



## New Title VI Circular Released

On April 13, 2007, the Federal Transit Administration (FTA) issued Circular 4702.1A, "Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients." This is an update of the existing Circular 4702.1, which was issued 18 years ago on May 18, 1988. The new Title VI Circular provides guidance on matters concerning environmental justice and persons with Limited English Proficiency. The Circular applies to all agencies and organizations that directly or indirectly receive FTA funding.

"The purpose of this circular is to provide recipients and subrecipients of FTA financial assistance with guidance and instructions necessary to carry out the U.S. Department of Transportation's Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the Department's Order on Environmental Justice (Order 5610.2), and Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005)."

Since the last release of the Circular was 18 years ago, Circular 4702.1A was updated to incorporate developments in legislation, Executive Orders, DOT directives, and court cases that have transformed transportation policy and affected the rights and responsibilities of recipients and beneficiaries. Specifically, the new

"Circular 4702.1A includes requirements and procedures, which, if followed, will ensure that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from FTA."

Circular took into account the Government Accountability Office's (GAO) recommendations (November 2005 report) regarding Limited English Proficiency Persons.

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Circular 4702.1A applies to all recipients and subrecipients of FTA funding. However, the new Circular contains specific requirements depending on the type of agency. For example:

- ✓ Chapter IV, General Requirements and Guidelines, applies to all FTA recipients and subrecipients. Appendix A contains a checklist to ensure compliance with FTA's reporting requirements.

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**Notes from the Top**  
*by Donna Lavigne*

As the new Public Transportation Administrator, I am very excited and looking forward to working with my staff and all of you to continue providing quality service to meet the transportation needs for all Louisiana citizens. My staff and I have been very busy preparing for the new fiscal year and as usual, the Public Transportation Section has many irons in the fire.

Many of you are aware of the LA SWIFT service between Baton Rouge and New Orleans with intermittent stops in LaPlace and Sorrento. The service provides an essential connection with the rebuilding efforts in New Orleans. Effective July 1, 2007, Hotard Coaches, Inc. will provide the LA Swift service until June 2008. For information on LA SWIFT, please visit [www.laswift.com](http://www.laswift.com).

The PT staff has been heavily involved in statewide emergency planning efforts along with many other State Agencies since the Fall of 2005. That process is not concluding with the completion of the Statewide Emergency Plan. This Plan will guide our statewide actions in the event of future emergency situations.

Michelle Horne, our Rural Transit Program Manager, has been talking to several new agencies that would like to join the Section 5311, Rural Public Transit Program, as new providers. Both our Rural and Elderly & Persons with Disabilities programs have been greatly impacted in the aftermath of Hurricanes Katrina and Rita. Things do appear to be leveling out and we hope that this signifies a return to nor-

malcy. We look forward to announcing the new providers in the near future.

Many of you have continued to express interest in the CRRAFT program that DOTD is currently developing. The CRRAFT program was originally developed in New Mexico for the Section 5310 and 5311 providers. The DOTD has contracted with the University of New Mexico to provide a customized version for Louisiana.

The CRRAFT program will provide a stable and uniform platform for scheduling, vehicle maintenance tracking, program budgeting and invoicing, and reporting for all of our transit providers here in Louisiana. The ultimate goal is to streamline reporting and invoicing and enhance coordination opportunities. DOTD has purchased an unlimited license for use in Louisiana (it will be free to providers).

In April, our DOTD PT staff invited several agencies to participate in a pilot program. Those agencies include: St. James OCS, Donaldsonville ARC, The Center, Livingston COA, Special Education District, Monroe Transit, and Calcasieu OCS. The first step was to introduce them to the CRRAFT software and get their input on customization. The University of New Mexico folks are currently working on changes to the software that this group recommended.

In September, the software should be ready to begin the real pilot field tests. Those same agencies listed above will

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# Announcements

## New Bus and Van Contract Awards



We are pleased to announce that the FTA Certified Vans and Buses Contract has been awarded. To access this contract information, please visit the link below:

[www.doa.louisiana.gov/osp/contracts/vehicles/docs/ftavansbuses.pdf](http://www.doa.louisiana.gov/osp/contracts/vehicles/docs/ftavansbuses.pdf)



If you need assistance with this contract, contact Pete Jones at 225/342-0274 or via email at: [pete.jones@la.gov](mailto:pete.jones@la.gov)



## Events Calendar

### APTA Conferences

Sustainability and Public Transportation Workshop  
July 29-31, 2007 Seattle, WA

Intermodal Operation Planning Workshop  
August 20-22, 2007 San Francisco, CA

APTA Annual Meeting  
October 7-10, 2007 Charlotte, NC

For more information: [www.apta.com](http://www.apta.com)



### Other Upcoming Conferences/Training:

Best Practices: Coordination of Transit, Regional Transportation Planning and Land Use Conference  
August 26-28, 2007 Denver, CO  
For more information: [www.trb.org](http://www.trb.org)

2007 Institute for Transportation Coordination  
August 20-23, 2007 Washington, DC  
For more information: [www.ctaa.org](http://www.ctaa.org)

South West Transit Association  
SWTA Law Seminar  
July 22-24, 2007 Overland Park, KS  
Double Tree Hotel

SWTA Marketing Seminar  
Fall 2007, New Orleans, LA

For more information: [www.swta.org](http://www.swta.org)

### **Louisiana Annual Public Transit Conference**

October 29-31, 2007 Baton Rouge, LA  
Holiday Inn Select

For more information:  
[www.dotd.la.gov/intermodal/transit/](http://www.dotd.la.gov/intermodal/transit/)

CTAA PASS Training  
July 31-August 2, 2007 Lafayette, LA  
For more information contact Wanda Walker @ (225) 274-4302

NTI Courses:  
For information: [www.ntionline.com](http://www.ntionline.com)

Transportation Safety Institute Classes  
Courses are offered around the country on various topics throughout the year. For more information, please visit: [www.tsi.dot.gov](http://www.tsi.dot.gov)



Spotlight on...



## Donna Lavigne Named as New Public Transportation Administrator

While it is true that the Department of Transportation and Development's Public Transportation Section (DOTD PT) has a new Administrator, the new Section Leader will not require any "catch-up time" to learn her job... she knows the job inside out and has been the Acting Administrator for past few months. On June 22, 2007, Ms. Donna Lavigne was offered and accepted the position as the new Administrator of the DOTD PT Section.



Ms. Lavigne attended Southern University where she received a Bachelor of Science in Business Education/ Administration. Donna has been with the State of Louisiana for 27 years. She started her State career with the Department of Insurance. She has been with DOTD for 19 years, the past 12 of which were with the DOTD PT section.

Ms. Lavigne knows the job because she has been directly involved in all of the programs within the section. She began her tenure with the PT section as the Assistant Program Manager for the Rural Transportation Program and later became the Program Manger for the Elderly and Disable Program. Donna has been the PT Section's Assistant Administrator for the past eight years.

In addition to her work with the various programs, Donna Lavigne has a wealth of experience working with other state agencies and groups in and outside of Louisiana:

- ✓ Ms. Lavigne is currently the Secretary Treasurer of the Louisiana Public Transportation Association. The LPTA is the organization that co-hosts the Annual Public Transportation Conference with DOTD.
- ✓ Donna is the Community Transportation Association of America's State Delegate for Louisiana.
- ✓ Donna has participated in many of the Multi State Technical Assistance Program (MTAP) meetings and will now be the Louisiana representative on the committee. MTAP is a subcommittee of the American Association of State Highway and Transportation Officials (AASHTO) and has public transportation representatives from all 50 states.
- ✓ Since Hurricanes Katrina and Rita struck Louisiana in 2005, Donna has been intimately involved in the State's emergency response planning efforts.

Ms. Lavigne looks forward to working with her staff and all of those involved in the transit industry in Louisiana. She believes that hard work and dedication are the qualities that drive public transportation in Louisiana. 



*(Continued from page 2)*

begin using the software and provide feedback on additional changes before full implementation. The fully customized version of CRAFT will be introduced at the Annual Conference in October. Final changes will take place in November and training classes should begin sometime in December.

Speaking of the Annual Conference, the date and place have been finalized. The 2007 Annual Public Transit Conference will be held October 29-31 at the Holiday Inn Select (old Radisson) here in Baton Rouge. See the announcement on Page 7 and keep an eye on our web site for future updates regarding registration and other agenda topics.

It's that time again... Resource Guide updates. If you haven't updated your Resource Guide information on our website, please do so. The Resource Guide is the one stop shop featuring information on all transit providers in Louisiana. Riders can find out who provides transportation services in their Parish with a few easy mouse clicks. However, the information needs to be updated on a regular basis. Please visit the website and check your information at <http://www.dotd.la.gov/intermodal/transit/> - click on Resource Guide on the left panel. You'll need your login, password and a special login address to make changes to your information. If you need assistance, send an email request to: [publictransportation@dotd.la.gov](mailto:publictransportation@dotd.la.gov)

Once again, I look forward to continuing to work with all of you to provide outstanding transportation services to Louisiana citizens. I hope to see you all at this years conference... it promises to be a good one! 🇺🇸

One of the DOTD PT Section's mandates is to provide information and technical assistance to transit providers in Louisiana to assist them in meeting their requirements for FTA funding. These activities come in many different formats and venues. DOTD PT provides numerous training courses, workshops, and training material as well as a website and an annual conference. To keep all of our constituents up to date on DOTD PT's activities, DOTD On The Go features just a few selected items each quarter.

### JARC Program Additions

With the passage of SAFETEA-LU, the Job Access / Reverse Commute program became a formulized program. The DOTD PT staff have been actively promoting the program and seeking new applicants. Recently, two new agencies have applied for and received grants under the JARC program: St. James Parish and the DeSoto Council on Aging. Several other agencies are preparing new applications.

### CRAFT Scheduling Software

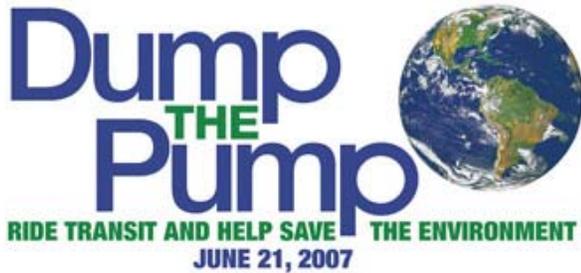
The long awaited Client Referral, Ridership and Financial Tracking system is well on it's way to becoming a reality. The DOTD PT are working closely with the University of New Mexico ATR Institute to customize the software for use in Louisiana. CRAFT is scheduled for completion and role out this fall. A pilot program is underway and an introduction is scheduled during the October annual conference. Statewide training will follow and is scheduled for December. 🇺🇸

### Contact Information Announcement

In our attempt to keep everyone informed of special events, workshops, conferences, and important information regarding public transportation in Louisiana, DOTD PT maintains a Contact Database. If information about your organization - new phone number, new director, new address or email - has changed, please help us keep our database current. Email your updated information to [publictransportation@dotd.louisiana.gov](mailto:publictransportation@dotd.louisiana.gov)

Thanks for your Help!

# APTA 2nd Annual Dump the Pump Day



On Thursday, June 21, 2007, the American Public Transportation Association (APTA) promoted its Second Annual National Dump the Pump day. The program's goal is to raise public awareness regarding the benefits of public transportation. Specifically regarding the environmental benefits accrued to communities with large public transportation riding populations.

APTA provided a toolkit of information regarding the program on their website. The toolkit included logos (such as those displayed in this article), press releases, proclamations, fact sheets, and other art work for postcards, buttons and outdoor advertising.

According to APTA, "The day is dedicated to raising awareness that public transportation helps improve the environment and conserve fuel. It also offers the opportunity for people to beat the high price of gasoline and support public transportation as an important travel option that helps reduce our dependence on foreign oil."

Some of the more pertinent facts provided in the toolkit include:

- ✓ In 2006, Americans took 10.1 billion trips on public transportation - the highest ridership level in 49 years.
- ✓ 34 million times each weekday, people board public transportation.
- ✓ From 1995 through 2006, public transportation ridership increased by 30 percent, a growth rate higher than the 12 percent increase in US population and higher than the 24 percent

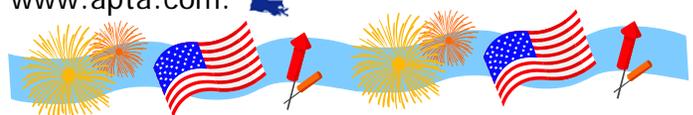
growth in use of the nation's highways over the same period.

- ✓ Each year, public transportation use in the U.S. saves 1.4 billion gallons of gasoline. This represents almost 4 million gallons of gasoline per day.
- ✓ Public transportation use saves the equivalent of 300,000 fewer automobile fill-ups every day - 108 million fewer cars filling up annually.
- ✓ Public transportation provides an affordable, and for many, necessary alternative to driving.
- ✓ Each year public transportation households save over \$1,399 worth of gas.
- ✓ Public transportation use can help reduce pollution and promote cleaner air.
- ✓ By reducing smog-producing pollutants and greenhouse gases and by conserving ecologically sensitive lands and open spaces - public transportation is helping to meet national air quality standards.



To promote their National Dump the Pump day, APTA provided the toolkit materials and encouraged transit providers across the nation to join in the movement. They asked transit providers to use the material for local community awareness programs. They also asked that, where possible, public transportation providers promote free or reduced rides to allow people to try transit.

According to APTA, the Second Annual Dump the Pump day was a huge success. Here in Louisiana, the Capital Area Transit System (CATS) offered free rides on Thursday in recognition of the National Dump the Pump Day. For more information on the results of the program and information on future endeavors go to [www.apta.com](http://www.apta.com).





# Announcing

## THE ANNUAL LOUISIANA PUBLIC TRANSPORTATION CONFERENCE

OCTOBER 29-31, 2007

BATON ROUGE, LA  
HOLIDAY INN SELECT (OLD RADISSON)

FOR MORE INFORMATION: [WWW.DOTD.LA.GOV](http://WWW.DOTD.LA.GOV)

### SWTA Names New Executive Director

A new Executive Director has been named by the South West Transit Association Board of Directors. Kristen Joyner most recently was a consultant to non-profit organizations for Circle Communications Network, LLC and a national corporate trainer for Fred Pryor Seminars. Joyner also was executive assistant to the General Manager for Central Arkansas Transit Authority in Little Rock.

"Kristen brings our organization experiences and ideas that will, with a little time, take SWTA to the next level, and the journey will be fun", says SWTA President, Patrick Judge. "The search committee was overwhelmingly impressed by Kristen's energy and enthusiasm. Her strong training, market-



ing, and transit background will complement this well respected organization's leadership and vision."

With the appointment of Joyner, the SWTA Board can fully develop and implement the Strategic Plan introduced at SWTA's 27<sup>th</sup> Annual Conference and Expo held February 11-13, 2007.

Kristen Joyner can be reached by calling the SWTA office 210/366-1436 or by e-mail at [kjoyner@swta.org](mailto:kjoyner@swta.org) 



**“The purpose of this circular is to provide recipients and subrecipients of FTA financial assistance with guidance and instructions necessary to carry out the U.S. DOT’s Title VI regulations and to integrate into their programs and activities considerations expressed in the Department’s Order on Environmental Justice and Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons”**

- ✓ Chapter V, Requirements for Transit Agencies Serving Populations of 200,000 or Greater, applies specifically to those agencies serving large urbanized areas and contains program-specific requirements. Appendix B contains a checklist to ensure compliance with FTA’s reporting requirements.
- ✓ Chapter VI, Requirements and Guidelines for State Departments of Transportation (State DOTs) or Other Administering Agencies, applies only to State DOTs and other administering agencies. Appendix C contains a checklist to ensure compliance with FTA’s reporting requirements.
- ✓ Chapter VII, Requirements and Guidelines for Metropolitan Planning Organizations, applies only to MPOs. There is no Appendix Checklist.

During initial release of the ‘draft’ Circular, FTA received many comments regarding its various aspects. Some of the comments resulted in easier reporting requirements and greater implementation flexibility. Below are a few examples:

- ✓ The proposed circular included requirements that FTA recipients and subrecipients must abide by and recommended procedures that agencies can follow to meet the requirements. The final circular more clearly delineates what actions are required and what actions are merely encouraged or recommended.
- ✓ The final circular provides recipients and subrecipients with greater flexibility to meet FTA requirements. While the proposed circular recommended a single strategy to comply with Title VI, the final circular in many cases

allows recipients and subrecipients to choose from a menu of options in order to meet certain requirements and more clearly states that recipients and subrecipients can, in some cases, develop their own procedures for meeting the requirements in the DOT regulations and this circular.

In the Circular announcement (Federal Register / Vol. 72, No. 71 / Friday, April 13, 2007), the FTA also proposed a series of regional training courses in 2007. The full Circular can be downloaded from the Department’s Docket Management System (<http://dms.dot.gov>) by entering docket number 23227 in the search field, and then clicking on “reverse order.” Or go to [www.fta.dot.gov](http://www.fta.dot.gov) and click on “Legislation, Regulations & Circulars/ Guidance” on the left side of the web page. 🇺🇸



## From Capital Hill...

### **FY 2008 Budget Resolution Approved, FY 2008 Appropriations Underway**

The House and Senate passed a joint budget resolution (S. Con. Res. 21) for Fiscal Year (FY) 2008 on May 17. The budget resolution sets discretionary funding levels that the House and Senate Appropriations Committees will distribute among the twelve appropriations subcommittees. The resolution for FY 2008 assumes funding for transit and highway programs at the level authorized by SAFETEA-LU despite the President's proposal for a \$309 million cut below the authorized level. Funding recommendations in the budget resolution are not binding, but its passage allows House and Senate Appropriations Committees to begin developing the annual spending bills. 🇺🇸