

Capital Region Planning Commission

Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana

TITLE VI PLAN 2023



TITLE VI PLAN

Adopted: 08/12/2014

Updated: 08/30/2023

Prepared by the
Capital Region Planning Commission

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CAPITAL REGION PLANNING COMMISSION

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I. Title VI Policy Statement and Authorities

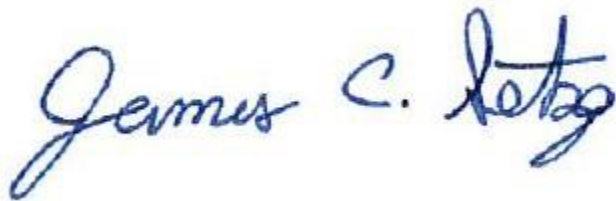
Policy Statement

The Capital Region Planning Commission (CRPC) assures that no person shall, on the grounds of race, color, national origin, income, gender, age, and disability, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

More specifically, CRPC assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, CRPC will take reasonable steps to provide meaningful access to services for persons with (LEP) Limited English Proficiency.

CRPC further assures that 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.

CRPC's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other CRPC responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.



JAMES C. SETZE
EXECUTIVE DIRECTOR
CAPITAL REGION PLANNING COMMISSION

08/30/2023

DATE

Authorities

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., created a foundation for future environmental justice regulations. Since the establishment of Title VI, environmental justice has been considered in all local, state and federal transportation projects. Section 42.104 of Title VI and related statutes require Federal agencies to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance based on race, color, national origin, income, gender, age, and disability.

The National Environmental Policy Act of 1969 (NEPA) addresses both social and economic impacts of environmental justice. NEPA stressed the importance of providing for “all Americans safe, healthful, productive and aesthetically pleasing surroundings” and provides a requirement for taking a “systematic, interdisciplinary approach” to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 further expanded Title VI to include all programs and activities of Federal aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not.

On February 11, 1994, President Clinton signed Executive Order 12898: Federal Actions to Address **Environmental Justice** in Minority Populations and Low-Income Populations. This piece of legislation directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing all programs, policies and activities that affect human health or the environment so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations. Rather than being reactive, Federal, State, local and tribal agencies must be proactive when it comes to determining better methods to serve the public, who rely on transportation systems and services to increase their quality of life.

In April 1997, as a reinforcement to **Executive Order 12898**, The United States Department of Transportation (DOT) issued an **Order on Environmental Justice (EJ) (DOT Order 5610.2)**, which summarized and expanded upon the requirements of **Executive Order 12898** to include all policies, programs and other activities that are undertaken, funded or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or other U.S. DOT components.

In December 1997, the FHWA issued the **FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (DOT Order 6640.23)**, which mandated the FHWA and all its subsidiaries to implement the principles of **Executive Order 12898** and **U.S. DOT Order 5610.2** into all of its programs, policies and activities.

On October 7, 1999, the FHWA and the FTA issued a memorandum **Implementing Title VI Requirements in Metropolitan and Statewide Planning**. This memorandum provides clarification for field offices on how to ensure that environmental justice is considered during current and future planning certification reviews. The intent of this memorandum was to help planning officials to understand that environmental justice is equally important during the planning stages as it is during the projects development stages.

II. What is CRPC?

About the Capital Region Planning Commission

The Capital Region Planning Commission (CRPC) is a Council of Governments serving eleven parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana. Through planning and communication, CRPC coordinates and collaboratively addresses regional issues related to transportation, land use, economic development, and the environment.

CRPC is the Baton Rouge area's designated Metropolitan Planning Organization (MPO), which each metropolitan area must have to carry out regional transportation planning efforts and receive federal highway funds. As the regional MPO, the Capital Region Planning Commission focuses much of its resources on transportation planning issues and activities, which includes highway and transit planning, the regional ridesharing program, transportation safety, and air quality issues. In addition, CRPC is one of eight sub-state planning and development districts which cover all 64 parishes in the state of Louisiana, providing technical assistance for economic development, comprehensive planning, and zoning to its members.

Programs and services provided by CRPC are funded by local member dues, set by the commission, and by contracts approved by the commission with any local, state, federal, or private agency needing the assistance of CRPC staff.

Our Services

We provide an effective means of coordination for resolving common problems resulting from shared air, water, transportation systems, drainage, and communication systems. We review federally funded programs to certify conformity to local and regional plans to prevent redundancy in federal funding. We provide comprehensive regional planning and technical assistance to constituent governments, especially for the smaller parishes and municipalities with limited resources.

Who We Serve

CRPC is a Council of Governments serving the eleven-parish Capital Region. All parish and municipal governments in the Capital Region may join CRPC. At present, there are 11 parish members and 38 municipal members as listed. In addition, CRPC is one of eight sub-state planning and development districts which covers all 64 parishes in the state of Louisiana. To that end, CRPC provides technical assistance for economic development, comprehensive planning, and zoning to its members.

III. Introduction and Purpose of This Document

The purpose of this document is to communicate the Capital Region Planning Commission's (CRPC) plan for addressing the Federal and State non-discrimination requirements under Title VI, Federal Executive Order 12898 and other related regulations and statutes. This document has a companion document of equal importance: CRPC's Public Participation Plan. These two documents, together, describe the CRPC's plan and approach for addressing the requirements of Title VI, in general and specifically regarding transportation planning for the Capital Region Metropolitan Planning Organization (MPO). Combined, adherence to these two documents helps to ensure a fair and equitable distribution of services and facilities.

Public participation is essential to the success of any public planning program or project. Without the involvement of local citizens, it is difficult to design a program that meets the needs of the public or to gauge the project's success. Effective public participation not only provides transportation officials with new ideas, but it also alerts them to potential environmental justice concerns during the planning stage of a project. Perhaps the most important element of public participation is to engender a sense of ownership among the public, especially among members of the public who are often most vulnerable.

Objectives

1. Comply with the public involvement and environmental justice requirements of the Federal and State regulations.
2. Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
3. Provide specific opportunities for local citizens and citizen-based organizations to discuss their views and provide input on the subject areas addressed in plans, projects or policies of CRPC - the Baton Rouge Metropolitan Planning Organization (MPO).
4. Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
5. Inform and educate citizens and other interested parties about ongoing CRPC and MPO planning activities and their potential role in those activities.

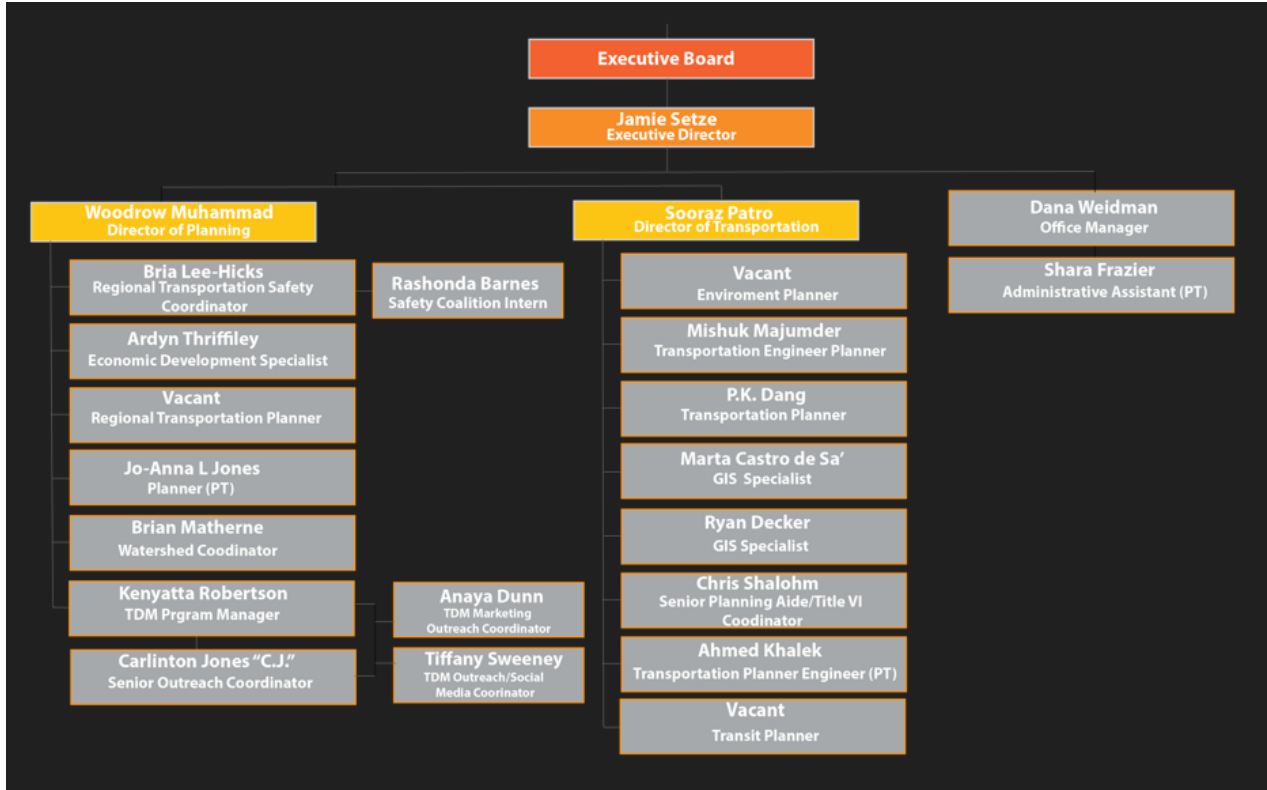
IV. Organization and Staffing of CRPC

Figure IV-1, an Organization Chart for the CRPC, is shown on the following page. The Executive Director of CRPC is responsible for ensuring implementation of the agency's Title VI program.

CRPC's Title VI Coordinator is responsible for coordinating the overall day-to-day administration of the Title VI program, plan, and assurances (See Appendix B). This same individual is also responsible for the administration of CRPC's LEP and ADA programs.

As shown on the organization chart, CRPC is headed by the Executive Director. The Title VI / ADA / LEP Coordinator is in a direct reporting function to the Executive Director. Title VI reports are also brought to the attention of the Director of Planning and the Office Coordinator.

CRPC ORGANIZATION CHART (2023)



V. General Responsibilities under Title VI

General Title VI Program Responsibilities

Following are general Title VI responsibilities of CRPC. The Title VI Coordinator is responsible for ensuring these elements of the plan are appropriately implemented, and maintained:

1. Data collection

Demographic data on race, age, color, national origin, income level, language spoken, and sex of the region's population is to be collected and maintained by CRPC. This demographic data will be used to develop public outreach efforts and to conduct environmental justice analyses, as needed.

2. Triennial Title VI Report and External Review

As a Sub-recipient, CRPC is to submit its Title VI Report every three years to LADOTD's Title VI Programs Manager. The document is to include:

- Title VI complaint procedures (complaints will be submitted to/filed with LADOTD; CRPC will not process complaints.)
- Record of Title VI investigations, complaints or lawsuits where applicable. (Investigations will be conducted by LADOTD with CRPC in a supporting role)
- Plan to involve persons with Limited English Proficiency (LEP)
- Title VI notice to the public
- A summary of public outreach and involvement activities and a description of steps taken to ensure that minority and disadvantaged persons had meaningful access to these activities.

3. Annual Title VI Internal Review

Each year, in preparing for the Title VI Report, the Title VI Coordinator will review CRPC's Title VI program to assure compliance with Title VI. In addition, the coordinator will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate. The Title VI Plan and associated Appendices will be updated and revised annually as policies and procedures change and members of the TAC and TPC committees change.

4. Dissemination of information related to the Title VI program

Information on the agency's Title VI program is to be disseminated to CRPC employees, contractors, and beneficiaries, as well as to the public, as described in the "Program Area Responsibilities" section of this document. That information is also to be disseminated in other languages as needed.

5. Assist LADOTD with resolution of complaints

Any individual may exercise his or her right to file a complaint about CRPC policies, plans or practices, if that person believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, gender, age, and disability. CRPC will work diligently in a supportive role to LADOTD's Title VI Compliance Team to resolve complaints using the LADOTD's Complaint Processing Procedures. The Title VI complaint process and Title VI Discrimination Complaint Form are presented in Appendix H.

General Responsibilities of the Title VI Coordinator

The Title VI Coordinator is responsible for supervising all required action in implementing, monitoring, and reporting on CRPC's compliance with Title VI regulations. In support of this, the Title VI Coordinator will:

- Identify, investigate, and eliminate discrimination when found to exist.
- Refer any complainants to LADOTD's Compliance team and website immediately. The coordinator will supply phone numbers and email addresses to complainants for contacting the proper LADOTD authorities adhering to the timeframes in the complaint process.

Note: A complaint must be filed no later than 180 days after the alleged discrimination.

- Meet with other CRPC staff, as needed, to train, monitor and discuss progress, implementation, and compliance issues.
 - Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
6. Work with other CRPC staff to develop and submit the **Triennial Title VI Report and External Review** to LADOTD.
- Meet annually with consultants under contract to CRPC to make sure they maintain compliance with Title VI.
 - If a consultant under contract to CRPC is found to not be in compliance with Title VI, Coordinator will work with the Consultant to resolve the deficiency status and develop a remedial action plan if necessary.
 - Review important Title VI-related issues with the Executive Director of CRPC, as needed.
 - Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as appropriate.

VI. Program Area Responsibilities

Program Area 1: Communications & Public Participation

Note: The Communications & Public Participation Program Area applies to and affects the CRPC work program, particularly agency efforts and responsibilities related to the Planning and Programming and Environmental Affairs Program Areas. This has been treated as a separate program area for purposes of clarity. (See CRPC's **Public Participation Plan** for more details.) <https://crpcla.org/public-involvement/title-vi>

The goal of CRPC's communications and public participation program is to ensure early and continuous public notification about, and participation in, major actions and decisions by CRPC. In seeking public comment and review, CRPC makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these and other protected classes.

CRPC utilizes a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, process for written comments, public meetings after effective notice, settings for open discussion, communication programs, information services, and consideration of and response to public comments.

Operational Guidelines

- CRPC's Public Participation Plan (**PPP**)
- CRPC's Limited English Proficiency (**LEP**) Policy

Principles of CRPC's Communications & Public Participation Program

- Equal access is an essential part of the public participation process.
- No major public policy decision is reached, or a large project implemented without significantly affecting someone.
- Professionals do not have a monopoly on good solutions.
- Even if a project or policy decision is sensible and beneficial, it must be arrived at properly to be acceptable.
- People are much more willing to live with a decision that affects different interests unequally if the decision-making process is open, objective, and considers all viewpoints.
- If the project or policy staff doesn't provide all relevant information necessary for an informed decision, the public will rely on, and trust, others.
- Interacting with an official representative of an organization or group is no substitute for interacting directly with that organization or group.

- Effective public notification and participation takes time and effort, and can be expensive, yet is essential to sound decision-making.

Elements of CRPC's Communications & Public Participation Program

- **Website** – CRPC maintains a website, www.crpcla.org which is updated frequently to keep the public informed. The site contains information on the agency's responsibilities, programs, publications, and press releases; contact information for staff; a search function; the Title VI Plan, complaint procedures (via links to LADOTD); and a comment form so visitors may comment directly to CRPC on any subject.

There is also a "Get Involved" page to encourage people to participate by signing up to receive the agency's email announcements of events and meetings. Opportunities to get involved include attending meetings, requesting a speaker, or contacting CRPC for copies of plans, reports, or other information.

- **Information Center** – CRPC maintains a comprehensive digital library of local and regional transportation documents. Any document(s) can be made available to the public with one week's advance notice. CRPC staff can be reached by phone or e-mail, and contact information is included in every publication produced by CRPC. Our staff members regularly answer questions and respond to requests for information from citizens, businesses, and staff from cities, agencies, and organizations throughout the CRPC's rural and urbanized regions.

NOTICE: CRPC will gladly accommodate persons of limited English proficiency (LEP). Appendix D contains CRPC's LEP Plan and Policy.

- **Publications** – Each year, CRPC issues a multitude of publications, reports, and maps as part of the agency's work program, CRPC also responds to and processes many data requests. The information is used by planning and public works departments throughout the region and can be accessed by the public through the CRPC website.

NOTICE: CRPC will gladly accommodate persons of limited English proficiency (LEP). Appendix D contains CRPC's LEP Plan and Policy.

- **Press releases** – Press releases, when sent, will include the abbreviated Title VI and ADA Notices to the public and contact information for agency staff.
- **Meetings open to the public** – All CRPC board and committee meetings are open to the public. Time for citizen comments is reserved at all meetings and announced by the meeting chair. Meeting dates and times are posted well in advance on the agency's website and in frequent CRPC emails to which any citizen may subscribe. All meeting agendas contain the following statement:

ADA NOTICE: For special accommodation for this meeting, contact CRPC's ADA Coordinator via phone (225-383-5203) at least one week in advance.

- **Opportunities for public comment** – CRPC routinely provides opportunities for public comment. The agency continues to work to find new and innovative ways to solicit public comments and involve all segments of the population within its

region. Comments are accepted by phone, fax, email, US mail, Internet, and in person at any CRPC meeting.

- **Staff is accessible** – Staff may be accessible by phone, fax, email, US mail, Internet, and in person. Contact information for all staff is provided on CRPC’s website. www.crpcia.org
- **Mailings** – CRPC routinely uses direct mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. See the next section for details.
- **Events** – Events such as workshops and forums are held regularly, as needed, for large projects that affect the public.

Opportunities for Public Comments

CRPC routinely offers four different ways for people to comment on activities, programs, and decisions made at the agency which are shown as follows:

- **Comments are accepted at any time** – CRPC responds to all comments received. Comments are accepted via an online comment form, by phone, fax, email, U.S. mail, and in person at any board or committee meeting. Contact information for all staff is provided on the agency website and contact information for the agency is included in every publication produced by the CRPC.
- **Citizen comments are requested at agency meetings** – All CRPC board and committee meetings are open to the public. CRPC generally holds 15-20 of these meetings per year. The meeting dates are posted well in advance on the agency’s Web site and in the CRPC’s frequent emails. Time for citizen comments is included on meeting agendas, and the meeting chair requests citizen comments at least once during every meeting. No advance notice is required to speak during the citizen comment period at any of the meetings. Public comments and responses made during these times are kept on record in the official meeting summaries. CRPC maintains a mailing list; anyone can request to be added to the mailing list. CRPC uses voluntary Attendance/Sign-in Forms at agency meetings open to the public.
- **Formal public comment periods for major activities** – Formal public comment and review periods are used to solicit comments on major planning and programming activities, for example, major amendments to the Transportation Improvement Program (TIP), changes to important CRPC policies (such as the Public Participation Plan), and major updates to the UPWP. Generally, information is reviewed and released by one of the policy boards at a monthly meeting for a formal public comment period. The comment period is included in CRPC emails containing the proposed meeting agenda and on the website. Comments can be made in person at any CRPC meeting, using a comment form on the agency’s website, by email, by US mail, fax, or telephone. CRPC responds to all comments received, and forwards comments to other agencies for a response as appropriate. Comments continue to be accepted until the

close of the comment period – two weeks prior to the item’s schedule for action. All comments and responses received throughout the comment period are reviewed and considered, prior to action by the Board.

- **Public Hearings** – CRPC holds public hearings during major updates to the region’s adopted transportation plans and the adopted regional growth and transportation strategy. Major plan updates take place rarely and CRPC does not directly implement transportation projects. The agency, therefore, only infrequently holds public hearings separately and apart from regular committee/ board meetings. Please refer to CRPC’s Public Participation Plan for further information.

Strategies for Engaging Title VI Protected Groups

CRPC uses U.S. and electronic mailing lists to disseminate information and give notice for public comment opportunities. Both mailing lists include community organizations that represent Title VI protected groups throughout the region. CRPC also sends press releases to news agencies that are published by and for Title VI protected groups. Organizations representing Title VI populations are added to the agency’s U.S. and electronic mailing lists regularly, as they are identified.

As described in the next section, the CRPC routinely assesses the need for providing information in languages other than English. The CRPC also evaluates the effectiveness of all communications and public participation efforts and makes appropriate adjustments to its communication strategies. The CRPC also keeps a list of potential interpreters if a need for translation services has been identified or requested.

Strategies for Engaging Individuals with Limited English Proficiency (LEP)

According to the DOJ guidance, the agency should consider providing materials in a different language if over 5% of the affected population speaks that language at home. Since the 5-parish urbanized area only contains 3.1% Spanish-speaking and 1.5% non-English speakers from Asia or the Pacific Islands, CRPC does not have a high demand for LEP services.

CRPC has developed a creative solution to provide a starting place for Spanish-speaking individuals. The phrase “Translation Services Available” and contacts are now posted in Spanish on the home page of the website. CRPC also established a list of nearby Court Certified Interpreters and businesses/ individuals that can provide translation services when the need arises.

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's public participation process. The coordinator will:

- Ensure all communications and public participation efforts comply with Title VI.
- Develop and distribute information on Title VI and agency programs to the public. Provide information in languages other than English, as needed.
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Include the abbreviated Title VI Notice to the Public (*see Appendix C*) in all press releases and on the website which includes a meeting schedule.
- Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.

Program Area 2: Planning & Programming

CRPC is responsible for developing long and short-range transportation plans and providing efficient transportation services to the region. A comprehensive transportation planning process is used, which entails the monitoring and collection of data related to transportation issues. CRPC coordinates with LADOTD, cities, parishes, and transportation providers, seeks public participation, and provides technical support when needed.

Planning and Programming Activities

CRPC conducts and supports numerous state and federal planning, compliance, and certification programs, which enable parishes, cities, a transit agency, ports, and LADOTD to obtain state and federal funding. *CRPC* provides the Congestion Management Program required by federal transportation law which monitors existing transportation system performance problems and identifies potential solutions to guide decisions on use of federal transportation funds. *CRPC* Provides information and guidelines to state and local agencies on national and regional Intelligent Transportation Systems (ITS) issues. *CRPC* ensures that local, regional, and state planning efforts are compatible and mutually reinforcing, and work with local governments, parish-wide growth management planning groups, and state agencies in the review of policies, plans, and projects for consistency with state and regional planning goals. *CRPC* provides demographic, economic, travel, and geographic data to member jurisdictions, other agencies, businesses, and the public; assist in planning activities of member jurisdictions; collect, analyze, maintain, and improve data; and identify, monitor, and forecast trends.

Major Plans and Programs

- ✓ **Unified Planning Work Program (UPWP)** The UPWP includes all transportation planning activities that will be undertaken at any given year, supporting future transportation projects that eventually will be incorporated in the Transportation Improvement Program (TIP) and the Long-Range Transportation Plan (LRTP). The UPWP describes detailed transportation planning activities. The document outlines the technical and policy studies that will assist in further defining the comprehensive and multi-modal transportation improvement program approved for the area. <https://crpcla.org/unifiedplanningworkprogram>
- ✓ **Long Range Transportation Plan (LRTP)** In metropolitan areas, the transportation plan is the statement of how the region plans to invest in the transportation system. Per federal regulations, the plan shall "include both long range and short-range program strategies and actions that lead to the development of an integrated, intermodal transportation system that facilitates the efficient movement of people and goods." <https://crpcla.org/mtp>
- ✓ **Transportation Improvement Program (TIP)** In the TIP, the MPO identifies the transportation projects and strategies from the MTP that it plans to undertake over the next four years. All projects receiving federal funding must be in the TIP. The TIP is the region's way of allocating its limited transportation resources among the various capital and operating needs of the area, based on a clear set of short-term transportation priorities. <https://crpcla.org/tip>
- ✓ **Non-Motorized Planning (NMP)** CRPC is committed to encouraging the use of non-motorized modes of transportation, such as bicycling and walking. CRPC encourages the inclusion of bicycle and pedestrian facilities in reconstruction, resurfacing, and capacity increase projects to the extent deemed safe and feasible. To this end, CRPC has been proactive in implementing planning and construction efforts aimed at providing a safe and enjoyable environment for non-motorized transportation activities. As a policy, CRPC has and will continue to implement state and federal regulations as required and work with various stakeholders to implement these important projects. <https://crpcla.org/non-motorized-planning>
- ✓ **Congestion Management Process (CMP)** The CMP is intended to address congestion through a process that provides for effective management and operations (M&O), based on cooperatively developed travel demand reduction and operational management strategies. Even if a metropolitan area is not a TMA or in nonattainment status, the CMP represents good practice in monitoring, assessing, and resolving congestion issues in any MPO. The CMP establishes a rigorous method of identifying and evaluating transportation improvement strategies, including both operations and capital projects. <https://crpcla.org/congestion-management-process>

- ✓ **Intelligent Transportation Services (ITS)** Rapid advances in technology have created many new opportunities for transportation professionals to deliver safer and more efficient transportation services and to respond proactively to increasing demand for transportation services in many areas and mounting customer expectations. However, many of these new opportunities are predicated upon effective coordination between organizations – at both an institutional and technical level. To encourage this coordination, the United States Department of Transportation (USDOT) has developed the National Intelligent Transportation Systems (ITS) Architecture and related tools to help identify and exploit these opportunities for cost-effective cooperation. <https://crpcla.org/intelligent-transportation-systems>
- ✓ **Air Quality Planning (AQP)** The purpose of this report is to demonstrate that the Baton Rouge MTP for 2037 and TIP FY 2013- 2017 conform to the motor vehicle emissions budgets specified in the applicable SIP for the Baton Rouge non-attainment area. Transportation conformity is required for all ozone, carbon monoxide, nitrogen dioxide, and particulate matter nonattainment and maintenance areas. The Clean Air Act (CAA) identifies the actions MPOs must take to reduce emissions from on-road mobile sources in nonattainment and maintenance areas. <https://crpcla.org/air-quality-planning>
- ✓ **Travel Demand Management (TDM)** CRPC is working on identifying ways to reduce traffic congestion, Traffic is a major problem in the MPO region. Baton Rouge is steadily increasing its population and industry size making reducing traffic a dire emergency. This is a problem that we cannot build our way out of. To reduce the amount of traffic on our roadways we need to subtract the number of cars on our roadways. <https://crpcla.org/travel-demand-management>
- ✓ **Economic Development (ED)** CRPC is designated as the 11-parish region's economic development district by the U.S. Chamber of Commerce's Economic Development Administration (EDA) and serves as the local development district for the federal-state agency, Delta Regional Authority (DRA). CRPC oversees maintaining the Comprehensive Economic Development Strategy (CEDS), as required by EDA. The CEDS is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS serves as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources. <https://crpcla.org/economic-development-resources>
- ✓ **Strategic Highway Safety Plan (SHSP)** is a comprehensive, multidisciplinary plan to reducing the devastating effects of motor vehicle-related fatalities and injuries on Louisiana roadways by integrating the four E's - Engineering, Education, Enforcement, and Emergency Services. The parishes for the Capital Region Transportation Safety Coalition include East & West Baton Rouge, East & West Feliciana, Pointe Coupee, Ascension, Iberville, and Livingston. The goal

is to reduce fatalities by a minimum of 50 percent by the year 2030.

<https://destinationzerodeaths.com/Images/Site%20Images/ActionPlans/SHSP.pdf>

- ✓ **Public Participation Plan (PPP)** CRPC encourages active participation by the public and other interested parties in the development of all transportation plans and programs, particularly the major products. CRPC believes that the distribution of information regarding regional transportation planning and decision making needs to be inclusive of as many in the public as can reasonable be reached, and that interested parties and other federal, state, and local agencies are given a fair opportunity to participate in the planning process. It is the policy of CRPC to take all public and stakeholder comments into account in the development and adoption of plans and programs. The processes outlined in this document form the basis for providing the opportunity for the general public and key stakeholders to participate in the transportation planning process. This Public Participation Plan (PPP) has been developed to meet federal requirements outlines by SAFETEA - LU, Title VI of the Civil Rights Act of 1964, Environmental Justice, and the Americans with Disabilities Act (ADA) of 1990.

- ✓ **MOVE2046** is the Capital Region’s Metropolitan Transportation Plan (MTP). This plan is a federal requirement and is updated every four years. It establishes a shared vision for the future of transportation in the region and develops goals, strategies, and projects that will help achieve that vision over the next 25 years. It covers Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge parishes and considers all surface transportation modes (driving, bicycling, walking, riding transit, and moving freight). Transportation projects must be included in this plan to receive federal funding. The Capital Region Planning Commission (CRPC) is developing this plan in close coordination with local governments and key stakeholders to ensure that MOVE2046 supports existing plans in the region. CRPC is also coordinating MOVE2046 with its ongoing planning efforts, such as the Ferry Feasibility Study and Regional Bicycle/Pedestrian Plan. Broad-based community engagement is the backbone of any successful transportation plan. MOVE2046 will include several opportunities for the public to get involved and share their input. This input will shape the development of the plan’s vision, goals and recommendations.

- ✓ **Metropolitan Transportation Plan (MTP) 2037** is the principal transportation planning document for the Baton Rouge Metropolitan Area under Federal regulations. The plan, which outlines regional solutions to existing and future transportation needs, was developed through a coordinated process between the Metropolitan Planning Organization (MPO), local jurisdictions, various agencies, and the public. It is intended to be a multimodal plan and outlines a comprehensive transportation system that best addresses projected travel needs of the public to the year 2037.

Consideration of Title VI

Considerations of Title VI legislation are made throughout CRPC's planning and programming activities, for example:

- **Data collection** – A large part of the agency's work program involves analyzing and reporting on data for the five-parish region. This includes information on population, housing, employment, poverty, income, wages, transportation, traffic, and growth. Member agencies and other groups use this data for activities such as planning and the distribution of funds.
- **Regional Transportation Improvement Program (TIP)** – Included in the program of projects are federal STP, CMAQ, and FTA formula funds managed by CRPC. CRPC's Policy Committee selects projects to receive these funds. The criteria used to identify projects to receive funds includes how well the project provides access for transportation users identified in the President's Order 12898 for Environmental Justice. The sponsors of all projects programmed in the TIP are required to submit an annual certification of compliance with Title VI and other applicable federal and state laws and regulations.

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's planning process. In addition, the coordinator will:

- Ensure all aspects of the planning and programming process operation comply with Title VI.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. Make the document available to the public and member agencies on CRPC's website and in the Information Center. (*Appendix A* contains an abbreviated Environmental Justice demographic profile for the region.)
- Develop a process for assessing the distributional effects of transportation investments in the region as part of actions on plan and programming documents.

Program Area 3: Environmental Affairs

The concept of environmental justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of regional transportation planning, environmental justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

When CRPC adopts new planning documents, or substantively amends existing documents, the agency is required to comply with federal environmental justice requirements. When this occurs, a systematic process is used to study and evaluate all necessary environmental aspects of the proposed action(s). Depending on the scope, complexity, and impacts of the project, the agency's Title VI Coordinator oversees the process, and ensures all federal and state requirements are met, and that the public has been involved as appropriate. Refer to "Program Area 1: Communications & Public Participation" for a description of how interaction with the public is handled in regard to this Program Area and within CRPC in general.

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for Title VI environmental justice compliance in all aspects of CRPC's work that trigger environmental review requirements. The coordinator will:

- Ensure Title VI environmental justice compliance, of all Environmental Impact Statements (EIS) prepared by CRPC and/or CRPC consultants.
- Analyze the project regarding the population affected by the action.

- Analyze the project regarding the impacts of the project on protected Title VI groups and determine if there will be a disproportionately high and adverse impact on these groups.
- Disseminate information to the public in accordance with public participation procedures. This includes the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

Program Area 4: Consultant Contracts

CRPC is responsible for selection, negotiation, and administration of its consultant contracts. CRPC operates under its internal contract procedures and all relevant federal and state laws.

Contract Procedures

Title VI text is included in all CRPC Requests for Proposals (RFP) and contracts.

Disadvantaged Business Enterprises (DBE) Program

CRPC includes DBE text in all RFPs and contracts with consultants and notes its DBE policy on the CRPC website. CRPC provides links to LADOTD's list of certified DBEs on its website.

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process. The coordinator will:

Include Title VI language in contracts and Requests for Proposals (RFP) as described below:

- Ensure the appropriate text in Appendix B and F is included in all agency contracts.
- Notify all contractors that the text in Appendix B and F should be included in all subcontracts.
- Ensure the Title VI Notice to the Public is included in all CRPC RFPs.
- Ensure the abbreviated Title VI Notice to the Public is included in all published announcements of CRPC's RFPs (such as those published in newspapers).
- Ensure the text in the Title VI Assurances (Appendix B) is included in all CRPC RFPs.

Maintain the Disadvantaged Business Enterprise (DBE) Program as described below:

- Monitor, update, and maintain the agency's DBE Program.
- Submit annual reports on DBE activities in the Title VI Annual Report
- Adjust and modify the DBE program, as appropriate.
- Annually review and evaluate DBE participation and continue efforts to "create a level playing field" for DBE and non-DBE consultants.

Remedial Action Related to Consultant Reviews

CRPC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within CRPC and with CRPC's contractors. In conducting reviews of sub recipients, if a sub recipient is found to not be in compliance with Title VI, the Title VI coordinator will work with the sub recipient to resolve the identified issues.

If the issues cannot be resolved, CRPC will issue a notification of deficiency status and remedial action for the sub-recipient, as agreed upon by CRPC and LADOTD, within a period not to exceed 90 calendar days. CRPC will seek the cooperation of the sub-recipient in correcting deficiencies and will provide the technical assistance and guidance needed for the sub-recipient to comply voluntarily. Sub-recipients placed in a deficiency status will be given a reasonable time, not to exceed 90 calendar days after receipt of the deficiency letter and remedial action, to voluntarily correct deficiencies. If a sub-recipient fails or refuses to voluntarily comply with requirements within the allotted time frame, CRPC will submit to LADOTD, FHWA, and FTA two copies of the case file and a recommendation that the sub recipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure the sub recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub recipient refuses to comply, CRPC may, with LADOTD's, FHWA's, and FTA's concurrence, initiate sanctions per 49 CFR 21.

Program Area 5: Education & Training

Minorities, women, individuals with a disability, and other individuals protected by **Title VI and federal and state anti-discrimination laws are provided with equal opportunity** and fair treatment in all employment-related decisions, including opportunities for education and training. *See Appendix I* for examples.

Employees Encouraged to Participate in Training

All CRPC employees are encouraged to participate in professional development and training. All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and training program. LADOTD will provide information on training opportunities open to CRPC staff and sub recipients, including information on training provided by NHI and NTI. The coordinator will:

- Assist LADOTD in the distribution of information to CRPC staff on training programs regarding Title VI and related statutes.
- Ensure equal access to, and participation in, applicable NHI and NTI courses for qualified CRPC employees.

VII. Questions

For questions on the CRPC's Title VI Plan, ADA Plan, the LEP Plan or any related policies and procedures, or for information on CRPC's work program or publications, including reports, data forecasting, maps, or other information available for use, please contact CRPC's Title VI Coordinator at (225) 383-5203.

For information on all the above, including current public comment periods and meetings open to the public, visit CRPC's website at www.crpla.org.

VII. Appendices

- Appendix A **Title VI** Methodology for Identification of Target Populations (Demographics) & Spatial Concentrations of Targeted Populations
- Appendix B **Title VI** Assurances
- Appendix C **Title VI** Public Notice
- Appendix D **LEP** Limited English Proficiency Policy and Plan
- Appendix E **ADA** Notices
- Appendix F **DBE** Policy
- Appendix G Committee Notification Lists
- Appendix H Discrimination Complaint Process and Form
- Appendix I Title VI Training Opportunities

Appendix A - Title VI Methodology Identification of Target Populations (Demographics) & Spatial Concentrations of Targeted Populations

The geographic basis for Title VI analysis is based on the latest U.S. Census data. For the purposes of Title VI analysis, it is desirable to make the analysis on the smallest geographic unit available for which information is obtainable for all relevant groups. Census data is available at different levels, including political jurisdictions, urban area, place, census tract, block group and block. The Census Bureau does not calculate all of its data on each of these areas. The smallest geographic area that the Census Bureau calculates the appropriate information on each relevant group is the block group level. Therefore, the block group was chosen to analyze Title VI issues. CRPC further displays U.S. Census data by Traffic Analysis Zone (TAZ) for planning purposes.

CRPC has identified relevant groups for Title VI analysis as described below.

- **Elderly Residents 65 & Older** by Census Tract
- **Persons with Disability** by Census Tract
- **Linguistically Isolated** by Census Tract
- **Median Household Income** by Census Tract
- **Minority Population** by Census Tract
- **Low-Income Households** by Census Tract
- **Hispanic Population** by Census Tract
- **Environmental Justice (EJ) Areas of Concern** by Census Tract
- **Limited English Proficiency (LEP)** or English spoken as a second language
- **Zero car households**
- **Federal Assistance Recipients**

Following the identifications of the relevant groups for analysis, the next step undertaken was to identify the general distribution of each Title VI population group throughout the CRPC region and then define where each group is most concentrated.

Target Groups

Low Income – a person whose household income (or in the case of a community or group, whose median household income) “is at or below the U.S. Department of Health and Human Services poverty guidelines.”

The national poverty guidelines are issued annually by the Department of Health and Human Services. <https://aspe.hhs.gov/poverty-guidelines> National poverty guidelines

vary based on family size and increases each year due to the Consumer Price Index. “The Consumer Price Index is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.”

*Persons not part of households are not included in the Total Populations; the US Census does not count individuals who reside in group living situations.

Federal Assistance Recipients – People who receive grants or federal funds. The assistance might be in the form of public housing, food stamps, support services or people receiving Temporary Assistance for Needy Families (TANF) funds.

Minority Populations – Persons considered being minorities are identified in the census as people of African, Hispanic, Asian, American Indian or Alaskan Native origin (U.S. Census, STF301/Tb1008 and Tb1011; 1990). Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice consider minority persons as persons to any of the following groups:

African American - a person having origins in any of the black racial groups of Africa.

Hispanic American - a person of Mexican, Puerto Rican, Cuban Central or South American or other Spanish culture or origin, regardless of race.

Asian American - a person having origins in the Far East, Southeast Asia or the Indian subcontinent.

Native American - a person having origins in North America and who maintains cultural identification through tribal affiliation or community recognition.

Elderly – Any persons over the age of 65.

Limited English Proficiency (LEP) – Any readily identifiable group of persons whose ability to read, write and speak English and compute and solve problems has not reached levels of proficiency necessary to function on the job and in society, to achieve one’s goals and develop one’s knowledge and potential.

Households with a primary or home language other than English, who must, due to limited fluency in English, communicate in that primary or home language.

People with Disabilities – Persons who have mobility and/or self-care limitations as defined by the Census. The disability may be physical or mental and include people with a health condition that lasts six or more months, making it difficult to go outside the home alone or to take care of their own personal needs.

Zero car households – Households without cars or access to one.

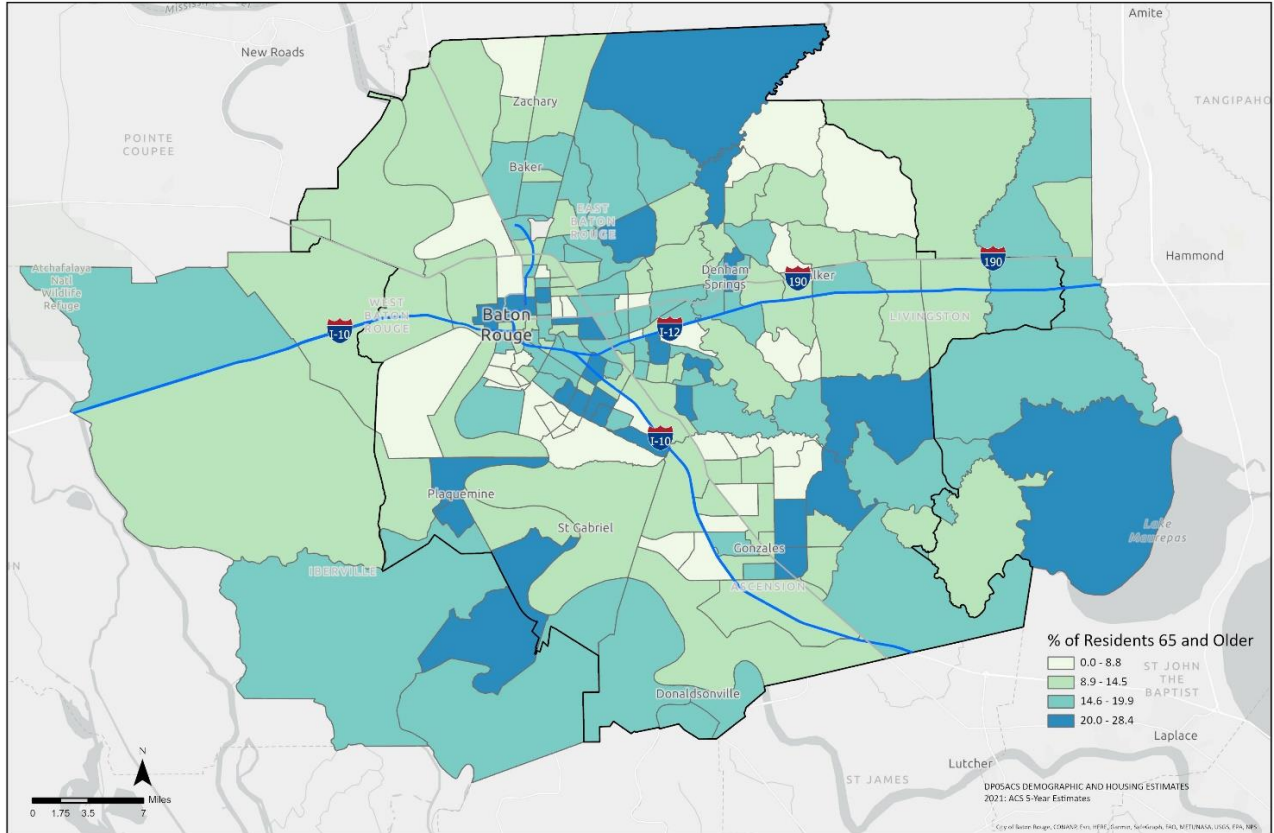
Monitoring

One technique used to minimize the potential adverse effects on affected populations is to identify and create demographic profile maps of low-income and minority populations for the CRPC-MPO area. These maps aid planners in understanding which communities are prone to environmental justice infractions. Once planners have an understanding where communities are located, future transportation plans and projects can include these communities in the planning process.

Planning studies outlined in CRPC's *Unified Planning Work Program (UPWP)* <https://crpcla.org/unifiedplanningworkprogram> can utilize these maps and focus on the equitable distribution of transportation benefits and potentially adverse impacts caused by future projects. In addition to the benefits, such as added capacity, safety and mobility of a roadway along new rights-of-ways can often negatively impact certain populations because of increased noise, air pollution and reduced safety. Also, new road projects have the potential to split or isolate neighborhoods in whole or in part. Road projects along existing rights-of-ways are primarily reconstruction projects and not capacity expansions. Such projects do not tend to greatly increase noise or pollution but do add safety to the facility and may feature enhanced passenger and freight transportation.

These same demographic profile maps can also be used to verify past compliance with Title VI. Identifying prior MPO projects and mapping them against demographic profile maps will let the MPO know if fair and equitable distribution of services, facilities and resources within the MPO planning area has been met.

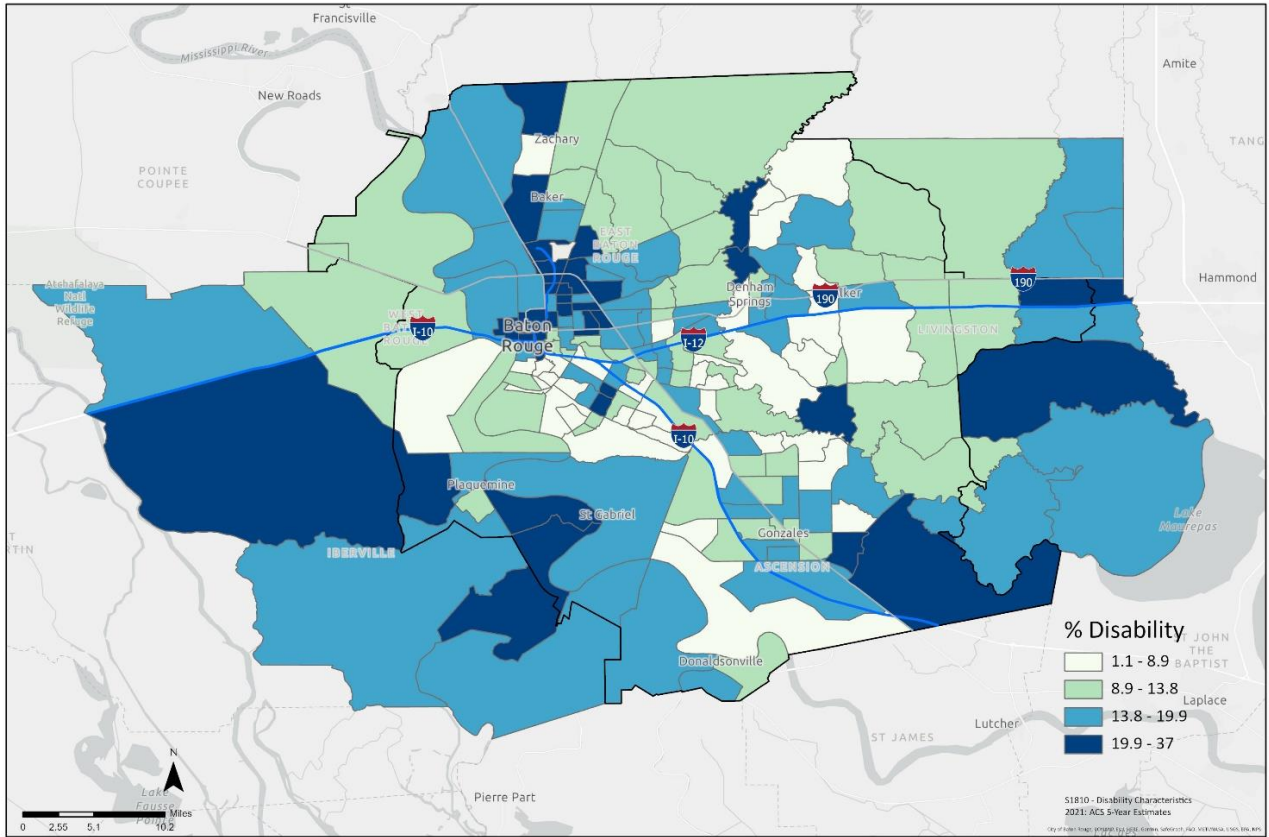
Demographic Maps



Percent of Residents 65 and Older
by Census Tract

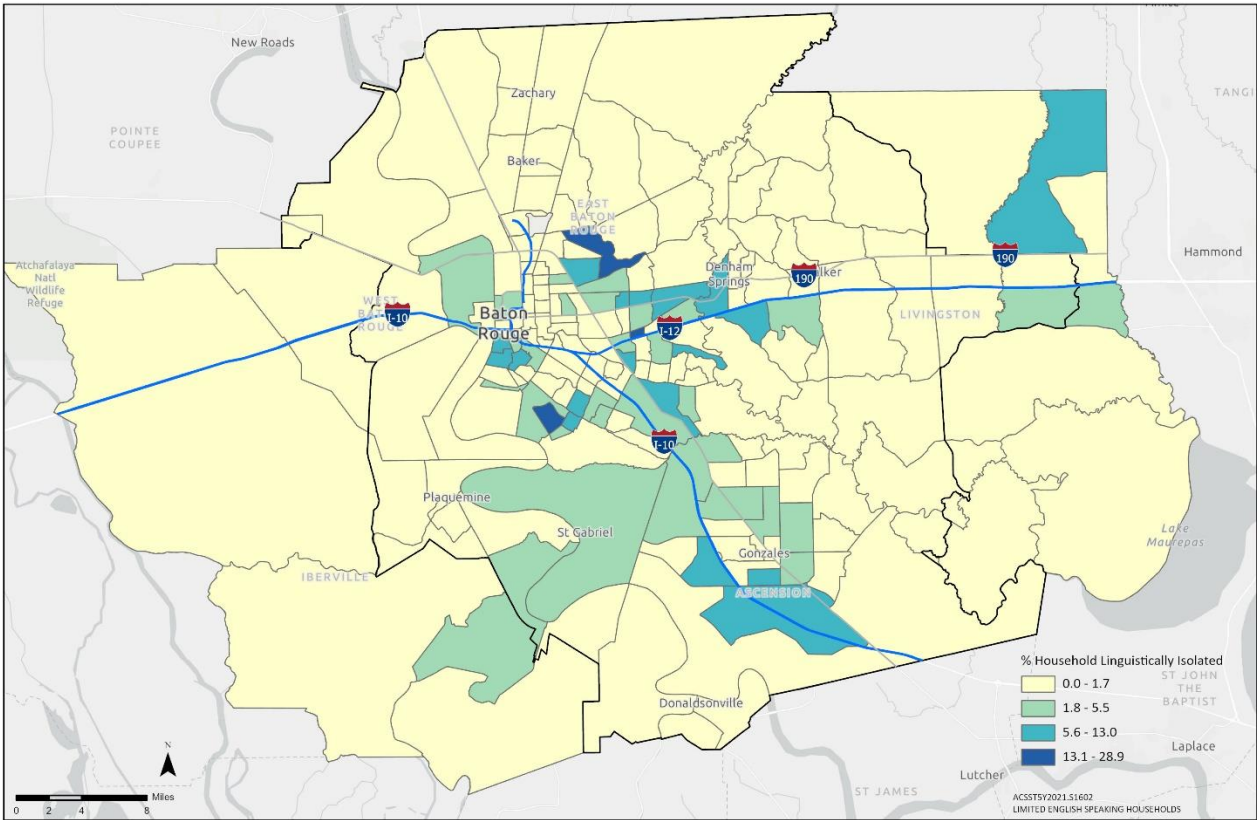


Disclaimer:
This document and the information contained herein, is prepared for the purpose of identifying, evaluating, and planning safety improvements on public roads, which may be implemented utilizing federal aid highway funds. This information shall not be subject to discovery or admitted into evidence in a Federal or State court pursuant to 23 U.S.C. 407.



Concentration of Persons with Disability by Census Tract

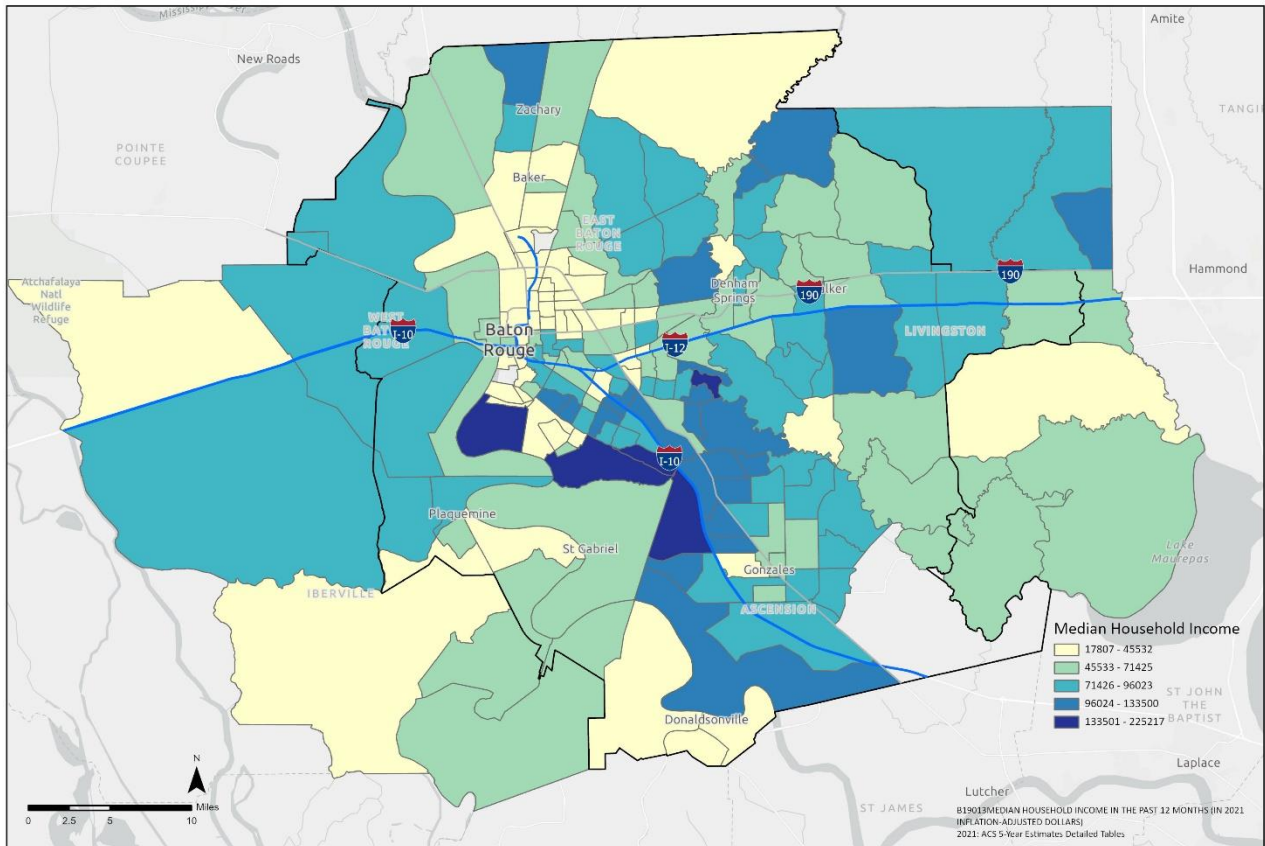
Disclaimer:
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% Household Linguistically Isolated
by Census Tract



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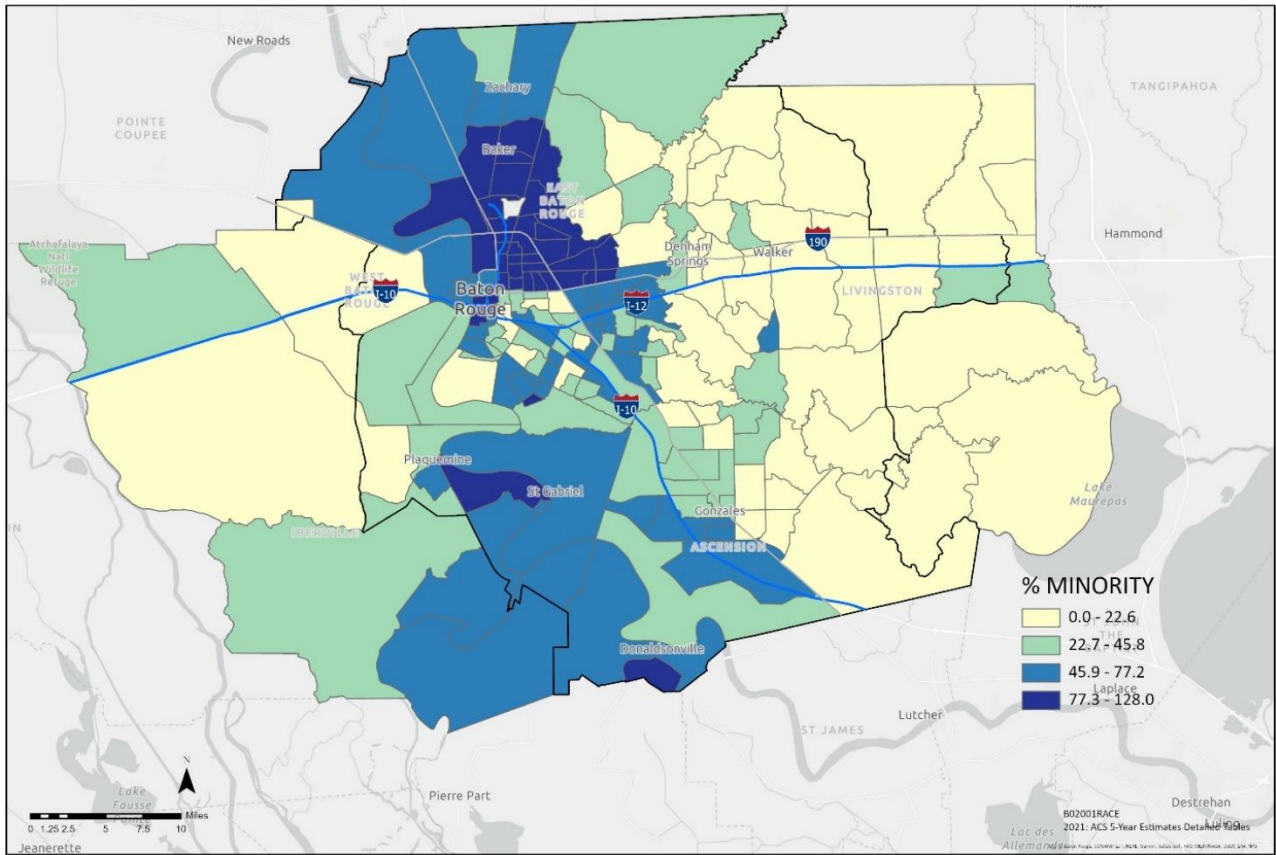


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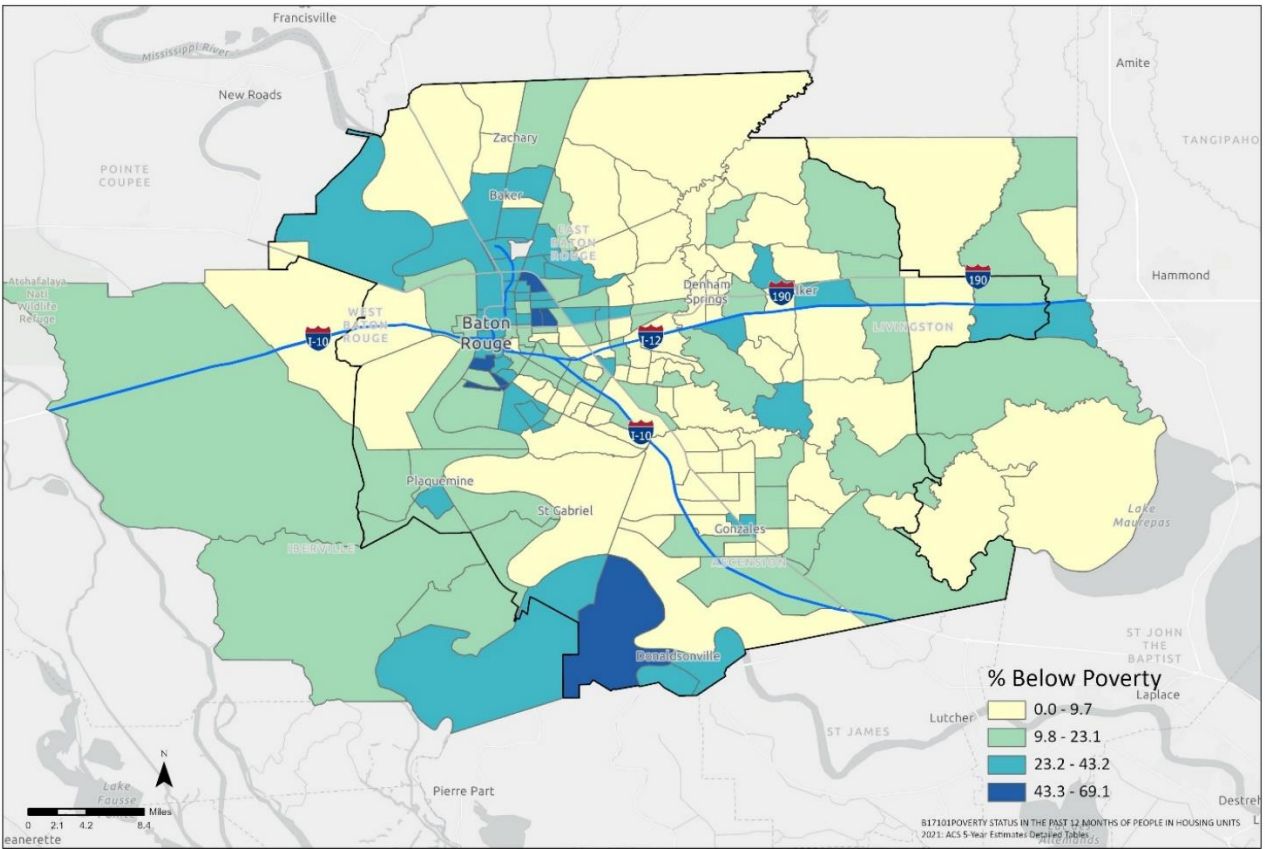
Median Household Income by Census Tract

Disclaimer:
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Concentration of Minority Population By Census Tract

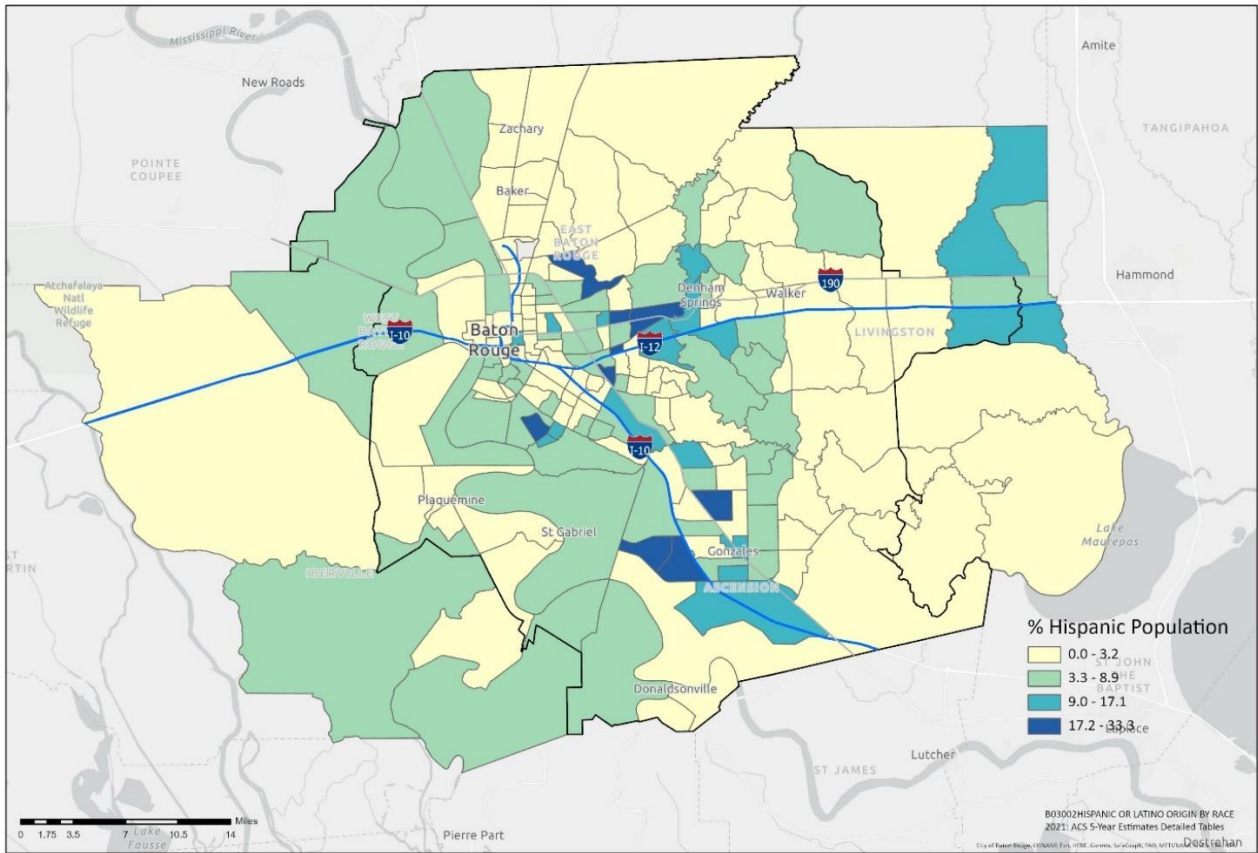
Disclaimer:
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Concentration of Low-Income Households
by Census Tract

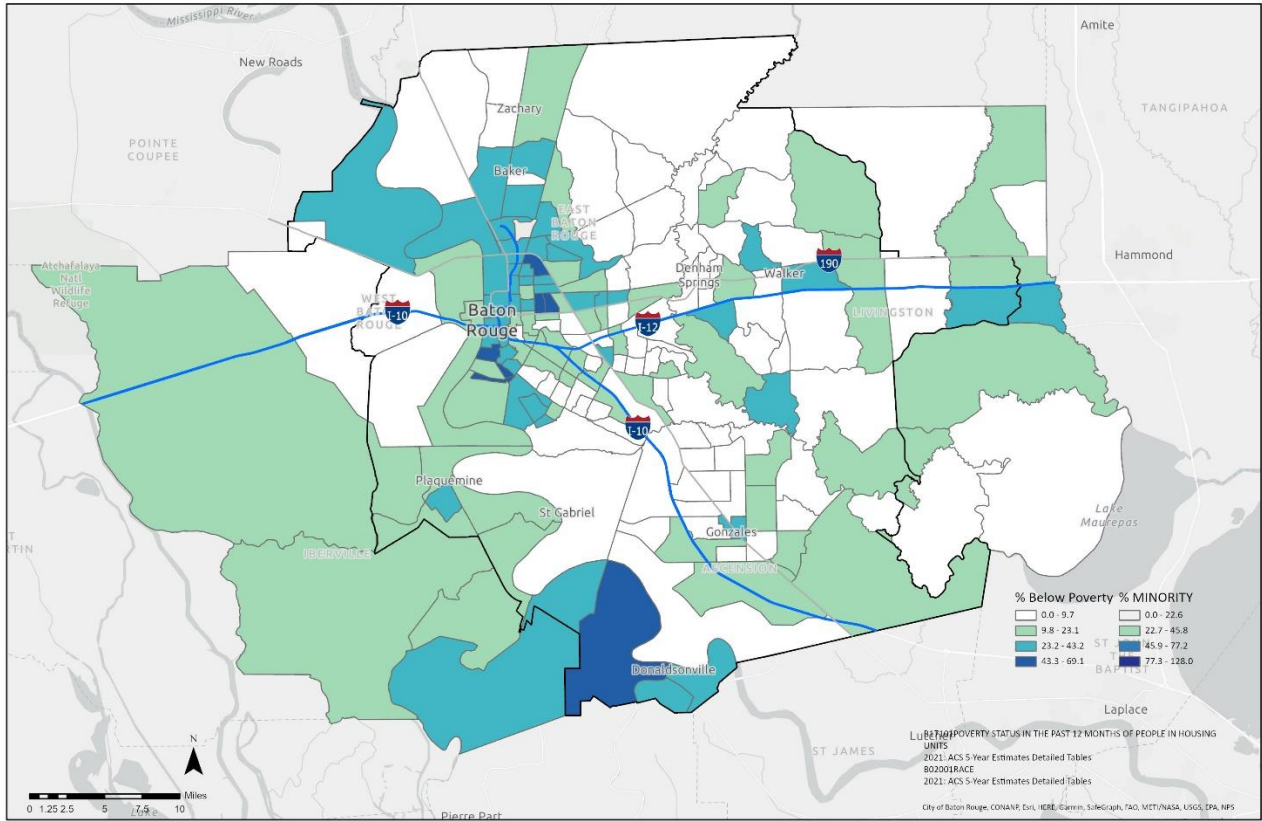


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**Percent of Hispanic Population
by Census Tract**

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Potential EJ Areas of Concern

by Census Tract

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Appendix B - Title VI Assurances

The Capital Region Planning Commission (hereinafter referred to as the “Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, income, gender, age, and disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a) (1) of the Regulations.

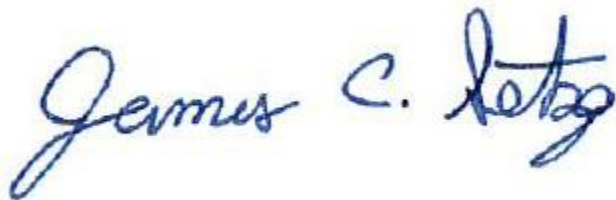
More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program:

1. That the Recipient agrees that each “program” and each “facility”, as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and in adapted form in all proposals for negotiated agreements:

“The Capital Region Planning Commission, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, national origin, income, gender, age, and disability in consideration for an award.”
3. That the Recipient shall insert the clauses of Part 1 of this Assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Part 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Part 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial endorsement regarding any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of, and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.



JAMES C. SETZE
EXECUTIVE DIRECTOR
CAPITAL REGION PLANNING COMMISSION

08/30/23

DATE

Part 1

The text below, in its entirety, is in all contracts entered into by CRPC. All of the text except the final section, entitled “Incorporation of Provisions,” should be included in any contract entered into by any CRPC consultant.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agree as follows:

1. **Compliance With Regulations**

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination**

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, income, gender, age, and disability, in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin, income, gender, age, and disability.

4. **Information and Reports**

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Capital Region Planning Commission or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Capital Region Planning Commission, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Capital Region Planning Commission shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the Capital Region Planning Commission or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Capital Region Planning Commission enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Part 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, the Capital Region Planning Commission (CRPC) as authorized by law, and upon the condition that the state of Louisiana will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Louisiana all the right, title, and interest of the CRPC in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the state of Louisiana and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Louisiana, its successors, and assigns.

The state of Louisiana, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, national origin, income, gender, age, and disability,, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Louisiana shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, CRPC and its assigns as such interest existed prior to this instruction.

Part 3

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by CRPC pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a CRPC program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by CRPC pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, national origin, income, gender, age, and disability, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, national origin, income, gender, age, and disability, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease and to reenter and repossess said land and the facilities thereon and hold the same as if said lease had never been made or issued.

Appendix C - Title VI Public Notice

The paragraph below will be inserted in all significant publications that are distributed to the public, such as future versions and updates of the Metropolitan Transportation Plan; and Regional Transportation Improvement Program for the CRPC region. The text will remain permanently on the agency's website, www.crpcla.org and intranet (available to all employees). The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

Title VI Notice: The Capital Region Planning Commission (CRPC) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. CRPC operates without regard to race, color, national origin, income, gender, age, and disability. Any person who believes him/herself or any specific class of persons, to be subjected to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the Louisiana Department of Transportation and Development (LADOTD). LADOTD's Title VI Program Manager may be reached via phone at 225-379-1923. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

CRPC meetings are conducted in accessible locations and materials can be provided in accessible formats and in languages other than English. If you would like accessibility or language accommodation, please contact the CRPC Title VI Coordinator at (225)383-5203. If you wish to attend a CRPC function and require special accommodation, please give CRPC one week's notice in advance.

Abbreviated Title VI Notice to the Public

The following shortened version of the above paragraph can be used in publications and in classified newspaper announcements.

CRPC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see www.crpcla.org or call our Title VI Coordinator at 225-383-5203.

Appendix D - Policy and Plan for Engaging Individuals with Limited English Proficiency (LEP)

Limited English Proficiency Policy

The Capital Region Planning Commission's policy for engaging individuals with limited English proficiency is to provide translation services to anyone who requests them, if reasonable accommodation can be made.

Background Information:

CRPC followed U.S. Department of Justice guidance using a “**four-factor analysis**” process to determine the number and proportion of LEP individuals in the region and how to cost effectively provide information services to these individuals. *The guidance also offers a safe harbor of 5% of the effected population or 1,000 people in the effected neighborhood.*

The “**four-factor analysis**” process includes determining the number and proportion of LEP individuals within the population, the frequency with which LEP individuals will come in contact with the program, the importance of the program to people's lives, and the resources available to provide translation services.¹

The results of the “**four-factor analysis**” showed that there is not a great need for translation services. The Capital Region Planning Commission's urban service area is fairly large, covering the entire five parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston and Iberville. The entire area (both rural and urban) served by the CRPC encompasses: CRPC's members currently include the following parishes: Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana.

CRPC does not provide project level service, therefore all its materials and communications are based on the entire region.

Several different languages are spoken within the five-parish urban area, but proportionally the percentages of people speaking a language other than English at home was relatively low. The number of people reporting that they also speak English “very well” or “well” offset this even more.

According to the ACS's 2016 five-year average, **91.8%** of the Region's population speaks only English. While the top two languages (other than English) spoken at home are

¹ This language was taken directly from the U.S. Government's Limited English Proficiency Website

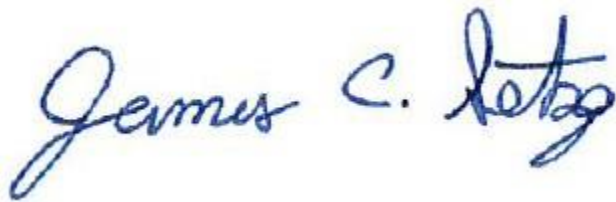
Spanish and Other Indo-European, the Spanish language is spoken at home by only **3.9%** of the region's population and Indo-European is spoken at home by only **1.2%** of the region's population.

CRPC does not provide any neighborhood specific programs or projects, therefore the team reviewed language characteristics for the region as a whole and the 5% safe harbor was used.

The frequency and extent with which LEP individuals come into contact with CRPC programs is estimated to be quite low. As an association of cities, towns, parishes, ports, and state agencies that serves as a forum for developing policies and making decisions about regional growth and transportation issues, the CRPC does not provide any direct projects or services to the population of the region. However, CRPC encourages public comment on its policies, programs, and funding cycles, and therefore would like to increase opportunities for public comment, particularly by historically underserved populations including LEP individuals.

CRPC remains committed to providing translation services to people who request them and have come up with creative solutions to assist LEP individuals and show the agency's interest in providing translation services.

Updated: 08/30/2023



JAMES C. SETZE
EXECUTIVE DIRECTOR
CAPITAL REGION PLANNING COMMISSION

08/30/2023

DATE

Limited English Proficiency Plan

Introduction

The purpose of this limited English proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq.**, and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

Executive Order 13166

Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons with Limited English Proficiency." (See 65 FR 50123, August 16, 2000, DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments such as the MPO, private and non-profit entities, and sub recipients.

Plan Summary

Capital Region Planning Commission (CRPC) has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to CRPC services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.

In developing the plan while determining the CRPC' extent of obligation to provide LEP services, CRPC undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the CRPC service area or likely to encounter a CRPC program, activity, or service;
- 2) The frequency with which LEP individuals come in contact with CRPC service;
- 3) The nature and importance of the program, activity or service provided by CRPC to the LEP population; and
- 4) The resources available to CRPC and overall cost to provide LEP assistance. A brief description of these considerations is provided in the following section.

Four Factor Analyses

1. The number or proportion of LEP persons eligible to be served or likely to encounter a CRPC program, activity, or service.

CRPC examined the 2020 ACS 5 Year Average for Specified Languages for determining the LEP persons in the Capital Region MPO parishes:

CRPC was able to determine that **93.4%** of the Capital Region MPO Parishes (*Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge*) speaks English and **6.7%** of the 5-parish population speaks a language other than English. Among other languages spoken in the MPO region **3.28%** speaks Spanish, **1.3%** speaks other Indo-European languages, **1.5%** speakers Asian and Pacific Island languages, and **0.56%** speaks other languages. The percentage of LEP populations living in the Capital Region MPO is **1.5%**. (See *table below*)

MPO 5 Parish – Languages Spoken In The Home		
Language Spoken At Home By Ability To Speak English And Nativity		
Universe: Population 5 years and over; Louisiana ACS B16004 2020 5YR Average, Language Profile - Summarized by CRPC		
	Total	% of Total population
Total Population 5 Year and Over	728,994	100%
Speak only English	680,537	93.35
Speak Spanish:	23,913	3.28
Speak English "very well"	11,444	1.57
Speak English "well"	4,429	0.61
Speak English "not well"	4,566	0.63
Speak English "not at all"	3,474	0.48
Speak other Indo-European languages:	9,651	1.32
Speak English "very well"	7,525	1.03
Speak English "well"	1,626	0.22
Speak English "not well"	480	0.07
Speak English "not at all"	20	0
Speak Asian and Pacific Island languages:	10828	1.49
Speak English "very well"	5,958	0.82
Speak English "well"	2,715	0.37
Speak English "not well"	1,405	0.19
Speak English "not at all"	750	0.1
Speak other languages:	4065	0.56
Speak English "very well"	3085	0.42
Speak English "well"	712	0.1
Speak English "not well"	59	0.01
Speak English "not at all"	0	0
Speak English "not well or not at all"	10,754	1.48

2. The frequency with which LEP individuals come in contact with CRPC program, activity, or service.

The frequency and extent with which LEP individuals come into contact with CRPC programs is estimated to be quite low. However, CRPC encourages public comment on its policies, programs and funding cycles and therefore would like to increase opportunities for public comment, particularly by historically underserved populations including LEP individuals.

3. The nature and importance of the program, activity, or service provided by CRPC to LEP community.

While essential to the long-term livability and economic vitality of the region, long-range transportation and growth management planning may not be as important of a service to LEP individuals as health care, employment or financial assistance. However, any opportunity to increase public comment on long-range decision-making is a worthwhile investment.

4. The resources available to the CRPC and overall costs.

CRPC has limited resources to pursue translation services; therefore, an ideal solution would be to find a low-cost point of access for LEP individuals. This gives LEP individuals a way to find out about activities and provides a method for CRPC to determine the demand for translation services.

ACTION: CRPC has established the following policy for providing information to individuals with Limited English Proficiency (LEP):

“CRPC is always seeking to increase opportunities for public comment on its activities, including policies, programs and funding cycles. CRPC is particularly interested in increasing opportunities for historically underserved populations to provide input regarding its planning activities. The results of the **“four-factor analysis”** showed that there is not a great need for translation services, but that it is a good time to find a starting place for providing access to individuals with limited English proficiency.

CRPC will obtain a Spanish translator from within our staff, the local university, through a volunteer or a paid individual. Notice of this service will be placed on both CRPC websites. Written procedures will be developed as needed to ensure consistent service delivery.

How to Identify an LEP Person who Needs Language Assistance

Below are tools to help identify persons who may need language assistance:

- Examine record requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings; and

- When CRPC sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply.

Language Assistance Measures

When an interpreter is needed, in person or on the telephone, first determine what language is required. If CRPC staff cannot provide verbal interpretation and if a formal interpretation is required, staff shall use the assistance from Louisiana State University or local Court Reporters possessing the needed language.

Staff Training

All CRPC staff will be provided with the LEP Plan and will be educated on procedures and services available. This information will also be part of the CRPC staff orientation process for new hires. Training topics are listed below:

- Understanding the Title VI LEP responsibilities.
- What language assistance services CRPC offers.
- How to access an interpreter.
- Documentation of language assistance requests.
- How to handle a complaint.

Providing Notice of Available Language Service to LEP Persons

- Post signs that language assistance is available on the website, CRPC meeting notices, and press releases.

Outreach Techniques

- If the staff knows that they will be presenting a topic that could be of potential importance to any person with LEP, or if staff will be hosting a meeting or a workshop in a specified geographic location with a known concentration of LEP persons, CRPC will have meeting notices, fliers, advertisements, and agendas printed in an alternative language, such as Spanish.

When running a general public meeting notice, staff should insert the clause:

“Un traductor del idioma español estará disponible”

This means “A Spanish translator will be available”. Or if not sure of the need, staff should insert this clause:

“Si necesita ayuda para encontrar un traductor, llame al 225-383-5203”

“If you need assistance locating a translator, please call 225-383-5203

This asks persons who need Spanish language assistance to make arrangements with CRPC within three days of the publication notice.”

- If notified in advance, Spanish speaking staff or a hired interpreter will be on hand at public meetings intended for gathering public input.

Monitoring and Updating the LEP Plan

This plan is designed to be flexible and is one that can be easily updated. At a minimum, CRPC will follow the Title VI Program update schedule for the LEP Plan.

Each update examines all plan components such as:

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in the parishes comprising the urbanized area?
- Has there been a change in the types of languages where translation services are needed?
- Is there still a need for continued language assistance for previously identified CRPC services? Are there other programs that should be included?
- Have the CRPC’s available resources, such as technology, staff, and financial costs changed?
- Has the CRPC fulfilled the goals of the LEP Plan?
- Were any complaints received, forwarded or referred to LADOTD?

Dissemination of the CRPC Limited English Proficiency Plan

CRPC will post the LEP Plan on its website at www.crpcla.org .

Any person, including social service, non-profit, law enforcement agencies and other community members with internet access will be able to access the plan. For those without personal internet service, all parish libraries offer free internet access. Copies of the LEP Plan will be provided to any person or agency requesting a copy. LEP persons may obtain copies or translations of the plan upon request.

Any questions or comments regarding this plan should be directed to the CRPC Title VI Coordinator.

Appendix E - ADA Notices

Notice of Nondiscrimination on the Basis of Disability (Americans with Disabilities Act of 1990)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Capital Region Planning Commission (CRPC) will not discriminate against qualified individuals with disabilities on the basis of disability in the CRPC's services, programs, or activities.

CRPC's Commitment

Modifications to Policies & Procedures

CRPC will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to attend all CRPC public meetings. For example, individuals with service animals are welcomed in CRPC public meetings, even where animals are generally prohibited.

Effective Communication

CRPC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the CRPC's public meetings.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a CRPC public meeting should contact the CRPC's ADA Coordinator via phone as soon as possible but no later than one week before a scheduled meeting.

The ADA does not require the CRPC to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. CRPC will strive to provide its services, programs and activities in the most accessible manner that is feasible.

Notification that a CRPC meeting is not accessible to persons with disabilities should be directed to:

**ADA Coordinator, Capital Region Planning Commission
333 North 19th Street, Post Office Box 3355, Baton Rouge, LA 70821
225-383-5203**

ADA Notice to Be Posted at the Bottom of All CRPC Meeting Notices

ADA Notice: For special accommodation for this meeting, contact our ADA Coordinator via phone (225-383-5203) at least one week in advance.

Appendix F - DBE Policy

DBE Policy - Participation by Disadvantaged Business Enterprises In Capital Region Planning Commission Programs - It is the policy of the Capital Region Planning Commission (CRPC) that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of CRPC contracts in a nondiscriminatory environment. The objectives of CRPC's Disadvantaged Business Enterprise (DBE) Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Capital Region Planning Commission, and its consultants and sub consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Capital Region Planning Commission in a non-discriminatory environment.

The Capital Region Planning Commission requires from its consultants, non-discrimination on the basis of race, color, national origin, income, gender, age, and disability in the award and performance of its contracts.

DBE Clause to Be Included Within the Body of All Future Contracts Issued by CRPC

Participation By Disadvantaged Business Enterprises In Capital Region Planning Commission Programs - It is the policy of the Capital Region Planning Commission (CRPC) that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of CRPC contracts in a nondiscriminatory environment.

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, income, gender, age, and disability in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT/FTA assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as CRPC deems appropriate.



JAMES C. SETZE
EXECUTIVE DIRECTOR
CAPITAL REGION PLANNING COMMISSION

08/30/2023

DATE

Appendix G - Committee Notification Lists

Technical Advisory Committee (TAC) Members

Chairman

Darnell Waites

3325 Groom Rd, Baker, LA 70714

Cell: 225-615-4194

Phone: 225-778-0300

Fax: 225-775-5598

Email: DWaites@cityofbakerla.com

Vice-Chairman

Kevin Durbin

Director of Public Works

West Baton Rouge Parish Council

PO Box 758, Port Allen, LA 70767

Phone: 225-336-2436

Fax: 225-336-1840

Email: kevin.durbin@wbrcouncil.org

Voting Members

Member Name	Designation	Jurisdiction
Fred Raiford	Director	EBR, Public Works - Transportation
Kevin Hill	Assistant Chief Admin. Officer	Baton Rouge City Parish Planning Commission
Layton Ricks	President	Livingston Parish
Daniel Helms	Director	ASC, Dir. Of Transportation and Engineering
Kevin Durbin	Director	WBR, Public Works
Chris Daigle	President	Iberville Parish
Darnell Waites	Mayor	City of Baker
David Amrhein	Mayor	City of Zachary
I.M. Jr. Shelton	Mayor	City of Shelton
Richard Lee, III	Mayor	City of Port Allen
Scot M. Rhodes	Mayor	Town of Brusly
David H. Touns	Mayor	Town of Addis
H. Gerard Landry	Mayor	City of Denham Springs
James V. "Jimmy" Watson	Mayor	City of Walker
Johnnie "JJ" Page	Mayor	Village of Port Vincent

Jonathan “JT” Taylor	Mayor	Town of Livingston
Jackie Baumann	Chief Engineer	City of Gonzales
Mike Lambert	Mayor	Town of Sorrento
Edwin “Ed” M. Reeves. Jr.	Mayor	City of Plaquemine
Lionel Johnson, Jr.	Mayor	City of St. Gabriel
Jamie Setze	Executive Director	CRPC
Logan Anderson	Economic Competitiveness	Baton Rouge Area Chamber
Ralph Hennessy	Interim Director of Aviation	Baton Rouge Metro Airport
Theo Richards	CEO	Capital Area Transit System
Robert Miller	Director	Reliant Transportation
Jay Hardman, P.E.	Managing Director	Port of Greater Baton Rouge
Don Redman	Public Affairs Director	AAA New Orleans, Baton Rouge
Chance McNeely	Executive Director	LA Motor Transportation Association
Harold “Skip” Paul	Volunteer Citizen	LTRC (Retd.)
Robert Seeman	Program Director	Baton Rouge Green
Tina Athalone	Urban Program Manager	LADOTD Transit Section
Dawn Sholmire	Statewide Planning Engineer	LADOTD Planning Section
Larry W. Sharp	District Engineer	LADOTD Section 62
Joshua Stutes	District Engineer	LADOTD Section 61
Laura Phillips	Transportation Planner	FHWA LA Division
Michelle Bloomer	Community Planner	FTA Region VI
Vivian Johnson	Senior Scientist	LDEQ
Dr. Patric Carriere	Dean	Southern University, College of Engineering

Technical Policy Committee (TPC) Members

Chairman

Darnell Waites

3325 Groom Rd, Baker, LA 70714

Cell: 225-615-4194

Phone: 225-778-0300

Fax: 225-775-5598

Email: DWaites@cityofbakerla.com

Vice-Chairman

H. Gerard Landry

Mayor | City of Denham Springs
PO Box 1629, Denham Springs, LA 70727
Phone: 225-665-8121
Fax: 225-667-1584
Email: mayor@cityofdenhamsprings.com

Voting Members

MEMBER NAME	DESIGNATION	JURISDICTION
Clint Cointment	President	Ascension Parish
Barney Arceneaux	Mayor	City of Gonzales
Michael Lambert	Mayor	Town of Sorrento
Sharon Weston Broome	Mayor – President	East Baton Rouge Parish
Darnell Waites	Mayor	City of Baker
David Barrow	Mayor	City of Central
David Amrhein	Mayor	City of Zachary
“Chris” Daigle	President	Iberville Parish
Edwin “Ed” M. Reeves, Jr.	Mayor	City of Plaquemine
Lionel Johnson, Jr.	Mayor	City of St. Gabriel
Layton Ricks	President	Livingston Parish
H. Gerard Landry	Mayor	City of Denham Springs
James V. “Jimmy” Watson	Mayor	City of Walker
Jonathan “JT” Taylor	Mayor	Town of Livingston
Riley “Pee Wee” Berthelot	President	West Baton Rouge Parish
Richard N. Lee, III	Mayor	City of Port Allen
David H. Touns	Mayor	Town of Addis
Scot M. Rhodes	Mayor	Town of Brusly
Joshua Stutes	CEO	LADOTD, District 61
Theo Richards	Interim CEO	Capital Area Transit System

Non-voting Members

Member name	Designation	Jurisdiction
Larry W Sharp		LADOTD District 62
Laura Phillips		FHWA, Louisiana Division

Appendix H - Discrimination Complaint Process and Form

Complaint Process

All written or verbal complaints of discrimination will be forwarded immediately to the Compliance Programs Office of LADOTD for handling in accordance with 23 CFR 200.9 (b)(3). In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant.

All Title VI and related statute complaints are considered formal as there is no informal process. Therefore, the complainant will be contacted according to LADOTD's formal complaint process. Complaints filed under Title VI against sub-recipients or contractors/consultants of CRPC will be investigated by LADOTD's Title VI Program Manager with assistance from CRPC. CRPC shall maintain a confidential log of complaints for the purpose of assisting LADOTD. The log will include the following information:

- a) Name of Complainant.
- b) Name of Respondent.
- c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, or retaliation.)
- d) Date complaint received by the MPO.
- e) Date the MPO forwarded the complaint to LADOTD's Title VI Program Manager.
- f) A statement of the complaint, including specific details, relevant facts and documentation.
- g) The final disposition of the complaint.

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.

Time Frames of LADOTD Upon Receiving Complaint

1. 45 days to conduct an investigation,
2. 15 days to complete the investigative report and submit to the administrative head, with copies to FHWA, FTA and CRPC.

Total time allotted: 60 days

A complaint must be filed 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.

**Louisiana Department of Transportation and Development
Title VI Discrimination Complaint Form**

Name	Phone	Name of Person(s) Who Discriminated Against you.
Address (Street No., P.O. Box, Etc.)		Location and Position of Person (If known)
City, State, Zip		City, State, Zip
Discrimination Because Of: <input type="checkbox"/> Race/Color <input type="checkbox"/> Sex <input type="checkbox"/> Disability <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Income Status or Retaliation		Date of Alleged Incident
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved and witnessed the discrimination. Be sure to include how other persons were treated differently than you. Attach any written material pertaining to your case.		
Signature		Date

Please return this form to: **CAPITAL REGION PLANNING COMMISSION**
14734 S. Harrell's Ferry Rd., Ste. B
Baton Rouge, LA 70816
Telephone Number : (225) 383-5203

Appendix I - Title VI Training attended by CRPC Staff

TITLE VI TRAINING:				
FUNCTION ATTENDED:	HOS	METHOD:	DATE PARTICIPATED:	WEBSITES:
TITLE VI PROGRAM REQUIREMENTS	FTA	VIDEO	Monday, January 30, 2023	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI FIXED ROUTE TRANSIT REQUIREMENTS	FTA	VIDEO	Monday, January 30, 2023	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI SERVICE & FARE EQUITY ANALYSIS	FTA	VIDEO	Monday, January 30, 2023	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
How to Have Difficult Conversations About Race	EBRL	WEBINAR	Tuesday, November 15, 2022	https://library.org/ebpr/2183/29258
Improving Pedestrian Infrastructure in Underserved N	SMAF	WEBINAR	Thursday, October 13, 2022	https://applauncher.gotowebinar.com/#webinarOver4368667983416028174/en_US
Difference between IHL, Human Rights Law, and Intern	disas	WEBINAR	Thursday, July 14, 2022	https://ready.csod.com/LMS/Video/LaunchVideo.aspx?loid=5f4d79bd-01c6-4667-85C
TITLE VI PROGRAM REQUIREMENTS	FTA	VIDEO	Tuesday, June 21, 2022	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI FIXED ROUTE TRANSIT REQUIREMENTS	FTA	VIDEO	Tuesday, June 21, 2022	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI SERVICE & FARE EQUITY ANALYSIS	FTA	VIDEO	Tuesday, June 21, 2022	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
History and Future of Inclusive Transit Planning	CUBI	WEBINAR	Thursday, June 16, 2022	https://app.livestorm.co/enr-center-for-transportation/webinar-planning-for-people-th
Tribal Perspectives on Resilience	FEMA	WEBINAR	Wednesday, May 25, 2022	https://www.fema.gov/event/rpn-resilience-exchange-tribal-perspectives-resilience
Addressing the Gender Gap: Inspiring Women	REUT	WEBINAR	Thursday, May 12, 2022	https://events.reutersevents.com/sustainablebusiness/huawei?autoopen=1
Creating Equitable Transportation Systems from the	SMAF	WEBINAR	Wednesday, April 27, 2022	https://applauncher.gotowebinar.com/#webinarOver326326736344003201/en_US
Addressing the Epidemic of Pedestrian Deaths in Am	SMAF	WEBINAR	Tuesday, April 12, 2022	https://applauncher.gotowebinar.com/#webinarOver419977579499653133/en_US
The Future of STEM Equity	EVEN	WEBINAR	Tuesday, April 12, 2022	https://www.eventbrite.com/e/the-future-of-stem-equity-tickets-292655790167
Sustainable, Resilient, and Equitable Communities	SMAF	WEBINAR	Thursday, March 17, 2022	https://applauncher.gotowebinar.com/#webinarOver1755470790278126605/en_US
12th Annual International Women's Day Forum: Busin	US CH	WEBINAR	Thursday, March 3, 2022	https://events.uschamberfoundation.org/lwD2022
METHODS ACHIEVING EQUITABLE DEVELOPME	SMAF	WEBINAR	Friday, February 18, 2022	https://applauncher.gotowebinar.com/#webinarOver83665827055331942412/en_US
Connect Conversations with Cinder: Black History M	EVEN	WEBINAR	Friday, February 18, 2022	https://www.eventbrite.com/e/connect-conversations-with-cinder-black-history-month
LIVING WITH DOMESTIC VIOLENCE	EVEN	WEBINAR	Friday, October 22, 2021	https://www.eventbrite.com/e/in-her-shoes-simulation-living-with-domestic-violence-ti
FEMANISM, CRITICAL RACE, EXPLOITATION	YT	WEBINAR	Thursday, October 21, 2021	https://www.youtube.com/watch?v=0uVgs0TQhLU
UNDERSTANDING DOMESTIC VIOLENCE	EVEN	WEBINAR	Friday, October 1, 2021	https://www.eventbrite.com/e/for-allies-understanding-domestic-violence-tickets-1572
VOICES OF EQUITY: A PRIMER FOR ANTIRACISM	EVEN	WEBINAR	Friday, August 20, 2021	https://www.eventbrite.com/e/voices-of-equity-a-primer-for-antiracism-with-marcus-c
TITLE VI SERVICE & FARE EQUITY ANALYSIS	FTA	VIDEO	Tuesday, August 3, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI OVERVIEW	FTA	PRESENTATI	Tuesday, August 3, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI PROGRAM REQUIREMENTS	FTA	VIDEO	Monday, August 2, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI GENERAL REQUIREMENTS	FTA	PRESENTATI	Wednesday, August 4, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI SERVICE EQUITY	FTA	PRESENTATI	Wednesday, August 4, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI FARE EQUITY	FTA	PRESENTATI	Wednesday, August 4, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI PUBLIC OUTREACH	FTA	PRESENTATI	Wednesday, August 4, 2021	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI PROGRAM REQUIREMENTS	FTA	VIDEO	Thursday, October 22, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI FIXED ROUTE TRANSIT REQUIREMENTS	FTA	VIDEO	Thursday, October 22, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI SERVICE & FARE EQUITY ANALYSIS	FTA	VIDEO	Thursday, October 22, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI FARE EQUITY ANALYSIS	FTA	PRESENTATI	Wednesday, October 7, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI PUBLIC OUTREACH	FTA	PRESENTATI	Wednesday, October 7, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI GENERAL REQUIREMENTS	FTA	PRESENTATI	Monday, October 5, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI SERVICE EQUITY ANALYSIS	FTA	PRESENTATI	Monday, October 5, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training
TITLE VI OVERVIEW	FTA	PRESENTATI	Friday, October 2, 2020	https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/title-vi-training

