

# Oklahoma Department of Transportation

2019

## Limited English Proficiency Assessment



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The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).

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## INTRODUCTION/REGULATIONS

The Oklahoma Department of Transportation (ODOT) is committed to ensuring that strategic plans are in place to assist in the participation by Limited English Proficient (LEP) persons with regard to the ODOT's programs, services, or activities. The ODOT strives to develop goals and objectives that address meaningful access for all people the agency serves and encounters, including those who are LEP persons.

This document is guided by the requirements of Title VI of the Civil Rights Act of 1964, as amended, and Title VI regulations, as set forth in guidance memoranda from the US Department of Justice (DOJ), Civil Rights Division. (See e.g., 65 FR 50123 (August 16, 2000), and 67 FR 41466 (June 18, 2002), also available at [www.LEP.gov](http://www.LEP.gov)).

Executive Order No. 13166 "Improving Access to Services for Persons with Limited English Proficiency" was created to "...improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP)..." The basis for EO 13166 is Section 601 of Title VI of the Civil Rights Act of 1964, 42 USC 2000d, (hereinafter Title VI), which provides that no person shall "on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The ODOT Policy Directive B-306-6 titled "Discrimination/Federal Funding" (Appendix C) outlines LEP responsibilities of the agency and the Title VI Coordinator. An assessment is conducted periodically to determine the agency needs with regard to LEP encounters. The last LEP Assessment occurred in 2013. All divisions are notified of policies and procedures regarding the assistance of LEP persons and the reporting of all LEP encounters.

## PURPOSE OF ASSESSMENT

The goal of this assessment is to accurately determine the needs of LEP persons that come into contact with the ODOT. The assessment data provides the necessary information to develop policies and procedures that ensure meaningful access to the ODOT's programs and activities by LEP persons. This assessment data includes population census data, analysis of historical LEP encounters, and analysis of important documents needed by the public to access the ODOT's programs and activities.

## TITLE VI COORDINATOR

The Title VI Coordinator answers directly to the Civil Rights Division Manager and to the ODOT Executive Director on Title VI issues. The Title VI Coordinator has the responsibility for the strategic direction of ODOT's Title VI Program including program and activity delivery and oversight, evaluation of Title VI program activities and reports, community and interagency coordination, technical guidance and assistance, training, policy development and revision, and coordination of all agency-wide Title VI program implementation and information.

## TITLE VI DESIGNEES

Each ODOT division (Central Office and Field) has a designee responsible for communicating and coordinating with the Title VI Coordinator on activities impacted by Title VI. These individuals are responsible for monitoring and implementing required policies and practices within his or her respective area(s) of responsibility, to ensure ODOT's programs, policies, procedures and practices are applied fairly, equitably, and in a nondiscriminatory manner in accordance with Title VI and the related nondiscrimination laws detailed earlier in this Plan. These individuals provide program activity information to the Title VI Coordinator upon request. The required accomplishment is monitored by the Title VI Coordinator. The Title VI Coordinator will schedule an annual meeting with each designee to make sure Title VI requirements and notices are in compliance. The Title VI designees will receive information via video or written materials to minimize travel for the field divisions. The role/responsibility of being a Title VI designee will fall under the category of "all other duties as assigned".

### **I. IDENTIFYING LEP INDIVIDUALS WHO NEED LANGUAGE ASSISTANCE**

#### **FOUR FACTOR ANALYSIS**

Recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four-factors to determine oral language assistance:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;

Language data is analyzed from the US Census to determine the population of LEP persons geographically by the ODOT Divisions. There are 8 field divisions, each with specific counties within their jurisdiction. The Oklahoma City area is considered to be Central Office and is also referred to as Division 9. A map in Appendix A outlines the divisions and counties in each division. The demographic data by division is outlined below. Data charts are in Appendix B.

Here are the results by division and language using population numbers (2011-2015 US Bureau of the Census, American Community Survey Table B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER) of the individuals 5 years and older that speak English "less than very well" using the criteria outlined in the section of this report titled "Safe Harbor" (1,000 or more persons or more than 5% of the population):

<b>Division 1 (Muskogee, OK)</b>	
Spanish	3,450
<b>Division 2 (Antlers, OK)</b>	
Spanish	3,222
<b>Division 3 (Ada, OK)</b>	
Spanish	6,495
Vietnamese	2,018
<b>Division 4 (Perry, OK)</b>	
Spanish	51,160
Vietnamese	5,132
Chinese	1,908
Other Asian Languages	1,322
<b>Division 5 (Clinton, OK)</b>	
Spanish	4,654
<b>Division 6 (Buffalo, OK)</b>	
Spanish	5,794
<b>Division 7 (Duncan, OK)</b>	
Spanish	4,649
<b>Division 8 (Tulsa, OK)</b>	
Spanish	27,692
Vietnamese	1,800
Other Asian Languages	1,496
Chinese	1,327
<b>Division 9 (Oklahoma City, OK)</b>	
Spanish	42,528
Vietnamese	5,967
Other Asian Languages	1,119
Chinese	1,042

2. The frequency with which LEP individuals come in contact with the program;

The Title VI Coordinator provided training to all Title VI Designees and front desk personnel at all Central Office Divisions, Field Division Headquarters, and all Residencies. The training was accomplished for each division between the dates of March 8, 2019, through April 30, 2019. The training during this specific time period was to distribute and explain the new LEP Guidebook (Appendix D).

During this training, each person in attendance was interviewed to discuss their individual experiences regarding LEP encounters. Each person interviewed was asked to specifically outline any and all LEP encounters they could recall in the past three years (for example if a person was interviewed on April 17, 2019, they were asked about the time frame of April 17, 2016, through the present day). Prior to this training, designees and front desk personnel may not have known this was something they needed to track. Also there may have been changes to these positions

and other personnel that may have occupied these positions in the past were not interviewed. Going forward all personnel are aware of the need to track all LEP encounters and report them to the Title VI Coordinator of the Civil Rights Division within three (3) business days.

These are the results of those in-person interviews:

<b><u>Field Divisions</u></b>	
<b>Division 1 (Muskogee, OK)</b>	
Division 1 Title VI Designee	None
Muskogee Headquarters	None
Muskogee Residency	None
Sallisaw Residency	None
<b>Division 2 (Antlers, OK)</b>	
Division 2 Title VI Designee	None
Antlers Headquarters	None
Antlers Residency	None
Heavener Residency	None
McAlester Residency	None
Madill Residency	None
<b>Division 3 (Ada, OK)</b>	
Division 3 Title VI Designee	None
Ada Headquarters	None
Ada Residency	None
Purcell Residency	None
Wewoka Residency	None
<b>Division 4 (Perry, OK)</b>	
Division 4 Title VI Designee	None
Perry Headquarters	None
Enid Residency	None
Oklahoma City Residency	None
Perry Residency	None
Edmond Residency	None
Yukon Residency	None
<b>Division 5 (Clinton, OK)</b>	
Division 5 Title VI Designee	None
Clinton Headquarters	None
Altus Residency	None
Clinton Residency	None
<b>Division 6 (Buffalo, OK)</b>	
Division 6 Title VI Designee	None
Buffalo Headquarters	None

Buffalo Residency	None
Guymon Residency	None
Division 7 (Duncan, OK)	
Division 7 Title VI Designee	None
Duncan Headquarters	None
Anadarko Residency	None
Ardmore Residency	None
Duncan Residency	None
<b>Division 8 (Tulsa, OK)</b>	
Division 8 Title VI Designee	None
Tulsa Headquarters	None
Claremore Residency	None
Sand Springs Residency	None
Tulsa Residency	None

<b><u>Central Office Divisions</u></b>	
Bridge Division	None
Civil Rights Division	Phone call from a Spanish speaker was handled by a Spanish speaker in this office. It was determined that the caller was calling about a USDOT number for his truck and the translator gave the caller the correct phone number.
Comptroller/Programs Division	None
Construction Division	None
Environmental Programs Division	None
Facilities Management Division	None
General Counsel	None
Legal and Business Services	None
Local Government	None
Maintenance Division	None
Materials Division	None
Media & Public Relations Division	Phone call on March 5, 2019, caller speaking Spanish. The front desk person was unable to find an available interpreter at ODOT due to the Moving Forward Conference. The front desk person was able to continue speaking to the caller and figure out he wanted his driving record. The front desk person gave the caller the correct phone number to call.
Office Engineer Division	None
Office of Research and Implementation	None

Office Services Division	None
Operations Review & Evaluation	None
Procurement Division	None
Project Management Division	None
Rail Programs Division	None
Right-of-Way & Utilities Division	None
Roadway Division	None
Strategic Asset and Performance Management Division	None
Survey Division	None
Traffic Division/Sign Shop	None
Transit Programs Division	None
Human Resources Division	None
Executive Director's Executive Assistant	None
Deputy Director's Executive Assistant	None
Chief Engineer's Executive Assistant	None
Director of Capital Programs' Executive Assistant	None
Director of Operations' Executive Assistant	None
Director of Engineering's Executive Assistant	None

The training provided an LEP Guidebook (Appendix D) which included forms for reporting all future LEP encounters so that the ODOT can continue ongoing analysis of LEP needs based on future encounters.

- 3. The nature and importance of the program, activity, or service provided by the recipient to people's lives; and

The planning of projects and public meetings held about those projects always take into account the population to be impacted by that particular project. Those can have great impact, especially when homes and business are involved in the path of a project. Analysis of the population always looks at languages spoken to assess oral interpretation and written translation needs. All notices for public meetings include instructions for participants to request accommodations 72 hours prior to the meeting using the "Public Meeting Accessibility Notice":

Public Meeting Accessibility Notice

In accordance with the requirements of the Americans with Disabilities Act of 1990, the Oklahoma Department of Transportation (ODOT) will not and does not discriminate against qualified individuals with disabilities on the basis of disability in ODOT services, programs, activities, or employment practices. ODOT will provide reasonable accommodations for persons with disabilities, upon request. To request an accommodation, please contact the [ADA/504/508 Coordinator](#) at 405-521-4140 or Oklahoma Relay at 1-800-722-0353, no later than 72 hours before any scheduled event.



This is done on a project by project basis. All public meetings have a sign in sheet for participants to indicate their demographic information to provide additional information for the demographic analysis. Assistance may be provided at public meetings (such as translators) if the information regarding the area demographics indicate a significant non-English speaking population impacted by a project.

4. The resources available to the recipient and costs.

During the training of Title VI Designees regarding the LEP Guidebook, all personnel attending training were informed about a database of the ODOT interpreters and translators available to assist with an LEP person walking in or calling. They were informed where to find the database and given a current copy in the LEP Guidebook. If an ODOT employee is not available, each division has state contract information to contact and hire an interpreter or translator. Each department at the ODOT is responsible for the process and costs incurred with regard to the need for hiring an interpreter or translation of documents.

**SAFE HARBOR**

Written language assistance utilizes the “Safe Harbor” provisions. Failure to provide written translations outlined in the two paragraphs below does not mean there is noncompliance. Rather these are used for guidelines for recipients that would like greater certainty of compliance.

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

1. The DOT recipient provides written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or
2. If there are fewer than 50 persons in a language group that reaches the 5% trigger in Number 1, the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

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

<u>Size of Language Group</u>	<u>Recommended Provision of Written Language Assistance</u>
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated Vital Documents

More than 5% of the eligible population or beneficiaries and more than 50 in number	Translated Vital Documents
More than 5% of the eligible population or beneficiaries and 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

The ODOT has adopted the Safe Harbor Provisions and determined that these following documents are considered vital for the public from this agency:

- Americans with Disabilities complaint forms;
- Americans with Disabilities complaint process;
- Americans with Disabilities brochures;
- Request for Reasonable Accommodation forms;
- Combined ADA/Title VI brochure for public meetings;
- Title VI complaint forms;
- Title VI complaint process;
- Title VI brochure;
- Right-of-Way’s “Relocation Assistance & Benefits” pamphlet;
- Right-of-Way’s “Property Rights Brochure”;
- Long Range Transportation Plan; and
- Asset Preservation Plan.

Documents published by the ODOT are continuously monitored to determine if additional items need to be translated.

Languages by division:

Division 1 (Muskogee, OK)

Spanish: 3,450

Based on the population numbers reaching the threshold, Division 1 will translate vital documents into Spanish.

Division 2 (Antlers, OK)

Spanish: 3,222

Based on the population numbers reaching the threshold, Division 2 will translate vital documents into Spanish.

Division 3 (Ada, OK)

Spanish: 6,495

Vietnamese: 2,018

Based on the population numbers reaching the threshold, Division 3 will translate vital documents into Spanish and Vietnamese.

Division 4 (Perry, OK)

Spanish: 51,160

Vietnamese: 5,132

Chinese: 1,908

Other Asian Languages: 1,322

Based on the population numbers reaching the threshold, Division 4 will translate vital documents into Spanish, Vietnamese, Chinese, and Other Asian Languages.

Division 5 (Clinton, OK)

Spanish: 4,654

Based on the population numbers reaching the threshold, Division 5 will translate vital documents into Spanish.

Division 6 (Buffalo, OK)

Spanish: 5,794

Based on the population numbers reaching the threshold, Division 6 will translate vital documents into Spanish.

Division 7 (Duncan, OK)

Spanish: 4,649

Based on the population numbers reaching the threshold, Division 7 will translate vital documents into Spanish.

Division 8 (Tulsa, OK)

Spanish: 27,692

Vietnamese: 1,800

Other Asian Languages: 1,496

Chinese: 1,327

Based on the population numbers reaching the threshold, Division 8 will translate vital documents into Spanish, Vietnamese, Other Asian Languages, and Chinese.

Division 9 (Oklahoma City, OK)

Spanish: 42,528

Vietnamese: 5,967

Other Asian Languages: 1,119

Chinese: 1,042

Based on the population numbers reaching the threshold, Division 9 will translate vital documents into Spanish, Vietnamese, Other Asian Languages, and Chinese.

## **II. LANGUAGE ASSISTANCE MEASURES**

The ODOT has developed an LEP Guidebook that has been provided to all front desk personnel and designees from each Central Office Division, Field Division, and Residency. The guidebook outlines in detail how to handle LEP encounters in person, on the phone, or written requests for translations of documents. Forms are provided to report all LEP encounters for use in the future when updating the ODOT's LEP Assessment and Language Assistance Plan (LAP). The Guidebook includes an "I Speak" list of languages which were based on an analysis of three different state language lists and one national language list. The languages were listed in the order of population spoken in Oklahoma. The LEP Guidebook, which includes the "I Speak" list, is in Appendix D.

## **III. TRAINING STAFF**

During March and April of 2019, the Title VI Coordinator provided LEP training to all Title VI designees and front desk personnel for all Central Office Divisions, all field division headquarters, and all residency locations. During the training the Title VI Designees and front desk personnel were given LEP Guidebooks to refer to as its use and function was explained, page by page. The training explained Title VI responsibilities in general, and LEP responsibilities specifically. The Title VI Coordinator will provide mandatory training every quarter for Title VI Designees, rotating between odd and even divisions, and include all updates to the program as they occur. This training is outlined in the Civil Rights Division internal Divisional Procedures and the ODOT's annual Title VI Plan.

## **IV. PROVIDING NOTICE TO LEP PERSONS**

Notices of translation and interpretation services are posted at the main entrance and elevators of the Central Office location and all Field Division Headquarter locations. Critical documents are translated into the languages that meet the "Safe Harbor" threshold by the counties in each Field Division and Central Office (Division 9). The Notice of Interpreter Services is in Appendix E.

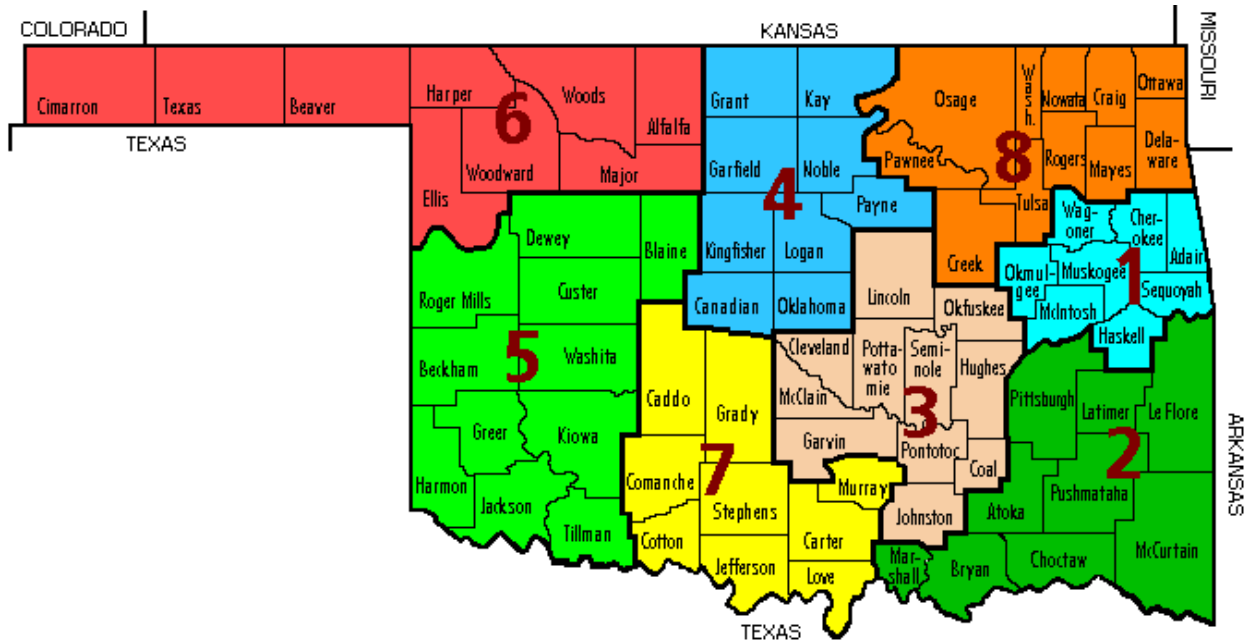
## **V. MONITORING AND UPDATING THE LEP PLAN**

The LEP Plan will be updated on an as needed basis. A variety of factors can influence the need to update information. There will be a continuous assessment of incoming LEP encounters reported to determine if the needs of any given community have changed. Census data will be analyzed every three years to determine if the eligible populations and languages have changed for the Central Office Division or Field Divisions. There will be annual training of Title VI Designees and each training will include any changes in LEP encounters.

# Appendix A

ODOT Division Map with Counties

# ODOT DIVISION MAP WITH COUNTIES



- Division 1 – Muskogee
- Division 2 – Antlers
- Division 3 – Ada
- Division 4 – Perry
- Division 5 – Clinton
- Division 6 – Buffalo
- Division 7 – Duncan
- Division 8 – Tulsa
- Division 9 (Central Office) – Oklahoma

# Appendix B

Data Charts from US Census

# Division 1

Language	Adair	Cherokee	Haskell	McIntosh	Muskoquee	Okmulgee	Sequoyah	Wagoner	Total	Percentage	< well	Percentage
Total Population 5 years and Older	20,714	45,056	12,056	19,781	65,292	36,970	39,123	70,636	309,028			
Speak only English	18,552	42,026	11,749	18,827	61,585	35,688	37,720	66,860	293,007	94.8157%		
Spanish or Spanish Creole	692	1,604	209	76	2,805	511	554	2,446	8,997	2.8790%	3,450	1.1164%
Other Native North American	1,318	1,125	60	114	322	499	546	74	4,058	1.3131%	510	0.1650%
Vietnamese	14	0	0	0	187	86	19	67	373	0.1207%	237	0.0767%
Chinese	0	46	0	8	0	0	8	71	133	0.0430%	99	0.0320%
Hmong	28	4	0	0	0	17	88	189	326	0.1055%	83	0.0269%
Russian	0	6	0	0	0	8	3	126	143	0.0463%	65	0.0210%
Tagalog	14	50	17	27	11	3	3	50	175	0.0566%	57	0.0184%
Other Slavic languages	0	0	0	0	0	0	0	96	96	0.0311%	56	0.0181%
Korean	0	0	9	0	35	0	0	25	69	0.0223%	55	0.0178%
German	14	34	2	74	75	33	39	184	455	0.1472%	48	0.0155%
Other Indic languages	0	0	0	0	56	0	0	0	56	0.0181%	46	0.0149%
Laotian	14	0	0	0	0	0	11	53	78	0.0252%	45	0.0146%
French (incl. Patois, Cajun)	0	9	0	0	22	27	6	46	110	0.0356%	34	0.0110%
Serbo-Croatian	0	0	0	0	0	0	0	62	62	0.0201%	33	0.0107%
Polish	0	0	0	0	35	18	12	0	65	0.0210%	28	0.0091%
Mon-Khmer, Cambodian	0	0	0	0	0	0	22	18	40	0.0129%	22	0.0071%
Japanese	0	0	5	29	0	14	6	118	172	0.0557%	20	0.0065%
Other Pacific Island languages	34	0	0	0	0	0	0	40	74	0.0239%	19	0.0061%
Portuguese or Portuguese Creole	0	18	0	0	0	9	0	0	27	0.0087%	18	0.0058%
Thai	0	3	0	11	0	0	2	12	28	0.0091%	18	0.0058%
Arabic	0	17	5	0	0	0	0	36	58	0.0188%	17	0.0055%
Persian	0	0	0	0	0	0	20	0	20	0.0065%	10	0.0032%
African languages	0	0	0	0	41	0	0	39	80	0.0259%	9	0.0029%
Urdu	0	0	0	0	0	0	0	14	14	0.0045%	9	0.0029%
Other Asian languages	18	20	0	0	0	0	35	0	73	0.0236%	7	0.0023%
Scandinavian languages	0	0	0	0	10	27	0	5	42	0.0136%	5	0.0016%
Armenian	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
French Creole	0	0	0	0	18	0	0	0	18	0.0058%	0	0.0000%
Greek	0	24	0	15	0	0	0	0	39	0.0126%	0	0.0000%
Gujarati	0	0	0	0	15	0	0	5	20	0.0065%	0	0.0000%
Hebrew	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hindi	5	0	0	0	0	0	14	0	19	0.0061%	0	0.0000%
Hungarian	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Italian	0	23	0	0	0	9	0	0	32	0.0104%	0	0.0000%
Navajo	0	5	0	0	25	14	3	0	47	0.0152%	0	0.0000%
Other and unspecified languages	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other Indo-European languages	0	15	0	0	16	0	0	0	31	0.0100%	0	0.0000%
Other West Germanic languages	11	27	0	0	34	7	12	0	91	0.0294%	0	0.0000%
Yiddish	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%



## Division 2

Language	Atoka	Bryan	Choctaw	Latimer	Le Flore	McCurtain	Marshall	Pittsburg	Pushmataha	Total	Percentage	< well	Percentage
Total Population 5 years and Older	13,077	41,128	14,151	10,128	48,844	30,755	14,998	42,181	10,572	223,834			
Speak only English	12,661	39,045	13,682	9,864	43,997	29,522	12,856	40,346	10,227	212,200	94.8024%		
Spanish or Spanish Creole	248	1,347	291	152	2,213	743	1,978	1,133	149	8,252	3.6967%	3,222	1.4595%
Other Native North American	82	279	62	38	220	339	63	195	115	1,393	0.6223%	190	0.0849%
Vietnamese	0	15	37	0	24	0	0	30	5	111	0.0496%	93	0.0415%
Chinese	24	60	4	26	11	0	9	0	0	134	0.0598%	92	0.0411%
Laotian	0	11	0	0	60	10	0	12	0	93	0.0415%	47	0.0210%
German	9	72	9	5	78	24	29	91	17	334	0.1492%	40	0.0179%
Korean	0	6	0	0	13	0	0	77	0	96	0.0429%	39	0.0174%
Other Pacific Island languages	0	12	0	0	32	64	0	0	0	108	0.0483%	37	0.0165%
Hmong	0	0	0	0	47	0	0	0	31	78	0.0348%	32	0.0143%
French Creole	0	27	0	0	0	0	0	0	0	27	0.0121%	27	0.0121%
African languages	0	22	4	0	97	0	42	0	0	165	0.0737%	26	0.0116%
Mon-Khmer, Cambodian	0	8	0	0	0	0	26	4	0	38	0.0170%	26	0.0116%
Arabic	0	103	0	19	0	12	9	0	0	143	0.0639%	24	0.0107%
Japanese	0	5	0	0	23	0	13	90	0	131	0.0585%	19	0.0085%
Tagalog	1	15	0	8	9	6	0	21	2	62	0.0277%	19	0.0085%
Other Indic languages	22	0	0	6	0	0	0	6	5	39	0.0174%	18	0.0080%
French (incl. Patois, Cajun)	22	5	47	5	0	20	3	57	0	159	0.0710%	16	0.0071%
Portuguese or Portuguese Creole	0	5	12	0	0	0	0	13	0	30	0.0134%	6	0.0027%
Persian	0	12	0	0	0	0	0	0	6	18	0.0080%	3	0.0013%
Navajo	3	0	0	0	0	1	0	1	5	10	0.0045%	2	0.0009%
Thai	0	2	0	5	0	0	0	0	1	8	0.0036%	1	0.0004%
Armenian	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Greek	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Gujarati	0	0	0	0	0	5	0	0	0	5	0.0022%	0	0.0000%
Hebrew	5	0	0	0	0	0	0	7	4	16	0.0071%	0	0.0000%
Hindi	0	50	0	0	7	2	0	0	3	62	0.0277%	0	0.0000%
Hungarian	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Italian	2	0	0	0	5	0	0	12	0	19	0.0085%	0	0.0000%
Other and unspecified languages	0	0	3	0	0	0	0	0	0	3	0.0013%	0	0.0000%
Other Asian languages	0	0	0	0	8	0	0	0	0	8	0.0036%	0	0.0000%
Other Indo-European languages	0	3	0	0	0	0	3	0	0	6	0.0027%	0	0.0000%
Other Slavic languages	0	0	0	0	0	3	0	0	0	3	0.0013%	0	0.0000%
Other West Germanic languages	0	0	0	0	0	0	14	4	0	18	0.0080%	0	0.0000%
Polish	0	0	0	0	0	0	9	0	0	9	0.0040%	0	0.0000%
Russian	0	14	0	0	0	4	4	6	2	30	0.0134%	0	0.0000%
Scandinavian languages	0	0	0	0	0	0	0	16	0	16	0.0071%	0	0.0000%
Serbo-Croatian	0	10	0	0	0	0	0	0	0	10	0.0045%	0	0.0000%
Urdu	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Yiddish	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 3

Language	Cleveland	Coal	Garvin	Hughes	Johnston	Lincoln	McClain	Oktfuskee	Pontotoc	Pottawatomie	Seminole	Total	Percentage	< well	Percentage
Total Population 5 years and Older	252,393	5,461	25,577	13,094	10,317	32,406	34,138	11,408	35,333	66,315	23,811	510,243			
Speak only English	227,063	5,213	24,123	12,478	9,892	31,793	31,887	10,581	33,893	63,670	22,476	472,869	92.6753%		
Spanish or Spanish-Creole	11,299	75	1,216	308	218	346	1,893	1,28	770	1,556	564	18,373	3.6003%	8,495	1.2729%
Vietnamese	3,970	0	0	0	0	0	0	0	83	29	8	4,090	0.8016%	2,018	0.3955%
Chinese	1,670	0	0	0	5	0	4	0	49	61	0	1,789	0.3506%	899	0.1762%
Other Native North American	276	23	58	256	84	98	75	358	328	451	641	2,848	0.5190%	398	0.0780%
Korean	867	0	7	0	0	0	0	2	0	28	2	906	0.1776%	388	0.0760%
German	784	62	21	18	19	81	47	302	86	139	44	1,603	0.3142%	248	0.0486%
Other Pacific Island languages	292	0	0	0	28	16	88	0	0	3	3	415	0.0813%	231	0.0453%
Japanese	420	27	14	0	0	5	0	0	0	17	17	560	0.1096%	208	0.0408%
Laotian	212	0	0	0	0	0	0	0	0	0	0	212	0.0415%	187	0.0366%
Other Asian languages	611	0	20	0	0	0	0	8	0	2	0	641	0.1256%	187	0.0366%
African languages	575	2	0	0	0	0	0	0	52	12	11	652	0.1278%	186	0.0365%
French (incl. Patois, Cajun)	863	8	0	0	26	8	31	2	23	104	8	1,072	0.2101%	159	0.0312%
Other Indic languages	310	0	52	0	5	0	0	0	39	9	0	415	0.0813%	149	0.0292%
Gujarati	274	0	0	0	0	0	0	0	0	0	0	274	0.0537%	140	0.0274%
Urdu	127	0	0	0	0	0	0	0	62	7	0	196	0.0384%	104	0.0204%
Tamil	246	5	19	0	6	12	73	0	0	38	0	397	0.0778%	87	0.0190%
Other West Germanic languages	233	46	5	0	0	1	0	7	9	8	0	309	0.0606%	88	0.0172%
Russian	210	0	3	4	4	0	4	0	18	30	13	286	0.0561%	81	0.0159%
Arabic	499	0	3	0	0	0	0	0	5	4	0	511	0.1004%	79	0.0155%
Thai	88	0	0	0	0	1	0	0	0	3	3	95	0.0186%	59	0.0116%
Persian	325	0	0	4	0	0	0	0	0	4	0	333	0.0653%	56	0.0110%
Other Indo-European languages	215	0	18	0	0	4	0	0	15	6	0	258	0.0508%	89	0.0176%
Serbo-Croatian	65	0	0	0	0	0	0	3	0	9	0	77	0.0151%	35	0.0069%
Polish	141	0	0	0	12	0	0	0	0	0	3	156	0.0306%	34	0.0067%
Mon-Khmer, Cambodian	88	0	0	0	0	0	0	0	0	0	0	88	0.0172%	23	0.0045%
Scandinavian languages	79	0	7	3	11	5	0	0	0	0	0	105	0.0206%	22	0.0043%
Hebrew	166	0	0	0	0	0	0	0	0	0	0	166	0.0325%	19	0.0037%
Other and unspecified languages	33	0	0	0	0	0	0	0	0	0	0	33	0.0065%	17	0.0033%
Italian	61	0	11	0	0	8	0	0	4	2	16	102	0.0201%	16	0.0031%
Portuguese or Portuguese Creole	86	0	0	0	1	0	56	0	0	23	2	168	0.0329%	9	0.0018%
Hmong	19	0	0	0	4	0	0	0	0	0	0	23	0.0045%	6	0.0012%
Armenian	9	0	0	0	0	0	0	0	0	0	0	9	0.0018%	0	0.0000%
French Creole	0	0	0	0	0	0	0	16	12	0	0	28	0.0055%	0	0.0000%
Greek	56	0	0	10	0	21	0	1	0	10	0	88	0.0192%	0	0.0000%
Hindi	18	0	0	0	0	0	0	75	0	0	0	83	0.0182%	0	0.0000%
Hungarian	16	0	0	0	0	0	0	0	2	9	0	27	0.0053%	0	0.0000%
Nevado	4	0	0	3	0	3	0	0	0	0	0	10	0.0020%	0	0.0000%
Other Slavic languages	123	0	0	0	3	4	0	0	8	0	0	138	0.0270%	0	0.0000%
Yiddish	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 4

Language	Canadian	Garfield	Grant	Kay	Kingfisher	Logan	Noble	Oklahoma	Payne	Total	Percentage	< well	Percentage
Total:	117,367	57,520	4,245	42,396	14,230	41,878	10,833	695,175	74,885	1,068,529			
Speak only English	106,884	50,918	4,133	40,068	12,308	39,936	10,609	578,325	69,663	912,844	86.2370%		
Spanish or Spanish Creole:	6,230	4,734	85	1,733	1,881	1,380	121	88,911	1,515	104,590	9.8807%	51,160	4.8331%
Vietnamese:	1,358	97	0	11	0	0	0	7,072	124	8,662	0.8183%	5,132	0.4848%
Chinese:	188	70	0	22	2	104	6	2,367	885	3,624	0.3424%	1,908	0.1803%
Other Asian languages:	789	19	0	6	0	40	0	2,515	265	3,634	0.3433%	1,322	0.1249%
Arabic:	77	71	0	4	0	0	0	1,898	394	2,444	0.2309%	994	0.0939%
Korean:	0	56	7	21	0	0	0	993	221	1,298	0.1226%	686	0.0648%
Other Indic languages:	167	8	0	0	0	57	0	1,100	210	1,542	0.1457%	603	0.0570%
Laotian:	200	68	0	0	0	0	0	767	0	1,035	0.0978%	563	0.0532%
Other Pacific Island languages:	21	1,017	0	6	0	3	2	295	355	1,699	0.1605%	444	0.0419%
Tagalog:	107	46	0	16	0	3	0	1,103	122	1,397	0.1320%	383	0.0362%
Thai:	20	0	0	0	0	0	0	402	104	526	0.0497%	371	0.0350%
African languages:	58	0	0	5	0	29	0	2,329	109	2,530	0.2390%	367	0.0347%
French (incl. Patois, Cajun):	287	96	5	63	0	19	24	1,378	113	1,985	0.1875%	366	0.0336%
Urdu:	0	0	0	0	0	6	0	888	9	903	0.0853%	336	0.0317%
German:	130	123	7	192	11	211	25	1,310	122	2,131	0.2013%	316	0.0299%
Persian:	102	0	0	0	0	0	0	918	107	1,127	0.1065%	230	0.0217%
Polish:	19	0	0	43	0	0	0	347	0	409	0.0386%	151	0.0143%
Other Native North American	136	9	0	163	3	8	27	786	145	1,277	0.1206%	148	0.0140%
Hindi:	53	0	0	6	0	0	0	571	104	734	0.0693%	142	0.0134%
Japanese:	81	51	3	13	0	0	0	282	55	465	0.0439%	142	0.0134%
Portuguese or Portuguese Creole:	23	0	0	1	0	30	0	302	72	428	0.0404%	139	0.0131%
Other Indo-European languages:	65	0	0	0	0	0	0	185	4	254	0.0240%	111	0.0105%
Other and unspecified languages:	26	0	0	0	0	0	0	117	0	143	0.0135%	104	0.0098%
Mon-Khmer, Cambodian:	0	0	0	0	0	0	0	177	17	194	0.0183%	103	0.0097%
Russian:	124	0	4	4	0	25	0	339	17	513	0.0485%	94	0.0089%
Gujarati:	29	0	0	0	0	0	0	146	0	175	0.0165%	63	0.0060%
Italian:	50	22	0	7	0	13	2	189	5	288	0.0272%	60	0.0057%
French Creole:	20	19	0	0	0	0	0	140	0	179	0.0169%	42	0.0040%
Hmong:	97	0	0	7	0	0	13	345	22	484	0.0457%	33	0.0031%
Serbo-Croatian:	0	0	0	0	0	0	0	152	0	152	0.0144%	33	0.0031%
Navajo:	13	14	0	0	0	0	0	19	0	46	0.0043%	20	0.0019%
Hungarian:	0	0	0	0	0	0	0	25	0	25	0.0024%	18	0.0017%
Armenian:	0	0	0	0	0	0	0	59	0	59	0.0056%	16	0.0015%
Hebrew:	0	0	0	0	14	0	0	184	0	198	0.0187%	14	0.0013%
Other West Germanic languages:	8	57	1	0	0	14	0	69	48	197	0.0186%	14	0.0013%
Greek:	0	8	0	3	11	0	0	93	21	136	0.0128%	7	0.0007%
Other Slavic languages:	25	17	0	0	0	0	4	19	43	108	0.0102%	6	0.0006%
Scandinavian languages:	0	0	0	2	0	0	0	78	14	94	0.0089%	6	0.0006%
Yiddish:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 5

Language	Beckham	Blaine	Custer	Dewey	Greer	Harmon	Jackson	Kiowa	Roger Mills	Tillman	Washita	Total	Percentage	< well	Percentage
Total:	21,937	9,039	26,786	4,689	5,776	2,720	23,966	8,757	3,530	7,241	10,873	124,584			
Speak only English	19,497	8,289	23,050	4,421	5,466	2,156	19,832	8,158	3,457	6,088	10,268	110,683	88.8421%		
Spanish or Spanish Creole:	1,646	651	2,921	88	258	495	3,573	488	66	1,006	485	11,578	9.2833%	4,654	37.356%
Italian:	0	0	0	0	0	0	82	5	0	0	0	87	0.0698%	87	0.0698%
Taaloj:	76	0	53	0	0	21	120	0	0	1	7	278	0.2231%	83	0.0666%
French (incl. Patois, Cajun):	14	42	0	0	5	0	32	6	0	101	7	207	0.1662%	61	0.0490%
Vietnamese:	15	0	82	5	3	4	5	0	0	14	0	128	0.1027%	61	0.0490%
Portuguese or Portuguese Creole:	0	0	52	4	0	0	14	2	0	0	0	72	0.0578%	57	0.0458%
Persian:	0	0	135	0	0	0	0	0	0	0	0	135	0.1084%	56	0.0449%
Other Indo-European languages:	0	6	66	0	0	0	0	0	0	0	0	71	0.0570%	47	0.0377%
Chinese:	9	0	56	15	0	4	29	3	0	0	10	126	0.1011%	44	0.0353%
German:	20	33	18	0	27	0	80	34	2	5	78	287	0.2304%	37	0.0297%
African languages:	0	0	28	0	0	0	0	0	0	0	0	28	0.0225%	23	0.0185%
Korean:	0	3	18	0	0	0	47	5	0	0	0	73	0.0588%	23	0.0185%
Hebrew:	13	0	0	0	0	0	0	0	0	0	0	13	0.0104%	13	0.0104%
Thai:	0	8	0	15	0	6	19	0	1	0	0	48	0.0393%	12	0.0096%
Other Pacific Island languages:	0	2	4	1	0	0	30	12	4	4	0	57	0.0458%	9	0.0072%
Russian:	0	0	0	0	0	0	0	1	0	0	8	10	0.0080%	8	0.0072%
Yiddish:	0	0	0	0	0	0	8	0	0	0	0	8	0.0064%	8	0.0064%
Japanese:	0	0	34	0	0	0	60	0	0	0	7	101	0.0811%	7	0.0056%
Urdu:	0	0	19	0	0	0	21	0	0	0	0	40	0.0321%	6	0.0048%
Other Native North American:	31	46	187	9	5	14	4	41	11	19	0	367	0.2946%	5	0.0040%
Other West Germanic languages:	8	41	5	0	0	0	0	0	0	1	0	55	0.0441%	5	0.0040%
Other Asian languages:	0	0	0	7	0	0	0	0	0	2	0	9	0.0072%	2	0.0016%
Arabic:	0	0	0	0	4	20	0	0	0	0	0	24	0.0193%	0	0.0000%
Armenian:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
French Creole:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Greek:	0	0	0	3	0	0	0	0	0	0	0	3	0.0024%	0	0.0000%
Gujarati:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hindi:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hmong:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hungarian:	0	0	0	0	0	0	0	0	0	0	2	2	0.0016%	0	0.0000%
Laotian:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Mon-Khmer Cambodian:	8	8	0	0	0	0	0	0	0	0	0	16	0.0128%	0	0.0000%
Navajo:	0	0	30	0	0	0	0	0	0	0	0	30	0.0241%	0	0.0000%
Other and unspecified languages:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other Indic languages:	0	0	29	0	0	0	0	0	0	0	0	29	0.0233%	0	0.0000%
Other Slavic languages:	0	0	0	0	8	0	0	0	0	0	0	8	0.0064%	0	0.0000%
Polish:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Scandinavian languages:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Serbo-Croatian:	0	0	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 6

Language	Alfalfa	Beaver	Cimarron	Ellis	Harper	Major	Texas	Woods	Woodward	Total	Percentage	< well	Percentage
Total:	5,462	5,203	2,182	3,875	3,454	7,145	19,813	8,441	19,481	75,056			
Speak only English	5,168	4,172	1,775	3,730	2,743	6,895	12,264	7,932	18,188	62,647	83.4670%		
Spanish or Spanish Creole:	203	998	391	119	690	402	6,742	341	1,147	11,033	14.6997%	5,794	7.7198%
Other and unspecified languages:	0	0	0	0	0	0	348	3	0	351	0.4637%	348	
Other Asian languages:	0	0	0	7	0	0	95	0	0	102	0.1359%	80	0.1066%
African languages:	0	0	0	0	0	0	88	0	0	88	0.1172%	79	0.1053%
Lactian:	0	0	0	0	0	0	90	0	0	90	0.1199%	59	0.0786%
Other Native North American	44	9	0	1	0	0	0	0	57	111	0.1479%	39	0.0520%
Tagalog:	0	0	0	10	0	0	40	15	0	65	0.0866%	25	0.0333%
Vietnamese:	0	0	0	0	3	0	21	16	0	40	0.0533%	24	0.0320%
German:	33	16	16	6	0	14	53	17	21	176	0.2345%	23	0.0306%
Other Pacific Island languages:	0	0	0	0	0	0	0	1	35	36	0.0480%	19	0.0253%
Portuguese or Portuguese Creole:	0	8	0	0	11	0	0	0	0	19	0.0253%	19	0.0253%
Chinese:	0	0	0	0	0	0	20	9	0	29	0.0386%	9	0.0120%
Hindi:	0	0	0	0	0	0	6	21	0	27	0.0360%	6	0.0080%
Italian:	4	0	0	0	0	6	0	2	0	12	0.0160%	4	0.0053%
Japanese:	0	0	0	0	0	1	4	0	0	5	0.0067%	2	0.0027%
Korean:	0	0	0	0	6	0	3	0	0	9	0.0120%	1	0.0013%
Arabic:	0	0	0	0	0	11	0	13	9	33	0.0440%	0	0.0000%
Armenian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
French (incl. Patois Cajun):	10	0	0	0	1	9	5	9	44	78	0.1039%	0	0.0000%
French Creole:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Greek:	0	0	0	2	0	7	0	0	0	9	0.0120%	0	0.0000%
Gujarati:	0	0	0	0	0	0	0	9	0	9	0.0120%	0	0.0000%
Hebrew:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hmong:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Hungarian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Mon-Khmer, Cambodian:	0	0	0	0	0	0	27	0	0	27	0.0360%	0	0.0000%
Navajo:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other Indic languages:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other Indo-European languages:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other Slavic languages:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Other West Germanic languages:	0	0	0	0	0	0	7	0	0	7	0.0093%	0	0.0000%
Persian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Polish:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Russian:	0	0	0	0	0	0	0	53	0	53	0.0706%	0	0.0000%
Scandinavian languages:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Serbo-Croatian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Thai:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Urdu:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Yiddish:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 7

Language	Caddo	Carter	Comanche	Cotton	Grady	Jefferson	Love	Murray	Stephens	Total	Percentage	< well	Percentage
Total:	27,422	45,085	115,983	5,751	50,267	5,912	9,059	12,972	41,964	314,415			
Speak only English	24,883	42,205	104,428	5,540	48,216	5,565	7,987	12,241	39,888	290,753	92.4743%		
Spanish or Spanish Creole:	1,831	2,031	5,912	112	1,508	306	955	559	1,870	15,084	4.7975%	4,649	1.4786%
Korean:	0	5	644	8	33	0	7	0	0	687	0.2217%	363	0.1155%
German:	59	61	1,552	28	219	0	23	6	125	2,073	0.6593%	268	0.0852%
Chinese:	33	163	254	0	0	27	0	0	52	529	0.1682%	248	0.0789%
Other Native North American	501	174	579	25	29	2	5	59	17	1,391	0.4424%	195	0.0620%
Tagalog:	0	18	390	8	12	0	42	0	39	509	0.1619%	166	0.0528%
Vietnamese:	6	55	115	0	9	0	0	0	27	212	0.0674%	127	0.0404%
Other Pacific Island languages:	0	12	283	0	60	0	0	0	15	370	0.1177%	118	0.0375%
Arabic:	0	10	294	0	0	0	0	4	0	308	0.0980%	104	0.0331%
French (incl. Patois, Cajun):	16	87	233	0	27	0	11	58	9	441	0.1403%	102	0.0324%
Other Indo-European languages:	0	0	43	9	68	0	0	0	26	146	0.0464%	54	0.0172%
African languages:	0	5	318	0	6	0	0	4	0	333	0.1059%	45	0.0143%
Mon-Khmer, Cambodian:	0	0	59	0	0	0	0	0	0	59	0.0188%	45	0.0143%
Other Indic languages:	0	80	44	0	0	0	5	27	0	156	0.0496%	36	0.0114%
Japanese:	0	10	70	0	4	0	0	0	3	87	0.0277%	34	0.0108%
Thai:	5	0	104	0	0	0	0	0	2	111	0.0353%	24	0.0076%
Hebrew:	0	0	43	0	0	0	0	4	76	123	0.0391%	17	0.0054%
Persian:	19	0	43	0	0	0	0	0	0	62	0.0197%	16	0.0051%
Hmong:	6	0	29	21	0	0	0	0	0	56	0.0178%	14	0.0045%
Other Asian languages:	0	8	73	0	0	0	0	0	0	81	0.0258%	12	0.0038%
Italian:	0	16	40	0	4	6	5	0	7	78	0.0248%	8	0.0025%
Other Slavic languages:	0	0	20	0	3	0	0	0	0	23	0.0073%	7	0.0022%
Hindi:	0	0	0	0	29	0	0	0	0	29	0.0092%	5	0.0016%
Polish:	0	0	51	0	0	0	0	0	8	59	0.0188%	4	0.0013%
Portuguese or Portuguese Creole:	6	29	27	0	3	0	0	6	0	71	0.0226%	4	0.0013%
Armenian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
French Creole:	2	0	99	0	0	0	0	0	0	101	0.0321%	0	0.0000%
Greek:	0	13	8	0	0	0	19	0	0	40	0.0127%	0	0.0000%
Gujarati:	0	0	9	0	0	0	0	0	0	9	0.0029%	0	0.0000%
Hungarian:	0	0	18	0	0	0	0	0	0	18	0.0057%	0	0.0000%
Laotian:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%
Navajo:	43	0	12	0	0	0	0	0	0	55	0.0175%	0	0.0000%
Other and unspecified languages:	0	0	33	0	0	6	0	0	0	39	0.0124%	0	0.0000%
Other West Germanic languages:	12	0	75	0	3	0	0	0	0	90	0.0286%	0	0.0000%
Russian:	0	44	69	0	0	0	0	4	0	117	0.0372%	0	0.0000%
Scandinavian languages:	0	0	5	0	34	0	0	0	0	39	0.0124%	0	0.0000%
Serbo-Croatian:	0	0	7	0	0	0	0	0	0	7	0.0022%	0	0.0000%
Urdu:	0	59	0	0	0	0	0	0	0	59	0.0188%	0	0.0000%
Yiddish:	0	0	0	0	0	0	0	0	0	0	0.0000%	0	0.0000%

## Division 8

Language	Craig	Creek	Delaware	Mayes	Nowata	Osage	Ottawa	Pawnee	Rogers	Tulsa	Washington	Total	Percentage	< well	Percentage
Total:	13,916	66,312	39,395	38,316	9,981	45,429	29,890	15,475	83,988	577,181	48,471	968,324			
Speak only English	13,585	64,458	36,932	36,782	9,759	44,172	28,033	15,113	80,351	502,082	46,380	876,647	90.5324%		
Spanish or Spanish Creole:	177	1,301	864	590	158	737	1,205	228	2,296	52,361	1,843	61,750	6.3770%	27,692	2.8598%
Vietnamese:	11	127	23	52	5	0	20	0	69	2,715	17	3,039	0.3139%	1,800	0.1859%
Other Asian languages:	0	0	0	7	0	1	2	0	10	2,399	277	2,696	0.2784%	1,493	0.1545%
Chinese:	20	21	83	0	0	5	20	29	17	2,202	69	2,446	0.2528%	1,327	0.1370%
Hmong:	0	0	234	14	0	0	83	0	281	1,927	0	2,549	0.2632%	947	0.0978%
Arabic:	0	20	51	11	0	33	0	0	26	1,616	3	1,780	0.1818%	485	0.0501%
Korean:	0	10	2	17	0	7	3	3	25	816	48	931	0.0961%	434	0.0448%
German:	29	44	85	289	17	54	83	0	177	1,238	139	2,165	0.2236%	395	0.0408%
Other Native North American	53	134	965	390	13	236	117	73	269	845	124	3,219	0.3324%	335	0.0346%
Russian:	8	28	20	0	0	0	6	0	30	717	0	809	0.0855%	324	0.0335%
Other Pacific Island languages:	2	32	11	17	0	0	145	12	3	478	14	714	0.0737%	291	0.0301%
French (incl. Patois, Cajun):	6	37	33	18	0	2	33	1	134	1,088	113	1,465	0.1513%	204	0.0211%
Tamil:	8	3	29	7	0	48	18	1	61	620	42	837	0.0864%	202	0.0209%
Thai:	0	0	6	0	0	0	4	3	26	241	0	280	0.0289%	185	0.0191%
Other Indic languages:	0	8	0	0	0	0	0	0	0	588	88	684	0.0706%	182	0.0188%
Hindi:	0	0	0	7	0	0	12	0	6	576	128	729	0.0763%	141	0.0146%
Persian:	0	7	0	0	0	19	2	0	14	363	8	413	0.0427%	141	0.0146%
African languages:	0	0	0	0	0	0	4	0	0	929	0	933	0.0964%	140	0.0145%
Portuguese or Portuguese Creole:	0	0	2	0	13	54	12	0	12	320	9	422	0.0436%	136	0.0142%
Urdu:	0	0	3	0	0	0	3	0	2	415	45	468	0.0483%	90	0.0093%
Gujarati:	12	0	0	0	0	0	8	0	13	224	32	289	0.0298%	84	0.0087%
Italian:	5	0	11	2	0	13	19	5	6	351	32	444	0.0459%	83	0.0086%
Japanese:	0	18	5	7	0	0	6	0	12	313	0	361	0.0373%	78	0.0081%
Other Indo-European languages:	0	0	0	14	0	0	0	0	0	395	49	458	0.0473%	75	0.0077%
Lactian:	0	0	15	14	15	0	0	7	62	84	0	197	0.0203%	62	0.0064%
Hebrew:	0	0	0	0	0	33	0	0	0	111	0	144	0.0149%	49	0.0051%
Greek:	0	0	0	34	0	0	0	0	0	323	0	357	0.0369%	48	0.0050%
Other and unspecified languages:	0	5	0	0	0	0	4	0	20	111	0	140	0.0145%	43	0.0044%
Other Slavic languages:	0	23	12	0	0	0	1	0	13	116	0	165	0.0170%	26	0.0027%
Polish:	0	6	3	13	0	3	0	0	11	71	0	107	0.0111%	19	0.0020%
Navajo:	0	5	14	8	1	0	0	0	9	39	0	76	0.0078%	18	0.0019%
Hungarian:	0	0	0	0	0	0	0	0	6	78	0	84	0.0087%	14	0.0014%
Mon-Khmer, Cambodian:	0	15	0	0	0	0	15	0	0	12	0	42	0.0043%	12	0.0012%
Armenian:	0	0	0	0	0	0	0	0	0	31	0	31	0.0032%	11	0.0011%
French Creole:	0	0	0	0	0	0	3	0	15	66	0	84	0.0087%	9	0.0009%
Scandinavian languages:	0	0	2	0	0	3	0	0	0	74	0	79	0.0082%	9	0.0009%
Other West Germanic languages:	0	10	0	13	0	9	19	0	2	187	11	251	0.0259%	8	0.0008%
Serbo-Croatian:	0	0	0	0	0	0	0	0	0	31	0	31	0.0032%	7	0.0007%
Yiddish:	0	0	0	0	0	0	0	0	0	28	0	28	0.0028%	0	0.0000%

## Division 9 (Central Office)

Language	Total	Percentage	< well	Percentage
Total:	562,393			
Speak only English	449,016	79.8403%		
Spanish or Spanish Creole:	83,021	14.7621%	42,528	7.5620%
Vietnamese:	10,137	1.8025%	5,967	1.0610%
Other Asian languages:	2,816	0.5007%	1,119	0.1990%
Chinese:	1,862	0.3311%	1,042	0.1853%
Laotian:	947	0.1684%	498	0.0886%
Korean:	851	0.1513%	475	0.0845%
Arabic:	1,532	0.2724%	468	0.0832%
Other Indic languages:	1,073	0.1908%	449	0.0798%
Urdu:	642	0.1142%	299	0.0532%
African languages:	1,813	0.3224%	281	0.0500%
Persian:	919	0.1634%	193	0.0343%
French (incl. Patois, Cajun):	1,322	0.2351%	192	0.0341%
Tagalog:	629	0.1118%	177	0.0315%
Gujarati:	309	0.0549%	144	0.0256%
Thai:	230	0.0409%	141	0.0251%
German:	992	0.1764%	134	0.0238%
Russian:	429	0.0763%	123	0.0219%
Hindi:	568	0.1010%	121	0.0215%
Other Indo-European languages:	228	0.0405%	111	0.0197%
Other and unspecified languages:	127	0.0226%	92	0.0164%
Other Pacific Island languages:	244	0.0434%	87	0.0155%
Mon-Khmer, Cambodian:	153	0.0272%	79	0.0140%
Serbo-Croatian:	190	0.0338%	68	0.0121%
Portuguese or Portuguese Creole:	171	0.0304%	65	0.0116%
Other Native North American	687	0.1222%	46	0.0082%
Japanese:	228	0.0405%	45	0.0080%
Polish:	169	0.0301%	43	0.0076%
French Creole:	90	0.0160%	23	0.0041%
Italian:	90	0.0160%	20	0.0036%
Hungarian:	25	0.0044%	18	0.0032%
Hmong:	345	0.0613%	9	0.0016%
Greek:	119	0.0212%	7	0.0012%
Navajo:	13	0.0023%	6	0.0011%
Scandinavian languages:	66	0.0117%	6	0.0011%
Armenian:	43	0.0076%	0	0.0000%
Hebrew:	218	0.0388%	0	0.0000%
Other Slavic languages:	27	0.0048%	0	0.0000%
Other West Germanic languages:	52	0.0092%	0	0.0000%
Yiddish:	0	0.0000%	0	0.0000%



# Appendix C

ODOT Policy Directive B-306-6 “Discrimination/Federal Funding”

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

No. **B-306-6**

SUBJECT:

**DISCRIMINATION / FEDERAL FUNDING**

PAGE NO: **Page 1 of 4**

DATED: **06/17/2019**

EFFECTIVE DATE:

**06/17/2019**

ISSUED BY:

**Director of Finance and Administration**

APPROVED BY:

**/s/ Tim Gatz- Executive Director**

ACTION/STATUS:

**Revised**

DOCUMENT AFFECTED:

**B-306-6**

DATED:

**09/30/2011**

REFERENCE(S)

**Federal Regulations – Civil Rights Act of 1964**

## POLICY

**THE DEPARTMENT IS COMMITTED TO ENSURING THAT ALL DEPARTMENT SERVICES, PROGRAMS AND ACTIVITIES PROVIDED WITH FEDERAL FUNDING, ARE CONDUCTED IN A NON-DISCRIMINATORY MANNER AND PROTECTS INDIVIDUALS FROM DISCRIMINATION ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN IN ACCORDANCE WITH REGULATIONS OF “TITLE VI OF THE CIVIL RIGHTS ACT OF 1964”.**

## DEFINITIONS

**Title VI, Civil Rights Act of 1964** states 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 subjected to, discrimination under any program or activity receiving Federal financial assistance.” The Civil Rights Restoration Act of 1987 restored the original intent of Title VI and expanded the definition of “program or activity receiving Federal financial assistance” to include ALL programs or activities of a Federal recipient.

**Environmental Justice (EJ) (Executive Order 12898)** - Defined by the U.S. Environmental Protection Agency (EPA) as, “The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations and policies. Fair treatment means that no group of people, including racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies.”

**Federal Assistance** - Refers to 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 Federal property; or any Federal agreement, arrangement, or other contract which has one of its purposes as the provision of assistance.

**Recipient** - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

No. **B-306-6**

SUBJECT: <b>DISCRIMINATION / FEDERAL FUNDING</b>		PAGE NO: <b>Page 2 of 4</b> DATED: <b>06/17/2019</b>	
EFFECTIVE DATE: <b>06/17/2019</b>	ISSUED BY: <b>Director of Finance and Administration</b>	APPROVED BY: <b>/s/ Tim Gatz- Executive Director</b>	
ACTION/STATUS: <b>Revised</b>	DOCUMENT AFFECTED: <b>B-306-6</b>	DATED: <b>09/30/2011</b>	REFERENCE(S) <b>Federal Regulations – Civil Rights Act of 1964</b>

other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term recipient does not include any ultimate beneficiary under any such program.

**Limited English Proficiency (LEP) (Executive Order 13166)** - On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order required Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.

**(LEP)** - Any individual who does not speak English as their primary language and has a limited ability to read, speak, write, or understand English. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

## IMPLEMENTATION (SPECIFIC)

The Civil Rights Division is responsible for monitoring the Department's compliance with the Title VI program and for investigating and handling external complaints. Title VI covers:

- 1) All advertisements
- 2) Contracts/subcontracts
- 3) Title VI reports, issues, and complaints; public meetings and internal meetings related to Title VI
- 4) Title VI contract provisions and other legal documents
- 5) Other office areas where discrimination may exist

### A. Compliance Reviews

Title VI Compliance Review (23 CFR 200.9(b)(5)) will be conducted on major program areas and sub-recipients to determine the effectiveness of program area activities at all levels and to ensure non-discrimination. All areas are subject to review. Areas under review will be given two weeks' notice along with a copy of the compliance review questions before the on-site visit. A Determination of Findings (DOF) report will be issued after the on-site and a copy will be provided to the Department Director, Title VI Designee, FHWA, and the Civil Rights Division Manager. Areas will be given one week to respond to the DOF. Programs found out of compliance are required to develop a Corrective Action Plan to correct any deficiencies in the DOF within a period

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

No. **B-306-6**

SUBJECT:

**DISCRIMINATION / FEDERAL FUNDING**

PAGE NO: **Page 3 of 4**

DATED: **06/17/2019**

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**/s/ Tim Gatz- Executive Director**

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DATED:

**09/30/2011**

REFERENCE(S)

**Federal Regulations – Civil Rights Act of 1964**

of ninety (90) days as stated in 23 CFR 200.11. Senior staff members will receive a summary of each compliance review and the outcome.

### B. Title VI Designees

Each division (if applicable) is required to assign a Title VI designee(s) that is responsible for assisting the Title VI Coordinator to ensure non-discrimination at all levels, programs, and activities within their area(s). Title VI designees are required to submit monthly reports (if applicable) and attend training. Title VI designees assist in identifying and eliminating discrimination at the Department.

### C. Limited English Proficiency (LEP)

The Title VI Coordinator is responsible for ensuring that the Department employees know how to assist a LEP individual that comes into contact with any program, activity, or service at the Department. The Title VI Coordinator will conduct a LEP Assessment to identify language barriers, if any, from public individuals that come into contact at any of the nine (9) Department divisions. The Assessment will include the Four Factor Analysis and will be reviewed periodically with the current census to modify any changes.

Please refer to the current LEP Assessment on line for the languages that meet the threshold by division.

All divisions should be conscious of potential language barriers and are responsible for translating their vital document(s) to the required language. All divisions should take into account costs associated with LEP services in their annual budget. As updates are made regarding language barriers, divisions will be notified.

The Department has adopted the Safe Harbor Provisions and determined documents that are considered vital for the public and are to be available in the language(s) that reached the threshold. The current and full list is available at:

[https://www.ok.gov/odot/Doing\\_Business/Civil\\_Rights/Civil\\_Rights\\_-\\_Publications,\\_Posters\\_and\\_Brochures.html](https://www.ok.gov/odot/Doing_Business/Civil_Rights/Civil_Rights_-_Publications,_Posters_and_Brochures.html)

A LEP Interpreter Translator database, which includes State approved vendors, employee volunteers, and other for fee individuals is available at U:\Civil\_Rt\Title VI\Limited English Proficient (LEP)\LEP-Interpreter-Translator Database.xlsx or by contacting the Title VI Coordinator. Although these specific languages have been identified as reaching the threshold, each division is responsible for

# OKLAHOMA DEPARTMENT OF TRANSPORTATION

## POLICY DIRECTIVE

No. **B-306-6**

SUBJECT: <b>DISCRIMINATION / FEDERAL FUNDING</b>		PAGE NO: <b>Page 4 of 4</b> DATED: <b>06/17/2019</b>	
EFFECTIVE DATE: <b>06/17/2019</b>	ISSUED BY: <b>Director of Finance and Administration</b>	APPROVED BY: <b>/s/ Tim Gatz- Executive Director</b>	
ACTION/STATUS: <b>Revised</b>	DOCUMENT AFFECTED: <b>B-306-6</b>	DATED: <b>09/30/2011</b>	REFERENCE(S) <b>Federal Regulations – Civil Rights Act of 1964</b>

accommodating any individual that requests documents to be translated in another language when necessary.

Employees are required to follow the Title VI Coordinator's "Employee Guide - Process of Assisting a Limited English Proficient (LEP) Individual". The Department employees are responsible for filling out and submitting the LEP Reporting Form to the Title VI Coordinator after assisting a LEP individual. The LEP Reporting Form is available on the Intranet.

### D. Title VI Public Advertisement Notice

The vital documents identified in the LEP Assessment are required to be included in the Title VI Public Advertisement Notice.

[https://www.ok.gov/odot/Doing\\_Business/Civil\\_Rights/Civil\\_Rights\\_-\\_Publications,\\_Posters\\_and\\_Brochures.html](https://www.ok.gov/odot/Doing_Business/Civil_Rights/Civil_Rights_-_Publications,_Posters_and_Brochures.html)

The following Title VI Public Advertisement Notice must be included on the bottom of the backside of the front cover, beneath the table of contents, or on the bottom of the very last page of the document:

**The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).**

### E. Title VI Assurances

All federal-aid contracts are required to include the current Title VI Assurances A & E (B, C and D, if applicable).

# Appendix D

LEP Guidebook



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Civil Rights Division  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
[www.odot.org](http://www.odot.org)

# Employee Guide Process of Assisting a Limited English Proficient (LEP) Individual

*"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."*

AN EQUAL OPPORTUNITY EMPLOYER

# Table of Contents

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“I Speak” -----	2
Bilingual ODOT Employees and State Contract -----	3
LEP Reporting Form -----	4





OKLAHOMA DEPARTMENT OF TRANSPORTATION

Civil Rights Division  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
[www.odot.org](http://www.odot.org)

# Employee Guide Instructions For Assisting a Limited English Proficient (LEP) Individual

*"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."*

AN EQUAL OPPORTUNITY EMPLOYER



## Employee Guide Quick Reference Process of Assisting a Limited English Proficient (LEP) Individual

---

### An individual walks in whose primary language is not English:

- What language are they speaking? **Tab 2** can help you determine the language.
- Who can help? First check the ODOT employees in **Tab 3**.
- What if no ODOT employees can help? Check the state contract in **Tab 3** (services paid for by your division).
- After the encounter complete form in **Tab 4** within three (3) business days and return to the Title VI Coordinator.

For more detailed instructions see the more detailed Employee Guide in this section.

Katrina Fire  
Title VII and VI Coordinator  
ODOT Civil Rights Division  
405-521-3379 Office  
405-318-1428 Mobile  
1-800-788-4539 Toll-Free  
[kfire@odot.org](mailto:kfire@odot.org)

## Employee Guide

### Process of Assisting a Limited English Proficient (LEP) Individual

---

This document provides guidelines on assisting a Limited English Proficient (LEP) individual that contacts the department for services or requests. This form is also available on the ODOT shared drive at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)](U:\Civil Rt\Title VI\Limited English Proficient (LEP)).

**LEP – an individual who does not speak English as their primary language, and has a limited ability to read, speak, write, or understand English. These individuals may be entitled language assistance with respect to a particular type of service, benefit, or encounter.**

#### Translation In-Person

1. Use the “I Speak” cards located within this packet and ask the individual(s) to point to the language they speak.
2. Check the LEP-Interpreter-Translator Database located at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)\2019 LEP-Interpreter-Translator.xlsx](U:\Civil Rt\Title VI\Limited English Proficient (LEP)\2019 LEP-Interpreter-Translator.xlsx) and contact the individual that speaks the requested language. Check with an ODOT employee first and then go to the state vendor contract.
3. When you contact the vendor, the operator can help you identify the language if you need assistance. Provide the vendor with your contact information, department, and the contract information listed on the database sheet. The phone interpreter will ask to speak to the LEP individual and will speak with that person to determine the nature of the request. You may respond through the interpreter and ask follow-up questions of your own. ***The cost for the use of a vendor will come from your division’s budget.***
4. Following the phone conversation, complete the LEP reporting form (within this packet and at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)\LEP Reporting Form 2019.pdf](U:\Civil Rt\Title VI\Limited English Proficient (LEP)\LEP Reporting Form 2019.pdf)) to document the occurrence and how it was resolved.
5. Complete and submit the “LEP Reporting Form” within three (3) business days to Katrina Fire, Title VI Coordinator, in the Civil Rights Division or via email at [kfire@odot.org](mailto:kfire@odot.org).

#### Translation via Phone

1. Place the LEP caller on hold.
2. If you **can determine the language being spoken**, contact an ODOT employee from the LEP-Interpreter-Translator Database located at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)\2019LEP-Interpreter-Translator.xlsx](U:\Civil Rt\Title VI\Limited English Proficient (LEP)\2019LEP-Interpreter-Translator.xlsx) and use the 3-way conference calling process:  
(over)

#### Conference calling instructions

- a) Ask the caller to hold.
- b) Press the Xfer button.
- c) Dial the number for the ODOT employee.
- d) Press the Xfer button again and all callers should be on the phone.

OR

If you cannot determine the language spoken, contact the vendor listed on the LEP-Interpreter-Translator Database located at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)\2019LEP-Interpreter-Translator.xlsx](U:\Civil Rt\Title VI\Limited English Proficient (LEP)\2019LEP-Interpreter-Translator.xlsx) and use the 3-way conference calling process:

#### Conference calling instructions

- a) Ask the caller to hold.
- b) Press the Xfer button.
- c) Dial the number for the vendor.
- d) Press the Xfer button again and all callers should be on the phone.

When you contact the vendor, the operator can help you identify the language if you need assistance. Provide the vendor with your contact information, department, and the contract information listed on the database sheet. The phone interpreter will speak to the LEP individual and determine the nature of the request. You may respond through the interpreter and ask follow-up questions of your own. ***The cost for the use of a vendor will come from your division's budget.***

3. Following the phone conversation, complete the LEP reporting form (within this packet and at [U:\Civil Rt\Title VI\Limited English Proficient \(LEP\)\LEP Reporting Form 2019.pdf](U:\Civil Rt\Title VI\Limited English Proficient (LEP)\LEP Reporting Form 2019.pdf)) to document the occurrence and how it was resolved.
4. Complete and submit the "LEP Reporting Form" within three (3) business days to Katrina Fire, Title VI Coordinator, in the Civil Rights Division or via email at [kfire@odot.org](mailto:kfire@odot.org).

#### Translation for Written Documents

Any incoming correspondence (such as emails, fax, or letters) that requires translation shall be the responsibility of the division receiving the correspondence. For questions contact Katrina Fire, Title VI Coordinator, in the Civil Rights Division. Identified vital documents will be translated as required by the Title VI program.



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Civil Rights Division  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
[www.odot.org](http://www.odot.org)

# “I SPEAK”

*Languages are listed based on the number of individuals in Oklahoma who speak that language, starting from the highest to the lowest.*

*“The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma.”*

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**Spanish**

**Yo hablo español**

---

**Vietnamese**

**Tôi nói tiếng Việt**

---

**German**

**Ich spreche Deutsch**

---

**Chinese  
(Traditional)**

**我講粵語**

---

**French**

**Je parle français**

---

**Korean**

**한국어 합니다**

---

**Arabic**

**أنا أتحدث اللغة العربية**

---

**Tagalog**

**Marunong akong mag - Tagalog**

---

**Hmong**

**Kuv has lug Moob**

---

**Urdu**

**میں اردو بولتا ہوں**

---

**Japanese**

**私は日本語を話す**

---

---

**Hindi**

मैं हिंदी बोलता हूँ ।

---

**Russian**

Я говорю по-русски

---

**Laotian**

ຂ້ອຍປາກພາສາລາວ

---

**Italian**

Parlo italiano

---

**Thai**

พูดภาษาไทย

---

**Portuguese**

Eu falo português de Portugal  
*(for Portugal)*

---

**Gujarati**

હું ગુજરાતી બોલું છું.

---

**Yoruba**

Mo le so Yoruba *OR*  
Mo gbo Yoruba.

---

**Burmese**

ကျွန်ုပ်တို့ဘာစကားပြောပါတယ်

---

**Bengali**

আমী বাংলা কথা বোলতে পারী

---

**Polish**

Mówię po polsku



OKLAHOMA DEPARTMENT OF TRANSPORTATION

Civil Rights Division  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
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# List of Bilingual ODOT Employees and State Contract

*"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."*

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Last Name	First Name	Work Division	Division Room Number	Email Address	Work Number	Language
Fadel	Germin	Traffic Engineering Division	2-A7	<a href="mailto:gfadel@odot.org">gfadel@odot.org</a>	405-521-6779	Arabic
Maarouf	Tarek	Traffic Engineering Division	2-A7	<a href="mailto:tmaarouf@odot.org">tmaarouf@odot.org</a>	405-522-2384	Arabic
Rakoczy	Melanie	Comptroller Division	3-C10	<a href="mailto:mrakoczy@odot.org">mrakoczy@odot.org</a>	405-522-7479	Bisaya
Rakoczy	Melanie	Comptroller Division	3-C10	<a href="mailto:mrakoczy@odot.org">mrakoczy@odot.org</a>	405-522-7479	Chavacano
Vleugels	Bart A.	Office Services Division	1-A1	<a href="mailto:bvleugels@odot.org">bvleugels@odot.org</a>	405-522-9488	Dutch
Vleugels	Bart A.	Office Services Division	1-A1	<a href="mailto:bvleugels@odot.org">bvleugels@odot.org</a>	405-522-9488	Flemish (Belgium Dutch)
Fernandes	Larissa Aguiar	Bridge Division	2-B2	<a href="mailto:lzariffarnandes@odot.org">lzariffarnandes@odot.org</a>	405-522-2647	Portuguese
Gibson	Kristopher	SAPM	3-A4	<a href="mailto:kigibson@odot.org">kigibson@odot.org</a>	405-521-3539	Sign Language
Reininger	Clint	Roadway	2-D3	<a href="mailto:creininger@odot.org">creininger@odot.org</a>	405-595-0965	American Sign Language
Aita	Roberto	Programs Division	3-A1	<a href="mailto:raita@odot.org">raita@odot.org</a>	405-522-1145	Spanish
Centeno	Dania	Division 9	2-C11	<a href="mailto:dcenteno@odot.org">dcenteno@odot.org</a>	405-522-6736	Spanish
Garcia	Marta Perez	Maintenance Division	2-A6	<a href="mailto:mzgarcia@odot.org">mzgarcia@odot.org</a>	405-522-1072	Spanish
Jessee	Shon	Bridge Division	2-B5	<a href="mailto:sjessee@odot.org">sjessee@odot.org</a>	405-522-3414	Spanish
Lara	Michael	Division 7	Construction Residency	<a href="mailto:mlara@odot.org">mlara@odot.org</a>	580-255-7609	Spanish
Ramos	Sandra	Civil Rights Division	1-C1	<a href="mailto:sramos@odot.org">sramos@odot.org</a>	405-521-6046	Spanish
Yanes	Winston Daniel	Bridge Division	2-B3	<a href="mailto:wyanes@odot.org">wyanes@odot.org</a>	405-522-2669	Spanish
Knodel	Elena	Comptroller Division	3-C10	<a href="mailto:eknodel@odot.org">eknodel@odot.org</a>	405-522-7872	Tagalog
Rakoczy	Melanie	Comptroller Division	3-C10	<a href="mailto:mrakoczy@odot.org">mrakoczy@odot.org</a>	405-522-7479	Tagalog



**State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division**

**Awarded Vendors  
Information**

**Vendor Name:** Geneva Worldwide

**Vendor ID#:** 0000297149

**Vendor Address:** 256 West 38<sup>th</sup> Street, 10<sup>th</sup> Floor

City: New York

State: NY

Zip Code: 10018

**Contact Person Name:** Laura DeSilva

**Phone #:** 212-255-8400 x 166

**Title:** Contracts Coordinator

**Fax #:** 212-255-8409

**Email:** [ldesilva@genevaworldwide.com](mailto:ldesilva@genevaworldwide.com)

**Website:** [www.genevaworldwide.com](http://www.genevaworldwide.com)

**Authorized Location:**  Locations list attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003841

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** Global Arena, LLC

**Vendor ID#:** 0000378171

**Vendor Address:** 230 South Broad Street, Suite 1605

City: Philadelphia

State: PA

Zip Code: 19102

**Contact Person Name:** Lucy Engelhart

**Phone #:** 215-558-2158

**Title:** Director, Translation & Interpreting

**Fax #:** 215-735-4188

**Email:** [lengelhart@globalarena.com](mailto:lengelhart@globalarena.com)

**Website:** [www.globalarena.com](http://www.globalarena.com)

**Authorized Location:**  Locations listing attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003843

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Awarded Vendors  
Information

**Vendor Name:** Language Associates

**Vendor ID#:** 000073647

**Vendor Address:** 7925 N. Hudson Ave, Suite C  
City: Oklahoma City

State: OK Zip Code: 73114

**Contact Person Name:** Juan Morales

**Phone #:** 405-946-1624

**Title:** President & CEO

**Fax #:** 888-870-1695

**Email:** [LA@languageassociates.net](mailto:LA@languageassociates.net)

**Website:** [www.languageassociates.net](http://www.languageassociates.net)

**Authorized Location:**  Locations list attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003838

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** Language Line Services, Inc.

**Vendor ID#:** 000066094

**Vendor Address:** 1 Lower Ragsdale Dr., Building 2  
City: Monterey

State: CA Zip Code: 93940

**Contact Person Name:** Thomas Calannio

**Phone #:** 831-648-7545

**Title:** Account Executive

**Fax #:** 831-242-8511

**Email:** [tcalanio@languageline.com](mailto:tcalanio@languageline.com)

**Website:** [www.languageline.com](http://www.languageline.com)

**Authorized Location:**  Locations listing attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003839

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



**State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division**

**Awarded Vendors  
Information**

**Vendor Name:** Language USA

**Vendor ID#:** 0000297137

**Vendor Address:** 1250 Capital of Texas Highway S.

City: Austin

State: TX

Zip Code: 78746

**Contact Person Name:** Kimberly Silverman

**Phone #:** 713-783-3800

**Title:** President

**Fax #:** 866-700-0008

**Email:** [sendto@languageusa.com](mailto:sendto@languageusa.com)

**Website:** [www.languageusa.com](http://www.languageusa.com)

**Authorized Location:**  Locations list attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003842

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** Latitude Prime

**Vendor ID#:** 0000378170

**Vendor Address:** 1100 North Glebe Road, Suite 1010

City: Arlington

State: VA

Zip Code: 22201

**Contact Person Name:** Elle Brigitte Jahansouz

**Phone #:** 888-341-9080 x 501

**Title:** President / CEO

**Fax #:** 888-341-9120

**Email:** [elle@latitudeprime.com](mailto:elle@latitudeprime.com)

**Website:** [www.latitudeprime.com](http://www.latitudeprime.com)

**Authorized Location:**  Locations listing attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003844

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Awarded Vendors  
Information

**Vendor Name:** Lingualinx

**Vendor ID#:** 0000378151

**Vendor Address:** Hedley Park Place, 433 River Street

City: Troy

State: NY

Zip Code: 12180

**Contact Person Name:** David M. Smith

**Phone #:** 518-388-9000

**Title:** President

**Fax #:** 518-388-0066

**Email:** [dsmith@lingualinx.com](mailto:dsmith@lingualinx.com)

**Website:** [www.lingualinx.com](http://www.lingualinx.com)

**Authorized Location:**  Locations list attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003845

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** LSA

**Vendor ID#:** 0000014731

**Vendor Address:** 455 Business Center Dr., STE 100

City: Horsham

State: PA

Zip Code: 19044

**Contact Person Name:** Brenna Mulvaney

**Phone #:** 215-259-7000 x55649

**Title:** Government Sales Administrator

**Fax #:** 215-259-7302

**Email:** [bmulvaney@lsaweb.com](mailto:bmulvaney@lsaweb.com)

**Website:** [www.lsaweb.com](http://www.lsaweb.com)

**Authorized Location:**  Locations listing attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 0000000000000000000003840

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Awarded Vendors  
Information

**Vendor Name:** Multilingual Communication Services, LLC

**Vendor ID#:** 0000065955

**Vendor Address:** 8101 NW 10<sup>th</sup> Street, Suite B

City: Oklahoma City

State: OK

Zip Code: 73127

**Contact Person Name:** Frank Johnson

**Phone #:** 405-761-6305

**Title:** Manager

**Fax #:** 800-525-1803

**Email:** [rjohnson@multilingualservice.com](mailto:rjohnson@multilingualservice.com)

**Website:** [www.multilingualservice.com](http://www.multilingualservice.com)

**Authorized Location:**  Locations list attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 00000000000000000000000003846

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** Propio LS LLC

**Vendor ID#:** 0000375564

**Vendor Address:** 8650 Candlelight Lane, STE #5

City: Lenexa

State: KS

Zip Code: 66215

**Contact Person Name:** Douglas Judd

**Phone #:** 913-396-6037

**Title:** Partner, Finance & Operations

**Fax #:** 866-231-8176

**Email:** [doug@propio-ls.com](mailto:doug@propio-ls.com)

**Website:** [www.propio-ls.com](http://www.propio-ls.com)

**Authorized Location:**  Locations listing attached as *(attachment title)*

Address:

City:

State:

Zip Code:

**Contract ID #:** 00000000000000000000000003847

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



State of Oklahoma  
Office of Management and Enterprise Services  
Central Purchasing Division

Awarded Vendors  
Information

**Vendor Name:** Universe Technical Translation, Inc.

**Vendor ID#:** 0000378172

**Vendor Address:** 9225 Katy Freeway, STE 400

City: Houston

State: TX

Zip Code: 77024

**Contact Person Name:** Andreas Nordquist

**Phone #:** 713-827-8800

**Title:** Business Development Manager

**Fax #:** 713-464-5511

**Email:** [andreas@universe.us](mailto:andreas@universe.us)

**Website:** [www.universetranslation.com](http://www.universetranslation.com)

**Authorized Location:**  Locations list attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 00000000000000000000003848

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**

**Vendor Name:** All Global Solutions International, Inc.

**Vendor ID#:** 0000378177

**Vendor Address:** PO Box 3634

City: Lantana

State: FL

Zip Code: 33465

**Contact Person Name:** Alexandre Monot

**Phone #:** 800-889-6488

**Title:** President

**Fax #:** 530-658-4882

**Email:** [alexm@allgsi.com](mailto:alexm@allgsi.com)

**Website:** [www.allgsi.com](http://www.allgsi.com)

**Authorized Location:**  Locations listing attached as (*attachment title*)

Address:

City:

State:

Zip Code:

**Contract ID #:** 00000000000000000000003849

**Delivery:** As requested

**Minimum Order:**

**P/Card Accepted:** X Yes  No

**Other:**



OKLAHOMA DEPARTMENT OF TRANSPORTATION

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**Civil Rights Division**  
200 N.E. 21<sup>st</sup> Street  
Oklahoma City, OK 73105-3204  
[www.odot.org](http://www.odot.org)

# Limited English Proficient (LEP) Reporting Forms

*"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."*

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Civil Rights Division
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105
Phone: (405) 521-3379
Fax: (405) 522-2136

Limited English Proficient (LEP) Reporting Form

The Limited English Proficient (LEP) form is to be filled out when a LEP individual contacts the department for services or resources. The reporting information is vital for the Title VI program's reporting requirements to the Federal Highway Administration (FHWA).

Name: [ ] Division: [ ] Date: [ ]

How did the LEP individual contact you?

- Telephone In person In Writing

If other, please explain:

Reason for contact at ODOT:

Service(s) provided:

- Interpreter Translator

Service(s) conducted by:

- ODOT employee

Name: [ ] Division: [ ] Phone Number: [ ]

- Vendor

Business Name: [ ]

Contact Name/Number: [ ]

If other, please explain:

Language: [ ]

Length of time to provide service: [ ]

Completed forms must be submitted to Katrina Fire in the Civil Rights Division or emailed to kfire@odot.org. If you have any questions or require any assistance in filling out this form please contact Katrina Fire, Title VI Coordinator, at 405-521-3379.



Oklahoma Department of Transportation



Civil Rights Division
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105
Phone: (405) 521-3379
Fax: (405) 522-2136

Limited English Proficient (LEP) Reporting Form

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Name: [ ] Division: [ ] Date: [ ]

How did the LEP individual contact you?

- Telephone In person In Writing

If other, please explain:
Reason for contact at ODOT:

Service(s) provided:

- Interpreter Translator

Service(s) conducted by:

- ODOT employee

Name: [ ] Division: [ ] Phone Number: [ ]

- Vendor

Business Name: [ ]

Contact Name/Number: [ ]

If other, please explain:

Language: [ ]

Length of time to provide service: [ ]

Completed forms must be submitted to Katrina Fire in the Civil Rights Division or emailed to kfire@odot.org. If you have any questions or require any assistance in filling out this form please contact Katrina Fire, Title VI Coordinator, at 405-521-3379.



Oklahoma Department of Transportation



Civil Rights Division
200 N.E. 21st Street, Room 1-C1
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Phone: (405) 521-3379
Fax: (405) 522-2136

Limited English Proficient (LEP) Reporting Form

The Limited English Proficient (LEP) form is to be filled out when a LEP individual contacts the department for services or resources. The reporting information is vital for the Title VI program's reporting requirements to the Federal Highway Administration (FHWA).

Name: [ ] Division: [ ] Date: [ ]

How did the LEP individual contact you?

- Telephone In person In Writing

If other, please explain:

Reason for contact at ODOT:

Service(s) provided:

- Interpreter Translator

Service(s) conducted by:

- ODOT employee

Name: [ ] Division: [ ] Phone Number: [ ]

- Vendor

Business Name: [ ]

Contact Name/Number: [ ]

If other, please explain:

Language: [ ]

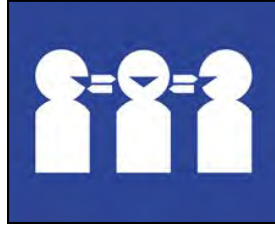
Length of time to provide service: [ ]

Completed forms must be submitted to Katrina Fire in the Civil Rights Division or emailed to kfire@odot.org. If you have any questions or require any assistance in filling out this form please contact Katrina Fire, Title VI Coordinator, at 405-521-3379.

# Appendix E

Notice of Interpreter Services

# NOTICE OF INTERPRETER SERVICES



## NOTICE OF INTERPRETER SERVICES [ENGLISH]

If you do not speak the English language or are hearing impaired, you may ask for an interpreter to assist you. Please tell one of the workers that you need an interpreter and help them in identifying the language you speak. If you are unable to get the workers to provide you with an interpreter or are not satisfied with the interpreter services that is provided to you, please contact the division listed below for assistance:

**Civil Rights Division**  
**405-521-3379**

## AVISO DE SERVICIOS DE INTERPRETE [SPANISH]

Si no hablan inglés o tienen problemas de audición, puede pedir un intérprete para ayudarle. Por favor digale a uno de los trabajadores que necesita un intérprete y ayudarles a identificar el idioma que habla. Si no se ha podido obtener los trabajadores para proporcionarle un intérprete o no está satisfecho con los servicios de intérprete que es proporcionado a usted, por favor comuníquese con:

**Civil Rights Division**  
**405-521-3379**

**\*Other Non-English Languages are available upon request**

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).