

STARK COUNTY  
TITLE VI POLICY  
HANDBOOK

2024

---

PREPARED BY ROOSEVELT-CUSTER REGIONAL COUNCIL

---

TITLE VI PROGRAM COORDINATOR  
JOETTA PEARCY, HUMAN RESOURCES DIRECTOR  
PO Box 130 DICKINSON ND 58602-0130  
701-456-7641

## TABLE OF CONTENTS

### Title VI Plan

- Employee Annual Education Form
- Employee Acknowledgment of Receipt of Title VI Plan

### Title VI Complaint Procedure

- Complaint Form
- Instructions

### Limited English Proficiency Plan

### Title VI and Non Discrimination Policy Statement

### Stark County Title VI Assurances

- Appendix A – Contracts
- Appendix B - Deeds
- Appendix C – Deeds, Licenses, Leases, Permits

### Auxiliary Aids and Services

Adopted: 7-5-2016

## STARK COUNTY 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).

Stark County is committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the County 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 County in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Joetta Percy, Title VI Coordinator

Name and Title

51 3<sup>rd</sup> St. E

Street Address

PO Box 130

Mailing Address

Dickinson, ND 58602-0130

City, State and Zip

701-456-7641

Phone Number

jpearcy@starkcountynd.gov

Email address

## **II. Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in all County facilities. The name of the Title VI coordinator is available on the County's website, at [www.starkcountynd.gov](http://www.starkcountynd.gov). Additional information relating to nondiscrimination obligation can be obtained from the County's Title VI Coordinator.

Title VI information shall be disseminated to the County's employees annually. This form reminds employees of the County'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 County'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.

## **III. Subcontracts and Vendors**

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

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

## **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 County'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 may be used to submit the complaint information. The complaint may be filed in writing with the County at the following address:

Stark County  
Attn: Title VI Coordinator  
Joetta Pearcy  
P.O. Box 130, Dickinson, ND 58602-0130  
Phone #701-456-7641  
E-mail Address: [jpearcy@starkocuntynd.gov](mailto:jpearcy@starkocuntynd.gov)

NOTE: The County 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. An original, signed copy of the complaint must be mailed or delivered to the Title VI Coordinator 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 County will be directly addressed by the County. The County 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 County 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 County within seven days. 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 County will send a final written response letter to the complainant. In the letter notifying complainant that the complaint is not substantiated, 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 County, 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 in Stark County and surrounding townships is less than 2.2% of the total population. Although the non-English speaking groups are extremely small, the County will have a Limited English Proficiency Plan.

If translation assistance is needed either through speaking or interpreting documents, Stark County will provide language translation for which Stark County would pay the fee.

### **VII. Community Outreach**

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

1. Conducts monthly County Commission meetings with the public invited to attend and participate in the legislative process.
2. Title VI statements are posted in all County facilities for public viewing.
3. The County has a user-friendly website to enhance community relations efforts. The website is viewable in English. The County's Title VI plan is available to county residents on the website.

4. Public Transit:

- . 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.

**STARK COUNTY, NORTH DAKOTA**  
**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 Stark County are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to Joetta Pearcy, Title VI Coordinator.

**Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge receipt of the Stark County'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 County 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



# **STARK COUNTY, NORTH DAKOTA**

## ***TITLE VI COMPLAINT PROCEDURE***

### **SCOPE OF TITLE VI COMPLAINTS**

The scope of Title VI covers all external Stark County 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 Stark County 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**

Stark County 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 Stark County, its recipients, sub-recipients, and contractors. In addition, Executive Order 12898 (Environmental Justice) prohibits discrimination based on income status.

Stark County 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 Stark County. 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 Stark County 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. Stark County'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, Stark County determines a course of action Possible courses of action include:
  - a. Title VI complaints filed against Stark County 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 Stark County recipients and sub-recipients (e.g., contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, fee appraisers, universities, -etc.) are processed by Stark County 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 Stark County 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 Stark County.
    - (2) A copy of the complaint, together with a copy of Stark County 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. Stark County reviews and determines the appropriate action regarding every complaint. Stark County 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 Stark County 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 Stark County.
8. Stark County 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 Stark County has jurisdiction.
  - c. A brief statement of Stark County 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. Stark County 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 Stark County.
  - 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 Stark County 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 Stark County management.
12. The complainant receives a letter from Stark County 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. Stark County 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. Stark County periodically informs NDDOT of the status of all informal complaints.
  4. When a complaint has been directly filed with another federal or state agency, Stark County 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

**Stark County, 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))

- Race       Color       National Origin       Income Status  
 Sex       Age       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])

**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 Stark County. 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 Stark County 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 Stark County Title VI Coordinator, Joetta Percy, PO Box 130, Dickinson, ND 58602, 701-456-7641.

### 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.

STARK COUNTY  
TITLE VI POLICY  
HANDBOOK

2024

---

LIMITED ENGLISH PROFICIENCY PLAN

---

TITLE VI PROGRAM COORDINATOR  
JOETTA PEARCY  
PO Box 130 DICKINSON ND 58602-0130  
701-456-7641

## INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address Stark County'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 Stark County departments receiving federal grant funds.

### Plan Summary

Stark County 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, Stark County 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 Stark County.
2. The frequency with which LEP persons come in contact with Stark County services.
3. The nature and importance of services provided by Stark County to the LEP population.
4. The interpretation services available to Stark County 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 Stark County services.**

Staff reviewed the U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates for Stark County and determined that 2,025 persons in Stark County [6.7% of the population five or more years of age] speak a language other than English. Of those, 671 persons have limited



English proficiency; that is; they speak English less than “very well” or “not at all.” This is only 2.2% of the overall population in Stark County based on 2020 population estimates. In Stark County, of those persons with limited English proficiency, 29.5% speaks Spanish, 21.5% speaks Indo-European languages. 19% speaks Asian and Pacific Island languages, and 30% speaks all other languages.

#### **The frequency with which LEP persons come in contact with Stark County services.**

Stark County staff reviewed the frequency with which Stark County staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. To date, Stark County 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 Stark County 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, 93.3%, 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. Stark County staff is most likely to encounter LEP individuals through vote centers, office visits, phone conversations, meetings, and law enforcement activities.

#### **The resources available to Stark County and overall cost to provide LEP assistance.**

Stark County 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 translation services. Language translation, if needed, would be provided through a telephone interpreter line for which Stark County 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 Stark County services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language.

How Stark County 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 Stark County staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- All Stark County staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.

- When Stark County 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. Although translation may not be able to be provided at the event it will help identify the need for future events.

### **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", it will strive to offer the following measures:

- Stark County 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:
  - Language interpretation will be accessed for all 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, Stark County does not have a formal outreach procedure in place, as of 2024. Translation resources have been identified and are limited in this region. However, when and if the need arises for LEP outreach, Stark County 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.
- Stark County will assess requests for translation of documents based on the possible impacts of the LEP population.

## **MONITORING**

**Monitoring and Updating the LEP Plan** – Stark County 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 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 Stark County's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Stark County 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 STARK COUNTY LEP PLAN**

- Post signs at Stark County 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 Stark County building locations.
- Post on Stark County website the LEP Plan and how to access language services.

STARK COUNTY

TITLE VI AND NON-DISCRIMINATION POLICY STATEMENT

Stark County, hereinafter referred to as the "Recipient" is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The Recipient assures that 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 programs, services, or activities administered by the Recipient, regardless of whether those programs and activities are federally funded or not.

The Recipient also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the Recipient will provide meaningful access to services for persons with Limited English Proficiency.

In the event the Recipient distributes federal-aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's Title VI Coordinator Joetta Percy, P.O. Box 130, Dickinson, ND 58602, phone # 701-456-7641, e-mail address jpercy@starkcountynd.gov is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

\*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.

Dean B. Granchuk  
Signature

County Commissioner Chairman  
Title Stark County Chairman

05-20-2021  
Date

## STARK COUNTY TITLE VI ASSURANCES

Stark County, in the State of North Dakota (hereinafter referred to as the Recipient) HEREBY AGREES THAT, as a condition to receiving any federal financial assistance from the U. S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and 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, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives to the end that, in accordance with the Act, regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, 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 through the North Dakota Department of Transportation, including the U.S. Department of Transportation and the Federal Highway Administration; and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility," as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or materials subject to the regulations and made in connection with the Federal-aid Highway Program and, in adapted form, in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\* in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall 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 shall extend to rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal-aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal-aid Highway 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 shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, 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 Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal-aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal-aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Federal-aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

\*\* The Act 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.

Dean Franchuk  
Name (Type/print)

County Commissioner Chairman  
Recipient: Stark County

Dean Franchuk  
Signature/Commission Chairman

05-20-2021  
Date

Attachments: Appendices A, B, and C

## APPENDIX A OF THE TITLE ASSURANCES

Stark County will insert or add the following clauses into every contract subject to the Act and Regulations associated with the receipt of Federal financial assistance:

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 shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
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 shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Stark County, the North Dakota Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to Stark County, the North Dakota Department of Transportation, or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Stark County, the North Dakota Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:



- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination, or suspension of the contract, in whole or in part.
6. Incorporation of Provisions: The Contractor shall include the provisions of paragraphs 1 through 6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontract or procurement as Stark County, the U.S. Department of Transportation, or Federal Highway Administration, may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Contractor may request the Stark County enter into such litigation to protect the interests of Stark County; and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

\*\* The Act 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.

## APPENDIX B OF THE TITLE VI ASSURANCES

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW, THEREFORE, Stark County, as authorized by law and upon the condition that Stark County 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 Federal Aid for Highways, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation, and also in accordance with and 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, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation (hereinafter referred to as the Regulations), 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 State of North Dakota 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 Stark County and its successors forever, subject, however, to the covenant, 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 shall be binding on the Stark County, its successors, and assigns.

Stark County 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 successor, and assigns that (1) no person shall, on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, 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 Stark County shall use the 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, Nondiscrimination 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 may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land; and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assignees 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 effectuate the purpose of Title VI of the Civil Rights Act of 1964.

\*\* The Act 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.

## APPENDIX C OF THE TITLE VI ASSURANCES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Stark County pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate), for him or herself, his or 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 in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation program or activity is extended, or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination 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 may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, Stark County shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, Stark County shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Stark County and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Stark County pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate), for him or herself, his or her 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 grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, shall be excluded from participation in, be 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 grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other 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, Nondiscrimination 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 may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, Stark County shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds.]\*

That in the event of breach of any of the above nondiscrimination covenants, Stark County shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Stark County and its assigns.

---

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

\*\* The Act 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.

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

Additionally, Stark County 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 Stark County 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: county 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 (TTY/TDD), and
- flashing alarms

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

- YouTube recordings
- Website
- 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
    - 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 1,000, 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 Service for the Deaf, Inc. (CSD)
- ▶ BIG Language Solutions
- ▶ North Dakota Assistive
- ▶ Metro Interpreter Resource Center (MIRC)
- ▶ North Dakota Association of 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)**

CSD is an 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 Video Remote Interpreting (VRI) 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: Communication Service for the Deaf, Inc. 2028 E Ben White Blvd, #240-5250, Austin, TX 78741; Videophone Access (833) 682-7630;

Website: [www.csd.org](http://www.csd.org)

### **BIG Language Solutions**

BIG Language Solutions provides secure translation services in regulated, highly technical, and non-regulated sectors, including Over-the-Phone Interpretation, Video Remote Interpretation, Translation, etc. BIG Language Solutions offers telephone interpretation services in more than 300 languages and dialects, and can accommodate call centers and industries like court/legal, general business, government and healthcare/medical.

Contact: BIG Language Solutions, 3424 Peachtree Road NE, Suite 2060, Atlanta, GA 30326; 1-404-500-4251; Email: [info@biglanguage.com](mailto:info@biglanguage.com)

Website: [www.biglanguage.com](http://www.biglanguage.com)

### **North Dakota Assistive**

North Dakota Assistive is a non-profit organization that strives to bring assistive technology devices and services into the lives of North Dakotans and Minnesotans of all ages who need it. Services include an equipment program as well as a specialized phone program that can address hearing, visual, and cognitive challenges at no cost to qualifying individuals.

North Dakota Assistive offers a short-term equipment trial program that allows ND and MN residents with disabilities a 6-week trial of assistive technology. An inventory of equipment available for loan can be found at [North Dakota At4All](#).

Contact: Bismarck Office, 4501 Coleman Street, Suite 107, Bismarck, ND 58503; 1-800-895-4728;

Website: [www.ndassistive.org](http://www.ndassistive.org)

### **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: Culture Diversity Resources, 112 N University Dr #306, Fargo, ND 58102; (701) 526-3000; Email: [mirc@culturaldiversityresources.org](mailto:mirc@culturaldiversityresources.org)

Website: [www.culturaldiversityresources.org/mirc](http://www.culturaldiversityresources.org/mirc)

**North Dakota Association of the Blind (NDAB)**

The North Dakota Association of 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: NDAB, PO Box 824, West Fargo, ND 58078; Email [comms@ndab.org](mailto:comms@ndab.org)

Website: [www.ndab.org](http://www.ndab.org)

**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.ndsd.nd.gov](http://www.ndsd.nd.gov)

**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: ND Vision Services/School for the Blind, 500 Stanford Rd, Grand Forks, ND 58203; (701) 795-2700; Stark County is located in Region 8

Website: [www.ndvisionservices.com](http://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 (TTY) users and vice versa, Voice Carry-over, TeleBraille, and Spanish Relay 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 711 to connect with a CA. The CA will dial the requested number and relay the conversation between the two callers. Visit the website for additional information and a list of Relay North Dakota toll-free phone numbers.

Contact: Doug Hay, Relay ND Administrator, 4201 Normandy Street, Bismarck, ND 58503; (701) 328-2080; Email: [dhay@nd.gov](mailto:dhay@nd.gov)

Website: [www.relaynorthdakota.com](http://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](http://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](http://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](http://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](http://www.census.gov). Put your mouse on Data and Maps, then go to Data Profiles where you can locate detailed data sets.

**U.S. Department of Justice**, Americans with Disabilities Act, ADA Home Page is found at [www.ada.gov](http://www.ada.gov)

- Search- ADA Title II Regulations
  - This explains what State and local governments must do to ensure that their services, programs, and activities are provided to the public in a nondiscriminatory manner, including those with disabilities. 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.highways.dot.gov](http://www.highways.dot.gov) Under Programs, select Browse by Topic, and see specifically the following:

- Environment - Environmental Justice
  - Describes and explains Environmental Justice (EJ) issues
- Road Users - Civil Rights
  - Select and read about FHWA Programs
    - Title VI and Nondiscrimination
    - Equal Employment Opportunity
    - Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (504)
    - Many others