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January 31, 2020

Ms. Marisa Appleton, Region VI Civil Rights Officer
Federal Transit Administration
Office of Civil Rights
819 Taylor Street, Room 14A02
Fort Worth, TX 76102

Re: Louisiana Department of Transportation and Development (LADOTD) (Recipient ID# 1562)
FTA Title VI Program

Dear Ms. Appleton:

The Louisiana Department of Transportation and Development’s Title VI Program is complete and being submitted to FTA as required in the Code of Federal Regulation.

Should you have any questions, please do not hesitate to contact either Paula Roddy at (225)379-1363 or Michelle Horne at (225)379-3057.

Sincerely,

Shawn D. Wilson, Ph.D.
Secretary

Attachment (Title VI Program)
Chapter 1: Policy Statement

Title VI / Limited English Proficiency Policy Statement

The Louisiana Department of Transportation and Development (LADOTD) assures that no person shall on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activities. LADOTD assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not (inclusive of additional Title VI Authorities and citations).

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractor/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.) In addition, the LADOTD also assures every effort will be made to provide meaningful access to persons that have limited English proficiency, in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

LADOTD will be responsible for initiating and monitoring Title VI activities, preparing required reports and other LADOTD responsibilities as required by 23 Code of Federal Regulation, (CFR) 200 and 49 Code of Federal Regulation 21.

In the event the LADOTD distributes federal aid funds to subrecipients, the recipients will include Title VI language in all written agreements/contracts and will monitor for compliance.

Shawn D. Wilson, Ph.D.
Secretary, Louisiana Department of Transportation and Development

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by the Louisiana Department of Transportation and Development may file a Title VI complaint by submitting the agency’s Title VI Complaint Form to:

Cynthia H. Douglas, Title VI/ADA Program Manager
P.O. Box 94245
Baton Rouge, LA 70804-9245

Telephone Number: (225)379-1923
Fax Number: (225)379-1865
Capítulo 1: Declaración de política

Título VI / Declaración de política de dominio limitado del inglés

El Departamento de Transporte y Desarrollo de Louisiana (LADOTD) asegura que ninguna persona deberá hacerlo por motivos de raza, color o origen nacional según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964 y la Ley de Restauración de Derechos Civiles de 1987 (PL 100.259) quedando excluido de la participación, negar los beneficios o estar sujeto a discriminación en virtud de cualquier programa o actividad. LADOTD asegura que se hará todo lo posible para garantizar la no discriminación en todos sus programas y actividades, ya sea que dichos programas y actividades estén financiados por el gobierno federal o no (incluidas las Autoridades y citas adicionales del Título VI).

La Ley de Restauración de los Derechos Civiles de 1987 amplió el alcance de la cobertura del Título VI al expandir la definición de los términos "programas o actividades" para incluir todos los programas o actividades de los receptores, sub-receptores y contratistas / consultores de Ayuda Federal, ya sea que tales programas y actividades reciban asistencia federal o no (Ley Pública 100259 [S.557] 22 de marzo de 1988). Además, LADOTD también asegura que se harán todos los esfuerzos para proporcionar un acceso significativo a las personas que tienen un dominio limitado del inglés, de acuerdo con la Orden Ejecutiva 13166, Mejora del acceso a los servicios para personas con dominio limitado del inglés.

LADOTD será responsable de iniciar y monitorear las actividades del Título VI, preparar los informes requeridos y otras responsabilidades de LADOTD según lo requerido por 23 Código de Regulación Federal, (CFR) 200 y 49 Código de Regulación Federal 21.

En el caso de que LADOTD distribuya fondos de ayuda federal a receptores intermedios, los receptores incluirán el lenguaje del Título VI en todos los acuerdos / contratos escritos y supervisarán el cumplimiento.

Shawn D. Wilson, Ph.D.
Secretario del Departamento de Louisiana de Transporte y desarrollo

Cualquier persona, grupo de personas o entidad que crea que el Departamento de Transporte y Desarrollo de Louisiana ha discriminado por motivos de raza, color o origen nacional puede presentar una queja de Título VI enviando el Formulario de queja de Título VI de la agencia a:

Cynthia H. Douglas, Gerente del Programa Título VI / ADA
CORREOS. Box 94245
Baton Rouge, LA 70804-9245

Número de teléfono: (225)379-1923
Número de fax: (225)379-1865
Chapter 2: Overview of Transit Programs

The Governor designated LADOTD as the agency responsible for administering Federal Transit Administration (FTA) programs. The Public Transportation Section is located in the Office of Planning Section of the LADOTD. The mission of the Public Transportation Section is to improve public transit in all areas of the State so that Louisiana’s citizens may enjoy an adequate level of personal mobility regardless of geographical location, physical limitation or economic status.

The Public Transportation Section is responsible for the overall administration of federal and state public transportation financial assistance through several grant programs:

- Metropolitan Planning Program (Section 5303)
- Statewide Planning and Research Program (Section 5304)
- Enhanced Mobility of Seniors and Persons with Disabilities Program (Section 5310)
- Formula Grants for Rural Areas Program (Section 5311)
- Job Access and Reverse Commute Program (Section 5316)
- Bus and Bus Facilities Formula Grants (Section 5339)
- Parish Transportation Fund Program

The LADOTD Public Transportation Section does not operate any transit services. The Public Transportation Section coordinates with the LADOTD Compliance Section to ensure consistency with the LADOTD Title VI/Nondiscrimination Plan and inclusion of FTA requirements related to Title VI in the LADOTD’s overall Civil Rights Programs.

The Public Transportation Regional Program Managers (RPMs) are the first point of contact for agencies to request guidance and technical assistance for Title VI Programs. The RPMs may request technical assistance from the Compliance Section contact for Title VI.

The previously updated LADOTD FTA Title VI Program was submitted to FTA Region VI, via the TrAMS system on January 31, 2017. The document, which is compliant with FTA Circular 4702.1B, is currently in “Under Review” status. No other comments have been provided. The program expires March 31, 2020.

The current LADOTD FTA Title VI Program is compliant with FTA Circular 4702.1B and will be submitted in FTA’s TrAMS system on or before February 1, 2020. The updated document will be in effect for three years and will expire on March 31, 2023.

This Title VI Program update incorporates changes in policies and procedures based on the most current FTA Circular for Title VI (4702.1B), and the Public Transportation Section State Management Plan (SMP) for Sections 5310, 5311, 5316, and 5339 Grant Programs.
Chapter 3: Title VI Program Administration

The LADOTD Compliance Section oversees the development and implementation of civil rights programs for LADOTD. The Compliance Section administers the Title VI, Environmental Justice, Limited English Proficiency (LEP), Disadvantage Businesses Enterprise (DBE), Americans with Disabilities Act (ADA), Supportive Services, Contract and Labor Compliance, and On-the-Job Training compliance programs. The Compliance Section works with the other entities within the LADOTD, including the Public Transportation Section, to ensure compliance with civil rights requirements. As shown in the organization chart in Exhibit 1, the Compliance Section has the following key staff:

- **The LADOTD Compliance Program Director** is responsible for supervising, monitoring and evaluating the performance and effectiveness of the various programs as well as federal compliance oversight on Federal Highway Administration (FHWA) funded construction projects and FTA funded projects.

- **The Title VI / ADA Program Manager** is responsible for the development and implementation of the Title VI program. The Program Manager ensures that all entities within LADOTD are compliant with Title VI. Title VI responsibilities are as follows:
  - Process the disposition of Title VI complaints received by LADOTD.
  - Review statistical data collected (race, color, national origin, age, gender, LEP, disabilities, and income levels) of participant in, and beneficiaries of state highway programs, i.e. relocates, impacted citizens, and affected communities. Review Environmental Impact Statements for Title VI and Environmental Justice compliance.
  - Conduct and/or assist in annual Title VI process reviews of program areas, cities, parishes, consultants, contractors, suppliers, universities, planning agencies, and other sub recipients of USDOT federal funds.
  - Review state programs directives in coordination with Title VI Liaisons for program areas and include Title VI language and related requirements.
  - Conduct training programs on Title VI and related statutes for state program officers, civil rights officials, and LADOTD subrecipients of federal funds.
  - Prepare the Title VI Annual Summation Report presenting the accomplishments for the past year and goals for the next year.
  - Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
  - Conduct post-grant approval reviews of state programs and applicants for compliance with Title VI requirements; i.e. highway location, design and relocation, and persons seeking contracts with the state.
  - Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.
  - Provide technical assistance to subrecipients in the development of their Title VI Plan and assurances.
Chapter 4: Requirement to Provide Title VI Assurances

The Public Transportation Section submitted the FTA Certifications and Assurances in TrAMS on the following dates:

- FY 2017 submitted
- FY 2018 submitted
- FY 2019 submitted

The Public Transportation Section collects Certifications and Assurances (C&A) from sub recipients on an annual basis and are kept in the application file within the Public Transportation Section.

Fiscal Year 2020 C&A have not been released by FTA. Once released, the Public Transportation Section will submit the C&A via TrAMS, FTA’s web portal and sub recipient C&As will be collected and filed with the application.
Chapter 5: Title VI Notice to the Public

For its transit-related programs, LADOTD notifies the public of its rights under Title VI by posting the Notifying the Public of Rights under Title VI in English and Spanish. The Title VI Notice to the Public is posted on LADOTD’s website, at LADOTD Headquarters, and in subrecipient transit vehicles.

Notifying the Public of Rights under Title VI

- The Louisiana Department of Transportation and Development (LADOTD) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with LADOTD.
- For more information on LADOTD’s Civil Rights Program and the procedures to file a complaint, please call (225)379-1923; email: cynthia.douglas@la.gov and paula.roddy@la.gov.
- Visit our administrative office at 1201 Capitol Access Road, Baton Rouge, LA 70804. For more information, visit www.dotd.la.gov.
- A complainant may file a complaint directly with the Federal Transit Administration (FTA), Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TRC, 1200 New Jersey Ave., SE, Washington, DC 20590. Phone: (225)366-4018.
- If information is needed in another language, please contact (225)379-3055.

Notificacion al Publico de los Derechos Garantizados por Titulo VI

- El Departamento de Transporte del estado de Louisiana opera sus programas y servicios, sin distinción de raza, color y origen nacional, según el Titulo VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Titulo VI, puede presentar una queja con el Departamento de Transporte de Louisiana.
- Para obtener más información sobre el programa de derechos civiles del Departamento de Transporte de Louisiana o papa obtener más información sobre los procedimientos para presentar una queja, llame al (225)379-1923; email: cynthia.douglas@la.gov y paula.roddy@la.gov o visite nuestro oficinas administrativas en 1201 Capitol Access Road, Baton Rouge, LA 70804. Para obtener más información, visite www.dotd.la.gov.
- Si se necesita información en otro idioma, por favor póngase en contacto con (225)379-3055.
Chapter 6: Title VI / ADA Complaint Procedures

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, if available:
- Hard copy in the central office
- Agency Title VI Plan

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’s Compliance Programs Office 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 or the latest instance of the conduct.

Once the complaint is received, the Louisiana Department of Transportation and Development’s Title VI/ADA Coordinator will review it to determine if our office has jurisdiction. In cases where the complaint is against one of LADOTD’s subrecipients of federal highway funds or federal transit 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’s Title VI/ADA Coordinator has 45 days to investigate the complaint. If more information is needed to resolve the case, the Title VI/ADA Coordinator 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. The Title/ADA Coordinator will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.
Procedimiento de Queja Título VI / ADA

El formulario de queja del Título VI / ADA del Departamento de Transporte y Desarrollo de Louisiana está disponible en las siguientes ubicaciones:
- Página web de la agencia
- Copia impresa localizada en la oficina central
- Título IV correspondiente a la agencia

Cualquier individuo, grupo de individuos o entidad que crea que ha sido objeto de discriminación por motivos de raza, color, nacionalidad o discapacidad por el Departamento de Transporte y Desarrollo de Louisiana puede presentar una queja del Título VI / ADA al completar y enviar el formulario de queja del Título VI / ADA correspondiente a la agencia. Este documento debi de ser enviado a la dirección indicada en el formulario de queja.

Cualquier individuo que haya presentado una queja o participe en la investigación de alguna queja no deberá ser sujeto a ninguna forma de intimidación o represalias. Aquel individuo que considere que ha sido objeto de intimidación o de represalias puede llenar un formulario de queja para represalias siguiendo el mismo procedimiento que para una queja de discriminación.

Esta queja deberá ser presentada a través de la Oficina de Programas de Cumplimiento del del Departamento de Transporte y Desarrollo de Louisiana en un período de no más de 180 días después de lo siguiente:

1.- La fecha del presunto acto de discriminación; o  
2.- La fecha en la que la persona (s) se percataron del presunto acto de discriminación; o  
3.- Cuando se ha detectado que el acto de discriminación se ha convertido en una conducta repetitiva. En estos casos se incluirá la fecha del último acontecimiento.

Una vez que se reciba la queja, el Coordinador del Título VI / ADA del Departamento de Transporte y Desarrollo de Louisiana lo revisará para determinar si nuestra oficina tiene jurisdicción. El demandante recibirá una carta de notificación en la cual se le hará saber si la queja será investigada por nuestra oficina.

El coordinador del Título VI / ADA del Departamento de Transporte y Desarrollo de Louisiana tendrá 45 días para investigar la queja. Si se necesita más información para resolver el caso, el (la) Coordinador (a) del Título VI / ADA podría contactar al demandante.

Después de que el (a) Coordinador del Título VI / ADA revise la queja, emitirá una de dos (2) cartas al demandante: una carta de cierre o una carta de hallazgo.
- Una carta de cierre resumiendo las alegaciones del caso en la cual indicará que no hubo una violación del Título VI / ADA y por tal motivo el caso será cerrado.
- Una carta de hallazgo resumiendo las alegaciones y las entrevistas sobre el supuesto incidente en esta misma carta se le explicará al demandante si se llevará a cabo alguna acción disciplinaria, entrenamiento adicional al personal o se tomará alguna otra acción necesaria.

Si el demandante desea apelar la decisión, tendrá 180 días después de la fecha marcada en la carta de cierre o la carta de hallazgo para hacerlo. El (a) Coordinador (a) del Título VI / ADA analizará los hechos del caso y emitirá su conclusión al apelante en un periodo de 60 días después de haber recibido la apelación.
Chapter 7: Title VI / ADA Complaint Form

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

- Agency website, if available: www.ladotd.gov
- Hard copy in the central office
- Agency Title VI Plan

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<th>Address:</th>
<th>Telephone (Home):</th>
<th>Telephone (Work):</th>
<th>Email Address:</th>
<th>Accessible Format Requirements?</th>
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**Section II:**

Are you filing this complaint on your own behalf?  Yes*  No  
*If you answered "yes" to 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

**Section III:**

I believe the discrimination I experienced was based on (check all that apply):

- [ ] Race  [ ] Color  [ ] National Origin  [ ] Disability

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.

**Section IV**

Have you previously filed a Title VI complaint with this agency? Yes  No

**Section V**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?  
- [ ] Yes  [ ] No
If yes, check all that apply:

[ ] Federal Agency: __________________________
[ ] Federal Court: __________________________
[ ] State Agency: __________________________
[ ] State Court: __________________________
[ ] 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

If information is needed in another language, contact 225-379-1923.

Please submit this form in person at the address below, or mail this form to:

Cynthia H. Douglas, Title VI/ADA Program Manager
P.O. Box 94245
Baton Rouge, LA  70804-9245

Telephone Number: (225)379-1923
Fax Number: (225)379-1865
Formato de Reclamo del Título VI del Departamento de transporte de Louisiana

Sección I:

Nombre: ____________________________________________

Dirección: ____________________________________________

Teléfono (Casa/Celular): ________________________________  Telefono (Trabajo): ________________________________

Dirección de correo electrónico: ____________________________

Sección II:

¿Está usted presentando esta queja en su propio nombre:  Sí  □  No □

* Si usted contestó "sí" a esta pregunta, pase a la Sección III.

Si su respuesta es "no", por favor escriba el nombre y la relación de la persona que está presentando la queja en contra:

Nombre: ____________________________

Relación: ____________________________

Si usted está presentando una queja de parte de otra persona, por favor, explica porque en el siguiente espacio:

¿Se ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero:  Sí □  No □

Sección III:

Creo que la discriminación que experimenté fue basado en (marque todo lo que corresponda):

☐ Raza      ☐ Color      ☐ Origen Nacional

Fecha de la discriminación alegada (Mes, Dia, Año): ____________________________ Date: ____________________________

Explique, lo más claramente posible, lo que sucedió y porque usted cree que fue discriminado. Describe todas las personas quienes estuvieron involucradas. Incluye el nombre y la información de contacto de la persona (s) que discriminó (si se conoce), así como los nombres e información de contacto de cualquier testigo. Si necesita más espacio, adjunte hojas adicionales a este formulario:
Sección IV
Ha previamente presentado una queja del Título VI con el Departamento de Transporte y Desarrollo de Louisiana
Sí ☐ No ☐

Sección V
¿Ha presentado esta queja con cualquier otro federal, estatal o local, o ante cualquier tribunal federal o estatal?
Sí ☐ No ☐

En caso afirmativo, marque el nombre de todas las que correspondan:
☐ Agencia Federal:________________________
☐ Tribunal Federal:________________________
☐ Agencia Estatal:________________________
☐ Tribunal Estatal:________________________
☐ Agencia local:________________________

Sírvanse proporcionar información acerca de una persona de contacto en la corte / entidad donde se presentó la queja.

Nombre:________________________
Título:________________________
Agencia:________________________
Dirección:________________________
Teléfono:________________________

Sección VI
Nombre de la agencia/compañía de queja es contra:________________________
Persona de contacto:________________________
Título:________________________
Por favor, envíe este formulario en persona en la dirección indicada más abajo:

Cynthia H. Douglas, Title VI/ADA Program Manager
P.O. Box 94245
Baton Rouge, LA 70804-9245

Telephone Number: (225)379-1923
Fax Number: (225)379-1865
Chapter 8: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

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<thead>
<tr>
<th>Subrecipient:</th>
<th>Louisiana Department of Transportation and Development (LADOTD)</th>
</tr>
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</table>
| Contact Person: | Paula Roddy  
Compliance Programs Director |
| Contact Person: | Michelle Horne  
Public Transit Director |

Check one:

- There have been no investigations, complaints and/or lawsuits filed against LADOTD during the reporting period.
- There have been investigations, complaints and/or lawsuits filed against LADOTD during the reporting period. See attached list. Include additional information and documentation as needed.

<table>
<thead>
<tr>
<th>Date (Month, Day, Year)</th>
<th>Summary (include basis of complaint: race, color, or national origin)</th>
<th>Status</th>
<th>Action(s) Taken</th>
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<td>Complaints</td>
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Chapter 9: Public Participation Plan

The Louisiana Department of Transportation and Development is responsible for maximizing the limited transportation funding by coordinating with government agencies, public bodies, transit operators, human service agencies, and the general public. To this end, the Public Transportation Section actively participates in the development of the Human Services Transportation Coordination Plan for the state and the Statewide Transportation Plan.

Projects funded through FTA funds must be a product of the statewide and nonmetropolitan transportation planning process and/or the metropolitan planning process specified in the joint Federal Highway Administration (FHWA)/FTA planning regulations at 23 CFR part 450 and 49 CFR part 613. Long range planning and goal-setting activities for the individual programs covered are carried out within these statewide, nonmetropolitan, and metropolitan planning processes, discussed further below.

Transportation Plan Concurrency

Projects awarded assistance grants must be a product of the metropolitan planning process or the statewide planning process specified in Section 5303 and Section 5304. All transit projects anticipating using Federal funding within metropolitan planning boundaries must be included in a metropolitan TIP approved by the MPO and the Governor, and in a Statewide Transportation Improvement Program (STIP) that has been approved by FTA and the Federal Highway Administration (FHWA).

Transportation Improvement Plan

The TIP is a federally-required program document, which lists all the transportation projects to be built or implemented in a metropolitan area that have secured and committed funding. The document is a short term planning guide that generally covers four years. All FTA-funded public transportation projects must be included in the appropriate TIP.

Statewide Transportation Improvement Program

The STIP is a planning document, which lists all the transportation projects to be built or implemented in the state that will utilize federal and local funding. The document must be submitted to both the FHWA and FTA at least every four years. All FTA-funded public transportation projects must be included in the appropriate STIP.

Louisiana Statewide Transportation Plan

The long-range planning goals for the state of Louisiana were outlined in the most recent update to the Statewide Transportation Plan. The goals for Louisiana’s transportation system are as follows:

- To develop and maintain an innovative, balanced, safe, equitable, integrated system of transportation facilities and services.
To provide essential passenger-transportation services at reasonable public expenses, meeting the diverse needs of the people of Louisiana regardless of their geographic location, physical condition, economic status, or service requirements.

To provide a transportation system that fosters diverse economic and job growth, international and domestic commerce, and tourism through prudent investment in facilities and services that improve mobility and access. The system should be responsive to free markets and to user needs and expectations, through flexibility and choice, in a competitive, multimodal environment.

To provide a regulatory and comprehensive policy framework that promotes partnerships, coordination, and cooperation among transportation users and providers in a competitive multimodal environment.

To improve safety in all transportation modes through timely maintenance of existing infrastructure, development of new infrastructure, enhancement of operational controls of both passenger and freight movements, and through expanded public education and awareness.

To develop an efficient transportation system that improves air, water, and noise indices to acceptable levels as defined by regulatory standards; reduces dependency on foreign energy sources; preserves historic, cultural, and environmentally sensitive sites; promotes the natural beauty of the State; raises the quality of life for Louisiana's citizens; uses land resources efficiently by incorporating smart growth development principles; and promotes and implements the context sensitive design of transportation infrastructure.

The Louisiana Statewide Transportation Plan is updated periodically. Transportation system goals and focus areas may change over time, however, the overall aim is to provide a safe, efficient, and well-maintained transportation system and is anticipated to remain constant.

**State Agency Coordination**

The Department of Transportation and Development actively fosters state level coordination initiatives. These initiatives are executed in the Review Committee and other inter-agency committees. DOTD coordinates FTA funding for programmatic or public transportation operations, has developed a Statewide Human Services Transportation Plan, and is involved in regional coordination plans. DOTD also provides coordination workshops charged with the responsibility to enhance coordination of transportation services at the regional level. Specific efforts to coordination have been undertaken through DOTD, the MPOs and local public and private transportation providers by having quarterly regional human services transportation plan meetings. Included in these meetings are all the State Human Services Agencies that administer or fund public transportation in Louisiana. These include the following state agencies:

- Governor's Office of Elderly Affairs (GOEA);
- Department of Children and Family Services (DCFS);
- Louisiana Department of Health (LDH);
- Louisiana Workforce Commission (LWC);
- Governor's Office of Disability Affairs (GODA); and,
- Louisiana Department of Transportation and Development (DOTD).

These state agencies are responsible for the management and administration of programs whose clients are likely to include the elderly and individuals with disabilities. Each of these agencies are represented on the Review Committee where each agency delegate has an opportunity to identify coordination issues and opportunities. DOTD relies on the diversity of programs and groups represented on the Review Committee to assist in coordinating the available resources and services and to ensure the maximum coordination of transportation services.

The purpose of coordination is to obtain the maximum use of transportation resources and increase the cost efficiency of providing transportation services by coordinating and consolidating administration, planning and funding of providing public and specialized transportation services.

DOTD is responsible for providing and/or administering transportation services and resources and share a common goal of managing available transportation service funding in an accountable and cost-effective manner. The degree of success achieved by each plan however, is predicated on continuous open communication, and cooperation and coordination of resources between the respective agencies, providers and individuals.

The development of a truly coordinated public transit – human service transportation system in Louisiana is dependent on state administered funds being coordinated to both build and maintain the system. Although federal funds administered by DOTD are allocated by program, the state can coordinate the expenditure in such a way as to obtain optimal benefit. DOTD intends to continue its efforts to coordinate Louisiana’s publicly funded transportation systems.

**State Efforts to Encourage and Enhance Project Level Coordination**

The potential for coordination is enhanced through the DOTD application process which requires applicants to notify other transportation service providers and to publish public notices about the intent and description of the proposed project. Such contacts with all parties interested in or involved with providing transportation services foster opportunities to coordinate resources and services. DOTD’s application procedures require applicants in urbanized areas to contact and coordinate efforts through metropolitan planning organizations.

DOTD’s application procedures also require applicants in rural areas to contact and coordinate efforts through the Rural Public Transit Systems.

**Local Plan Coordination**

The *Louisiana Administrative Handbook for Public Transportation Programs* contains a description of coordination procedures to be followed by local applicants. Applicants are responsible for coordinating with all local governing bodies, public and private transit and paratransit operators which provide service within the project area, and any other interested group or organization.
The applicant is required to obtain and provide a description of all transportation services presently operating in the service area.

All FTA-funded public transportation programs must participate in the local planning process for the coordinated public transit – human service transportation plans. DOTD has developed a *Statewide Coordinated Human Services Transit – Public Transportation Plan* that specifically includes the locally developed plans that are created by eight planning and development districts in the State.

All FTA public transportation program applicants are required to notify the appropriate regional coordination planning committee (Metropolitan Planning Organization (MPO) or Regional Planning Commission (RPC)) by letter to ensure the proposed project is included in the local coordinated plan. The MPO or RPC must certify to DOTD that the proposed project is included in the local Coordinated Public Transit – Human Services Transportation Plan.

**Chapter 10: Limited English Proficiency Plan (LEP)**

**FOUR FACTOR ANALYSIS**

In adherence with Federal regulations, the LADOTD will make reasonable efforts to ensure its programs, services, and activities are meaningfully accessible to those who do not speak English proficiently. The Department will utilize its bilingual employees, State and Local partners, organizations, community groups, and other language services to provide oral interpretation and translation of program documents, as required. To determine if or when alternate language usage is required for meaningful access, the Department will assess the program, services, or activity using the following four factor analysis:

**Factor 1 – The number or proportion of LEP persons eligible to be served or likely to be encountered by the Department’s programs, services or activities.**

- The Census 2010 reports a population of 4,533,372 for Louisiana. The 2017 American Community Survey (ACS) shows that the 3 most prevalent languages spoken by individuals who are LEP in Louisiana (among the population 5 years and over who speak a language other than English) are: Spanish or Spanish Creole (3.7%); Other Indo-European (3.0%); Asian and Pacific Islander (1.3%).

**Factor 2 – The frequency with which LEP individuals come in contact with these programs, services or activities.**

- LADOTD’s transit agencies provide approximately 2,096,625 passenger trips per year. Our transit agencies have an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the LADOTD, if needed to ensure the individual receives access to the transit services.
Factor 3 – The nature and importance of the programs, services, or activities to people’s lives.

- All of LADOTD’s programs are important; however, those related to safety, public transit, ROW, environment, nondiscrimination and public involvement are among the most important. As such, publications and other material disseminated regarding these programs are routinely available in Spanish. Nevertheless, the LADOTD is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. In other cases, the LADOTD continually evaluates its programs services and activities to ensure that persons who may be LEP are always provided with meaningful access. The Title VI brochure and LEP brochure are available in Spanish on the LADOTD website.

Factor 4 – The resources available to the Department and costs.

- The LADOTD makes every effort to make its programs, services and activities accessible to LEP individuals. In addition to documents that are routinely published in the most frequently encountered languages, the LADOTD will use available resources, both internal and external to accommodate reasonable requests for translation.

The LADOTD had identified, developed and uses the following:

a) List of Department staff who can fluently speak other languages volunteer to assist as needed. Lists are verified and updated by the Title VI Coordinator as needed.

b) Individuals who have contact with the public are provided with “I Speak” language cards to identify language needs in order to match them with available services. Language cards are verified and distributed by the Title VI Coordinator as needed.

c) The LADOTD and transit agencies have developed partnerships with local agencies, organizations, law enforcement, college/universities, local school districts and social service agencies that are available to assist with its LEP responsibilities.

d) A list of web based translation services can be provided by contacting the LADOTD Human Resources Section.

Persons requiring special language services should contact LADOTD’s Compliance Programs Office at (225) 379-1382.

IMPLEMENTATION

The Title VI Program Manager is responsible for monitoring agency programs and activities to ensure meaningful access for LEP persons. The Compliance Programs Director and Title VI Program Manager will identify language service needs and strategies for responding to those needs. The Title VI Program Manager, Cynthia H. Douglas, can be reached at 225-379-1923 or by email at cynthia.douglas@la.gov and paula.roddy@la.gov is responsible for monitoring agency programs and activities to ensure meaningful access for LEP persons. The Compliance Programs Director has designated the Title VI Program Manager as the agency’s Language Access Coordinator (LAC). The Coordinator’s duties include:

- Ensure identification and securing of existing and needed resources (in-house, new hires contract, resource sharing with other agencies, volunteers, or other) to provide oral and written language services.
• Identify and develop or recommend guidelines to implement the Plan.
• Identify criteria for designation of languages for initial round of translation, based on demographic data;
• Create systems to distribute translated documents, post electronically, and main supply;
• Identify training needs and provide for training to LEP Monitors, staff and managers needing to use language services, as well as language service providers on staff.
• Establish protocols for ensuring quality, timeliness, cost-effectiveness, and appropriate levels of confidentiality in translations, interpretation, and bilingual staff communications.
• Identify and implement a system for receiving and responding to complaints.
• Exchange promising practices information with divisions, districts, and residencies.
• Review the progress of LADOTD on an annual basis in providing meaningful access to LEP persons, develop reports, and modify LEP Guidelines as appropriate.

LEP Monitors – in addition, the Compliance Programs Director, the Title VI Program Manager and Title VI interdisciplinary Designees will serve as LEP Monitors for sections and districts. LEP Monitor duties include:
• Work with the LEP Coordinator to identify needs and strategies for meeting those needs so that staff will have access to appropriate language services.
• Ensure the facility’s compliance with the LEP Guidelines, including any implementation.
• Provide training to facility staff on implementation of LEP Guidelines.
• Establish and maintain the facility’s language assistance resources list, ensuring competency; revise the list as needed.
• Maintain data on requests from LEP persons and provide reports to management and the LEP Coordinator on an annual basis.

LADOTD will conduct a survey to determine the level of internal resources we have for language services. This survey will seek to find out what languages are spoken by staff in addition to English; whether the individual can read, write and/or speak the language; and the level of fluency. The results of this assessment will be made available to all LADOTD sections and district offices.

Training

LADOTD staff members and sub recipients should know their obligations to provide meaningful access to information and services for LEP persons, and all persons in public contract positions should be properly trained. An effective training objective will include training to ensure that:
• LADOTD staff and subrecipients know about LEP policies and procedures
• LADOTD and subrecipients will include this training as part of the orientation provided for new employees.

Management staff, even if they do not interact regularly with LEP persons, should be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff. As mentioned above, training will be provided by the Title VI Program Manager and Compliance Programs Director.
SITUATIONAL NEEDS ASSESSMENT

The agency will, on a continuing basis, assess the need for language services on a district and/or statewide basis and make language assistance services available as deemed appropriate. In making this assessment, the agency will examine the prevalence of LEP stakeholders statewide, by district and/or by service area of program:

- The number of proportion of LEP persons served or encountered in the eligible service population
- The frequency with which LEP individuals come in contact with the program
- The nature and importance of the program, activity, or service to people’s lives
- The resources available to LADOTD and costs to provide LEP services

In making this assessment, the agency will consider the following among other data sources:

- United States census results
- Data maintained by the agency
- The agency’s past experience in providing services to LEP stakeholders
- Data maintained by other agencies including the Louisiana Department of Education and the Louisiana Department of Health
- Information sources maintained by private and public local entities, including community-based organizations and local social services departments need will be identified based upon the type of contract.

Contact the Compliance Programs Director or the Title VI Program Manager. They will assist in identifying the language need of the LEP person and provide them with assistance.

Written documents

Contact the Compliance Programs Director or the Title VI Program Manager. Electronic capability will result in the efficient return of written translated documents. The district can scan the document and email it to the Compliance Program Office, their Title VI Designee or the Title VI Program Manager. If they do not have scanning capability and the document was not received by them electronically, then they can use inter-office mail to send the document.

a) The Title VI Program Manager will create a mix of language assistance resources appropriate to the demographics of each district.
b) The Title VI Program Manager will evaluate language resources available in their service area including community colleges, state and private universities, and community-based organizations. Civil Rights Managers may, with the approval of the Civil Rights Division Administrator, enter into agreements for the provision of such services with community resources.
c) Districts with a lower need for language services may coordinate with other districts that maintain a larger resource pool to utilize their language resource services to any extent practicable.
d) The Title VI Program Manager will maintain a database tracking LEP contacts. Database formats will be provided by the Title VI Program Manager. District offices shall make the data available to the Title VI Program Manager as requested.

e) The Title VI Program Manager will communicate to staff that the use of a family member or friend may only take place after informing an LEP person of his/her right to free interpreter services and will only be used as a last result because family members may not have the subject knowledge necessary to communicate the information accurately and in the best manner possible.

Headquarters

a) The Title VI Program Manager will institute an LEP protocol appropriate to Headquarters.

b) Headquarters protocol will be designed using the agency resources described in section 2 of these guidelines.

Other Covered Entities:

Contractors, sub-contractors, MPOs, PDCs, and other entities that receive funds from LADOTD for federal projects are covered under Title VI and Executive Order 13166. LADOTD will include language in any contract or Memorandum of Understanding stating that the recipient or subrecipient is responsible for monitoring access for limited English proficiency.

AGENCY DOCUMENTS

The Title VI Program Manager, Compliance Programs Director and management will, on a continuing basis, identify vital documents that are routinely provided to stakeholders that will be translated into languages other than English. The translation of vital documents into languages other than English is particularly important where a significant number or percentage of the customers served and/or eligible to be served have limited English proficiency. Whether or not a document is vital depends on how significant the impact on the health, safety, legal rights, or livelihood of an LEP person may be. Written documents included electronic document and websites. Vital documents may include materials such as:

- Emergency transportation information;
- Notices of public hearings and proposed transportation plans;
- Community educational materials;
- Notices notifying LEP persons of language assistance at no cost to the LEP person;
- Written tests in a classroom; and
- Markings, signs, and packaging for hazardous materials and substances;
- Signs in bus and train stations, and in airports;
- Signs in waiting rooms, reception areas, and other initial points of entry;
- Instructions on how to participate in recipient’s program.

The Title VI Program Manager will coordinate with a Language service provider to have identified documents translated accordingly.

Translated documents will be made available on the LADOTD portal for sections and districts’ access.
ADJUDICATION OF COMPLAINTS

Any LEP individual has a right to file a complaint against the agency where he or she believes that the agency did not provide necessary LEP services as appropriate. These complaints include those available under Title VI of the Civil Rights Act of 1964.

All complaints, alleging a violation under Title VI will be referred to the Title VI Program Manager or Compliance Programs Director.

The Title VI Program Manager and Compliance Programs Director will take appropriate steps to resolve all complaints in accordance with the agency's discrimination complaint procedures.

The Title VI Program Manager will maintain a database tracking requests for language services, all complaints and their resolution. The database will include the following items:

1. Source of complaint
2. LEP request including relevant contact information
3. Nature of complaint request
4. Date complaint / request received
5. Date complaint / request resolved
6. Finding
7. Manner of resolution
8. Comments

Fact-finding procedures by the Title VI Program Manager and Compliance Programs Office will follow the investigation protocol in the Title VI Manual.
Pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” the Louisiana Department of Transportation and Development (LADOTD) is conducting a survey at Headquarters to determine the level of potential resources available within LADOTD for possible language translation and interpretation. The Civil Rights Division has a language service contract that will be the primary source for interpretations. We anticipate using employees as a backup resource from time to time. Disclosure of this information is strictly voluntary.

Name: __________________________ Division: __________________________

Please indicate languages you speak in addition to English:

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<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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<tbody>
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<td>Spanish</td>
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<tr>
<td>Chinese (Mandarin)</td>
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<td>Chinese (Cantonese)</td>
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<td>Japanese</td>
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<td>Korean</td>
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<td>Vietnamese</td>
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<td>Armenian</td>
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<td>Cambodian (Khmer)</td>
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<td>German</td>
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<td>Haitian Creole</td>
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<td>Italian</td>
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<td>Polish</td>
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<td>Portuguese</td>
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<td>Thai</td>
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<td>Arabic</td>
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<td>Hebrew</td>
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<td>Hindi</td>
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<td>Bosnian</td>
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<td>Punjabi</td>
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<td>Urdu</td>
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<td>Tagalog</td>
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<td>African Dialects</td>
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<td>Other</td>
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Language #1

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<tr>
<th>Language #2</th>
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<th>Write</th>
<th>Speak</th>
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<tbody>
<tr>
<td>Language #3</td>
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<td>Write</td>
<td>Speak</td>
</tr>
<tr>
<td>Read</td>
<td>Fluent</td>
<td>Passable</td>
<td>Limited</td>
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<tr>
<td>Write</td>
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<td>Passable</td>
<td>Limited</td>
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<tr>
<td>Speak</td>
<td>Fluent</td>
<td>Passable</td>
<td>Limited</td>
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<td>Read</td>
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<td>Write</td>
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<td>Read</td>
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<td>Write</td>
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<td>Speak</td>
<td>Fluent</td>
<td>Passable</td>
<td>Limited</td>
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Please indicate whether you would be willing to provide language assistances.

YES          NO

If you have any questions or need assistance, please contact LADOTD’s Compliance Programs Division at 225-379-1382.
Chapter 11: Transit Planning and Advisory Bodies

Below is a table depicting the membership of non-elected committees and councils broken down by race. LADOTD will make efforts to encourage minority participation on all advisory groups and committees. These efforts are made by distributing information about the participation on the committee at public meetings and throughout the transit community. LADOTD will utilize the minority population demographic maps in order to focus on the areas in which the committee/advisory group participation information is distributed.

<table>
<thead>
<tr>
<th>Body</th>
<th>White</th>
<th>Latino</th>
<th>African-American</th>
<th>Asian</th>
<th>American Indian and Alaska Native</th>
<th>Other</th>
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<tbody>
<tr>
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<td>64%</td>
<td>5%</td>
<td>33.2%</td>
<td>2.1%</td>
<td>1.3%</td>
<td>One Race - 1.4%</td>
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<td></td>
<td>Two or More Races – 1.6%</td>
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<tr>
<td>House Transportation Committee Members</td>
<td>11 Males 2 Females</td>
<td>5 Males 3 Females</td>
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<tr>
<td><strong>Spring 2020 new appointments will be made</strong></td>
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</tr>
<tr>
<td>Senate Transportation Committee Members</td>
<td>5 Males 1 Females</td>
<td></td>
<td>1 Male</td>
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</tbody>
</table>
Chapter 12: Subrecipient Technical Assistance and Oversight

It is the responsibility of the DOTD Compliance Program Manager to develop and implement monitoring procedures within the Department’s program areas, and their subrecipients to monitor Title VI activities.

Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to issues of accessibility of National Highway Institute (NHI) training to all qualified LADOTD employees, utilization of Disadvantaged Business Enterprises (DBE) contractors, public involvement, and property acquisition.

LADOTD program areas and subrecipients will submit a triennial Title VI program to the DOTD Compliance Title VI Program Manager to assure effectiveness in their compliance of Title VI provisions. The Appointing Authority of the program area or agency will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The reviews will entail examination of the recipients’ adherence to all program requirements, including DBE responsibilities.

The Title VI Unit will conduct an on-site review on the Department’s program areas and subrecipients on a three year rotational basis.

Remedial Action

LADOTD will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements, both within LADOTD and its subrecipients of federal highway funds and federal transit funds. When irregularities occur in the administration of the federal-aid highway program’s operation, corrective action will be taken to resolve Title VI issues. When conducting Title VI compliance reviews on its subrecipients, LADOTD will reduce to writing a remedial action agreed upon by LADOTD and FTA to be necessary all within a period not to exceed 90 days.

LADOTD will seek the cooperation of the subrecipient in correcting deficiencies found during the review. LADOTD will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

When a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the LADOTD will submit to the FTA two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, LADOTD may, with FTA’s concurrence, initiate sanction per 49 CFR 21.
Transit Providers

With every grant application, the Public Transportation Section obtains:

- A nondiscrimination assurance
- A list of any active lawsuits or complaints naming the potential grantee that allege discrimination on the basis of race, color or national origin with respect to service or other transit benefits
- A list of all pending applications for financial assistance and all financial assistance currently provided by other federal agencies
- A summary of all civil rights compliance review activities conducted during the last three years. The summary includes:
  - Purpose or reason for review
  - Name of organization performing the review
  - Summary of findings and recommendations of the review
  - Report on the findings and recommendations of the review

The Public Transportation Section includes specific language in each grant agreement which states that the grantee shall include the civil rights laws and compliance regulations in each subcontract financed in or whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

The Public Transportation Section maintains a file of all such reports and requires that the grantees have such records available for review by LADOTD or FTA.

The Public Transportation Section obtains and reviews Title VI Program Plans for each of its subrecipients every three years. To assist the subrecipients in developing the Title VI programs, the Public Transportation Section developed a plan template and provided training in plan development to subrecipients. Ongoing technical assistance is available for subrecipients.

The Public Transportation Section conducts triennial compliance reviews that address implementation of Title VI plans and compliance with Title VI requirements. The site visits enable the Region Program Manager to provide one-on-one technical assistance and provide an opportunity for determining whether subrecipients need to update the Title VI plans.

Chapter 13: Title VI Equity Analysis for Construction

**Determination of Site or Location of Facilities:** LADOTD follows the NEPA process to determine if any adverse impacts might result from federally funded transportation projects. LADOTD will follow the appropriate Title VI Analysis on projects during the planning phase and submit to FTA.
Chapter 14: State Program Requirements

Demographic Profile and Analysis

The Louisiana DOTD used demographic data from the US Census to identify the locations of minority populations throughout the state. This information, when combined with State and Federal funding distribution data, allows DOTD to identify potential disparate impacts on minority populations as they relate to funding for public transportation.

Table 1 below shows Louisiana’s overall population by parish, the minority population percentage by parish, FTA funding source, and the annual FTA transit funding for the past three federal fiscal years.

LADOTD analyzed the data presented in the table and determined that there are no disparate impacts in FTA transit funding. All parishes receive FTA funding except for Concordia, East Carroll, Franklin, Grant, Jackson, Morehouse, Natchitoches, Richland, Tensas, Union, Winn, and West Carroll Parishes. These parishes have populations under 40,000, accounting for 4.8 percent of the State’s population.

Compared with the statewide minority population of 36%, parishes with the highest percentage of minorities include East Carroll, Madison, and Tensas Parishes in northeastern Louisiana, St. Helena Parish near the Mississippi border, St. John the Baptist and Orleans Parish in southeastern Louisiana, which contains the City of New Orleans. Other parishes with at least 50% minority population include Caddo, Claiborne, East Baton Rouge, Iberville and St. James Parishes. Eight out of the twelve parishes with at least 50% minority population are considered rural areas, with overall populations less than 50,000; the other three parishes are home to the three largest cities in the state: New Orleans, Baton Rouge, and Shreveport.

The four most populous parishes, East Baton Rouge, Jefferson, Orleans, and Caddo have a combined population of over 1.5 million with minority populations of 35 percent or higher. These 4 parishes receive a majority of FTA funds and account for 45 percent of the State’s minority population and 33 percent of the State’s total population.

Parishes with over 60 percent of minority populations (East Carroll 72 percent; Orleans 64 percent; and Madison 64 percent) receive federal funds from a variety of FTA funding sources with the exception of East Carroll Parish which has a population less than 8,000.

Figure 1 represents the minority population by parishes in Louisiana. Twelve parishes in Louisiana are 50 percent minority or higher.

Figure 2 represents the economically distressed parishes in Louisiana. Every parish in Louisiana, except East Baton Rouge, Jefferson, Orleans, Plaquemines, and St. Tammany, are below the 2017 national average income per capita ($48,150). Additionally, every parish but twenty-three parishes are 80 percent or below the national average per capital income ($38,520). Eleven parishes have a percent minority population of 50 percent or greater. Six parishes (East Carroll, Madison, St. John the Baptist, Tensas, Claiborne, and Iberville) of the eleven parishes are 80 percent or below the national average per capita income as well. All of the eleven parishes except (East Carroll and Tensas) receive FTA funding except two parishes. East Carroll and Tensas have a population less than 8,000.
<table>
<thead>
<tr>
<th>Parish</th>
<th>Population</th>
<th>% Minority</th>
<th>FTA Funding Source</th>
<th>FY 17, 18, 19</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>S307</td>
<td>S310</td>
</tr>
<tr>
<td>East Carroll</td>
<td>7,118</td>
<td>72%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Orleans</td>
<td>388,162</td>
<td>64%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Madison</td>
<td>11,618</td>
<td>64%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>St. John the Baptist</td>
<td>43,545</td>
<td>58%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Terrebonne</td>
<td>4,731</td>
<td>56%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>St. Helena</td>
<td>10,509</td>
<td>56%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Claiborne</td>
<td>16,296</td>
<td>57%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Caddo</td>
<td>151,069</td>
<td>52%</td>
<td>x</td>
<td>x</td>
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<td>St. James</td>
<td>21,485</td>
<td>51%</td>
<td>x</td>
<td>x</td>
</tr>
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<td>East Baton Rouge</td>
<td>446,167</td>
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<td>Baton Rouge</td>
<td>33,122</td>
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<td>x</td>
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<td>Morehouse</td>
<td>26,290</td>
<td>50%</td>
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<td>x</td>
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<td>15,576</td>
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<td>x</td>
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<tr>
<td>East Feliciana</td>
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<tr>
<td>Lincoln</td>
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<td>x</td>
<td>x</td>
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<td>Natchitoches</td>
<td>39,051</td>
<td>45%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Bienville</td>
<td>13,808</td>
<td>43%</td>
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<td>x</td>
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<tr>
<td>Concordia</td>
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<td>St. Landry</td>
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<td>West Baton Rouge</td>
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<td>Ouachita</td>
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<td>Red River</td>
<td>6,723</td>
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<tr>
<td>Dequincy</td>
<td>27,164</td>
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<tr>
<td>Pointe Coupee</td>
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<td>Richland</td>
<td>20,619</td>
<td>37%</td>
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<td>x</td>
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<td>Iberville</td>
<td>73,342</td>
<td>36%</td>
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<td>x</td>
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<tr>
<td>State of Louisiana</td>
<td>4,665,461</td>
<td>30%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>St. Mary</td>
<td>52,578</td>
<td>34%</td>
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<td>x</td>
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<td>40,043</td>
<td>35%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Jefferson</td>
<td>417,018</td>
<td>35%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Rapides</td>
<td>132,080</td>
<td>35%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Franklin</td>
<td>20,944</td>
<td>34%</td>
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<td>x</td>
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<tr>
<td>Catahoula</td>
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<td>33%</td>
<td>x</td>
<td>x</td>
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<td>St. Martin</td>
<td>51,809</td>
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<td>x</td>
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<tr>
<td>Winn</td>
<td>14,831</td>
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<td>Assumption</td>
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<td>x</td>
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<td>Washington</td>
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<td>Tangipahoa</td>
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<td>Evangeline</td>
<td>39,750</td>
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<td>St. Charles</td>
<td>52,728</td>
<td>29%</td>
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<td>Lafayette</td>
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<td>St. Bernard</td>
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<tr>
<td>Calcasieu</td>
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<td>x</td>
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<td>113,063</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>Union</td>
<td>22,537</td>
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<td>x</td>
<td>x</td>
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<td>Sabine</td>
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<td>Bienville</td>
<td>8,908</td>
<td>25%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Ascension</td>
<td>119,329</td>
<td>24%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Allen</td>
<td>25,667</td>
<td>24%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Acadia</td>
<td>82,097</td>
<td>23%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Vernon</td>
<td>51,706</td>
<td>21%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Grant</td>
<td>21,405</td>
<td>19%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Lafourche</td>
<td>98,112</td>
<td>18%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>West Carroll</td>
<td>11,274</td>
<td>18%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Jefferson Davis</td>
<td>31,405</td>
<td>18%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Caldwell</td>
<td>10,009</td>
<td>18%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Vermilion</td>
<td>15,931</td>
<td>18%</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>St. Tammany</td>
<td>249,001</td>
<td>15%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Beauregard</td>
<td>36,598</td>
<td>15%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Lafitte</td>
<td>14,980</td>
<td>14%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Livingston</td>
<td>117,096</td>
<td>8%</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Cameron</td>
<td>6,804</td>
<td>5%</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

Source: U.S. Census, American Community Survey, Data Set: 2017
Figure 1: Minority Population by Parish
Figure 2: Economically Distress Parishes in Louisiana

Louisiana, Per capita personal income, 2017

Source: BEA | Louisiana=43,660
- 44,566 to 55,656
- 38,959 to 44,565
- 37,006 to 38,958
- 32,862 to 37,005
- 30,624 to 32,861
Disparate Impact Analysis

In order to identify disparate impacts on minority populations, DOTD tracks the geographic distribution of State and Federal funds, including Federal funds managed by the State as a designated recipient. Figure 3 below shows the distribution of funding for FTA programs distributed to each parish in FY 2017-2019.

As shown in Figure 3, while in many areas of the state, funding is used to serve communities with high proportions of minority residents, in others a gap exists between funding and high minority populations. Minority census tracts in Figure 3 are census tracts where the minority population makes up a greater percentage of the tract’s total population than the statewide average of 36%. These gaps are most evident in parishes along the northeastern Mississippi River border, as well as in other rural parishes such as Natchitoches. These disparities are not a result of DOTD policy, but a consequence of local resource challenges and implementation difficulties, as rural parishes often have difficulty finding sponsors for local funding matches.

Figure 3: Minority Population vs Funding Allocation

Minority Census Tracts and Total Funding by Parish

Minority Census Tract = Tracts at the statewide minority population (36%) or higher minority population percent based on the US Census: American Community Survey, Data Set: 2017.


<table>
<thead>
<tr>
<th>Minority Census Tract</th>
<th>3 Year Total FTA Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
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<tr>
<td></td>
<td>$1 - 500,000</td>
</tr>
<tr>
<td></td>
<td>$500,000 - $999,999</td>
</tr>
<tr>
<td></td>
<td>$1 Million - $2 Million</td>
</tr>
<tr>
<td></td>
<td>$2 Million or more</td>
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Transportation Planning Process

As part of the statewide transportation planning process, DOTD identifies the transportation needs of minority populations by providing these groups with full opportunities to become engaged at all points of the planning process. In order to engage minority communities in the current update to the Statewide Transportation Plan, DOTD has implemented a robust Public Involvement Plan designed to make certain that the outcomes of the Plan reflect the needs of all Louisiana residents, including members of minority communities. This has involved a series of public outreach meetings conducted in geographically diverse locations throughout the state that are designed to inform the public of the planning process, to receive input on the specific needs of various groups, and to validate the recommendations included in the plan. With the understanding that there are often times mobility, language, or other obstacles that make attending public meetings difficult, DOTD has also collected public input through phone interviews and a comment form available on the DOTD website.

In addition to public outreach, DOTD relies on input from the Community Development and Enhancement Advisory Council to ensure that the transportation needs of minority communities are being identified as part of the statewide planning process. This diverse group of public and private stakeholders was formed to provide technical input and to review Plan findings and recommendations through the lens of community development and enhancement, issues that can be especially relevant to minority communities.

FTA regulations governing Section 5310 funds (elderly and disabled transportation), Section 5311 funds (non-urban transportation) require that the state management plan include:

- A description of the process by which the state develops the annual program of project submitted to FTA as part of its Section 5311 grant application, especially the method used to ensure fair and equitable distribution of funds, including to Native American tribes where present.
- A description of the state’s efforts to assist sub-recipients in applying for Section 5311 funds, especially any efforts made to assist minority applicants.
- A description of the state’s criteria for selecting transit providers to participate in the program, especially its efforts to include subrecipients serving significant minority populations.
- A description of the state’s ongoing process to monitor subrecipient’s compliance with Title VI, such as ongoing site visits to each subrecipient, review checklists, etc.

In addition, in order for LADOTD to assess compliance requirements, applicants must provide the following information in their application:

- A description of how the transportation needs of minorities will be served if the proposed project is approved for funding.
- A description of the special efforts taken to serve minority communities and address minority transit needs.
- The percentage of minorities in service area population and the percentage of minority users of the agency’s transportation system.
Each applicant which receives $100,000 of Section 5311 funds per year and whose minority population expressed as a percentage of total population equals or exceeds the state’s average minority population of 36% must provide the total population of the service area, the percentage which are minority, a map of the service area which shows routes and distribution of minority groups (if demand-response service, the estimation of beneficiaries served by minority group category) and special efforts taken to serve minority communities and address minority transit needs.

Chapter 15: Program Administration

Procedures to Pass Financial Assistance to Subrecipients

In order for FTA and DOTD to assess compliance requirements, applicants must provide the following information in their Application.

1. A description of how the transportation needs of minorities will be served if the proposed project is approved for funding.

2. A description of the special efforts taken to serve minority communities and address minority transit needs.

3. The percentage of minorities in service area population and the percentage of minority users of the agency’s transportation system.

Each applicant which receives $100,000 of Section 5311 funds per year and whose minority population expressed as a percentage of total population equals or exceeds the state's average minority population of 36% must provide the total population of the service area, the percentage which are minority, a map of the service area which shows routes and distribution of minority groups (if demand-response service, the estimation of beneficiaries served by minority group category) and special efforts taken to serve minority communities and address minority transit needs.

Grant Application Process, Timeline, and Program of Projects Development

Sections 5310, 5311, and 5316 Programs

The Louisiana Transit Electronic Awards Management (LA-TEAM) system is an online tool incorporated with the Statewide Transit Tracking and Reporting System (STTARS) for applicants applying for Sections 5310, 5311 and 5316 Programs. Help features are provided within the application.
This process operates as follows:

1. In July each year, DOTD Public Transit releases the online application. Statewide public notice is issued by DOTD announcing the funding opportunity, announced Coordination meetings, in areas of the state where there are no existing providers, eligible applicants which have formally indicated an interest in the program are notified of program opportunities and the potential availability of funding. All minority transit organizations that meet the eligibility criteria listed in State Management Plans are encouraged to apply and DOTD assistance is available upon request. Such new requests are treated in accordance with the established priority system.

2. Existing and prospective new applicants prepare and submit complete applications through STTARS. State program personnel are available to provide assistance and advice to interested program participants.

3. Applications are submitted to DOTD no later than November 1st in order to allow adequate processing time.

4. Pre-award accounting system surveys for any new applicants will be performed to ensure adequate financial and managerial capability. Based upon Federal funding levels and utilizing the most current Federal and State auditing requirements, DOTD obtains an appropriate audit from all existing providers on an annual or biennial basis.

5. New Start Site Visits will be conducted prior to the approval of the application for any new applicants.

6. DOTD Public Transportation Section program staff begin technical review and evaluation of applications as they are received. Recommendations for any necessary project revisions are completed together with proposed budget allocations for each project.

7. Applicants are required to publish public notices on proposed operating and/or capital project applications. The notices invite any interested public or private transit or paratransit operator within the service area to comment.

8. DOTD submits a listing of projects and of all public and private transportation providers within each project service area to the U.S. Department of Labor for the Section 5311 applicants.

9. DOTD finalizes its proposed Program of Projects and submits it to FTA by March 31.

10. FTA reviews and approves applications and awards grants by the end of July.
11. During the FTA review and approval process, DOTD initiates and completes necessary contract agreements with applicants identified in the Program of Projects. Agreements become effective upon FTA approval.

12. For capital grant requests, DOTD reviews and updates as needed the vehicle specifications. The Division of Administration initiates the procurement processes and DOTD participates by attending pre-bid conferences.

13. Following issuance of bid awards by the Division of Administration, vehicles are ordered. Delivery of all vehicles is made to DOTD for inspection and to insure conformance with vehicle specifications.

14. Prior to issuance, recipients provide DOTD personnel with proof of insurance and submit payments for applicable title/handling fees. The face of each title is stamped to indicate that vehicles were purchased with Federal funds, and a restriction on the transfer of title without DOTD concurrence is filed with the Louisiana Department of Public Safety and Corrections.

Section 5303/5304

FTA Section 5303 funds are distributed by formula to each of the MPOs annually once the apportionment is made to LADOTD via the Federal Register. Section 5304 funds are used by the Public Transportation Section.

Section 5339

LADOTD uses the statewide distribution as a capital assistance for Section 5311 subrecipients. LADOTD allocates the small urbanized area apportionment using a call for projects process.

Procedures to Provide Technical Assistance to Subrecipients

The LADOTD Public Transportation Staff are available throughout the year to provide information to interested parties on procedures for participating in the program; technical advice and planning assistance on structuring individual project applications or budgets; and assistance in interpreting and complying with applicable regulatory provisions which pertain to any aspect of the program. Application assistance workshops are conducted each year at the Louisiana Public Transit Conference.

All minority transit organizations that meet the eligibility criteria listed in the application are encouraged to apply and LADOTD assistance is available upon request.

LADOTD develops model policies and templates to assist subrecipients with compliance with FTA requirements, including a Title VI plan template; drug and alcohol testing policy, Safety, Security and Emergency Preparedness Plans.

LADOTD's Public Transportation Section utilizes Rural Transportation Assistance Program (RTAP) funding to provide training, technical assistance, research and support services related to public
transportation in nonurbanized areas. The State RTAP Advisory Committee will provide recommendations to DOTD on how best these funds may be put to use by the State. A periodic needs survey will be conducted, generally during the Annual Public Transportation Conference, of the current providers to ensure that training and technical assistance is provided which address provider needs.

Section 5304 funds are available to MPOs for transit planning studies. LADOTD developed public transit human services transportation coordination plans for each MPO to assist in the developing the appropriate level of service in accordance with the demographic needs for each region.
Exhibit 1: LADOTD Compliance Section Organization Chart

Shawn Wilson, Ph.D.
DOTD Secretary

Eric Kaliyoda, Ph.D.
DOTD Deputy Secretary

Paula Roddy
Compliance Director #120153

Kristi Nixon
Admin. Asst. 4 #122552

Taylor Dottley
Student Intern

Anastra Boykin
HR Attorney
(assists w/Title VII/Internal)

Archana Cade
Compliance Attorney
Section 47 (Legal)

OUT

Contract Compliance

Joyce Bigras
DOTD Program Spec. 4 #5044855

Juanita Linton
Program Specialist 5 #10194

Angela Benn
Program Specialist 5 #10058

Compliance/DAVIS BACON

Labor Compliance/DAVIS BACON

Rhonda Wallace
DBE/SBE Program Manager #88325

DEE Contract Administration

K Alexander
Green Program Spec. 5 #88330

Euphemia
"Renee" Smith Program Spec. 5 #174559

Vacant
Program Specialist 3 #5045461

Dee B. A.'s & Labor Compliance/DAVIS BACON Assistant

DBE Contract Administration (Region 1)

Vacant
Program Specialist 3 #5045461

Title VII/Internal

ADA & Title VI

Lee Williams
Program Specialist 4 #50396634

Cynthia H. Douglas
Program Specialist 4 #12150

COMPLIANCE PROGRAMS SECTION - 37

Last Updated 1/24/2020