

LEP

LIMITED ENGLISH PROFICIENCY PLAN



PREPARED BY:

METROCOG

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

Approved **September 17, 2026**

1 2nd Street N Suite 232

Fargo, ND 58102

Visit our Website at:

www.fmmetrocog.org

THIS PAGE INTENTIONALLY LEFT BLANK

Fargo-Moorhead Metropolitan Council of Governments

Resolution 2026-R032

Resolution Approving the Title VI Nondiscrimination Plan

WHEREAS, Title VI of the Civil Rights Act of 1964, as amended, and U.S. Department of Transportation (USDOT) regulations implementing Title VI (49 CFR Part 21) require recipients and subrecipients of Federal financial assistance to ensure that no person, on the grounds of race, color, or national origin, is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG), as the designated Metropolitan Planning Organization (MPO) for the Fargo-Moorhead Metropolitan Area and as an entity receiving and administering Federal transportation funds, is required to establish and maintain a Title VI Program consistent with applicable Federal requirements; and

WHEREAS, the Federal Transit Administration (FTA) issued Circular FTA C 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, providing guidance and requirements for implementing Title VI of the Civil Rights Act of 1964 and related USDOT requirements; and

WHEREAS, Metro COG has developed and updated its Title VI Nondiscrimination Plan to document its policies and procedures for complying with applicable Title VI requirements; and

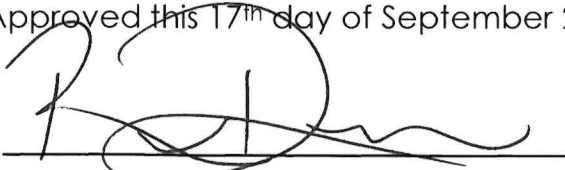
WHEREAS, Metro COG intends that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Metro COG program or activity, regardless of funding source; and

WHEREAS, Metro COG intends that agencies, consultants, and firms with whom the MPO contracts will comply with applicable Title VI requirements, and Metro COG will take reasonable steps to ensure such compliance; and

WHEREAS, the Metro COG Policy Board has reviewed the Title VI Nondiscrimination Plan and finds the Plan appropriate for adoption and implementation.

NOW, THEREFORE, BE IT RESOLVED THAT, that the Fargo-Moorhead Metropolitan Council of Governments, as the designated Metropolitan Planning Organization for the Fargo-Moorhead Metropolitan Area, hereby approves and adopts the Title VI Nondiscrimination Plan dated September 17, 2026, which reflects the draft document dated September 2026 without change.

Approved this 17th day of September 2026



Rachel Dwyer
Metro COG Policy Board Vice Chair



Ben Griffith
Metro COG Policy Board Secretary

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

POLICY BOARD

John Strand Fargo City Commissioner	Patti Stedman West Fargo City Commissioner	Mike Rietz MATBUS Representative
Michelle Turnberg Fargo City Commissioner	Tyler Erickson West Fargo City Commissioner	Jenny Mongeau Clay County Commission
Nikkie Gullickson Fargo City Commissioner	Rachel Dwyer Horace City Council	Duane Breitling Cass County Commission
Chad Peterson Fargo City Commissioner	Sebastian McDougall Moorhead City Council	Aaron Murra NDDOT, Fargo District (Ex-Officio Member)
Art Rosenberg Fargo Planning Commission	Chuck Hendrickson Moorhead City Council	Shiloh Wahl MnDOT, District 4 (Ex-Officio Member)
Maranda Tasa Fargo Planning Commission	Nicole Mattson Moorhead City Council	
Thomas Schmidt Fargo Planning Commission	Dave Steichen Dilworth City Council	

STAFF

Ben Griffith Executive Director	Linghao Zhang Assistant Transportation Planner / TIP
Michael Maddox Senior Transportation Planner	Karissa Beierle Pavek GIS Specialist / Assistant Planner
Dan Farnsworth Transportation Planner	Angela Brumbaugh Office Manager
Adam Altenburg Community & Transportation Analyst	

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code, and by the North Dakota Department of Transportation (NDDOT).

The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation or NDDOT.

CONTENTS

INTRODUCTION	4
Definitions	5
Statutory and Regulatory Authorities	6
ABOUT METRO COG	8
Metro COG Jurisdictions	10
PLAN SUMMARY	11
MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS	12
Factor 1: Demography	13
Factor 2: Frequency of Contact	15
Factor 3: Nature and Importance	16
Factor 4: Resources and Costs	17
LANGUAGE ASSISTANCE	18
Language Assistance Measures	19
Staff Training	19
Consultants / Sub-consultants	20
Translation of Documents	20
Monitoring, Evaluating, and Updating the LEP Plan	20
Dissemination of Metro COG's LEP Plan	21
Conclusion	21
APPENDIX	22
APPENDIX A - Local Interpretation Services	23
APPENDIX B - Language Index Cards	24
APPENDIX C - LEP Training and Certificate of Completion	31
APPENDIX D - LEP Training Log	33
APPENDIX E - Language Assistance Requests	34
APPENDIX F - LEP Annual Assessment	36
APPENDIX G - Federal Contract Compliance	39
Map 1: Map of Metro COG's MPA, UZA and included Jurisdictions	9
Table A: Fargo-Moorhead MSA LEP Population Comparison	14

INTRODUCTION

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is the designated Metropolitan Planning Organization (MPO) responsible for carrying out the continuing, cooperative, and comprehensive metropolitan transportation planning process for the Fargo-Moorhead Metropolitan Planning Area (MPA). The MPA encompasses portions of Cass County, North Dakota, and Clay County, Minnesota.

As a recipient and subrecipient of federal financial assistance, Metro COG is subject to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., and applicable U.S. Department of Transportation (USDOT) implementing regulations. Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under a program or activity receiving federal financial assistance.

This Limited English Proficiency (LEP) Plan describes the policies, procedures, and resources Metro COG uses to identify language assistance needs and provide appropriate access to its transportation planning programs, activities, information, and public participation opportunities for persons with limited English proficiency.

Executive Order 14224, Designating English as the Official Language of the United States, was issued on March 1, 2025, and revoked Executive Order 13166. Executive Order 14224 does not require federal agencies to discontinue documents, products, or services offered in languages other than English. USDOT continues to recognize that, in certain circumstances, failure to ensure that persons with limited English proficiency can effectively participate in or benefit from federally assisted programs and activities may implicate Title VI's prohibition against national-origin discrimination. Metro COG therefore continues to evaluate language-access needs and provide appropriate language assistance consistent with applicable federal and state requirements and current FHWA, FTA, USDOT, and NDDOT guidance.

Metro COG's previous LEP Plan was adopted in **September 2023**. The plan is comprehensively reviewed and updated at least every three years and is evaluated annually as described later in this document.

DEFINITIONS

The following definitions are used throughout this Limited English Proficiency Plan:

Discrimination: Unequal treatment prohibited by applicable federal non-discrimination law, including discrimination prohibited by Title VI of the Civil Rights Act of 1964 on the basis of race, color, or national origin.

Federal Financial Assistance: Federal grants, loans, property, personnel, agreements, contracts, or other arrangements through which federal assistance is provided to a recipient or subrecipient.

Interpretation: The oral or spoken communication of information from one language into another.

Limited English Proficient (LEP) Person: An individual for whom English is not the primary language and who has a limited ability to read, write, speak, or understand English. For demographic analysis, Metro COG generally uses U.S. Census Bureau data identifying persons who report speaking English less than “very well.”

Metropolitan Planning Organization (MPO): The policy-making organization designated to carry out the federally required metropolitan transportation planning process within a metropolitan planning area.

Translation: The written communication of information from one language into another.

Vital Document: A document containing information that is critical to obtaining services or benefits, understanding rights or responsibilities, accessing important public participation opportunities, or complying with required procedures.

Sources: Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; FTA Circular 4702.1B, as applicable; and current USDOT language-access guidance.

STATUTORY AND REGULATORY AUTHORITIES

Title VI of the Civil Rights Act of 1964

Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance. 42 U.S.C. § 2000d et seq.

Civil Rights Restoration Act of 1987

The Civil Rights Restoration Act clarified the institution-wide application of federal civil rights requirements by broadly defining the term “program or activity” for entities receiving federal financial assistance.

U.S. Department of Transportation Title VI Regulations

USDOT implements Title VI through regulations at 49 CFR Part 21. Metro COG will comply with these regulations, as amended, and other applicable requirements associated with federal transportation funding.

Executive Order 14224 — Designating English as the Official Language of the United States

Executive Order 14224, issued March 1, 2025, designated English as the official language of the United States and revoked Executive Order 13166. The order does not require agencies to discontinue documents, products, or services offered in languages other than English and provides agencies discretion to determine how language services support their missions. Metro COG will continue to evaluate language assistance needs consistent with applicable law and current USDOT, FHWA, FTA, and NDDOT requirements and guidance.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination based on disability in programs or activities receiving federal financial assistance. 29 U.S.C. § 794.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities and establishes accessibility requirements applicable to state and local government programs, services, and activities.



Age Discrimination Act of 1975

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance, subject to statutory exceptions. 42 U.S.C. § 6101 et seq.

Federal-Aid Highway Act of 1973

Section 162(a) of the Federal-Aid Highway Act of 1973 prohibits discrimination based on sex in programs and activities receiving federal assistance under Title 23.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

The Uniform Relocation Assistance and Real Property Acquisition Policies Act establishes uniform and equitable treatment of persons displaced or whose property is acquired for federally funded or federally assisted programs and projects.

Metro COG will apply these authorities, together with other applicable federal and state nondiscrimination requirements, in carrying out its programs and activities.

ABOUT METRO COG

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) serves as both a Council of Governments (COG) and the federally designated Metropolitan Planning Organization (MPO) for the Fargo-Moorhead metropolitan area.

Federal law requires an MPO to be designated for each urbanized area with a population of more than 50,000. Through the metropolitan transportation planning process, Metro COG works cooperatively with local jurisdictions, the North Dakota Department of Transportation (NDDOT), the Minnesota Department of Transportation (MnDOT), public transportation providers, and federal transportation agencies to plan and prioritize regional transportation investments.

The U.S. Census Bureau identifies the initial Urban Area (UA) following each decennial census. In coordination with state and local partners, the census-defined boundary may be adjusted for transportation planning purposes. The resulting Adjusted Urban Area boundary is used for certain federal transportation planning and funding purposes.

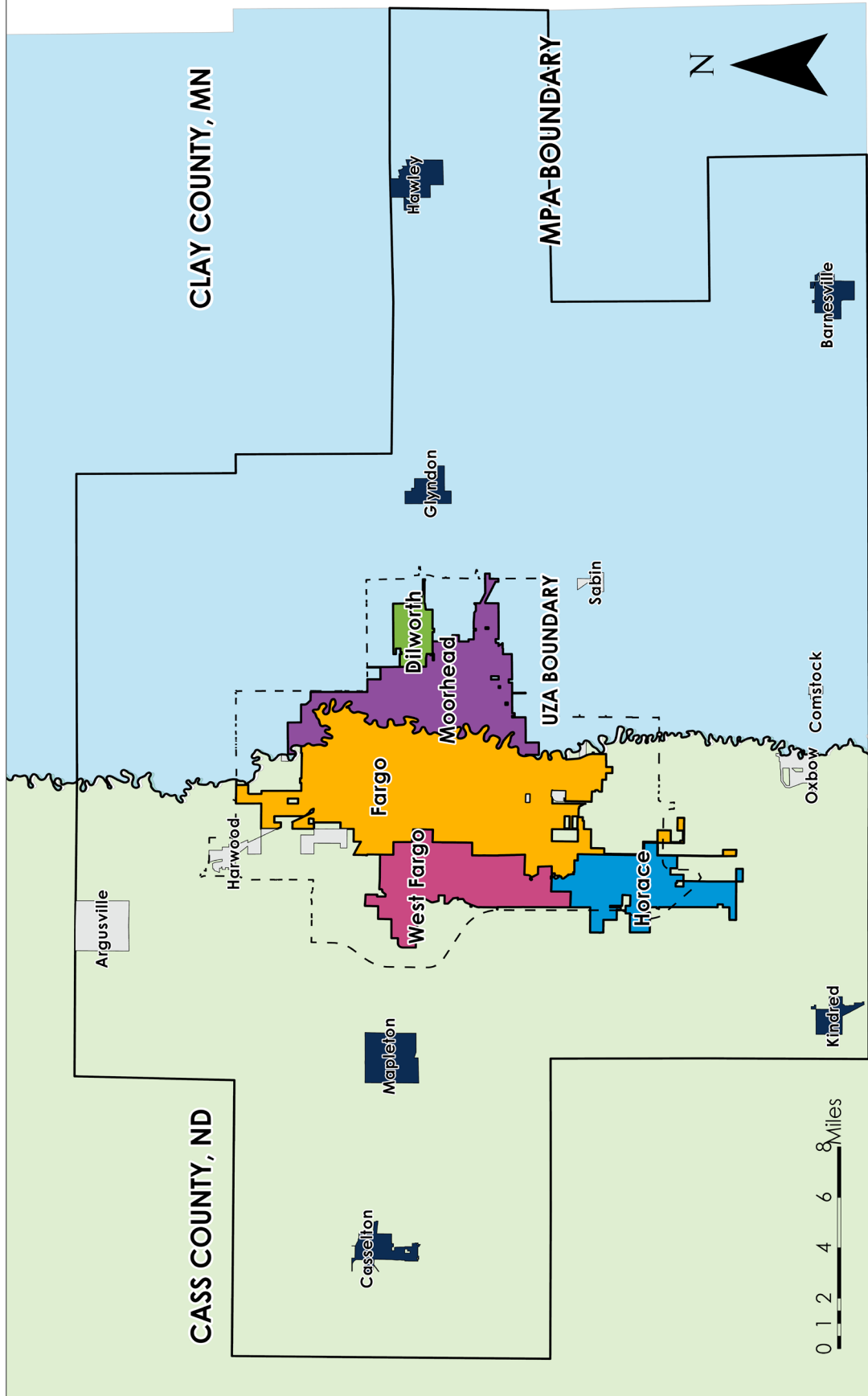
The Metropolitan Planning Area (MPA) includes the urbanized area and surrounding areas expected to become urbanized during the metropolitan transportation plan's forecast period. Metro COG's MPA encompasses approximately 1,073 square miles across portions of Cass County, North Dakota, and Clay County, Minnesota. The MPA serves as Metro COG's primary transportation planning area.

Urbanized areas with populations greater than 200,000 are designated Transportation Management Areas (TMAs) by the U.S. Secretary of Transportation. Following the 2020 Census, the Fargo-Moorhead Urban Area exceeded this threshold, and Metro COG became subject to the additional metropolitan planning requirements applicable to TMAs.

Map 1 depicts the Metropolitan Planning Area, Urban Area, and jurisdictions located within the MPA.

MAP 1: FARGO-MOORHEAD METROPOLITAN PLANNING AREA

Fargo-Moorhead Metropolitan Council of Governments Urbanized Area (UZA) and Metropolitan Planning Area (MPA)



METRO COG JURISDICTIONS

Metro COG serves a bi-state Metropolitan Planning Area that includes portions of Cass County, North Dakota, and Clay County, Minnesota. The MPA includes 15 townships in North Dakota and 16 townships in Minnesota.

Seven member jurisdictions participate in Metro COG and have voting representation on the Policy Board and Transportation Technical Committee (TTC):

Fargo, ND	Moorhead, MN
West Fargo, ND	Dilworth, MN
Horace, ND	Clay County, MN
Cass County, ND	

Metro COG also recognizes associate jurisdictions within the MPA. These communities meet the population threshold (over 700 residents) and participate in the regional planning process but do not pay Metro COG membership dues:

Casselton, ND	Barnesville, MN
Harwood, ND	Glyndon, MN
Mapleton, ND	Hawley, MN
Kindred, ND	

Other incorporated communities located within the MPA are classified as non-member jurisdictions. These communities generally have populations below Metro COG's membership threshold and/or have elected not to participate as members:

Comstock, MN	North River, ND
Sabin, MN	Oxbow, ND
Argusville, ND	Prairie Rose, ND
Briarwood, ND	Reile's Acres, ND
Frontier, ND	

The 15 Townships within the MPA in North Dakota include: Barnes, Berlin, Casselton, Durbin, Fargo, Everest, Harmony, Harwood, Mapleton, Normanna, Pleasant, Raymond, Reed, Stanley, Warren.

The 16 Townships within the MPA in Minnesota include: Alliance, Barnesville, Eglon, Elkton, Elmwood, Glyndon, Hawley, Holy Cross, Humboldt, Kragnes, Kurtz, Moland, Moorhead, Morken, Oakport, Riverton.

Metro COG provides regional transportation planning and programming coordination within the MPA. Implementation of individual transportation projects remains the responsibility of NDDOT, MnDOT, local jurisdictions, transit providers, and other project sponsors, as applicable.

PLAN SUMMARY

Metro COG seeks to provide meaningful opportunities for all members of the public, including persons with limited English proficiency, to access information and participate in the metropolitan transportation planning process. Metro COG provides language assistance at no cost when appropriate to facilitate access to its programs, activities, documents, and public participation opportunities.

This LEP Plan establishes procedures for identifying potential language-access needs and determining appropriate assistance. The plan includes:

- A Four-Factor Analysis addressing demography, frequency of contact, importance of Metro COG programs and activities, and available resources;
- An assessment of available Census data concerning languages spoken and English-speaking ability within the Fargo-Moorhead area;
- Procedures for providing oral interpretation and written translation;
- Procedures for notifying the public that language assistance is available;
- Staff training and documentation procedures; and
- Annual monitoring and periodic updates to the plan.

MEANINGFUL ACCESS

FOUR-FACTOR ANALYSIS

Metro COG uses a four-factor analysis as a planning tool to evaluate potential language-assistance needs and determine reasonable and appropriate measures for providing access to its programs and activities. The analysis considers the following:

1. Demography

The number and proportion of persons with limited English proficiency who are eligible to be served, likely to be affected, or likely to encounter Metro COG programs and activities, including the languages they speak.

2. Frequency of Contact

The frequency with which persons with limited English proficiency have contact, or are reasonably expected to have contact, with Metro COG programs, activities, staff, committees, public meetings, public comment opportunities, and planning processes.

3. Nature and Importance

The nature and importance of the program, activity, information, or service to the affected population. Greater consideration may be warranted when information or participation is particularly important to an individual's ability to understand or participate in a transportation decision.

4. Resources and Costs

The language-assistance resources available to Metro COG and the costs associated with providing those services. Metro COG considers resources and costs together with the other factors and does not rely on cost alone to determine whether assistance is appropriate.**

**NDDOT's current subrecipient guidance still specifically describes this Four-Factor approach.

FACTOR 1 - DEMOGRAPHY

NUMBER OR PROPORTION OF LEP PERSONS WHO MAY BE SERVED OR ENCOUNTERED

Metro COG reviewed the most recent available American Community Survey (ACS) five-year estimates from the U.S. Census Bureau to evaluate language use and English-speaking ability within the Fargo-Moorhead area.

It is important to distinguish between persons who speak a language other than English at home and persons with limited English proficiency. Speaking a language other than English at home does not, by itself, indicate limited English proficiency. For purposes of this Plan, Metro COG uses Census data concerning persons who report speaking English less than “very well” as a primary demographic indicator of potential LEP status.

Because Census data are not published directly for Metro COG’s exact Metropolitan Planning Area boundary at all levels of language detail, Metro COG uses the Fargo-Moorhead Metropolitan Statistical Area and relevant county-level data as practical geographic indicators. Metro COG supplements these data, when appropriate, with information from local jurisdictions, community organizations, schools, human-service providers, and prior contacts with members of the public.

Table A summarizes available language and English-speaking ability data. Metro COG will review these data annually as updated ACS estimates become available.

Metro COG also considers the FTA/DOT Safe Harbor framework when evaluating whether written translation of vital documents may be appropriate. Under that framework, written translation of vital documents for each eligible LEP language group comprising five percent or 1,000 persons, whichever is less, of the population eligible to be served or likely to be affected or encountered is considered strong evidence of compliance with written-translation obligations. Safe Harbor relates to written translation and does not eliminate the need to consider oral interpretation or other language assistance based on the circumstances.

Metro COG will evaluate Safe Harbor using data identifying persons who speak English less than “very well” by individual language or sufficiently detailed language group. Metro COG will not base a Safe Harbor determination solely on the percentage of residents who speak a language other than English at home.

Regardless of whether a language group meets a Safe Harbor threshold, Metro COG may provide oral interpretation, translated information, or other language assistance when warranted by the nature of the activity, an identified community need, or an individual request. Language assistance provided under this Plan will be offered at no cost to the individual.

See **Appendix F** for annual updates to the demographic analysis.

Table A: Fargo-Moorhead MSA LEP Population Comparison

Geographic Area	ACS 2024 Total Population Estimate	Number who Speak Only English	Percent Speaking Only English	Percent who Speak Language Other than English	Spanish	Indo European	Asian Pacific Island	Other Language
United States	316,142,548	245,767,039	77.7%	22.3%	13.6%	3.9%	3.6%	1.2%
Minnesota	5,405,770	4,733,246	87.6%	12.4%	4.2%	1.9%	3.8%	2.9%
North Dakota	735,169	685,798	93.3%	6.7%	2.3%	2.0%	1.0%	1.4%
Cass County, ND	181,278	165,196	91.1%	8.9%	1.6%	3.0%	1.6%	2.7%
Clay County, ND	61,881	57,624	93.1%	6.9%	1.8%	2.5%	0.7%	1.9%
Fargo-Moorhead	243,159	222,820	91.6%	8.4%	2.2%	3.5%	0.9%	2.2%

Source: U.S. Census Bureau, American Community Survey five-year estimates, most recent available data. Metro COG will update this table annually as new ACS data become available.

<https://www.census.gov/programs-surveys/acs/guidance/comparing-acs-data/2024.html#5yr>

FACTOR 2 - FREQUENCY OF CONTACT

FREQUENCY WITH WHICH LEP PERSONS ENCOUNTER METRO COG PROGRAMS AND ACTIVITIES

Metro COG reviews the frequency with which persons with limited English proficiency interact with Metro COG staff, committees, consultants, contractors, programs, and public involvement activities. Potential contacts include telephone calls, office visits, correspondence, public meetings, open houses, public comment opportunities, advisory committees, surveys, and other outreach activities.

Metro COG documents requests for interpretation or translation and reviews those records annually. As of the preparation of this 2026 Plan, Metro COG's documented experience indicates that requests for language assistance have been infrequent. Appendix E will be used to record future language-assistance contacts and requests.

A low historical frequency of requests does not necessarily indicate that language barriers do not exist. Metro COG therefore also considers demographic data, feedback from community partners, and the nature of individual planning activities when determining whether proactive language assistance may be appropriate.

Metro COG is committed to providing access to its programs, services, and public participation opportunities in accordance with applicable federal and state nondiscrimination requirements. Meeting facilities are accessible to persons with disabilities. Language assistance, including interpretation and translation, is available at no cost upon request. To help ensure services can be arranged, requests should be submitted to the Metro COG Office Manager at **701-532-5100** at least five business days before the meeting when possible. Metro COG will make reasonable efforts to accommodate requests received with less notice.

FACTOR 3 - NATURE AND IMPORTANCE

NATURE AND IMPORTANCE OF METRO COG PROGRAMS AND ACTIVITIES

Metro COG is a regional transportation planning and programming agency. It does not provide emergency services, issue permits to the general public, or directly operate transportation services. However, Metro COG develops and approves planning and programming documents that influence the use of federal transportation funds and the future transportation system of the Fargo-Moorhead region. Meaningful public participation is therefore an important component of Metro COG's work.

Language barriers could affect an individual's ability to understand proposed transportation investments, participate in planning studies, submit public comments, understand nondiscrimination rights, or participate in other Metro COG decision-making processes. Metro COG will consider the importance of the particular document, decision, meeting, or planning activity when determining the appropriate level of language assistance.

For purposes of this plan, documents and information that may be considered particularly important include, as applicable:

- Notices explaining an individual's nondiscrimination rights and procedures for filing a complaint;
- Nondiscrimination complaint forms;
- Notices concerning the availability of language assistance;
- Public notices for major planning and programming decisions;
- Key portions or summaries of the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), and Unified Planning Work Program (UPWP), when warranted by identified language needs; and
- Other information determined to be necessary for meaningful participation in a particular Metro COG program or activity.

Metro COG will determine the appropriate form of assistance based on the circumstances. This may include oral interpretation, translated summaries, translated notices, or translation of all or portions of a document.

Metro COG's broader Title VI and nondiscrimination analyses are documented in its Title VI/Nondiscrimination Plan and related transportation planning documents.

FACTOR 4 - RESOURCES AND COSTS

RESOURCES AVAILABLE TO PROVIDE LANGUAGE ASSISTANCE

Metro COG considers available staff, financial resources, technology, contracted language services, and community resources when determining how to respond to identified language-assistance needs. These considerations are evaluated together with demographic conditions, frequency of contact, and the importance of the program or activity.

Based on Metro COG's historical experience, language-assistance requests have been infrequent. Metro COG therefore does not routinely translate every planning document or meeting material into multiple languages. Instead, Metro COG uses a targeted approach that may include oral interpretation, translated notices or summaries, translation of vital information, and translation of additional materials when warranted by an identified need or request.

Metro COG maintains access to local, state, telephone-based, and other language-assistance resources. Current resources are identified in Appendix A. Metro COG will periodically verify the availability and contact information of listed providers and may use other qualified providers when appropriate.

Language assistance provided by Metro COG under this plan will be offered at no cost to the individual requesting or receiving the assistance.

LANGUAGE ASSISTANCE

Metro COG may provide language assistance to persons who have difficulty reading, writing, speaking, or understanding English and who need assistance accessing Metro COG programs, activities, information, or public participation opportunities.

Language assistance may include:

- Oral interpretation, either in person, by telephone, or through another appropriate remote service;
- Written translation of notices, forms, summaries, vital documents, or other materials;
- Language-identification tools to help determine the language in which assistance is needed;
- Assistance from qualified contracted language-service providers; and
- Other reasonable methods appropriate to the circumstances.

Metro COG may use the following methods to identify language needs and notify the public that assistance is available:

1. Post information concerning the availability of free language assistance at the Metro COG office and on Metro COG's website.
2. Include language-assistance information in public notices and meeting materials, as appropriate.
3. Make language-identification cards available to staff and at public meetings or community events.
4. Ask an individual who requests assistance which language is preferred for communication, without requiring the person to disclose immigration status, citizenship, or other unnecessary personal information.
5. Maintain records of language-assistance requests and staff contacts with LEP individuals.
6. Consult community organizations, local governments, service providers, and other partners when a planning activity is expected to affect populations with identified language needs.

LANGUAGE ASSISTANCE MEASURES

Metro COG will take reasonable steps, consistent with applicable requirements and this plan to provide meaningful access to programs, activities, and public participation opportunities for persons with limited English proficiency.

Language assistance may include the following:

- a. Interpretation.** Metro COG may arrange qualified oral interpretation for public meetings, conversations with staff, or other activities when needed. Advance notice is encouraged because it improves Metro COG's ability to arrange a requested service; however, Metro COG will make reasonable efforts to respond to requests received with less notice.
- b. Translation.** Metro COG may translate notices, forms, summaries, vital information, or other documents based on the four-factor analysis, identified community need, Safe Harbor considerations, or an individual request.
- c. Cost.** Language assistance provided under this plan will be made available at no cost to the individual.

Additionally, Metro COG includes the following disclaimer on all public meeting notifications:

Metro COG is committed to providing access to its programs, services, and public participation opportunities in accordance with applicable federal and state nondiscrimination requirements. Meeting facilities are accessible to persons with disabilities. Language assistance, including interpretation and translation, is available at no cost upon request. To help ensure services can be arranged, requests should be submitted to the Metro COG Office Manager at **701-532-5100** at least five business days before the meeting when possible. Metro COG will make reasonable efforts to accommodate requests received with less notice.

STAFF TRAINING

Metro COG will provide staff with periodic training and information concerning responsibilities under this plan. Training will be incorporated into new-employee orientation and reviewed with staff at least annually. Training will address, as appropriate:

1. Metro COG's Title VI/nondiscrimination responsibilities and LEP Plan;
2. How to identify an individual's preferred language using available language-identification tools;
3. How to access interpretation and translation resources;
4. How to document requests for language assistance;
5. How to respond appropriately to potential Title VI or language-access complaints; and
6. The limitations of automated translation tools and circumstances in which qualified human translation or interpretation should be used.

CONSULTANTS / SUB-CONSULTANTS

Consultants and sub-consultants performing federally assisted work on behalf of Metro COG shall comply with applicable nondiscrimination requirements and relevant language-access provisions associated with their work. When a consultant or sub-consultant will conduct public engagement on Metro COG's behalf, Metro COG will communicate applicable language-assistance procedures and expectations as part of the project scope or contract administration process.

TRANSLATION OF DOCUMENTS

Metro COG will determine the need for written translation based on the four-factor analysis, the importance of the information, available demographic data, Safe Harbor considerations, prior experience, and requests from members of the public. Translation may include an entire document or selected portions, summaries, notices, or instructions sufficient to provide meaningful access to the relevant information.

Metro COG may use automated translation tools for basic or preliminary communication when appropriate. Because automated translation may contain errors or fail to convey technical or legal information accurately, Metro COG will not rely solely on machine translation for vital information when accuracy is necessary to protect an individual's rights or provide meaningful participation. Qualified translation or review should be used in those circumstances.

Metro COG maintains information on available translation and interpretation providers in Appendix A and may use other qualified services when appropriate.

MONITORING, EVALUATING AND UPDATING THE PLAN

Metro COG will evaluate implementation of this LEP Plan annually as part of its Title VI/nondiscrimination program review. A comprehensive update will generally occur at least every three years or sooner when significant demographic, regulatory, programmatic, or language-access changes warrant revision.

The annual review will include, at a minimum:

1. Review of documented language-assistance contacts and requests from the previous calendar year;
2. Review of the manner in which requests were addressed;
3. Review of the most current reasonably available Census data concerning language use and English-speaking ability;
4. Evaluation of whether identified language needs or Safe Harbor considerations have changed;
5. Evaluation of the effectiveness and availability of language-assistance resources;

6. Review of staff training;
7. Review of available financial and contractual resources;
8. Review of any complaints involving language access or national-origin discrimination; and
9. Identification of any amendments or operational changes necessary to improve implementation of this plan.

Annual findings will be documented using the forms in Appendices E and F or successor documentation approved by Metro COG.

DISSEMINATION OF THE LEP PLAN

Metro COG will take reasonable steps to inform the public of the availability of this LEP Plan and language-assistance services. These efforts may include:

Making the LEP Plan available at the Metro COG office and on Metro COG's website;

Posting or publishing information stating that language assistance is available at no cost;

Including language-assistance information in public meeting notices and other public involvement materials, as appropriate;

Providing information to community organizations and partner agencies serving populations that may experience language barriers; and

Providing the LEP Plan or relevant portions in alternative languages or formats when appropriate.

CONCLUSION

Metro COG is committed to providing meaningful opportunities for persons with limited English proficiency to access information and participate in the regional transportation planning process. Metro COG will continue to evaluate demographic conditions, requests for assistance, public participation needs, available resources, and applicable federal and state requirements and will adjust its language-assistance practices when warranted.

APPENDIX

APPENDIX A: Interpretive Services	23
APPENDIX B: Language Index Cards	24
APPENDIX C: LEP Training and Completion	31
APPENDIX D: LEP Training Log	33
APPENDIX E: Language Assistance Requests	34
APPENDIX F: LEP Annual Assessment	36
APPENDIX G: Federal Contract Compliance	39

APPENDIX A - INTERPRETIVE SERVICES

INTERPRETIVE SERVICES AVAILABLE FOR PUBLICATIONS AND MATERIALS

Services Available

- Local Translation
 - Document Translation
 - Website Translation
-

Cultural Diversity Resources

112 N University Drive #305

Fargo, ND 58102

701-526-3000

www.culturaldiversityresources.org

Minnesota Translations

19 8th Street South #103

Fargo, ND 58103

701-566-8870

www.minnesotatranslations.com

North Dakota Assistive

3240 15th Street South, Suite B

Fargo, ND 58104

701-365-4728

ndassistive.org

Language Services

Family Health Care Center

301 NP Avenue

Fargo, ND 58102

www.famhealthcare.org

North Dakota State Contracted Services

Telephone Based Interpreter Services

Contract Administrator: 701-328-2740

Cyram: 866-742-9080

Language Link: 203-889-5477 ext. 1708

APPENDIX B - LANGUAGE INDEX CARDS

Metro COG may use a multilingual language-identification card to help determine an individual's preferred language when a language barrier prevents effective communication. The card allows an individual to identify the language in which assistance is needed without requiring staff to guess a person's language based on appearance, name, national origin, or other characteristics.

Metro COG will maintain a current language-identification resource for use by staff and at public meetings and community events. When a preferred language is identified, staff will determine an appropriate method for obtaining interpretation or translation assistance consistent with this Plan.

The following pages contain Metro COG's current language-identification card.

Source: www2.census.gov/programs-surveys/decennial/2020/resources/language-materials/language-identification-card_D-ID.pdf



Language Identification Card

I work for the U.S. Census Bureau. Is someone here now who speaks English and can help us?
If not, someone may contact you who speaks _____.

Español (Spanish 02)

Trabajo para la Oficina del Censo de los EE. UU. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, alguien que habla español podría comunicarse con usted.

普通话、广东话 (Chinese simplified)

我是美国人口普查局的工作人员。请问您这里有没有会说英语的人可以帮助我们？

(Mandarin 03): 如果没有，可能会有会讲普通话的人与您联系。

(Cantonese 04): 如果没有，可能会有会讲广东话的人与您联系。

如果您閱讀繁體中文，請參閱第2頁（普通話或廣東話） (Chinese traditional on pg 2)

Tiếng Việt (Vietnamese 05)

Tôi làm việc cho Cục Thống Kê Dân Số Hoa Kỳ. Hiện có ai ở đây biết nói tiếng Anh và có thể giúp quý vị và tôi không? Nếu không, một nhân viên nói tiếng Việt có thể sẽ liên lạc với quý vị.

한국어 (Korean 06)

저는 미국 인구조사국에서 일하고 있습니다. 여기 계신 분 중에서, 영어를 하실 수 있어서 저희를 도와주실 수 있는 분이 혹시 계신지요? 없으시면, 한국어를 하시는 분이 연락을 드릴 수도 있습니다.

Русский (Russian 07)

Я представляю Бюро переписи населения США. Присутствует здесь кто-нибудь, кто говорит по-английски и мог бы помочь нам? Если нет, то тогда возможно, с Вами свяжется наш сотрудник, говорящий по-русски.

العربية (Arabic 08)

أنا أعمل لمكتب الإحصاء الأمريكي. هل يوجد شخص هنا يتكلم الإنجليزية و يمكنه ان يساعدنا الآن؟ إذا لا، فقد يتصل بكم شخص يتكلم اللغة العربية.

Tagalog (Tagalog 09)

Nagtatrabaho ako para sa Kawanihan ng Senso ng U.S. Mayroon ba rito ngayong nagsasalita ng Ingles at maaaring tumulong sa amin? Kung wala, maaaring may kumontak sa inyo na nagsasalita ng Tagalog.

Polski (Polish 10)

Jestem pracownikiem Urzędu Spisu Ludności USA. Czy w tej chwili jest tu ktoś, kto mówi po angielsku i może nam pomóc? Jeżeli nie, może skontaktować się z Państwem ktoś, kto mówi po polsku.

Français (French 11)

Je travaille pour le Bureau de recensement des États-Unis. Y a-t-il quelqu'un ici qui parle anglais et qui pourrait nous aider? Sinon, quelqu'un qui parle français pourrait vous contacter.

Kreyòl Ayisyen (Haitian Creole 12)

Mwen travay pou Biwo Resansman Etazini. Èske gen yon moun la ki pale anglè ki ka ede nou? Si pa genyen, yon moun isit la ki pale kreyòl ka rele ou.

Português (Portuguese 13)

Trabalho para a Agência do Censo dos EUA. Há alguém aqui, agora, que fale inglês e que possa nos ajudar? Caso não haja, uma pessoa que fala português poderá entrar em contato com você.

日本語 (Japanese 14)

私はアメリカ合衆国国勢調査局の係員です。こちらには英語を理解でき この調査にご協力いただける方がいらっしゃいますか？もしない場合は、日本語を話す係員があなたに連絡をすることがあります。

Shqip (Albanian 15)

Unë punoj për Byronë Amerikane të Censurit. A ka njeri këtu tani që flet anglisht dhe mund të na ndihmojë? Nëse jo, dikush që flet shqip mund t'ju kontaktojë.

አማርኛ (Amharic 17)

እኔ የአሜሪካ ህዝብ ቆጠራ ቢሮ ሰራተኛ ነኝ። እንግሊዝኛ የሚናገርና ሊረዳን የሚችል ሰው አለ?
ከሌለ አማርኛ የሚችል ሰው ሊያነጋግርዎ ይችላል።

Հայերեն (Armenian 18)

Ես աշխատում եմ ԱՄՆ Մարդահամարի բյուրոյի համար: Ներկա^օ է այստեղ այժմ որևէ մեկը, ով խոսում է անգլերեն և կարող է օգնել մեզ: Եթե ոչ, ապա հայերեն խոսող որևէ մեկը կարող է կապվել Ձեզ հետ:

বাংলা (Bengali 19)

আমি ইউ.এস. জনগণনা ব্যুরোতে কাজ করি। এখানে এখন কি এমন কেউ আছেন যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারবেন? না থাকলে বাংলা বলতে পারেন এমন কেউ আপনার সাথে যোগাযোগ করতে পারেন।

Босански/ Bosanski (Bosnian 20)

Ja radim za Američki biro za popis stanovništva. Ima li ovdje nekoga ko govori engleski i može nam pomoći? Ako nema, s Vama bi mogao kontaktirati neko ko govori bosanski.

Ja radim za Američki biro za popis stanovništva. Ima li ovdje nekoga ko govori engleski i može nam pomoći? Ako nema, s Vama bi mogao kontaktirati neko ko govori bosanski.

Български (Bulgarian 21)

Служител съм на Бюрото за преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, с вас може да се свърже някой от нашите служители, който говори български.

မြန်မာဘာသာ (Burmese 22)

ကျွန်တော်/ကျွန်မက အမေရိကန်ပြည်ထောင်စု သန်းခေါင်စာရင်းဌာနအတွက် အလုပ်လုပ်ပါတယ်။
ဒီမှာ အင်္ဂလိပ်စကားပြောတတ်ပြီး ကျွန်တော်/ကျွန်မတို့ကို ကူညီနိုင်သူ ရှိပါသလား။ မရှိဘူးဆိုရင်တော့
မြန်မာစကားပြောတတ်သူတစ်ဦးက လူကြီးမင်းကို ဆက်သွယ်ပါလိမ့်မယ်။

普通話、廣東話 (Chinese traditional)

我是美國人口普查局的工作人員。請問您這裡有沒有會說英語的人可以幫助我們？

(Mandarin 03): 如果沒有，可能會有會講普通話的人聯絡您。

(Cantonese 04): 如果沒有，可能會有會講廣東話的人聯絡您。

Hrvatski (Croatian 23)

Ja radim za američki Ured za popis stanovništva. Ima li trenutno ovdje nekoga tko govori engleski i tko bi nam mogao pomoći? Ako nema, mogao bi Vas kontaktirati netko tko govori hrvatski.

Čeština (Czech 24)

Pracuji pro Americký úřad pro sčítání lidu. Je zde někdo, kdo hovoří anglicky a může nám pomoci? Pokud ne, je možné, že Vás bude kontaktovat někdo, kdo hovoří česky.

Nederlands (Dutch 25)

Ik werk voor het Censusbureau van de VS. Is er hier iemand die Engels spreekt en ons kan helpen? Zo niet, dan kan iemand contact met u opnemen die Nederlands spreekt.

فارسی (Farsi 26)

من برای اداره سرشماری ایالات متحده کار می‌کنم. آیا هم‌اکنون اینجا کسی هست که به زبان انگلیسی حرف بزند و بتواند به من و شما کمک کند؟ اگر نیست، در این صورت احتمال دارد یک نفر از اداره سرشماری که به زبان فارسی صحبت می‌کند با شما تماس بگیرد.

Deutsch (German 27)

Ich arbeite für die US-amerikanische Statistikbehörde. Kann ich mit jemandem sprechen, der Englisch spricht und der uns helfen kann? Wenn nicht, kann jemand, der Deutsch spricht, Kontakt mit Ihnen aufnehmen.

Ελληνικά (Greek 28)

Εργάζομαι στο Γραφείο Απογραφής Πληθυσμού των ΗΠΑ. Είναι κανείς εδώ αυτή τη στιγμή που μιλάει Αγγλικά να μας εξυπηρετήσει; Αν όχι, μπορεί κάποιος να επικοινωνήσει μαζί σας στα Ελληνικά.

ગુજરાતી (Gujarati 29)

હું એસ. જન ગણના બ્યુરો માટે કામ કરું છું. શું હાલમાં અહીં એવી કોઈ વ્યક્તિ છે જે અંગ્રેજી બોલી શકે અને અમને મદદ કરી શકે? જો કોઈ ના હોય તો, ગુજરાતી બોલતી કોઈપણ વ્યક્તિ તમારી સાથે સંપર્ક કરી શકે છે.

עברית (Hebrew 30)

אני עובד עבור לשכת מפקד האוכלוסין של ארה"ב. האם נמצא כאן עכשיו מישהו שמדבר אנגלית ויכול לעזור לנו? במידה ולא, ישנה אפשרות שייצור אתכם קשר מישהו שמדבר עברית.

हिंदी (Hindi 31)

मैं यू.एस. जनगणना ब्यूरो के लिए काम करता हूँ। क्या यहां अभी कोई ऐसा है जो अंग्रेज़ी बोलता हो और हमारी मदद कर सकता हो? अगर नहीं तो, कोई आपसे संपर्क करेगा जो हिंदी में बात करता हो।

Hmoob (Hmong 32)

Kuv ua hauj lwm rau Teb Chaws Asmeskas Koom Haum Suav Pej Xeem. Puas muaj leej twg tam sim no txawj hais lus Askiv thiab yuav pab tau peb? Yog tsis muaj, muaj neeg hais Lus Hmoob yuav hu rau koj.

Magyar (Hungarian 33)

Az Egyesült Államok Népszámlálási Hivatalánál dolgozom. Van a közelben valaki, aki beszél angolul, és segíteni tud nekünk? Ha nincs, akkor lehet, hogy egy magyarul beszélő munkatársunk fel fogja venni Önnel a kapcsolatot.

Igbo (Igbo 34)

Ana m arurụ ndị Ngalaba Gọmentị U.S. na-ahụ maka Ọnụogụgụ ndị mmadụ oru. È nwèrè onye nọ ebe à ugbo, a bụ onye na-asụ Igbo nwere ike inyere anyị aka? Ọ bụrụ nà è nweghi, otù onye nà-asụ Igbo nwèrè ike ịkpọturụ gi.

Ilokano (Ilocano 35)

Agtrabtrabahoak para iti U.S. Census Bureau. Adda kadi ditoy ita iti siasinoman a makapagsao iti Ingles ken makatulong kadakami? No awan, adda maysa a mangkontak kadakayo a makapagsao iti Ilokano.

Bahasa Indonesia (Indonesian 36)

Saya bekerja untuk Biro Sensus A.S. Apakah di sini ada yang bisa berbahasa Inggris dan dapat membantu kami? Jika tidak, seseorang yang berbahasa Indonesia mungkin menghubungi Anda.

Italiano (Italian 37)

Lavoro per conto dell'Ufficio Censimento degli Stati Uniti. C'è qualcuno qui adesso che parli inglese e possa aiutarci? In caso contrario, qualcuno che parla italiano potrebbe contattarla.

ខ្មែរ (Khmer 38)

ខ្ញុំធ្វើការឱ្យការិយាល័យជំរឿនរបស់សហរដ្ឋអាមេរិក តើនៅទីនេះ មាននរណាម្នាក់ ចេះនិយាយភាសាអង់គ្លេស ហើយអាចជួយយើងខ្ញុំបានទេ? បើសិនជាគ្មានទេ នោះនឹងមានគេដែលចេះនិយាយភាសាខ្មែរទាក់ទងទៅលោកអ្នក។

ພາສາລາວ (Lao 39)

ຂ້າພະເຈົ້າເຮັດວຽກຢູ່ສຳນັກງານສຳຫຼວດພົນລະເມືອງແຫ່ງສະຫະລັດ. ຕອນນີ້ມີໃຜຢູ່ທີ່ນີ້ທີ່ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ່? ຖ້າບໍ່ມີ, ຈະມີຄົນທີ່ເວົ້າພາສາລາວໄດ້ຕິດຕໍ່ຫາທ່ານ

Lietuvių (Lithuanian 40)

Aš esu iš JAV gyventojų surašymo biuro. Ar čia dabar yra kas nors, kas kalba angliškai ir galėtų man ir jums padėti? Jei ne, su jumis gali susisiekti lietuviškai kalbantis asmuo.

മലയാളം (Malayalam 41)

ഞാൻ യു.എസ്. സെൻസസ് ബ്യൂറോയിൽ ജോലി ചെയ്യുന്നു. ഇപ്പോൾ ഇംഗ്ലീഷ് ഭാഷ സംസാരിക്കുന്ന, ഞങ്ങളെ സഹായിക്കാൻ കഴിയുന്ന ഒരാൾ ഇവിടെ ഉണ്ടോ? ഇല്ലെങ്കിൽ, മലയാളം സംസാരിക്കുന്ന ആരെങ്കിലും നിങ്ങളെ ബന്ധപ്പെടേക്കാം

मराठी (Marathi 42)

मी यू.एस. जनगणना कार्यालयासाठी काम करतो. इथे आता कुणी अशी व्यक्ती आहे का जी इंग्रजी बोलते व आम्हाला मदत करू शकेल? नसेल तर, कुणी मराठी बोलणारी व्यक्ती आपल्याशी संपर्क करेल.

Diné (Navajo 43)

U.S. Wááshindoondi Diné Nídawólta' Bina'anishgi naashnish. Ła'kóóh hóló k'ad Bilagáana bizaad yee yálti'ígíí dóó nihíká adoolwo'ígíí? Doodago éí ła' da shíí naanidínóotaał Dinék'ehjí yálti'ígíí.

नेपाली (Nepali 44)

म अमेरिकी जनगणना ब्यूरोमा काम गर्छु। अहिले यहाँ अंग्रेजी बोल्न जान्ने र हामीलाई मद्दत गर्नसक्ने कोही मान्छे हुनुहुन्छ? यदि कोही छैन भने, तपाईंसँग नेपाली भाषामा कुरा गर्ने कसैले सम्पर्क गर्न सक्दछ।

ਪੰਜਾਬੀ (Punjabi 45)

ਮੈਂ ਯੂ.ਐਸ. ਜਨਗਣਨਾ ਬਿਊਰੋ ਲਈ ਕੰਮ ਕਰਦਾ ਹਾਂ। ਕੀ ਇਥੇ ਹੁਣ ਕੋਈ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਅਤੇ ਸਾਡੀ ਮਦਦ ਕਰਨ ਵਾਲਾ ਵਿਅਕਤੀ ਹੈ? ਜੇਕਰ ਨਹੀਂ, ਤਾਂ ਤੁਹਾਡੇ ਨਾਲ ਪੰਜਾਬੀ ਬੋਲਣ ਵਾਲਾ ਵਿਅਕਤੀ ਸੰਪਰਕ ਕਰੇਗਾ।

Română (Romanian 46)

Lucrez pentru Biroul pentru recensământ al SUA. Aveți pe cineva lângă dumneavoastră care vorbește limba engleză și ne poate ajuta? Dacă nu aveți pe nimeni, este posibil să fiți contactat(ă) de o altă persoană care vorbește limba română.

Српски / Srpski (Serbian 47)

Ja radim za Američki biro za popis stanovništva. Da li ovde ima nekoga ko govori engleski i može da nam pomogne? Ako nema, postoji mogućnost da sa Vama kontaktira osoba koja govori srpski jezik.

Ja radim za Američki biro za popis stanovništva. Da li ovde ima nekoga ko govori engleski i može da nam pomogne? Ako nema, postoji mogućnost da sa Vama kontaktira osoba koja govori srpski jezik.

සිංහල (Sinhala 48)

මම එක්සත් ජනපද සංගණන කාර්යාංශයේ සේවය කරමි. මෙහි සිටින ඉංග්‍රීසි බස කථා කරන කෙනෙක්ට අපට උදව් කළ හැකිද? එසේ නොමැති නම් සිංහල බස කථා කරන කෙනෙක් ඔබව සම්බන්ධ කරගනු ඇත.

Slovenčina (Slovak 49)

Pracujem pre Úrad pre sčítanie obyvateľstva USA. Je tu teraz niekto, kto hovorí po anglicky a môže nám pomôcť? Ak nie, možno Vás bude kontaktovať niekto, kto hovorí po slovensky.

Soomaali (Somali 50)

Waxaan u shaqeeyaa Xafiiska Tirakoobka Mareykanka. Hadda ma joogaa qof ku hadla af Ingiriis oo na caawin kara? Haddii uusan joogin, waxaa laga yaabaa inuu idin la soo xiriiro qof ku hadla af Soomaali.

Kiswahili (Swahili 51)

Ninafanya kazi na Shirika la Sensa ya Marekani. Je, kuna mtu hapa ambaye anazungumza Kiingereza na anaweza kutusaidia? Ikiwa hamna, mtu anaweza kuwasiliana nawe anayezungumza Kiswahili.

தமிழ் (Tamil 52)

நான் அமெரிக்க மக்கள்தொகைக் கணக்கெடுப்பு பணியகத்தில் வேலை செய்கிறேன். இங்கே இப்போது யாராவது ஆங்கிலம் பேசுபவர் இருக்கிறாரா மேலும் அவரால் நமக்கு உதவி செய்ய முடியுமா? இல்லையென்றால் யாராவது தமிழ் பேசும் ஒருவர் உங்களைத் தொடர்பு கொள்ளலாம்.

తెలుగు (Telugu 53)

నేను యు.ఎస్. జనాభా గణన బ్యూరో కోసం పని చేస్తున్నాను. నాకు సహాయం చెయ్యడానికి ఆంగ్లంలో మాట్లాడేవారు ఎవరైనా ప్రస్తుతం ఇక్కడ ఉన్నారా? లేకపోతే, తెలుగు మాట్లాడే వారు మిమ్మల్ని సంప్రదిస్తారు.

ไทย (Thai 54)

ฉันทำงานให้กับสำนักงานสำมะโนสหรัฐฯ ตอนนี้ฉันมีใครที่พูดภาษาอังกฤษได้และสามารถช่วยเราแปลได้หรือไม่ หากไม่มี อาจมีคนทีพูดภาษาไทยได้ติดต่อกับคุณในภายหลัง

ትግርኛ (Tigrinya 55)

የናይትድ ስቴትስ ቆፀራ ህዝቢ ቢሮ እየ ዝሰርሕ። ኣብዚ ሕዚ ቋንቋ እንግሊዝ ዝፈልግ ከሕግዝ ዝኸእልን ሰብ ኣሎዶ? ተዘየለ ካሊእ ትግርኛ ዝፈልግ ከዛርብኩም ይኸእል እዩ።

Türkçe (Turkish 56)

A.B.D. Nüfus Sayım Bürosu'ndanım. Burada İngilizce konuşan ve bize yardımcı olabilecek birisi var mı? Yoksa, Türkçe konuşan biri sizinle irtibata geçebilir.

Twi (Twi 57)

Me ne U.S. Nnipakan Asoee a wɔye nnipakan ne nhwehwɛmu adwuma na eyɛ adwuma. Obi a ɔka Brɔfo kasa a ɔbetumi aboa yen wɔ ha seesei anaa? Se obiara nni ha saa a, yɛbema obi a ɔka Twi ne mo abekasa.

Українська (Ukrainian 58)

Я представляю Бюро перепису населення США. Поряд із Вами є будь-яка особа, що розмовляє англійською мовою та зможе нам допомогти? Якщо ні, можливо, до Вас звернеться наш представник, що розмовляє українською мовою.

اردو (Urdu 59)

میں امریکی مردم شماری بیورو کے لئے کام کرتا ہوں۔ کیا ابھی یہاں کوئی ایسا شخص ہے جو انگریزی بول سکتا ہو اور ہماری مدد کر سکتا ہو؟ اگر نہیں، تو کوئی شخص آپ سے رابطہ کرے گا جو اردو میں بات کرے گا۔

יידיש (Yiddish 60)

איך אַרבעט פֿאַר דעם צענזוס ביוראָ פֿון די פֿאַראײניקטע שטאַטן. איז עמעצער איצט דאָ אין דער היים וואָס רעדט ענגליש און קען אונדז העלפֿן? אויב נישט, וועט עמעצער וואָס רעדט ייִדיש אייך אפֿשר קאָנטאַקטירן.

Yorùbá (Yoruba 61)

Mo nbá Ilé-iṣẹ́ Ìkàniyàn Ilẹ̀ Amẹ́ríkà ṣiṣẹ́. Njẹ́ ẹ̀nikan wà níbí yìí nìsisiyí tí ó nsọ̀ Èdè Gẹ̀ẹ́sì tí ó sì lè ràn wá lọwọ́? Bí bẹ̀ẹ̀kọ́, ẹ̀nikan lè kàn sí ọ́ tí ó nsọ̀ èdè Yorùbá.

**Shape
your future
START HERE >** | **United States®
Census
2020**

2020CENSUS.GOV

APPENDIX C - TRAINING & COMPLETION

Blank form on the following page.

LIMITED ENGLISH PROFICIENCY (LEP) TRAINING & CERTIFICATE OF COMPLETION - 2026

As a recipient and subrecipient of federal transportation assistance, Metro COG is responsible for complying with applicable Title VI/nondiscrimination requirements and for ensuring that staff understand Metro COG's procedures for assisting persons with limited English proficiency.

Metro COG employees will receive Title VI/LEP training at least annually or at the frequency otherwise required by NDDOT or an applicable federal funding agency. Training may be provided through NDDOT, FHWA, FTA, USDOT, Metro COG, or another approved source.

MODULE I - Communicating Effectively with Limited English Proficient Members of the Public (50 minutes)

<https://www.youtube.com/watch?v=vv3IBZkUgwg&feature=youtu.be>

This video training series, in production since 2013, is part of a training toolkit designed to educate federal personnel on interacting with limited English proficient individuals. The training series is intended to help establish consistent and legally sound practices across the government when engaging in communications with limited English proficient individuals.

More information can be found at

www.dot.nd.gov/about-nddot/civil-rights/title-vi-nondiscrimination-and-ada

Declaration of Employee:

I certify that I completed the training identified above and received information concerning:

- Metro COG's Title VI/nondiscrimination and LEP responsibilities;
- Procedures for identifying an individual's preferred language;
- Available interpretation and translation resources;
- Procedures for documenting language-assistance requests;
- Appropriate use and limitations of automated translation tools; and
- Procedures for responding to potential Title VI or language-access complaints.

Printed Name and Title _____

Signature: _____ **Date** _____

APPENDIX D - LEP STAFF TRAINING LOG

Employee Name	Position / Title	Training Date	Training Provided / Module	Staff Initials

APPENDIX E - LANGUAGE ASSISTANCE REQUESTS

Metro COG will maintain a record of requests for interpretation, translation, or other language assistance. The log is intended to help Metro COG evaluate the frequency and nature of language-access needs and identify potential changes to this Plan or available resources.

At least annually, Metro COG staff will review the request log as part of the LEP Annual Assessment in **Appendix F**. The log may be updated administratively throughout the year and does not require Policy Board action each time an entry is added.

Personally identifiable information should be collected only when necessary to respond to the request. Publicly distributed versions of the log should not disclose unnecessary personal contact information.

A blank form is on the following page.

LANGUAGE ASSISTANCE REQUEST FORM							
The first line of the table, shaded, is an example of how to fill in the table when / if a request is received.							
Name of Requester	Date Requested		Language Requested	Type of Service Requested	Comments about Service Requested	Metro COG Response	
First Name, Last Name Address Phone, Email	Year	Month & Day				Action	Services Used
John Doe 1234 This Town Rd Small Town, ND 58102 701-555-1234 johndoe@smalltown.com	YYYY	MM/DD	Nepali	Document Translation	Request the 2050 MTP from English to Nepali.	Translated document in entirety	NDDOT Linguisti-ca

EXAMPLE

*As of the adoption of this document, there have been no requests received for LEP Requests.

APPENDIX F - ANNUAL ASSESSMENT

Form on the following page.

Metro COG will complete an LEP Annual Assessment to evaluate implementation of this plan and identify changes in demographic conditions, language-assistance requests, available resources, staff training, or applicable requirements.

The assessment will generally be completed during the first quarter of each calendar year using information from the preceding calendar year and the most recent reasonably available demographic data.

Annual assessments may be appended to or maintained with this plan as administrative program records. Substantive policy changes identified through the assessment will be incorporated into the plan through Metro COG's established amendment or update process, as appropriate.

LEP ANNUAL ASSESSMENT FORM

1. Current LEP Population in Fargo-Moorhead Metropolitan Service Area (MSA) See Attached Table A

Date Received:

Source:

Comments Regarding Data:

2. ASSESSMENT & DETERMINATION

Date of Assessment:

A. Has the need for Translation Services Changed?

Yes

No

Rational:

B. Were there any Local Language Assistance Programs Used in the Previous Calendar Year?

Yes

No

If yes, which programs and type of assistance were used?

If yes, which languages were requested for translation or interpretation?

Based on the Above Assessment, were the Local Language Assistance Programs Effective and Sufficient to meet the needs?

Yes

No

If no, what changes need to be made in the next year?

If no, the changes listed above shall be amended into the LEP Plan with the amendment of this assessment.

C. Is staff training sufficient?	Yes	No
Rational:		
D. Are Metro COG's Financial Resources sufficient to fund the needed Language Assistance?	Yes	No
Rational:		
E. Does Metro COG fully comply with the Goals of the Current Adopted LEP Plan?	Yes	No
If no, what amendments need to occur to bring Metro COG into compliance?		
When will these amendments occur?		
CERTIFICATE		
I _____, represent Metro COG as the Title VI, Limited English Proficiency (LEP), and Americans with Disabilities Act (ADA), and warrant the answers that have been made to each and all of the foregoing questions are full and true to the best of my knowledge and belief.		
_____ Metro COG Executive Director Title VI, LEP and ADA Coordinator		_____ Date

Demographic information used for the annual assessment should be based on the most recent reasonably available U.S. Census Bureau data. Refer to Table A in Factor 1 and attach updated data to the annual assessment when new estimates are used.

APPENDIX G - FEDERAL CONTRACT COMPLIANCE

Metro COG incorporates applicable federal and state contract provisions into federally assisted procurements and agreements in accordance with the requirements associated with each funding source and award. Contract provisions are reviewed in coordination with the applicable funding agency and Metro COG's procurement procedures.

Because federal statutes, regulations, executive orders, grant conditions, and contract requirements may change independently of this LEP Plan, the complete text of federal procurement clauses is not reproduced in this document. Metro COG will use the contract provisions in effect at the time a procurement or agreement is executed, as required by applicable law, regulation, funding-agency direction, and award terms.

Compliance Review Note:

Federal contract requirements referenced by Metro COG will be reviewed periodically for consistency with current federal and state requirements. Changes will be incorporated into Metro COG contracts and procurement documents as applicable and as required by law, regulation, award condition, or funding-agency direction.



APPENDIX K

FEDERAL CONTRACT COMPLIANCE

Metro COG incorporates applicable federal and state contract provisions into federally assisted procurements and agreements in accordance with the requirements associated with each funding source and award. Contract provisions are reviewed in coordination with the applicable funding agency and Metro COG's procurement procedures.

Because federal statutes, regulations, executive orders, grant conditions, and contract requirements may change independently of this Title VI / NonDiscrimination Plan, the complete text of federal procurement clauses is not reproduced in this document. Metro COG will use the contract provisions in effect at the time a procurement or agreement is executed, as required by applicable law, regulation, funding-agency direction, and award terms.

COMPLIANCE REVIEW NOTE:

Federal contract requirements referenced by Metro COG will be reviewed periodically for consistency with current federal and state requirements. Changes will be incorporated into Metro COG contracts and procurement documents as applicable and as required by law, regulation, award condition, or funding-agency direction.

