

Addendum A

Date: \_\_\_\_\_



*LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT*

In accordance with Title VI of the Civil Rights Act of 1964 and 49 CFR 21, this is the Annual Title VI Review for DOTD's Program Areas. Please provide yes/no answers with a brief explanation. Updates, changes, and/or additions to the agency's Title VI responsibilities/activities for the program area should also be noted. It is not necessary to send the referenced material; this information will be audited during the program area's on-site review performed on a three-year rotation. Please note: "Subrecipients" are US DOT federally funded programs, grants, companies, agencies, contracted individuals, persons receiving services, or restitution through the DOTD. (i.e., programs, MPO's, Cities/Parish, consultants, contractors, relocatees, grantees, contracted employees, material suppliers, universities, etc.).

A. Name of Program Area: \_\_\_\_\_

1. Provide the following information for the Program Area Liaison in charge of Title VI responsibilities:

Name  
Phone Number  
E-Mail Address

2. Give a brief overview of the program area.
3. List the Title VI Authorities pertaining to the operation of the program area.
4. List the types of programs/projects (if any), administered annually for the program area. Give the estimated amount of federal funding distributed.
5. Does the program area have a copy of the Department's current Title VI Plan and related Title VI information? Describe dissemination of the Title VI Plan and related information to the program area's subrecipients.
6. What records and/or reports does the program area maintain that specifically reflect Title VI compliance?
7. Has the program area's policies, directives, manuals, guidelines, etc., (internal and external dissemination) been reviewed and updated for compliance with Title VI responsibilities and language?

**B. Complaint Procedure**

1. Is the program area aware of the Department's Title VI Complaint Procedure for external discrimination complaints? To what extent is the program area's subrecipients aware of it?
2. Has the program area received any Title VI related complaints during the past year? If so, what were the issues involved, and what was the outcome? Did the Title VI Liaison assist in the complaint process?
3. Is the program area aware of the Department's Title VI Notice to the Public? To what extent is the program area's subrecipients aware of it?

**C. Training**

1. As the Title VI Liaison for the program area, have you received any training (formal or informal) regarding Title VI? Has the program area's staff received any training regarding Title VI?
2. Has the Title VI Liaison provided or assisted in any training regarding Title VI for subrecipients of the program area?
3. Is the program area considering scheduling Title VI training sometime soon for staff? For subrecipients?

**D. Public Involvement – Meetings and Hearings**

1. Does the program area have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
3. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
4. Does the program area maintain records/reports that reflect the extent to which persons covered under Title VI are beneficiaries of programs receiving federal financial assistance?

**E. Subrecipients**

1. Is Title VI and DBE (if applicable) language, assurances and provisions included and reviewed in all solicitations, pre-grant applications, grants, bids, contracts/awards, manuals, policies, directives, guidelines, material supply agreements, deeds, permits, etc., within your program area?

2. **Are DBE goals being included in contract/awards for the program area? Are they being achieved? If not, how does the program area promote the participation of certified DBE firms?**
3. **How does the program area assist subrecipients in contracting opportunities with DBE's?**
4. **How does the program area monitor subrecipients adherence with Title VI requirements? DBE requirements?**
5. **What proactive measures (if any), has the program area developed in Title VI compliance?**



*LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT*

In accordance with Title VI of the Civil Rights Act of 1964 and 49 CFR 21, this is the Annual Title VI Review for Local Agencies. Please provide yes/no answers with a brief explanation, any updates, changes, and/or additions to the agencies Title VI responsibilities/activities should also be noted on this form. It is not necessary to send the referenced material such as; plans, policies, and procedures at this time. This information will be audited during your agencies on-site review that will be performed on a three-year rotation.

Name of Local Agency: \_\_\_\_\_

**I. Administration**

**A. Staff Composition and Program Administration**

1. Provide breakdown of the agency's administrative staff by race, color, national origin, and gender. List their positions.
2. How many US DOT federally funded projects has the agency managed during the last two years? Include dollar amounts?
3. Has the agency designated a Title VI Coordinator? Provide the following information:
  - Name
  - Phone and Fax Numbers
  - E-Mail Address
  - How long in this position?
  - What Title VI training if any, has been received?
4. Does the agency have a Title VI Plan, including Policy and Assurances in place? Describe public dissemination of your Title VI Plan.

**B. Complaint Procedure**

1. Does the agency have a formal Title VI Complaint Procedure and Title VI Complaint Form for external discrimination complaints? To what extent is the community aware of it?
2. Has the agency received any Title VI related complaints during the past two years? If so, what were the outcomes? Were the Title VI complaints lodged by beneficiaries or participants and what were the issues involved.

3. Does the agency have a Title VI Notice to the Public? Describe public dissemination procedure.

### **C. Training**

1. Has the agency's staff received any training (formal or informal) regarding Title VI?
2. Is the agency considering scheduling Title VI training sometime soon? If so, when and who will present it?

## **II. Planning Activities**

### **A. Public Involvement – Meetings and Hearings**

1. Does the agency have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Does the agency have an Environmental Justice Policy?
3. Does the agency have a Limited English Proficiency (LEP) Guideline or Policy?
4. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
5. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
6. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

## **III. Advertisement and Procurement of Contracts**

1. How are Request for Proposals (RFP) and/or Bids solicited, and what are the requirements for submitting a proposal or bid?
2. Are Title VI assurances and provisions included in advertisements and contracts?
3. If the agency is receiving over \$250,000 in contracting dollars, the agency must have a DBE program. Does the agency have a DBE Program? If so, are DBE goals being included in contract/awards? Are they being achieved? If not, how does the agency promote the participation of certified DBE firms?
4. How does the agency monitor consultant/contractor adherence with Title VI requirements? DBE requirements?

5. Have advertisements, bids, contracts/awards, manuals, directives, guidelines, and policies been reviewed for Title VI language and assurance? DBE language and assurance?

#### **IV. Design/Environmental Activities**

1. Is the agency's Public Involvement practices being inclusive in Design and Environmental Activities when required?
2. Have Design and Environmental manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

#### **V. Right-of-Way Activities**

1. Is the agency's Public Involvement practices being inclusive in Right-of-Way Activities?
2. Are DBE goals for real estate appraisers considered? If not, what provisions have been taken to evaluate potential inclusion of DBE goals?
3. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?
4. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?
5. Are all values and communications associated with appraisals conducted in an equitable fashion?
6. Do deeds, permits, and leases contain Title VI compliance clauses?
7. Is statistical data being gathered on race, gender, color, national origin, age, disabilities, language spoken in household, for all relocatee?

#### **VI. Construction and Maintenance Activities**

1. Is Title VI compliance being monitored in consultants/contractors?
2. Does the agency perform Title VI reviews on consultants/contractors? If so, how often?
3. Does the agency provide Title VI training to consultants and contractors?
4. Are Title VI assurances being included in all advertisements, bid solicitations, contracts, subcontracts, and material supply agreements?

## Addendum C

\_\_\_\_\_  
Date:  
\_\_\_\_\_



### **LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

In accordance with Title VI of the Civil Rights Act of 1964 and 49 CFR 21, this is the **Annual Title VI Review for Planning Organizations**. Please provide yes/no answers with a brief explanation, any updates, changes, and/or additions to the agencies Title VI responsibilities/activities should also be noted on this form. It is not necessary to send the referenced material such as; plans, policies, and procedures at this time. This information will be audited during your agencies on-site review that will be performed on a three-year rotation.

**Name of Planning Organization :** \_\_\_\_\_

#### **I. Administration**

##### **A. Staff Composition and Program Administration**

1. Provide breakdown of the administrative staff by race, color, national origin, and gender. List their positions.
2. List the Board of Directors by race, color, national origin, and gender. Identify the voting members.
3. How are Citizen Advisory Committee Members selected? How long is their term? Provide list of committee members indicating race, color, national origin, gender, and positions.
4. Describe the various programs administered by the agency and their funding sources.
5. Has the agency designated a Title VI Coordinator? Provide the following information:  
  
Name  
Phone and Fax Numbers  
E-Mail Address  
How long in this position?  
What Title VI training if any, has been received?
6. Does the agency have a Title VI Plan, including Policy and Assurances in place? Describe public dissemination of your Title VI Plan.

#### **B. Complaint Procedure**

1. Does the agency have a formal Title VI Complaint Procedure and Title VI Complaint Form for external discrimination complaints? Describe public dissemination of your Title VI Complaint Procedure.
2. Has the agency received any Title VI related complaints during the past two years? If so, what were the outcomes? Were the Title VI complaints lodged by beneficiaries or participants and what were the issues involved.
3. Does the agency have a Title VI Notice to the Public? Describe public dissemination of your Title VI Notice to the Public.

### **C. Training**

1. Has the agency's staff received any training (formal or informal) regarding Title VI?
2. Is the agency considering scheduling Title VI training sometime soon? If so, when and who will present it?

## **II. Planning Activities**

### **A. Public Involvement – Meetings and Hearings**

1. Does the agency have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Does the agency have an Environmental Justice Policy?
3. Does the agency have a Limited English Proficiency (LEP) Guideline or Policy?
4. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
5. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
6. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

### **B. Advertisement and Procurement of Contracts**

1. How are Request for Proposals (RFP) and/or bids solicited, and what are the requirements for submitting a proposal and/or bid?
2. Are Title VI assurances and provisions included in advertisements and contracts?

3. **If the agency is receiving over \$250,000 in contracting dollars, the agency must have a DBE program. Does the agency have a DBE program? If so, are DBE goals being included in contract/awards? If, so are they being achieved? If not, how does the agency promote the participation of certified DBE firms?**
4. **How does the agency monitor consultant/contractor adherence with Title VI requirements? DBE requirements?**
5. **Have advertisements, bids, contracts/awards, manuals, directives, guidelines, and policies been reviewed for Title VI language and assurance? DBE language and assurance?**

**Addendum D**

**Title VI Program - On-Site Review Questionnaire**

**Name of Agency:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_

<b>Part I: Title VI Plan</b>	<b>Example Questions/Comments</b>	<b>Reviewer Notes/ Comments/Recommendations</b>
Request a copy of the Agency's Title VI Plan.  If they have one, review plan for content and discuss questions/concerns where applicable.	Date of Title VI Plan? Has plan been reviewed by the FHWA? Was a copy of plan given to sub/grantees/DOTD? Is plan posted on Agency's website?	Send Letter of Acceptance of Title VI Plan indicating FHWA acceptance of plan, if applicable.
Policy Statement – signed by Agency Director	Signed? Posted on Website/Material? Available to public?	
Authorities	Review for inclusion of all Title VI Authorities and cross cutting Authorities, E.O.'s, etc. for the program; Title VI, LEP, Public Involvement/EJ, ADA/504.	
Assurances – signed by Agency Director	Review/confirm	
Organization and Staffing Chart	Org. structure/staffing for divisions indicating title of section heads, race, and gender. Listing employees not necessary.	
Title VI Notification of Rights	Is this provided in other material for the public, such as pamphlets, brochures, etc.?	
Title VI Program Administration – Overall/General	Is this in accordance with the Regulatory requirements of the Title VI Program?	
Title VI Coordinator's Responsibilities	Coordinator's name and contact information provided? Coordinator's responsibilities provided in plan? Has the Title VI Coord. received/provided Title VI training?	
Agency's Monitoring Procedures for rec/grantees	Performed Annually? Schedule of On-Site Reviews, if performed?	

	Any type of tracking of reg. requirements?	
Agency's Annual Reporting Requirements	Name and Type of annual reports? Are they sent to the FHWA? Are they sent to DOTD/to whom? Any annual reporting performed for rec/grantees?	
Does the Title VI Plan Address the Agency's policy or plans for: Public Involvement LEP EJ ADA/Section 504 DBE/SBE Requirements	How are these policies monitored?  Are these policies part of the agency's reviews?	
Title VI Complaint Process and Form	Is this posted on the agency's website? Provided to those doing business for the agency, such as; recipients/subrecp, grantees? Placed where public documents are available?	
Additional information that may be included in the plan where applicable	list of rec/grantees. Review questionnaire, for rec/grantees. Annual or on-site review schedule for rec/Grantees. Sample contract language used in clauses, deeds, contracts, etc.	

<b>Part II: Additional Authorities of the Title VI Program</b>	<b>Example Questions/Comments</b>	<b>Reviewer Notes/Comments/Recommendations</b>
Does the Agency have a LEP Plan/Policy?	If so, does it address the four factor analysis? If not, how does the agency address LEP?	

Does the Agency have a Public Involvement Plan/Policy?	Does the plan/policy address EJ practices? Any records kept for public involvement? How does the agency monitor public involvement?	
ADA/Section 504 – Does the Agency have a Self Evaluation and/or Transition Plan, if applicable?	If so, was the transition plan posted for comment for 90 days? Is the completed transition plan posted on website? Any yearly reporting required? If so, to whom.	
Does the Agency have a DBE/SBE Program?	When applicable, If the agency receives >\$250,000 in federal contracting dollars they should have a DBE program or be a member of our UCP. Is the agency familiar with the Department's SBE Program?	

<b>Part III: Agency Records Retained for Review, if available</b>	<b>Example Questions/Comments</b>	<b>Reviewer Notes/Comments/Recommendations</b>
Did the Agency have any Title VI Complaints for the last two years?	If so, who performed the investigation? Who was the complaint against? What was the outcome? Records kept on hand for 3 years?	
Does the Agency have any Title VI Lawsuits?	If so, who performed the investigation? Who was the complaint against? What was the outcome? Records kept on hand for 3 years?	
Date of the Agency's last Annual Review?	Any comments from our Officer pertaining to Annual Review? If so, were they addressed?	
Date of Agency's last On-Site Review?	Any recommendations in the Summary of Findings still pending, if so, what is the status?	
Does Agency have records of Annual or On-site Reviews performed in the last two years?		

		<p>Title VI Training given or received by Agency in the last two years?</p>
		<p>Does the Agency have Public Involvement/EJ Statistical Records?</p>
		<p>Does the Agency provide Title VI Language, where applicable, in the following:          Agreements/Contracts          Real Estate/Deeds          Licenses/Permits          Manuals          Directives/Guidelines          Policies/Etc.</p>

## **Addendum E**

### **Title VI/ADA Complaint Procedure**

The Louisiana Department of Transportation and Development's Title VI/ ADA Complaint Procedure is made available in the following locations:

- Agency website
  - Hard copy in the central office
  - Agency Title VI Plan
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Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, national origin or disability by the Louisiana Department of Transportation and Development (LADOTD) may file a Title VI/ ADA complaint by completing and submitting the agency's Title VI/ ADA Complaint Form.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with the Louisiana Department of Transportation and Development no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, the Louisiana Department of Transportation and Development will review it to determine if our office has jurisdiction. In cases where the complaint is against one of LADOTD's sub recipients of federal highway funds, the Department will assume the jurisdiction and will investigate and adjudicate the case. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Louisiana Department of Transportation and Development has 45 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 180 days after the date of the letter or the LOF to do so. LADOTD will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.

## Title VI Complaint Form

The Louisiana Department of Transportation and Development Title VI Complaint Procedure is made available in the following locations:

- Agency website
- Hard copy in the central office
- Agency Limited English Proficiency (LEP) Plan

<b>Section I:</b>			
Name: _____			
Address: _____			
Telephone (Home): _____		1 Telephone (Work): _____	
Electronic Mail Address: _____			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered yes" this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:		_____	
Please explain why you have filed for a third party: _____			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or a separate sheet of paper.			
_____			
_____			
<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes	No
<b>Section V</b>			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency:	
<input type="checkbox"/> Federal Court	<input type="checkbox"/> State Agency
<input type="checkbox"/> State Court	<input type="checkbox"/> Local Agency
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
Section VI	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:  
 LA DOTD, Compliance Programs Section  
 Title VI/ ADA Programs Manager  
 P.O. Box 94245  
 Baton Rouge, LA 70804-9245

Telephone Number: (225)379-1382  
 Fax Number: (225) 379-1865