

DEPARTMENT OF TRANSPORTATION
Title VI PROGRAM – 49 CFR PART 21



FARGO's HECTOR INTERNATIONAL AIRPORT (FAR)

Prepared for
Municipal Airport Authority
City of Fargo, ND

Prepared by
**Mead
& Hunt**

December, 2023

Preface

The Municipal Airport Authority (MAA) of the City of Fargo, North Dakota is the owner and operator of the Hector International Airport (FAR). The MAA provides review, advisory, and decision-making capacity regarding airport operation and construction. In that capacity, the MAA has established a Title VI program for the FAR in accordance with Code of Federal Regulations (CFR) of the U. S. Department of Transportation (DOT), 49 CFR Part 21. All reference to Subparts and Section numbers throughout the Title VI program are in accordance to the 49 CFR Part 21 regulations.

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Fargo’s Hector International Airport (FAR)
Title VI Plan

1. Title VI Policy Statement

FAR assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

FAR further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. **FAR** agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **FAR** will take action to involve them and the general public in the decision making process.

FAR requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **FAR** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Title VI Coordinator Darren Anderson, Assistant Director, available at **701-241-1501** and **Darren@fargoairport.com**, is responsible for overseeing the **FAR**’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



Signature
Darren Anderson
Assistant Director

January 1, 2024
Effective Date

Effective Date plus 3 years
3-Year Expiration Date

2. Administration

Municipal Airport Authority (MAA) has reviewed and adopted this Title VI Plan for **FAR**. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the **Airport Director or supporting staff**'s or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the *MAA* and resubmittal to FAA.

In addition to the Coordinator and FAR's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	FAR Program / Office
Darren Anderson	MAA Assistant Director
Jeff Klein	Mead & Hunt Project Manager

As of the date of this plan, **FAR** has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
<i>FAA AIP</i>	<i>3-38-0017-057-2023</i>	<i>\$9,838,427</i>
<i>FAA AIP</i>	<i>3-38-0017-058-2023</i>	<i>\$10,583,385</i>
<i>FAA AIP</i>	<i>3-38-0017-059-2024</i>	<i>\$2,898,000</i>

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
FAA AIP	https://www.faa.gov/airports/aip/

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

FAR will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/. Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. **FAR** requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

Description of Oversight Methods for Subcontracts

Subcontract template must be used in all subcontracts related to the airport program. Subcontracts are audited by the Procurement Dept. to verify they include the template language, for not less than 10 percent of contractors each year.

4. Title VI Coordinator Responsibilities

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the FAR is in compliance with nondiscrimination requirements of Title VI and reports to **FAR** leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and

forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.

- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the FAR's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

FAR will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible, and maintained. The poster template is available at https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

FAR has posted the above Title VI policy statement at its staff offices.

FAR will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by **January 15, 2024** by **sending email notifying employees, contractors, concessionaires, lessees and tenants the plan is posted to FAR website.**

Posters are displayed in **the** terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Main Terminal Entrances	3		
Rent-a-Car Area			1
Ticket Area	3		1
Post Security		3	

Outreach to Affected Communities

FAR & its Consultant ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and **on the airport website**. **FAR** contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

To ensure that the community is effectively informed of and able to participate in public hearings, **FAR** includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **FAR** will be able to identify, understand, and engage with communities. In doing so, the **FAR** needs to know about communities eligible to be served, actually or potentially affected, benefit or are burdened by **FAR’s** airport program.

The Communities immediately surrounding the airport or in the flight path that could be impacted by the airport projects include the neighborhoods of Trollwood, Northport, Washington, and Roosevelt/NDSU on the east, north, and south sides of the airport and the Reile’s Acres subdivision west of the airport. All of these communities are included in the same zip code boundary which is 58102 therefore the demographic information in the following tables will utilize US Census data from ZCTA5 - 58102

Affected Communities	Population
ZCTA5 – 58102*	30,614

*The affected communities in ZCTA5-58102 include Trollwood, Northport, Washington, Roosevelt & NDSU neighborhoods.

Hereafter, the above communities will be referred to collectively as “the Affected Communities”.

We have identified the following facts about the Affected Communities:

Low Income Communities.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” FAR is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report, S1701: Poverty Status in the Past 12 Months*, the overall poverty level for ZCTA5 – 58102 is approximately 20 %. The poverty rate remains similar compared with the rest of the state of North Dakota. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
ZCTA5 - 58102	20%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:

Affected Community: ZCTA5 - 58102
Total Affected Community Population: 30,614

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	25,660	84%
Black or African American	1,147	4%
American Indian or Alaska Native	319	1%
Asian	818	3%
Native Hawaiian or Other Pacific Islander	31	0.1%
Hispanic or Latino	1,183	4%
Some other Race	86	0.3%
Two or More Races	1,370	4%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **FAR** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages that are spoken in LEP households in the Affected Communities. The data source is American Community Survey.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less. The safe harbor for our community is 1000 since the population of the area exceeds 20,000. Please refer to Section 14 at the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish	1481	+/-330
Serbo-Croatian	1114	+/-442
Amharic, Somali, Swahili or other African	1667	+/-416

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
Spanish				X
Chinese (incl. Mandarin, Cantonese)	X			
German	X			
Korean	X			
French	X			
Scandinavian	X			
Serbo-Croatian		X		
Hindi	X			
Vietnamese			X	
Tagalog		X		
African				X
Kurdish	X			

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: **None**

This information is updated annually through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001
Local public school data	www.fargo.k12.nd.us
Consultation with community centers (Somali, Islamic, Niskanen)	No websites currently maintained

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Airport Customer Service Office conducts biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.*

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no FAR activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
Runway 31	Roosevelt/NDSU & Washington
Runway 36	Roosevelt/NDSU & Washington
Runways 9, 13, 18, 27	None
Apron Area	None
Central Terminal Area	None
Taxiways	None

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
Parking Area Improvements	None
Apron Area Improvements	None
SRE Building	None

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts: None

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, the FAR will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons

in Affected Communities :

Language
Spanish
Serbo-Croatian
African Languages (incl. Swahili, Somali, Amharic)

FAR also collects data for languages spoken by airport guests. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Airport language line usage data	www.languageline.com
Airline-provided data	N/A
Assumption from flight origin / destination	N/A
Assistance requests to airport information desks	N/A
TSA	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
French
German
Chinese
Scandinavian
Hindi
Vietnamese
Korean

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the FAR of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
Language Link	All above languages

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport website request form	All above languages
Airport website translate view	All Languages
Volunteer multi-lingual staff pool	Spanish,

Interpretation Services:

- The following vendors have been identified for interpretation services: **I**

Interpretation Vendors	Languages
Language Link	All above languages
Volunteer multi-lingual staff pool	Spanish

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport Language Assistance page	All above languages
Airport information desks	All above languages, using Language Line, Inc.
Airport Staff – Various Locations	All Languages Language Link

Description of Interpretation Assistance Processes

- Airport Administrative Office maintains a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient to provide interpretation and/or translation services. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.
- The airport contracts with the Language Link . to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Language Link and “parks” the request in the queue for the appropriate language. Language Link operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Link Service binder. This log is kept for one year.

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with local transit authority to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
MATBUS All Communities	Fixed-route buses	Existing
FM Ride Source All Communities	Paratransit vans	Existing

10. Minority Businesses

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
Parking Lot Operations Contract	Contract arranged to facilitate participation including minority & and woman-owned businesses. Coordinate with SBA office on prebid meeting opportunity.
Cleaning Services	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.
Painting Services	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.
Software Purchases	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.
Landscaping	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.
Signage & Advertising	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.
Wifi & Communications	Advertised through public bidding process and on airport website. Also using FAA Matchmaker system to post opportunities.

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with Airport Administrative Office.

11. Training

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, **FAR** must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters
3. Allege misconduct by the **FAR**, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the **FAR** including airport employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the **FAR**. Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to Airport Administration Office. .

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Darren Anderson, Assistant Director
P.O. Box 2845 Fargo, ND 58108
(701) 241-1501
Darren@fargoairport.com

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 3 business days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the complaint to the FAA Civil Rights Connect System. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint

against FAR, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through dispute resolution, negotiation, and/or mediation..

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state FAR's conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the **Airport's Executive Director**.
- The written appeal must be received **within 14** business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The **Executive Director** will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the FAR will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. FAR employees, contractors, and tenants will not

intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact **Title VI Coordinator**.

This complaint procedure is shared with the public through the following methods:

Website, In-person, and Other Distribution Methods

1 Airport website, Title VI page

14. Population / Language Data

POVERTY STATUS IN THE PAST 12 MONTHS		United States[®] Census Bureau
Note: The table shown may have been modified by user selections. Some information may be missing.		
DATA NOTES		
TABLE ID:	S1701	
SURVEY/PROGRAM:	American Community Survey	
VINTAGE:	2021	
DATASET:	ACSST5Y2021	
PRODUCT:	ACS 5-Year Estimates Subject Tables	
UNIVERSE:	None	
MLA:	U.S. Census Bureau. "POVERTY STATUS IN THE PAST 12 MONTHS." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1701, 2021, https://data.census.gov/table/ACSST5Y2021.S1701?q=S1701&g=860XX00US58102 .	
FTP URI:	None	
API URI:	https://api.census.gov/data/2021/acs/acs5/subject	
USER SELECTIONS		
TABLES	S1701	
GEOS	ZCTA5 58102	
EXCLUDED COLUMNS		
	None	
APPLIED FILTERS		
	None	
APPLIED SORTS		
	None	
PIVOT & GROUPING		
PIVOT COLUMNS	None	
PIVOT MODE	Off	
ROW GROUPS	None	
VALUE COLUMNS	None	
WEB ADDRESS		
	https://data.census.gov/table/ACSST5Y2021.S1701?q=S1701&g=860XX00US58102	
TABLE NOTES		
	Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.	

Table: ACSST5Y2021.S1701

	<p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p>
	Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a
	Dollar amounts are adjusted to respective calendar years. For more information, see: Change to Income Deficit.
	The 2017-2021 American Community Survey (ACS) data generally reflect the March 2020 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the effective dates
	Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing
	<p>Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself.N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available.median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.***** A margin</p>
COLUMN NOTES	None

Table: ACSST5Y2021.S1701

	ZCTA5 58102			
	Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	30,003	±1,411	6,002	±940
AGE				
Under 18 years	5,279	±600	717	±285
Under 5 years	1,531	±356	271	±226
5 to 17 years	3,748	±463	446	±234
Related children of householder under 18 years	5,279	±600	717	±285
18 to 64 years	21,428	±1,198	5,151	±789
18 to 34 years	11,986	±1,035	4,605	±755
35 to 64 years	9,442	±776	546	±181
60 years and over	5,132	±381	228	±82
65 years and over	3,296	±313	134	±66
SEX				
Male	16,205	±943	3,236	±636
Female	13,798	±831	2,766	±556
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	26,232	±1,289	4,598	±781
Black or African American alone	1,147	±277	515	±203
American Indian and Alaska Native alone	319	±165	16	±32
Asian alone	818	±241	353	±140
Native Hawaiian and Other Pacific Islander alone	31	±50	0	±21
Some other race alone	86	±70	0	±21
Two or more races	1,370	±415	520	±307

Table: ACSST5Y2021.S1701

	Percent below poverty level	
Label	Estimate	Margin of Error
Population for whom poverty status is determined	20.0%	±2.9
AGE		
Under 18 years	13.6%	±5.1
Under 5 years	17.7%	±14.0
5 to 17 years	11.9%	±6.1
Related children of householder under 18 years	13.6%	±5.1
18 to 64 years	24.0%	±3.2
18 to 34 years	38.4%	±4.8
35 to 64 years	5.8%	±1.9
60 years and over	4.4%	±1.6
65 years and over	4.1%	±1.9
SEX		
Male	20.0%	±3.4
Female	20.0%	±3.7
RACE AND HISPANIC OR LATINO ORIGIN		
White alone	17.5%	±2.7
Black or African American alone	44.9%	±14.3
American Indian and Alaska Native alone	5.0%	±10.3
Asian alone	43.2%	±13.6
Native Hawaiian and Other Pacific Islander alone	0.0%	±44.3
Some other race alone	0.0%	±22.7
Two or more races	38.0%	±18.9

Table: ACSST5Y2021.S1701

	ZCTA5 58102			
	Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error
Hispanic or Latino origin (of any race)	1,183	±375	328	±217
White alone, not Hispanic or Latino	25,660	±1,282	4,506	±780
EDUCATIONAL ATTAINMENT				
Population 25 years and over	17,945	±862	1,752	±367
Less than high school graduate	943	±285	170	±85
High school graduate (includes equivalency)	3,431	±407	532	±190
Some college, associate's degree	5,583	±464	518	±179
Bachelor's degree or higher	7,988	±633	532	±201
EMPLOYMENT STATUS				
Civilian labor force 16 years and over	18,966	±1,066	3,428	±597
Employed	18,265	±1,008	2,986	±557
Male	9,857	±728	1,425	±373
Female	8,408	±670	1,561	±345
Unemployed	701	±208	442	±164
Male	528	±197	330	±152
Female	173	±103	112	±89
WORK EXPERIENCE				
Population 16 years and over	25,167	±1,217	5,316	±795
Worked full-time, year-round in the past 12 months	11,330	±816	753	±275
Worked part-time or part-year in the past 12 months	9,249	±796	3,506	±608

Table: ACSST5Y2021.S1701

	Percent below poverty level	
Label	Estimate	Margin of Error
Hispanic or Latino origin (of any race)	27.7%	±16.8
White alone, not Hispanic or Latino	17.6%	±2.8
EDUCATIONAL ATTAINMENT		
Population 25 years and over	9.8%	±2.0
Less than high school graduate	18.0%	±8.6
High school graduate (includes equivalency)	15.5%	±5.1
Some college, associate's degree	9.3%	±3.2
Bachelor's degree or higher	6.7%	±2.5
EMPLOYMENT STATUS		
Civilian labor force 16 years and over	18.1%	±2.9
Employed	16.3%	±2.9
Male	14.5%	±3.3
Female	18.6%	±3.7
Unemployed	63.1%	±13.4
Male	62.5%	±15.0
Female	64.7%	±25.9
WORK EXPERIENCE		
Population 16 years and over	21.1%	±2.8
Worked full-time, year-round in the past 12 months	6.6%	±2.3
Worked part-time or part-year in the past 12 months	37.9%	±4.9

Table: ACSST5Y2021.S1701

	ZCTA5 58102			
	Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error
Did not work	4,588	±423	1,057	±262
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS				
50 percent of poverty level	3,136	±671	(X)	(X)
125 percent of poverty level	7,370	±990	(X)	(X)
150 percent of poverty level	8,657	±1,088	(X)	(X)
185 percent of poverty level	10,415	±1,118	(X)	(X)
200 percent of poverty level	10,921	±1,113	(X)	(X)
300 percent of poverty level	15,606	±1,374	(X)	(X)
400 percent of poverty level	19,306	±1,369	(X)	(X)
500 percent of poverty level	22,872	±1,475	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	11,951	±1,100	4,703	±740
Male	6,995	±898	2,708	±570
Female	4,956	±586	1,995	±403
15 years	0	±21	0	±21
16 to 17 years	0	±21	0	±21
18 to 24 years	5,191	±819	3,357	±634
25 to 34 years	2,988	±422	841	±239
35 to 44 years	758	±246	107	±65
45 to 54 years	793	±178	123	±72
55 to 64 years	1,141	±285	141	±63
65 to 74 years	667	±177	81	±54
75 years and over	413	±110	53	±42
Mean income deficit for unrelated individuals (dollars)	6,899	±501	(X)	(X)

Table: ACSST5Y2021.S1701

	Percent below poverty level	
Label	Estimate	Margin of Error
Did not work	23.0%	±4.8
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS		
50 percent of poverty level	(X)	(X)
125 percent of poverty level	(X)	(X)
150 percent of poverty level	(X)	(X)
185 percent of poverty level	(X)	(X)
200 percent of poverty level	(X)	(X)
300 percent of poverty level	(X)	(X)
400 percent of poverty level	(X)	(X)
500 percent of poverty level	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	39.4%	±4.0
Male	38.7%	±5.1
Female	40.3%	±6.3
15 years	-	**
16 to 17 years	-	**
18 to 24 years	64.7%	±6.4
25 to 34 years	28.1%	±6.5
35 to 44 years	14.1%	±9.4
45 to 54 years	15.5%	±9.0
55 to 64 years	12.4%	±5.8
65 to 74 years	12.1%	±7.9
75 years and over	12.8%	±8.9
Mean income deficit for unrelated individuals (dollars)	(X)	(X)

Table: ACSST5Y2021.S1701

	ZCTA5 58102			
	Total		Below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error
Worked full-time, year-round in the past 12 months	4,712	±674	633	±259
Worked less than full-time, year-round in the past 12 months	5,515	±727	3,133	±550
Did not work	1,724	±324	937	±246
Population in housing units for whom poverty status is determined	29,794	±1,410	5,856	±927

Table: ACSST5Y2021.S1701

		Percent below poverty level	
Label	Estimate	Margin of Error	
Worked full-time, year-round in the past 12 months	13.4%	±4.6	
Worked less than full-time, year-round in the past 12 months	56.8%	±6.0	
Did not work	54.4%	±9.7	
Population in housing units for whom poverty status is determined	19.7%	±2.9	


LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER	
	
Note: The table shown may have been modified by user selections. Some information may be missing.	
DATA NOTES	
TABLE ID:	B16001
SURVEY/PROGRAM:	American Community Survey
VINTAGE:	2015
DATASET:	ACSDT5Y2015
PRODUCT:	ACS 5-Year Estimates Detailed Tables
UNIVERSE:	Population 5 years and over
MLA:	U.S. Census Bureau. "LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015, https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001&g=160XX00US3825700 . Accessed on November 21, 2023.
FTP URL:	https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/
API URL:	https://api.census.gov/data/2015/acs/acs5
USER SELECTIONS	
TABLES	B16001
GEOS	Fargo city, North Dakota
EXCLUDED COLUMNS	
	None
APPLIED FILTERS	
	None
APPLIED SORTS	
	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None
WEB ADDRESS	
	https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001&g=160XX00US3825700

Table: ACSDT5Y2015.B16001

<p>TABLE NOTES</p>	<p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p>
	<p>Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.</p> <p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties</p>
	<p>Explanation of Symbols: * An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.</p> <p>* An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.</p> <p>* An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.</p> <p>* An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.</p> <p>* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.</p> <p>* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.</p> <p>* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.</p>
	<p>Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing</p>

Table: ACSDT5Y2015.B16001

	While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective
	Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.
	Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a
	Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates
COLUMN NOTES	None

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Total:	106,339	±413
Speak only English	96,587	±908
Spanish or Spanish Creole:	1,481	±330
Speak English "very well"	1,168	±298
Speak English less than "very well"	313	±122
French (incl. Patois, Cajun):	286	±126
Speak English "very well"	242	±115
Speak English less than "very well"	44	±52
French Creole:	45	±45
Speak English "very well"	24	±31
Speak English less than "very well"	21	±31
Italian:	225	±204
Speak English "very well"	216	±202
Speak English less than "very well"	9	±15
Portuguese or Portuguese Creole:	109	±83
Speak English "very well"	60	±62
Speak English less than "very well"	49	±42
German:	482	±159
Speak English "very well"	409	±143
Speak English less than "very well"	73	±47
Yiddish:	0	±20
Speak English "very well"	0	±20

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Speak English less than "very well"	0	±20
Other West Germanic languages:	3	±6
Speak English "very well"	3	±6
Speak English less than "very well"	0	±20
Scandinavian languages:	240	±144
Speak English "very well"	225	±146
Speak English less than "very well"	15	±24
Greek:	34	±64
Speak English "very well"	29	±63
Speak English less than "very well"	5	±9
Russian:	131	±68
Speak English "very well"	57	±43
Speak English less than "very well"	74	±43
Polish:	158	±285
Speak English "very well"	117	±213
Speak English less than "very well"	41	±72
Serbo-Croatian:	1,114	±442
Speak English "very well"	767	±394
Speak English less than "very well"	347	±149
Other Slavic languages:	176	±167
Speak English "very well"	61	±44
Speak English less than "very well"	115	±162

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Armenian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Persian:	50	±38
Speak English "very well"	15	±25
Speak English less than "very well"	35	±33
Gujarati:	10	±13
Speak English "very well"	7	±10
Speak English less than "very well"	3	±5
Hindi:	223	±127
Speak English "very well"	166	±117
Speak English less than "very well"	57	±57
Urdu:	18	±33
Speak English "very well"	4	±7
Speak English less than "very well"	14	±28
Other Indic languages:	820	±311
Speak English "very well"	299	±164
Speak English less than "very well"	521	±224
Other Indo-European languages:	34	±36
Speak English "very well"	18	±24
Speak English less than "very well"	16	±26
Chinese:	695	±246
Speak English "very well"	254	±148

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Speak English less than "very well"	441	±154
Japanese:	26	±40
Speak English "very well"	26	±40
Speak English less than "very well"	0	±20
Korean:	55	±41
Speak English "very well"	32	±37
Speak English less than "very well"	23	±17
Mon-Khmer, Cambodian:	4	±9
Speak English "very well"	4	±9
Speak English less than "very well"	0	±20
Hmong:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Thai:	35	±38
Speak English "very well"	35	±38
Speak English less than "very well"	0	±20
Laotian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Vietnamese:	339	±206
Speak English "very well"	49	±47
Speak English less than "very well"	290	±182

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Other Asian languages:	261	±170
Speak English "very well"	86	±66
Speak English less than "very well"	175	±133
Tagalog:	260	±236
Speak English "very well"	183	±171
Speak English less than "very well"	77	±76
Other Pacific Island languages:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Navajo:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Other Native North American languages:	98	±89
Speak English "very well"	90	±89
Speak English less than "very well"	8	±12
Hungarian:	3	±5
Speak English "very well"	3	±5
Speak English less than "very well"	0	±20
Arabic:	590	±329
Speak English "very well"	289	±170
Speak English less than "very well"	301	±248
Hebrew:	0	±20

Table: ACSDT5Y2015.B16001

	Fargo city, North Dakota	
Label	Estimate	Margin of Error
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
African languages:	1,667	±416
Speak English "very well"	1,027	±375
Speak English less than "very well"	640	±217
Other and unspecified languages:	80	±86
Speak English "very well"	31	±38
Speak English less than "very well"	49	±78

15. Completed Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator:
Phone:
Address:

Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador:
Teléfono:
Dirección:



U.S. Department of Transportation
Federal Aviation Administration

16. Title VI Complaint Form



TITLE VI Complaint Form

Hector International Airport (FAR) assures that no person shall on the grounds of race, color, national origin, sex or creed as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and the Section 520 of the Airport and Airway Improvement Act of 1982 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Complainant's Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone: _____ Email: _____

**Preferred method of how to contact you.*

Who is responsible for the discriminatory action(s): _____

Name of Organization: _____

Name of Individual (if known): _____

Location of Discrimination: _____

What is the discrimination based on?

- Race
- Color
- Sex
- Creed
- National Origin OO

Date of the alleged discrimination: _____ Time: _____

Describe the alleged discrimination. Explain what happened and whom you believe was responsible (additional sheets of paper may be attached to this form).

List names and contact information of persons who may have knowledge of the alleged discrimination.

What remedy are you seeking?

Have you filed this complaint with any other Federal, State or local agency? If so, whom.

Please sign and date. The complaint will not be accepted if it has not been signed. You may attach any written materials or other supporting information that you think is relevant to your complaint. Please submit the complaint form to the agencies as soon as possible but no more than 180 days after the alleged occurrence.

Signature

Date

The Title VI Complaint form may be submitted directly to the following agencies:

Title VI Coordinator – Darren Anderson, Assistant Director
 Fargo’s Hector International Airport
 P.O. Box 2845
 Fargo, ND 58108
 701/ 241-1501
 Darren@fargoairport.com

*Within 15 days of receiving the completed form the Title VI Coordinator is required to submit the form to:
 Federal Aviation Administration
 Office of Civil Rights
 via
 FAA.CivilRightsConnect.com