

Title VI/ Nondiscrimination and ADA Program Goals and Accomplishments

prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

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NDDOT GOALS AND ACCOMPLISHMENTS REPORT

I. ACCOMPLISHMENTS

A. PROGRAM AREA REVIEWS CONDUCTED DURING 2017-2018

Annual Program Reviews were conducted on twenty-one (21) divisions and all eight (8) districts; a total of 29 Annual Program Reviews were conducted. See Exhibit A.

Seventeen (17) divisions and eight (8) districts conducted one or more Process Reviews and submitted Process Review Reports for their Annual Review scheduled for 2017-2018. Four Divisions did not have a process review scheduled this reporting period. The NDDOT Process Review Schedule listing all Title VI related processes and their date of review for FY 2017-2019 is available. See Exhibit B.

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

1. Audit 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 review rescheduled from 2016-2017 to 2017-2018. The division conducted one process review as follows:
 - a) Audits of Motor Carriers and Other Audits
 - (1) Results: The process review showed no areas of discriminatory practices. There were no areas of concerns.
 - 2) 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.
 - a) The Safe Harbor Pilot Program has concluded. FHWA has published for public comment as of the week of July 16, 2018. During public comment the pilot DOTs are allowed to utilize the rate for consulting engineers who are developing financial systems to prepare an indirect cost rate. Audit Services would never audit a Safe Harbor indirect cost rate. Once a consulting engineer qualifies to submit an Indirect Cost Rate they will be required to submit to Audit Services for approval.
 - b) Continued to utilize a risk-based approach to A&E overhead rate audits.
 - c) Reviewed and documented the selection process for Indirect Cost Rate Reviews.
 - (1) Audit Services is responsible for reviewing and approving indirect cost rates submitted by consulting engineering firms. The submitted indirect cost rates

can be audited by a CPA firm or unaudited. The process for reviewing and approving indirect cost rates is posted on our website at <http://www.dot.nd.gov/divisions/audit/audits-indirect.htm> .

- 3) Review consultant construction contracts to verify subcontractors comply with Title VI requirements.
 - a) Audit Services has not reviewed consultant construction contracts to verify subcontractors comply with Title VI requirements this reporting period. Audit Services does not conduct these type of reviews.

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 2017-2018. The division conducted two process reviews as follows:
 - a) Drainage Permits
 - (1) Results: This process review showed no discriminatory practices.
 - b) Investigation of Drainage Complaints
 - (1) Results: This process review showed no discriminatory practices.
- 2) Distribute and collect demographic surveys at all public meetings and encourage disadvantaged population participation in the transportation decision making process.
 - a) Three Public Input Meetings were held during this reporting period. On November 13, 2017, an input meeting was held for proposed improvements and detours for the West Fargo Interchange located along Interstate 94 at mile 343.803. On November 28, 2017, an input meeting was held for proposed improvements and detours for the East Medora Interchange located along Interstate 94 at mile 27.243 and for the Fryburg Interchange, located along Interstate 94 at mile 36.861. On April 8, 2018, an input meeting was held for proposed improvements and detours for the Goose River structure located 1 mile south of Mayville on ND Highway 18. The surveys were distributed at each meeting however none were filled out and returned to us.

c. Other Accomplishments

- 1) Bridge Division established performance measures to use in managing bridge performance on the National Highway System. These performance measures were provided to Local Government Division who will then provide to MPO's for review and approval.

3. **Civil Rights 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 2017-2018. The division conducted eleven process reviews as follows:

a) Program Area Review Procedures

(1) Results: The Program Area Review Procedures Process Review showed no areas of discriminatory practices.

b) Sub Recipient Review Procedures

(1) Results: The Sub Recipient Review Procedures Process Review showed no areas of discriminatory practices.

c) Request For Reasonable Accommodations

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

d) Telephonic Interpreter Services

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

e) Deaf, Hearing, and Blind or Low Vision Services

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

f) Title VI/Nondiscrimination and ADA Program Webpages/Web Accessibility

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

g) States Overall DBE Goal aka FHWA Goal Setting Methodology

(1) Results: No discriminatory practices were identified while performing this review.

h) On-The-Job Training (OJT) aka OJT Program

(1) Results: No discriminatory practices were identified while performing this review.

i) Labor Compliance US DOL Wage Rates

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

j) Labor and Contractor Compliance Training

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

k) Davis-Bacon Complaint Process

(1) Results: This process review was rescheduled from 2016-2017 to 2017-2018 due to changes occurring with the adoption of LCPtracker software. After this review, I have found no areas of discriminatory policies or concerns in Davis-Bacon complaint process.

c. Other Accomplishments

1) The External Complaints of Discrimination procedures were revised based on the FHWA Memo dated June 13, 2018. They are included in the Title VI/Nondiscrimination and ADA Program Implementation Plan, Exhibit C, and available at <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>

2) Mandatory use of LCPtracker and Certification and Compliance System (B2GNow).

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 2017-2018. The division conducted two process reviews that were combined into one process review report as follows:

a) Prepare Presentations for Management and Coordinate Press Conferences

(1) Results: The process review shows no areas of discriminatory practices.

c. Other Accomplishments

1) The North Dakota Transportation Expo was held on Saturday, May 12, at the Bismarck Event Center to celebrate the past 100 years of transportation and to look to the future. This free, family-friendly event included activities and exhibits for all ages, including: autonomous bus, equipment displays, a car show, live entertainment, hands-on-technology, safety activities, and booths by the following divisions and districts: Driver's License Division, ETS Division, Financial Management Division, IT Division, Materials and Research Division, Motor Vehicle Division, Planning/Asset Management and Programming Divisions, Safety Division, and Grand Forks, Dickinson, Valley City, and Fargo Districts.

2) State Fair: NDDOT staff from many areas worked at an information booth every day of the State Fair in Minot.

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 2017-2018. The division conducted two process reviews as follows:

a) Prequalify Contractors

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

b) Contract Plans and Proposals

(1) Results: This process review shows no areas of discriminatory practices. There are no areas of concern that need to be updated or revised.

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 2017-2018. The division conducted one process review as follows:

a) ADA Compliant Design for Sidewalks, Curb Ramps, and Driveways

(1) Results: The process review showed no areas of evident discriminatory practices, and no areas of concern were noted during this process review. The data sampled met the requirements as outlined in the Standard Drawings, as approved by FHWA.

2) Title VI Information. Develop additional information concerning the purpose of Title VI available for public meeting participants.

a) Due to changes in staffing, this goal was not completed. Civil Rights will complete this goal through the addition of two new goals to be completed during FY2019.

3) Data will continue to be collected, monitored, and reported on for hiring processes for DOTSC students through Upper Great Plains Transportation Institute (UGPTI).

a) The division had two engineers that provided guidance and assistance for 11 NDSU student interns in the development of requested transportation work product for NDDOT. The hiring of interns is conducted through NDSU/UGPTI.

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

a) ADA Transition Plan - 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.

- 5) Keep Design Division employees current and aware of Title VI Initiatives and purposes through Title VI Specialists briefings at Design Division Staff meetings.
 - a) The Title VI Specialist routinely discussed on going Title VI awareness and status of Title VI program at bi-weekly Design Division staff meetings throughout the reporting period.

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) Conducted Process Reviews scheduled in 2017-2018. The division conducted four process reviews as follows:
 - a) Licensing Section
 - (1) New Americans Outreach
 - (a) Results: The process review did not show any areas of discriminatory practices.
 - (2) Foreign Language Log
 - (a) Results: We are updating our foreign language request log process and form to coincide with our request for reasonable accommodation process and LEP Plan. The process review showed no areas of discriminatory practices.
 - (3) Study Guides
 - (a) Results: The process review did not show any areas of discriminatory practices.
 - b) Driver Record Services Section
 - (1) Brochures
 - (a) Results: The request for accommodation contact information will be added to updated brochures. The process review showed no areas of discriminatory practices.
- 2) Review Foreign Language Translation requests.
 - 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) No additional translations were identified.

(2) We are working on updating the foreign language request log process in 2018-2019 to coincide with our reasonable accommodation process and LEP Plan.

3) Maintain continued accessibility to all of the Drivers Licenses offices; both the district and field sites.

a) 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.

b) Ensure new or relocated offices meet all accessibility requirements.

(1) There were no new offices, relocations, or temporary arrangements needed.

c. Other Accomplishments

1) One individual who is deaf was 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 eight major offices. A total number of 30,106 Noncommercial Class D tests were administered which included tests in foreign languages as follows:

a) 888 administered in Spanish

b) 483 administered in Somali

c) 223 administered in French

d) 201 administered in Arabic

e) 180 administered in Nepali

f) 111 administered in Chinese

g) 85 administered in Russian

h) 68 administered in Swahili

i) 51 administered in Vietnamese

j) 21 administered in Turkish

k) Nine administered in Serbo-Croatian

l) 19 administered in American Sign Language

3) Five new Drivers License employees completed a minimum of one hour of Title VI orientation training.

- 4) Three 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) In August 2017, the division began processing non-commercial online driver license renewals.
- 6) In the 2017-2018 reporting period, the division began processing non-commercial online substitute driver licenses.
- 7) In May of 2018, the division began processing Real ID credentials to applicants.
- 8) Drivers License Division utilized 923.30 minutes of telephonic interpreter services for Arabic, Mandarin, Nepali, Polish, Portuguese, Russian, Somali, and Spanish 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 2017-2018. The division conducted two process reviews as follows:
 - a) Cultural Resources: Tribal consultation for Highway Program (STIP); and TCC Meetings
 - (1) Results: This process showed no areas of discriminatory practices in the reporting period.
 - b) Contracts for Consultant Services: Non Discrimination; DBE – Good Faith Estimates; SFN 60232 – Proposed Sub-Consultant Request; SFN 60233 – Prime Consultant Request to Sublet; Appendix A and E of Title VI Assurances
 - (1) Results: The process showed no areas of discriminatory practices.

9. Executive Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Ensure all NDDOT Directives are reviewed annually; and make identified revisions.

- a) All Divisions were sent their policies for review in April of 2018. They were reviewed and completed by July 15, 2018.

10. Financial Management Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Conduct Process Reviews scheduled for 2017-2018. The division conducted ten process reviews as follows:

a) Receivables Section

(1) Credit Card Deposit

- (a) Results: No areas of discriminatory practices or areas of concern were found.

(2) Cyber Cash Process Chart

- (a) Results: This review showed no areas of discriminatory practices or areas of concern.

(3) Misc., Motor Pool, and Inter-Departmental Billings

- (a) Results: These reviews show no areas of discriminatory practices or areas of concern.

(4) Monthly Statements

- (a) Results: I have found no areas of discriminatory practices or areas of concern.

(5) Project Authorization

- (a) Results: These reviews show no areas of discriminatory practices.

(6) Federal, County, NHTSA, Federal Transit (FTA), and City Billing

- (a) Results: These reviews show no areas of discriminatory practices.

(7) Check Processing

- (a) Results: No areas of discriminatory practices or areas of concern were found.

(8) Bank Statement and Bank Statement – Other

- (b) Results: The monthly review of bank statements shows no areas of discriminatory practices.

(9) Refund

(a) Results: The review shows no areas of discriminatory practices.

(10) Project Close-out

(a) Results: The review shows no areas of discriminatory practices.

2) Continue to review and monitor that all changes to Title VI/Nondiscrimination and 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 use the Sign-in Sheet, SFN 59531, for bid openings.

a) From 10/01/17 to 9/30/18, seven suppliers attended from various bid openings. Form SFN 59531, Sign-In Sheets, was completed at the meeting. Six Public Participation surveys (SFN 60149) were completed at the meeting.

11. Human Resources Division

a. Annual Review

1) No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

1) Increase efforts to place minorities and females for available positions.

a) NDDOT increased their overall employment of minorities and females over the past year. NDDOT has kept close tracking metrics of employees leaving due to additional turnover and several positions have been placed on hold since January 2018 for District/Route Optimization and budget review.

c. Other Accomplishments

1) The Human Resources Division (HRD) continues to provide NDDOT Career Fairs in the state and also had the opportunity to participate in recruitment booths at the following new activities – Transportation Expo, Mandan Touch a Truck, North Dakota State Fair, and the Tribal Summit Trade Show.

2) HRD is participating in the State of North Dakota Acquisition Work Stream. The focus of this group is to discover additional ways to attract talent to the state and to find ways to improve the applicant experience.

3) HRD is a representative for the NDDOT on the Bismarck State College Career Development Career Advisory Board. The focus of this board is to network with area employers on recruitment challenges and to receive applicant feedback on the entire recruitment process.

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 2017-2018. The division conducted one process review as follows:
 - a) Radio Tower Management
 - (1) Results: The process review showed no areas of discriminatory practices and no areas of concern were identified.
 - 2) Continued monthly accessibility testing and testing of any page modified prior to updating to internet.
 - a) We conducted weekly accessibility testing of any pages modified prior to updating the websites. We keep the web pages at ADA Compliance levels of AA or higher. NDDOT received an 80.8 Accessibility Score. The accessibility score is a measure of how well a site meets the standards set out in WCAG 2.0 (Web Content Accessibility Guidelines). NDDOT does have a number of pages that don't meet some specification on the Conformance Levels A, AA, and AAA. The reason for this is because many of those pages are dynamically generated on a weekly or daily basis. The formatting of the dynamic pages are not within our ability to fix at present.
- c. Other Accomplishments
 - 1) The NDDOT website went through a redesign (Responsive Design Enhancements) that started in 2016 and completed in 2018. This redesign of the website allowed the DOT to update the webpages that the public is able to access and to improve the ADA compliance of all the pages and the general layout of the website. As part of the redesign, we were able to set different styles and content layouts (Responsive Design) depending if the website is viewed on a mobile device, tablet or computer monitor.

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.

- a) Legal Division utilized a total of 149.68 minutes of telephonic interpreter services for a Punjabi speaking individual.

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 2017-2018. The division conducted five process reviews as follows:

- a) Distribution of Federal Funds to Local Agencies – Urban and Rural

- (1) Results: The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

- b) Distribution of State Funds to Local Agencies – Rural

- (1) Results: The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

- c) Distribution of Federal Funds to Local Agencies – Special Programs

- (1) Results: The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

- d) Distribution of State Funds to Local Agencies – Special Programs

- (1) Results: The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

- e) Transit Provider Sub Recipient Post-Award Process

- (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 six sub recipients in 2018, and therefore; one sub recipient was audited for Title VI compliance. The entity was the City of Dickinson. See Exhibit C.

- 3) Conduct reviews on 10% or a minimum of three Transit Providers that receive 5311 federal funds for the upcoming reporting period.

- a) Transit Section had a total of 32 sub recipients that received 5311 federal funds and therefore; four transit providers were audited. See Exhibit C.

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 2017-2018. The division conducted seven process reviews as follows:

a) Advertise/Sell DOT property to the public

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

b) Police Public Junkyards

(1) Results: I reviewed the Policy and procedures manual for Junkyard policing and no areas of discriminatory practices or concern were found.

c) Tourist Oriented Directional Signs Program

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

d) Static Traffic Control Signs w/internationally recognized symbols

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

e) Tourism Signing Advisory Committee Selection

(1) Results: No discriminatory practices have been found. There are no concerns.

f) Contracts/Agreement Form and Policy

(1) Results: There were no areas of concern or discriminatory practices found on the reviewed contract.

g) Steering Committee Selection

(1) Results: There were no areas of discriminatory practices found in the review. There were no areas of concern found.

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 2017-2018. The division conducted two process reviews as follows:
 - a) Pavement Design and Research
 - (1) ND University System Research and Internal Research – Research Advisory Committee
 - (a) Results: These two processes are included in one process review report. The process review showed no areas of discriminatory practices.
- 2) Provide additional Title VI Training to new employees assigned to the division.
 - a) There were no new employees assigned to the division.

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 2017-2018. The division conducted two process reviews as follows:

a) Consumer Section

- (1) Title Work and Renewals

(a) Results: No areas of discriminatory practices were noted. No areas of concern requiring updates or revisions were noted.

b) Support Operations Section

- (1) Information Requests

(a) Results: The process review showed no areas of discriminatory practices.

c. Other Accomplishments

- 1) Motor Vehicle Division utilized 255.67 minutes of telephonic interpreter services for Spanish and Vietnamese speaking individuals.

17. Planning/Asset Management 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 2017-2018. The division conducted two process reviews as follows:
 - a) Rail/Highway Crossing Signal/Program Administration
 - (1) Results: The process review showed no areas of discriminatory practices. There were no areas of concern that needed to be updated or revised. We did update the Annual Review Distribution List to account for the ND Highway Patrol who weren't listed (but have been solicited each year).
 - b) City and County Maps Development
 - (1) Results: The process review showed no areas of discriminatory practices. There were no 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) Public meetings were held this year on November 8-9, 14-16 and December 12-14, 2017 on the State Active Transportation (ND Moves) Plan. Demographic surveys were available at the eight public meetings and were collected. Members of the Title VI Advocacy Distribution List were informed of the upcoming public meetings electronically and via print ads by the consultants Kimley-Horn through 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) The five returned railroads contracts were spot audited and reviewed for completeness and did contain Appendices A and E so were in compliance.
- 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) Tribal planners were notified of the Active Participation Plan meetings prior to the November/December meetings. The Title VI Advocacy Distribution List was utilized by the consultants to inform the public about the meetings. Letters to the Tribal Chairmen were sent out on December 20, 2017 and a meeting occurred on January 17, 2018 with Scott Davis of the ND Indian Affairs Department about steps to collect further input from the tribes and how the Department can increase tribal participation for round two of the meetings in 2018.
- 5) Work with Rail Planning Project Manager to develop special focus areas this year for Operation Lifesaver in 2018-2019 after reviewing current year's Operation Lifesaver summary and rail accident trends.
 - a) From October 1, 2017 to May 3, 2018, 82 Presentations and 7 Special Events reached over 5,348 people.

Per Operation Lifesaver for 2017-2018:

We need to reach three diverse audiences in 2017: Teen drivers, professional truck drivers, and photographers. According to the Centers for Disease Control, teen drivers are three times more likely to get in a fatal crash than older drivers. All across the country we are seeing a rise in photographer trespassing incidents on RR tracks. Lastly, with oil prices on the rise again, we are expecting heavy semi-truck traffic in the Western portion of ND in 2017. Many of these trucks pose the additional risk of carrying hazardous materials.

There continues to be numerous **unsafe motorist reports** from railroad engineers and conductors. In 2016, 154 unsafe motorist reports were reported across the state by BNSF.

In an effort to reduce needless collisions, fatalities, and injuries at highway-rail grade crossings and to eliminate trespassing incidents, ND DOT funding will be used to create awareness through statewide educational efforts to reach people such as educators, oil companies, school bus drivers, professional drivers, safety professionals, photographers and driver education programs.

Below is NDOL's full strategic plan for the coming year:

Goal: Decrease number of rail related incidents statewide – Increase by 10% the number of people reached through presentations or special events from previous year

Objective 1: Recruit new volunteers

Action item: Marketing Campaign/Partner Outreach

Target areas = Dickinson, Williston, Bismarck

Objective 2: Increase media outreach

Action item: build relationships with local media contacts

Action item: blog entries (need to discuss with marketing)

Action item: regular PSA campaigns

Action item: send out a press release and proactively contact local media with State specific railroad crossing and trespasser safety statistics when FRA releases the 2017 safety data

Objective 3: Implement Paid Advertising Campaigns

Fall 2017 = Eastern ND outreach

Spring 2018 = Western ND outreach

Action item: The State Program will utilize new OLI-created PSA materials, including the radio PSA aimed at commercial drivers to educate them about ENS signs, and the video PSAs aimed at professional and amateur photographers, to educate them about the danger of taking photos on railroad tracks

Objective 4: Increase web presence

Action item: Establish and regularly post on at least one form of social media, following OLI guidelines on use of social media

Action item: increase social media posts & outreach

Action item: blog on rail safety issues

Action item: promote NDOL website and Facebook page during ad campaigns

Action item: improve website exposure on search engines

Action item: meeting with NDSC marketing dept. to discuss how the OLI plan for local websites will affect the existing website and links.

Objective #5: Foster relationships with existing partners and expand partnerships by at least one new organization

Action item: include OL messaging or resources in all NDSC traffic safety classes

Action item: promote OL presentations to Driver's Ed groups throughout the state

Action item: make an OL presentation to the NDSC staff

Objective #6: Ensure professional administration of State Program

Action item: Stay up to date with latest OLI news and procedures.

- 6) Review Existing Process Reviews for Rail Crossing/Signal Program and City/County Map Development.
 - a) Draft process reviews were completed on November 15th and December 19th, 2017, reviewed by me January 4th, 2018, questioning and clarification of content were administered between January and April 2018, and meetings with the relevant Team Leads took place on January 23rd and May 2nd for their signatures and were submitted for the Division Director's signature on May 2nd, 2018.

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

- a) The 2017 STIP received no comments from the general public.

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 2017-2018. The division conducted one process reviews as follows:

- a) North Dakota Strategic Highway Safety Plan (SHSP) – Update Process

- (1) Results: No discriminatory practices and no areas of concern were identified for update or revision.

- 2) Update the Safety Division Operations Manual to assure consistency with the NDDOT's Title VI/Nondiscrimination and ADA Program, etc.
 - a) Updated the Safety Division Operations Manual to reflect changes in federal regulation.

20. State Fleet Services 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 2017-2018. The division conducted three process reviews as follows:
 - a) Fleet Program Management
 - (1) Voyager Credit Cards
 - (a) Results: This process review showed no areas of discriminatory practices.
 - (3) Driver ID Program
 - (a) Results: This process review showed no areas of discriminatory practices.
 - (4) Motor Vehicle Plate Requests and Registration
 - (a) Results: This process review found no signs of discrimination.
 - 2) Incorporate Restricted Parking signs for easier parking for people with disabilities.
 - 1) Results: For State Fleet Auctions, temporary parking areas are set up for individuals with mobility impairments. The temporary designated parking areas allow easy access to the auctioneer area. On the day of the auctions, a mobility impaired parking sign is displayed near the employee who greets attendees as a means to inform the public that mobility impaired parking is available. The greeter directs individuals to the mobility impaired parking area.
- c. Other Accomplishments
 - 1) Effective July 1, 2018 State Fleet implemented two new policies; one will require every user for State Fleet vehicles to complete a Driver Agreement form online. The second policy is a distracted driving policy that prohibits use of cell phones or mobile devices in State Fleet vehicles and other vehicles being used to conduct state business.

21. District Offices

- Bismarck

- Devils Lake
- Dickinson
- Fargo
- Grand Forks
- Minot
- Valley City
- Williston

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 2017-2018. All eight districts each conducted five to eight process reviews as follows:

a) Permits and Licenses

(1) Driveway Application and Permit

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

(2) Utility Permit

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

(3) Planting on Right of Way License

(a) Results: No revisions are needed at this time. No Planting on ROW licenses have been issued in recent years or since 2014.

b) Contracts and Agreements

(1) Rest Area Contract (no rest areas in Williston, Minot Districts)

(a) Results: There were no areas of discrimination found.

(2) Janitorial Contract

(a) Results: There were no areas of discrimination found.

(3)) ROW Work Agreement

(a) Results: There were no areas of discrimination found.

(4) Noxious Weed Agreement (no noxious weed for Williston District)

(a) Results: There were no areas of discrimination found.

(5) Hay Bids (No hay bids in Williston, Devils Lake, Minot Districts)

(a) Results: The process review showed no areas of discriminatory practices.

c. Other Accomplishments

- 1) Bismarck District hosted a Touch a Truck event in Mandan that drew about 300 attendees. Staff talked with the people about the different kinds of plows and how the snow plow operations are handled.
- 2) Bismarck District conducted presentations in schools, upon request, for the Be Smart program that teaches school age children about how to be safe around plows.
- 3) Dickinson District added three sidewalks with ADA features; two are in Dickinson and one in Medora.
- 4) Devils Lake District built a new section building in Cando.

B. SUB RECIPIENT REVIEWS CONDUCTED DURING 2017-2018

1. Local Government conducted one sub recipient review. The sub recipient selected for review was the City of Dickinson.
 - a. Desk audit and on-site review.
 - 2) Conducted June 20, 2018. A response to the recommendations is due September 27, 2018.
 - b. Corrective actions taken or planned.
 - 1) Recommendation: The City of Dickinson needs to make corrections based on the review letter dated August 27, 2018.
 - a) Results: The review is ongoing.
 - c. See Exhibit C.

C. TITLE VI RELATED TRAINING

1. Title VI Specialists

- a. Civil Rights provided thirty-nine Title VI Specialists (27 Division and 12 District 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/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, conduct process reviews in their program areas, and complete the requirements for annual reporting.
2. **New Title VI Specialists**
 - a. Eleven NDDOT employees were appointed by the NDDOT Director as new Title VI Specialists. They received six hours of new specialist 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 by their Division or District Title VI Specialist. All NDDOT employees were required to attend the training. Civil Rights Division along with the submission of materials by Title VI Specialists, prepared and distributed materials to the Title VI Specialists for Title VI Annual Training for all NDDOT employees. The Title VI Specialists were able to select from a variety of video presentations for the one (1) hour training requirement. Attendance is stored in NDDOT online training files.
 - b. Results of training:
 - 1) NDDOT employees gained a better understanding of racial discrimination, communication differences of other cultures, the Americans with Disabilities Act, and an increased awareness of the challenges faced by persons with disabilities.
 4. **Sub Recipients**
 - a. NDDOT Local Government staff provided one-on-one training at sub recipient's offices. They explained the Sub Recipient Audit Checklist and the Title VI/Nondiscrimination and ADA Program Requirements, Guidance, and Templates. Sub recipients were directed to the NDDOT Title VI/Nondiscrimination and ADA Program web page where a specific Sub Recipient Information web page provides templates to develop their Title VI and ADA 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 H.
 - b. 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 DOJ regarding communicating with limited English proficient individuals.
 - 1) Results of training
 - a) Sub recipients gained knowledge and understanding about Title VI/Nondiscrimination and ADA programs and how to implement their program. Sub recipients successfully developed their Title VI and ADA Programs and received federal financial assistance from NDDOT.

D. EXTERNAL COMPLAINTS OF DISCRIMINATION SUMMARY

A summary, disposition, and status report on External Complaints of Discrimination filed with the NDDOT, FHWA, USDOT, or USDOJ is attached to this report.

E. SPECIAL EMPHASIS PROGRAM AREAS

NDDOT's 2017-2018 Title VI/Nondiscrimination and ADA Program Annual Reviews did not identify areas of discriminatory practices. No areas of concern were identified in the process reviews.

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 2018-2019

The Civil Rights Division conducts the program area reviews. All 29 NDDOT divisions and districts are scheduled for Annual Reviews. See Exhibit A.

Process Reviews are scheduled for 2018-2019 to be completed by all divisions and districts according to the NDDOT Process Review Schedule FY 2017-2019. See Exhibit B.

B. SUB RECIPIENT REVIEWS SCHEDULED FOR 2018-2019

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, 2018 through June 30, 2019. The number of reviews that will be scheduled is determined by the number of sub recipients NDDOT has as of June 30, 2019. 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/Nondiscrimination and ADA Program Implementation Plan.

C. PROGRAM AREA TITLE VI TRAINING

1. Title VI Specialists

- a. Civil Rights will conduct quarterly training in one hour sessions 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 six hours of training for employees appointed as new Title VI Specialists. No other specialist appointments have been requested at this time for the next reporting period. A New Specialist Training Schedule was prepared with dates and times to be announced, in case new specialists are appointed for the next reporting period. See Exhibit G.

3. NDDOT Staff

- a) 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, 2018 – September 30, 2019.

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 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 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/Nondiscrimination and ADA Program Implementation Plan, and utilizing data collection tools, upon request.
3. NDDOT has training materials available on their Title VI/Nondiscrimination and ADA Program webpage specifically for sub recipients. NDDOT utilizes FHWA's training videos which are available through NDDOT's website or on the FHWA web site.

E. PROGRAM AREA OTHER TITLE VI RELATED ACTIVITIES

1. Audit Services Division

- a. Add notification of availability of request for reasonable accommodations procedures and contact information to Motor Carrier Audits, audit notification letter.
- b. 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.
 - 1) Auditors to complete comprehensive training on risk based auditing to culminate in an updated A&E audit program and procedures.
- c. Review and document internal audit selection processes to ensure nondiscriminatory and Title VI requirements are met.

2. Bridge Division

- a. Conduct process reviews scheduled in 2018-2019.
- b. Distribute and collect demographic surveys at all public meetings and encourage disadvantaged population participation in the transportation decision making process.

3. Civil Rights Division

- a. Conduct process reviews scheduled for 2018-2019.
- b. Record data on requests for reasonable accommodations for language assistance.
- c. Develop a Title VI/Nondiscrimination and ADA Program brochure.

- d. Develop a flier to inform the public about the importance of completing the Public Participation Survey.
- 4. **Communications Division**
 - a. Conduct process reviews scheduled for 2018-2019.
- 5. **Construction Services Division**
 - a. Conduct process reviews scheduled for 2018-2019.
- 6. **Design Division**
 - a. Conduct process review scheduled for 2018-2019.
 - b. Continue to implement, monitor, and update Section 2 – “Public Rights of Way” of the NDDOT ADA Transition Plan.
- 7. **Drivers License Division**
 - a. Conduct process reviews scheduled for 2018-2019.
 - b. Review Foreign Language Translation requests.
 - 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 office.
 - 3) Update the process to coincide with the Request For Reasonable Accommodations and LEP Plan.
 - c. Record data on requests for reasonable accommodations for language assistance in drivers license testing.
 - d. 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 2018-2019.
- 9. **Executive Division**
 - a. Ensure all NDDOT Directives are reviewed annually; and make identified revisions.
- 10. **Financial Management Division**
 - a. Conduct Process Reviews scheduled for 2018-2019.
- 11. **Human Resources Division**
 - a. Increase efforts to place minorities and females for available positions.

- b. Increase efforts to increase numbers of minorities and females to apply for scholarships offered by NDDOT.

12. Information Technology Division

- a. Conduct Process Reviews scheduled in 2018-2019.
- b. Conduct monthly accessibility testing and testing of any page modified prior to updating to internet.

13. Legal Division

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

14. Local Government Division

- a. Conduct Process Reviews scheduled in 2018-2019.
- b. Conduct reviews on 10% or a minimum of one FHWA sub recipient for the upcoming reporting period.
- c. Conduct reviews on 10% or a minimum of three Transit Providers that receive 5311 federal funds for the upcoming reporting period.

15. Maintenance Division

- a. Conduct Process Reviews scheduled in 2018-2019.

16. Materials and Research Division

- a. Conduct Process Review scheduled in 2018-2019.
- b. Provide additional Title VI training to new employees assigned to the division.

17. Motor Vehicle Division

- a. Conduct process reviews scheduled for 2018-2019.

18. Planning/Asset Management Division

- a. Conduct Process Reviews scheduled for 2018-2019.
- 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 2018-2019 after reviewing current year's Operation Lifesaver summary and rail accident trends.
- f. Review Existing Process Reviews for the SPR-funded Special Studies, Study Map Development, and Mapping for Outside State Agencies.

19. Programming Division

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

20. Safety Division

- a. Conduct Process Reviews scheduled for 2018-2019.
- b. Update the Safety Division Operations Manual to assure consistency with the NDDOT's Title VI/Nondiscrimination and ADA Program, etc.

21. State Fleet Services Division

- a. Conduct Process Reviews scheduled for 2018-2019.

22. 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 2018-2019.

TITLE VI ANNUAL PROGRAM AREAS REVIEW SCHEDULE 2018-2019

PROGRAM AREAS	ANNUAL REVIEW YEAR	LAST REVIEW
Audit Services	2019	2018
Bismarck District	2019	2018
Bridge	2019	2018
Civil Rights	2019	2018
Communications	2019	2018
Construction Services	2019	2018
Design	2019	2018
Devils Lake District	2019	2018
Dickinson District	2019	2018
Drivers License	2019	2018
Environmental and Transportation Services	2019	2018
Executive	2019	2018
Fargo District	2019	2018
Financial Management	2019	2018
Grand Forks District	2019	2018
Human Resources	2019	2018
Information Technology	2019	2018
Legal	2019	2018
Local Government	2019	2018
Maintenance	2019	2018
Materials and Research	2019	2018
Minot District	2019	2018
Motor Vehicle	2019	2018
Planning/Asset Management	2019	2018
Programming	2019	2018
Safety	2019	2018
State Fleet Services	2019	2018
Valley City District	2019	2018
Williston District	2019	2018

Figure 1- NDDOT Title VI Annual Program Areas Review Schedule for 2018 - 2019

NDDOT PROCESS REVIEW SCHEDULE FY 2017 - 2019

NDDOT Processes FY 2017-2019

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
AUDIT SERVICES				
Audits of motor carriers and other audits	X		X	2016-2017
BRIDGE				
Structural Management Section				
Overload Permit Application	Y		X	2018-2019
Bridge Damage Assessment	Y		X	2018-2019
Preliminary Engineering and Hydraulics Section				
Environmental Documentation (PCR's, ECLs, etc.)	Y	X		2016-2017
Public Meetings - (Public Info, Public Input, and Public Hearings)	Y	X		2016-2017
Drainage Permits	Y		X	2017-2018
Investigation of Drainage Complaints	Y		X	2017-2018
CIVIL RIGHTS				
Title VI/Nondiscrimination and ADA Program (Implementation Plan)	Y		X	2016-2017
Title VI/Nondiscrimination and ADA Policy Statement	Y		X	2016-2017
Standard Title VI/Non-Discrimination Assurances & Sub Recipient Assurances	Y		X	2016-2017
Organization, Staffing, and Responsibilities	Y		X	2018-2019
Program Area Review Procedures	X		X	2017-2018
Special Emphasis Program Areas	Y		X	2018-2019
Sub Recipient Review Procedures	Y		X	2017-2018
Title VI Public Participation Survey Process and Analysis	Y		X	2018-2019
Title VI Training Sub Recipients and Stakeholders	Y		X	2018-2019
External Complaints of Discrimination & Sub Recipient External Complaints	Y		X	2016-2017
Dissemination of Title VI Information	Y		X	2018-2019
Limited English Proficiency Plan (LEP)	Y		X	2018-2019
Environmental Justice (EJ)	Y		X	2018-2019
Review of NDDOT Directives	Y		X	2018-2019
ADA Transition Plan – ADA Coordinator-Accommodations-Survey	Y	X		2018-2019
Request For Reasonable Accommodations	Y	X		2017-2018
Telephonic Interpreter Services	Y		X	2017-2018
Translation Services	Y			2016-2017
Auditory Recording Services	Y		X	2016-2017
Deaf, Hearing, and Visually Impaired Services	Y			2017-2018

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Title VI/Nondiscrimination and ADA Program webpages/web accessibility	Y		X	2017-2018
DBE Program Plan	Y		X	2018-2019
States Overall DBE Goal	Y	X		2017-2018
On-The-Job Training (OJT)	Y		X	2017-2018
Report on Supportive Services – DBE & OJT	Y		X	2018-2019
EEO Contractor Compliance Reviews and Appeal	Y		X	2018-2019
EEO Contractor Compliance Plan	Y		X	2018-2019
State Internal EEO Affirmative Action Plan- employment statistical data	Y		X	2018-2019
Title VII/Internal EEO Adverse Impact	Y		X	2016-2017
Title VII/Internal EEO - Hiring Goals	Y		X	2016-2017
Title VII/Internal EEO Plan and Update	Y		X	2016-2017
Labor Compliance US DOL Wage Rates	Y		X	2017-2018
Labor and Contractor Compliance Training	Y	X		2017-2018
Davis-Bacon Complaint Process	Y		X	2016-2017
COMMUNICATIONS				
Prepare presentations for management		X		2017-2018
Write and send out press releases		X		2016-2017
Coordinate press conferences	Y			2018-2019
Update website	Y			2018-2019
CONSTRUCTION SERVICES				
Advertise and Conduct Bid Openings with Bid Review	Y	X		2016-2017
Subcontractor Registration	Y		X	2016-2017
Prequalify Contractors	Y		X	2017-2018
Contract Plans & Proposals	Y	X	X	2017-2018
Contractor Payments	Y	X	X	2018-2019
Verify Final Project Records	Y	X		2018-2019
Travel Information Map	Y	X		2018-2019
DESIGN				
ADA Compliant Design for Sidewalks, Curb Ramps, and Driveways	Y		X	2016-2017
Public Meetings - (Public Info, Public Input, and Public Hearings)	Y	X		2017-2018
APS (Accessible Pedestrian Signals) Design	Y		X	2018-2019
ADA Transition Plan – Public Rights of Way Support	Y	X		2018-2019
DISTRICTS				
Public Inquiries	Y	X		2018-2019
Permits (Drive, Utility) & Licenses	Y	X		2017-2018
Contracts (Rest Area, Janitorial) & Agreements (ROW Work, Noxious Weed); (No Rest Areas handled by Williston); Hay Bids (No Hay Bids handled by Williston, Devils Lake, Minot)	Y	X		2017-2018
Press Releases	Y	X		2018-2019

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Adopt-a-Highway	Y		X	2016-2017
Outdoor Advertising	Y	X		2016-2017
DRIVERS LICENSE DIVISION				
Licensing Section				
*Licensing Policies and Procedures	Y		X	2016-2017
Automated Renewal Reminders (notices)	Y		X	2018-2019
Webpage	Y		X	2018-2019
New Americans outreach	Y		X	2017-2018
Foreign Language Log	Y		X	2017-2018
Study Guides	Y		X	2017-2018
Driver Record Services Section				
*Driver Record Services Policies and Procedures	Y		X	2016-2017
Brochures	Y		X	2017-2018
Administration Support Section				
*Administrative Support Policies and Procedures	Y		X	2016-2017
Correspondence	Y		X	2018-2019
*Note: Licensing, Driver Record Services, and Administrative Support Policies and Procedures are reported on one Process Review Report because all three sections' policies and procedures are contained in one Division Manual.				
ENVIRONMENTAL AND TRANSPORTATION SERVICES				
Cultural Resources: Tribal Consultation for Highway Program (STIP); and TCC Meetings	Y	X		2017-2018
Environmental Services				
Public Involvement	Y	X		2016-2017
Public Notice	Y	X		2016-2017
NEPA	Y	X		2016-2017
Environmental Justice	Y	X		2016-2017
PCR, Documented CATEX, Programmatic CATEX	Y	X		2016-2017
Right of Way				
Appraisers/Appraisals	Y	X		2018-2019
Negotiation	Y	X		2018-2019
Relocation Assistance and Advisory Services	Y	X		2018-2019
Contracts for Consultant Services: Non Discrimination; DBE - Good Faith Estimates; SFN 60232 - Proposed Sub-Consultant Request; SFN 60233 – Prime Consultant Request to Sublet; Appendix A and E of Title VI Assurances	Y	X		2017-2018
Standard Specifications				
TERO Agreements & DBE within the Standard Specifications	Y	X		2016-2017
EXECUTIVE				
NDDOT Directives	Y	X		2016-2017

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
FINANCIAL MANAGEMENT				
Section: Procurement				
Equipment Transfer or Disposal – Combined	Y		X	2018-2019
Bid Process	Y	X		2018-2019
Fixed Assets	Y		X	2018-2019
Purchase Order	Y	X		2018-2019
Credit Card Purchasing	Y	X		2018-2019
Surplus Property Transfer – State Surplus	Y	X		2018-2019
Section: Administration				
Time Distribution	Y		X	2016-2017
Annual Financial Statements – Bond Issue	Y		X	2016-2017
Section: Budget and Fiscal Analysis				
FHWA Form 500 Annual Reports	Y		X	2018-2019
Monthly Highway Revenue Reports	Y		X	2018-2019
Annual Bond Disclosure	Y	X		2018-2019
Section: Accounts Payable				
W9 and 1099 Processing	Y		X	2016-2017
Monthly Statements	Y		X	2016-2017
Inter-Departmental Billing	Y		X	2016-2017
Check Processing	Y		X	2016-2017
Section: Receivables				
Credit Card Deposit	Y		X	2017-2018
Cyber Cash Process Chart	Y		X	2017-2018
Misc., Motor Pool, and Inter-Departmental Billings	Y		X	2017-2018
Monthly Statements	Y		X	2017-2018
Project Authorization	Y		X	2017-2018
Federal, County, NHTSA, Federal Transit (FTA), and City Billing	Y		X	2017-2018
Check Processing	Y		X	2017-2018
Bank Statement and Bank Statement - Other	Y		X	2017-2018
Refund	Y		X	2017-2018
Project Close-out	Y		X	2017-2018
HUMAN RESOURCES				
Classification / Compensation / Recruitment				
Recruitment for NDDOT position vacancies	Y	X		2016-2017
INFORMATION TECHNOLOGY				
Open Records Requests	Y	X		2016-2017
Radio Tower Management	Y	X		2017-2018
ADA Transition Plan – Communications Support	Y	X		2018-2019
LEGAL				
Administrative Hearing Process	Y		X	2016-2017

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
LOCAL GOVERNMENT				
Rural, Urban, and Special Programs				
Public Meetings - (Public Info, Public Input, and Public Hearings)	Y	X		2016-2017
Distribution of Federal Funds to Local Agencies – Urban and Rural	Y		X	2017-2018
Distribution of State Funds to Local Agencies - Rural	Y		X	2017-2018
Distribution of Federal Funds to Local Agencies – Special Programs	Y		X	2017-2018
Distribution of State Funds to Local Agencies – Special Programs	Y		X	2017-2018
Sub Recipient Pre-Award Process	Y	X		2018-2019
Sub Recipient Post-Award Process	Y	X		2018-2019
Transit Program				
Grant Application and Pre-Award Process	Y	X		2016-2017
Transit provider Sub-recipient Post-Award Process	Y	X		2017-2018
ADA Transition Plan – Transit Support	Y	X		2018-2019
MAINTENANCE				
Administrative Section				
Traveler Information Map/511	Y		X	2018-2019
Right-Of-Way Section				
Advertise/Sell DOT property to the public	Y	X		2017-2018
Permit Billboards to the public	Y		X	2016-2017
Police public Junkyards	Y		X	2017-2018
Signing Section				
Tourist Oriented Directional Signs Program	Y	X		2017-2018
Static Traffic Control Signs w/ internationally recognized symbols	Y		X	2017-2018
Tourism Signing Advisory Committee Selection	Y	X		2017-2018
Operations Section				
Contracts/Agreement form and policy (ex: MOU's add Title VI Appendix A&E)	Y		X	2017-2018
Snow and Ice Control Plan	Y		X	2018-2019
Facilities Section				
Facility ADA Inspections-District Offices and Facility ADA Compliance of Existing Buildings – District Offices/Rest Areas	Y		X	2018-2019
Facility ADA Compliance of New Construction and Facility Advertisement/Bid Process (Construction/Capital Improvement)	Y	X		2018-2019
ADA Transition Plan – Building and Related Sites Support	Y	X		2018-2019
ITS Section				
Steering Committee Selection	Y	X		2017-2018
MATERIALS AND RESEARCH				
Gravel Prospecting				
Develop new aggregate sources – Negotiate Gravel pit options	Y		X	2016-2017
Pavement Design and Research				
ND University System research	Y		X	2017-2018

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Internal Research – Research Advisory Committee	Y		X	2017-2018
Testing Laboratory				
Technical Certification Program	Y		X	2018-2019
MOTOR VEHICLE				
Consumer Section				
Title Work and Renewals	Y	X		2017-2018
Support Operations Section				
Information Requests	Y	X		2017-2018
Motor Carrier Section				
IRP, IFTA and UCR Work and Renewals	Y	X		2016-2017
Dealer Services Section				
Dealer Applications	Y	X		2018-2019
On-site Inspections	Y	X		2018-2019
Fraud and Compliance Investigation	Y	X		2018-2019
Accounting Section				
Non-Sufficient Funds	Y	X		2016-2017
Refunds	Y	X		2016-2017
Deposits	Y		X	2016-2017
PLANNING/ASSET MANAGEMENT				
Planning/Rail Section				
State Plan development (TransAction III, Freight Plan, Rail Plan) – Five Year Cycle	Y	X		2016-2017
SPR funded special studies (non-state level – land use, regional plans)	Y	X		2018-2019
Operation Lifesaver support	Y	X		2016-2017
Rail crossing signal/program administration	Y	X		2017-2018
Cartography				
State Highway Map development	Y	X		2016-2017
City/County Maps development	Y		X	2017-2018
Study maps development (for special studies and plans, such as the State Freight Plan)	Y		X	2018-2019
Mapping for outside state agencies	Y		X	2018-2019
PROGRAMMING				
Statewide Transportation Improvement Plan (STIP)	Y	X		2016-2017
SAFETY				
North Dakota Highway Safety Plan (HSP) Process	Y	X		2016-2017
North Dakota Strategic Highway Safety Plan (SHSP) – Update Process	Y	X		2017-2018
Grant Application Submission Process	Y	X		2016-2017
Request for Proposal Process	Y	X		2016-2017

	Direct Impact	Public Involvement		Year to Review
	Y/N	Yes	No	
Selecting Members for Advisory or Workgroup Representation Process	Y	X		2018-2019
STATE FLEET SERVICES				
Vehicle Operations				
Auction Sales	Y	X		2018-2019
Billing Process	Y		X	2018-2019
Vehicle Ordering	Y	X		2018-2019
Preventative Maintenance	Y	X		2018-2019
Manage Agency Vehicles and Vehicle Transfer	Y	X		2018-2019
Vehicle Order Planning	Y	X		2018-2019
Motor Pool Operations				
Reservations and Dispatching	Y	X		2016-2017
Preventative Maintenance	Y	X		2016-2017
Snow Removal	Y	X		2016-2017
Fuel System Monitoring	N		X	2016-2017
Risk Management				
Defensive Driving Course	Y	X		2018-2019
Accident Process	Y	X		2018-2019
Fleet Program Management				
Voyager Credit Cards	N		X	2017-2018
Driver ID Program	Y	X		2017-2018
Motor Vehicle Plate Requests and Registration	N		X	2017-2018

Figure 2- NDDOT Process Review Schedule FY 2017 - 2019

NDDOT TITLE VI REVIEW SCHEDULE SUB RECIPIENT REPORT 2017-2018

SUBRECIPIENT	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
City of Dickinson	5/22/18	6/20/18		8/27/18	9/27/18				Review is ongoing
Senior Meals & Services (Devils Lake)	1/22/18	3/1/18	6/15/18	N/A	N/A	N/A	N/A	N/A	
West River Transit	1/23/18	4/4/18	6/19/18	N/A	N/A	N/A	N/A	N/A	
Pembina County Meals & Transportation	1/23/18	4/23/18	5/15/18	N/A	N/A	N/A	N/A	N/A	
Glen Ullin City Transportation	1/23/18	5/1/18	6/29/18	N/A	N/A	N/A	N/A	N/A	

Figure 3- NDDOT Title VI Review Schedule – Sub Recipient Report 2017 - 2018

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2017-2018

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Program 2017 – FHWA approval and updated processes; Video presentation	11/13/2017	9:30-10:30am	1.0	NDDOT Central Office, Rm 407N&S-7 Districts	Title VI Specialists
Title VI Process Review Reports scheduling and monitoring; Video presentation	1/22/2018 CANCELLED-VNDOT Down-	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI FileNet Instructions for Electronic Documents by Donna Neumiller; Program updates; Process Review Reports scheduling and monitoring; NDDOT staff training.	2/12/2018	9:15-10:15am	1.0	NDDOT Central Office, Rm 407N&S-all Districts	Title VI Specialists
Title VI Program updates; Process review progress; monitoring bulletin board's Title VI-ADA information & posting Spanish policy statement and complaint form; Video presentation	3/26/2018	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI/Nondiscrimination and ADA Program Annual Review & Report requirements and deadlines; data collection update; interpreter service update; Video presentation	5/07/2018	8:30 – 9:30am	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, 2017 - September 30, 2018

EXHIBIT E

NEW SPECIALIST’S TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2017-2018

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 answer Questions	1/4/18 & 3/28/18	9-10am & 2-3 pm	1.00 1.00	NDDOT Central Office; VNDOT Devils Lake-Bismarck Districts; Room 310	New Title VI Specialists (8 first session; 2 second session for total of 10 new specialists)
Overview of FHWA’s Civil Rights Program Requirements for Local Public Agencies; Title VI/Nondiscrimination Background and Purpose; Title VI Program Nondiscrimination Assurances; Title VI Program Implementation Plans; Title VI Program Compliance and Enforcement (FHWA video or Companion Resource-printable script of videos)	2017-2018	Independent Study	1.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); Linguistica International and CTS LanguageLink (handouts)	2017-2018	Independent Study	1.00	MyDOT	New Title VI Specialists
Americans with Disabilities Act Foundations of the ADA/Section 504; ADA Disability Protections; ADA Transition Plans; ADA Self-Evaluation Basics (FHWA videos or Companion Resource-printable script of videos)	2017-2018	Independent Study	1.00	MyDOT	New Title VI Specialists
Communicating Effectively – With People Who Have a Disability, booklet by the NDCPD	2017-2018	Independent Study	0.50	MyDOT	New Title VI Specialists
Read Title VI Annual Review Process documents; Read Filewalker Guide for Title VI Documents	2017-2018	Independent Study	0.50	MyDOT	New Title VI Specialists
Title VI Annual Review Process; Filewalker Guide for Title VI Documents; and Training Review Question and Answer Session; Conclusion of Training	5/7/18	9:45-10:45am	1.00	NDDOT Central Office; Room 407N&S; Bismarck and Devils Lake Districts	New Title VI Specialists
TOTAL TRAINING HOURS			6.00		

Figure 5- New Title VI Specialists Training Schedule - Program Areas - October 1, 2017 - September 30, 2018

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2018-2019

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Program 2018 – FHWA approval and updated processes; New Specialist’s Introductions; Video presentation	11/5/2018	9:30-10:30am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Process Review Reports scheduling and monitoring; Video presentation	1/14/2019	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Process Review Report’s progress; Annual Review scheduling; New Specialists Training update; Video presentation	3/25/2019	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI/Nondiscrimination and ADA Program Annual Report requirements and deadlines; data collection update; Video presentation	5/13/2019	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, 2018 - September 30, 2019

NEW SPECIALIST’S TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2018-2019

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist’s Welcome and Introductions; Brief Overview of the Title VI/Nondiscrimination and ADA Program. Disseminate syllabus and training materials; and answer Questions	TBA 2018-2019	TBA	1.00	NDDOT Central Office; Room TBA	New Title VI Specialists
Overview of FHWA’s Civil Rights Program Requirements for Local Public Agencies; Title VI/Nondiscrimination Background and Purpose; Title VI Program Nondiscrimination Assurances; Title VI Program Implementation Plans; Title VI Program Compliance and Enforcement (FHWA video or Companion Resource-printable script of videos)	2018-2019	Independent Study	1.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); Linguistica International and Language Link (handouts)	2018-2019	Independent Study	1.00	MyDOT	New Title VI Specialists
Americans with Disabilities Act Foundations of the ADA/Section 504; ADA Disability Protections; ADA Transition Plans; ADA Self-Evaluation Basics (FHWA videos or Companion Resource-printable script of videos)	2018-2019	Independent Study	1.00	MyDOT	New Title VI Specialists
Communicating Effectively – With People Who Have a Disability, booklet by the NDCPD	2018-2019	Independent Study	0.50	MyDOT	New Title VI Specialists
Read Title VI Annual Review Process documents; Read Filewalker Guide for Title VI Documents	2018-2019	Independent Study	0.50	MyDOT	New Title VI Specialists
Title VI Annual Review Process; Filewalker Guide for Title VI Documents; and Training Review Question and Answer Session; Conclusion of Training	TBA 2018-2019	TBA	1.00	NDDOT Central Office; Room TBA	New Title VI Specialists
TOTAL TRAINING HOURS			6.00		

Figure 7- New Specialist’s Title VI Training Schedule - Program Areas- October 1, 2018 – September 30, 2019

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>