

**City of
DICKINSON
TITLE VI POLICY**

2017

PREPARED BY City of DICKINSON STAFF

TITLE VI PROGRAM COORDINATOR
SHELLY NAMENIUK, HUMAN RESOURCES COORDINATOR

99 2ND STREET EAST, DICKINSON ND 58601
701-456-7801

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CITY of DICKINSON

TITLE VI RESPONSIBILITIES

- 1) **Develop and Implement a Title VI Plan and Non-Discrimination Assurance Policy** – Provide Documentation to show dissemination of these policies internally to employees and externally to inform the public. Ensure policies are placed in all county/city owned locations and on county/city website.
- 2) **Appoint/Designate a Title VI Coordinator.**
- 3) **Employment** - Compile and submit annual EE0-4 Report on employees, council, boards and committees. List the recruiting opportunities to include vacancies and promotions as well as efforts to hire minority or female applicants.
- 4) **Develop a “Limited English Proficiency Plan (LEP)”** - What steps will be taken (dissemination of plan, translators, staff training, monitoring) in the event language assistance is needed?
- 5) **Public Outreach** – Track public outreach activities conducted for meetings, hearings, project notices and public announcements. Describe outreach efforts made to insure minorities, elderly, disabled, low-income, female and LEP were provided equal opportunity to participate in those outreach activities.
- 6) **Title VI Assurances** – Ensure that Title VI provisions are included in all federally funded contracts to include contracts for construction, engineering, environmental, planning & design, research, consultant agreements, maintenance, etc. Provide opportunity to Disadvantaged Business Enterprises (DBE) firms to bid on the federally funded related projects. Contact civilrights@nd.gov or Istockert@uttc.edu Document to support these activities. Ensure specific clauses are included in any and all deeds effecting or recording the transfer of real property, structures or improvements. In addition, specific wording shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by City of Dickinson.
- 7) **Monitoring and Compliance** - Develop a program to conduct Title VI reviews of program areas. Document annual training program scheduled for employees, commission, Boards, Sub-recipients. Indicate whether you have plans for bringing discriminatory programs in compliance within a specified period. Schedule and conduct a annual Title VI review of its program areas to determine the effectiveness of the program area activities at all levels.
- 8) **Americans with Disabilities Act (ADA)** – Identify the City of Dickinson’s ADA coordinator. Update ADA Transition Plan annual and provide summary of plans schedule of ADA corrections to be implemented in the next year. What process is available so that a member of the public can request an accommodation? (public access, hearing aids, etc.) Ensure ADA notices are posted in each county/city owned facility.
- 9) **Complaints** – Develop copy of the complaint form, procedure and log of previous and current complaints. Describe how the forms and procedures are disseminated to employees and the public.
- 10) **Training** – List any Title VI training taken and provide by City staff. Keep record of all training conducted. (employees, commission, boards, etc.) Minimum of 1 hour training annually.

Adopted: _____

CITY of DICKINSON TITLE VI PLAN

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the grounds of race, sex, age, color, national origin, religion, disability or income status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

City of Dickinson is committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the City on the basis of race, sex, age, color, national origin, religion, disability or income status as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide the City in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Shelly Nameniuk. Title VI Coordinator

Name and Title

99 2nd St. E

Street Address

99 2nd ST. E.

Mailing Address

Dickinson. ND 58601

701-456-7801

Phone Number

shelly.nameniuk@dickinsongov.com

Email address

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in all City facilities. The name of the Title VI coordinator is available on the City's website, at www.dickinsongov.com. Additional information relating to nondiscrimination obligation can be obtained from the City's Title VI Coordinator.

Title VI information shall be disseminated to the City's employees annually via the Employee Education form (see Appendix A) in a face-to-face training session. This form reminds employees of the City's policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be trained of the provisions of Title VI and the City's expectations for them to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

) III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from the City where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

When Federal Assistance is involved, written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract. (include applicable Appendix A, B, C, D or E)

IV. Record Keeping:

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of the City's Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

How to file a Title VI Complaint:

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e., telephone number, email address, etc.)
- How, when, where and why the complainant believes he or she was discriminated against. The complainant shall include the location, names and contact information of any witnesses.
- Other information that deemed significant by the complainant.

The Title VI Complaint Procedure Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the City at the following address:

City of Dickinson
Attn: Title VI Coordinator
Shelly Nameniuk
99 2nd Street East, Dickinson, ND 58601
Phone #701-456-7801
E-mail: shelly.nameniuk@dickinsongov.com

NOTE: The City encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed or delivered to the Title VI Coordinator as soon as possible, but no later than thirty (30) days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, sex, age, color, national origin, religion, disability or income status in a service or benefit provided by the City will be directly addressed by the City. The City shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the

City shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed by the City within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

The City will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the City, and/or 2) file a complaint externally with the appropriate Federal Agency. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

VI. Limited English Proficiency (LEP) Plan

Data from the U.S. Census Bureau indicates that the size of language groups other than English within the City of Stark County and surrounding townships is less than 2.7% of the total population. Although the non-English speaking groups are extremely small, the City will have a Limited English Proficiency Plan.

The City has secured the services of a translator fluent in Spanish to assist when necessary. In the event a need for additional languages is necessary, the City will provide language translation through a telephone interpreter line for which the City would pay the fee.

VII. Community Outreach

Community Outreach is a requirement of Title VI. As an agency receiving federal financial assistance, the City has made the following community outreach efforts:

1. Conducts monthly City Commission meetings with the public invited to attend and participate in the legislative process.
2. Title VI statements are posted in all City facilities for public viewing.
(Appendix G)
3. The City has a user friendly website to enhance community relations efforts. The website is viewable in English. The City's Title VI plan is available to city/county residents on the website.
4. Specifically, to public transit, the City:

At the present time, Elder Care is the lead transit agency and has developed the Coordinated Public Transit-Human Services Transportation Plan. The plan addresses the formation of a Local Advisory Committee to hear public comments as well as submitting an application to the North Dakota Department of Transportation for capital and operating assistance as an on-demand as well as a pre-scheduled taxi service. The City of Dickinson subsidizes elderly care transportation programs with the city's 1% sales tax revenues and provides a subsidy for the general public transportation through the general fund. Elder Care is also funded with a senior mill levy through Stark County, the United Way, donations and with ride fare income.

CITY OF DICKINSON, ND
Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, sex, age, color, national origin, religion, disability or income status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the City are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to Shelly Nameniuk, Title VI Coordinator.

Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge receipt of the City of Dickinson's Title VI Plan and Non-Discrimination Policy Statement. I have read these documents and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the City on the basis of race, sex, age, color, national origin, religion, disability or income status, as protected by Title VI.

Your signature

Print Name

Date

CITY of DICKINSON, NORTH DAKOTA

TITLE VI COMPLAINT PROCEDURE

SCOPE OF TITLE VI COMPLAINTS

The scope of Title VI covers all external City of Dickinson activities. Adverse impacts resulting in Title VI complaints can arise from many sources, including advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with the City for the furnishing of goods and/or services. Examples include advertising for bid proposals; prequalification or qualification; bid proposals and awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, etc.

Complaints can originate as a result of project impacts on individuals or groups. For example, social and economic, traffic, noise, air quality, access, accidents, and failure to maintain facilities.

FORMAL TITLE VI COMPLAINT PROCEDURE

The City of Dickinson Title VI Policy assures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, and disability or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City, its recipients, sub recipients, and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

City of Dickinson uses the following detailed, internal procedures for prompt processing of all Title VI complaints received directly by it. These procedures include but are not limited to:

1. Any person or groups of persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI may individually, or through a legally authorized representative, make and sign a complaint and file the complaint with the City of Dickinson. Allegations received do not have to use the key words "complaint," "civil rights," "discrimination," or their near equivalents. It is sufficient if such allegations imply any form of unequal treatment in one or more of the City's programs for it to be considered and processed as an allegation of a discriminatory practice.
2. The complaint must be filed, in writing, no later than 180 calendar days after the date of the alleged discrimination. City of Dickinson's Title VI Complaint Form must be used.
3. The complaint may also be filed with the Secretary, U. S. Department of Transportation, Room 4132, 400 Seventh Street, Southwest, Washington, D.C. 20590. The complaint **must** be filed, in writing, no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary, U. S. Department of Transportation.

4. Immediately, upon receipt of a Title VI complaint, the City determines a course of action. Possible courses of action include:
 - a. Title VI complaints filed against the City of Dickinson are referred to the North Dakota Department of Transportation (NDDOT) for processing. NDDOT notifies the Federal Highway Administration (FHWA) Division Office of the complaint.
 - b. Title VI complaints filed against the City of Dickinson recipients and sub-recipients (e.g., contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, -etc.) are processed by the City in accordance with FHWA approved complaint procedures, as required under 23 Code of Federal Regulations Part 200. NDDOT is available to provide assistance.
 - (1) A copy of the complaint, together with a copy of the City's report of the investigation and recommendations, are forwarded to the FHWA Division Office, 1471 Interstate Loop, Bismarck, ND 58503, within sixty (60) days of the date the complaint was received by the City.
 - (2) A copy of the complaint, together with a copy of the City's report of the investigation and recommendations, are provided to NDDOT, Local Government Division, 608 East Boulevard, Bismarck, ND 58505- 0700, for informational purposes only.
 - (3) The FHWA Headquarters Office of Civil Rights makes the final agency decision.
5. City of Dickinson reviews and determines the appropriate action regarding every complaint. City of Dickinson will recommend to the FHWA Division Office, with a copy to NDDOT, not to proceed with or continue a complaint investigation if:
 - a. The complaint is, on its face, without merit.
 - b. The same allegations and issues of the complaint have been addressed in a recently closed investigation or by previous federal court decisions.
 - c. The complainant's or injured party's refusal to cooperate (including refusal to give permission to disclose his or her identity) has made it impossible to investigate further.
6. If an investigation is to be initiated, the City of Dickinson determines the method of investigation and who will conduct the investigation.
7. The entire investigation process, including the submission of the final report of the investigation and recommendations to the FHWA Division Office, with a copy to NDDOT, is to be carried out in a period not to exceed sixty (60) calendar days from the date the original complaint was received by the City.
8. City of Dickinson acknowledges receipt of the allegation(s) within ten (10) working days. The complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter contains:

- a. The basis for the complaint.
 - b. A brief statement of the allegation(s) over which the City of Dickinson has jurisdiction.
 - c. A brief statement of the City of Dickinson jurisdiction over the recipient to investigate the complaint; and
 - d. An indication of when the parties will be contacted.
 - e. Depending on the nature of the complaint, the complaint will be referred to the following for final decision:
 - (1) Federal Highway Administration (FHWA)
 - (2) U. S. Department of Justice (USDOJ)
9. City of Dickinson also notifies the FHWA Division Office, with a copy to NDDOT, within ten (10) calendar days of receipt of the allegations. The following information is included in the notification to FHWA:
- a. Name, address, and phone number of the complainant.
 - b. Name(s) and address (es) of persons alleged to have been involved in the act.
 - c. Basis of alleged discrimination (i.e., race, color, sex, age, national origin, disability/handicap, or income status).
 - d. Date of alleged discriminatory act(s).
 - e. Date complaint was received by the City of Dickinson.
 - f. A brief statement concerning the nature of the complaint.
 - g. Other agencies (federal, state, or local) with which the complaint has been filed.
 - h. An explanation of the actions City of Dickinson proposes to take to resolve the issues raised in the complaint.
10. The investigation consists of an in-depth, personal interview with the complainant(s). Information gathered in this interview includes but is not limited to: identification of each complainant by race, color, sex, age, national origin, disability/handicap, or income status; name of the complainant; a complete statement concerning the nature of the complaint, including names, dates, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information the investigator(s) feels is relevant to the complaint. The interview(s) is recorded, either on audio tape or by an investigator taking notes. The investigator(s) arranges for the complainant to read, make necessary changes to, and sign the interview transcript or interview notes.

11. Following the interviews, the investigator(s) develops a report of the investigation and recommendations based on the facts. The report contains the investigator's(s') findings, conclusions concerning each issue raised in the complaint, and recommendations for corrective action. The report is the last document prepared by the investigator(s). Any other actions taken as a result of the investigator's(s') findings and conclusions are the responsibility of City of Dickinson management.
12. The complainant receives a letter from the City detailing the findings and any recommendations for corrective action to be taken based on the facts. All issues in the complaint are addressed. The complainant is informed that the final determination is made by the FHWA Headquarters Office of Civil Rights.
13. City of Dickinson forwards the report of the investigation and recommendations to the FHWA Division Office, with a copy to NDDOT. Included with the report is a copy of the complaint, copies of all documentation pertaining to the complaint, the date the complaint was filed, the date the investigation was completed, and any other pertinent information.
14. The FHWA Headquarters Office of Civil Rights makes the final agency decision.

INFORMAL TITLE VI COMPLAINT PROCEDURE

1. Title VI complaints may be resolved by informal means. When informal means are used, the complainant is informed of his or her right to file a formal written complaint.
 2. Any complaint received in writing is considered to be a formal complaint and is handled under the formal complaint procedure outlined above.
 3. City of Dickinson periodically informs NDDOT of the status of all informal complaints.
 4. When a complaint has been directly filed with another federal or state agency, City of Dickinson is to be informed by the agency where the complaint has been filed and is to take whatever action is needed to resolve the complaint
-
- Title VI of the Civil Rights Act of 1964 governs race, color and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898

City of Dickinson, North Dakota
Title VI Complaint Form

Part I- Complainant Information (Print all items legibly)

Name	Telephone
Mailing Address	E-mail Address
City State	Zip Code

Part II – Cause of Discrimination Based On (check appropriate box(es))

D	Race	D	Color	D	National Origin	D	Income Status
D	Sex	D	Age	D	Disability/Handicap		

Part III – The Particulars Are (Include names, dates, places, and incidents involved in the complaint) (If additional space is needed, attach extra sheet[s])

[illegible]

Part IV - Remedy Sought (State the specific remedy sought to resolve the issue[s])

Part V - Verification

Complainant's Signature _____ Date _____

INSTRUCTIONS

GENERAL

1. Under Title VI of the Civil Rights Act of 1964 and the related statutes and regulations, no person or group(s) of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all program, services, or activities administered by City of Dickinson. Any person or group(s) of persons who feel they have been discriminated against may file a complaint.
2. Instructions provided within this form are not meant to be all inclusive. Complainants are responsible for all procedural requirements.
3. Complainants must include all required information and must meet all timeframes as defined in the City of Dickinson Title VI Complaint Procedure.
4. Legible copies of all pertinent documentation should be attached to this form.
5. All inquiries should be directed to the City of Dickinson Title VI Coordinator, Shelly Nameniuk, 99 2nd Street East, Dickinson, ND 58601, 701-456-7801.

PART I

Complete all information in this section.

PART II

Check all boxes that apply indicating the basis for the complaint. The discrimination must be based on at least one of the listed categories. In the case of sexual or other harassment, also check the appropriate box indicating the basis for the harassment (race, sex, age, etc.)

PART III

State the specific complaint in a manner that clearly identifies the issues upon which the complaint is based.

PART IV

State the minimum remedy acceptable for resolution of this complaint.

PART V

Sign and date this section to verify the information contained in Parts I through IV.

Complaints filed with U.S. Department of Transportation

Discrimination complaints based on race, color, sex, age, national origin, disability/handicap, and income status may be filed with the Secretary, U.S. Department of Transportation, Room 4132, 400 Seventh Street, Southwest, Washington, D.C. 20590. The complaint must be filed, in writing, no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary, U.S. Department of Transportation.

For Calendar Year _____

[illegible]

City of Dickinson,
North Dakota
OFFICE OF ADMINISTRATION
99 2nd Street East
Dickinson, North Dakota 58601
Phone: (701) 456-7801
www.dickinsongov.com

March 16, 2016

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the City of Dickinson alleging

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (701) 456-7801, or write to me at this address. Shelly Nameniuk, City of Dickinson Title VI Coordinator, 99 2nd Street East, Dickinson, ND 58601

Sincerely,

Shelly Nameniuk
Title VI Coordinator

City of Dickinson,
North Dakota
OFFICE OF ADMINISTRATION
99 2ND Street East
Dickinson, North Dakota 58601
Phone: (701) 456-7801
www.dickinsongov.com

March 16, 2016

Ms. Jo Doe
1234 Main St.
Fairfield, ND 58627

Dear Ms. Doe:

The matter referenced in your letter of (date) against City of Dickinson alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. *(If a hearing is requested, the following sentence may be appropriate).* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Shelly Nameniuk
Title VI Coordinator

*City of Dickinson,
North Dakota*

OFFICE OF ADMINISTRATION

99 2nd Street East

Dickinson, North Dakota 58601

Phone: (701) 456-7801

www.dickinsongov.com

March 16, 2016

Ms. Jo Doe
1234 Main St.
Fairfield, ND 58627

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against City of Dickinson alleging
_____ **has** been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 have in fact been violated. As you know, Title VI prohibits discrimination based on race, sex, age, color, national origin, religion, disability or income status, in any program receiving federal financial assistance.

The City has analyzed the materials and facts pertaining to your case for evidence of the City's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated and that I am closing this matter in our files.

You have the right to appeal this decision within seven (7) calendar days of receipt of this final written decision from City of Dickinson to the appropriate federal agency.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

Shelly Nameniuk
Title VI Coordinator

CITY of
DICKINSON

2017

LIMITED ENGLISH PROFICIENCY PLAN

TITLE VI PROGRAM COORDINATOR
SHELLY NAMENIUK
99 2ND STREET EAST, DICKINSON ND 58601
701-456-7801

INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the City of Dickinson's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all City of Dickinson departments receiving federal grant funds.

Plan Summary

City of Dickinson has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, City of Dickinson used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by City of Dickinson/Stark County.
2. The frequency with which LEP persons come in contact with City services.
3. The nature and importance of services provided by the City to the LEP population.
4. The interpretation services available to the City and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

The number or proportion of LEP persons in the service area who may be served or are likely to require City/Stark County services.

Through the report from County Staff they reviewed the U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates for Stark County and determined that 1,629 persons, in Stark County [6.5% of the population five or more years of age] speak a language other than English. Of those, 680 persons have limited English proficiency; that is; they speak English less than "very well" or "not at all." This is only 2.7% of the overall population in Stark County based on 2015 population estimates.

In Stark County, of those persons with limited English proficiency, 0.95% speaks Spanish, 0.61% speaks Indo-European languages. 1.12% speaks Asian and Pacific Island languages, and 0.01% speaks all other languages.

The frequency with which LEP persons come in contact with City/Stark County services.

Staff reviewed the frequency with which the City staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, City has had a few requests for an interpreter of services offered at the Stark County Social Services Office and no requests for translated program documents. The other departments have had very little contact with LEP persons.

The nature and importance of services provided by City of Dickinson to the LEP population.

There is no large geographic concentration of any type of LEP individuals in Stark County. The overwhelming majority of the population, 93.5%, speaks only English. As a result, there are only a few social, service, or professional and leadership organizations within Stark County that focus on outreach to LEP individuals. The City staff is most likely to encounter LEP individuals through vote centers, office visits, phone conversations, meetings, and law enforcement activities.

The resources available to City of Dickinson and overall cost to provide LEP assistance.

The City reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise, and identified two City employees that speaks fluent Spanish, if translation is needed within a reasonable time period. Other language translation, if needed, would be provided through a telephone interpreter line for which the City would pay a fee.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to City services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language.

How City staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All City staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All City staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When the City sponsors an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English.

Language Assistance Measures

Although there is a very low percentage of a LEP individual in Stark County, that is, persons who speak English less than "very well" or "not at all", we will strive to offer the following measures:

- City staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- The following resources will be available to accommodate LEP persons:
 - City employee interpreters for the Spanish language are available and will be provided within a reasonable time period.
 - Language interpretation will be accessed for all other languages through a telephone interpretation service.

STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the "I Speak" cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

TRANSLATION OF DOCUMENTS

Due to the very small local LEP population, the City does not have a formal outreach procedure in place, as of 2016. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, the City will consider the following options.

- When staff prepares a document, or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas will include a notice to request that information be printed in an alternative language.
- The City will assess requests for translation of documents based on the possible impacts of the LEP population.

MONITORING

Monitoring and Updating the LEP Plan — City of Dickinson will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the City/Stark County. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.

- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the City's financial resources are sufficient to fund language assistance resources needed.
- Determine whether the City fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

DISSEMINATION OF THE CITY OF DICKINSON LEP PLAN

- Post signs at City of Dickinson office buildings notifying LEP persons of the LEP Plan and how to access language services.
- State on agendas and public notices in the language that a LEP person would understand that documents are available in that language upon request at City building locations.
- Post on the City website the LEP Plan and how to access language services.

CITY of DICKINSON, NORTH DAKOTA

SURVEY OF EMPLOYEE CONTACTS WITH LIMITED ENGLISH PROFICIENT INDIVIDUALS (LEP)

The City of Dickinson, as a recipient of federal financial assistance, is required to provide written and oral translations for individuals with limited English proficiency- that is, people who do not speak English well or at all. There is a four-factor analysis that assists in the determination of which written or spoken communications must be translated. The four factors are:

- Number or portion of persons eligible to be served or likely to encounter a program, activity or service who are LEP.
- Frequency that LEP individuals come into contact with programs, activity or services.
- Nature and importance of the program, activity, or service in people's lives.
- Resources available and costs of providing translations.

As an employee of the City, who has direct contact with the public in some capacity, your answers to the following questions will help to complete the four factor analysis. The information you provide is valuable and appreciated.

1. Job Title: _____
2. Job Function: _____
3. Please mark the appropriate boxes in the table below to indicate how frequently you communicate with LEP individuals. Please answer individually for each language.

Language	Most Days	At Least Once a Week	At Least Once a Month	At Least Once A Year	Never
Spanish					
Sudanese					
Portuguese					
Haitian					
Vietnamese:					
Other:					
All Other Languages					

4. How do you communicate when you come into contact with members of the public who do not speak English well or at all?
5. Can you recommend ways in which the City could improve your ability to communicate with members of the public who do not speak English well or at all?

CITY of DICKINSON, NORTH DAKOTA
Limited English Proficient Contact LOG

For Calendar Year _____

Date	Employee Name	LEP Individual Name	Service Requested	Service Offered	Comment

Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

CITY OF DICKINSON, NORTH DAKOTA

TITLE VI/NONDISCRIMINATION AND ADA POLICY STATEMENT

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Specifically, 42 USC 2000d states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." In addition to Title VI, there are other Nondiscrimination statutes which include: Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973/ADA of 1990 (disability). Taken together, these requirements define an over-arching Title VI/Nondiscrimination and ADA Program. Title VI and the additional Nondiscrimination requirements are applicable to programs receiving federal financial assistance due to the Civil Rights Restoration Act of 1987.

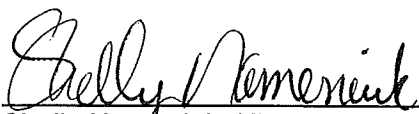
There are two Presidential Executive Orders that place further emphasis upon the Title VI protections of race and national origin. Executive Order 12898 ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations. Executive Order 13166 directs recipients of Federal financial assistance that to ensure compliance with Title VI, they must take reasonable steps to ensure that limited English proficiency persons have meaningful access to their programs.

I, as Human Resource Coordinator of the City of Dickinson am personally committed to and support taking all steps to ensure that no person or groups of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by City of Dickinson, its recipients, sub recipients, and contractors.

The City of Dickinson Human Resource Coordinator, Shelly Nameniuk is appointed as the Title VI Coordinator and ADA Coordinator and is granted the authority to develop, administer, and monitor the Title VI/Nondiscrimination and ADA Program as promulgated.

Further, I sub-delegate and charge the City Administrator with the responsibilities to ensure compliance with Title VI/Nondiscrimination and ADA Program requirements in their respective program areas.

Anyone who believes that he or she has been discriminated against should contact Shelly Nameniuk, Title VI Coordinator and ADA Coordinator, 99 2nd Street East, Dickinson, ND 58601 at 701-456-7744. TTY users may call Relay North Dakota at 711 or 1-800-366-6888 (toll free).



Shelly Nameniuk, HR Coordinator
City of Dickinson

9/13/17

Date

*City of Dickinson,
North Dakota*

OFFICE OF ADMINISTRATION

99 2nd Street East

Dickinson, North Dakota 58601

Phone: (701) 456-7801

www.dickinsongov.com

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the attached Equal Employment Opportunity form and return it to our Human Resources Department.

This information will be kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Thank you

Shelly Nameniuk
Title VI Coordinator

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

City of Dickinson (Date: _____)

City of Dickinson is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the City invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This data is for periodic government reporting and will be kept in a confidential file separate from the employment file.

Please Print

Name

Last Name		First Name	Middle Name
Department		Position	
Gender	Signature		Date
<input type="checkbox"/> Male			
<input type="checkbox"/> Female			

Racial/Ethnic Heritage (Check one)

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

We are an Equal Opportunity Employer

Confidential Information-Return to Human Resources Department

City of Dickinson (Date:)

This form will not be part of your application file or included in the documentation provided to the selecting official.

Last Name		First Name		Middle Name	
Position Applying For			Department		
Gender <input type="radio"/> Male <input type="radio"/> Female			Date		

- o **Hispanic or Latino**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- o **White (Not Hispanic or Latino)**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- o **Black or African American (Not Hispanic or Latino)**—A person having origins in any of the black racial groups of Africa.
- o **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**—A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- o **Asian (Not Hispanic or Latino)**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- o **American Indian or Alaska Native (Not Hispanic or Latino)**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- o **Two or More Races (Not Hispanic or Latino)**—All persons who identify with more than one of the above five races.

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City															State					Zip Code				
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We are an Equal Opportunity Employer

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The City of Dickinson, North Dakota (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal-Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of

funding source:

"The City of Dickinson, North Dakota, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the City of Dickinson also agrees to comply (and require any sub-recipients,

sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration. You must keep records, reports, and submit the material for review upon request to the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.


The City of Dickinson gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on City of Dickinson, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Scott Decker, City Commission President

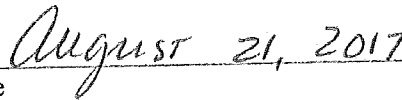
City of Dickinson, ND

Name

Recipient: (agency, city, county name)


Signature/Title/Mayor/Co. Commis.Chair/Exec. Dir.

Date


August 21, 2017

**City of Dickinson, North Dakota, RECIPIENT
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

City of Dickinson, North Dakota
APPENDIX B OF THE TITLE VI ASSURANCES

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Dickinson will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Dickinson all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the City of Dickinson and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Dickinson, its successors and assigns.

The City of Dickinson, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Dickinson will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

City of Dickinson, North Dakota
APPENDIX C OF THE TITLE VI ASSURANCES

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE
ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by City of Dickinson pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Dickinson will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, City of Dickinson will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Dickinson and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

City of Dickinson, North Dakota
APPENDIX D OF THE TITLE VI ASSURANCES

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE
ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Dickinson pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Dickinson will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Dickinson will there upon revert to and vest in and become the absolute property of City of Dickinson and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

City of Dickinson, North Dakota
APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Auxiliary Aids and Services

As a recipient of Federal Financial Assistance, City of Dickinson assures compliance with Title VI of the Civil Rights Act of 1964, Regulations, and other pertinent directives. City of Dickinson is required to take reasonable steps to ensure meaningful access to persons with Limited English Proficiency (LEP) through oral and written translation.

Additionally, City of Dickinson has a responsibility to develop a policy in advance of any request for auxiliary aids or services for persons with impaired vision and hearing. With respect to the provision of auxiliary aids to access City of Dickinson programs, services and activities, the most likely of these will be services provided to the public through office visits or phone conversations. Program areas where auxiliary aids and effective communications may be required include, but are not limited to the following: city commissioner meetings, public hearings, and bid opening events, right-of-way proceedings, social services programs, law enforcement activities, and vote centers.

Auxiliary aids and services for deaf or hard of hearing include a wide range of services, equipment, and devices such as:

- sign language interpreter
- note takers
- computer-aided real-time transcription services (CART)
- amplified and hearing-aid compatible telephones
- assistive listening systems
- open or closed captioning and caption decoders
- video relay, or
- text telephones/ telephone communication devices for the deaf (TIY/TDD), and
- flashing alarms

Auxiliary aids and services for the vision impaired include providing access to printed information through the following:

- audiotape recording - MP3
- computer diskettes
- Braille or large print materials, or through the use of qualified readers
- providing verbal descriptions of action and visual information to enhance the accessibility of performances and presentations; and
- making a staff member available as a guide to enable a person with limited vision to find his or her way along an unfamiliar route

The following information provides a synopsis of the critical facts and costs involved in providing oral and written communication services.

North Dakota has laws governing Interpreter Services for individuals that are deaf, deaf-blind, speech impaired, hard of hearing, or who require special communication techniques in order to communicate. Our policy should identify what qualifications are required for interpreters after reviewing the North Dakota Century Code as the Federal Highway Administration (FHWA) Americans with Disabilities Act (ADA) Desk Reference states that when sign language interpretation is necessary, the ADA requires that it be provided by a "qualified interpreter" and defined at [28 C. F. R. § 35.104].

North Dakota Century Code

- Under Occupations & Professions, Chapter 43-52 Interpreters
 - Defines requirements for deaf persons
 - Requires a valid nationally recognized certification or met certification by 2003
 - Contains exceptions
- Under Judicial Procedure, Civil, Chapter 28-33 Interpreters for Deaf Persons
 - Defines requirements for deaf persons
 - Includes administrative proceedings
 - Requires "Qualified interpreter"- certified by the national registry of interpreters for the deaf or ND Association for the deaf, interpreter approved by the superintendent of the school for the deaf, or, if none available, any other interpreter whose qualifications have been appropriately determined.

The FHWA ADA Desk Reference allows flexibility in providing accommodations. A visual communication accommodation may include the use of other auxiliary aids such as recorded text, electronic documents, or large print text depending on the circumstances.

The FHWA Limited English Proficiency Program Desk Reference states that oral interpreters are not required to have formal certification but certification is helpful. Recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English by following the Safe Harbor provisions.

Safe Harbor. Many recipients would like to ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. Paragraphs (a) and (b) below outline the circumstances that can provide a "safe harbor" for recipients regarding the requirements for translation of written materials. A "safe harbor" means that if a recipient provides written translations under these circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances outlined in paragraphs (a) and (b) does not mean there is noncompliance. Rather these paragraphs merely provide a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

The following actions will be considered strong evidence of compliance with the recipient's written-translation obligations:

- a. The STA/Sub recipient provides written translations of vital documents for each eligible LEP language group that constitutes 5% or 1000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or
- b. If there are fewer than 50 persons in a language group that reached the 5% trigger in (a), the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Available Sources

There are several sources to obtain auxiliary aids and services for persons with Limited English Proficiency or speech, hearing, and vision impairments. Some of the most common sources are as follows:

- Communication Services for the Deaf (CSD) and Interpreting Online (CSDIO)
- CTSLanguageLink
- Interagency Program for Assistive Technology (IPAT)
- International Translation Services
- Metro Interpreter Resource Center (MIRC)
- ND Association for the Blind (NDAB)
- North Dakota School for the Deaf
- ND Vision Services/School for the Blind (NDVS/SB)
- Relay North Dakota

Communication Services for the Deaf (CSD) and Interpreting Online (CSDIO)

CSD is a private, nonprofit organization dedicated to providing services for all individuals who are deaf or hard of hearing. Interpreter service information including service area, hour of service, rates, etc., can be obtained by contacting CSD.

Additionally, CSD operates CSDIO which enables deaf and hearing people in the same room to communicate through an interpreter at a distant location. Video conferencing equipment is required for this service.

Contact: Cathy Obregon, Communication Services for the Deaf, P.O. Box 66, Fargo, ND 58107; (701) 799-1395; email: cobregon@c-s-d.org website: www.c-s-d.org

CTS LanguageLink

CTS LanguageLink is located in Vancouver Washington, CTS Language Link provides a variety of services including Over-the-Phone Interpretation, Video Remote Interpretation, Translation, etc. CTS LanguageLink offers telephone interpretation services in more than 240 languages and dialects, and can accommodate call centers and industries like court/legal, general business, government and healthcare/medical.

The City of Dickinson has contracted with CTS LanguageLink for telephone based interpretive services under the Western States Contracting Alliance (WSCA). The contract provides 24/7/365-days/year/7-days/week/24-hours a day Telephone Based Interpreter Services on an "as needed" basis for Limited English Proficiency (LEP) clients needing immediate interpreter assistance. The contract is not for scheduled, in-person interpretation services.

Government agencies may access the contract at The North Dakota State Procurement Office website at the following location:

<https://secure.apps.state.nd.us/csd/spo/services/bidder/listCurrentContracts.htm>

Contact: Richard Miller, CTS LanguageLink , WSCA Account Executive, 911 Main St, Suite 10, Vancouver, WA 98660; 1-800-208-2620; email: richard.miller@ctslanguagelink.com

Website: www.ctslanguagelink.com

Interagency Program for Assistive Technology (IPAT)

The North Dakota Interagency Program for Assistive Technology (IPAT) is the North Dakota Telecommunications Equipment Distribution Service for relay equipment. IPAT provides free specialized telecommunications equipment for individuals who are deaf, hard-of-hearing, deaf-blind, or have a speech disability who meet income, residency, disability, etc., qualifications.

IPAT operates a statewide assistive technology Equipment Rental Program for short-term access to a variety of assistive devices. The rental program offers a wide range of devices for short term loan, including: communication; telecommunications; computer access; vision; hearing; seating, positioning, and personal mobility, etc. Rental fees and procedures can be accessed on IPAT's website.

Contact: Judie Lee, Executive Director, Program Director, IPAT, 3240 15th St. South, Suite B, Fargo, ND 58104; (701) 365-4728; toll free 1-800-895-4728; email: jlee@ndipat.org

Website: www.ndipat.org

International Translation Services

International Translation Services is located in Moorhead, Minnesota. Leonor Sillers, owner, provides onsite and telephonic interpreters. She also provides written translation services. Interpreter and translation service information including service area, hours of service, rates, etc., can be obtained by contacting Leonor Sillers.

Contact: Leonor Sillers via email: Leonor.Sillers@gmail.com no website

Metro Interpreter Resource Center (MIRC)

The Metro Interpreter Resource Center (MIRC) is located in and serves the Fargo area. They work with local city and county government. MIRC provides access to an Oral Interpreter List for an annual fee for nonprofits and for profit businesses.

Interpreter and translation service information including service area, hours of service, rates, etc., can be obtained by contacting MIRC.

Contact: Hatidza Asovic, Coordinator, MIRC, 3350 35th Ave SW, Fargo, ND 58104; (701) 241-8594; email: hasovic@cityoffargo.com website: www.rrrmirc.com

ND Association for the Blind (NDAB)

The North Dakota Association for the Blind publishes the Promoter, a quarterly newsletter. The Promoter is available in alternative formats. You may submit notices or information for publication in the Promoter. Details regarding publications can be obtained by contacting NDAB.

Contact: Mark Kueffler, President, NDAB, West Fargo, ND 58078; (701) 866-9908;

Website: www.ndab.org or Kathy Larson, Promoter Editor, klarson@dia.net 15225 59th St. NW, Williston, ND 58801-9560; (701) 875-4291.

North Dakota School for the Deaf

The North Dakota School for the Deaf maintains the ND Freelance Interpreter's List on their website. A disclaimer states that the interpreters listed are not endorsed or in any way recommended by the ND School for the Deaf other than the fact they hold national certification. The interpreters list can be accessed at the web link below.

Contact: Communications Department, Lake Region State College, 1401 College Drive N, Devils Lake, ND 58301; (800) 877-2980; website: www.nd.gov/ndsd

Web link for Interpreters List: www.nd.gov/ndsd/outreach/doc/freelance-interpreters-2011.pdf

ND Vision Services/School for the Blind (NDVS/SB)

North Dakota Vision Services/School for the Blind operates a Braille Access Center that transcribes materials into Braille or large print and electronic media. The cost of Braille or another alternative formatted project can be obtained by contacting NDVS/SB.

Contact: Leslie Pederson, ND vision Services/School for the Blind, 500 Stanford Rd, Grand Forks, ND 58203; (701) 795-2713; email: lespede@nd.gov

Website: www.ndvisionservices.com

Relay North Dakota

Relay North Dakota is a free service that provides full telephone accessibility to people who are deaf, hard-of-hearing, deaf-blind, and speech-disabled. This service allows hearing callers to communicate with text-telephone (TIV) users and vice versa through specially trained Communication Assistants (CAs). Calls can be made to anywhere in the world, 24 hours a day, 365 days a year with no restrictions on the number, length, or type of calls. All calls are strictly confidential and no records of any conversations are maintained. Anyone wishing to use Relay North Dakota simply dials the relay number to connect with a CA. The CA will dial the requested number and relay the conversation between the two callers.

Contact: Roxy Ennen, Relay ND Administrator, Telecommunications Analyst, ITD, 4201 Normandy Street, Bismarck, ND 58503; (701) 328-2300; email: rennen@nd.gov

Website: www.relaynorthdakota.com

Internet Resources

Limited English Proficiency, a Federal Interagency Website, promotes a positive and cooperative understanding of the importance of language access to federally conducted and federally assisted programs. It is located at www.lep.gov. There are numerous documents addressing language issues.

North Dakota Department of Public Instruction website provides statistics on the location and number of students with Limited English Proficient skills. This information may provide an alternate method of identifying LEP populations. Their website is located at www.dpi.state.nd.us.

United States Access Board, a Federal Agency Committed to Accessible Design, is an independent federal agency devoted to accessibility for people with disabilities. The Board is a leading source of information on accessible design.

Their website is located at www.access-board.gov

United State Census Bureau, at the Census Bureau Web Site provides on-line access to Data on Race and Hispanic Origin, Age, Employment, Income, Marital Status, Education, Genealogy, Businesses, Governments and more. It is located at www.census.gov. Put your mouse on Data and select American Fact Finder where you can locate detailed data sets. There is a Help tab available on the Fact Finder ribbon.

U.S. Department of Justice, Americans with Disabilities Act, ADA Home Page is found at www.ada.gov

- Search- Title II Technical Assistance Manual.
 - o Select the Title II Technical Assistance Manual {1993} and Supplement to view a 56-page manual that explains in lay terms what State and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance. (Spanish edition available)

US Department of Transportation, Federal Highway Administration (FHWA) carries out the Federal highway programs in partnership with the State and local agencies to meet the Nation's transportation needs. FHWA's website hosts vast information about nondiscrimination issues. FHWA's Home Page is found at www.fhwa.dot.gov Under Programs, select Browse by Topic, and see specifically the following:

- Search- Overview Environmental Justice
 - o Describes and explains Environmental Justice (EJ) issues
- Search- Civil Rights FHWA
 - o Under Programs - Select and read about FHWA Programs
 - Title VI and Nondiscrimination
 - Limited English Proficiency
 - Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 {504}
 - Many others

SIGN-IN SHEETNorth Dakota Department of Transportation, Civil Rights Division
SFN 59531 (Rev. 04-2011)☐ Subrecipient
☐ NDDOT

Page ____ of ____

Name of Subrecipient or NDDOT Division/District		
Meeting Location	Meeting Type	Meeting Date
Project Number		PCN
Project Description		

Our Title VI and Nondiscrimination Program requires that statistical data be gathered on participants and beneficiaries of the agency's federal-aid highway programs and activities. Information is collected on race, color, national origin and sex of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by the proposed project.

We wish to clarify that this information gathering process is completely voluntary and that you are not required to disclose any information requested in order to participate in this meeting. This form is a public document and will be retained by the subrecipient or NDDOT Division/District identified above.

For further information regarding this process, please contact the Title VI Coordinator at:

Title VI Coordinator Name	Title VI Coordinator Phone Number	Title VI Coordinator Email
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Name (Please print)			Title/Representing			Email			
Address			Please check the appropriate boxes below:						
City	State	Zip code	<input type="checkbox"/> Male	<input type="checkbox"/> Disabled	<input type="checkbox"/> American Indian/Alaskan Native				
			<input type="checkbox"/> Female	<input type="checkbox"/> Yes	<input type="checkbox"/> Native Hawaiian or other Pacific Islander				
				<input type="checkbox"/> No	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Other

Name (Please print)			Title/Representing			Email			
Address			Please check the appropriate boxes below:						
City	State	Zip code	<input type="checkbox"/> Male	<input type="checkbox"/> Disabled	<input type="checkbox"/> American Indian/Alaskan Native				
			<input type="checkbox"/> Female	<input type="checkbox"/> Yes	<input type="checkbox"/> Native Hawaiian or other Pacific Islander				
				<input type="checkbox"/> No	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Other

Name (Please print)			Title/Representing			Email			
Address			Please check the appropriate boxes below:						
City	State	Zip code	<input type="checkbox"/> Male	<input type="checkbox"/> Disabled	<input type="checkbox"/> American Indian/Alaskan Native				
			<input type="checkbox"/> Female	<input type="checkbox"/> Yes	<input type="checkbox"/> Native Hawaiian or other Pacific Islander				
				<input type="checkbox"/> No	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Other

Name (Please print)			Title/Representing			Email			
Address			Please check the appropriate boxes below:						
City	State	Zip code	<input type="checkbox"/> Male	<input type="checkbox"/> Disabled	<input type="checkbox"/> American Indian/Alaskan Native				
			<input type="checkbox"/> Female	<input type="checkbox"/> Yes	<input type="checkbox"/> Native Hawaiian or other Pacific Islander				
				<input type="checkbox"/> No	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Other

For Calendar Year _____

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