

Title VI/ Nondiscrimination and ADA Program

Goals and Accomplishments

prepared by

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NDDOT GOALS AND ACCOMPLISHMENTS REPORT

I. ACCOMPLISHMENTS

A. PROGRAM AREA REVIEWS CONDUCTED DURING 2018-2019

Annual Reviews were conducted on twenty-one (21) divisions and eight (8) districts; a total of 29 Annual Division and District Reviews were conducted. They also submitted required information for their Annual Review scheduled for 2018-2019. See Exhibit A.

Sixteen (16) divisions and eight (8) districts conducted one or more process review(s) and submitted Process Review Reports with documentation for review during their division/district Annual Review to help identify discriminatory practices and ensure nondiscrimination in their processes. Five Divisions did not have to conduct a process review and provide a Process Review Report because they did not have a process listed on the NDDOT Process Schedule FY 2017-2019 due this reporting period. The NDDOT Process Schedule FY 2017-2019 listing Title VI related processes and their year to review 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: The review was held on June 27, 2019 with the division's Title VI Specialist and Director. The required review information was reviewed and discussed. No process review reports were due this reporting period. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Add notification of availability of request for reasonable accommodations procedures and contact information to Motor Carrier Audits, audit notification letter.
 - a) The notification of availability of request for reasonable accommodations procedures and contact information was added to the Motor Carrier Audits, audit notification letter.
- 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.
 - a) Auditors to complete comprehensive training on risk-based auditing to culminate in an updated A&E audit program and procedures.
 - (1) Auditors completed comprehensive training on risk-based auditing to culminate in an updated A&E firm to verify rates as required for work through the NDDOT.
- 3) Review and document internal audit selection processes to ensure nondiscriminatory and Title VI requirements are met.

- a) The Audit Services Division reviewed and documented internal audit selection processes to ensure nondiscriminatory and Title VI requirements are met.

2. Bridge Division

a. Annual Review

- 1) Results: The review was held on July 16, 2019 with the division's Title VI Specialist, Engineer, and Assistant Engineer. The required review information was reviewed and discussed. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division conducted two process reviews as follows:

a) Overload Permit Application

- (1) Results: This process review was not conducted because the only role Bridge has in this process is to make an approved route recommendation, if asked by Highway Patrol. This process is not within the scope of the Title VI program reviews.

b) Bridge Damage Assessment

- (2) Results: This process review was not conducted because it is not within the scope of the Title VI program reviews. Bridge goes out to the site to assess the damage to a bridge and determines if it is safe to keep it open to traffic or lane reduction, or to close it. Communications handles notification to the public.

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

- a) One public input meeting was held during this reporting period. On October 29, 2018, an input meeting was held for proposed improvements on the Elm River structures on Highway 18, west of Blanchard. The surveys were distributed at the meeting; however, none were filled out and returned to us.

3. Civil Rights Division

a. Annual Review

- 1) Results: The review was held on September 20, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had fourteen process reviews scheduled and reported as follows:

a) Organization, Staffing, and Responsibilities

- (1) Results: This Process Review identified the addition of providing accommodation for language assistance and condensed some responsibilities. This is a section within the Title VI Implementation Plan and is reviewed, updated, and submitted to FHWA annually. No discriminatory practices were identified.

b) Special Emphasis Program Areas

- (1) Results: This Process Review was not conducted. Based on new FHWA Title VI program guidance, FHWA will identify the need for special attention with specific written requirements for State Highway Agencies.

c) Public Participation Survey Process and Analysis

- (1) Results: This process review was not conducted since there were no revisions to the process. This process is being upgraded to utilize more efficient electronic processing of data including coordination with the 2020 U.S. Census data categories and tables.

d) Training Sub Recipients and Stakeholders

- (1) Results: This process review included reviewing the materials and online locations. The review showed no areas of discriminatory practices.

e) Dissemination of Title VI Information

- (1) Results: This process review identified the methods used to provide populations various Title VI program information. This review showed no areas of discriminatory practices.

f) Limited English Proficiency Plan

- (1) Results: This process review was not conducted since there were no revisions to the LEP Plan process. The LEP Plan will be revised in coordination with the 2020 U.S. Census.

g) Environmental Justice

- (1) Results: This review identified the Design Manual and Public Participation Survey as two sources where environmental justice information is addressed and data collected. No discriminatory practices were identified while performing this review.

h) ADA Transition Plan

- (1) Results: This process review was not conducted. It is not within the scope of the Title VI Program reviews. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020.

i) DBE Program Plan

- (1) Results: This process review was not conducted. It is not within the scope of the Title VI Program reviews.
 - j) DBE and OJT Report on Supportive Services
 - (1) Results: This process review was not conducted. It is not within the scope of the Title VI Program reviews.
 - k) EEO Contractor Compliance Reviews and Appeal
 - (1) This process review was not conducted. It is not within the scope of the Title VI Program reviews. It is employment based and regulated by Title VII.
 - l) EEO Contractor Compliance Plan
 - (1) This process review was not conducted. It is not within the scope of the Title VI Program reviews. It is employment based and regulated by Title VII.
 - m) State Internal EEO Affirmative Action Plan – employment statistical data
 - (1) This process review was not conducted. It is not within the scope of the Title VI Program reviews. It is employment based and regulated by Title VII.
- 2) Record data on requests for reasonable accommodations for language assistance.
 - a) One request for reasonable accommodations for the translation or interpretation of the Noncommercial Drivers License Manual in Thai was received, processed, analyzed, and denied based on NDDOT's LEP Plan.
- 3) Develop a Title VI/Nondiscrimination and ADA Program brochure.
 - a) Developed a Title VI/Nondiscrimination and ADA Program brochure. The brochure was posted on NDDOT's website, provided to all NDDOT's divisions (including 18 outlying offices and 20 branch offices) and districts for dissemination at all locations that are open to the public, and at public events including public meetings/hearings, etc.
- 4) Develop a flier to inform the public about the importance of completing the Public Participation Survey.
 - a) Following a review with division staff who disseminate the survey, it was agreed that the survey already contains clear information about the importance of completing the survey. Also, public meeting presentations include a segment on the importance of completing the survey while viewing a power-point slide of the survey form. The survey will be reviewed and updated in coordination with the update of the LEP Plan based on the 2020 U.S. Census.
- c. Other Accomplishments
 - 1) NDDOT updated the USDOT Standard Title VI/Non-Discrimination Assurances and the Title VI/Nondiscrimination and ADA Policy Statement with the new NDDOT Director's signature and date.

- 2) NDDOT updated the External Complaints of Discrimination form and process, and the External Complaints of Discrimination Log to be consistent with FHWA's updated guidance.
- 3) Based on our FY 2021 Goal to revise the NDDOT Review Process, Civil Rights will not update the NDDOT Title VI Processes Review Schedule FY 2017-2019 for the next 3 years. The new review process categories were added to the Title VI Review Schedule. The schedule identifies all divisions and districts level of risk, year of 3-year review, next annual review year, and last year of review. See Exhibit A.
- 4) Civil Rights worked with the NDDOT Workforce Training Coordinator to transform the New Specialist Title VI Training, independent study section, into an online training program. The training program automatically records the course and hours completed for each person into NDDOT's online training record.
- 5) Civil Rights worked with the NDDOT Workforce Training Coordinator to transform the New Employee Title VI Training, independent study, into an online training program. The training program automatically records the course and hours completed for each person into NDDOT's online training record.
- 6) Civil Rights calculates the telephonic interpreter services usage by division and district by language and minutes; and NDDOT's total usage by language and minutes. The results are reported in the Goals and Accomplishments Report by division and district that utilized services.
- 7) Consultants utilized 46.02 minutes of telephonic interpreter services for Spanish speaking individuals.

4. Communications Division

a. Annual Review

- 1) Results: The review was held on July 19, 2019 with the Division Director and Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process review scheduled for 2018-2019. The division was scheduled to conducted two process reviews and reported as follows:

a) Update Website

- (1) Results: The process review identified coordination with ITD for major changes to website design and accessibility. All press releases are posted; public notices are added as a banner to the top of the webpage for easy accessibility; divisions can add any event information to a Public Events Calendar that is open to the public. The review shows no areas of discriminatory practices.

b) Coordinate Press Conferences

- (1) Results: This process review was conducted and submitted in combination with Presentation for Management Process Review Report in 2017-2018.

c. Other Accomplishments

- 1) NDDOT Communications has been adding information about public meetings and other NDDOT activities on Facebook, YouTube and LinkedIn as additional tools to reach out to the public.

5. Construction Services Division

a. Annual Review

- 1) Results: The review was held on September 12, 2019 with the division Title VI Specialist. The required information was discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had three process reviews scheduled and reported as follows:

a) Contractor Payments

- (1) Results: The process review identified the payment process for contractor payments, construction engineering consultant payments, and other payments. Examples of each type of claim for payment was included. This process review showed no areas of discriminatory practices.

b) Verify Final Project Records

- (1) Results: This process review checked for the accuracy of pay quantities and measurements. Discrepancies are noted and final comments are sent to the Project Engineers and District Engineers. Final vouchers are sent to the Prime Contractors, when all discrepancies were verified and all final paperwork was received. This process review shows no areas of discriminatory practices. There are no areas of concern that need to be updated or revised.

c) Travel Information Map

- (1) Results: This process review was not conducted. It is an online North Dakota road map that provides general information about the roadways. This map does not rise to a level of requiring a process review.

6. Design Division

a. Annual Review

- 1) Results: The review was held on July 16, 2019 with the division Title VI Specialist and a division team member. The required review information was reviewed and discussed with the Specialist. No areas of discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct Process Review scheduled for 2018-2019. The division had two process reviews scheduled and reported as follows:

- a) APS (Accessible Pedestrian Signals) Design

- (1) Results: This process review was not conducted. It is not within the scope of Title VI Program Reviews. It is regulated by the ADA.

- b) ADA Transition Plan – Public Rights of Way Support

- (1) Results: This process review was not conducted. It is not within the scope of Title VI Program Reviews. It is regulated by the ADA.

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

- a) The ADA Transition Plan, Section 2, Appendix B, Schedule for Providing Curb Ramps, was updated as required on August 22, 2019. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020.

7. Drivers License Division

a. Annual Review

- 1) Results: The review was held on August 7, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conducted Process Reviews scheduled in 2018-2019. The division was scheduled to conduct three process reviews and reported as follows:

- a) Licensing Section

- (1) Automated Renewal Reminders, Webpage, Correspondence

- (a) Results: These process reviews were not conducted because the programs are regulated by NHTSA and not within the scope of Title VI program reviews.

- 2) Review Foreign Language Translation requests.

- a) Identify potential documents and languages for written translation.

- (1) Rules of the Road Knowledge Test

- (a) One request was received for Farsi, and Twi

- (b) Two requests were received for Amharic and Oromo

- (2) Rules of the Road Study Guide
 - (a) One request was received for Farsi and Twi.
 - (b) Two requests were received for Amharic and Oromo
- b) Assess the need and feasibility of each translation and provide the information to Civil Rights.
 - (1) One Request for Reasonable Accommodations for written translation in Thai of the drivers license study guide and drivers test was received by Drivers License. Drivers License and Civil Rights reviewed the request based on the NDDOT LEP Plan and coordinated a response. Based on NDDOT's LEP Plan, a written translation of the documents into the Thai language was not feasible at this time. The analysis is available upon request.
- c) Update the process to coincide with the Request For Reasonable Accommodations and LEP Plan.
 - (1) All customers that ask for a written translation of drivers license testing materials are provided a Request for Reasonable Accommodations form.
- 3) Record data on requests for reasonable accommodations for language assistance in drivers license testing.
 - (1) One Request for Reasonable Accommodations for written translation of the Thai language was received and forwarded to Civil Rights.
- 4) 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.
 - (1) No issues with all Drivers License office; including both district and field offices.
 - b) Ensure new or relocated offices meet all accessibility requirements.
 - (1) Temporary Fargo knowledge testing site meets all accessibility requirements.
- c. Other Accomplishments
 - 1) The Noncommercial Class D knowledge test is offered in 11 foreign languages and automated American Sign Language at the eight major offices and 11 field offices. A total number of 29,278 Noncommercial Class D tests were administered which included tests in foreign languages as follows:
 - a) 894 administered in Spanish
 - b) 145 administered in Somali

- c) 216 administered in French
 - d) 141 administered in Arabic
 - e) 116 administered in Nepali
 - f) 66 administered in Chinese
 - g) 62 administered in Russian
 - h) 82 administered in Swahili
 - i) 62 administered in Vietnamese
 - j) 17 administered in Turkish
 - k) 6 administered in Serbo-Croatian
 - l) 12 administered in American Sign Language
- 3) Four new Drivers License employees completed a minimum of one hour of Title VI new employee training.
 - 4) During this annual review reporting period, no 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 1,935.34 minutes of telephonic interpreter services for Kirundi, Mandarin, Nepali, Russian, Somali, Spanish, and Vietnamese speaking individuals.

8. Environmental and Transportation Services Division

a. Annual Review

- 1) Results: The review was held on July 17, 2019 with the division's two Title VI Specialists. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct Process Reviews scheduled for 2018-2019. The division conducted three process reviews within one process review report as follows:

a) Right of Way

- (1) Appraisers/Appraisals, Negotiations, Relocations Assistance and Advisory Services

- (a) Results: The review identified the appraisal process including selection criteria; the negotiation process addressed valuation difference, and relocation assistance process addressed assisting all persons on an individual basis; with all areas noting the regulations followed throughout each process. This process showed no areas of discriminatory practices in the reporting period.

9. Executive Division

a. Annual Review

- 1) The review was held on July 2, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) The division Specialist conducted a process review for NDDOT Directives.
 - a) Results: This process review was not scheduled this reporting period. Since directives are reviewed annually, the division reviewed the process. No discriminatory practices were identified.
- 2) Ensure all NDDOT Directives are reviewed annually; and make identified revisions.
 - a) All Divisions were sent their policies for review in May of 2019. They were reviewed and completed by July 15, 2019.

10. Financial Management Division

a. Annual Review

- 1) The review was held on June 24, 2019 with the division's three Title VI Specialists. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

a. Actions taken or planned and accomplishments

- 1) Conduct Process Reviews scheduled for 2018-2019. The division had nine process reviews scheduled, and reported as follows:

- a) Section: Procurement

- (1) Bid Opening Process

- (a) Results: The review identified the bid document is posted on the State Procurement Office website. Registered Bidders are informed of the bid opening and any amendments issued via mail, fax, or email. Bid summaries are made available to all bidders who submitted bids and can be found on the website once an award has been issued. No discriminatory practices were identified.

(2) Equipment Transfer or Disposal, Fixed Assets, Purchase Order, Credit Card Purchasing, and Surplus Property Transfer

(a) Results: These five process reviews were not conducted because they are not within the scope of Title VI Program Reviews. Equipment Transfer or Disposal, Fixed Assets, and Surplus Property Transfer are strictly internal processes and include the public in no way. Purchase Order and Credit Card Purchasing are simply payment mechanisms; thus, no Title VI relevant information can be gathered from them.

b. Section: Budget and Fiscal Analysis

(1) FHWA Form 500 Annual Reports, Monthly Highway Revenue Reports, and Annual Bond Disclosure

(a) Results: These three process reviews were not conducted because they are not within the scope of Title VI Program Reviews. The two reports and one disclosure strictly reflect historical financial data; thus, no Title VI-relevant information can be gathered from them.

11. Human Resources Division

a. Annual Review

1) The review was held on June 18, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. A few revisions were requested regarding employment related activities and received by July 8, 2019. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

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

a) This goal is not within the scope of Title VI Program Reviews. It is employment related and reported in the Title VII update.

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

a) This goal is not within the scope of Title VI Program Reviews. It is employment related and reported in the Title VII update.

c. Other Accomplishments

1) The Human Resources Division (HRD) will be removed from the FY 2020 Title VI/Nondiscrimination and ADA Program Implementation Plan because the division's programs, activities, and services are not within the scope of Title VI. They are employment related and regulated by Title VII of the Civil Rights Act of 1964 and reported therein.

11. Information Technology Division

a. Annual Review

- (1) Results: The review was held on July 19, 2019 with the division's two Title VI Specialists. The required review information was reviewed and discussed with the Specialists. A few revisions were requested for items not regulated by Title VI and were received by July 19, 2019. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had one process review scheduled and reported as follows:

a) ADA Transition Plan - Communications Support

- (1) Results: This process review was not conducted. It is not within the scope of Title VI Program Reviews. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020.

- (2) Conduct monthly accessibility testing and testing of any page modified prior to updating to internet.

- a) We conducted weekly accessibility testing of all the pages on the NDDOT website. We keep the web pages at ADA Compliance levels of AA or higher. NDDOT received an Accessibility Score of 92.0 out of 100 for the entire website. 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 has 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 is not within our ability to fix at present.

c. Other Accomplishments

- 1) The Information Technology Division will be removed from the FY2020 NDDOT's Title VI/Nondiscrimination and ADA Program Implementation Plan and Goals and Accomplishments Report. The division was transferred from the NDDOT to the State of North Dakota Information Technology Division, effective July 1, 2019.

12. Legal Division

a. Annual Review

- 1) Results: The review was held on June 17, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. 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 the Title VI Program.
 - a) Assisted department personnel in addressing various questions in relation to contracts and administrative hearings.

- 2) Record data on requests for accommodations for language assistance in Administrative Hearings.
 - a) Legal Division utilized a total of 233.15 minutes of telephonic interpreter services for Spanish speaking individuals.

13. Local Government Division

a. Annual Review

- 1) Results: The review was held on August 12, 2019 with three division Title VI Specialists and a division employee. The required review information was reviewed and discussed with the Specialists. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had three process reviews scheduled and reported as follows:

a) Sub Recipient Pre-Award Process

- (1) Results: The review identified the required information was provided by the sub recipient. The sub recipient documents were reviewed and updated in the previous reporting period by Civil Rights Division. The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

b) Sub Recipient Post-Award Process

- (1) Results: The review identified the notification information and that the sub recipient was notified and provided the Sub Recipient Audit Checklist and location of NDDOT's website for access to electronic documentation. The documentation must be returned by the sub recipient and reviewed by division Title VI Specialists for compliance. A letter of compliance, deficiency, or non-compliance is sent to the sub recipient. Additional meetings with the sub recipient may be held dependent on the result of the audit. The process review showed no areas of discriminatory practices. There are no concerns with the process as reviewed.

c) ADA Transition Plan – Transit Support

- (1) Results: This process review was not conducted. It is not within the scope of Title VI Program Reviews. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020.
- 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 four sub recipients in 2019, and therefore; one sub recipient was audited for Title VI compliance. The entity was the Fargo-Moorhead Council on Governments (FM-COG). 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: The review was held on July 11, 2019 with the Division Engineer and Title VI Specialist. The required review information was reviewed and discussed with the Specialist and the Division Engineer. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had five process reviews scheduled and reported as follows:

a) Traveler Information Map/511

- (1) Results: The process review was not conducted, as the travel map and 511 are for informational purposes only and does not require a process review.

b) Snow and Ice Control Plan

- (1) Results: The review identified established standards for snow and ice control; coordination between districts, ND Department of Emergency Services; issuing road reports; and evaluating operations. Also identified is the Level of Service so operations will generally start in the areas of greatest traffic and progress to low volume routes. A Snow and Ice Control Manual is published for internal use. The process review showed no discriminatory practices.

c) Facility ADA Inspections District Offices and Facility ADA Compliance of Existing Buildings – district Offices/Rest Areas

- (1) Results: This process review was not conducted. It is not within the scope of Title VI program reviews. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020

d) Facility ADA Compliance of New Construction and Facility Advertisement/Bid Process (Construction/Capital Improvement)

- (1) Results: The process review checks to determine if we adhered to design standards and ensured access to individuals with disabilities. Documentation of the review is available. The process showed no areas of discriminatory practices.

e) ADA Transition Plan – Building and Related Sites Support

- (1) Results: This process review was not conducted. It is not within the scope of Title VI Program Reviews. It is regulated by the ADA and reviewed by FHWA on a five-year cycle. It is due to be reviewed in FY2020.

15. Materials and Research Division

a. Annual Review

- 1) Results: The review was held on July 2, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had one process review scheduled and reported as follows:
 - a) Technical Certification Program
 - (1) Results: The process review was not conducted because it is an employment requirement for specific positions and not within the scope of Title VI program reviews.
 - 2) Provide additional Title VI Training to new employees assigned to the division.
 - a) There were two new employees assigned to the division.

16. Motor Vehicle Division

a. Annual Review

- 1) Results: The review was held on June 27, 2019 with the division's two Title VI Specialists. The required review information was reviewed and discussed with the Specialist. No discriminatory Practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division conducted three process reviews as follows:
 - a) Dealer Services Section
 - (1) Dealer Applications
 - (a) Results: The review required submission of specific documentation and an onsite inspection to acquire a dealership license. Documents were submitted and reviewed. The review showed no areas of discriminatory practices.
 - (2) On-Site Inspections
 - (a) Results: The review required receipt of all documentation along with the payment. The forms are audited to ensure they are filled out correctly. The onsite visit is scheduled and conducted to ensure all the

requirements are met. The process review showed no areas of discriminatory practices.

(3) Fraud and Compliance Investigation

- (a) Results: The review process reviewed the steps for an investigation of a North Dakota licensed motor vehicle dealer to ensure they meet North Dakota Century Code guidelines. The process review showed no areas of discriminatory practices.

c. Other Accomplishments

- 1) Motor Vehicle Division utilized 447.10 minutes of telephonic interpreter services for Spanish and Arabic speaking individuals.

17. Planning/Asset Management Division

a. Annual Review

- 1) Results: The review was held on June 24, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No revisions were necessary. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division conducted three process reviews as follows:

- a) SPR Funded Special Studies (non-state level – land use, regional plans)

- (1) Results: Planning/Asset Management had the Devils Lake Safety and Access Management Plan study under-way so it was used for this process review. Public Involvement activities were identified. The study was not completed at the time of this review but expected completion by summer of 2019. The process review showed no areas of discriminatory practices. There were no areas of concern that needed to be updated or revised.

- b) Study Maps Development (for special studies and plans, such as the State Freight Plan)

- (1) Results: An RFP is posted to advertise the requirements of the study and includes language stipulating they must abide by all Title VI provisions. Digital copies of all maps are kept on a portable hard drive. Hard copy maps of such studies as the ND Freight Plan are maintained and were reviewed along with the accompanying correspondence for the purpose of this process review. No new studies have been developed during the duration of the current three-year review cycle utilizing Mapping. There was no correspondence to review. The process review showed no areas of discriminatory practices. There were no areas of concern that needed to be updated or revised.

- c) Mapping for Outside State Agencies

- (1) Results: Currently, the only mapping done for an outside agency is the ND Insurance Commission to update Fire District maps. This process has been in place since possible before 1970. NDDOT receives the updated information from the ND Insurance Commission and produces the maps as requested. The public is not involved in the map production so notices about the map revisions are publicized. The process review showed no areas of discriminatory practices.
- 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 on the second round of ND Moves were held on July 17th (Williston), July 18th (Dickinson), July 19th (Bismarck-Mandan), July 24th (Fargo), July 25th (Jamestown), July 31st (Minot), August 1st (Devils Lake) and August 2nd 2018 (Grand Forks). A public meeting on the Devils Lake Safety and Access Management Plan was held on August 2nd, 2018. Returned Demographic Survey participation percentages on ND Moves Round 2 was 38% and 43% on the Devils Lake Safety and Access Management Plan.
- 3) Continue to include Appendix A (and E) of the Title VI Assurances in all future federal-aid contracts and agreements.
 - a) Three returned rail contracts were spot audited (one signal installation, one signal upgrade and one surface rehab) and reviewed for completeness and the inclusion of Appendices A and E on May 23rd, 2019. Operation Lifesaver was spot audited on May 2nd, 2019 for completeness and the inclusion of Appendices A and E.
- 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) A Tribal Coordination Meeting was held January 17, 2018 to discuss the Second Round of ND Moves. (This was not included in last year's summary but I wanted it noted.) Otherwise the Tribal Planning and Title VI Advocacy Distribution List will continue to be utilized to inform the public about any public meetings from Planning/AM in the future.
- 5) Work with Rail Planning Project Manager to develop special focus areas for Operation Lifesaver in 2019-2020 after reviewing current year's Operation Lifesaver summary and rail accident trends.
 - a) After reviewing rail accident data during April and May of 2019, focused safety outreach this year will be on bus drivers, photographers, driver's education students and the homeless population.
- 6) Review Existing Process Reviews for SPR-funded Special Studies, Study Map Development, and Mapping for Outside State Agencies.
 - a) The Process Review for the SPR-funded Special Studies was conducted between December 31, 2018 and January 23, 2019. The Process Reviews for

the Study Map Development and Mapping for Outside State Agencies were updated between December 6, 2018 and January 24, 2019.

18. Programming Division

a. Annual Review

- 1) Results: The review was held on June 13, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No areas of discriminatory practices 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 2018 STIP received no comments from the general public.

19. Safety Division

a. Annual Review

- 1) Results: The review was held on June 25, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. No areas of discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division conducted one process review as follows:
 - a) Selecting Members for Advisory or Workgroup Representation Process
 - (1) Results: The procedure is designed to assure selection without regard to race, color, or national origin; to assure participation of an adequate number of people; and to assure appropriate level of expertise. Specific criteria is used in making selections and public involvement is carried out. The process review showed consistency with identified procedures and no areas of discriminatory practices.
- 2) Update the Safety Division Operations Manual to assure consistency with the NDDOT's Title VI/Nondiscrimination and ADA Program, etc.
 - a) Results: Updated the Safety Division Operations Manual to assure consistency with the NDDOT's Title VI/Nondiscrimination Program.

20. State Fleet Services Division

a. Annual Review

- 1) Results: The review was held on August 6, 2019 with the division Title VI Specialist. The required review information was reviewed and discussed with the Specialist. A few revisions were requested regarding employment related information and received by August 21, 2019. No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. The division had 8 process reviews scheduled and reported as follows:

- a) Vehicle Operations

- (1) Auction Sales

- (a) Results: This process review was conducted by the division and reviewed by CRD. The procurement process was utilized, contract contained Appendix A & E of the Title VI Assurances, Auction Bill included contact information for Accommodations and language assistance, press releases and advertising conducted, live bidding and online bidding available. No discriminatory practices were identified.

- (2) Billing Process

- (a) Results: This process review was not conducted because providing a service to state agencies for state employees employment related duties is not within the scope of Title VI Program Reviews.

- (3) Vehicle Ordering

- (a) Results: This process review was not conducted because providing a service to state agencies for state employees employment related duties is not within the scope of Title VI Program Reviews.

- (4) Preventative Maintenance

- (a) Results: This process review was not conducted because providing a service to state agencies for state employees employment related duties is not within the scope of Title VI Program Reviews.

- (5) Manage Agency Vehicles and Vehicle Transfer

- (a) Results: This process review was not conducted because providing a service to state agencies for state employees employment related duties is not within the scope of Title VI Program Reviews.

- (6) Vehicle Order Planning

- (a) Results: This process review was not conducted because providing a service to state agencies for state employees employment related duties is not within the scope of Title VI Program Reviews.

- b) Risk Management

- (1) Defensive Driving Course

- (a) Results: This process review was not conducted because employee-based procedures are not within the scope of Title VI Program Reviews.

(2) Accident Process

- (a) Results: This process review was not conducted because employee-based procedures are not within the scope of Title VI Program Reviews.

21. District Offices

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

a. Annual Review

- 1) Results: The reviews were held with the district Title VI Specialist(s) on the following dates: Bismarck, 6/26/19; Devils Lake, 6/17/19; Dickinson, 7/3/19; Fargo, 7/2/19; Grand Forks, 6/26/19; Minot, 6/26/19; Valley City, 6/17/19; Williston, 6/11/19. The required review information was reviewed and discussed with the Specialist(s). No areas of discriminatory practices or areas of concern were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2018-2019. All eight districts each conducted or reported on two process reviews as follows:

a) Public Inquiries

- (1) Results: A review of public inquiries has shown that the steps are included in other process reviews such as public meetings; and that it does not rise to a level requiring a process review for items such as receiving/transferring phone calls, emails, etc.

a) Press/News Releases

- (1) Results: A review of Press/News Releases has shown that seven districts (except Fargo District) provide information to the Communications Division to draft and publish their Press/News Releases.
- (2) Results: Fargo District utilizes an advertising agency to draft and publish their Press/News Releases.

B. SUB RECIPIENT REVIEWS CONDUCTED DURING 2018-2019

1. Local Government conducted one sub recipient review. The sub recipient selected for review was the FM-COG.

a. Desk audit and on-site review.

- 1) Conducted July 16, 2019.
- b. Corrective actions taken or planned.
 - 1) Recommendation: The FM-COG needs to make corrections based on the review letter dated August 19, 2019.
 - a) Results: FM-COG responded to the recommendations letter on September 19, 2019 and will have implemented all recommendations by December 19, 2019.
- c. See Exhibit C.

C. TITLE VI RELATED TRAINING

1. Title VI Specialists

- a. Civil Rights provided forty-one Title VI Specialists (29 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. Six NDDOT employees were appointed by the NDDOT Director as new Title VI Specialists. Six 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(s) 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. All NDDOT Title VI Specialists played the FHWA video called, Divided Highways 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 how the construction of highways across the United States from the first highway and well into the 20th Century impacted different populations and continued effects into the future.

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 2018-2019 Title VI Annual Reviews did not identify areas of discriminatory practices.

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 2019-2020

NDDOT has developed a goal and is in the process of revising their review procedures to be completed and published in the FY2021 Implementation Plan due to FHWA by October 1, 2020.

The Civil Rights Division cannot schedule program area reviews, until the review process is completed, but anticipates that it may have a process developed to conduct a pilot project for conducting program area reviews during this reporting period. See Exhibit A.

B. SUB RECIPIENT REVIEWS SCHEDULED FOR 2019-2020

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, 2019 through June 30, 2020. The number of reviews that will be scheduled is determined by the number of sub recipients NDDOT has as of June 30, 2020. The sub recipients to be reviewed will be selected as defined in the Review and Selection Process for sub recipients in the NDDOT Title VI/Nondiscrimination and ADA Program Implementation Plan.

C. 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 new specialists will complete six hours of Title VI training through two methods. First, the new specialists will complete the online training called New Specialist Title VI Training located in PeopleSoft. This section will take approximately 4-5 hours to complete, dependent on how each specialist progresses through the materials. There is an optional written version with a Syllabus and links to video or text materials. Second, the new specialists will attend a 1.5 hour classroom style training with the Title VI Program Administrator to review the online/written training materials, discuss process reviews, reporting procedures, and a question and answer session. If additional time is needed for new specialists to fully understand the materials and program requirements, the Title VI Program Administrator will provide additional individual or group training. Training is approximately a total of 6 hours. Two new Title VI specialist appointments have been made and will complete training during the FY2020 reporting period. A New Specialist Title VI Training Schedule was prepared reflecting the online/written materials with dates and times too be completed. 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, 2019 – September 30, 2020.

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. Upon request, 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.

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. 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.

2. Bridge Division

- a. 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. Develop a strategy to conduct reviews on Program Areas, such as Public Involvement, and define which divisions and districts have responsibilities in each program area.
- b. Record data on requests for reasonable accommodations for language assistance.
- c. Collect and report data on telephonic interpreter services provided to Limited English Proficient persons for NDDOT divisions and districts.

4. Communications Division

- a. Maintain documentation to report on public involvement activities.

5. Construction Services Division

- a. Monitor construction contracts for the inclusion of the updated Standard Title VI Assurances dated September 25, 2019.

6. Design Division

- a. Collect data on public involvement activities.
- b. Continue to implement, monitor, and update Section 2 – "Public Rights of Way" of the NDDOT ADA Transition Plan.

7. Drivers License Division

- a. Collect and report data on services provided to Limited English Proficient persons.
- b. Maintain continued accessibility to the Drivers License offices; both the district and field sites.

8. Environmental and Transportation Services Division

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

9. Executive Division

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

10. Financial Management Division

- a. Ensure Appendix A and E are included in contracts.

11. Legal Division

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

12. Local Government Division

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

13. Maintenance Division

- a. Collect data on public involvement activities.

14. Materials and Research Division

- a. Monitor contracts for Title VI provisions.

15. Motor Vehicle Division

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

16. Planning/Asset Management Division

- a. Distribute and collect demographic surveys at all public meetings for later analysis and encourage disadvantaged population participation in the transportation planning process.
- b. Continue to include Appendices A and E of the Title VI Assurances in all future federal-aid contracts and agreements.
- c. For future public meetings, continue to contact all Tribal entities and increase efforts to include minority/low income populations to participate in planning activities.
- d. Work with Rail Planning Project Manager to develop special focus areas for Operation Lifesaver in 2020-2021 after reviewing current year's Operation Lifesaver summary and rail accident trends.
- e. Review Existing Process Reviews for a State Plan (the ND Moves Active Transportation Plan will be selected since this is a new Policy Plan), Operation Lifesaver, and the State Highway Map.
- f. Through the hiring of a consultant for updating of the Long Range Transportation Plan, share any best practices of new innovative methods of engaging with the public

(particularly minorities and other underrepresented populations) with other divisions and Civil Rights.

17. Programming Division

- a. Review STIP amendment process to evaluate the effectiveness of our method of reaching the public and gathering their comments.

18. Safety Division

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

19. State Fleet Services Division

- a. Maintain records for all public involvement activities for vehicle auctions.

20. District Offices

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

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

NDDOT TITLE VI REVIEW SCHEDULE FY 2020-2022

DIVISIONS AND DISTRICTS	NEXT REVIEW FY YEAR	LAST REVIEW FY YEAR
Audit Services	TBA	2019
Bismarck District	TBA	2019
Bridge	TBA	2019
Civil Rights	TBA	2019
Communications	TBA	2019
Construction Services	TBA	2019
Design	TBA	2019
Devils Lake District	TBA	2019
Dickinson District	TBA	2019
Drivers License	TBA	2019
Environmental & Transportation Services	TBA	2019
Executive	TBA	2019
Fargo District	TBA	2019
Financial Management	TBA	2019
Grand Forks District	TBA	2019
Human Resources	TBA	2019
Information Technology-transferred to ITD	N/A	2019
Legal	TBA	2019
Local Government	TBA	2019
Maintenance	TBA	2019
Materials and Research	TBA	2019
Minot District	TBA	2019
Motor Vehicle	TBA	2019
Planning/Asset Management	TBA	2019
Programming	TBA	2019
Safety	TBA	2019
State Fleet Services	TBA	2019
Valley City District	TBA	2019
Williston District	TBA	2019

Figure 1- NDDOT Title VI Review Schedule for FY2020 - 2022

NDDOT PROCESS REVIEW SCHEDULE FY 2017 – 2019

NDDOT Processes FY 2017-2019

	Direct Impact Y/N	Public Involvement Yes No		Year to Review
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 Y/N	Public Involvement Yes No		Year to Review
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 Y/N	Public Involvement Yes No		Year to Review
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

EXHIBIT C

NDDOT TITLE VI REVIEW SCHEDULE SUB RECIPIENT REPORT 2018-2019

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-REVIEW-COMPLIANT	NOTES
FM-COG	6/25/19	7/16/19		NA	NA	NA	NA	NA	Recommendations only; due 12/19/2019
Golden Valley/Billings Council on Aging	8/23/18	10/4/18	3/18/19	N/A	N/A	N/A	N/A	N/A	Recommendations only. Agency completed suggested recommendations and review was closed.
Kenmare Wheels & Meals Inc.	7/25/18	11/8/18	5/14/19	N/A	N/A	N/A	N/A	N/A	Recommendations only. Agency completed suggested recommendations and review was closed.
South Central Adult Services	8/31/18	12/13/18	3/8/19	N/A	N/A	N/A	N/A	N/A	Recommendations only. Agency completed suggested recommendations and review was closed.
Souris Basin Transportation	2/5/19	6/11/19		N/A	N/A	N/A	N/A	N/A	Recommendation only. Agency response due 8/27/19. Extension granted to 9/30/19.

Figure 3- NDDOT Title VI Review Schedule – Sub Recipient Report 2018 - 2019

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2018-2019

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Program FY2019 – FHWA approval and updated processes; New Specialist's Introductions; Video presentations (2)- Design for Disability	11/5/2018 Cancelled- projector down; Rescheduled 11/20/2018	9:30- 10:30am 8:45- 9:45am	1.0	NDDOT Central Office, Rm 407N&S-7 6 Districts	Title VI Specialists
Title VI Process Review Reports scheduling and monitoring; Video presentations (2)- Race	1/14/2019	9:00- 10:00am	1.0	NDDOT Central Office, Rm 407N&S; all 7 Districts	Title VI Specialists
Title VI Process Review Report's progress; Annual Review Update and 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 4- Title VI Training Schedule - Program Areas - October 1, 2018 - September 30, 2019

EXHIBIT E
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; added online video training course	Specialists appointed all different dates 2018-2019	One-on one contact made following new Specialist appointment by Director	.50	One-on-one contacts: in person, email, telephone; guidance to MyDOT and ELM (online materials)	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 and ELM (online materials)	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); Linguistica International and Language Link (handouts)	2018-2019	Independent Study	1.00	MyDOT and ELM (online materials)	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 and ELM (online materials)	New Title VI Specialists
Communicating Effectively – With People Who Have a Disability, booklet by the NDCPD	2018-2019	Independent Study	0.50	MyDOT and ELM (online materials)	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 and ELM (online materials)	New Title VI Specialists
Title VI Annual Review and Report Process; Filewalker Guide for Title VI Documents; and Training Review Question and Answer Session; Conclusion of Training	6/12/2019	9:00 - 10:30am	1.50	NDDOT Central Office; Room 407N and VNDOT 2 Districts	New Title VI Specialists
TOTAL TRAINING HOURS			6.00		

Figure 5- New Title VI Specialists Training Schedule - Program Areas - October 1, 2018 - September 30, 2019

TITLE VI SPECIALIST TRAINING SCHEDULE 2019-2020

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Program FY2020 – FHWA approval and updated processes, program changes; New Specialist's Introductions; Video presentation	11/04/2019	9-10am	1.0	NDDOT Central Office, Rm 407 N&S; all Districts	Title VI Specialists
Title VI Goals and Accomplishments Report-scheduling process reviews and tasks, monitoring, tracking data; Video presentation	1/13/2020	9:30-10:30am	1.0	NDDOT Central Office, Rm 407 N&S; all Districts	Title VI Specialists
Title VI Annual Program Area and Sub Recipient Reviews- scheduling, requirements, data collection, supporting documentation, deadlines, review meeting(s); New Specialists Training update; Video presentation	3/23/2020	9-10am	1.0	NDDOT Central Office, Rm 407 N&S; all Districts	Title VI Specialists
Title VI/Nondiscrimination and ADA Program Annual Report- requirements, documentation, and submission deadlines; Video presentation	5/11/2020	9:30-10:30am	1.0	NDDOT Central Office, Rm 407 N&S; all Districts	Title VI Specialists
TOTAL TRAINING HOURS			4.0		

Figure 6- Title VI Specialist Training Schedule - October 1, 2019 - September 30, 2020

NEW SPECIALIST'S TITLE VI TRAINING SCHEDULE 2019-2020

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist's Welcome and Introductions; Brief Overview of the Title VI/Nondiscrimination and ADA Program. Disseminate online video training course materials; optional training syllabus; and answer questions	TBA 2019-2020	TBA	.50	NDDOT Central Office; Room TBA; or one-on-one contact 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)	2019-2020	Independent Study	1.00	ELM Online Video Training Course or optional Syllabus on MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); Linguistica International and Language Link (handouts)	2019-2020	Independent Study	1.00	ELM Online Video Training Course or optional Syllabus on 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)	2019-2020	Independent Study	1.00	ELM Online Video Training Course or optional Syllabus on MyDOT	New Title VI Specialists
Communicating Effectively – With People Who Have a Disability, booklet by the NDCPD	2019-2020	Independent Study	0.50	ELM Online Video Training Course or optional Syllabus on MyDOT	New Title VI Specialists
Read Title VI Annual Review Process documents; Read Filewalker Guide for Title VI Documents	2019-2020	Independent Study	0.50	ELM Online Video Training Course or optional Syllabus on MyDOT	New Title VI Specialists
Title VI Annual Report/Review Process; Filewalker Guide for Title VI Documents; and Training Review Question and Answer Session; Conclusion of Training	TBA 2019-2020	TBA	1.50	NDDOT Central Office; Room TBA	New Title VI Specialists
TOTAL TRAINING HOURS			6.00		

Figure 7- New Specialist's Title VI Training Schedule - October 1, 2019 – September 30, 2020

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>