct process reviews scheduled for 2014-2015. The division conducted four process reviews as follows:

a) Title Work & Renewals

(1) Results: The process review showed no areas of discriminatory practices or areas of concern.

c) Phone Calls & Emails

(1) Results: The process review showed no areas of discriminatory practices or areas of concern.

d) Information Request

(1) Results: The process review showed no areas of discriminatory practices or areas of concern.

e) Incoming and Outgoing Mail

(1) Results: The process review showed no areas of discriminatory practices or areas of concern.

f) Accounting and Dealer Services

(1) This process review was rescheduled to be conducted in 2015-2016, due to a system change that will affect the current processes.

2) Monitor year over year statistics of how many mobility impaired placards and plates are issued; Track how many mobility impaired placards and plates are issued and review for increases or decreases, what factors caused change - anything we are doing.

a) This goal was not completed and will be carried over to the next reporting period.

3) Add accessibility language in consumer e-mail and all motor carrier renewal forms (IFTA, UCR, and IRP).

a) The Title VI Specialists requested the managers to add the accessibility language. This was not completed and will be carried over to the next reporting period.

4) Provide Title VI Training and technical assistance for MV and branch offices.

- a) Title VI training was provided to MV new employees. They viewed two videos, Breaking Down the Language Barrier and Understanding and Abiding by Title VI of the Civil Rights Act of 1964.
 - b) Branch offices will complete the required one hour of Title VI training by December 31, 2015.
 - c) Technical assistance is not applicable.
- 5) Motor Vehicle Division utilized 157.8 minutes of telephonic interpreter services for Spanish speaking individuals.

17. Planning/Asset Management Division

- a. Annual Review
- b. Results: No areas of discriminatory practices or areas of concern were identified.
- c. Actions taken or planned and accomplishments
 - 1) Conduct process reviews scheduled for 2014-2015. The division conducted two process reviews as follows:
 - a) Rail/Highway Crossing Signal/Program
 - (1) Results: The process review showed no areas of discriminatory practices or areas of concern that needed to be updated or revised.
 - b) State Highway Map
 - (1) Results: The process review showed no areas of discriminatory practices or areas of concern that needed to be updated or revised.
 - 2) Distribute and collect demographic surveys at all public meetings for later analysis and encourage disadvantaged population participation in the transportation planning process.
 - a) No public meetings were held this year (through July 6, 2015). If public meetings are conducted by the end of September on the Rail Plan, demographic surveys will be handed out and will be returned to Civil Rights. Members of the Title VI Advocacy Distribution List will be informed of the upcoming public meetings electronically and via print ads by the North Dakota Newspaper Association.
 - 3) Continue to include Appendix A (and E) of the Title VI Assurances in all future federal-aid contracts and agreements.
 - a) Eight returned contracts were spot audited and reviewed for completeness and Appendices A and E inclusion on April 28, 2015.
 - 4) For future public meetings, continue to contact all Tribal entities and increase efforts to include minority/low income populations to participate in planning activities.

- a) No public meetings were held this year (through July 6, 2015). If public meetings are conducted by the end of September for the Rail Plan, personal invitations will be sent to all Tribal Transportation Planners about the meetings and the Title VI Advocacy Distribution List will be utilized to inform the public about the upcoming meetings.
- 5) Work with Rail Planning Project Manager to develop special focus areas this year for Operation Lifesaver in 2014-2015. The special focus areas will include a multi-faceted media campaign, with messages on trespassing and driving safety tips, and a partnership with the University of North Dakota focusing on implementation of OL message on campus. Funds will be used to support the Eastern ND multi-faceted media campaign. NDOL will utilize OLI's new "See Tracks? Think Train!" messaging and the campaign will include radio, bar and video ads, wall posters, and billboards.
- a) 99 Presentations, and 12 Special events reached 10,524 people. Four distinct program areas were:
 - (1) The Eastern ND Blitz targeted general drivers and college students – A Safety Blitz was conducted September 22-26. Positive Enforcement, "Office on a Train" Events and media coverage on Valley News Live were all held. An advertising campaign during August/September involved posters, coasters and video and radio ads. Partnerships with law enforcement continued and relationships reinforced with BNSF, Northern Plains RR and Red River Valley and Western RR.
 - (2) The Western ND Blitz targeted professional truck drivers and general drivers – A Safety Blitz was conducted June 1 through the 4th. Multiple "Officer on a Train" events occurred and the rotation of the wrecked car trailer took place in the region. KMOT Minot and the Bismarck Tribune provided story coverage and partnerships were maintained with local law enforcement, BNSF and Amtrak. An advertising campaign occurred consisting of bathroom and newspaper ads, radio public service announcements and table tents.
 - (3) Special Event Attendance included: 2014 Big Iron Farm Show, 2015 NDSC Safety and Health Conference, 2015 Valley City Winter Show, and Marketplace for Kids events throughout the state.
 - (4) Launched a new NDOL website and Facebook page.
- 6) Develop Public Input Processes for State Highway Map Development and Rail Crossing Signal/Program Administration.
- a) The State Highway Map Process Review was finalized on April 27, 2015 and the Rail Crossing Signal/Program Process Review on June 23, 2015.

18. Programming Division

a. Annual Review

- 1) Results: No areas of discriminatory practices or area of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Implement new non-construction Title VI and nondiscriminatory Request for Reasonable Accommodations language into the STIP.
 - a) The STIP has been reviewed and the Request for Reasonable Accommodations language has been implemented into the STIP during the 2014-2015 reporting period.

19. Safety Division

a. Annual Review

- 1) Results: No areas of discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2014-2015. The division conducted a process review on the North Dakota Strategic Highway Safety Plan, which includes the following eight process:
 - a) Collect and analyze crash records
 - b) Select safety emphasis areas
 - c) Develop comprehensive list of safety countermeasures
 - d) Gather stakeholder input at safety workshop
 - e) Identify critical strategies for interim safety goal
 - f) Identify implementation guidance
 - g) Publish updated Strategic Highway Safety Plan (This is only required every 5 years and was not done in 2015.)
 - h) Implement and evaluate traffic safety programs
 - (1) Results: The reviewer has overseen and participated in all steps of the SHSP and identified no discriminatory practices and no areas of concern for update or revision.
- 2) Update the Traffic Safety Office's Operations Manual to assure consistency with the NDDOT's Title VI and Nondiscrimination Program, etc., including, but not limited to, new Title VI assurances.
 - a) This item was not accomplished due to federal regulation changes, specifically 2 CFR Part 200 (commonly referred to as the super circular), and awaiting template from Governors Highway Safety Association (GHSA).
 - b) The Traffic Safety Office's Operations Manual is currently being reviewed and revised, and state statutes, federal regulations, and policies, etc., are currently being reviewed.
 - c) This goal will be continued and completed in 2015-2016.

20. State Fleet Services Division

a. Annual Review

1) Results: No discriminatory Practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

1) Conduct process reviews scheduled for 2014-2015. The division conducted two process reviews as follows:

a) State Vehicle Operations

(1) This process review was rescheduled to be conducted in 2015-2016, due to a change in staffing.

b) Motor Pool Operations

(1) Results: This process review was rescheduled to and conducted in 2014-2015 since another review was rescheduled to 2015-2015.

(2) This process review included the following five processes:

(a) Reservations and Dispatching

(b) Preventative Maintenance

(c) Procurement of Supplies

(d) Snow Removal

(e) Fuel Delivery

(3) This process review shows no areas of discriminatory practices.

c) Administrative

(1) This process review included the following three processes:

(a) Voyager Credit Cards

(b) Driver ID Program

(c) Motor Vehicle Plate requests and registration

(d) Results: This process review shows no areas of discriminatory practices.

2) Review previous process reviews to verify compliance with the non-construction public participation plan.

a) The language for auction bills was updated with the new Civil Rights contact information.

3) Survey – Use Survey Monkey to see if any additional ADA needs is required from all agencies, districts, and Motor Pools.

a) It was determined this goal was unnecessary as all motor pools have an ADA vehicle as required.

21. District Offices

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

1) Annual Review

a) Results: No areas of discriminatory practices were identified.

2) Actions taken or planned and accomplishments

a) Conduct process reviews scheduled for 2014-2015. All eight districts conducted seven to nine process reviews as follows:

(1) Permits and Licenses

(a) Driveway- conducted by all districts

(1) Results: The permit language addressing nondiscrimination was not updated on the permit form. It has been updated.

(2) No areas of discriminatory practices were identified.

(b) Utility- conducted by all districts

(1) Results: The permit language addressing nondiscrimination was not updated on the permit form. It has been corrected in NDDOT's contract management system.

(2) No areas of discriminatory practices were identified.

(c) Planting on ROW-conducted by all districts except Minot, Dickinson, Bismarck

(1) Results: The permit language addressing nondiscrimination was not updated with the new Title VI Assurance language on the permit form. The form has been updated.

(2) No areas of discriminatory practices were identified.

(2) Contracts and Agreements

(a) Rest Area- except Williston

(1) Results: No discriminatory practices were identified.

(b) Janitorial- conducted by all districts

(1) Results: No discriminatory practices were identified.

(2) No areas of discriminatory practices were identified.

(c) ROW Work- conducted by all districts

(1) Results: The permit language addressing nondiscrimination was not updated with the new Title VI Assurance language on the permit form. The form has been updated.

(2) No areas of discriminatory practices were identified.

(d) Noxious Weed- conducted by all districts

(1) Results: No discriminatory practices were identified.

(2) No areas of discriminatory practices were identified.

(3) Bids

(a) Hay- except Williston, Devils Lake, Minot

(1) Results: No areas of discriminatory practices were identified.

(b) Telephone- All districts reported

(1) Districts do not handle telephone bids.

(4) Press Releases- conducted by all districts

(1) Results: No areas of discriminatory practices were identified.

(5) Billboards- conducted by Dickinson District.

(1) Results: This process review was not scheduled for 2014-2015.

(2) No areas of discriminatory practices were identified.

3) Devils Lake District utilized 2.7 minutes of telephonic interpreter services for an Arabic speaking individual.

B. SUB RECIPIENT REVIEWS CONDUCTED DURING 2014-2015

1. Local Government conducted one sub recipient review. The sub recipient selected for review was Walsh County.

a. Results: No discriminatory practices or areas of concern were identified.

1) Desk audit and on-site review.

2) State corrective actions taken or planned, if applicable.

3) See Exhibit C.

C. TITLE VI RELATED TRAINING

1. Title VI Specialists

a. Civil Rights provided thirty-seven Title VI Specialists four hours of training on a quarterly cycle. See Exhibit D.

b. Results of training:

1) The training increased the Title VI Specialists knowledge and understanding of the purpose of Title VI and nondiscrimination regulations and the impact on the people of ND. It assisted the Title VI Specialist to conduct process reviews in their program areas and complete the requirements for annual reporting.

2. New Title VI Specialists

a. Seven NDDOT employees were appointed by the Director of NDDOT as new Title VI Specialists. They received nine hours of training. See Exhibit E.

b. Results of training:

1) The training enabled the new Title VI Specialists to take on the Title VI responsibilities of the retiring specialist with the knowledge and confidence necessary to carry on the Title VI responsibilities for their division or district.

3. NDDOT Staff

a. NDDOT staff were provided one hour annual training. All NDDOT employees were required to attend unless their division or district conducted a separate Title VI training (reported by divisions/district in their Accomplishments section). Civil Rights Division coordinated with Human Resources Division to provide Title VI/EEO training for all NDDOT employees. The three (3) hour training was titled Against the Law Or Just Against What's Right? Harassment and Bullying in the Workplace. The training covered harassment and bullying in the workplace and in the public, and included NDDOT Title VI and Title VII policies that address these issues. Attendance is recorded in NDDOT online training database.

b. Results of training:

1) NDDOT employees gained a better understanding of NDDOT policies about internal and external employee conduct, harassment, complaints/grievances, and other inappropriate behaviors in the workplace and in the public. There was interactive activities to increase awareness about respecting differences, dimensions of diversity, and the panes of prejudice.

4. Sub Recipients

- a. NDDOT Local Government staff provided one-on-one training at sub recipient's offices. They explained the Sub Recipient Checklist and the Title VI and Nondiscrimination/ADA Program Requirements, Guidance, and Templates. Sub recipients were directed to the NDDOT Title VI and Nondiscrimination/ADA Program web page where a specific Sub Recipient Information web page provides templates to develop their Title VI programs. Prospective sub recipients and stakeholders were provided guidance in developing Title VI programs through one-on-one guidance from the Civil Rights Division. See Exhibit I.
- b. Public Funds for Public Benefit, FHWA DVD, is provided online at Upper Great Plains Transportation Institute, Training Learning Network, and available on the FHWA web site.
 - 1) Results of training
 - a) Sub recipients gained knowledge and understanding about Title VI and nondiscrimination/ADA programs and how to implement their program. Sub recipients successfully developed their Title VI Programs and received federal financial assistance from NDDOT.

D. TITLE VI COMPLAINTS SUMMARY

A summary, disposition, and status report on Title VI/ADA complaints filed with the state, FHWA, USDOT, or USDOJ is attached to this report.

E. SPECIAL EMPHASIS PROGRAM AREAS

NDDOT's 2014-2015 Title VI and Nondiscrimination/ADA Program Annual Reviews did not identify areas of discriminatory practices. A few areas of concern were identified in the process reviews. Division and Districts staff corrected the issues immediately or revised their process to correct or prevent future problems.

No Special Emphasis Program Areas were identified for the next reporting period.

II. GOALS

The following information describes the NDDOT program area reviews, training, and other related Title VI activities for the coming year.

A. PROGRAM AREA REVIEWS SCHEDULED FOR 2015-2016

The Civil Rights Division conducts the program area reviews. All 28 NDDOT divisions and districts are scheduled for Annual Reviews. See Exhibit A.

Process Reviews are scheduled for 2015-2016 to be completed by all divisions and districts according to the NDDOT Process Review Schedule FY 2014-2016. See Exhibit B.

B. SUB RECIPIENT REVIEWS SCHEDULED FOR 2015-2016

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, 2015 through June 30, 2016. The number of reviews that will be scheduled is determined by the number of sub recipients NDDOT has as of June 30, 2016. The sub recipients to be reviewed will be selected by the Review and Selection Process for sub recipients as defined in the NDDOT Title VI and Nondiscrimination/ADA Program Implementation Plan.

C. PROGRAM AREA TITLE VI TRAINING

1. Title VI Specialists

- a) Civil Rights will conduct quarterly training in one hour session for a total of four hours of annual training for division and district Title VI Specialists. See Exhibit F.

2. New Title VI Specialists

- a) Civil Rights will conduct nine hours training for employees appointed as new Title VI Specialists. No new specialists have been appointed at this time for the next reporting period. If new specialists are appointed, training will be scheduled. See Exhibit G.

3. NDDOT Staff

- a) Civil Rights will develop one hour of Title VI/ADA and nondiscrimination related Training for all NDDOT employees. The training will be mandatory for all NDDOT employees. This training will be completed during this reporting period, October 1, 2015 – September 30, 2016.

D. SUB RECIPIENT TITLE VI TRAINING

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 Checklist and the Title VI and Nondiscrimination/ADA Program Requirements, Guidance, and Templates. NDDOT staff provides guidance on NDDOT Sub recipient web page templates and location. See Exhibit H.
2. The Civil Rights Title VI Program Administrator will provide one-on-one training to the public including use of the sub recipient web page, completing templates to develop a Title VI and Nondiscrimination/ADA Program Implementation Plan, and utilizing data collection tools.
3. NDDOT has coordinated with Upper Great Plain Transportation Institute, Training Learning Network to host online the Public Funds for Public Benefit, FHWA video, for public access. The video is also available on the FHWA web site. NDDOT has other training materials available, too.

E. PROGRAM AREA OTHER TITLE VI RELATED ACTIVITIES

1. Audit Services Division

- 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. Continue to implement the project work plan for Safe Harbors indirect cost rates and the related risk-based oversight procedures as approved by the FHWA.
- b. Review consultant construction contracts to verify subcontractors comply with Title VI requirements.

2. Bridge Division

- a. Conduct process reviews scheduled 2015-2016.
- b. Distribute and collect demographic surveys at all public meetings and encourage disadvantaged population participation in the transportation decision making process.
- c. Data Collection procedures used in our environmental documentation process will continue to be developed. Specifically, what data will be collected and how will the data be collected, stored, and analyzed.

3. Civil Rights Division

- a. Conduct process reviews scheduled for 2015-2016.
- b. Update the NDDOT Process Review Schedule for FY 2017-2019.
- c. Develop, test, and implement software specifically design for Civil Rights processes.
- d. Continue to implement, monitor, and update Section 1 - "ADA Coordinator" of the NDDOT ADA Transition Plan.
- e. Complete non-highway construction public involvement guidelines for divisions and districts internal use.
- f. Research training resources and post training materials for use by sub recipients and stakeholders on the Title VI and Nondiscrimination/ADA web page.
- g. Report NDDOT agency wide use of telephonic interpreter services.

4. Communications Division

- a. Conduct process reviews scheduled for 2015-2016.

5. Construction Services Division

- a. Conduct process reviews scheduled for 2015-2016.

6. Design Division

- a. Conduct process review scheduled for 2015-2016.
- b. Title VI Information. Develop additional information concerning the purpose of Title VI available for public meetings participants.
- c. Continue to implement, monitor, and update Section 2 – "Public Rights of Way" of the NDDOT ADA Transition Plan.
- d. Data will continue to be collected, monitored, and reported on for hiring processes for DOTSC students through Upper Great Plains Transportation Institute (UGPTI).

7. Drivers License Division

- a. Conduct process reviews scheduled for 2015-2016.
- b. Conduct a review of the written translation request logsheets.

- 1) Identify potential documents and languages for written translation.
 - 2) Assess the need and feasibility of each translation and provide the information to Civil Rights.
- c. Maintain continued accessibility to all of the Drivers License offices; both the district and field sites.
- 1) At times the examiners are required to temporarily re-arrange an office or field site due to unforeseen circumstances; for example, unexpected building maintenance or street work.
 - 2) Ensure new or relocated offices meet all accessibility requirements.

8. Environmental and Transportation Services Division

- a. Conduct process reviews scheduled for 2015-2016.
- b. Update the "When I Must Move" Brochure once final MAP-21 Federal Guidelines are finalized (date unknown) and conflicts with NDDOT law are resolved.
- c. Work within new FHWA guidance (June 2015) on incorporating more specific Environmental Justice compliance and monitoring in ETS work flow. For example, improve outreach and early involvement of underserved populations at public information meetings.
- d. Reinforce the importance of the Title VI survey to employees and consultants by discussing the survey at ETS Lunch & Learns and with one-on-one counseling between NDDOT ROW Tech Support and Consultants.
- e. Disseminate, collect and process public participation surveys at all public meetings.

9. Financial Management Division

- a. Conduct Process Reviews scheduled for 2015-2016.
- b. Continue to review and monitor that all changes to Title VI/ADA compliance are incorporated into solicitation documents as necessary.
- c. To continue to incorporate the Public Participation survey, SFN 60149 and use the Sign-in Sheet, SFN 59531, for bid openings.

10. Human Resources Division

- a. Continue efforts to add more schools to the TRAC Program.
- b. Increase efforts to increase numbers of minorities and females to apply for scholarships offered by NDDOT
- c. Increase efforts to place minorities and females for available summer temporary positions.

11. Information Technology Division

- a. Conduct Process Reviews scheduled in 2015-2016.
- b. Update website to ensure accessibility for the public.
- c. Continue to implement, monitor, and update Section 4 - "Communications" of the NDDOT ADA Transition Plan.

12. Legal Division

- a. Continue to provide the department with legal advice, as necessary and appropriate, in matters relating to Title VI.
- b. Record data on requests for accommodations for language assistance, in Administrative Hearings, by location and language requested.

13. Local Government Division

- a. Conduct Process Reviews scheduled in 2015-2016.
- b. Conduct reviews on 10% or a minimum of one sub recipient for the upcoming reporting period.
- c. Calculate the amount of work possible on construction projects related to DBE participation for on local projects DBE goal setting.
- d. Continue to implement, monitor, and update Section 5 - "Transit" of the NDDOT ADA Transition Plan.

14. Maintenance Division

- a. Conduct Process Reviews scheduled in 2015-2016.
- b. Continue to implement, monitor, and update Section 3 – "Building and Related Sites" of NDDOT ADA Transition Plan.

15. Materials and Research Division

- a. Conduct Process Review scheduled in 2015-2016.
- b. Provide additional Title VI training to new employees assigned to the division.

16. Motor Vehicle Division

- a. Conduct process reviews scheduled for 2015-2016.
- b. Monitor year over year statistics of how many mobility impaired placards and plates are issued; track how many mobility impaired placards and plates are issues and review for increases or decreases, what factors caused change-anything we are doing.
- c. Add accessibility language in consumer e-mail and all motor carrier renewal forms (IFTA, UCR, and IRP).
- d. Provide Title VI Training for MV and branch offices.

17. Planning/Asset Management Division

- a. Conduct process reviews scheduled for 2015-2016.
- b. Distribute and collect demographic surveys at all public meetings for later analysis and encourage disadvantaged population participation in the transportation planning process.
- c. Continue to include Appendices A and E of the Title VI Assurances in all future federal-aid contracts and agreements.
- d. For future public meetings, continue to contact all Tribal entities and increase efforts to include minority/low income populations to participate in planning activities.
- e. Work with Rail Planning Project Manager to develop special focus areas for Operation Lifesaver in 2016-2017 after reviewing current year's Operation Lifesaver summary and rail accident trends.
- f. Develop Processes for SPR funded Special Studies (non-state level land use and regional plans), City and County map development, Special Studies and Plans map development, and mapping for outside state agencies.

18. Programming Division

- a. Review the STIP amendment process to see if it would be feasible to collect demographic information from that process.

19. Safety Division

- a. Complete update of the Traffic Safety Office's Operations Manual, relative to 2 CFR Part 200, and to assure consistency with the NDDOT's Title VI and Nondiscrimination/ADA Program, etc.

20. State Fleet Services Division

- a. Conduct Process Reviews scheduled for 2015-2016.

21. District Offices

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

- 1) Conduct Process Reviews scheduled for 2015-2016.

TITLE VI ANNUAL PROGRAM AREAS REVIEW SCHEDULE 2015-2016

PROGRAM AREAS	ANNUAL REVIEW YEAR	LAST REVIEW
Audit Services Division	2016	2015
Bismarck District	2016	2015
Bridge Division	2016	2015
Civil Rights	2016	2015
Communications	2016	2015
Construction Services	2016	2015
Design	2016	2015
Devils Lake District	2016	2015
Dickinson District	2016	2015
Drivers License	2016	2015
Environmental and Transportation Services	2016	2015
Fargo District	2016	2015
Financial Management	2016	2015
Grand Forks District	2016	2015
Human Resources	2016	2015
Information Technology	2016	2015
Legal	2016	2015
Local Government	2016	2015
Maintenance	2016	2015
Materials and Research	2016	2015
Minot District	2016	2015
Motor Vehicle	2016	2015
Planning/Asset Management	2016	2015
Programming	2016	2015
Safety	2016	2015
State Fleet Services	2016	2015
Valley City District	2016	2015
Williston District	2016	2015

Figure 1- NDDOT Title VI Annual Program Areas Review Schedule for 2015 - 2016

NDDOT PROCESS REVIEW SCHEDULE FY 2014 - 2016

NDDOT Processes FY 2014-2016

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
AUDIT SERVICES				
Conduct audits on 3% of motor carriers registered in North Dakota	X			2013-2014
BRIDGE				
Structural Management Section				
Overload Permit Approval	Y		X	2015-2016
Bridge Damage Assessment	Y		X	2015-2016
Preliminary Engineering and Hydraulics Section				
Environmental Documentation (PCR's, ECLs, etc.)	Y	X		2013-2014
Drainage Permits	Y		X	2014-2015
Investigation of Drainage Complaints	Y		X	2014-2015
CIVIL RIGHTS				
Title VI and Nondiscrimination/ADA (Internal)				
Title VI Policy Statement	Y		X	2014-2015
Standard USDOT Title VI Assurances	Y		X	2014-2015
Title VI/ADA Complaint Process	Y		X	2014-2015
Title VI Implementation Plan Update	Y		X	2014-2015
Title VI Annual Goals and Accomplishments Report	Y		X	2014-2015
Title VI Public Participation Survey Process and Analysis	Y		X	2014-2015
Division and District Annual Reviews	Y		X	2015-2016
Special Emphasis Program Areas	Y		X	2015-2016
Title VI and Nondiscrimination/ADA Program (External)				
Update external webpages	Y		X	2015-2016
Dissemination of Information (Title VI, LEP, EJ)	Y		X	2015-2016
Sub Recipient Checklist (Pre-authorization for federal financial assistance); Title VI and Nondiscrimination Program Requirements, Guidance and Templates	Y		X	2013-2014
Title VI Complaint Procedure (sub recipient)	Y		X	2014-2015
Pre-Audit Checklist (sub recipient reviews)	Y		X	2013-2014
Review and Selection Procedures (sub recipient)	Y		X	2014-2015
Title VI Public Participation Survey Process (sub recipient)	Y		X	2014-2015
Title VI Training (sub recipients and stakeholders)	Y		X	2015-2016

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Transition Plan review	Y	X		2014-2015
Request For Reasonable Accommodations	Y	X		2014-2015
Deaf and Hearing Impaired Interpreter Services (CSD)	Y	X		2015-2016
Web accessibility	Y		X	2014-2015
CTS LanguageLink Services- telephonic interpretation	Y		X	2015-2016
Written Translation Services	Y	X		2013-2014
Auditory Recording Services	Y	X		2013-2014
LEP Plan	Y		X	2015-2016
Workplace Investigation				
Workplace Investigation Process	Y		X	2014-2015
Workplace Investigation Team Selection	Y		X	2014-2015
Disadvantaged Business Enterprise (DBE)				
DBE Program Plan	Y		X	2014-2015
DBE Program revisions	Y		X	2015-2016
States Overall DBE Goal	Y	X		2014-2015
Training	Y		X	2015-2016
On-The-Job Training (OJT)				
On-the-Job Training Goals	Y		X	2014-2015
Training	Y		X	2014-2015
Supportive Services				
Report on Supportive Services (DBE)	Y		X	2015-2016
Report on Supportive Services (OJT)	Y		X	2014-2015
Training (DBE & OJT)	Y		X	2014-2015
Contractor Compliance				
Federal-aid Highway Construction Contractors EEO Report (FHWA 1391-1392)	Y	X		2015-2016
EEO Contractor Compliance Reviews and Appeal	Y		X	2015-2016
EEO Contractor Compliance Plan	Y		X	2015-2016
Training	Y		X	2014-2015
Title VII Internal EEO				
State Internal EEO Affirmative Action Plan- employment statistical data	Y		X	2015-2016
Adverse Impact	Y		X	2013-2014
Hiring Goals	Y		X	2013-2014
Plan Approval	Y		X	2013-2014
Labor Compliance				
Labor Compliance US DOL Wage Rates	Y		X	2014-2015
Labor Compliance Training	Y	X		2014-2015
Davis Bacon Complaint Process	Y		X	2013-2014
COMMUNICATIONS				
Prepare presentations for management		X		2014-2015
Write and send out press releases		X		2013-2014
Coordinate press conferences	Y			2015-2016
Update website	Y			2015-2016

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
CONSTRUCTION SERVICES				
Advertise Bid Openings	Y	X		2013-2014
Subcontractor Registration	Y		X	2014-2015
Prequalify Contractors	Y		X	2014-2015
Conduct Bid Openings & Review Bids	Y	X		2014-2015
Contractor Payments	Y		X	2014-2015
Verify Final Project Records	Y		X	2015-2016
Maintain Internet Road Construction Map	Y	X		2015-2016
Contract Plans & Proposals	Y	X		2015-2016
DESIGN				
Roadway Design Section				
ADA Compliant Design for Sidewalks, Curb Ramps, and Driveways	y		X	2013-2014
Public Meetings - (Public Info, Public Input, and Public Hearings)	y	X		2013-2014
Traffic Safety Section				
APS (Accessible Pedestrian Signals) Design	y		X	2015-2016
Surveys Section and				
Notification of Survey Letters	y	X		2014-2015
DISTRICTS				
Administration				
Public Inquiries (In person or by phone - including CTS Language Link)	Y	X		2015-2016
STIP/Roadway Priorities	Y	X		2013-2014
Permits (Drive, Utility) & Licenses (Planting on ROW)	Y	X		2014-2015
Contracts (Rest Area, Janitorial) & Agreements (ROW Work, Noxious Weed)	Y	X		2014-2015
Bids (Hay, Telephone)	Y	X		2014-2015
Press Releases	Y		X	2014-2015
Adopt-a-Highway	Y	X		2013-2014
Accident/Incident Reporting	Y	X		2015-2016
District Construction				
Construction Contract Administration	Y		X	2015-2016
District Maintenance				
Winter Snow Removal	Y		X	2015-2016
Roadway Maintenance	Y		X	2015-2016
Roadside Maintenance	Y		X	2015-2016
Road Reporting	Y		X	2015-2016
Signs, Signals, Guardrail Install/Maintenance	Y		X	2015-2016
District Shop				
Vehicle Auctions	Y	X		2013-2014
Drivers License Division				

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Licensing Section				
Driver Services	Y		X	2013-2014
Automated Renewal Reminders (notices)	Y		X	2013-2014
Webpage	Y		X	2013-2014
New Americans outreach	Y		X	2013-2014
Foreign Language Log	Y		X	2013-2014
Study Guides	Y		X	2013-2014
Driver Record Services Section				
Driver Services	Y		X	2013-2014
Brochures	Y		X	2014-2015
Administration Support Section				
Driver Services	Y		X	2013-2014
Correspondence	Y		X	2013-2014
ENVIRONMENTAL AND TRANSPORTATION SERVICES				
Cultural Resources				
Tribal Consultation for Highway Program (STIP)	Y	X		2014-2015
TCC Meeting 2 times per year	Y	X		2014-2015
Environmental Services				
Public Involvement	Y	X		2015-2016
Public Notice	Y	X		2015-2016
Environmental Justice	Y	X		2015-2016
PCR, Documented CATEX, Programmatic CATEX				2015-2016
Website				
Public Involvement	Y	X		2015-2016
Consultants and Engineers - Qualification based selection	Y	X		2015-2016
Contractor Information – Specifications	Y	X		2015-2016
Environmental and Cultural	Y	X		2015-2016
NEPA				
Environmental Justice	Y	X		2015-2016
Notices	Y	X		2015-2016
Right of Way				
Appraisers/Appraisals	Y	X		2015-2016
Negotiation	Y	X		2015-2016
Relocation Assistance and Advisory Services	Y	X		2015-2016
Contracts for Consultant Services				
Non Discrimination	Y	X		2014-2015
DBE - Good Faith Estimates	Y	X		2014-2015
SFN 60232 - Proposed Sub-Consultant Request	Y	X		2014-2015
SFN 60233 – Prime Consultant Request to Sublet	Y	X		2014-2015
Appendix A of Title VI Assurances	Y	X		2014-2015
Standard Specifications				
TERO Agreements & Liaison	Y	X		2014-2015
DBE – Distribution of Standard Specifications	Y	X		2014-2015

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
FINANCIAL MANAGEMENT				
Section: Procurement				
Fixed Assets – Other Process Chart	Y		X	2014-2015
Equipment Transfer or Disposal – Combined	Y		X	2013-2014
Fixed Assets – Fleet & Hwy Major Process Chart	Y		X	2015-2016
Master File Maintenance Process Chart	Y		X	2014-2015
Bid Opening	Y	X		2013-2014
Purchase Order – Districts	Y		X	2013-2014
Verify PO Input	Y		X	2014-2015
Purchase Order – Central Office	Y		X	2015-2016
Section: Administration				
Time Distribution	Y		X	2013-2014
Inter-Departmental Billing	Y		X	2015-2016
Bank Statement Other	Y		X	2014-2015
Purchase Order – Central Office	Y		X	2014-2015
Annual Financial Statements – Bond Issue	Y	X		2014-2015
Section: Budget and Fiscal Analysis				
FHWA Form 500 Annual Reports	Y		X	2014-2015
Monthly Budget Reports	Y		X	2013-2014
Monthly Highway Revenue Reports	Y		X	2015-2016
Annual Bond Disclosure	Y	X		2015-2016
Biennial Budget Preparation	Y		X	2014-2015
Section: Accounts Payable				
W9 and 1099 Processing	Y		X	2014-2015
Monthly Statements	Y		X	2014-2015
Employee Change of Status	Y		X	2015-2016
Inter-Departmental Billing	Y		X	2013-2014
Check Processing	Y		X	2015-2016
Section: Receivables				
Credit Card Deposit	Y		X	2015-2016
Cyber Cash Process Chart	Y		X	2014-2015
Misc. Billings	Y		X	2014-2015
ITD Services Receivables – from ITD	Y		X	2013-2014
Monthly Statements	Y		X	2014-2015
Project Authorization	Y		X	2013-2014
Federal Billing	Y		X	2015-2016
County Billing	Y		X	2014-2015
NHTSA Billing	Y		X	2015-2016
Motor Pool Bill	Y		X	2013-2014
City Billing	Y		X	2014-2015
Check Processing	Y		X	2015-2016
Inter-Departmental Billing	Y		X	2013-2014
Bank Statement	Y		X	2015-2016

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Refund	Y		X	2015-2016
Bank Statement - Other	Y		X	2013-2014
Bid Opening	Y		X	2014-2015
Project Close-out	Y		X	2015-2016
Federal Transit	Y		X	2013-2014
HUMAN RESOURCES	Y		X	2013-2014
Classification / Compensation / Recruitment				
Recruitment for NDDOT position vacancies	Y	X		2013-2014
INFORMATION TECHNOLOGY				
Technology Training				
Open Records Requests	Y	X		2013-2014
Telecommunications / Radio				
Radio Planning, purchasing and installation	Y	X		2014-2015
Technical Support for RWIS – Road Way Information System	Y	X		2014-2015
WIMS – Weight in Motion Systems, ADR –Automatic Data Recorder, DMS – Dynamic Message Systems, Cell phones	Y	X		2014-2015
LEGAL				
Administrative Support				
Administrative Hearing Process	Y		X	2013-2014
LOCAL GOVERNMENT				
Rural, Urban, and Special Programs				
Public Meetings - (Public Info, Public Input, and Public Hearings)	Y	X		2013-2014
Distribution of Federal/State Funds to Local Agencies	Y		X	2014-2015
Audit Selection of Title VI Sub-recipients	Y	X		2014-2015
Sub-recipient Pre-Audit Process	Y	X		2015-2016
Sub-recipient Pre-Authorization & Guidance & Templates Process	Y	X		2015-2016
Transit Program				
Grant Application Process	Y	X		2014-2015
Transit provider Sub-recipient Audit Process	Y	X		2015-2016
MAINTENANCE				
Administrative Section				
Traveler Information map/511	Y		X	2015-2016
Right-Of-Way Section				
Advertise/Sell DOT property to the public	Y	X		2014-2015
Permit Billboards to the public	Y		X	2013-2014
Police public Junkyards	Y		X	2014-2015
Signing Section				
Tourist Oriented Directional Signs Program	Y	X		2014-2015
Static Traffic Control Signs w/ internationally recognized symbols	Y		X	2014-2015

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Tourism Signing Advisory Committee Selection	Y	X		2014-2015
Operations Section				
Contracts/Agreement form and policy (ex:MOU's add Title VI Appendix A)	Y		X	2014-2015
Facilities Section				
Facility ADA inspections-District Offices/Rest Areas/Sections	Y		X	2015-2016
Facility ADA compliance of Existing Buildings -District Offices/Rest Areas	Y		X	2015-2016
Facility ADA compliance of New Construction	Y	X		2015-2016
Facility advertisement/bid process (construction/Capital Improvement)	Y	X		2015-2016
ITS Section				
Steering Committee Selection	Y	X		2014-2015
MATERIALS AND RESEARCH				
Gravel Prospecting				
Develop new aggregate sources – Negotiate Gravel pit options	Y		X	2013-2014
Pavement Design and Research				
ND University System research	Y		X	2014-2015
Internal Research – Research Advisory Committee	Y		X	2014-2015
Testing Laboratory				
Technician Certification Program	Y		X	2015-2016
MOTOR VEHICLE				
Consumer Section				
Process Title work and Renewals at the counter	Y	X		2014-2015
Process mailed in Title work and Renewals	Y	X		2014-2015
Take consumer phone calls – Utilize LEP when necessary	Y	X		2014-2015
Respond to consumer emails	Y	X		2014-2015
Support Operations Section				
Responsible for all incoming and outgoing mail for Motor Vehicle	Y	X		2014-2015
Process information requests	Y	X		2014-2015
Motor Carrier Section				
Process IRP, IFTA and UCR new carriers and renewals	Y	X		2015-2016
Process mailed in IRP, IFTA, and UCR work and Renewals	Y	X		2015-2016
Take carrier phone calls – Utilize LEP when necessary	Y	X		2015-2016
Respond to carrier emails	Y	X		2015-2016
Accounting and Dealer Services Section				
Process New Dealer applications	Y	X		2014-2015
Conduct on-site inspections	Y	X		2014-2015
Fraud and Compliance investigation	Y	X		2014-2015
Take dealer phone calls on inquiries and complaints	Y		X	2014-2015
Mail annual dealer renewals	Y	X		2013-2014
Process NSFs	Y	X		2014-2015
Process Refunds	Y	X		2014-2015

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Deposit all Motor Vehicle and Motor Carrier Deposits	Y		X	2014-2015
Training and Quality Review Section				
Provide training to Motor Vehicle Staff and Branch offices	Y		X	2015-2016
Quality review branch paperwork	Y		X	2015-2016
Contract Management for MTI	Y		X	2015-2016
PLANNING/ASSET MANAGEMENT				
Planning/Rail Section				
State Plan development (TransAction III, Freight Plan, Rail Plan) – Five Year Cycle	Y	X		2013-2014
SPR funded special studies (non-state level – land use, regional plans)	Y	X		2015-2016
Operation Lifesaver support	Y	X		2013-2014
Rail crossing signal/program administration	Y	X		2014-2015
Cartography				
State Highway Map development	Y	X		2014-2015
City/County Maps development	Y		X	2013-2014
Study maps development (for special studies and plans, such as the State Freight Plan)	Y		X	2015-2016
Mapping for outside state agencies	Y		X	2015-2016
PROGRAMMING				
Statewide Transportation Improvement Plan (STIP)	Y	X		2013-2014
SAFETY				
North Dakota Highway Safety Plan (HSP) Process				
Define and describe the problems through data analysis	Y	X		2013-2014
Identify and involve partners in each planning process	Y	X		2013-2014
Coordinate HSP and data collection with those for the State SHSP	Y	X		2013-2014
Develop performance targets and measures for each program	Y	X		2013-2014
Identify, prioritize, and select strategies and projects	Y	X		2013-2014
Submit HSP for NHTSA review and approval	Y	X		2013-2014
Evaluate outcomes and results for use in the next planning cycle	Y	X		2013-2014
North Dakota Strategic Highway Safety Plan (SHSP) – Update Process				
Collect and analyze crash records	Y	X		2014-2015
Select safety emphasis areas	Y	X		2014-2015
Develop comprehensive list of safety countermeasures	Y	X		2014-2015
Gather stakeholder input at safety workshop	Y	X		2014-2015
Identify critical strategies and interim safety goal	Y	X		2014-2015
Identify implementation guidance	Y	X		2014-2015
Publish updated SHSP	Y	X		2014-2015
Implement and evaluate traffic safety programs	Y	X		2014-2015
Grant Application Submission Process				

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
RFA Request for Application – state agencies, cities, counties, & subs, and nonprofit organizations with existing IRS 501(c)(3) status	Y	X		2013-2014
Request for Proposal Process				
RFP Request for Proposal – competitive procurement via ND procurement law	Y	X		2013-2014
STATE FLEET SERVICES				
Vehicle Operations				
Vehicle Transfer	Y		X	2014-2015
Auction Sales	Y	X		2014-2015
Billing Process	Y		X	2014-2015
Vehicle Ordering	Y	X		2014-2015
Preventative Maintenance	Y	X		2014-2015
Manage Agency Vehicles	Y		X	2014-2015
Vehicle Order Planning	Y		X	2014-2015
Motor Pool Operations				
Reservations Online, Phone, Face to Face, and Dispatching	Y		X	2015-2016
Preventative Maintenance	Y	X		2015-2016
Procurement of Supplies	Y	X		2015-2016
Snow Removal	Y		X	2015-2016
Fuel Delivery	Y	X		2015-2016
Risk Management				
Defensive Driving Course	Y		X	2015-2016
Accident Process	Y	X		2015-2016
Department Insurance Program	Y	X		2015-2016
Administrative				
Voyager Credit Cards	Y		X	2014-2015
Driver ID Program	Y		X	2013-2014
Motor Vehicle Plate requests and registration	Y		X	2014-2015

Figure 2- NDDOT Process Review Schedule FY 2014 - 2016

NDDOT TITLE VI REVIEW SCHEDULE SUB RECIPIENT REPORT 2014-2015

SUB RECIPIENT	DATE REVIEW NOTICE SENT	DATE REVIEW CONDUCTED	DATE NOTICE OF COMPLIANCE	DATE OF NOTICE OF DEFICIENCY	DATE OF REVIEW MEETING	DATE OF NOTICE OF NON-COMPLIANCE	DATE OF LAST REVIEW	DATE OF LAST REVIEW-COMPLIANT	NOTES
Walsh County	5-18-15	6-17-15	7-1-2015	N/A	N/A	N/A	N/A	N/A	

Figure 3- NDDOT Title VI Review Schedule – Sub Recipient Report 2014 - 2015

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2014-2015

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI and Nondiscrimination Program 2014 –status on approval by FHWA; program update; contract updates; discuss Goals/Action Plan Worksheets; data collection; training update	10/27/2014	10:00-11:00am	1.0	NDDOT Central Office, Rm Veigel; 407N-all Districts	Title VI Specialists
Title VI Program updates; Process Reviews progress; Annual Reviews-Divisions and Districts; Request For Reasonable Accommodations Revisions; Non-Construction Public Participation Plan update; WSCA update; new specialists training update	1/12/2015	9:45-10:45am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates; new Complaint Process; Annual Review Requirements; Annual Reviews-schedule date/time; Process Reviews Report progress; Annual Reports requirements-accomplishments and goals; specialists training update; data collection requirements for survey and analysis training; Title VI data storage and retention presentation-Donna Neumiller	4/13/2015	9:45 - 11:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates; Annual Reviews; Annual Reports-accomplishments and goals; data collection/analysis report; Public Participation Plan for Non-construction programs update; training update; presentation TBA	6/08/2014	9:45-10:45am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
TOTAL TRAINING HOURS			4.0		

Figure 4- Title VI Training Schedule - Program Areas - October 1, 2014 - September 30, 2015

NEW SPECIALIST'S TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2014-2015

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist's Welcome and Introductions; Brief Overview of the Title VI and Nondiscrimination Program. Disseminate syllabus and training materials; and Questions and Answers	10/27/2014	11:00-12:00pm	1.00	NDDOT Central Office Rm 407N; Veigel, Williston District	New Title VI Specialists
Public Funds for Public Benefits: Introduction, Overview, Title VI Responsibilities, Title VI Impacts, and Strategies for Prevention of Discrimination (FHWA video)	1/12/2015	Independent Study	2.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); CTS LanguageLink (handouts)	1/12/2015	Independent Study	1.00	MyDOT	New Title VI Specialists
Meet with Specialists to review materials to date.	1/12/2015	11:00-11:30am	.50	NDDOT Central Office Rm 407N; Williston District	New Title VI Specialists
ADA and Section 504: Introduction, General Overview (FHWA video)	2/23/2015	Independent Study	1.50	MyDOT	New Title VI Specialists
Interagency Program for Assistive Technology (IPAT) presentation (recorded); Communicating Effectively with People Who Have A Disability (booklet).	2/23/2015	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
Essential ADA Requirements Relative to Transit Systems in ND presentation (recorded)	2/23/2015	Independent Study	.50	1 DVD from Civil Rights Division	New Title VI Specialists
NDDOT Public Involvement Panel presentations (recorded)	2/23/2015	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
New Specialist's Training Review & Closing	2/23/2015	9:00-9:30am	.50	NDDOT Central Office Rm 407N; Williston District	New Title VI Specialists
TOTAL TRAINING HOURS			9.00		

Figure 5- New Specialist's Title VI Training Schedule - Program Areas- October 1, 2014 – September 30, 2015

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2015-2016

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI and Nondiscrimination Program 2015 –status on approval by FHWA, program updates for Complaints, Non-Construction Public Participation Plan, WSCA, Request For Reasonable Accommodations, new specialists training; TBA	10/26/2015	1:00-2:00pm	1.0	NDDOT Central Office, Rm 407N-all Districts	Title VI Specialists
Title VI Program updates; Process Reviews progress; TBA	1/11/2016	9:30-10:30am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates; Process Reviews Report progress; Annual Review Requirements and scheduling; Annual Reports requirements-accomplishments and goals; new updates on data collection and new specialists training	3/07/2016	10:30-11:30am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates on Annual Reviews, Annual Reports; data collection/analysis report; TBA	5/23/2016	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
TOTAL TRAINING HOURS			4.0		

Figure 6- Title VI Training Schedule - Program Areas - October 1, 2015 - September 30, 2016

NEW SPECIALIST'S TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2015-2016

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist's Welcome and Introductions; Brief Overview of the Title VI and Nondiscrimination Program. Disseminate syllabus and training materials; and Questions and Answers	TBA	TBA	1.00	NDDOT Central Office	New Title VI Specialists
Public Funds for Public Benefits: Introduction, Overview, Title VI Responsibilities, Title VI Impacts, and Strategies for Prevention of Discrimination (FHWA video)	TBA	Independent Study	2.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); CTS LanguageLink (handouts)	TBA	Independent Study	1.00	MyDOT	New Title VI Specialists
Meet with Specialists to review materials to date.	TBA	TBA	.50	NDDOT Central Office	New Title VI Specialists
ADA and Section 504: Introduction, General Overview (FHWA video)	TBA	Independent Study	1.50	MyDOT	New Title VI Specialists
Interagency Program for Assistive Technology (IPAT) presentation (recorded); Communicating Effectively with People Who Have A Disability (booklet).	TBA	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
Essential ADA Requirements Relative to Transit Systems in ND presentation (recorded)	TBA	Independent Study	.50	1 DVD from Civil Rights Division	New Title VI Specialists
NDDOT Public Involvement Panel presentations (recorded)	TBA	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
New Specialist's Training Review & Closing	TBA	TBA	.50	NDDOT Central Office	New Title VI Specialists
TOTAL TRAINING HOURS			9.00		

Figure 7- New Title VI Specialists Training Schedule - Program Areas - October 1, 2015 - September 30, 2016

SUB RECIPIENT TITLE VI FORMS

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

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