

TITLE VI PROGRAM 2022

Regional Planning Commission
For Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles,
St. John, St. Tammany and Tangipahoa Parishes

TITLE VI PROGRAM

Updated
May 2022

Prepared by the
Regional Planning Commission
Staff

Malissa Dietsch-Givhan, Title VI Coordinator

Jason Sappington, Deputy Director

Jeffrey Roesel, Executive Director

Regional Planning Commission

Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and
Tangipahoa Parishes

10 Veterans Memorial Blvd.
New Orleans, Louisiana 70124

504-483-8500
504-483-8526 (fax)

rpc@norpc.org
www.norpc.org

Title VI – Nondiscrimination in Federally Assisted Programs
Civil Rights Act of 1964
42 USC 2000(d)-2000(d)(l)

General

This title declares it to be the policy of the United States that discrimination on the grounds of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy. This title is not intended to apply to foreign assistance programs.

Section 601 – states the general principle that no person in the United States shall be excluded from participation in or otherwise discriminated against on the grounds of race, color, or national origin under any program or activity receiving federal financial assistance.

Section 602 – directs each federal agency administering a program of federal financial assistance by way of grant, contract, or loan to take action pursuant to rule, regulation, or order of general applicability to effectuate the principle of section 601 in a manner consistent with the achievement of the objectives of the statute authorizing the assistance. In seeking the effect compliance with its requirements imposed under this section, an agency is authorized to terminate or to refuse to grant or to continue assistance under a program to any recipient as to whom there has been an express finding pursuant to hearing of a failure to comply with the requirements under that program, and it may also employ any other means authorized by law. However, each agency is directed first to seek compliance with its requirements by voluntary means.

Section 603 -- provides that any agency action taken pursuant to section 602 shall be subject to such judicial review as would be available for similar actions by that agency on other grounds. Where the agency action consists of terminating or refusing to grant or to continue financial assistance because of a finding of a failure of the recipient to comply with the agency's judicial review under existing law, judicial review shall nevertheless be available to any person aggrieved as provided in section 10 of the Administrative Procedure Act (5USC 1009). The section also states explicitly that in the latter situation such agency action shall not be deemed committed to unreviewable agency discretion within the meaning of section 10. The purpose of this provision is to obviate the possible argument that although section 603 provides for review in accordance with section 10, section 10 itself has an exception for action "committed to agency discretion," which might otherwise be carried over into section 603. It is not the purpose of this provision of section 603, however, otherwise to alter the scope of judicial review as presently provided in section 10(e) of the Administrative Procedure Act.

Introduction

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. Specifically, Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under and program or activity receiving federal financial assistance.

The Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany, and Tangipahoa Parishes (referred to throughout as 'RPC' and 'Commission') is the recipient of federal-aid highway funds authorized under FAST, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141). As such, The Regional Planning Commission is subject to the requirements of Title VI and the information reporting requirements established by the Federal Transit Administration (FTA) to evaluate the level of compliance concerning the provision of transit services and related benefits.

The Regional Planning Commission as a Metropolitan Planning Organization (MPO) is not a public transit provider and owns no public transit facilities.

Figure 1 on the next page shows an overview of the RPC jurisdictional area.



Figure 1

Title VI Plan Policy Statement

The New Orleans Regional Planning Commission (RPC) assures that no person shall, on the grounds of race, color, sex, age, disability, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. RPC further assures that every effort will be made to ensure nondiscrimination in all of its programs or activities, whether these programs and activities are federally funded or not.

In the event that RPC contracts to distribute federal aid funds to another entity, Title VI language will be included in all written agreements and the recipient will be monitored for compliance.

The Title VI Coordinator designated in the Plan is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.



Jeffrey Roesel, Executive Director

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, income, gender, age, or disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.0 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [2.557] March 22, 1988).

Environmental Justice (EJ) (Executive Order 12898) addresses disproportionate adverse environmental, social, and economic impacts that may exist in communities, specifically minority and low-income populations.

Limited English Proficiency (LEP) (Executive Order 13166) addresses access to services for persons whose primary language is not English and who have a limited ability to read, write, speak, or understand English.

Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities and transportation.

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 324) prohibits discrimination based on handicap/disability.

Additional Authorities and Citations may be found under Table of Authorities, Title VI Legal Manual, U.S. Department of Justice, Civil Rights Division at <http://www.usdoj.gov/crt/corlcoord/vimannual.htm>.

Title VI Delegation Chart

State of Louisiana
John Bel Edwards, Governor
866-366-1121 (toll free)

Regional Planning Commission
Jeffrey Roesel, Executive Director
504-483-8528

Title VI Coordinator
for **Regional Planning Commission**
Malissa Dietsch-Givhan
504-483-8513

Organization and Staffing – General

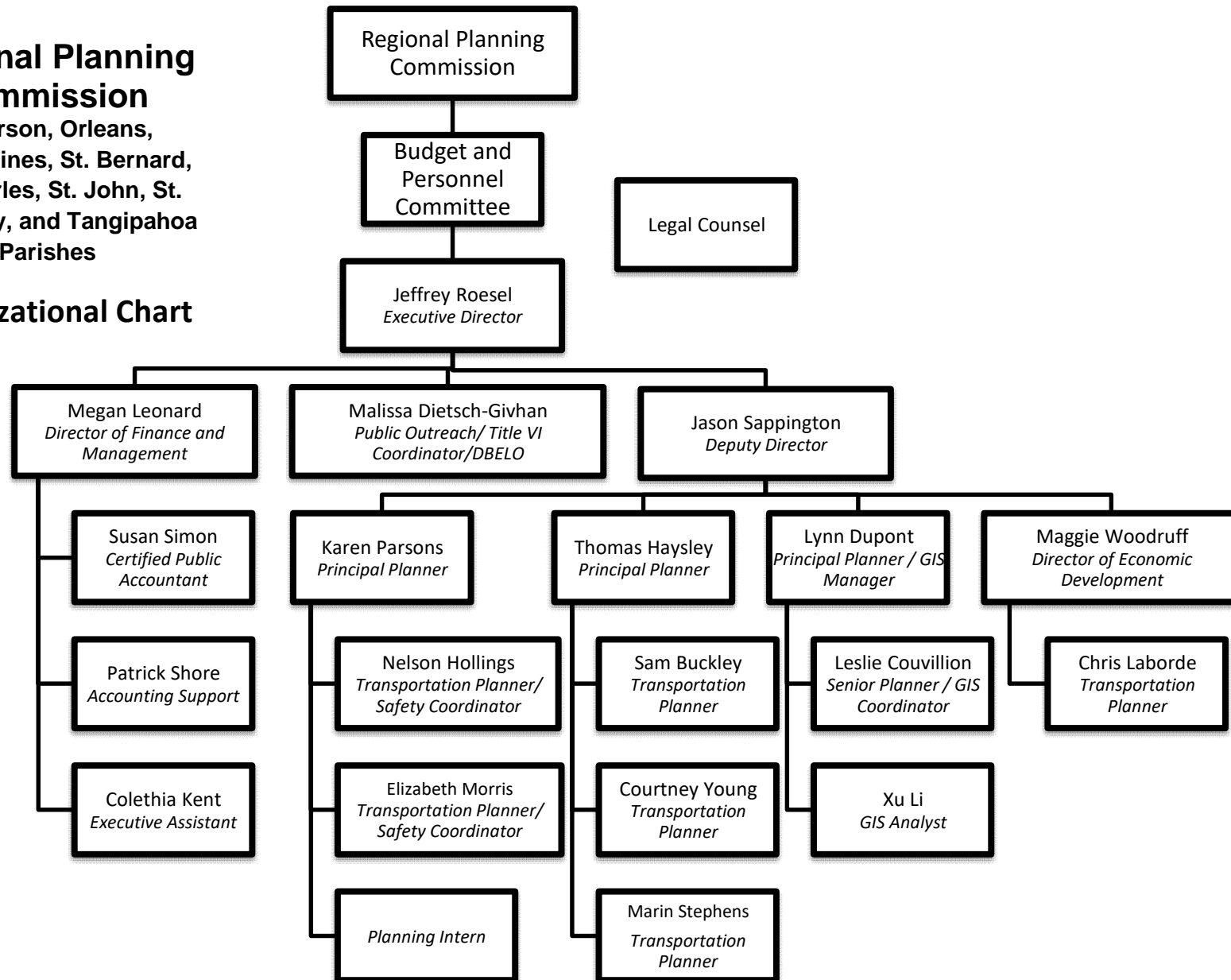
The Executive Director of the Regional Planning Commission is responsible for ensuring the implementation of the Commission’s Title VI Plan. The Title VI Coordinator, on behalf of the Executive Director, is responsible for the overall management of the Title VI programs, and serves as the Title VI Liaison Officer, LEP Coordinator, and is responsible for all ADA programs. The Deputy Director serves as the DBE Liaison officer and DBE coordinator for subcontracting. The day-to-day administration of the plan lies with the Title VI Coordinator (hereafter referred to as “Coordinator”) under the direct supervision of the Executive Director of the Regional Planning Commission.

The staffing chart is listed on the following page.

Regional Planning Commission

Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany, and Tangipahoa Parishes

Organizational Chart



Program Administration – General

As Title VI Coordinator, the Coordinator shall be responsible for coordinating the overall administration of the Title VI program, plan, and assurances. The coordinator serves under direct supervision of the Executive Director, and is responsible for the program's day-to-day administration.

Complaint Procedures

Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the Louisiana Department of Transportation's (LADOTD) Compliance Programs Office (CPO). A formal complaint must be filed within 180 calendar days of the alleged occurrence.

Upon receipt of the complaint, the CPO will determine its jurisdiction, acceptability, need for additional information, and investigative merit of the complaint. In cases where the complaint is against one of LADOTD's sub recipients of federal highway funds, the Department will assume the jurisdiction and will investigate and adjudicate the case.

Once the CPO decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will then be logged in the CPO's records identifying the basis of the complaint; race, color, national origin, gender, age, LEP, or disability/handicap.

In cases where LADOTD assumes the investigation of the complaint, the CPO will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish the CPO his/her response to the allegations.

Within 50 calendar days of receipt of the complaint, the LADOTD's investigator will prepare an investigative report for the Compliance Programs Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. *This can be the Program Area Title VI Liaison or LADOTD's Title VI Program Unit.

Once LADOTD's investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.

LADOTD's investigative report and a copy of the complaint will be forwarded to FHWA, within 60 calendar days of the receipt of the complaint.

If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal LADOTD's determination to the FHWA Louisiana Regional Office, USDOT or USDOJ. Appeals must be filed within 180 days after

LADOTD's final resolution. Unless new facts not previously considered come to light, reconsideration of LADOTD's determination will not be available.

LADOTD will serve as appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by a LADOTD sub recipient. LADOTD will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.

Title VI complaint forms are made available at the Regional Transportation Management Center and on the www.norpc.org website. A copy of the complaint form can be found at the end of this document.

Data Collection

Statistical data on race, color, national origin and sex of participants in, and beneficiaries of federally funded programs, (e.g., impacted citizens and affected communities), will be gathered and maintained by the coordinator. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

Title VI Program Reviews

The Commission's Title VI Program reviews will be performed by the Title VI Coordinator to assess the office's administrative procedures, staffing, and resources available for Title VI compliance. This is in addition to the day-to-day monitoring. The Title VI Coordinator will coordinate efforts to ensure equal participation in all programs and activities at all levels. The Title VI Coordinator will conduct reviews of contractors, subcontractors, consultants, suppliers and all other subrecipients of RPC's federal funds to ensure compliance with Title VI provisions.

All subrecipients will be required to submit a Title VI Program for approval to the RPC on award of funds and will be required to resubmit their Title VI Program every three years, or in the event of any changes to their Title VI Program.

Operational Guidelines/Program Directives

All operational guidelines to contractors, subrecipients, and program planning areas will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.

Training Program

Title VI training will be made available at least annually to employees, contractors, subrecipients, and program planning area liaisons. The training will provide comprehensive information on Title VI provisions, application to program operations, and identification of Title VI issues and resolution of complaints. A summary of the training conducted will be reported in the annual update.

Annual Reports

An annual executive summary will be submitted to the Executive Director by the Coordinator. The summary will review Title VI accomplishments achieved during the year. The Title VI Coordinator will be responsible for coordination and preparation of the report.

Title VI Program Update

The Title VI Program will be reviewed and updated on a 3-year cycle. An updated version of the Title VI Program will be submitted to the Federal Transit Administration (FTA) via TRAMS every 3 years for approval, or when there are any significant changes made to the program. A copy of the program will also be sent to the Louisiana Department of Transportation and Development (LADOTD) for their review and approval on the same 3-year cycle.

The last Title VI Program submission was made in June 2019.

Public Dissemination

The Title VI Coordinator will disseminate Title VI Program information to Commission employees, subrecipient, contractors, and beneficiaries as well as the general public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications.

The Title VI Plan is easily available on the RPC website, in person at the RPC office, and can be mailed out upon request.

Post-grant Reviews

Post-grant approval procedures (e.g., highway location design, relocation and individuals seeking contracts, etc.) will be reviewed to ensure compliance with Title VI requirements.

Elimination of Discrimination

The RPC will implement procedures to identify and eliminate discrimination when found to exist, related to Minority/Women Disadvantage Business Enterprises (DBE) contractors, and public involvement.

Remedial Action

The Commission will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program's administrative requirements. Should irregularities occur in the administration of the program's operation, corrective action will be taken to resolve Title VI issues, and such actions will be reduced to writing in the form of a remedial action agreed upon to be necessary, all within a period not to exceed 90 days.

- 1) Subrecipient placed in a deficiency status will be given a reasonable time, (not to exceed 90 days after receipt of the deficiency letter), to voluntarily correct deficiencies.
- 2) The Commission will seek the cooperation of the subrecipient in correcting deficiencies found during the review. The Commission will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.
- 3) When a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the Commission will submit to LDOTD's External Civil Rights Office or the FHWA two copies of the case file and a recommendation that the subrecipient be found in noncompliance.
- 4) A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

Procedures Manual

Administration of the Title VI Program will be incorporated in a Procedures Manual and Project Manager Guide that will be updated regularly to incorporate changes and additional responsibilities.

Transportation Policy Committee

The Transportation Policy Committee is designated under 23 USC 134 and 49 USC 5303 as the Metropolitan Planning Organization policy board that implements Federal transportation planning process and is the final decision-making body for transportation policy and planning issues for all qualifying urbanized areas within its geographic jurisdiction.

The Transportation Policy Committee includes all the members of the Regional Planning Commission, as well as representatives from the region's major transportation modes and other elected officials.

Advisory Councils and Committees

RPC has two on-elected transportation advisory councils and committees. These councils and committees, and a description of their duties are as follows:

Technical Advisory Committee

Technical Advisory Committee (TAC) is a regional group of stakeholders, comprised of public works directors, planning directors, transit operators, as well as representatives from the port, bridges, airport, and railroads in the Greater New Orleans area. Other participating agencies include the U.S. Department of Housing and Urban Development, Federal Highway Administration, National Safety Council, and Federal Transit Administration. The RPC has also chosen to incorporate representatives of five select non-profit organizations with a transportation interest into the TAC to provide input into the decision-making process. The TAC meets on a quarterly basis to review proposed amendments to the Metropolitan Transportation Plan (MTP) and/or Transportation Improvement Program (TIP), to advise RPC staff on transportation and land use issues, to discuss projects of regional significance, and to share best-practices with area parishes.

Coordinated Human Services Council

The primary roles and responsibilities of the Coordinated Council are to update, maintain, and determine how to best implement the Coordinated Public Transit-Human Services Transportation Plan by providing a venue for stakeholder interaction, sharing of human services transportation issues, problems, and developing solutions for further action. The Council meets quarterly and serves as a subcommittee to the RPC Technical Advisory Committee.

Title VI Coordinator Responsibilities

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the Commission's compliance with Title VI Regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by the Commission.
2. Conduct annual Title VI reviews to determine the effectiveness of program activities at all levels.
3. Conduct Title VI reviews of consultant contractors, suppliers, and other recipients of federal-aid contracts administered through the Commission.
4. Prepare a yearly report of Title VI accomplishments and goals, as required.
5. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
6. Identify and eliminate discrimination.
7. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.
8. Conduct annual reviews of all subrecipient and consultants to make sure they maintain compliance with Title VI.
9. Meet with other RPC staff, as needed, to train, monitor and discuss progress, implementation, and compliance issues.
10. Process all Title VI complaints made in person at the RPC office or online on the RPC website.
11. Review important Title VI-related issues with the Executive Director of RPC, as needed.

Title VI Responsibilities for the Agency's Program Areas

Planning

- ▶ Ensure that all aspects of the planning process operation comply with Title VI.
- ▶ Ensure that various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic gender related organizations and participating in roundtable meetings in predominantly minority communities.
- ▶ Assist the Title VI Coordinator in gathering and organizing the Annual Title VI Update Report.
- ▶ Review the department work program and other directives to ensure compliance with Title VI program requirements.
- ▶ Visit public meetings to verify the level of participation of Title VI protected group members when offered in predominantly ethnic minority communities.

Education and Training

The Title VI Coordinator will seek all opportunities to participate in education and training outside of the RPC office. All Title VI conferences, seminars, trainings, and classes presented by FHWA, FTA, and LADOTD will be considered for staff attendance.

The Title VI Coordinator will be responsible to inform all staff members and consultants of all federal Title VI policies including any changes and updates. The coordinator will also be responsible to inform all staff members and consultants of the RPC **Title VI Program**, including our **DBE Policy and Program (in conjunction with Deputy Director)**, **LEP Plan**, **Public Involvement Plan**, **Environmental Justice Policy**, and **ADA Policy**, as well as any updates and changes.

Education and Training may also consist of the Regional Traffic Management Center (RPC office) hosting training seminars related to all Title VI issues and inviting all interested and pertaining parties to attend.

Consultant Services

- ▶ The Regional Planning Commission, in consultation with the Executive Director, is responsible for setting policy and establishing procedures for consultant selection, negotiation, and administration of consultant contracts for the Commission.
- ▶ The Deputy Director shall monitor DBE program requirements.
- ▶ The Title VI Coordinator shall ensure that all federally funded consultant contracts administered by the Commission have the appropriate Title VI provisions included.
- ▶ The Title VI Coordinator shall review directives and procedures to ensure Title VI compliance.
- ▶ The Title VI Coordinator shall maintain necessary data and documentation required for completion of the department's Title VI Update Annual Report.

Public Participation

The goal of RPC's communications and public participation program is to ensure early and continuous public notification about, and participation in, major actions and decisions by RPC. In seeking public comment and review, RPC 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.

The RPC has an official **Public Involvement Plan** which is easily available on RPC's website or in person at the RPC office.

The plan includes:

- ▶ Public Involvement Policy
- ▶ Public Involvement Planning Goals
- ▶ Public Outreach Activities
- ▶ Public Meetings Procedures
- ▶ Limited English Proficiency (LEP) Guidelines
- ▶ Americans with Disabilities Act (ADA) Procedures
- ▶ Environmental Justice Policy

Environmental Justice

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

When RPC 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 invited to participate.

Consultant Contracts

The Regional Planning Commission is responsible for selection, negotiation, and administration of its consultant contracts. RPC operates under its internal contract procedures and all relevant federal and state laws.

Contract Procedures

Title VI text is included in all RPC Request for Proposals (RFP) and contracts.

Disadvantaged Business Enterprise (DBE) Program

RPC includes DBE text in all RFPs and contracts with consultants and notes its DBE policy on the RPC website. RPC provides a list of all LADOTD's certified DBEs in its DBE Policy and Procedures which can be accessed on RPC's website.

Consultant Reviews

The RPC is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process. All consultants will be made aware that as subrecipients of federal funds they are required to adhere to our agency's Title VI Plan, DBE Policy and Procedures, and LEP Plan.

Project managers and the Title VI coordinator will work with consultants to form targeted outreach plans when necessary to ensure all have an equal opportunity to participate in planning processes. Measures are laid out in the Project Manager Guide (QCQA) and the Public Participation Plan (PPP).

Requirement to Conduct Equity Analysis to Determine Site Location of Facilities

No such projects were conducted during this reporting period.

Title VI Investigations, Complaints and Lawsuits

At the present time the RPC is not involved in any Title VI investigations, lawsuits or complaints that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and has not received any complaints since the last Title VI submission.

Title VI Public Notice

The paragraph below is to be inserted in all significant publications that are distributed to the public, such as future versions and updates of the *Metropolitan Transportation Plan*; and *Transportation Improvement Program* for the RPC region. The text will remain permanently on the agency's website, www.norpc.org, and 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 Regional Planning Commission (RPC) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes, executive orders, and regulations in all programs and activities. RPC 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 (LaDOTD). LaDOTD Title VI Program Manager may be reached via phone at 225-379-1361. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

RPC 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 Title VI Coordinator at RPC at 504-483-8513 or mgivhan@norpc.org. If you wish to attend a RPC function and require special accommodations, please give RPC one week's notice in advance.

The following shortened version of the above paragraph can be used in publications where space or cost is an issue as in classified newspaper announcements.

RPC 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.norpc.org or call our Title VI Coordinator at 504-483-8513.

Questions

For any questions regarding the RPC's Title VI Plan or any related policies and procedures please contact RPC's Title VI Coordinator at 504-483-8513 or visit our website at www.norpc.org.

**REGIONAL PLANNING COMMISSION
Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and
Tangipahoa Parishes**

Title VI Assurances

The Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and Tangipahoa Parishes (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, sex, or national origin 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) (I) 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 21.23fb) 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, proposals or statements of qualification 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 Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252,42 USC 2000d-d4 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 and proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity

to submit bids, proposals or statements of qualification in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

3. That the Recipient shall insert the necessary clauses of this Assurance in every contract subject to the Act and the Regulations.
4. 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.
5. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom s/he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, 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.
6. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to 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, subgrantees, 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 the Assurance on behalf of the Recipient.

Jeffrey Roesel
Executive Director
Regional Planning Commission

Date

Title VI Methodology for Identification of Target Populations (Demographics) & Spatial Concentrations of Targeted Populations

RPC utilizes the latest U.S. Census data, American Community Survey data, and Louisiana Department of Social Services data to identify target populations. To form the most accurate profile of these populations it is in RPC's best interest to use the smallest geographic unit available for which information is obtainable for all relevant groups. The smallest geographic area that the Census Bureau calculates the appropriate information on each relevant group is block group level, which the RPC utilizes in all map products and planning efforts. The Louisiana Department of Child and Family services is available at block group level upon request to further identify vulnerable communities.

RPC has identified seven relevant groups for Title VI analysis as described below:

Minority/Ethnicity

- ▶ Low Income
- ▶ Poverty households/Federal Assistance Recipients
- ▶ Minority
- ▶ Elderly
- ▶ Limited English Proficiency (LEP) or English spoken as a second language
- ▶ Disabled Populations
- ▶ Zero Car Households

Once the RPC has identified target populations for Title VI consideration, the next step is to produce maps that show their distribution throughout the area and how they relate to RPC studies, TIP projects, and projects let to construction. These maps are for RPC internal use and are not made available for public use.

How Mobility Needs of Minority Populations are Identified and Considered Within the Planning Process

RPC makes every effort to ensure that the mobility needs of minority populations are identified and considered within the transportation planning process. The methods RPC utilizes to ensure this are listed below:

- ▶ RPC produces demographic census data for analysis to assist in RPC projects.
- ▶ RPC has used and plans to use transportation surveys or community outreach to members of the community in order to get feedback on their transportation needs. This input is used and incorporated into our Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
- ▶ RPC staff members attend and participate in community meetings that focus on convening residents to discuss issues facing minority communities.

- ▶ RPC complies fully with Executive Order (EO) 12898 and makes sure that all citizens are given the opportunity to participate in the planning process through the National Environmental Policy Act (NEPA).
- ▶ RPC ensures that all public meetings are held in areas that are frequented by all members of the community, at times that are most suitable to working citizens. Effort is made to advertise public meetings in minority publications where available and meeting notices are posted in multiple languages when project area affects an LEP community.
- ▶ RPC is always open to comments or suggestions via the “Get Involved” section on our website www.norpc.org, or comment sheets available at the front desk of our office at 10 Veterans Memorial Boulevard, New Orleans, LA 70124. All comments are forwarded to appropriate staff and are followed with a response in a timely manner

Limited English Proficiency

Limited English Proficiency Policy

The Regional Planning Commission (RPC) follows Executive Order 13166 in identifying and engaging Limited English Proficiency (LEP) populations to ensure their involvement and knowledge of transportation planning and projects in and around their communities. A LEP person is defined as one who does not speak English as his or her primary language and has a limited ability to read, write, or understand English.

RPC's policy for engaging individuals with Limited English Proficiency is to provide translation services to individuals who request them if reasonable accommodations can be made. In addition, the RPC proactively identifies communities with high concentrations of LEP persons and employs tactics and strategies to effectively engage them in the planning process. The RPC trains staff to recognize individuals in community meetings and forums who may show difficulty or inability to read or write English, and to assist them accordingly.

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 subrecipients.

Four Factor Analysis

The RPC follows the U.S. Department of Justice’s guidelines using the “four-factor analysis” process to determine the number and proportion of LEP individuals in the region. This information aids the RPC in planning how to cost effectively provide information services to LEP individuals. FHWA guidelines offer a safe harbor of 5% of the effected population or 1,000 people in the effected neighborhood. A "safe harbor," in the context of this guidance, means that the recipient has undertaken efforts to comply with the needed translation of vital written materials. If a recipient conducts the four-factor analysis, determines that translated documents are needed by LEP applicants or beneficiaries, adopts an LEP Plan that specifies the translation of vital materials, and makes the necessary translations, then the recipient provides strong evidence, in its records or in reports to the agency providing federal financial assistance, that it has made reasonable efforts to provide written language assistance.

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. The four factor analysis is as follows:

- 1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a RPC program, activity or service.**

The RPC reviewed 2015-2019, 5-year estimates, American Community Survey data for the 6-south shore MPO parishes and the 2-north shore MPO parishes that make up the New Orleans and Mandeville-Slidell-Covington urbanized areas and found that 88% of the population reported English as their only language. Of the remaining 12% of the population that reported speaking a language other than English, 8% reported Spanish as language spoken, with 45% of those individuals indicating that they speak English less than “very well.” Also, 2% reported Asian and Pacific Island languages as language spoken, which include Vietnamese, with 53% of those individuals indicating that they speak English less than “very well.” The remaining 2% who speak a language other than English reported Indo-European and “other languages” as their language spoken. American Community Survey data was determined to be the most accurate data available for determining LEP individuals. (see table in appendix)

RPC has determined that Spanish and Vietnamese speaking individuals make up the majority of the region’s LEP population. Although Vietnamese is spoken by less than 5% of the population, their density exceeds 1,000 people per effected neighborhood. This information

is determined by the GIS mapping of demographic data. Consequently, RPC is cognizant of the need to translate documents or work with interpreters as necessary when interacting with members of these communities.

2. The frequency with which LEP persons come into contact with RPC programs, activities or services.

To date, the RPC has had no formal request for interpreters and no requests for translated RPC documents. Staff has had limited contact with LEP persons; however, the RPC has been proactive in identifying LEP communities and translating important documents while also having translators and interpreters present during active outreach such as tabling, community meetings, surveying, etc. Based on the percentage and number of LEP individuals who reported Spanish or Vietnamese as a primary language, the RPC has made portions of its Title VI plan available in Spanish and Vietnamese and posted these documents on our website and has also translated its Enforcement for Pedestrian and Bicycle Safety into Spanish and distributed it at community meetings and to local law enforcement. When working in areas identified to have higher percentages of LEP persons the RPC has been proactive in translating outreach material and resources needed to ensure full participation.

3. The nature and importance of programs, activities or services provided by RPC to the LEP population.

The RPC has identified a significant population of Vietnamese residents in New Orleans East. The RPC maintains communication with leaders of the Vietnamese community, particularly Mary Queen of Vietnam Community Development Center, to gain the input of LEP individuals. The Hispanic community is larger, therefore less concentrated than the Vietnamese community, but RPC has established a relationship with LatiNOLA, a Hispanic civic group, to help identify the community's LEP needs. The Title VI Coordinator also makes every attempt to attend monthly meetings of the Latino Forum, a metro-wide group of community leaders who meet to discuss the needs of the Latino community, and has attended Language Access Coalition meetings in an effort to reach out to non-English speaking and non-literate members of the community. Through these channels of communication the RPC is able to stay informed about these community's needs and has a means of informing them of upcoming RPC projects.

The RPC has also taken initiative and mapped general locations of these individuals based on Census 2019 ACS demographic data. The RPC will take appropriate action such as hiring an oral translator and translating all necessary documents whenever significant populations of LEP persons are impacted. In addition, the RPC is working with Public Outreach Liaisons to garner input from this target population in the transportation planning process.

4. The resources available to RPC and overall cost to provide LEP assistance.

The RPC has limited resources to pursue written and oral translation services but makes every effort to translate vital documents and accommodate translation and interpreter requests. The Title VI policy, complaint form, and other important Title VI documents have been translated and will be updated as necessary. The RPC is continually identifying new documents to translate.

All oral and written translation service needs will be addressed on a case-by-case basis and services will be provided wherever deemed necessary. The RPC is open to all translation suggestions and is committed to providing translation needs wherever feasible when requested. RPC maintains an active list of interpreters should the need arise.

Limited English Proficiency Plan - update

How The RPC Identifies LEP Persons Who May Need Assistance

- ❖ Examine requests for language assistance from past meetings and events to anticipate the potential need for assistance at upcoming meetings.
- ❖ A staff member is placed at the entrance to public meetings to greet and briefly engage with attendees during sign-in to informally gauge each attendee's ability to write, speak and understand English.
- ❖ Staff is trained to identify non-verbal clues that a person may have Limited English Deficiency, such as reluctance to fill out surveys or sign-in at public meetings.
- ❖ Staff examines Census Bureau demographic numbers by races of those who report a primary language other than English and compare that to Census block data and map communities accordingly to determine high concentrations of LEP populations.
- ❖ Staff maintains a stream of communication with LEP community leaders such as Mary Queen of Vietnam Community Development Center and LatiNOLA, as well as seek to establish new relationships.

- ❖ Staff attends monthly Latino Forum and Language Access Coalition meetings as ways to remain engaged with LEP community leaders and disseminate important project information to LEP communities.

Implementing Language Assistance Measures

- ❖ Based on Census Bureau data, RPC will evaluate all documents, and translate those documents deemed most widely accessed, into any language other than English that is spoken by more than 5% of the population or by more than 1,000 people per concentrated area.
- ❖ The RPC has already translated Pedestrian and Bicycle Safety into Spanish. The Title VI Plan has been made available on RPC's website.
- ❖ The RPC will continue to search out venues that have been found to be frequented by LEP individuals and make information available at these locations in the most appropriate format and language.
- ❖ Utilizing trusted leaders and community organizations in the Hispanic and Vietnamese communities to continually identify the needs of LEP individuals and provide necessary oral and written translations.
- ❖ The RPC takes a proactive approach in identifying LEP communities and will continue to host meetings in close proximity to these communities to distribute all necessary translated materials and documents.
- ❖ The RPC remains committed to providing oral and written translation services upon request. RPC maintains an active list of interpreters and translators to accommodate LEP individuals.
- ❖ All projects falling within a RPC LEP area are reviewed on a case by case basis. If the nature and importance of the program, activity, and service is deemed significant then the RPC and all entities conducting business on our behalf will follow these same LEP guidelines.

Staff Training

All RPC staff will be provided with the LEP Plan and will be educated on procedures and services available. All training topics are listed below:

- ❖ Understanding the Title VI LEP responsibilities
- ❖ What language assistance services RPC offers
- ❖ How to identify LEP individuals in public meetings
- ❖ How to access an interpreter
- ❖ Documentation of language assistance requests
- ❖ How to handle a complaint

Monitoring and Updating the LEP Plan

This plan is dynamic and may be updated as more effective means of communication are developed. At a minimum, RPC follows the Title VI Program update schedule for the LEP Plan. The RPC will update its LEP Plan as new ACS information becomes available.

Dissemination of the RPC Limited English Proficiency Plan

The RPC will post the LEP Plan on its website at www.norpc.org . The LEP Plan can also be found in RPC's Public Involvement Plan.

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. A hard copy of the LEP plan will be provided to any person or agency upon request. Persons with Limited English Proficiency may also obtain translations of this plan upon request. Any questions or comments regarding this plan should be directed to the RPC Title VI Coordinator.

Requesting Translation Services

Any individuals who wish to request oral or written translation services can do so through RPC's website at www.norpc.org or by contacting RPC's Title VI Coordinator:

Malissa Dietsch-Givhan

Title VI Coordinator

504-483-8513

mgivhan@norpc.org

**Language Spoken At Home For The Population 5 Years Of Age And Over
For South Shore MPO Area Parishes
2019 American Community Survey 5-Year Estimates**

	Jefferson Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	404,172	+/-68	92.6%	+/-0.4	7.4%	+/-0.4
Speak only English	84.1%	+/-0.4	(X)	(X)	(X)	(X)
Speak a language other than English	15.9%	+/-0.4	53.4%	+/-1.8	46.6%	+/-1.8
Spanish or Spanish Creole	9.9%	+/-0.3	51.5%	+/-2.3	48.5%	+/-2.3
Other Indo-European languages	2.2%	+/-0.2	72.4%	+/-3.7	27.6%	+/-3.7
Asian and Pacific Island languages	3.0%	+/-0.2	41.7%	+/-3.8	58.3%	+/-3.8
Other languages	0.7%	+/-0.2	68.8%	+/-7.1	31.2%	+/-7.1
	Orleans Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	300,892	+/-54	96.0%	+/-0.3	4.0%	+/-0.3
Speak only English	90.3%	+/-0.4	(X)	(X)	(X)	(X)
Speak a language other than English	9.7%	+/-0.4	58.9%	+/-2.5	41.1%	+/-2.5
Spanish or Spanish Creole	4.8%	+/-0.2	54.1%	+/-3.9	45.9%	+/-3.9
Other Indo-European languages	2.1%	+/-0.2	77.6%	+/-5.7	22.4%	+/-5.7
Asian and Pacific Island languages	2.5%	+/-0.2	49.4%	+/-4.8	50.6%	+/-4.8
Other languages	0.3%	+/-0.1	83.8%	+/-13.2	16.3%	+/-13.2
	Plaquemines Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	21,266	+/-110	97.8%	+/-0.9	2.2%	+/-0.9
Speak only English	92.5%	+/-1.6	(X)	(X)	(X)	(X)
Speak a language other than English	7.5%	+/-1.6	70.4%	+/-8.8	29.6%	+/-8.8
Spanish or Spanish Creole	2.7%	+/-0.8	80.9%	+/-12.5	19.1%	+/-12.5
Other Indo-European languages	2.1%	+/-0.8	73.9%	+/-14.0	26.1%	+/-14.0
Asian and Pacific Island languages	2.7%	+/-0.8	57.2%	+/-12.4	42.8%	+/-12.4
Other languages	0.0%	+/-0.2	-	**	-	**

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-year Estimates

	St. Bernard Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	29,902	+/-37	95.4%	+/-0.8	4.6%	+/-0.8
Speak only English	91.9%	+/-1.0	(X)	(X)	(X)	(X)
Speak a language other than English	8.1%	+/-1.0	43.4%	+/-6.0	56.6%	+/-6.0
Spanish or Spanish Creole	4.4%	+/-0.9	33.6%	+/-10.2	66.4%	+/-10.2
Other Indo-European languages	1.2%	+/-0.5	71.7%	+/-24.4	28.3%	+/-24.4
Asian and Pacific Island languages	2.1%	+/-0.4	42.8%	+/-14.9	57.2%	+/-14.9
Other languages	0.3%	+/-0.3	71.6%	+/-23.7	28.4%	+/-23.7
	St. Charles Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	49,011	+/-27	98.4%	+/-0.5	1.6%	+/-0.5
Speak only English	93.9%	+/-1.0	(X)	(X)	(X)	(X)
Speak a language other than English	6.1%	+/-1.0	73.6%	+/-5.6	26.4%	+/-5.6
Spanish or Spanish Creole	3.4%	+/-0.7	74.6%	+/-8.5	25.4%	+/-8.5
Other Indo-European languages	2.1%	+/-0.7	72.7%	+/-8.4	27.3%	+/-8.4
Asian and Pacific Island languages	0.6%	+/-0.2	70.7%	+/-24.8	29.3%	+/-24.8
Other languages	0.0%	+/-0.1	100.0%	+/-100.0	0.0%	+/-100.0
	St. John the Baptist Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	42,927	+/-76	97.8%	+/-0.8	2.2%	+/-0.8
Speak only English	93.7%	+/-1.1	(X)	(X)	(X)	(X)
Speak a language other than English	6.3%	+/-1.1	64.6%	+/-9.2	35.4%	+/-9.2
Spanish or Spanish Creole	4.8%	+/-0.9	58.2%	+/-11.0	41.8%	+/-11.0
Other Indo-European languages	1.1%	+/-0.3	86.9%	+/-8.9	13.1%	+/-8.9
Asian and Pacific Island languages	0.5%	+/-0.4	79.1%	+/-45.3	20.9%	+/-45.3
Other languages	0.0%	+/-0.1	0.0%	+/-100.0	100.0%	+/-100.0

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-year Estimates

**Language Spoken At Home For The Population 5 Years Of Age And Over
For North Shore MPO Area Parishes
2019 American Community Survey 5-Year Estimates**

	St. Tammany Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	216,661	+/-33	98.1%	+/-0.3	1.9%	+/-0.3
Speak only English	93.8%	+/-0.4	(X)	(X)	(X)	(X)
Speak a language other than English	6.2%	+/-0.4	69.8%	+/-3.7	30.2%	+/-3.7
Spanish or Spanish Creole	3.5%	+/-0.3	68.6%	+/-5.4	31.4%	+/-5.4
Other Indo-European languages	1.8%	+/-0.3	78.0%	+/-5.0	22.0%	+/-5.0
Asian and Pacific Island languages	0.8%	+/-0.2	55.0%	+/-10.5	45.0%	+/-10.5
Other languages	0.1%	+/-0.1	78.5%	+/-18.3	21.5%	+/-18.3
	Tangipahoa Parish, Louisiana					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	111,344	+/-33	97.7%	+/-0.5	2.3%	+/-0.5
Speak only English	94.7%	+/-0.6	(X)	(X)	(X)	(X)
Speak a language other than English	5.3%	+/-0.6	57.7%	+/-6.0	42.3%	+/-6.0
Spanish or Spanish Creole	3.2%	+/-0.5	57.0%	+/-8.3	43.0%	+/-8.3
Other Indo-European languages	1.3%	+/-0.3	72.0%	+/-8.8	28.0%	+/-8.8
Asian and Pacific Island languages	0.6%	+/-0.2	30.5%	+/-17.6	69.5%	+/-17.6
Other languages	0.2%	+/-0.2	57.0%	+/-28.9	43.0%	+/-28.9

Source: U.S. Census Bureau, 2014-2019 American Community Survey 5-year Estimates

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Americans with Disability Act (ADA) Notices

ADA Policy

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. In accordance with these requirements the Regional Planning Commission (RPC) will not discriminate against qualified individuals with disabilities on the basis of disability in RPC's services, programs or activities.

RPC's Commitment

- ❖ RPC will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to attend all RPC public meetings.
- ❖ RPC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in RPC's public meetings.
- ❖ RPC will post the following ADA notice at the bottom of all RPC meeting notices:
ADA NOTICE: For special accommodations for this meeting, please contact our ADA Coordinator by telephone (504-483-8513), at least one week in advance.
- ❖ RPC will include language in all of our contracts to ensure nondiscrimination of all persons with disability.

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

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

Malissa Dietsch-Givhan
Title VI Coordinator /ADA Coordinator
504-483-8513
mgivhan@norpc.org

Environmental Justice

Environmental Justice Policy

It is the policy of the Regional Planning Commission to ensure that all of its programs, policies, and other activities do not have disproportionate adverse effects on minority and low income populations. The RPC identifies minority communities through the use of Census data. Low income communities are identified with Louisiana State Department of Social Services data. RPC maps Census and Social Services data to more accurately locate concentrations of target populations. The RPC takes a proactive approach to engage these communities and ensures their full and fair participation in the transportation decision-making process.

Executive Order 12898

The Regional Planning Commission follows Executive Order (EO) 12898 which outlines;

Each Federal agency must make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health, environmental, economic and social effects of its programs, policies, and activities on minority and low-income populations, particularly when such analysis is required by NEPA. The EO emphasizes the importance of NEPA's public participation process, directing that each Federal agency shall provide opportunities for community input in the NEPA process. Agencies are further directed to identify potential effects and mitigation measures in consultation with affected communities.

The EO requires agencies to work to ensure effective public participation and access to information. Thus within its NEPA process and through other appropriate mechanisms, each federal agency should translate crucial public documents, notices and hearings, relating to human health or the environment for limited English speaking populations when it is practical and appropriate.¹

¹ Taken directly from <http://www.fema.gov/plan/ehp/ehplaws/ejeo.shtm>

Goals and Objectives

The RPC is committed to the following goals and objectives for achieving environmental justice:

- ❖ Protect environmental quality and human health in all conditions
- ❖ Avoid disproportionate adverse impacts on minority and low income populations
- ❖ Enhance the public involvement process and strengthen relationships with community organizations
- ❖ Provide minority and low income populations with the opportunity to learn more about the transportation planning process
- ❖ Improve the quality of transportation in their lives
- ❖ Make sure all projects go through an Environmental and Title VI checklist to insure environmental issues are considered and appropriate actions are followed
- ❖ Promote and protect community members' rights to participate meaningfully in decisions that may affect them
- ❖ Make the process of filing environmental justice complaints easy through readily available forms on the Regional Planning Commission website and in the RPC office, and by designating an identified RPC staff member as the Title VI Coordinator that citizens can easily speak with.

Filing an Environmental Justice Complaint

Any individual or community that wishes to file an environmental justice complaint or discuss concerns about the RPC's transportation planning process may contact:

Louisiana Department of Transportation
Title VI Programs Manager
225-379-1361

Regional Planning Commission for
Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and Tangipahoa
Parishes
Disadvantaged Business Enterprise Program
In Compliance with 49 CFR PART 26

DBE POLICY STATEMENT

Section 26.1, 26.23

Objectives/Policy Statement

The Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, and St. Tammany Parishes (RPC) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. RPC has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, has signed assurances that it will comply with 49 CFR Part 26.

It is the policy of the Regional Planning Commission to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also the policy of RPC:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Jason Sappington has been delegated as the DBE Liaison Officer. In that capacity, he is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Regional Planning Commission in its financial assistance agreements with the Department of Transportation.

The Regional Planning Commission has disseminated this policy statement to the members of the Commission and all the components of the organization. RPC has distributed this statement to DBE and non-DBE business communities that perform work for RPC on DOT-assisted contracts. All consultants who have performed work for RPC in the past five years were mailed a copy of the Policy Statement. In addition, all qualified DBE firms on a list maintained by the Louisiana Department of Transportation and Development (LaDOTD) under its Unified Certification Program that perform Architectural Engineering (C04), Management (C10), Planning (C11), Transportation Planning (C14), Research Surveys (C15), Supportive Services (C17), Marketing (C36), and Public Relations (C47) were mailed a copy of the Policy Statement.

Jeffrey Roesel, Executive Director

Date

Louisiana Department of Transportation

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 <input type="checkbox"/> 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: **Compliance Programs Officer**
P.O. Box 94245
Baton Rouge, LA 70804

Telephone Number : (225) 379-1361
Fax Number : (225) 379-1865



New Orleans Regional Planning Commission

Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and Tangipahoa
Parishes

As a subrecipient of federal funds you are aware that your agency is required to comply with all federal regulations regarding Title VI laws. In accordance with Title VI of the Civil Rights Act of 1967 and 49 CFR 21, this is the **Annual Title VI Review for Subrecipients and Consultants** to be issued once a year to all agencies awarded contracts by the Regional Planning Commission within the past year. Please provide yes/no answers with a brief explanation.

Name of Subrecipient/Consultant: _____

Date of Contract Awarded: _____

Contract Number: _____

Questionnaire

I. Complaint Process

1. Has your firm made itself aware of all federal Title VI rules and regulations as it applies to all subrecipients of federal funds? This information is easily accessible to all consultants via the RPC offices and/or website.
2. Does your firm have a formal Title VI policy?
3. Does your firm have a formal Title VI complaint process? If so provide a brief explanation of that process.
4. Has your firm received any Title VI or Environmental Justice complaints within the last year? If so what were the issues involved and what were the outcomes?
5. Has your firm processed any Title VI lawsuits within the past year? If so what were the issues involved and what were the outcomes?
6. Has any member of your firm had any formal Title VI training sponsored by LaDOTD, FHWA, or any other agency in the past year? If so please explain.

II. Public Involvement – Meetings and Hearings

7. Does your firm hold public meetings in areas that are easily accessible to all members of the community and comply with the Regional Planning Commission’s **Americans with Disabilities Act (ADA) Plan**? If not, are there plans to do so in the future?
8. Has your firm made itself aware of Regional Planning Commission’s **Limited English Proficiency (LEP) Plan**? This information is easily accessible to all consultants via the RPC offices and/or website.
9. Has your firm had any public request for translations services written or oral? If so what were the outcomes of these request?

III. Advertisements and Procurements of Contracts

10. Have any subcontracts been awarded within the past year that utilizes federal funds?
11. If subcontracts are awarded are all Title VI assurances and provisions included in advertisements and contracts?
12. Has your firm made itself aware of Regional Planning Commission’s **DBE Policy and Program**? This information is easily accessible to all staff members via the RPC office and/or website.
13. Is the awarding of any subcontracts non-discriminatory and does it comply with RPC’s DBE Policy?

Certifying Officer

Date

Upon receiving this questionnaire you have 30 days to provide all necessary information and mail to: **Regional Planning Commission, 10 Veterans Memorial Blvd. New Orleans, LA 70124**
Or electronically to mgivhan@norpc.org

NUMBER _____
RESOLUTION

REGIONAL PLANNING COMMISSION FOR
Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John, St. Tammany and Tangipahoa
Parishes
RPC Title VI Program

Introduced by _____

Seconded by _____,

On the _____ day of _____, 2019.

WHEREAS, the Regional Planning Commission (RPC) Title VI Program will update the policy of nondiscrimination as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), for the New Orleans and St. Tammany urbanized areas; and

WHEREAS, the Program will insure that no person within the jurisdiction of the Regional Planning Commission shall be excluded from participation in or otherwise discriminated against on the grounds of race, color, or national origin under any program or activity receiving federal financial assistance; and

WHEREAS, the Title VI Coordinator shall be responsible for coordinating the overall administration of the Title VI program, plan, and assurances; and

NOW, THEREFORE, BE IT RESOLVED, that the Regional Planning Commission hereby adopts the updated RPC Title VI Program, and will furnish copies to member parishes for their use and further consideration.

Whereupon, after discussion, the question was called and resulted in the following:

AYES: _____ NAYS: _____ ABSTENTIONS: _____

And the Chairman declared the Resolution duly carried.

Mike Cooper
CHAIRMAN

Latoya Cantrell
SECRETARY