

Title VI/ Nondiscrimination and ADA Program Goals and Accomplishments

prepared by

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Bismarck, North Dakota
dot.nd.gov

submitted to

FEDERAL HIGHWAY ADMINISTRATION

North Dakota Division

October 2016



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NDDOT GOALS AND ACCOMPLISHMENTS REPORT

I. ACCOMPLISHMENTS

A. PROGRAM AREA REVIEWS CONDUCTED DURING 2015-2016

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

Fourteen divisions and 8 districts conducted one or more Process Reviews and submitted Process Review Reports for their Annual Review scheduled for 2015-2016. Six divisions (Audit Services, Drivers License, Human Resources, Legal, Programming, Safety) did not have a process review scheduled during this reporting period. The NDDOT Process Review Schedule listing all Title VI related processes and their date of review for FY 2014-2016 is available. See Exhibit B.

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

1. Audit Services Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Audits of Architectural and Engineering consulting (A&E) firms' overhead rates are initiated at the request of the A&E firm to verify rates as required for work through the NDDOT. 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 work plan for the Safe Harbor rate was approved by FHWA and implemented. We will participate in this program which has been extended beyond the initial 3 year test period. This goal will continue into the coming years.
- 2) Review consultant construction contracts to verify subcontractors comply with Title VI requirements.
 - a) Very few construction projects were reviewed during the past year, and the projects reviewed focused on costs charged by the primary consultant. Subcontractor costs will be reviewed in more detail in subsequent audits.

2. Bridge Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2015-2016. The division conducted two process reviews as follows:

- a) Overload Permit Application
 - (1) Results: This process review showed no discriminatory practices.
- b) Bridge Damage Assessment
 - (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) Two Public Input Meetings were held during this reporting period. On January 26th, an input meeting was held for improvements and detour routes for the SE Jamestown Interchange. On January 28th, an input meeting was held for proposed improvements for the westbound BNSF grade separation. The surveys were distributed and collected at both of these meetings. Civil Rights will conduct analysis department wide on these surveys.
- 3) Data Collection procedures used in our environmental documentation process will continue to be developed. Specifically, what data will be collected and how will the data be collected, stored, and analyzed.
 - a) This goal was completed by the Environmental Documentation process review that was completed in 2014.

3. **Civil Rights Division**

a. Annual Review

- 1) Results: No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2015-2016. The division conducted 19 process reviews as follows:
 - a) Division and District Program Area Annual Review Procedures
 - (1) Results: The process review showed no areas of discriminatory practices.
 - b) Special Emphasis Program Areas
 - (1) Results: The process review showed no areas of discriminatory practices.
 - c) Dissemination of Information (Title VI, LEP, EJ)
 - (1) Results: This process review showed no areas of discriminatory practices.
 - d) Title VI Training (Sub recipients and Stakeholders)
 - (1) Results: This process review showed no areas of discriminatory practices.

- e) ADA Transition Plan – Continue to implement, monitor, and update Section 1 “ADA Coordinator” of the NDDOT ADA Transition Plan.
 - (1) Results: This process review showed no areas of discriminatory practices.
- f) NDDOT Directives
 - (1) Results: Executive Division oversees and directs the division and district policies. The process review will be conducted by Executive Division in the FY 2016-2017 reporting period.
- g) Environmental Justice
 - (1) Results: This process review showed no areas of discriminatory practices.
- h) Deaf, Hearing, and Visually Impaired Interpreter Services
 - (1) Results: The process review showed no areas of discriminatory practices.
- i) Telephonic Interpreter Services
 - (1) Results: This process review showed no areas of discriminatory practices.
- j) Work place Investigation Process and Team Selection
 - (1) Results: This process review determined that this process follows the policies and procedures implemented, monitored, and revised by the Human Resources Division and reviewed as stated in the Title VI/Nondiscrimination and ADA Program. This process review will be removed from the three year schedule, NDDOT Processes FY 2017-2019.
- k) Title VI/Nondiscrimination and ADA Program External Webpages and Web Accessibility
 - (1) This process review showed no areas of discriminatory practices.
- l) Organization, Staffing, and Responsibilities
 - (1) Results: This process review showed no areas of discriminatory practices.
- m) LEP Plan
 - (1) Results: This process review showed no areas of discriminatory practices.
- n) Disadvantaged Business Enterprise Program (DBE) Plan and Program Revisions
 - (1) Results: No discriminatory practices were identified while performing this review.
 - (2) Areas of Concern & Revisions: The next revision to the Program Administration Plan Manual will take place prior to the mandatory use of the Civil Rights Certification & Compliance System for contract compliance.

- o) On-the-Job Training and Disadvantages Business Enterprise (DBE) Supportive Services
 - (1) Results: No discriminatory practices were identified while performing this review.
 - (2) Area of Concern & Revisions: The next year for each of the programs may yield many changes, due to the release of a Strategic Plan.
- p) FHWA 1391/1392
 - (1) Results: The process review showed no areas of discriminatory practices. This process review will be removed from the FY 2017-2019 schedule as it is a compilation of data.
- q) State Internal EEO Affirmative Action Plan
 - (1) Results: The process review showed no area of discriminatory practices.
- r) EEO Contractor Compliance Reviews and Appeal
 - (1) Results: The process review showed no areas of discriminatory practices.
- s) EEO Contractor Compliance Plan
 - (1) Results: The process review showed no areas of discriminatory practices.
- 2) Update the NDDOT Process Review Schedule for FY 2017-2019.
 - (1) The schedule was updated and is located in Exhibit F.
- 3) Develop, test, and implement software specifically designed for Civil Rights processes.
 - a) The development, testing, and implementation of B2GNow and LCP Tracker was completed.
- 4) Update non-highway construction public involvement guidelines for divisions and district internal use.
 - a) The guidelines have been completed. A final review by divisions and district will be conducted prior to posting internally.
- 5) Research training resources and post training materials for use by sub recipients and stakeholders on the Title VI/Nondiscrimination and ADA Program web page.
 - a) A training web page was completed will be updated with additional materials as available. The link to the web page is found under Resources on the web page located at: <http://www.dot.nd.gov/divisions/civilrights/titlevi.htm>
- 6) Report NDDOT agency wide use of telephonic interpreter services.

- a) NDDOT utilized 1,935.52 minutes of telephonic interpreter services for Spanish, Somali, Arabic, Swahili, French, Russian, Mandarin, Nepali, and Portuguese speaking individuals. A total of 178 calls for telephonic interpreters were made by Drivers License, Motor Vehicle, Legal, and Civil Rights Divisions.

c. Other Accomplishments

- 1) The Title VI/Nondiscrimination and ADA Program was revised to include FTA program requirements in all applicable areas.
- 2) Civil Rights Division consultant utilized 3.65 minutes of telephonic interpreter services for a Spanish speaking individual.

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 2015-2016. The division conducted one process review as follows:

- a) Website Updates

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

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 2015-2016. The division conducted three process reviews as follows:

- a) Travel Information Map

- (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 or areas of concern that need to be updated or revised.

- c) Contractor Payments

- (1) Results: This process review showed no areas of discriminatory practices or areas of concern 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 2015-2016. The division conducted two process review as follows:

a) Accessible Pedestrian Signals (APS) Design

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

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

(1) 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.

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

a) This goal was not fully accomplished for this reporting period and will continue to be a goal for the next reporting period.

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

a) Data for DOTSC hiring process was submitted to Civil Rights Division.

7. 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 2015-2016. A process review was not on the review schedule for 2015-2016. However, a review of the Drivers License Division Manual was completed January 11, 2016.

a) Drivers License Division Manual.

(1) Results: The review did not show any areas of discriminatory practices.

(2) Conduct a review of the written translation request log sheets.

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) 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.

(3) The Valley City drivers license part-time site was relocated in March 2016. Accessibility was foremost in selecting a new location. The location meets all accessibility requirements.

c. Other Accomplishments

1) Two individuals who are deaf were provided interpreting services during the drivers license permit test.

a) The Noncommercial Class D knowledge test is offered in eleven foreign languages and automated American Sign Language at the 8 major offices. Of the total number of Noncommercial Class D tests administered:

(1) 3.09 percent or 1,016 out of 32,831 were administered in Spanish

(2) 2.88 percent or 947 out of 32,831 were administered in Somali

(3) 1.06 percent or 348 out of 32,831 were administered in Arabic

(4) 0.33 percent or 108 out of 32,831 were administered in Nepali

(5) 0.40 percent or 130 out of 32,831 were administered in Russian

(6) 0.32 percent or 105 out of 32,831 were administered in Swahili

(7) 0.18 percent or 59 out of 32,831 were administered in Vietnamese

(8) 0.10 percent or 32 out of 32,831 were administered in Serbo-Croatian

(9) 0.04 percent or 13 out of 32,831 were administered in Turkish

(10) 0.93 percent or 306 out of 32,831 were administered in French

(11) 0.34 percent or 111 out of 32,831 were administered in Chinese

(12) 0.03 percent or 10 out of 32,831 administered in American Sign Language

- 3) Four new Drivers License employees completed a minimum of one hour of Title VI orientation training.
- 4) Six 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 1385.99 minutes of telephonic interpreter services for Spanish, Arabic, Somali, Swahili, French, Mandarin, and Russian 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 2015-2016. The division conducted three process reviews as follows:
 - a) Environmental Services
 - (1) Results: ETS is in the process of rewriting the Public Involvement Manual and an Environmental Documentation Manual. A process review will not be conducted because the process will change. This process review will be completed in the 2016-2017 reporting period reflecting the new process.
 - b) Right of Way – Appraisers/Appraisals, Negotiation, and Relocation Assistance.
 - (1) Results: This process review showed no areas of discriminatory practices in the reporting period.
 - c) Environmental Technical Services (ETS) Website
 - (1) Results: ETS does not have its own web page. Information regarding ETS is incorporated into other Divisions webpages. These webpages include Design, Construction and Engineering, as well as others. The information is included in other process reviews and will be removed from the next schedule of process reviews for 2017-2019.
- 2) Update the “When I Must Move” brochure once the final MAP-21 Federal Guidelines are finalized (date unknown) and conflicts with NDDOT law are resolved.
 - a) The brochure has been updated to meet MAP-21 changes. The updated brochure is available online and in print upon request.

- 3) Work within new FHWA guidance (June 2015) on incorporating more specific Environmental Justice compliance and monitoring in ETS work flow. For example, improve outreach and early involvement of underserved populations at public information meetings.
 - a) We worked with Design Division for early public involvement. The NDDOT did not have a project that had an adverse impact on minority populations and or low income populations in the 2015-2016 reporting period. Our large impact projects were rural and did not cause the displacement of any individuals.
- 4) Reinforce the importance of the Title VI survey to employees and consultants by discussing the survey at ETS Lunch & Learns and with one-on-one counseling between NDDOT ROW Tech Support and Consultants.
 - a) The Title VI surveys were discussed at the July 20, 2016 Lunch and Learn Meeting. We have been actively announcing the importance of the Title VI survey and how to present it to Landowners to improve the rate of return. The ETS Right of Way Section has project kick-off meetings with consultants to inform them how we want our right of way forms completed for the project and the Title VI Public Participation Survey form is discussed. We now have a line on our Right of Way Checklist that must be completed that requires the Negotiator to confirm they gave the landowner a Title VI Public Participation Survey.
- 5) Disseminate, collect and process public participation surveys at all public meetings.
 - a) The division disseminated and collected the surveys at 1 public meeting and recorded the information from the surveys in FileNet. Design Division handles most of the public meetings ETS Division attends and they are responsible for the Title VI surveys. ETS Division held one public input meeting in the 2015-2016 reporting period and several participation surveys were collected.

9. Financial Management Division

a. Annual Review

- 1) No discriminatory practices were identified.

b. Actions taken or planned and accomplishments

- 1) Conduct Process Reviews scheduled for 2015-2016. The division conducted 13 process reviews as follows:

a) Procurement Section

(1) Purchase Order

- (a) Results: The process review showed no areas of discriminatory practices and no areas of concern that need to be updated or revised.

(2) Fixed Assets-Other Process Chart; Fixed Assets-Fleet & Hwy Major Process Chart, Master File Maintenance Process Chart; and Verify PO Input

- (a) Results: These processes are all internal procedures and have no direct impact or public involvement. They will be removed from the NDDOT Process Review Schedule FY 2017-2019.
- b) Administration Section
 - (1) IDB's (Accounts Payable); Bank Statements (Accounts Receivable); and Purchase Orders (Procurement)
 - (a) Results: These processes are duplicates of the areas listed and will be removed from the Administrative Section of the NDDOT Process Review Schedule FY 2017-2019.
 - (2) Annual Financial Statements- Bond Issue
 - (a) Results: The process review showed no areas of discriminatory practices and no areas of concern.
- c) Budget and Fiscal Analysis Section
 - (1) Monthly Highway Revenue Reports
 - (a) The review process showed no areas of discriminatory practices and no areas of concern were identified.
 - (2) Annual Bond Disclosure
 - (a) The review process showed no areas of discriminatory practices and no areas of concern were identified.
- d) Accounts Payable Section
 - (1) Monthly Statements
 - (a) Results: There were no areas of discriminatory practices found and no areas of concern identified.
 - (2) Employee Change of Status
 - (a) Results: there were no areas of discriminatory practices found and no areas of concern were identified.
 - (b) This process review reflects an internal procedure and will be removed from the NDDOT Process Review Schedule FY 2017-2019.
 - (3) Check Processing
 - (a) Results: There were no areas of discriminatory practices found and no areas of concern were identified.
- e) Receivables Section

- (1) Credit Card Deposit
 - (a) Results: No areas of discriminatory practices or areas of concern were found.
- (2) Check Processing
 - (a) Results: No areas of discriminatory practices or areas of concern were found.
- (3) Refund
 - (a) Results: This review shows no areas of discriminatory practices.
- (4) Project Close Out
 - (a) Results: This review shows no areas of discriminatory practices.
- 2) Continue to review and monitor that all changes to Title VI/ADA compliance are incorporated into solicitation documents as necessary.
 - a) No changes were necessary.
- 3) Continue to incorporate the NDDOT Public Participation Survey, SFN 60149, and the Sign-in Sheet, SFN 59531, for bid openings.
 - a) From 10/01/15 to 9/30/16, nineteen people have attended various bid openings and signed the (SFN 59531) Sign-In Sheets. The Public Participation survey (SFN 60149) was completed by 16 people at the meeting. Information was supplied to Civil Rights Division.
- 4) New Financial Management employees will receive training via video – “Public Funds for Public Benefit – Overview presentation parts 1 and 2” and “Intro Presentation – parts 1 and 2.” They will also receive instruction on the LEP posted contract information before 6/30/15.
 - a) New employees were informed to watch “Public Funds for Public Benefit – Overview presentation parts 1 and 2.” And “Intro Presentation – parts 1 and 2” and were informed of the LEP instructions and where it is located in their area. Information was supplied to Civil Rights Division.

10. Human Resources Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Continue efforts to add more schools to the TRAC program.
 - a) TRAC was temporarily put on hold due to Department budget issues and subsequently moved to the NDDOT Design Division.

- 2) Increase efforts to increase number of minorities and females to apply for scholarships offered by NDDOT.
 - a) Two students were added to NDDOT Educational Grant Scholarship program; one was a nonminority female and one was a nonminority male.
 - 3) Increase efforts to place minorities and females for available summer temporary positions.
 - a) Due to limited Department budget, no summer temporary positions were filled.
- c. Other Accomplishments
- 1) NDDOT signed a Memorandum of Agreement (MOA) with United Tribes Technical College (UTTC) on Feb. 3, 2015. The MOA was put into place as a way for the NDDOT to provide input to the faculty at UTTC in regards to the Heavy Equipment Operation and Commercial Driver's License (HEO/CDL) curriculum so that students would become qualified applicants with experience the NDDOT could benefit from when hiring UTTC students.
 - 2) NDDOT is also exploring an opportunity to partner with the TREND consortium (Bismarck State College, Fort Berthold Community College, Sitting Bull College, Turtle Mountain Community College, & Williston State College) in an attempt to review a possible MOA similar to the one signed with UTTC.
 - 3) HR Division started a training liaison team which is made up of a designated member from each Division/District in the NDDOT to review and determine training needs and sessions.
 - 4) NDDOT increased their overall employment of minorities and females over the past year and have already accomplished one of the more challenging hiring goals this year alone.

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 2015-2016. The division conducted one process review as follows:
 - a) ADA Transition Plan- Implement, monitor, and update Sections 4.01, 402, and 4.03 under Section 4 – “Communications” of the NDDOT ADA Transition Plan.
 - (1) Results: The process review showed no areas of discriminatory practices or areas of concern.
 - 2) Update website to ensure accessibility for the public.
 - a) Performed monthly accessibility testing to ensure website accessibility for the public.

12. Legal Division

a. Annual Review

1) Results: No discriminatory Practices were identified.

b. Actions taken or planned and accomplishments

1) Continue to provide the department with legal advice, as necessary and appropriate, in matters relating to Title VI.

a) Assisted department personnel in addressing various questions related to Title VI.

2) Record data on requests for accommodations for language assistance in Administrative Hearings by location and language requested.

a) Legal Division utilized a total of 238.25 minutes of telephonic interpreter services for Spanish speaking individuals.

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 2015-2016. The division conducted four process reviews as follows:

a) Transit Provider Sub Recipient Audit Process

(1) Results: The process review showed no areas of discriminatory practices. Transit proposed changes to this process in the draft Title VI Plan submitted to FTA for the 2016-2017 reviews and anticipates changing these processes for the 2016-2017 reporting period.

b) Sub Recipient Pre-Audit Process

(1) Results: The process review showed no areas of discriminatory practices. This process will be changed to include the "Audit Selection Process" and retitled as the "Sub Recipient Post-Award Process" in the FY 2017-2019 schedule.

c) Sub Recipient Pre-Authorization & Guidance & Templates Process

(1) Results: The process review showed no areas of discriminatory practices. This process will be changed to the Sub Recipient Pre-Award Process in the FY 2017-2019 schedule.

d) ADA Transition Plan- Continue to implement, monitor, and update Section 5 "Transit) of the NDDOT ADA Transition Plan.

- (1) Results: This process review showed no areas of discriminatory practices.
- 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 2016, and therefore; one sub recipient was audited for Title VI compliance. The entity was the Grand Forks - East Grand Forks Metropolitan Planning Organization (GF-EGF MPO). See Exhibit C.
- 3) Calculate the amount of work possible on construction projects related to DBE participation for on local projects DBE goal setting.
 - a) DBE goals were calculated for each bid opening on every project that Local Government was responsible for. The calculations were provided to Civil Rights for their use in determining if a Race Neutral or Race Conscious goal will be required on a particular project. Civil Rights took over calculating these goals during the 2015-2016 reporting period.

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 2015-2016. The division conducted five process reviews.
 - a) Facility ADA Inspections- District Offices and Facility ADA Compliance of Existing Buildings- District Offices/Rest Areas
 - (1) Results: The process review showed no areas of discriminatory practices.
 - b) Facility ADA Compliance of New Construction and Facility Advertisement/Bic Process (Construction/Capital Improvement)
 - (1) Results: The process reviewed showed no areas of discriminatory practices.
 - c) Travel Information Map/511
 - (1) Results: No areas of discriminatory practices found. No areas of concern were identified.
 - d) Snow and Ice Control
 - (1) Results: The process review showed no areas of discriminatory practices and no concerns were found with the process.
 - e) ADA Transition Plan- Continue to implement, monitor, and update Section 3 – “Building and Related Sites” of NDDOT ADA Transition Plan.

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

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 2015-2016. The division conducted one process review as follows:

a) Technical Certification Program

(1) Results: The process review showed no discriminatory practices or areas of concern that need to be updated or revised.

(2) Provide additional Title VI Training to new employees assigned to the division.

a) One employee will complete new employee Title VI training by September 30, 2016.

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 2015-2016. The division conducted five process reviews as follows:

a) Training and Quality Review Section

(1) Results: The process review was removed from Motor Vehicle's process review schedule for FY 2017-2019; they do not have any sub recipients. This internal process is covered under the Consumers Services Section.

b) Motor Carrier Section and Accounting Section

(1) Results: Motor Carrier Section and Accounting Section are not able to complete their process reviews due to a new system upgrade taking place in June of 2016. The following process reviews of the new system will be completed in 2016-2017.

(a) Motor Carrier Section

(1) IRP, IFTA, and UCR new carriers and renewals.

(2) IRP, IFTA, and UCR work and renewals

(3) Take Motor Carrier Phone Calls and Emails is being removed because the information is handled in the processing of IRP, IFTA, and UCR processes.

(b) Accounting Section

(a) Non-Sufficient Funds, Refunds, and Deposits.

c) Fraud and Compliance Investigation

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

d) Conduct Onsite Inspection

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

e) Process Dealer Applications

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

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

a) Due to the transitioning to a new system, Motor Vehicle was unable to track this information.

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

a) The Title VI Specialists requested the managers to add the accessibility language. It was completed.

4) Provide Title VI Training MV and branch offices.

a) Title VI training was provided to MV new employees. They viewed two videos, Breaking Down the Language Barrier and Understanding and Abiding by Title VI of the Civil Rights Act of 1964.

b) Branch offices will complete the required one hour of Title VI annual training by September 30, 2016.

5) Motor Vehicle Division utilized 307.63 minutes of telephonic interpreter services for Spanish, Portuguese, and Nepali speaking individuals.

17. Planning/Asset Management Division

a. Annual Review

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

c. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2015-2016. The division conducted four process reviews as follows:
 - a) SPR Funded Special Studies
 - (1) Results: The process review showed no areas of discriminatory practices. There were no areas of concern that needed to be updated or revised. However, the public meeting materials had not been retained long enough to be available for this review. The retention schedule of public meeting materials should be reviewed based on this process review.
 - b) City and County Mapping
 - (1) Results: 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 Agencies
 - (1) Results: The process review showed no areas of discriminatory practices. There were no areas of concern that needed to be updated or revised.
 - d) Study Map Development
 - (1) 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 May 17th through the 19th, 2016 on the State Rail Plan. Demographic surveys were handed out at the three meetings and were collected and returned to Civil Rights. Members of the Title VI Advocacy Distribution List were informed of the upcoming public meetings electronically and via print ads 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) Seven returned contracts were spot audited and reviewed for completeness and Appendices A and E inclusion on May 9, 2016.
- 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 State Rail Plan meetings this spring. The Title VI Advocacy Distribution List was utilized to inform the public about the meetings.

5) Work with Rail Planning Project Manager to develop special focus areas this year for Operation Lifesaver in 2016-2017 after reviewing current year's Operation Lifesaver summary and rail accident trends.

a) From October 1, 2015 to May 5, 2016, 69 presentations and 2 special events reached 5,254 people.

b) Per Operation Lifesaver for 2016-2017:

We need to reach two diverse audiences with two different messages: Trespassing and Driving Safety. On one side of the state (Eastern), we are seeing an increasing trespass issue among college age students. On the opposite side (Western), we are experiencing complacency among professional truck drivers potentially carrying hazardous materials.

There continues to be numerous **unsafe motorist reports** from railroad engineers and conductors. In 2015, 23 unsafe motorist reports were reported across the state.

In an effort to reduce needless collisions, fatalities, and injuries at highway-rail grade crossings and to eliminate trespassing incidents, NDDOT 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 and driver education programs.

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

(1) Goal: Reach more people with the OL Message – Increase by 10% the number of people reached through presentations or special events from previous year.

(a) **Objective 1:** Recruit new volunteers

Action item: Marketing Campaign/Partner Outreach

Target areas = Dickinson, Williston, Bismarck

(b) **Objective 2:** Increase media outreach

Action item: build relationships with local media contacts

Action item: blog entries

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 2016 safety data

(c) **Objective 3:** Implement Paid Advertising Campaigns

Spring 2016 = Western ND outreach

Fall 2016 = Eastern 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

(d) **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: blog on rail safety issues

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

Action item: ask partners to share website and Facebook links

Action item: improve website exposure on search engines

(e) **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: include OL messaging or resources in School Bus driver licensing process

Action item: get OL presentation or e-learning approved for Bus Driver CEU's

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

Action item: continue to work with FRA, NDDOT, and operating railroads to address targeted areas/audiences of concern as issues arise

(f) **Objective #6:** Ensure professional administration of State Program

Action item: Distribute Operation Lifesaver Membership Benefits and Standards document to all State Board members or other State Program leadership.

Action item: Utilize one or both of OLI's "Get Legal, Stay Legal" webinar video series at a State Program board meeting.

(6) Update and implement the process for involving non-metropolitan local officials and other interested parties in statewide planning activities in accordance with 23 CFR 450.210.

a) The former draft of the document was reviewed during the summer of 2015, updated and circulated to Management and the Planning/Rail section in the fall for comments and the rough draft circulated to local officials for comment over the winter of 2015/2016. The final draft of the document was published and posted to the NDDOT website on February 26, 2016.

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) This goal will be continued for 2017. The 2016 STIP received no comments from the general public. Comments for future STIPs will continue to be monitored for possible collection of demographic information.

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) Complete update of the Traffic Safety Office's Operations Manual, relative to 2 CFR Part 200, and to assure consistency with the NDDOT's Title VI/Nondiscrimination and ADA Program, etc.
 - a) Updated the Safety Division Operations Manual to reflect changes in federal regulation, specifically 2 CFR Part 200 (commonly referred to as the super circular), and to assure consistency with the NDDOT's Title VI/Nondiscrimination and ADA Program, including, but not limited to new Title VI assurances.

20. State Fleet Services Division

a. Annual Review

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

b. Actions taken or planned and accomplishments

- 1) Conduct process reviews scheduled for 2015-2016. The division conducted seven process reviews as follows:
 - a) Accident Reporting
 - (1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.
 - b) Billing
 - (1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.
 - c) Defensive Driving
 - (1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.
 - d) Manage and Transfer of Agency Vehicles
 - (1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.

e) Vehicle Preventative Maintenance

(1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.

f) Department Insurance

(1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified. This process will be removed from the next 3 year schedule as it consists of monitoring premiums and no procurement of services.

g) Vehicle Planning and Ordering

(1) Results: This process review showed no areas of discriminatory practices, and no areas of concern were identified.

21. District Offices

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

1) Annual Review

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

2) Actions taken or planned and accomplishments

a) Conduct process reviews scheduled for 2015-2016. All eight districts conducted one or more process reviews as follows:

(1) Public Inquiries

(a) Conducted by all eight districts

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

(2) Press Releases

(a) Conducted by Valley City, Fargo, and Bismarck Districts

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

(3) Accident & Incident Reporting

- (a) Conducted by Bismarck and Grand Forks Districts
- (b) Results: This process review was removed from the district's schedule and was conducted by State Fleet Services.

(4) Additional Process Reviews

- (a) Conducted by Bismarck District
 - (1) Road Reporting
 - (2) Winter Snow Removal
 - (3) Signs, Signals, Guardrail Installation & Maintenance
 - (4) Roadside Maintenance
 - (5) Roadway Maintenance
- (b) Results: The above listed process reviews showed no areas of discriminatory practices. However, these processes were reviewed by all districts and are addressed in the next section.

(5) NDDOT District's Process Review Report

- (a) Conducted or reviewed by eight districts into one report
 - (1) Construction Contract Administration
 - (2) Roadway Maintenance, Roadside Maintenance, and Signs, Signals, Guardrail Install/Maintenance
 - (3) Road Reporting
 - (4) Vehicle Auctions – Bismarck and Fargo Districts
- (b) The above referenced processes were listed on the NDDOT Process Review Schedule for 2014-2016.

It was identified through a review by the districts that these processes do not rise to the level of the development of written multiple step processes for each responsibility/task or are the responsibility of another division. These processes were moved to the responsible division or the Title VI Question and Answer sheet.

- b) Williston District: The City of Williston reconstructed their Main Street starting in 2014. It was brought to our attention in 2015 one of the businesses had a stairwell leading to the basement that did not have a gate, creating a hazard. With the way the new corner was constructed, the sidewalk sloped towards the stairs. We notified the city and the project engineer about this possibly creating a situation for a wheelchair to get caught in the slope and roll down the stairs, and the possibility of a seeing impaired person going down the steps. The engineer

notified the owner, who agreed to put a gate on the stairwell. This was completed in September of 2015.

Also brought to our attention on the same project was an accessible parking space with the curb painted in front of a fire hydrant. We contacted Paula Messmer, NDDOT Civil Rights Program Administrator, asking what the requirements are for accessible parking spaces. Paula contacted Matt Gangness from the NDDOT Design Division, who contacted others and the marking was corrected.

B. SUB RECIPIENT REVIEWS CONDUCTED DURING 2015-2016

1. Local Government conducted one sub recipient review. The sub recipient selected for review was Grand Forks – East Grand Forks Metropolitan Planning Organization (GF-EFG MPO).
 - a. Results: No discriminatory practices or areas of concern were identified.
 - 1) Desk audit and on-site review.
 - 2) State corrective actions taken or planned, if applicable.
 - 3) See Exhibit C.

C. TITLE VI RELATED TRAINING

1. **Title VI Specialists**
 - a. Civil Rights provided thirty-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. Six NDDOT employees were appointed by the NDDOT Director as new Title VI Specialists. They received nine hours of training. See Exhibit E.
 - b. Results of training:
 - 1) The training enabled the new Title VI Specialists to take on the Title VI responsibilities of the retiring specialist with the knowledge and confidence necessary to carry on the Title VI responsibilities for their division or district.

3. **NDDOT Staff**

- a. NDDOT staff were provided one hour annual training. All NDDOT employees were required to attend unless their division or district conducted a separate Title VI training (reported by divisions/district in their Accomplishments section). Civil Rights Division prepared and distributed materials to the Title VI Specialists for Title VI Annual Training for all NDDOT employees. The one (1) hour training was a compilation of information and several videos about people from other countries, individuals with disabilities, and service animals. Attendance is recorded in NDDOT online training database.
- b. Results of training:
 - 1) NDDOT employees gained a better understanding of the cultural differences refugees experienced when moving to the United States and North Dakota, the development and importance of People First Language, and an awareness of the relationship between individuals and their service animal including duties performed by the service animals.

4. **Sub Recipients**

- a. NDDOT Local Government staff provided one-on-one training at sub recipient's offices. They explained the Sub Recipient Checklist and the Title VI/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 programs. Prospective sub recipients and stakeholders were provided guidance in developing Title VI programs through one-on-one guidance from the Civil Rights Division. See Exhibit I.
- b. Public Funds for Public Benefit, FHWA DVD, is provided online at Upper Great Plains Transportation Institute, Training Learning Network, and available on the FHWA web site.
 - 1) Results of training
 - a) Sub recipients gained knowledge and understanding about Title VI/Nondiscrimination and ADA programs and how to implement their program. Sub recipients successfully developed their Title VI 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 2015-2016 Title VI/Nondiscrimination and ADA Program Annual Reviews did not identify areas of discriminatory practices. A few areas of concern were identified in the process reviews. Division and Districts staff corrected the issues immediately or revised their process to correct or prevent future problems.

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

II. GOALS

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

A. PROGRAM AREA REVIEWS SCHEDULED FOR 2016-2017

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

Process Reviews are scheduled for 2016-2017 to be completed by all divisions and districts according to the NDDOT Process Review Schedule FY 2017-2019. See Exhibit F.

B. SUB RECIPIENT REVIEWS SCHEDULED FOR 2016-2017

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, 2016 through June 30, 2017. The number of reviews that will be scheduled is determined by the number of sub recipients NDDOT has as of June 30, 2017. 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 session for a total of four hours of annual training for division and district Title VI Specialists. See Exhibit G.

2. New Title VI Specialists

- a) Civil Rights will conduct nine hours training for employees appointed as new Title VI Specialists. One new specialist will be appointed for Executive Division. No other specialist appointments have been requested at this time for the next reporting period. New specialist training is scheduled. See Exhibit H.

3. NDDOT Staff

- a) Civil Rights will develop one hour of Title VI/Nondiscrimination and ADA related training for all NDDOT employees. The training will be mandatory for all NDDOT employees. This training will be completed during this reporting period, October 1, 2016 – September 30, 2017.

D. SUB RECIPIENT TITLE VI TRAINING

1. Local Government staff will provide one-on-one training for sub recipients during the application process for federal financial assistance and throughout the duration of the project. NDDOT staff explains Sub Recipient Checklist and the Title VI and Nondiscrimination/ADA Program Requirements, Guidance, and Templates. NDDOT staff provides guidance on NDDOT Sub recipient web page templates and location. See Exhibit I.

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.
3. NDDOT has coordinated with Upper Great Plain Transportation Institute, Training Learning Network to host online the Public Funds for Public Benefit, FHWA video, for public access. The video is also available on the FHWA web site. NDDOT has other training materials available, too.

E. PROGRAM AREA OTHER TITLE VI RELATED ACTIVITIES

1. Audit Services Division

- a. Conduct process reviews scheduled in 2016-2017.
- 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. 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.
- c. Review consultant construction contracts to verify subcontractors comply with Title VI requirements.

2. Bridge Division

- a. Conduct process reviews scheduled in 2016-2017.
- 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 2016-2017.

4. Communications Division

- a. Conduct process reviews scheduled for 2016-2017.

5. Construction Services Division

- a. Conduct process reviews scheduled for 2016-2017.

6. Design Division

- a. Conduct process review scheduled for 2016-2017.
- b. Title VI Information. Develop additional information concerning the purpose of Title VI available for public meetings participants.
- c. Data will continue to be collected, monitored, and reported on for hiring processes for DOTSC students through Upper Great Plains Transportation Institute (UGPTI).

7. Drivers License Division

- a. Conduct process reviews scheduled for 2016-2017.
- 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.
- b. 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 2016-2017.
9. **Executive Division**
- a. Conduct process review scheduled for 2016-2017.
10. **Financial Management Division**
- a. Conduct Process Reviews scheduled for 2016-2017.
 - b. Continue to review and monitor that all changes to Title VI/Nondiscrimination and ADA compliance are incorporated into solicitation documents as necessary.
 - c. To continue to incorporate the Public Participation survey, SFN 60149 and use the Sign-in Sheet, SFN 59531, for bid openings.
11. **Human Resources Division**
- a. Conduct Process Reviews scheduled in 2016-2017.
 - b. Increase efforts to increase numbers of minorities and females to apply for scholarships offered by NDDOT.
 - c. Increase efforts to place minorities and females for available positions.
12. **Information Technology Division**
- a. Conduct Process Reviews scheduled in 2016-2017.
 - b. Continued monthly accessibility testing and testing of any page modified prior to updating to internet.
13. **Legal Division**
- a. Conduct Process Review scheduled in 2016-2017.
 - b. Continue to provide the department with legal advice, as necessary and appropriate, in matters relating to Title VI.

- c. Record data on requests for accommodations for language assistance in Administrative Hearings.

14. Local Government Division

- a. Conduct Process Reviews scheduled in 2016-2017.
- b. Conduct reviews on 10% or a minimum of one sub recipient for the upcoming reporting period.

15. Maintenance Division

- a. Conduct Process Reviews scheduled in 2016-2017.

16. Materials and Research Division

- a. Conduct Process Review scheduled in 2016-2017.
- b. Provide additional Title VI training to new employees assigned to the division.

17. Motor Vehicle Division

- a. Conduct process reviews scheduled for 2016-2017.

18. Planning/Asset Management Division

- a. Conduct Process Reviews scheduled for 2016-2017.
- 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 2017-2018 after reviewing current year's Operation Lifesaver summary and rail accident trends.

19. Programming Division

- a. Conduct Process Reviews scheduled for 2016-2017.
- b. 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 2016-2017.
- b. Update the Safety Division Operations Manual, relative to the new law signed on December 4, 2015, commonly referred to as the FAST Act (Fixing America's Surface Transportation Act), and 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 2016-2017.
- b. Incorporate Restricted Parking signs for easier parking for people with disabilities.

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 2016-2017.

TITLE VI ANNUAL PROGRAM AREAS REVIEW SCHEDULE 2016-2017

PROGRAM AREAS	ANNUAL REVIEW YEAR	LAST REVIEW
Audit Services	2017	2016
Bismarck District	2017	2016
Bridge	2017	2016
Civil Rights	2017	2016
Communications	2017	2016
Construction Services	2017	2016
Design	2017	2016
Devils Lake District	2017	2016
Dickinson District	2017	2016
Drivers License	2017	2016
Environmental and Transportation Services	2017	2016
Executive	2017	N/A
Fargo District	2017	2016
Financial Management	2017	2016
Grand Forks District	2017	2016
Human Resources	2017	2016
Information Technology	2017	2016
Legal	2017	2016
Local Government	2017	2016
Maintenance	2017	2016
Materials and Research	2017	2016
Minot District	2017	2016
Motor Vehicle	2017	2016
Planning/Asset Management	2017	2016
Programming	2017	2016
Safety	2017	2016
State Fleet Services	2017	2016
Valley City District	2017	2016
Williston District	2017	2016

Figure 1- NDDOT Title VI Annual Program Areas Review Schedule for 2016 - 2017

NDDOT PROCESS REVIEW SCHEDULE FY 2014 - 2016

NDDOT Processes FY 2014-2016

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

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

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

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

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

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

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

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

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

Figure 2- NDDOT Process Review Schedule FY 2014 - 2016

NDDOT TITLE VI REVIEW SCHEDULE SUB RECIPIENT REPORT 2015-2016

SUB RECIPIENT	DATE REVIEW NOTICE SENT	DATE REVIEW CONDUCTED	DATE NOTICE OF COMPLIANCE	DATE OF NOTICE OF DEFICIENCY	DATE OF REVIEW MEETING	DATE OF NOTICE OF NON-COMPLIANCE	DATE OF LAST REVIEW	DATE OF LAST REVIEW-COMPLIANT	NOTES
GF-EGF MPO	5-20-16	6-21-16	9-26-16	N/A	N/A	N/A	N/A	N/A	

Figure 3- NDDOT Title VI Review Schedule – Sub Recipient Report 2015 - 2016

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2015-2016

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI and Nondiscrimination Program 2015 –status on approval by FHWA, program updates for Complaints, Non-Construction Public Participation Plan, WSCA, Request For Reasonable Accommodations, new specialists training; TBA	10/26/2015	1:00-2:00pm	1.0	NDDOT Central Office, Rm 407N-all Districts	Title VI Specialists
Title VI Program updates; Process Reviews progress; scheduling annual reviews; written translation; Title VI Training Survey Results	1/11/2016	9:30-10:30am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates including rewrite of plan to add FTA requirements; Process Reviews Report progress; Annual Review Requirements and scheduling; Annual Reports requirements; new updates on sub recipient/stakeholder training webpage; Employee 1 hour training overview	3/07/2016	10:15-11:15am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
Title VI Program updates on Annual Reviews, Annual Reports; data collection/analysis report; FTA update	5/23/2016 CANCELLED	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
"I Am A Person" by Prairie Public and ND agencies supporting individuals with disabilities. Approximately 57 minute video presentation.	By 9/30/2016	Independent study	1.0	Independent Study	Title VI Specialists
TOTAL TRAINING HOURS			4.0		

Figure 4- Title VI Training Schedule - Program Areas - October 1, 2015 - September 30, 2016

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

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist's Welcome and Introductions; Brief Overview of the Title VI and Nondiscrimination Program. Disseminate syllabus and training materials; and Questions and Answers	12/21/15	1:00-2:00pm	1.00	NDDOT Central Office Rm 127	New Title VI Specialists
Public Funds for Public Benefits: Introduction, Overview, Title VI Responsibilities, Title VI Impacts, and Strategies for Prevention of Discrimination (FHWA video)	1/11/16	Independent Study	2.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); Telephonic Interpreter handouts	1/11/16	Independent Study	1.00	MyDOT	New Title VI Specialists
Meet with Specialists to review materials to date.	1/11/16	8:45-9:45am	.50	NDDOT Central Office	New Title VI Specialists
ADA and Section 504: Introduction, General Overview (FHWA video)	3/7/16	Independent Study	1.50	MyDOT	New Title VI Specialists
Interagency Program for Assistive Technology (IPAT) presentation (recorded); Communicating Effectively with People Who Have A Disability (booklet).	3/7/16	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
Essential ADA Requirements Relative to Transit Systems in ND presentation (recorded)	3/7/16	Independent Study	.50	1 DVD from Civil Rights Division	New Title VI Specialists
NDDOT Public Involvement Panel presentations (recorded)	3/7/16	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
New Specialist's Training Review & Closing	3/7/16	9:30-10:00am	.50	NDDOT Central Office	New Title VI Specialists
TOTAL TRAINING HOURS			9.00		

Figure 5- New Title VI Specialists Training Schedule - Program Areas - October 1, 2015 - September 30, 2016

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 6 – NDDOT Process Review Schedule FY 2017-2019

TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2016-2017

TOPIC	DATE	TIME	HRS.	LOCATION	PARTICIPANTS
Title VI/Nondiscrimination and ADA Program 2016 – FHWA approval and update; Video presentation	10/25/2016	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N-all Districts	Title VI Specialists
Title VI Process Review Reports scheduling and monitoring; Video presentation	1/16/2017	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	3/21/2017	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	5/8/2017	9:00-10:00am	1.0	NDDOT Central Office, Rm 407N&S; all Districts	Title VI Specialists
TOTAL TRAINING HOURS			4.0		

Figure 7- Title VI Training Schedule - Program Areas - October 1, 2016 - September 30, 2017

NEW SPECIALIST’S TITLE VI TRAINING SCHEDULE PROGRAM AREAS 2016-2017

TOPIC	DATE	TIME	HRS	LOCATION	PARTICIPANTS
New Specialist’s Welcome and Introductions; Brief Overview of the Title VI and Nondiscrimination Program. Disseminate syllabus and training materials; and Questions and Answers	10/2016	TBA	1.00	NDDOT Central Office Rm	New Title VI Specialists
Public Funds for Public Benefits: Introduction, Overview, Title VI Responsibilities, Title VI Impacts, and Strategies for Prevention of Discrimination (FHWA video)	1/2017	Independent Study	2.00	MyDOT	New Title VI Specialists
Breaking Down the Language Barrier (DOJ video); CTS LanguageLink (handouts)	1/2017	Independent Study	1.00	MyDOT	New Title VI Specialists
Meet with Specialists to review materials to date.	1/2017	TBA	.50	NDDOT Central Office	New Title VI Specialists
ADA and Section 504: Introduction, General Overview (FHWA video)	3/2017	Independent Study	1.50	MyDOT	New Title VI Specialists
Interagency Program for Assistive Technology (IPAT) presentation (recorded); Communicating Effectively with People Who Have A Disability (booklet).	3/2017	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
Essential ADA Requirements Relative to Transit Systems in ND presentation (recorded)	3/2017	Independent Study	.50	1 DVD from Civil Rights Division	New Title VI Specialists
NDDOT Public Involvement Panel presentations (recorded)	3/2017	Independent Study	1.00	1 DVD from Civil Rights Division	New Title VI Specialists
New Specialist's Training Review & Closing	3/2017	TBA	.50	NDDOT Central Office	New Title VI Specialists
TOTAL TRAINING HOURS			9.00		

Figure 8- New Specialist’s Title VI Training Schedule - Program Areas- October 1, 2016 – September 30, 2017

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>