2026

TITLE VI NONDISCRIMINATION PLAN

PREPARED BY:

METROCOG
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

Approved September 17, 2026

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Fargo, ND 58102
Visit our Website at:
www.fmmetrocog.org

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Fargo-Moorhead Metropolitan Council of Governments

Resolution 2026-R033

Resolution Approving the Limited English Proficiency Plan

WHEREAS, Title VI of the Civil Rights Act of 1964, as amended, and U.S. Department of Transportation (USDOT) implementing regulations at 49 CFR Part 21 prohibit discrimination on the basis of race, color, or national origin in programs and activities 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 a recipient and subrecipient of Federal transportation funds, maintains a Title VI and Nondiscrimination Program to ensure compliance with applicable Federal civil rights requirements; and

WHEREAS, the Federal Transit Administration (FTA) Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, provides guidance regarding compliance with Title VI requirements, including considerations related to meaningful access for persons with limited English proficiency; and

WHEREAS, Metro COG has reviewed and updated its Limited English Proficiency (LEP) Plan to identify LEP populations within the metropolitan area and establish procedures for providing appropriate language assistance and meaningful access to Metro COG programs, services, information, and public participation opportunities; and

WHEREAS, the updated LEP Plan is incorporated as Appendix J of Metro COG's Title VI Nondiscrimination Plan; 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 will take reasonable steps to ensure that consultants, subrecipients, and other entities subject to applicable Title VI requirements comply with such requirements, as appropriate.

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 the Limited English Proficiency Plan dated September 17, 2026, reflecting 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

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

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COMMON ACRONYMS

Metro COG ..... Metropolitan Council of Governments
MPO ..... Metropolitan Planning Organization
MPA ..... Metropolitan Planning Areas
MSA ..... Metropolitan Statistical Area
UZA ..... Census Bureau Urbanized Area
FM ..... Fargo-Moorhead
DOJ ..... Department of Justice
DOT ..... Department of Transportation
NDDOT ..... North Dakota Department of Transportation
MnDOT ..... Minnesota Department of Transportation
FHWA ..... Federal Highway Administration
FTA ..... Federal Transit Administration
TTC ..... Transportation Technical Committee
GIS ..... Geographic Information Systems
LEP ..... Limited English Proficiency
ADA ..... American Disability Act
MTP ..... Metropolitan Transportation Plan
TMA ..... Transportation Management Area
HHS ..... Health and Human Services
ACS ..... American Community Survey
TTY ..... Teletypewriter

INTRODUCTION

Fargo-Moorhead Council of Governments (Metro COG) is the designated Metropolitan Planning Organization (MPO) responsible for maintaining continuing, cooperative, and comprehensive transportation planning and decision making in the Fargo-Moorhead Metropolitan Planning Area (MPA). For urbanized areas (UZAs) with a population over 200,000, as defined by the Census Bureau, the Department of Transportation (DOT) designates the area as a Transportation Management Area (TMA). As a recipient of federal financial assistance, Metro COG is obligated to produce a Title VI plan. Metropolitan Planning Organizations (MPOs) are federally required to update their Title VI program every three (3) years. Metro COG adopted its first Title VI Non-Discrimination Program in 2012. The last updated plan was adopted in 2023.

PURPOSE

The purpose of a Title VI Plan details who, what, how, when, and why each of Fargo-Moorhead Metro COG's programs and activities relate to Title VI and the Civil Rights Act of 1964. The plan also serves as a way to inform the public and other recipients of the standard process to ensure compliance with the federal requirements. This act assurances that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives Federal assistance from the Department of Transportation (DOT), which includes the Federal Highway Administration (FHWA). 23 CFR 200.9 (https://www.ecfr.gov/current/title-23/part-200/section-200.9)

STATUTORY AND REGULATORY AUTHORITIES

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI includes all of the operations of included entities without regard to whether specific portions of the covered program or activity are Federally funded. The term "program or activity" means all of the operations of a department, agency, special purpose district, or government; or the entity of such State or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a State or local government.

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

> *No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

The U.S. Department of Justice (DOJ) Title VI regulations can be found at 28 CFR § 42.401 et seq., and 28 CFR § 50.3. The U.S. Department of Transportation (DOT) Title VI implementing regulations can be found at 49 CFR part 21. Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted that expand the range and scope of Title VI coverage and applicability. These include some of the following:

THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970

Prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.

THE FEDERAL AID HIGHWAY ACT OF 1973

States that no person shall, on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

THE AMERICAN DISABILITY ACT (ADA) OF 1990

Abilities in employment, transportation, public accommodation, communications and governmental activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

States that no qualified disabled person shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimi-

THE AGE DISCRIMINATION ACT OF 1975

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

Sources:

Section 601 of Title VI of the Civil Rights Act of 1964
https://www.justice.gov/crt/fcs/TitleVI

Civil Rights Restoration Act of 1987
https://www.govinfo.gov/content/pkg/COMPS-347/pdf/COMPS-347.pdf

49 CFR part 21
https://www.ecfr.gov/current/title-49/subtitle-A/part-21

ABOUT METRO COG

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area.

The Federal Surface Transportation Assistance Act of 1973 requires the formation of an MPO for any urbanized area with a population greater than 50,000. The Act also requires, as a condition for Federal Transportation Financial Assistance, that transportation projects be based upon a continuous, comprehensive, and cooperative (3-C) planning process for the Metropolitan Planning Area (MPA). MPOs help facilitate implementing agencies (including municipal public works departments, county highway departments, and state departments of transportation) to prioritize their transportation investments in a coordinated way consistent with regional needs, as outlined in a long range planning document called the Metropolitan Transportation Plan (MTP).

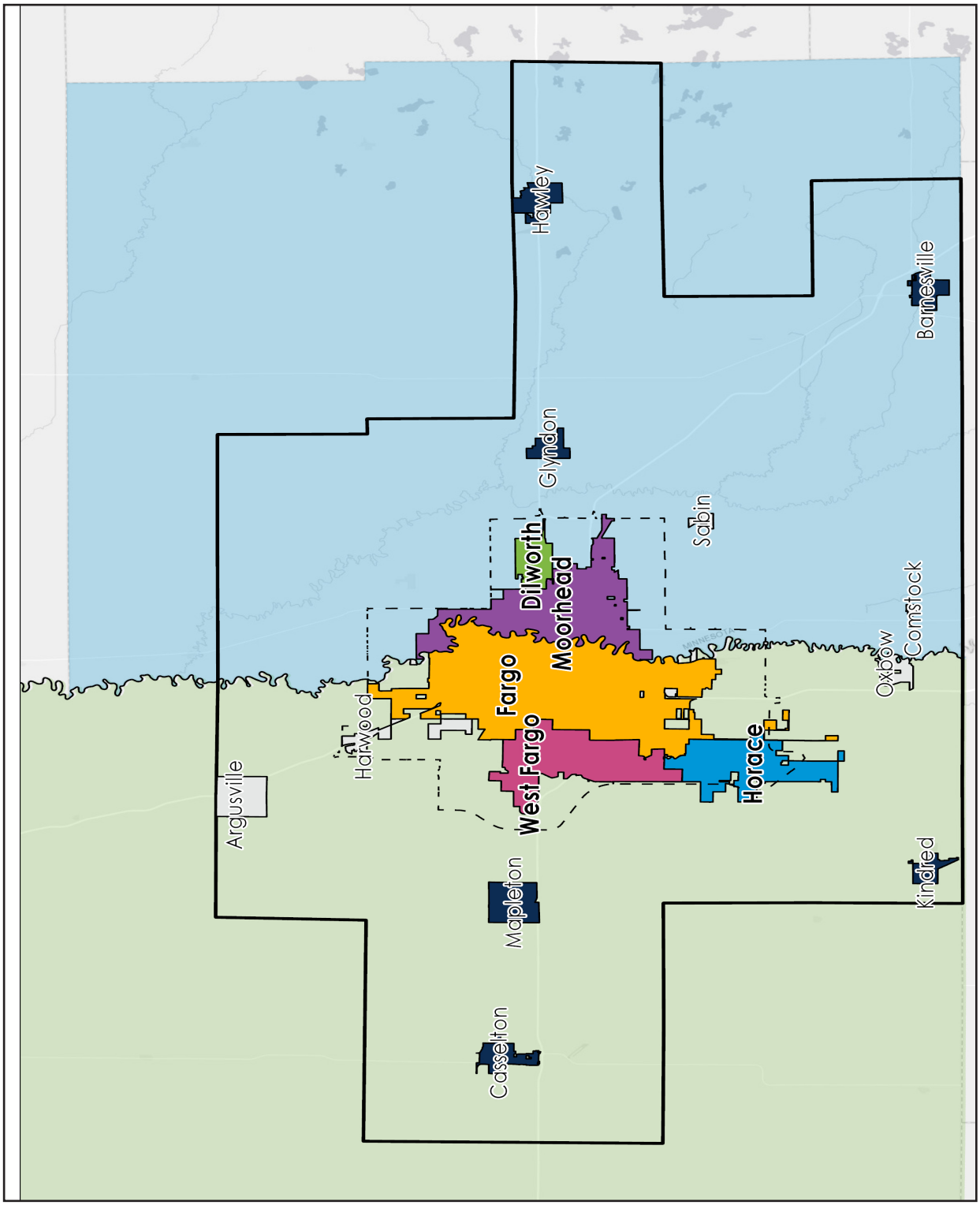
The core of an MPO is the urbanized area (UZA), which is initially identified and defined by the U.S. Census Bureau as part of the Decennial Census update. This boundary is adjusted by local officials and approved by the overseeing state Department of Transportation (DOT). The result of this is the official Adjusted Urbanized Area (known as the AUZA). In Metro COG's case, the overseeing DOT is the North Dakota Department of Transportation (NDDOT). The UZA is used to determine the type of transportation funding programs potential projects may be eligible to receive.

In addition to the UZA, the MPO boundary includes any contiguous areas, which may become urbanized within a twenty-year forecast period. Collectively, this area is known as the Metropolitan Planning Area (MPA). Metro COG's MPA boundary was most recently expanded in 2013 and is currently comprised of approximately 1,073 square miles (687,000 acres), across two states, two counties, 14 cities, and 31 townships. The MPA boundary is effectively Metro COG's "study area" or area of influence respective to the Metropolitan Transportation Planning program. These areas are significant not only as potential future population centers but also due to their proximity to existing and future transportation assets of regional significance.

For UZAs with populations greater than 200,000 people, the FHWA and FTA designate them as Transportation Management Areas (TMAs) to address increased planning and regulatory needs faced by larger UZAs. In the 2020 U.S. Census, Metro COG's UZA surpassed this population threshold and, as of 2026 Metro COG has completed it's transition into a TMA.

Map 1 provides an overview of these boundaries for the Fargo-Moorhead area including the Metropolitan Planning Area (MPA), the Urbanized Area (UZA), and local jurisdictions in the planning area.

MAP 1: FARGO-MOORHEAD METROPOLITAN



DEFINITIONS

The following are a selection of definitions applicable to the Title VI Program, which can be found in Chapter 1 of the FTA Circular 1B https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA_Title_VI_FINAL.pdf:

Discrimination: Refers to any action, or inaction, whether intentional or unintentional, in any program or activity of the Federal-aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

Limited English Proficiency (LEP) Persons: Refers to person for who English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well or not at all.

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

Applicant means a person who submits an application, request, or plan required to be approved by the Secretary, or by a primary recipient, as a condition to eligibility for Federal financial assistance, and "application" means such an application, request, or plan.

Facility includes all or any part of structures, equipment, or other real or personal property or interests therein, and the provision of facilities includes the construction, expansion, renovation, remodeling, alteration or acquisition of facilities.

Federal Financial Assistance: Grants and loans of Federal funds; The grant or donation of Federal property and interests in property; the detail of Federal personnel; The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and Any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance.

Primary recipient means any recipient that is authorized or required to extend Federal financial assistance to another recipient.

Program or Activity and program means all of the operations of any entity described below; and any part of which is extended Federal financial assistance:

1. A department, agency, special purpose district, or other instrumentality of a State or of a local government; or The entity of such State or local government that distributes such assistance and each such department or agency (each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;
2. A college, university, or other postsecondary institution, or a public system of higher education; or A local educational agency (as defined in 20 U.S.C. 7801), system of vocational education, or other school systems;
3. An entire corporation, partnership, or other private organization, or an entire sole proprietorship:
   a. If assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or Which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or
   b. The entire plant or other comparable geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or
4. Any other entity which is established by two or more of the entities described above

Recipient may mean any State, territory, possession, the District of Columbia, or Puerto Rico, or any political subdivision thereof, or instrumentality thereof, any public or private agency, institution, or organization, or other entity, or any individual, in any State, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal financial assistance is extended, directly or through another recipient, including any successor, assignee, or transferee thereof, but such term does not include any ultimate beneficiary.

GOVERNANCE & STRUCTURE

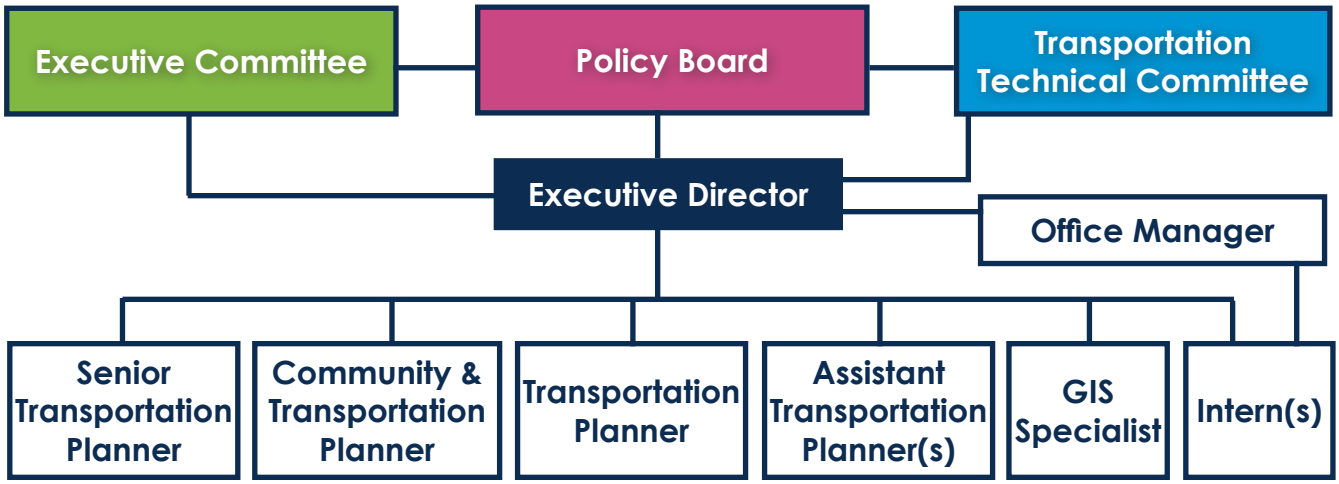
ABOUT METRO COG

Metro COG understands that diverse representation on the Policy Board and its committees result in policies reflective of the needs of the community. The Policy Board is comprised of elected officials from the jurisdictions within the Metropolitan Planning Area (MPA). These officials are chosen by the corresponding jurisdiction (see section on Fargo-Moorhead Metropolitan Council of Governance on the following page). Per agreement, the Chair and Vice Chair rotate on an annual basis. More information can be found by visiting the Policy Board section of Metro COG's website: http://www.fmmetrocog.org/committees/policy-board

In addition, Metro COG has one permanent advisory committee, the Transportation Technical Committee(TTC). Similar to the Policy Board, members from this committee are chosen by local jurisdictions, with the intent that they represent a broad range of technical knowledge and experience. The committee includes both staff from local jurisdictions, as well as representatives from MnDOT, NDDOT, and persons with expertise on particular relevant subject matter (examples include: freight, economic development, and bicycle and pedestrian issues). Metro COG makes every effort to encourage a diverse collection of individuals on the Transportation Technical Committee(TTC), but the members are ultimately chosen by each participating jurisdiction.

FTA Title VI Circular 4702.1B requires that for any recipients, which have transportation related, non-elected planning boards, advisory council or committees, or similar bodies, membership of these committees must be broken down by race and accompanied by a description of efforts made to encourage the participation of minorities on these committees.

Figure 1: Metro COG Staff Composition Chart



FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS (Metro COG)

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) generally employs seven full-time staff members, an office manager and one or more part time staff member. Staff includes the Executive Director who also serves as the Title VI Coordinator and ADA Coordinator, and assumes both roles by appointment. Full-Time staff include a Senior Transportation Planner, Transportation Planner, Community & Transportation Analyst, Assistant Transportation Planner(s), and a GIS Specialist. Other staff members include an Office Manager and Transportation Planner Intern(s).

POLICY BOARD

The Metro COG Policy Board consists of 17 voting members, two Ex-Officio members (non-voting), and non-voting members from Associate Member Jurisdictions. Each member is appointed as prescribed within the Metro COG Policy Board By-Laws. The membership is comprised of representatives (or their designees) from Metro COG jurisdictions as follows: seven total representatives from the City of Fargo, of which four must be elected officials; three total representatives from the City of Moorhead, two of which must be elected officials; one representative (elected official) from the City of Dilworth; one representative (elected official) from the City of Horace; two representatives from the City of West Fargo, one of which must be an elected official; one representative (elected official) from Clay County; and one representative (elected official) from Cass County. Ex-Officio Members are the North Dakota Department of Transportation Director or her/his designee, and the Minnesota Department of Transportation District 4 Engineer or her/his designee. Non-Voting Associate Members include one representative for each Metro COG Associate Member.

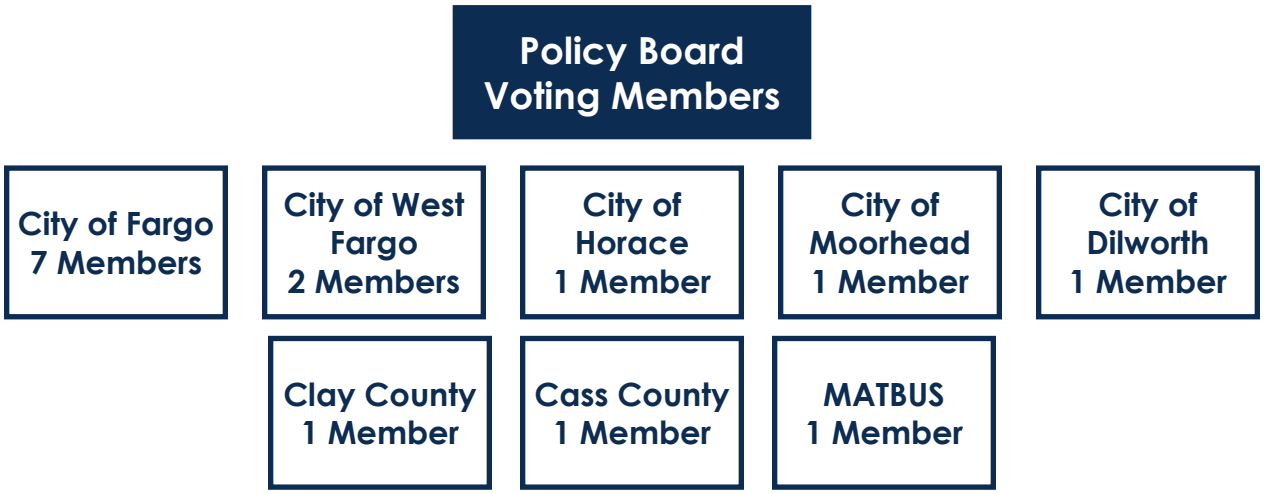


Figure 2: Policy Board Voting Members Chart

TRANSPORTATION TECHNICAL COMMITTEE (TTC)

The Metro COG Transportation Technical Committee (TTC) consists of 22 voting members, two (2) Ex-Officio members (non-voting), and non-voting members from Associate Member Jurisdictions. Each member is appointed as prescribed within the Metro COG TTC By-Laws. The membership is comprised of representatives (or their designees) from Metro COG jurisdictions and stakeholders as follows: Metro COG (Chair), Dilworth Community & Development Director, Fargo Traffic Engineer, Fargo Planning Director, Horace Community Development Director, Moorhead Traffic Engineer, Moorhead City Planner, West Fargo Traffic Engineer, West Fargo Planning Director, Cass County Engineer, Cass County Planning Director, Clay County Engineer, Clay County Planning Director, MATBUS (two members) North Dakota Department of Transportation MPO Coordinator, Minnesota Department of Transportation MPO Coordinator, Freight Representative, Bicycle/Pedestrian Committee Representative, North Dakota College/University Representative, Minnesota College/University Representative, and Economic Development Representative (regional). Ex-Officio members are Federal Highway Administration Representative and Federal Transit Administration Representative. Non-Voting Associate Members include one representative for each Metro COG Associate Member.

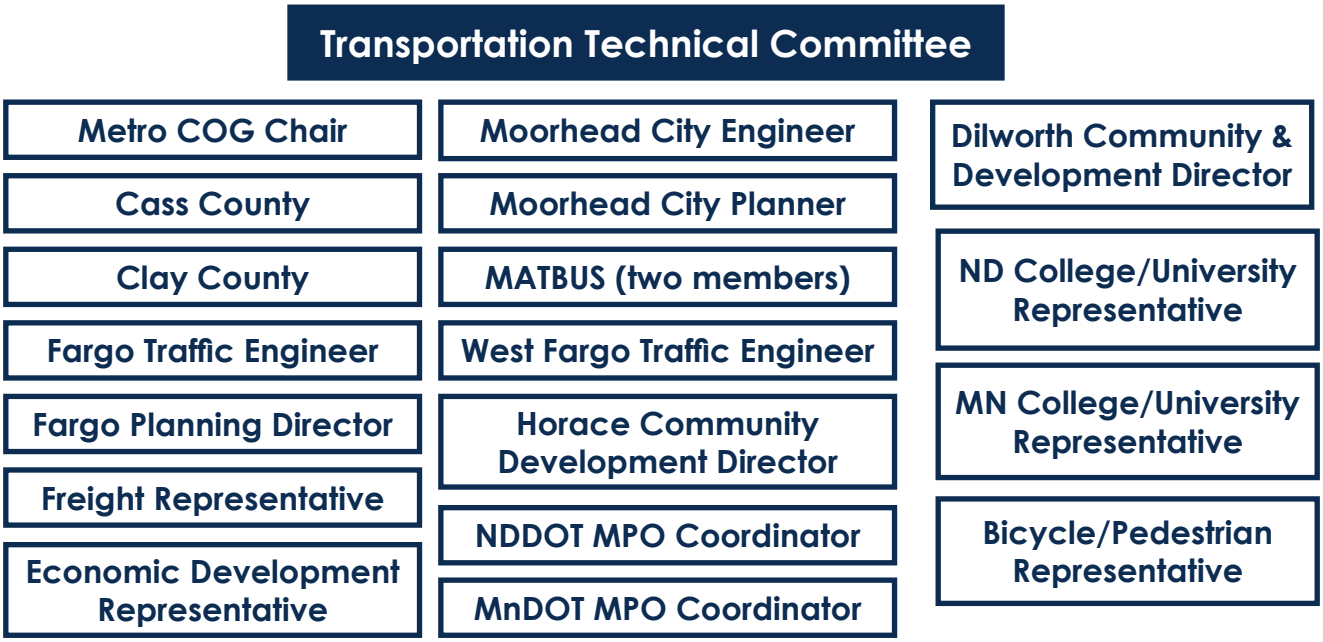


Figure 3: Transportation Technical Committee Voting Members Chart

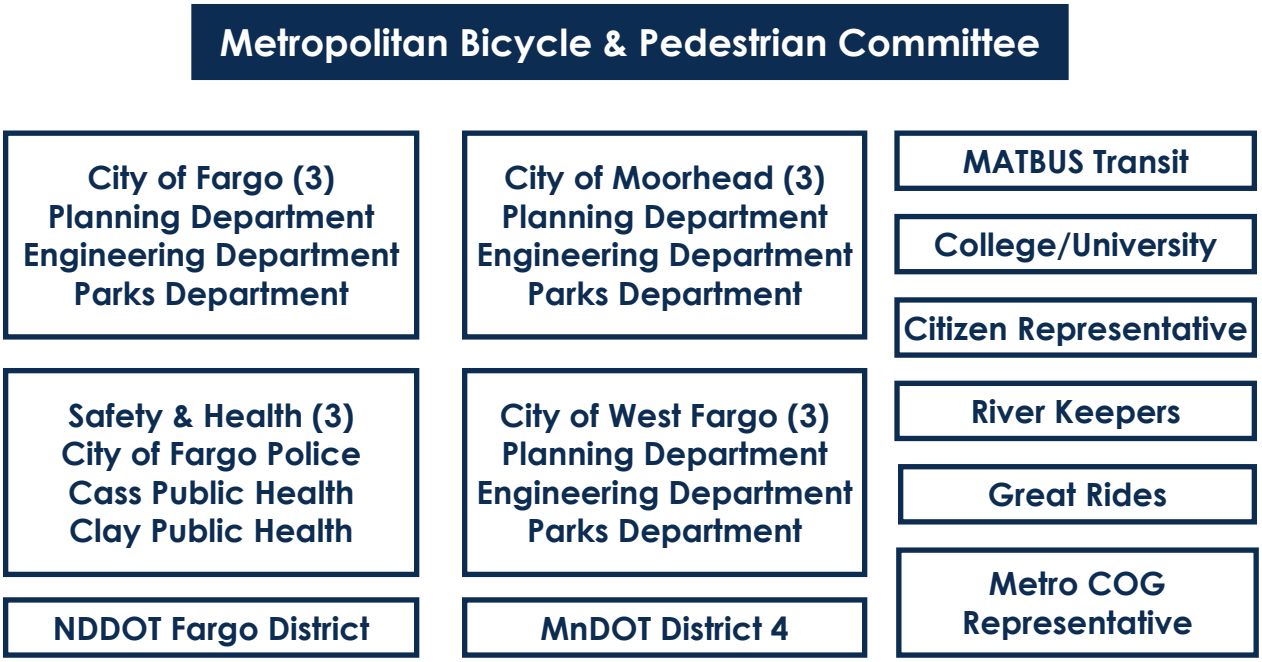


Figure 4: Metropolitan Bicycle & Pedestrian Committee Member Chart

METROPOLITAN BICYCLE AND PEDESTRIAN COMMITTEE

The Metropolitan Bicycle and Pedestrian Committee is tasked with the oversight of the development and maintenance of the Metropolitan Bicycle and Pedestrian Plan. The Committee is made up of 22 representatives. The Committee is a subcommittee of Metro COG's Transportation Technical Committee. Each member is appointed as prescribed within the Metro COG TTC By-Laws. Agencies or entities participating as voting members of the Committee as follows: one Metro COG (MPO) representative; three City of West Fargo representatives, two voting, one proxy – Planning Department, Engineering Department, and Parks Department; three City of Fargo representatives – Planning Department, Engineering Department, and Parks Department; three City of Moorhead representatives, two voting, one proxy – Planning Department, Engineering Department, and Parks Department; one City of Dilworth representative; one City of Horace representative; one Cass County representative; one Clay County representative; one MATBUS representative; two State Departments of Transportation – one MnDOT District 4, and one NDDOT Fargo District; three Safety/Health representatives – City of Fargo Police, Cass County Public Health, and Clay County Public Health; one representative from River Keepers; one representative from a local College/University; one representative from Great Rides (or similar Ride Share organization); and one Citizen representative (two-year term).

METROPOLITAN GIS COMMITTEE

The GIS Committee provides technical guidance, data coordination and mapping support for regional planning efforts within the Fargo-Moorhead Metropolitan Planning Area (MPA). This committee brings together GIS professionals from local jurisdictions to ensure consistent, accurate and collaborative use of spatial data across the region. The committee currently meets as needed or approximately twice per year.

STAFF AND COMMITTEE COMPOSITION

Metro COG understands that diverse representation on the Policy Board and its committees helps result in sound policy reflective of the needs of the entire population. The Policy Board is comprised of elected officials from the communities within the Metropolitan Planning Area. These officials are chosen by the corresponding jurisdiction (see the Governance and Organizational Structure section for more information), and, per agreement, the Chair and Vice Chair rotate on an annual basis.

In addition to the Policy Board, Metro COG has one permanent advisory committee, the Transportation Technical Committee. Similar to the Policy Board, members from this committee are chosen by local jurisdictions, with the intent that they represent a broad range of technical knowledge and experience (see the Governance and Organizational Structure section for more information). The committee includes both staff from local jurisdictions, as well as representatives from MnDOT, NDDOT, and persons with expertise on particular relevant subject matter (e.g. freight, economic development, and bicycle and pedestrian issues). Metro COG makes every effort to encourage a diverse collection of individuals on the Transportation Technical Committee, but the members are ultimately chosen by each participating jurisdiction.

FTA Title VI Circular 4702.1B requires that for any recipients, which have transportation related, non-elected planning boards, advisory council or committees, or similar bodies, membership of these committees must be broken down by race and accompanied by a description of efforts made to encourage the participation of minorities on these committees.

Metro COG has established two advisory committees – an intergovernmental Transportation Technical Committee (TTC) and an Executive Committee. Additionally, four supportive technical committees have been established – Metropolitan Bicycle and Pedestrian Committee, GIS Committee, Traffic Operations Working Group, and the Freight Advisory Committee.

PART 1 TITLE VI & ADA

Metro COG is committed to preventing discrimination and to fostering a just and equitable society. Also, recognizing the key role that transportation facilities and services provides to the community. Metro COG assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Metro COG further assures that every reasonable effort will be made to ensure nondiscrimination in all of our Federally funded program activities.

To view a copy of Metro COG's Title VI Assurance, please see **Appendix B**.

Metropolitan Planning Organizations (MPOs) are required to update their Title VI Program / Plan every three years. Metro COG adopted its first Title VI Nondiscrimination Program in 2012. The previous Title VI Plan was adopted in 2023. To view a copy of Metro COG's official Title VI / Nondiscrimination and ADA Policy Statement is located on the following page: http://www.fmmetrocog.org/titlevi

The U.S. DOT Title VI implementing regulations can be found at 49 CFR part 21
https://www.ecfr.gov/current/title-49/part-21

https://www.justice.gov/crt/fcs/TitleVI-Overview

On the following page is Metro COG's official Title VI / Non-discrimination and ADA Policy Statement.

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS (METRO COG)

TITLE VI / NONDISCRIMINATION AND ADA POLICY STATEMENT

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is committed to ensuring that no person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program, service, or activity administered by Metro COG on the basis of race, color, national origin, sex, age, disability, or any other protected characteristic as provided by applicable federal and state laws.

Metro COG will comply with all applicable nondiscrimination requirements, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and related federal transportation civil rights requirements.

Metro COG is committed to providing meaningful access to its programs, services, and public participation opportunities for all individuals, including individuals with disabilities and individuals with limited English proficiency, consistent with applicable law.

Metro COG will ensure that all programs, policies, and activities are conducted in a manner that promotes accessibility, equity, and nondiscrimination. Metro COG will actively work to identify and address barriers that may prevent individuals from fully participating in its programs and services.

Questions, concerns, requests for reasonable accommodations, or complaints regarding discrimination may be directed to Ben Griffith, Metro COG's Title VI Coordinator and ADA Coordinator. TTY users may call Relay North Dakota at 711 or 877-366-3709.

Ben Griffith
Fargo-Moorhead Metropolitan Council of Governments
Phone: 701-532-5100
griffith@fmmetrocog.org

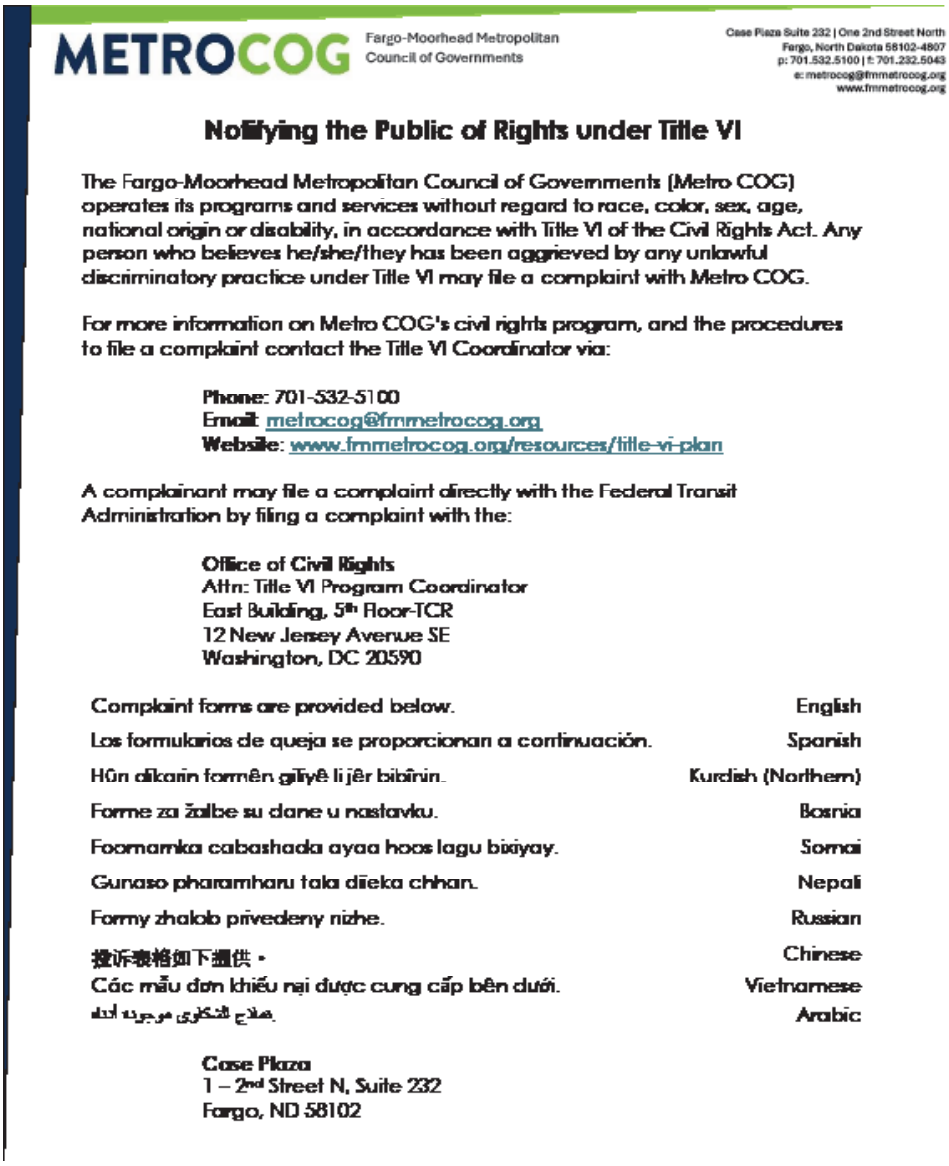
Rachel Dwyer
Vice Chair, Metro COG Policy Board

9/17/26
Date

TITLE VI NOTICE TO PUBLIC

Information must be provided to the public regarding the recipient's obligations under U.S. DOT Title VI regulations and members of the public must be informed of the protections against discrimination afforded to them by Title VI.

Metro COG's Title VI notice to the public is posted under the Resources/Title VI Plan link on the agency's website. The notice is also posted at the front desk in the agency office and in the hallway near the elevator on the second floor of the Case Plaza building. To view a copy of Metro COG's Title VI notice to the public, please see Figure 3. http://www.fmmetrocog.org/titlevi



METROCOG Fargo-Moorhead Metropolitan Council of Governments

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e: metrocog@fmmetrocog.org
www.fmmetrocog.org

Notifying the Public of Rights under Title VI

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) operates its programs and services without regard to race, color, sex, age, national origin or disability, in accordance with Title VI of the Civil Rights Act. Any person who believes he/she/they has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Metro COG.

For more information on Metro COG's civil rights program, and the procedures to file a complaint contact the Title VI Coordinator via:

Phone: 701-532-5100
Email: metrocog@fmmetrocog.org
Website: www.fmmetrocog.org/resources/title-vi-plan

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the:

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
12 New Jersey Avenue SE
Washington, DC 20590

Complaint forms are provided below.	English
Los formularios de queja se proporcionan a continuación.	Spanish
Hûn dikarin formên gilîyê li jêr bibînin.	Kurdish (Northern)
Forme za žalbe su dane u nastavku.	Bosnia
Foomamka cabashada ayaa hoos lagu bixiyay.	Somai
Gunaso pharamharu tala diieka chhan.	Nepali
Formy zhalob privedeny nizhe.	Russian
投诉表格如下提供。	Chinese
Các mẫu đơn khiếu nại được cung cấp bên dưới.	Vietnamese
هناك الشكاوى موجودة أدناه.	Arabic

Case Plaza
1 – 2nd Street N, Suite 232
Fargo, ND 58102

Figure 5: Fargo-Moorhead Metro COG Title VI Notice to the Public

COMPLAINT PROCEDURE

Metro COG accepts complaints alleging discrimination in its programs, services, or activities.Title VI complaints concern race, color, or national origin. Metro COG also accepts complaintsalleging discrimination based on sex, age, or disability under other applicable nondiscriminationrequirements.

A person who believes they have been excluded from participation in, denied the benefits of, orsubjected to discrimination in a Metro COG program, service, or activity may file a complaint.

HOW TO FILE A FORMAL TITLE VI COMPLAINT

A complaint may be submitted using Metro COG's complaint form (Appendix D) or by sending an email or letter describing the alleged discrimination to:

Fargo-Moorhead Metro COG
Attn: Title VI Coordinator
1 2nd Street N, Suite 232
Fargo, ND 58102
Phone: 701-532-5100
Email: metrocog@fmmetrocog.org

A person may also file a complaint directly with the Federal Transit Administration (FTA):

FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

Complaints submitted to Metro COG must generally be received within **180 days** of the allegedincident. An extension may be considered when warranted. Upon receipt, Metro COG's Title VICoordinator will review the complaint to determine whether Metro COG has jurisdiction and willsend the complainant an acknowledgment letter stating whether Metro COG will investigate it. Ifadditional information is needed, the letter will explain what is requested and the deadline forresponding.

Discrimination complaints will be investigated within thirty calendar days from the date the original complaint was received. If more information is needed to resolve the case, Metro COG may contact the complainant.

Once the complaint is investigated, the investigator will issue either a letter of finding if a case of discrimination is found, or a closure letter if no discrimination is found. A copy of the letter will be sent to the U.S. Department of Transportation and North Dakota Department of Transportation. Every effort will be made to complete the investigation process and issue a letter within sixty (60) days of the complaint.

If the complainant wishes to appeal the decision, she/he/they have thirty days after the date of the letter to do so.

Metro COG's complaint form and detailed procedures for investigating a complaint are posted under the Resources / Title VI Plan on the agency's website. The complaint form is also posted in the second floor of the Case Plaza Lobby: 1 - 2nd Street N, Fargo, ND 58102 and at the front desk in the agency office, Suite 232.

To view a copy of Metro COG's detailed complaint investigation procedures please see **Appendix C**. To view a copy of Metro COG's Complaint Form please see **Appendix D**.

TITLE VI INVESTIGATIONS

All recipients of Federal financial assistance are required to maintain a list of any complaints alleging discrimination on the basis of race, color or national origin. In order to comply with federal requirements Metro COG maintains **Appendix E**, in case a complaint arises. To view a copy of Metro COG's Complaint Log please see **Appendix E.**

As of **SEPTEMBER 2026**, there have been no Title VI investigations, complaints, or lawsuits filed with Metro COG.

ORGANIZATIONAL RESPONSIBILITIES

The general responsibility for overseeing compliance with applicable nondiscrimination authorities in each transportation planning and programming area Metro COG is involved in resides with the Title VI Coordinator. The Title VI Coordinator ensures compliance with provisions of the law, including the requirement of 23 CFR Part 200 and 49 CFR Part 21, administering the Title VI complaint procedures, and insuring compliance with Title VI by recipients, sub-grantees, contractors and subcontractors of Metro COG.

PROMOTE INCLUSIVE PUBLIC PARTICIPATION

Additionally, Metro COG promotes inclusive public participation through:

1. Implementing Policy (ex: Public Participation Plan)
2. Developing and amending plans and programs (ex: Metropolitan Transportation Plan and Transportation Improvement Plan)
3. Conducting general transportation plans and studies (ex: neighborhood or corridor studies; transit studies; and bicycle / pedestrian studies)

In order to comply with Federal Policy 23 CFR Section 450.316 and the Infrastructure Investment and jobs Act (IIJA) requirements, as well as to provide structure, consistency and accountability in its public involvement processes, Metro COG maintains and conducts its planning activities in accordance with the Public Participation Plan (PPP). The PPP is available at Metro COG's office and on the website at http://www.fmmetrocog.org/PPP.

PROVIDE ACCESS TO LIMITED-ENGLISH PROFICIENT (LEP)

See **Appendix J:** Limited English Proficiency (LEP) Plan for details.

TRAINING

As an organization, staff must complete one hour of Title VI training per calendar year. The Title VI Coordinator will determine the required training annually. Each year, the Title VI Training and Certificate of Completion will be amended into the appendices, along with the Title VI Training Log for Employees.

To view the 2026 Title VI Training and Certificate of Completion view **Appendix F.** The Title VI Training Log for Employees can be viewed in **Appendix G.**

METRO COG TITLE VI COORDINATOR

Metro COG's Executive Director is responsible for ensuring the implementation of the MPO's overall Title VI Program. This includes responsibility for ensuring compliance, program monitoring, reporting, and education on Title IV issues within the MPO.

TITLE VI COORDINATOR RESPONSIBILITIES

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring Metro COG's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Determine how Title VI complaints are handled if submitted to Metro COG.

2. Collect demographic data (race, color, sex, disability, national origin, or income status)

3. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.

4. Conduct Title VI reviews of consultant contractors and other recipients of federal-aid highway fund contracts administrated through Metro COG.

5. Review Metro COG program directives. Where applicable, include Title VI language and related requirements.

6. Provide Title VI training, share the Title VI Plan online and at the front desk, let employees know they can request a copy, and teach new employees about the plan during orientation.

7. Prepare a yearly report of Title VI accomplishments and goals, as required.

8. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Post the Title VI Plan on Metro COG's website and near the front desk.

9. Conduct post-grant reviews of Metro COG programs and applicants for compliance with Title VI requirements.

10. Identify and take corrective action to help eliminate discrimination.

11. Establish procedures to resolve deficiencies and document remedial action, with remediation within **90** days.

PART 2
PLANNING & PROGRAMS

Metro COG works to understand the transportation needs of the Fargo-Moorhead communities throughout the planning and programming process. We do this by reaching out early and often to gather input. Ensuring that all persons regardless of race, color or national origin have the same access to Metro COG's planning and programs. Needs are identified by involvement in public participation, using a wide variety of transportation and survey data and out reach to all populations within the Metropolitan Planning Area.

TITLE VI & EQUITY / NONDISCRIMINATION IN PLANNING DOCUMENTS

PUBLIC PARTICIPATION PLAN (PPP)

Metro COG's Public Participation Plan, approved in **December 2022,** provides a framework for engaging public participation in the regional transportation planning and programming process. Metro COG recognizes that effective public involvement is inclusive of needs of all transportation system users. There also is an emphasis on traditionally undeserved populations. The main goals of the PPP include:

1. Inform the Public and Engage Citizens in the Transportation Planning Process.
2. Facilitate communication between the public and key decision makers.
3. Evaluate the effectiveness of public participation strategies.

The PPP identifies multiple stakeholders that are important participants in the transportation planning process. To access more information or to read the current PPP document, please visit our website at:

www.fmmetrocog.org/resources/public-participation-plan

See **Appendix H** for the Public Participation Plan Sign-In Sheet
See **Appendix I** for the Public Participation Plan Survey.

LIMITED ENGLISH PROFICIENCY PLAN (LEP)

Under Title VI of the Civil Rights Act of 1964, individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible.

Metro COG seeks to ensure access to the regional transportation planning process, information published by Metro COG and Metro COG's programs to area residents who do not speak or read English proficiently. It is Metro COG's policy to inform residents with Limited English Proficiency (LEP) of the right to free language assistance and interpreter services at no cost to them. This plan outlines the procedures and practices Metro COG uses to provide meaningful access to its programs and activities for LEP populations within the Fargo-Moorhead Metropolitan Planning Area (MPA). The plan outlines the following elements:

Four-Factor Analysis

Federal transportation agencies have traditionally used a four-factor analysis to determine appropriate language assistance measures:

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.

See **Appendix J** for the full LEP Plan or visit Metro COG's website at: www.fmmetrocog.org/LEP

Examples of LEP considerations in Metro COG's Transportation Planning include but are not limited to:

- Public meetings and hearings
- Metropolitan Transportation Plan (MTP) outreach
- Transportation Improvement Plan (TIP) public involvement and input
- Surveys and online engagement tools
- Project notices and public comment opportunities
- Requests for interpretation or translation assistance

UNIFIED PLANNING WORK PROGRAM (UPWP)

The Metro COG Unified Planning Work Program (UPWP) is a publication that is required to be published by Metropolitan Planning Organizations (MPOs) by federal law as a condition of receiving federal transportation funding. This document includes descriptions of the planning activities Metro COG will undertake and be involved in during the following two (2) years. Additionally, it summarizes Metro COG's recent planning activities and accomplishments. This document also serves as a way to identify how federal, state and local transportation funding will be spent on the different planning activities.

METROPOLITAN TRANSPORTATION PLAN (MTP)

The purpose of the Metropolitan Transportation Plan (MTP) is to set a policy direction and identify how the region intends to invest in the transportation system across all modes. The MTP ensures that transportation projects are coordinated between the various levels of government (municipal, county, state, and federal). The Fargo-Moorhead 2050 MTP, contains the coordinated vision for our region. Each of these goals have a purpose to improve the equity for all transportation system users.

- Be updated ever five (5) years
- An at least 20-year planning horizon that supports the ten (10) Federal Metropolitan Transportation Planning Factors listed below:

1. Safety & System Security
2. Travel Efficiency & Reliability
3. Walking, Biking, & Rolling
4. Transit Access & Reliability
5. Maintain Transportation Infrastructure
6. Community Context & Impact Reduction
7. Transportation Decisions
8. Emerging Transportation Trends
9. Connecting People and Places
10. Freight Network - Moving Goods

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP), is a coordinated listing of short-range transportation improvement projects anticipated to be undertaken in the next four-year period. This document is updated annually and amended as necessary throughout the year. The TIP is the mechanism by which the MTP is implemented, and represents the transportation improvement priorities of the region.

Projects within Metro COG's Metropolitan Planning Area (MPA) must be included in the TIP in order to be eligible to receive federal funding assistance. To be included, projects must be consistent with the MTP.

The TIP project list is multi-modal. In addition to streets and roadways, it includes transit, pedestrian, and bicycle projects. The Coordinated listing of projects in the TIP is a cooperative effort by state and local implementing agencies and the staff of Metro COG. It is primarily based upon state and local Capital Improvement Programs (CIP) and budgets. Implementing agencies submit their lists of proposed projects to Metro COG staff to be coordinated into a comprehensive list of proposed transportation improvements. Information about project scope, costs, timing and other factors. The listing is subject to review by local units of government, Metro COG's Transportation Technical Committee (TTC) and Policy Board. A public comment period is opened 30 days directly prior to Policy Board meetings.

TRANSIT DEVELOPMENT PLAN (TDP)

The Transit Development Plan (TDP) for the Fargo-Moorhead urbanized area is a short to medium range strategic plan intended to identify transit needs and proposed improvements and studies over a five-year planning horizon. Metro COG is responsible for developing and maintaining the TDP. Collaboration to develop the plan includes MATBUS, funding partners, and local jurisdictions. A Demographic Profile was conducted for the TDP as part of the recent update, which was published in **December 2025**. Located in Appendix A section 3.2, various analysis including vehicle-free households, income and population maps go into this document.

METROPOLITAN BICYCLE AND PEDESTRIAN PLAN

Metro COG is responsible for maintaining a comprehensive, coordinated, and continuous transportation planning process for all modes of transportation in the region. This update of the Metropolitan Bicycle and Pedestrian Plan is a sub-element of Metro COG's MTP and is updated every five years. The bicycle and pedestrian plan has a twenty (20) year planning horizon in which it looks at all types of bicycle and pedestrian facilities that have a transportation element. Facilities that are strictly recreational are not considered in this plan.

EQUITY & NONDISCRIMINATION CONSIDERATIONS

Metro COG is committed to ensuring that transportation planning activities, programs, and investments are conducted in a manner consistent with Title VI of the Civil Rights Act of 1964 and other applicable nondiscrimination requirements. Metro COG considers the potential impacts of transportation plans, programs, and projects on populations protected under federal civil rights laws and works to ensure equitable access to transportation planning processes and opportunities.

The purpose of these analyses is to identify potential disparities in transportation investments, services, and public participation opportunities and to ensure that Metro COG's planning activities do not result in discrimination or unequal access to federally assisted programs.

Analysis Procedure

Metro COG considers equity and nondiscrimination factors throughtout the metropolitan transportation planning process, including the development of the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and other transportation studies and activities.

Analysis include considerations of:

Demographic Characteristics	Evaluation of population characteristics within the metropolitan planning area, including race, sex, color, age, national origin, disability status, and other relevant demographic factors.
Transportation Access	Assessment of access to transportation facilities, transit services, employment centers, community resources, and other essential destinations
Investment Impacts	Review of transportation investments to identify potential differences in benefits, burdens, or access among communities
Public Participation	Evaluation of outreach efforts to determine whether affected communities have meaningful opportunities to participate in transportation planning decisions
Language Access and Accessibility	Consideration of the need for translation, interpretation, accessible formats, and reasonable accommodations to support participation by individuals with limited English proficiency or disabilities.

Considerations and Findings

When analysis identifies potential barriers or disparities, Metro COG will consider appropriate strategies to address those concerns, which may include:

Additional public engagement
Adjustments to outreach methods
Coordination with affected communities; and/or
Considerations of alternative strategies or project approaches.

Metro COG will document applicable equity and non discrimination considerations as part of relevant planning processes and decision-making activities.

Continuous Review

Metro COG periodically reviews its equity and nondiscrimination analysis procedures to ensure consistency with applicable federal requirements and transportation planning practices, program, service, or activity receiving federal financial assistance, based on race, color, national origin, sex, age, disability, or any other protected characteristic identified under applicable federal nondiscrimination laws.

Title VI complaints must allege discrimination related to a Metro COG program, service, or activity. Complaints that do not involve discrimination or that are solely related to disagreements with agency decisions, project priorities, transportation policies, or general dissatisfaction with services are outside the scope of Title VI.

Types of Discrimination Covered

A complaint may allege discrimination based on:

- **Race**
- **Color**
- **National Origin** (including limited English proficiency considerations)
- **Sex** (under related federal nondiscrimination authority)
- **Age** (under the Age Discrimination Act of 1975)
- **Disability** (under Section 504 of the Rehabilitation Act and the Americans with Disability Act)

Specific examples of these issues may include:

- A person alleging they were excluded from a transportation planning meeting because accommodations were not provided.
- A person alleging that public outreach materials were not accessible to individuals with limited English proficiency when meaningful access was required.
- A person alleging discriminatory treatment in a federally funded transportation program or activity.

Types of Discrimination Covered Issues generally not covered by Title VI

A Title VI complaint generally does **not** address:

- Disagreement with a transportation project decision by itself.
- Opposition to a roadway, transit, or planning project based solely on preferences
- General dissatisfaction with agency decisions.
- Complaints about delays, construction impacts, funding priorities, or technical decisions unless discrimination is alleged.
- Personnel complaints unrelated to federally assisted programs.

Metro COG will review all complaints to determine whether the allegations fall within the scope of Title VI and applicable nondiscrimination requirements and will respond in accordance with established complaint procedures.

PART 3 DEMOGRAPHIC

DEMOGRAPHIC CONSIDERATIONS

Metro COG considers demographic, socioeconomic, and environmental information throughout the metropolitan transportation planning process to help ensure compliance with the Title VI of the Civil Rights Act of 1964 and other applicable federal nondiscrimination requirements. These considerations help inform transportation planning decisions, public participation efforts, and evaluations of potential impacts associated with plans, programs, and projects.

Metro COG periodically reviews demographic information within the metropolitan planning area to better understand the characteristics and needs of the communities it serves. Demographic information may include, but is not limited to:

- Race and ethnicity
- National Origin and limited English proficiency (LEP)
- Age
- Disability status
- Household income and poverty status
- Population density and growth trends
- Other relevant socioeconomic characteristics

Demographic data are used to help identify communities that may require additional outreach, language assistance, accessibility accommodations, or other measures to promote meaningful participation in the transportation planning process.

Primary data sources may include: the U.S. Census Bureau, American Community Survey (ACS), state and local demographer information, regional planning data, and geographic information system (GIS) analyses.

APPLICATION

The information developed through demographic analyses is used to:

- Support transportation planning and decision-making
- Inform public participation strategies
- Promote nondiscriminatory access to Metro COG programs and services
- Identify opportunities to improve transportation accessibility and mobility
- Help ensure compliance with applicable federal civil rights and transportation planning requirements

CALCULATION OF HOUSEHOLD INCOME AND POVERTY STATUS

Metro COG uses the calculations on the following page to determine the median household income per person in the Fargo-Moorhead Metropolitan. By using data to determine the average household size, the poverty status of residents can be easily determined. These steps show where the data originated from and what numbers and sources were used to determine who falls into Poverty Status per average household specific to our metro area. This helps determine if Metro COG is meeting the needs of all people who use all parts of the transportation system.

PROCESS FOR CALCULATING LOW-INCOME AREAS

Metro COG uses the following steps and formulas to calculate and determine the median household and low-income value:

1. Calculate Average Household size for Fargo-Moorhead Metropolitan Statistic Area (FM MSA). This is done by using the most recent ACS five-year data set available, which for this plan is the ACS 2020 - 2024.

   (ACS population) / (ACS Occupied Housing Units) = Average Household Size
   (259,459 / 110,387) = 2.35 Average Household Size

2. Calculate Poverty Guideline for the Average Household size for FM MSA. This is done using the most current year's U.S. Department of Health and Human Services (HHS) Poverty Guideline data and the Average Household Size calculated in step 1.

   a. (Average Household Size) - (lowest whole number of person in household) = Portion of Additional Persons
   (2.35 - 2) = 0.35 Portion of Additional Persons

   b. (Current Year HHS poverty guideline for additional Person) x (Portion of Additional Persons) = Portion of Additional Persons Poverty Guideline
   ($19,563 x 0.35) = $6,847.05 Portion of Additional Persons Poverty Guideline

   c. (Portion of Additional Persons Poverty Guideline rounded to the nearest $1) + (Current Year HHS Poverty Guideline for Lowest whole number of Persons in Household) = Poverty Guideline per Average Household Size in the FM MSA
   ($6847 + $27,050) = $33,837 Poverty Guideline per Average Household in FM MSA

As of 2026, block groups with an annual median household income less than **$33,847** are considered "Low-Income" block groups.

CONCLUSION

This Title VI Plan establishes a framework for ensuring the process of transportation planning and services are provided fairly and without discrimination based on race, color, national origin, sex, disability. The procedures for public participation, language assistance, complaint resolution, staff training, and others are outlined within this document. These efforts help ensure that all users of the transportation system have equitable opportunities to participate in and benefit from transportation programs. Metro COG will continue to implement and monitor these practices to support nondiscrimination , accessibility, and equitable transportation planning throughout the region.

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APPENDIX A

EMPLOYMENT APPLICATIONS & EQUAL EMPLOYMENT OPPORTUNITY SURVEY

The Employment Application for Metro COG as well as the Equal Employment Opportunity Survey is on the following pages.

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Please submit completed form by:
MAIL: Fargo-Moorhead
Metropolitan Council of Governments
Case Plaza, Suite 232
1 - 2nd Street North
Fargo ND 58102

EMAIL: metrocog@fmmetrocog.org

EMPLOYMENT APPLICATION

Read the certificate at the end of this questionnaire before filling in your answers. Print or type all answers. All questions and statements must be complete. If the appropriate answer is no or none, please state that as an answer. Fill out, print, and sign this form. If more space is required, provide an additional attachment.

Position Applying For:_____ Available Start Date:_____

1. PERSONAL INFORMATION

Last Name:_____ First:_____ Middle:_____

Legal Name Change / Maiden Name_____

Address:_____ City:_____ State:_____ Zip:_____

Home/Cell Phone:_____ Work Phone:_____ Email Address:_____

2. EDUCATION LIST

School, Address	Did you Graduate?	Certificate / Diploma / Degree Earned	Major / Minor
High School	Yes No GED		N/A
College/University/Technical School	Yes No		
College/University/Technical School	Yes No		
College/University/Technical School	Yes No		

3. SPECIALIZED EDUCATION/SKILLS/CERTIFICATIONS

6. CURRENT PROFESSIONAL LICENSES / EXPERIENCE

License:_____ License Number:_____

Type of License/Skill:_____

License:_____ License Number:_____

Type of License/Skill:_____

License:_____ License Number:_____

Type of License/Skill:_____

7. REFERENCES

Name:_____ Relationship/Type of Reference:_____

Total Years Known:_____ Phone:_____ Email:_____

Name:_____ Relationship/Type of Reference:_____

Total Years Known:_____ Phone:_____ Email:_____

Name:_____ Relationship/Type of Reference:_____

Total Years Known:_____ Phone:_____ Email:_____

8. ARREST RECORD

Include traffic violations, but not parking tickets – list dates, places, charges, disposition, and details of the crime

_____

_____

_____

Have you every pled guilty or been found guilty of a felony, including a felony that was later dismissed?

_____

9. ADDITIONAL INFORMATION

How were you referred to the position?_____

Are you related to a current employee? Yes No Name:_____

If hired, can you provide proof that you are eligible to work in the United States? Yes No

Are you a veteran? Yes No Please attach a copy of your DD-214 form.

10. RESIDENCES (Past 5 years)

Current Residence

From:_____ To:_____ Total Years:_____ Total Months:_____

Address:_____ City:_____ State:_____ Zip:_____

Prior Residence

From:_____ To:_____ Total Years:_____ Total Months:_____

Address:_____ City:_____ State:_____ Zip:_____

Prior Residence

From:_____ To:_____ Total Years:_____ Total Months:_____

Address:_____ City:_____ State:_____ Zip:_____

Prior Residence

From:_____ To:_____ Total Years:_____ Total Months:_____

Address:_____ City:_____ State:_____ Zip:_____

Prior Residence

From:_____ To:_____ Total Years:_____ Total Months:_____

Address:_____ City:_____ State:_____ Zip:_____

11. REASONS FOR APPLYING FOR THE POSITION

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

12. ATTACHMENTS TO APPLICATION

Cover Letter	Yes	No	Additional Attachment #1	Yes	No
Resume	Yes	No	Additional Attachment #2	Yes	No

CERTIFICATE

I represent and warrant the answers I have made to each and all of the foregoing questions are full and true to the best of my knowledge and belief, AND FURTHER, in order that the AGENCY be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me, agreeing, as this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of what so ever nature on account of furnishing such information. I acknowledge that **any false statement** knowingly made in answering the above questions is **good cause for removal from eligible register or discharge during or after probation.**

Applicant's Signature:_____ **Date:**_____

EEO STATEMENT

It is the continuing policy of the FM Metro COG to afford equal opportunity to qualified individuals regardless of their sex, race, creed, disability, or national origin, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, and agency-sponsored educational, social, recreational programs. Additionally, it is the policy of this agency to provide its members a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the FM Metro COG who fails to comply with this policy is subject to appropriate disciplinary action.

ADDITIONAL WORK EXPERIENCE

Prior Employer:_____ Position/Title:_____

Employed From:_____ To:_____ Total Years:_____ Total Months:_____

Last Salary:_____ Reason for Leaving:_____

Address:_____ City:_____ State:_____ Zip:_____

Supervisor's Name:_____ May we contact this person?_____

Supervisor's Title:_____ Supervisor's Phone:_____

Primary Responsibilities:_____

_____

Prior Employer:_____ Position/Title:_____

Employed From:_____ To:_____ Total Years:_____ Total Months:_____

Last Salary:_____ Reason for Leaving:_____

Address:_____ City:_____ State:_____ Zip:_____

Supervisor's Name:_____ May we contact this person?_____

Supervisor's Title:_____ Supervisor's Phone:_____

Primary Responsibilities:_____

_____

Prior Employer:_____ Position/Title:_____

Employed From:_____ To:_____ Total Years:_____ Total Months:_____

Last Salary:_____ Reason for Leaving:_____

Address:_____ City:_____ State:_____ Zip:_____

Supervisor's Name:_____ May we contact this person?_____

Supervisor's Title:_____ Supervisor's Phone:_____

Primary Responsibilities:_____

_____

Effective Date: 09/2026

Equal Employment Opportunity Survey

METROCOG
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

To All Applicants:

The information request on this sheet regarding race and sex is needed to analyze and assure compliance with State and Federal Equal Employment Opportunity Laws and to meet the reporting requirements of those laws. Your cooperation in voluntarily giving this information is important to the success of our Equal Employment Opportunity Programs.

This Application Identification Sheet will be detached and kept separate from your application. It is not to be used in hiring or interviewing. It will be available only to authorized personnel for research and evaluation purposes. Refusing to provide this information will not subject you to adverse treatment.

This information is sought not for employment decisions, but for record keeping in compliance with State and Federal Law.

Name: _____

Job Position: _____

Date Completed: _____

Sex:

Please check one of the options below

_____Male

_____Female

_____Prefer Not to Say

Race/Ethnicity:

Please check one of the descriptions below corresponding to which you identify.

_____Hispanic or Latino

_____White (Not Hispanic or Latino

_____Black or African American

_____Native Hawaiian or Pacific Islander

_____Asian or Asian American

_____American Indian, Native American or Alaska Native

_____Two or More Races

_____I do not wish to disclose

APPENDIX B

TITLE VI ASSURANCES

The Title VI Assurances are on the following pages.

THE UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) STANDARD TITLE VI / NON-DISCRIMINATION ASSURANCES DOT ORDER NO. 1050.2A

The **Fargo-Moorhead Metropolitan Council of Governments** (herein referred to as the "Recipient") **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA) is subject to and will comply with the following:

STATUTORY / REGULATORY AUTHORITY

- Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq., 78 state. 252), (prohibits discrimination on the basis of race, color, or national origin)

- 49 CFR Part 21 (entitled Non-Discrimination In Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964)

- 28 CFR section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)

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

GENERAL ASSURANCES

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

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

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

SPECIFIC ASSURANCES

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

1. The Recipient agrees that each "activity," "facility," or "program." As defined in CFR 21.23 (b) and 21.23 (e) of 49 CFR 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clause of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

    h. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    i. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or programs.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferee, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this **ASSURANCE**.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this **ASSURANCE**.

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

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

Rachel Dwyer
Vice Chair, Metro COG Policy Board

9/17/26
Date

Attachments: Appendix A and E of the Title VI Assurances

APPENDIX A OF THE TITLE VI ASSURANCE

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

1. **Compliance with Regulations**

   The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-Discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are here in incorporated by reference and made a part of this contract.

2. **Non-Discrimination**

   The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment**

   In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-Discrimination the grounds of race, color, or national origin.

4. **Information and Reports**

   The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- Withholding payments to the Contractor under the contract until the Contractor complies
- Canceling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions

The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E OF THE TITLE VI ASSURANCE

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq., 78 stat, 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (Prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (Prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX C

TITLE VI COMPLAINT INVESTIGATION PROCEDURES

Metro COG 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 Metro COG. 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 Metro COG's programs for it to be considered and processed as an allegation of a discriminatory practice.

2. The complaint must be filed, in writing, no later than **180** calendar days after the date of the alleged discrimination. Metro COG's Title VI Complaint Form must be used. (See **Appendix C**)

3. The complaint may also be filed with the U.S. Department of Transportation, Office of the Secretary, 1200 New Jersey Avenue, SE (S-33), Washington D.C. 20590. The complaint must be filed, in righting, no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of the U.S. Department of Transportation.

4. Immediately, upon receipt of a Title VI complaint, Metro COG determines a course of action. Possible courses of action include:

    a. Title VI complaints filed against Metro COG 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 Metro COG recipients and sub-recipients (ex: contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultant, etc.) Are processed by Metro COG in accordance with FHWA approved complaint procedures, as required under 23 Code of Federal Regulations Part 200. NDDOT is available to provide assistance.
        i. A copy of the complaint, together with a copy of Metro COG's report of the investigation and recommendations, are forward to the FHWA Division Office within sixty (**60**) days of the date the complaint was received by Metro COG.

i. A copy of the complaint, together with a copy of Metro COG's report of the investigation and recommendations, are provided to NDDOT, Local Government Division, 608 East Boulevard, Bismark, ND 58505-0700, for informational purposes only.
ii. The FHWA Headquarters Office of Civil Rights makes the final agency decision.

5. Metro COG reviews and determines the appropriate action regarding every complaint. Metro COG 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, Metro COG 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 Metro COG.

8. Metro COG 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 Metro COG has jurisdiction.
   c. A brief statement of Metro COG jurisdiction over the recipient to investigate the complaint;
   d. An indication of when the parties will be contacted.

Depending on the nature of the complaint, the complaint will be referred to the following for final decision:

i. Federal Highway Administration (FHWA)
ii. U.S. Department of Justice (US DOJ)

9. Metro COG also notifies the FHWA Division Office and/or FTA Region 8 Office, with a copy to NDDOT, within **ten** (10) calendar days of receipt of the allegations. The following information must be included in the notification to FHWA:
   a. Name, address, and phone number of complainant.
   b. Name(s) and address(es) of persons alleged to have been involved in the act.

c. Basis of alleged discrimination (ex: race, color, sex, age, national origin, disability, or income status)
d. Date of alleged discriminatory act(s)
e. Date complaint was received by Metro COG.
f. 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 Metro COG proposes to resolve the issues raised by complainant

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:
    a. Identification of each complainant by race, color, sex, age, national origin, disability, or income status
    b. Name of the complainant
    c. A complete statement concerning the nature of the complaint, including names, dates, places, and incidents involved in the complaint
    d. The date the complaint was filled
    e. 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:
    a. Findings
    b. Conclusion concerning each issue raised in the complaint
    c. 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 findings and conclusions are the responsibility of Metro Cog management.

12. The complainant receives a letter from Metro COG detaining the findings and any recommendations for corrective action to be take abased on the facts. All issues in the complaint are addressed. The complainant is informed that the FHWA Headquarters Office of Civil Rights makes the final determination.

13. Metro COG forwards the report of the investigation and recommendations to the FHWA Division Office, with a copy of NDDOT. Included with the report is:
    a. A copy of the complaint
    b. Copies of all documentation pertaining to the complaint
    c. The date the complaint was filed
    d. The date the investigation was completed
    e. Any other pertinent information

14. The FHWA Office of Civil Rights makes the final agency decision.

APPENDIX D

TITLE VI COMPLAINT FORM

The Title VI Complaint Form is on the following pages.

Effective Date: 09/2026

NON-DISCRIMINATION / ADA COMPLAINT FORM

METROCOG
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

COMPLAINT INFORMATION - Print all items legibly

Name	Telephone

Street Address / PO Box	Email

City	State	Zip Code

Name of public entity complaint is against:

Provide below a detailed account of the incident, including a description of the events, the specific date(s) on which the alleged discriminatory conduct occurred, and the location where the incident took place.

WE CANNOT ACCEPT YOUR COMPLAINT WITHOUT A SIGNATURE AND DATE

Complainant's Signature	Date

Any person or specific class of persons, who believes they were subjected to discrimination on the basis of race, color, national origin; or sex, age, disability, or limited English proficiency in the programs and activities of Sub-Recipient or its sub-recipients (e.g., a city, county, Metropolitan Planning Organization, Transit Agency, etc.,) may be by himself/herself/themselves or through his/her/their legally authorized representative, make, sign and date a written complaint and file such complaint with the Sub-Recipient within **180 calendar days** following the date of the last instance of the alleged discriminatory action. Complainants must complete in its entirety, sign, and date Sub-Recipient's External Complaints of Discrimination form and file by mail, fax, in person, or e-mail. However, the complainant may call Sub-Recipient and provide the allegations by telephone. Sub-Recipient will transcribe the complainant's allegations into the complaint form and send the written complaint to the complainant for corrections, signature, and date.

POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 - 2nd Street N Suite # 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.

Effective Date: 09/2026

To request accommodations, complainants may contact Sub-Recipient at:

Fargo-Moorhead Metropolitan Council of Governments
ATTN: Title VI Coordinator
1 - 2nd St N, Case Plaza Suite 232
Fargo, ND 58102

TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

The Sub-Recipient will review the complaint, gather additional information from the complainant if necessary, and refer the complaint to NDDOT. It is also within your rights to file directly with the appropriate Federal agency that oversees the transportation activities, services or facilities.

FHWA JURISDICTION (Roads and Bridges)

Title VI Complaints will be forwarded to the NDDOT. See NDDOT's External Complaints of Discrimination (SFN 51795) for processing information at:
https://www.dot.nd.gov/forms/sfn51795.pdf

FTA JURISDICTION (Public Transit)

Complaints filed under Title VI, related statutes, and Section 504/ADA in which Sub-Recipient is named as the respondent will be forwarded by Sub-Recipient to NDDOT Civil Rights Division. Title VI, related statutes, and Section 504/ADA complaints filed directly with Sub-Recipient against its sub recipients or contractors will be processed by Sub-Recipient in accordance with the FTA approved complaint procedures under FTA C 4710.1, FTA C 4702.1B, 49 CFR 27.13(b). Sub-Recipient may investigate complaints against its sub recipients as follows:

1. The complaint will be reviewed within 10 business days to determine whether it contains all the necessary information required for acceptance.
2. If the complaint is complete and no additional information is needed, the complainant will be sent a letter of acceptance along with the Complainant Consent/Release form (SFN 60741) and the Notice About Investigatory Uses of Personal Information fact sheet.

For Title VI or related statutes Complaints, Sub-Recipient is required to follow the FTA C 4702.1B to comply with reporting requirements of 49 CFR 21.9(b). The investigation information is recorded on the Transit Title VI - List of Investigations, Lawsuits, and Complaints (SFN 60805) and included in the Title VI/Nondiscrimination and ADA Program submitted to NDDOT every year. Although, FTA regulations do not specify a time frame for the investigation of Title VI complaints, the Sub-Recipient attempts to complete investigations within 90 days of receipt of the complaint from NDDOT.

POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 2nd Street N Suite 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.

For a Section 504/ADA complaint, Sub-Recipient shall forward a copy of the complaint, together with a copy of the report of investigation within 90 days of receipt of the complaint to the NDDOT and the FTA Office of Civil Rights.

The FTA has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by FTA. LOFs issued by the FTA are administratively final.

Sub-Recipient has delegated authority for issuing LOFs for Title VI, related statutes, and Section 504/ADA complaints processed by Sub-Recipient against FTA funded sub recipients or contractors. Closure letters or LOFs issued by Sub-Recipients under FTA jurisdiction on Title VI, related statutes, and Section 504/ADA complaints are administratively final. Individuals or specific class of individuals, personally or through a representative, may submit a complaint to FTA within **180 days** from the date of the alleged discrimination.

POSTED AT: Fargo-Moorhead Metropolitan Council of Governments:
1 2nd Street N Suite 232, Fargo, ND 58102
Case Plaza Lobby just outside the elevator on the 2nd floor.

AGENCIES AUTHORIZED TO RECEIVE AND PROCESS COMPLAINTS

Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

Attention: Title VI Coordinator
1 - 2nd St N, Case Plaza Suite 232
Fargo, ND 58102
Phone: (701) 532-5100
Fax: (701) 232-5043
TTY: 711 or (800) 366-6888
Email: metrocog@fmmetrocog.org

ND Department of Transportation

NDDOT Civil Rights Division
608 E Boulevard Ave
Bismark, ND 58507-0700
Phone: (701) 328-2576
Fax: (701) 328-0343
TTY: 711 or (800) 366-6888
Email: civilrights@nd.gov

Federal Highway Administration (FHWA)

North Dakota Division Office
4503 Coleman St. N, Suite 205
Bismark, ND 58503
Phone: (701) 250-4204
Fax: (701) 250-4395
Email: NorthDakota.fhwa@dog.gov

USDOT - Federal Highway Administration

Federal Highway Administration (FHWA)
Office of Civil Rights
1200 New Jersey Ave, SE
8th Floor E81-105
Washington, DC, 20590
Phone: (202) 366-0693
Fax: (202) 366-1599
TTY: (202) 366-5132
Email: civilrights.FHWA@dot.gov

Updated: 09/2026

US Department of Transportation (USDOT)

Departmental Office of **Civil Rights**
Office of Civil Rights
1200 New Jersey Ave, SE
Washington, DC 20590
Phone: (202) 366-4648
Fax: (202) 366-5575
TTY/Assistive Device: (202) 366-9696

USDOJ - ADA Complaints

US Department of Justice
950 Pennsylvania Ave NW
Civil Rights Division Disability Rights Section
1245 NYAV Washington, DC 20590
Fax: (202) 307-1197
ADA Information Line:
Voice: (800) 514-0301 or
TTY: (800) 514-0383
Main Section Telephone Number:
Voice and TTY: (202) 307-0663

Race, Color, National Origin Complaints

Federal Coordination and Compliance
Section - NWB
Civil Rights Division USDOJ
950 Pennsylvania Ave NW
Washington, DC 20590
Phone: (888) (848-5306
(English and Spanish)
Voice: (202) 307-2222
TDD: (202) 307-2678

Federal Transit Administration (FTA)

Office of Civil Rights Attention:
Complaint Team East
Building, 5th Floor - TCR
1200 New Jersey Ave, SE
Washington, DC 20590
Phone: (888) 446-4511

Effective Date: 09/2026

COMPLAINANT CONSENT/RELEASE
(EXTERNAL COMPLAINTS OF DISCRIMINATION)

METROCOG
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

Name

Street Address / PO Box

City | State | Zip Code

Complaint Number(s) if known:

Please read the information below, check the appropriate box, and sign this form.

I have read the Notice About Investigatory Uses of Personal Information by the Sub Recipient. As a complainant, I understand that in the course of an investigation it may become necessary for Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of Sub Recipient to honor requests under the Freedom of Information Act and North Dakota Century Code 44-04-18. I understand that it may be necessary for Sub Recipient to disclose information, including personally identifying details, which it has gathered as a part of its investigation of my complaint. In addition, I understand that as a complainant I am protected by Sub Recipient's regulations from intimidation or retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes enforced by Sub Recipient.

CONSENT / RELEASE - Please check the box or boxes that apply

CONSENT ☐ I have read and understand the above information and authorize Sub Recipient to reveal my identity to persons at the organization or institution under investigation. I hereby authorize the Sub Recipient to receive material and information about me pertinent to the investigation of my complaint. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and do so voluntarily.

CONSENT ☐ The respondent named in the complaint may receive a copy of my complaint upon request.

DENIED CONSENT ☐ I have read and understand the above information and do not want Sub Recipient to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and information about me, pertinent to the investigation of my complaint. I understand this is likely to impede the investigation of my complaint and may result in the closure of the investigation.

Complainant's Signature | Date

APPENDIX E

TITLE VI COMPLAINT LOG

The Title VI Complaint Log is on the following pages.

Effective 09/2026

TITLE VI COMPLAINT LOG

The first line of the table, shaded, is an example of how to fill in the table when / if a request is received.

EXAMPLE

Name of Complainant	Date Requested		Basis of Complaint (race, sex, color, LEP, etc.	Additional Information	Metro COG Response		Date Request Completed
First Name, Last Name Address Phone, Email	Year	Month &Day			Action	Status**	
John Doe 1234 This Town Rd Small Town, ND 58102 701-555-1234 johndoe@smalltown.com	YYYY	MM/DD	LEP	Service was denied based on National Origin	Translated document in entirety	Closed	MM/DD/ YYYY

*As of the adoption of this document, there have been no Title VI / ADA Complaints received.
**Status - Active, pending comment or closed.

APPENDIX F

TITLE VI TRAINING AND CERTIFICATE OF COMPLETION

The Title VI Training and Certificate of Completion is on the following pages.

2026 TITLE VI TRAINING & CERTIFICATE OF COMPLETION

METROCOG
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

As a direct recipient of federal assistance, the North Dakota Department of Transportation (NDDOT) is required to comply with Title VI laws, related statutes, and regulations. It is necessary that any agency receiving federal and/or state financial assistance from NDDOT receive training on U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) Title VI laws and regulations on an annual basis.

As a sub-recipient of NDDOT's federal funds, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is required to comply with Title VI and related nondiscrimination laws and regulations. Employees of Metro COG are required to complete Title VI training each year.

Metro COG employees shall review the following modules in order to fulfill their Title VI training requirements for 2026:

MODULE I https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/overview-fhwas-civil-rights-program-requirements-local
Overview of FHWA's Civil Rights Program Requirement for Local Public Agencies - Public transportation agencies must comply with civil rights requirements

MODULE II https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/title-vi nondiscrimination-background-and-purpose
Background and Purpose - The historical context of Title VI of the Civil Rights Act of 1964 is explained to help comply with Federal-aid program requirements

MODULE III https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/title-vinondiscrimination-nondiscrimination-assurances
Nondiscrimination Assurances - A Federal-aid recipient must have 'assurances,' a signed agreement to assure nondiscrimination in all of its programs and activities.

MODULE IV https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/title-vinondiscrimination-implementation-plans
Implementation Plans - A Federal-aid recipient must have a formal plan to prevent discrimination in all of its programs and activities.

MODULE V https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/title-vinondiscrimination-compliance-and-enforcement
Compliance and Enforcement - A Federal-aid recipient must perform civil rights compliance monitoring and provide enforcement of the Federal regulations

MODULE VI https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/nondiscrimination-requirements-construction-contracts
Nondiscrimination Requirements on Construction Contracts - Federal nondiscrimination requirements must be enforced on all Federal-aid construction contracts

MODULE VII https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/americans-disabilities-act-foundations-adasection-504
Foundations of the ADA/Section 504 - Protecting the rights of persons with disabilities helps agencies accommodate all users

MODULE VIII https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/americans-disabilities-act-disability-protections
Disability Protections - Compliance with certain Federal regulations ensures your Federal-aid projects accommodate people with disabilities

MODULE IX https://highways.dot.gov/fed-aid-essentials/videos/civil-rights/americans-disabilities-act-transition-plans
Transition Plans - These plans identify actions needed on your projects to correct barriersto individuals with disabilities

MODULE X https://highways.dot.gov/fed-aid-essentials/videos/project-development/design-pedestrian-accessible-design-requirements
Pedestrian Accessible Design Requirements – Federal law requires all new construction-and alterations of existing facilities to be made accessible to people with disabilities

MODULE XI https://highways.dot.gov/fed-aid-essentials/videos/project-development/ada-field-implementation-americans-disabilities-act
Americans with Disabilities (ADA) Requirements for Resurfacing Projects – Pavementresurfacing projects must include curb ramps

Declaration of Employee: I completed annual Title VI training on _____ (date) as required by the Fargo-Moorhead Metropolitan Council of Governments and the North Dakota Department of Transportation.

Printed Name and Title: _____

Signature: _____ Date: _____

APPENDIX G

TITLE VI TRAINING LOG FOR EMPLOYEES

The Training Log for Employees is located on the following page, including when the training was last completed by each employee.

TITLE VI TRAINING LOG FOR EMPLOYEES

Position	Last Date Completed	2023	2024	2025	2026	2027	2028	2029	2030
Executive Director	3/05/2026	X	X	X	X				
Senior Transportation Planner	2/18/2026	X	X	X	X				
Transportation Planner	3/05/2026	X	X	X	X				
Community & Transportation Planner	3/16/2026	X	X	X	X				
Assistant Transportation Planner (1)	3/07/2025	X	X	X					
Assistant Transportation Planner (2)	3/12/2026	X	X	X	X				
GIS Specialist	3/03/2026	X	X	X	X				
Office Manager	3/16/2026	X	X	X	X				

APPENDIX H

PUBLIC PARTICIPATION SIGN-IN SHEET

The Public Participation Sign-In Sheet is on the following pages.

SIGN-IN SHEET

North Dakota Department of Transportation, Civil Rights

SFN 59531 (4-2026)

	Division/District/Consultant	
Meeting Location	Meeting Type	Meeting Date
Project Number		PCN
Project Description		

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

Name (Please print)	Title/Representing		
Address	City	State	ZIP Code
Email Address		Telephone Number	

APPENDIX I

PUBLIC PARTICIPATION SURVEY

The Public Participation Survey is on the following page.

NDDOT TITLE VI PUBLIC PARTICIPATION SURVEY

North Dakota Department of Transportation, Civil Rights
SFN 60149 (4-2026)

PLEASE USE DARK INK AND PRINT CLEARLY

The Civil Rights Act of 1964 and related nondiscrimination authorities require the North Dakota Department of Transportation to ensure everyone has the opportunity to comment on the transportation programs and activities that may affect their community.

To help with that, we ask that you respond to the following questions. You are not required to disclose the information requested in order to participate. Any information provided to the NDDOT will be retained solely for the purpose of collecting statistical data to ensure inclusion of all segments of the population affected by transportation programs and activities.

Sex: ◯ Female ◯ Male ◯

Disability: ◯ Yes ◯ No

Age: ◯ Under 18 ◯ 18-40 ◯ 41-65 ◯ 65+

Race:

◯ White
◯ Asian
◯ Native Hawaiian/Other Pacific Islander
◯ American Indian/Alaskan Native
◯ Hispanic or Latino
◯ _____
◯ Black/African American

Language Most Frequently Spoken in your Home:

◯ Spanish
◯ Vietnamese
◯ Japanese
◯ German
◯ Arabic
◯ Other Slavic Language
◯ Other African Language
◯ Russian
◯ English
◯ Chinese
◯ Other India Language
◯ _____

Do you receive public assistance? ◯ Yes ◯ No

How did you hear about this event?

◯ Internet
◯ NDDOT Contact
◯ Television
◯ Radio
◯ Newspaper
◯ Advocacy Group
◯ Mailing
◯ Social Service Agency
◯ _____

For Office Use Only

Event Date (MM/DD/YYYY) | City | County | Div/Dist Number | PCN

MPO:
◯ Bismarck-Mandan
◯ Fargo-Moorhead Metro COG
◯ Grand Forks-East Grand Forks

ROW:
◯ Negotiation
◯ Relocation

Subrecipient:
◯ Yes
◯ No

*After you have completed this form, please return it to the Civil Rights Division.

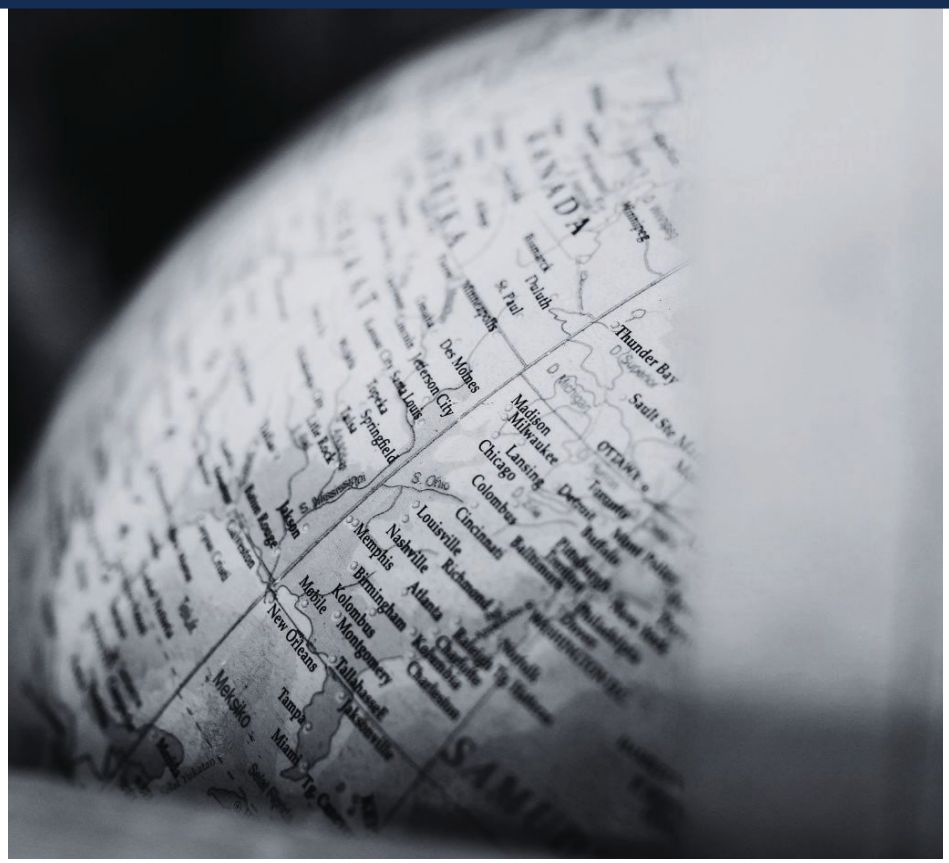
APPENDIX J

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The Limited English Proficiency (LEP) Plan is on the following page.

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

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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

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Fargo City Commissioner

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Fargo City Commissioner

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NDDOT, Fargo District
(Ex-Officio Member)

Shiloh Wahl
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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 Title23, 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.

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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.

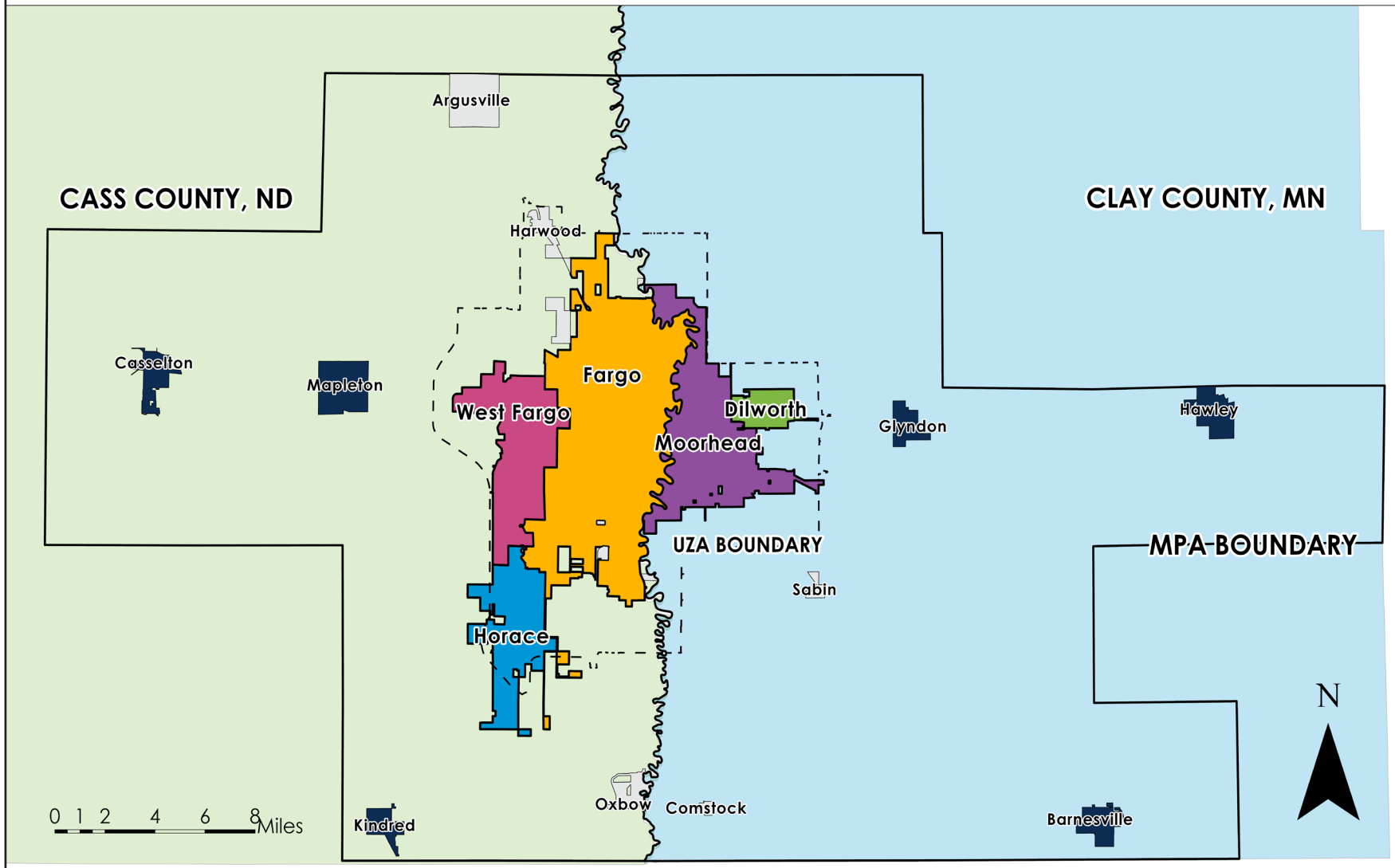
The Metropolitan Planning Area (MPA) includes the urbanized area and surrounding areas expected to become urbanized during the metropolitan transportation plan's forecast period. Metro COG's MPA encompasses approximately 1,073 square miles across portions of Cass County, North Dakota, and Clay County, 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
West Fargo, ND
Horace, ND
Cass County, ND
Moorhead, MN
Dilworth, MN
Clay County, MN

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

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
Sabin, MN
Argusville, ND
Briarwood, ND
Frontier, ND
North River, ND
Oxbow, ND
Prairie Rose, ND
Reile's Acres, 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 Lan-guage
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. L**anguage 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.

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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
Cyracom: 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

OMB No. 0607-1006: Approval Expires 11/30/2021

United States® Census 2020

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 يتكلّم الإنجليزية و يمكنه ان يساعدنا الآن؟
إذا لا، فقد يتصل بكم شخص يتكلّم 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?もしいない場合は、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 Censusit. 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՞ 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 nekog 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 યુ.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 हूं। 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 most nekünk? Ha nincs, akkor lehet, hogy egy magyarul beszélő munkatársunk fel fogja venni Önnel a kapcsolatot.

Igbo (**Igbo** 34)

Ana m arụrụ ndị Ngalaba Gọọmenti U.S. na-ahụ maka Ọnụọgụgụ ndị mmadụ oru. È nwèrè onye nọ ebe à ugbu, a bụ onye na-asụ Igbo nwere ike inyere anyị aka? Ọ bụrụ nà è nweghì, otù onye nā-asụ Igbo nwèrè ike ịkpọtụrụ gị.

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)

ខ្ញុំធ្វើការឲ្យការិយាល័យជំរឿនរបស់សហរដ្ឋអាមេរិក តើនៅទីនេះ មាននរណាម្នាក់ ចេះនិយាយភាសាអង់គ្លេស ហើយអាចជួយយើងខ្ញុំបានទេ? បើសិនជាគ្មានទេ នោះនឹងមានគេដែលចេះនិយាយភាសាខ្មែរ ទាក់ទងទៅលោកអ្នក។

ພາສາລາວ (**Lao** 39)

ຂ້າພະເຈົ້າເຮັດວຽກຢູ່ສໍານັກງານສໍາຫຼວດພົນລະເມືອງແຫ່ງສະຫະລັດ. ຕອນນີ້ມີໃຜຢູ່ທີ່ນີ້ທີ່ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ? 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)

ഞാന് യു.എസ്. സെന്സസ് ബ്യൂറോയില് ജോലി ചെയ്യുന്നു. ഇപ്പോള് ഇംഗ്ലീഷ് ഭാഷ സംസാരിക്കുന്ന, ഞങ്ങളെ സഹായിക്കാന് കഴിയുന്ന ഒരാള് ഇവിടെ ഉണ്ടോ? ഇല്ലെങ്കില്, മലയാളം സംസാരിക്കുന്ന ആരെങ്കിലും നിങ്ങളെ ബന്ധപ്പെട്ടേക്കാം

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'ǫǫ́h hóǫ́ k'ad Bilagáana bizaad yee yáłti'ígíí dóó nihíká adoolwołígíí? Doodago éí ła' da shíį naanidínóotaał Dinék'ehjí yáłti'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, तपाईसँग 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)

Ја радим за Амерички биро за попис становништва. Да ли овде има некога ко говори енглески и може да нам помогне? Ако нема, постоји могућност да са Вама контактира особа која говори српски језик.

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 தொடர்புகொள்ளலாம்.

తెలుగు (**Telugu** 53)

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

ไทย (**Thai** 54)

ฉันทำงานให้กับสำนักงานสำมะโนสหรัฐฯ ตอนนี้ที่นี่มีใครที่พูดภาษาอังกฤษได้และสามารถช่วยเราแปลได้หรือไม่ หากไม่มี อาจมีคนที่พูดภาษาไทยได้ติดต่อกับคุณในภายหลัง

ትግርኛ (**Tigrinya** 55)

ዩናይትድ ስቴትስ ቆፀራ ህዝቢ ቢሮ እየ ዝሰርሕ። ኣብዚ ሕዚ ቋንቋ እንግሊዝ ዝፈልጥን ክሕግዘና ዝኽእልን ሰብ ኣሎዶ? ተዘየለ ካሊእ ትግርኛ ዝፈልጥ ከዛርበኩም ይኽእል 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 Asoeɛ a wɔyɛ nnipakan ne nhwehwɛmu adwuma na ɛyɛ adwuma. Obi a ɔka Brɔfo kasa a ɔbɛtumi aboa yɛn wɔ ha seesei anaa? Sɛ obiara nni ha saa a, yɛbɛma obi a ɔka Twi ne mo abɛkasa.

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.

ייִדיש (**Yiddish** 60)

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

Yorùbá (**Yoruba** 61)

Mo nbá Ilé-iṣẹ́ Ìkànìyàn Ilẹ̀ Amẹ́ríkà ṣiṣẹ́. Njẹ́ ẹnìkan wà níbí yìí nísisìyí tí ó nsọ Èdè Gẹ̀ẹ́sì tí ó sì lè ràn wá lọ́wọ́? Bí bẹ́ẹ̀kọ́, ẹnìkan lè kàn sí ọ tí ó nsọ èdè Yorùbá.

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APPENDIX C - TRAINING & COMPLETION

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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-vinondiscrimination-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

Form Updated 09/2026

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		Date Request Completed
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	MM/DD/ YYYY

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 fore-going questions are full and true to the best of my knowledge and belief.

_____ _____

Metro COG Executive Director Date
Title VI, LEP and ADA Coordinator

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.

METROCOG

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

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.

PREPARED BY:

METROCOG

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS