

**TITLE VI COMPLIANCE PLAN**  
**FOR**  
**FEDERAL TRANSIT**  
**ADMINISTRATION PROGRAMS**



**Prepared By:**

**Mississippi Department of Transportation**

**Public Transit Division**

**May 2015**

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# MISSISSIPPI DEPARTMENT OF TRANSPORTATION

## I. TITLE VI NONDISCRIMINATION STATEMENT

**The Mississippi Department of Transportation ensures compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 21; dated October 1, 2012, and related statutes and regulations that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin; including the denial of meaning access for Limited English proficient (LEP) persons. Moreover, The Mississippi Department of Transportation (MDOT) complies with all requirements pertaining to Environmental Justice, (EJ) Executive Order 12898 by ensuring that Minority populations and low – Income Populations are not subjected to disproportionately high and adverse environmental impacts and effects.**

## II. Overview

The FTA Title VI requirements apply to all FTA funded programs administered by the Public Transit Division. These programs include, but are not limited to the Enhanced Mobility of Seniors and Individuals with Disabilities Program – Section 5310; New Freedom Program – Section 5317; Rural Area Program – Section 5311 and Job Access and Reverse Commute Program – Section 5316.

For these programs, Title VI shall be enforced by the MDOT in the following manner:

- Ensuring that subrecipients are in compliance with the requirements and conduct Title VI assessments of subrecipients in accordance with C4702.1B,
- Maintaining and providing data and other relevant information to FTA as required in C4702.1B, including pertinent data obtained from subrecipients;
- Subrecipients shall be responsible for complying with these requirements and shall submit all pertinent data to the MDOT;
- At its discretion, FTA may collect data from the MDOT necessary to determine Title VI compliance. FTA may, as appropriate, conduct compliance reviews of the Division and subrecipients; and
- It is also acknowledged that, at the discretion of FTA, information other than that required by Circular 4702.1B may be requested from MDOT or subrecipients to resolve questions concerning compliance with Title VI. In such cases, the request for additional information will be made in writing.

It is our commitment to afford individuals affected by MDOT and subrecipient activity(s) with meaningful access to programs and services by:

- Advertising meetings, hearings, conferences, etc., in appropriate languages as necessary;
- Requesting the participants to inform us of needed accommodations in order to meet reasonable needs.
- Having written materials printed in languages that meet LEP requirements.
- Providing interpreters to verbally translate and perform sign language when necessary

Technical assistance will be provided to subrecipients in the development of LEP implementation plans as necessary. Subrecipients electing not to prepare a written language implementation plan will be assisted in their consideration of other ways to reasonably provide meaningful access to programs or activities.

### **III. GENERAL REQUIREMENTS AND GUIDELINES**

#### **1. Requirement to Provide Title VI Assurances:**

MDOT requires all sub-recipients to submit their Title VI Assurances to MDOT prior to receiving FTA funds. MDOT, Public Transit Division, submits the annual Certification and Assurance requirement via TEAM.

#### **2. Requirement to submit a copy of the board resolution, meeting minutes, etc.**

See attachment in appendices.

#### **3. Requirement to Notify Beneficiaries of Protection Under Title VI**

MDOT, Public Transit Division and sub-recipients of federal transit administration funding will disseminate and provide information to the public regarding their Title VI obligations and apprise the public of the protections against race, color, and national origin discrimination afforded to them by Title VI. This information dissemination will be accomplished through measures that can include but shall not be limited to posting the information on the agency's website; and in public areas of the agency's office(s), including the reception desk and meeting rooms. Each sub-recipient will establish and maintain a website to post their Title VI statement. The Title VI information will further be posted in all facilities of the sub-recipients establishments; office space, and facilities including buses.

Also, the Title VI Program will be available on the [http://mdot.ms.gov/portal/public\\_transit](http://mdot.ms.gov/portal/public_transit) and disseminated in other suitable formats by MDOT.

Sub-recipients may adopt the Title VI notice developed by MDOT; however, sub-recipients will be responsible for notifying their beneficiaries that they may file discrimination complaints directly with the sub-recipient. MDOT will provide assistance to sub-recipients upon request or as MDOT deems necessary. A copy of the notice can be found in the Appendix B.

#### **4. Requirement to Develop Title VI Complaint Procedures and Complaint Form**

##### **A. Statement**

As a matter of policy, the MDOT allows any individual or individuals who believes he or she has been discriminated against on the basis of race, color, or national origin to MDOT, Public Transit Division or the sub-recipients. A formal, signed, written Title VI complaint form must be filed within 90 days of the date of the alleged act of discrimination. See Appendix C for a copy of the Complaint Form. The complaint should be submitted to:

**Evelyn Chaffin**  
**Operations Management Analyst Principal**  
**Mississippi Department of Transportation**  
**Public Transit Division**  
**401 North West Street**  
**Jackson, MS 39201**  
**TELE: (601) 359-7800**  
**FAX: (601) 359-7777**  
**EMAIL: echaffin@mdot.ms.gov**

##### **B. Complaint Filing Procedures**

1. Complaints may be submitted in writing to the affected transit provider, applicant or contractor prior to the complainant submitting a formal complaint to the Division. Complaints made by or on behalf of the complainant(s) must be signed by the complainant(s).

2. Written complaints concerning FTA funded projects or services submitted to the MDOT may be submitted through the Public Transit Division. Complainants are to be made aware by the MDOT that copies of the written complaint may be filed with the FTA Regional Administrator and/or Civil Rights Office.

3. In those situations where the complainant is unable to provide a written complaint, a verbal complaint made to the Mississippi Department of Transportation's Executive Director, Director of Civil Rights and the Public Transit Administrator shall be accepted and shall be considered sufficient to justify staff review of the complaint.

4. Prior to any formal compliance review or investigation by the staff, the complaint must be put in a written format that identifies specific allegation. The written allegation statement must

be signed by the complaint. The Public Transit Division staff and the Director of Civil Rights may provide technical assistance in explaining the discrimination complaint procedures.

5. All written complaints of discrimination will be referred as a matter of routine procedure to the Department's legal counsel.

6. Within fifteen (15) working days of receipt of a written complaint, the complainant(s) are provided written acknowledgment, that the complaint has been received. Complainants will also be made aware of their right to file a complaint with the FTA Regional Office.

7. Staff of the Public Transit Division will be given subsequent steps to be taken in resolving or investigating the complaint by the Director of Civil Rights, legal counsel and the Human Resources Division.

8. All complaints and subsequent related documents will be added to the files maintained by the Division.

9. All applicants and/or contractors that are the subject of Title VI written complaints shall be notified in writing by the Director at the time that the complainant receives the acknowledgment referenced in #6 above.

10. Failure of the complainants to cooperate in the filing, investigation and/or resolution of a complaint will be considered cause for the MDOT to issue a determination that further investigation is not supported by the available information; and shall be considered basis for a finding of probable non-compliance. As such, the MDOT shall notify FTA in writing of the circumstances. A finding of non-compliance resulting from the failure or refusal of the grantee or contractor to cooperate may be sufficient to withhold approval of pending applications, payments or contracts.

11. Within forty-five (45) days of the receipt of a written complaint, the complainant(s) will receive a written notice of action taken on all complaints as a status report. Such a notification is to include:

a. Identification of any referrals to FTA, legal counsel or other affected parties

b. Status of the MDOT's review or investigation

c. Request(s) for any additional information

**Complaint Review Report.** A written complaint review report will be prepared by the Public Transit Division Administrator for review by the Director, Office of Intermodal Planning, Human Resource Director and Legal Counsel as appropriate. This report will be used as the basis of finding(s)/determination(s) and may be used to report non-compliance findings to FTA. The report will at a minimum be in the format outlined in FTA Circular C 4702.1B.

Moreover, MDOT will establish and maintain an internal manual and computerized tracking system for all filed Title VI complaints. Currently, and as of the completion and submission of this plan, the MDOT has not received any Title VI complaints for MDOT or sub-recipients.

Upon completion of the investigation and the complainant is not satisfied with the result, the complainant may file a complaint directly with the following federal office:

**Federal Transit Administration (FTA), Office of Civil Rights**  
**Attn: Title VI Program Coordinator**  
**East Building, 5<sup>th</sup> Floor-TCR**  
**1200 New Jersey Avenue SE**  
**Washington, D.C. 20590**

**5. Requirement to Record and Report Transit-Related Title VI Investigations, Complaints, and Lawsuits.**

MDOT has had no lawsuits, or complaints that allege discrimination on the basis of race, color, or national origin, since the last submission of the Title VI Program. A copy of the Title VI Investigations, Complaints, and Lawsuit Form that will be used to record any Title VI investigations, complaints, or lawsuits can be found in the Appendix E.

**6. Promoting Inclusive Public Participation**

The public is made aware of outreach activities via advertisement in minority and non-minority newspapers with broad circulation, via community meetings, television, and radio (reading radio for hearing impaired). Alternate communication and materials formats are made available upon request.

Since the last submission of the Title VI Program, MDOT Public Transit Division has held public town hall meetings at convenient times and at accessible locations to encourage participation from the LEP populations and make community aware of transit awareness. Sub-recipients annually host community meetings, such as Senior Awareness Day, to engage the public in transit activities. During the application workshop period, sub-recipients announce in local and regional newspapers about public hearings for input during application period. Transportation Coordination Summit is hosted yearly and is published via media outlets, internet, MS Public Broadcasting Station's Reading Radio, and other technology venue such as: facebook and tweeter statewide. MDOT as well as sub-recipients also utilized media outlets and technology advances to announce public meetings for service changes and funding requests. Newspapers of general circulation are used as well as all minority newspapers vendors within the State. MDOT's staff has participated in public outreach efforts to explain transit programs and to interact with the community. Accessible material formats are made available as needed. Attached is a copy of MDOT yearly Title VI Assessment Report and Accomplishments. (See Appendix K)

## **7. Requirement to Provide Meaningful Access to Limited English Proficient (LEP) Persons**

According to U.S. Census Bureau 2010 American Community Survey data, approximately 3.7% of residents in the State of Mississippi speak a language other than English at home, with Spanish being the most used non-English language. According to the 2010 survey, Spanish was used at home by 2.4% of Mississippi residents.

MDOT will post vital documents including Title VI Notice, Complaint Procedures, and the Complaint Form on the Mississippi Department of Transportation website [http://mdot.ms.gov/portal/Public\\_Transit](http://mdot.ms.gov/portal/Public_Transit) in English and Spanish for FTA funded transportation programs. In addition, MDOT will provide documents and literature in other languages as needed. MDOT will utilize bilingual staff and also establish a list of qualified interpreters and businesses that can provide translation services on an as needed basis.

MDOT is taking “reasonable steps” and shall observe the four factors which must be considered when assessing language needs and determining what steps should be taken to ensure access for LEP persons:

### **Applying the Four Factor Analysis**

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

The MDOT examined the 2010-2012 American Community Survey 3 Year Estimates of the U.S. Census Bureau and was able to determine that approximately 3.7% or 103,533 of Mississippi population spoke language other than English. Of the 103,533 people reporting speaking a language other than English 42,330 or 40.9% of respondents speak English “less than very well” (See **APPENDIX H** Mississippi Language Spoken at Home Chart).

#### **2. The frequency with which LEP individuals come in contact with a MDOT program, activity, or service**

The MDOT assesses the frequency at which staff and contractors have or could possibly have contact with LEP persons. This includes documenting phone inquiries and verbally surveying staff via on-site visits and other reporting mechanisms. We have not received requests through our special emphasis program areas or transit agencies from individuals requesting interpreters. However we have required that all sub-recipients of federal funds develop a written plan to accommodate the possible need of interpreter services in the event that requests are received. The Public Transit and the Office of Civil Rights divisions maintain a copy of these written plans in our files. The staff and sub-recipients have had very little to no contact with LEP individuals.

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

There is no large geographic concentration of any one type of LEP individuals in the Mississippi. According to the 2010-2012 American Community Survey 3- year Estimates of the U.S. Census Bureau, the overwhelming majority of the population, 96.3% or 2,667,440, speak only English.

Therefore, there have been no specific focused outreach efforts to get LEP communities involved in program, activity and/or services provided by the MDOT and/or sub-recipients. However, efforts are made via advertising, media, community meetings, etc. to insure that information about hearings, meetings, conference/workshops, planning activities are broadly circulated throughout the state of Mississippi. Alternative language format have been used by MDOT and sub-recipients in this effort although our prevalent population speaks English. The Title VI program for paratransit services, award of contracts and fixed route services are significantly important. MDOT and all contracted sub-recipients will assess their programs, activities and services to ensure they are providing meaningful access persons.

#### **B. Developing A Language Assistance Plan.**

Based on our analysis, Spanish is the language that will be used when dealing with the LEP population. We will translate vital documents when we have public meetings.

### **8. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

MDOT does have a non-elected advisory Interagency Transportation Committee (ITC). The ITC was established as an advisory body to assist the Public Transit Division in reviewing certain project requests and making recommendations. The ITC is composed of representatives from other state/human services agencies and disabilities advocacy groups that have an interest in providing or purchasing transportation services funded via FTA grant programs. The committee has two white males, one black male, six black females. A table depicting the racial breakdown of the membership is included as Appendix D.

MDOT shall ensure that itself and sub-recipients planning boards, advisory councils and committees include representatives that are indicative of the population served. Particular attention will be given to Minority and LEP representation.

### **9. PROVIDING ASSISTANCE TO SUB-RECIPIENTS:**

We allow our sub-recipients to use our Title VI complaint form; however, the sub-recipients are the ones to investigate the complaints.

An Application workshop is provided for all potential sub-recipients. The workshop is advertised via minority and non-minority newspapers. The areas of distribution include predominately minority and low income populations. The application process is explained during the workshop and individualized technical assistance is provided as needed to all

potential applicants. A list of requests is kept on file which includes names and area of service. Further technical assistance is provided via meetings and telephone contact.

#### **10. MONITORING SUB-RECIPIENTS**

The Public Transit Division will monitor and review FTA funded projects to ensure proper administration of grant funds as well as compliance with applicable rules and regulations. Also, ensure submission of the sub-recipients 'annual Title VI assurances to MDOT as part of their annual Certification and Assurance submission'.

The Division shall also conduct periodic site visits to monitor project implementation and progress or to conduct assessments in any area of project performance. To the greatest extent practical, these visits shall be conducted no less than annually for all projects under contract. Variations from this requirement will be approved by the Public Transit Division Director.

On-site monitoring is intended to be a comprehensive review of the project's activities to ensure that the contractor is complying with applicable federal and state regulations, policies and procedures. To accomplish the on-site monitoring function, staff must conduct at least one comprehensive review of all phases of project compliance. Other on-site visits may be designed to review for continued compliance, but should also focus on the provision of technical assistance.

Desk monitoring will be done when on-site monitoring is impractical due to time, staffing, or budget constraints. This monitoring will include a review of all project financial records readily available to MDOT.

After each monitoring visit, sub-recipients are required to respond to their finding(s) within 30 days after receipt of their transmittal monitoring letter. The results from the monitoring visits have been determined that sub-recipients are in compliance.

During the reporting period there were no findings in the monitoring of 5310 and 5311 sub-recipients related to the Title VI program. There were four (4) new projects funded during the reporting period. Technical assistance and guidance were provided to these projects in the development of Title VI policies and procedures for their organizations. Title VI policies and procedures were provided as a part of the initial visit to the projects. There were 60 5311 and 123 5310 project site visits performed during the Title VI program reporting period.

MDOT held a Title VI workshop for all sub-recipients. MDOT requested that all sub-recipients Title VI Plan be submitted to MDOT to be kept on file. Every three years sub-recipients have to submit Title VI updates to MDOT. During regional coordination meetings, workshops and conferences sub-recipients are given FTA updates and requirements.

**11. Determination of Site or Location of Facilities:** MDOT follows the NEPA process to determine if any adverse impacts might result from federally funded transportation projects. MDOT will follow the appropriate Title VI Analysis on projects. During the reporting

period, MDOT Public Transit Division did not have any projects that required an equity analysis.

#### **IV. REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS**

MDOT is not a fixed route provider but has three sub-recipients that are fixed route providers. We will ensure that they will adhere to fixed route requirements.

#### **V. REQUIREMENTS FOR STATES**

MDOT receives Federal Financial assistance from the FTA and will implement the general requirements and guidelines outlined in Chapter III of FTA Circular 4702.1B as noted and recorded.

##### **Planning:**

MDOT developed a public involvement plan as a part of the Multiplan development process. The plan outlines the public strategies for the MULTIPLAN, providing a framework for reaching both Public and private sector individuals and entities involved in and affected by transportation-related activities within the state. In doing so, a large and diverse cross-section of those impacted are able to contribute to the development, implementation and ultimate success of Mississippi's long-range transportation planning efforts. Based on our demographic profile, Title VI class is protected. Attached is a copy of the procedures used to certify that the Statewide Planning process is in compliance with Title VI (See Appendix K). This information is also made available to the public on our website [www.gomdot.com](http://www.gomdot.com). Web-based comments can be made online.

The MDOT will routinely include all federally funded transit and specialized transportation projects in the Department's Statewide Transportation Improvement Program (STIP). To accomplish this, the Public Transit Division, through the Office of Intermodal Planning, will participate in the STIP-STP Work Group or other internal mechanisms that are established for the purpose of implementing the appropriate statewide planning requirements. At a minimum, the PTD will provide STIP update information in the format and at such time requested by the Planning Division.

##### **Requirements for Program Administration**

In accordance with 49 CFR Section 21.5, the general nondiscrimination provision; MDOT shall document that FTA funds are passed through to subrecipients without regards to race, color, or national origin and will ensure that minority populations are not denied the benefits of or excluded from participation in the programs. Moreover, MDOT shall prepare and maintain, but will not report to FTA until requested.

An application workshop is provided for all potential sub-recipients. The workshop is advertised via minority and non-minority newspapers. The areas of distribution include predominately minority and low income populations. The application process is explained during the workshop and individualized technical assistance is provided as needed to all potential applicants. Further technical assistance is provided via meetings and telephone contact.

# **APPENDICES**

MINUTES FROM MISSISSIPPI TRANSPORTATION COMMISSION  
MEETING

EXCERPT FROM THE MINUTES OF THE MEETING OF THE  
MISSISSIPPI TRANSPORTATION COMMISSION, MAY 26, 2015

Upon motion duly made with Commissioners Mike Tagert and Tom King each voting yes, under the authority of the Commission, in conformity with and as spread on its minutes, approval of the Title VI Civil Right Compliance Program for Federal Transit Administration (FTA) funded programs, is hereby granted. The program has been revised in accordance with FTA Circular guidance 4702.1B. The updated program is a requirement for the Department's administration of FTA funded formula grant programs.

STATE OF MISSISSIPPI

COUNTY OF HINDS

I, Amy Hornback, Secretary, Mississippi Transportation Commission, do hereby certify that the above and foregoing is a true and correct copy of an Order of the Mississippi Transportation Commission of record in Minute Book 19, Page 1406, of the Official Minutes of said Commission on file in its offices in the City of Jackson, Mississippi, duly adopted on the 26<sup>th</sup> day of May, 2015.

Witness my hand and official seal this the 26<sup>th</sup> day of May A.D., 2015.



AMY K. HORNBACK, SECRETARY  
TRANSPORTATION COMMISSION  
STATE OF MISSISSIPPI

## **Appendix “A”**

## MISSISSIPPI DEPARTMENT OF TRANSPORTATION - TITLE VI ASSURANCES

The Mississippi Transportation 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 U.S.C. 2000d to 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, non-discrimination in all 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, age, handicap or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of 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.

The Recipient hereby gives the following specific assurances with respect to all Highway Programs:

1. The Recipient agrees that each "program" and each "facility" as defined in 49 CFR part 21, Subsections 21.23 (a) 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 Federal Regulations.
2. The Recipient shall insert the following notification in solicitations for bids for work or material subject to the Federal Regulations made in connection with all Federal Aid Highway Programs, and in adapted form, in all proposals for negotiated agreements:

The Mississippi Transportation Commission in accordance with Title VI of the Civil Rights Act of 1964, 78-252, 42 U.S.C. 2000d to 2000d-4, the Civil Rights Act of 1987, 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 insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise firms will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of Race, Color, Sex, Age, National Origin, or Handicap/Disability in consideration for an award.

3. The Recipient will insert the clauses of Assurances Appendix A of this assurance in every contract subject to the Act and the Federal Regulations.

4. The Clauses of Assurances Appendix B of this assurance shall be included 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. Where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, this assurance shall extend to the entire facility and facilities operated in connection therewith.

6. Where the Recipient receives Federal financial assistance in the form of or for the acquisition of real property or an interest in real property, the assurance shall extend to the right to space on, over or under such property.

7. The Recipient shall include the appropriate clauses set forth in Assurances Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties:

- (a) for the subsequent transfer of real property 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. This assurance obligates the Recipient for the period during which Federal Financial assistance is extended to the program except where the federal financial assistance is to provide, or is in the form of personal property, or real property, or interest therein or structures or improvements there on, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods.

- (a) the period 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 Secretary of Transportation, or the official to whom he delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferee, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by, or pursuant to, the Act, the regulations and this assurance.

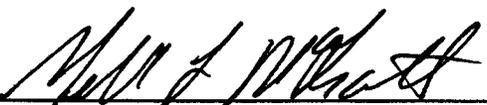
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance.

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 the Recipient by the Department of Transportation under the Federal-Aid Highway Program of the Mississippi Transportation commission and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in the 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.

Dated: *July 29, 2013*

---

Mississippi Transportation Commission

By:   
\_\_\_\_\_  
Melinda L. McGrath, P.E.  
Executive Director  
Mississippi Department of Transportation

Attestation:   
\_\_\_\_\_  
Amy Hornback  
Secretary to the Mississippi Transportation Commission

## **APPENDIX “B”**

### **Notifying the Public of Rights Under Title VI**

#### **Public Transit Division**

Public Transit Division operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Public Transit Division.

For more information on Public Transit Division’s civil rights program, and the procedures to file a complaint, contact 601.359.7800 or 1-866-813-3616 or email [echaffin@mdot.ms.gov](mailto:echaffin@mdot.ms.gov); or visit our administrative office at 401 North West Street, Jackson, MS 39201. For more information, visit [mdot.ms.gov](http://mdot.ms.gov).

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

**Appendix "C"**  
**TITLE VI COMPLAINT FORM**

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

<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

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

Signature and date required below

\_\_\_\_\_

Signature

Date

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

Mississippi Department of Transportation  
 Public Transit Division  
 ATTN: Evelyn Chaffin, Title VI Coordinator  
 401 North West Street  
 Jackson, MS 39215-1850

## APPENDIX “D”

### Transit Planning and Advisory Bodies

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Service Area Population	59%	2.9%	37%	1.0%	0.6%	%
[Inter-Agency Transportation Committee]	2		7			
Disability Advocacy Group	1					
State Agencies	1		7			

MDOT will make efforts to encourage minority participation on the all advisory groups and committees. These efforts are made by distributing information about the participation on the committee at public meetings and throughout the transit community. MDOT will utilize the minority population demographic maps in order to focus on the areas in which the committee/advisory group participation information is distributed.

## APPENDIX “E”

### Summary of Investigations, Lawsuits, and Complaints

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>	None in the Past 3 years			
1.				
2.				
<b>Lawsuits</b>	None in the Past 3 years			
1.				
2.				
<b>Complaints</b>	None in the Past 3 years			
1.				
2.				

APPENDIX "F"

**Limited English  
Proficiency  
Plan**



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## **I. Introduction**

It is the policy of the Mississippi Department of Transportation (MDOT) to assure full and affirmative compliance with Title VI of the Civil Rights Act of 1964, as amended, and related statutes and implementing authority. MDOT has given certain assurances to the U.S. Department of Transportation in this regard: MDOT assures that no person in the United States, on the grounds of race, color, national origin, sex, age, or disability shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the recipient receives federal assistance from the Department of Transportation, including Federal Highway Administration.

English is the predominant language of the United States. The United States is also, however, home to millions of national origin minority individuals who are “limited English proficient” (LEP). That is, they cannot speak, read, write or understand the English language at a level that permits them to interact effectively. Because of these language differences and their inability to speak or understand English, LEP persons are often excluded from programs, benefits and/or activities of agencies receiving Federal financial assistance.

Presidential Executive Order (EO) 13166 entitled “Improving Access to Services for Persons with Limited English Proficiency” was intended to improve access to federally conducted and assisted programs for persons who are LEP. The EO requires recipients of Federal financial assistance to develop and implement guidance on how the recipient will assess and address the needs of otherwise eligible limited English proficient persons seeking access to the programs and activities of recipients of federal financial assistance.

MDOT’s LEP guidance provides procedures that will assist MDOT in complying with Title VI responsibilities to ensure meaningful access to all programs, activities and/or benefits for LEP persons.

## **II. Limited English Proficiency Statement of Commitment**

As a recipient of federal-aid funding, MDOT is committed to nondiscrimination in all its programs and activities whether or not those programs and activities are federally funded. This guidance clarifies MDOT’s fulfillment of responsibilities to limited English proficient (LEP) persons, pursuant to Executive Order 13166, entitled “Improving Access to services for persons with Limited English Proficiency.” MDOT will take reasonable steps to ensure meaningful access to the agency’s programs, activities, services and information that are normally provided in English are accessible to LEP persons. Failure to ensure that LEP persons can effectively participate in federally assisted programs and activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act.

The key to providing meaningful access to LEP persons is to ensure that LEP beneficiaries can communicate effectively and act appropriately based on that communication. The Department will ensure that every manager, supervisor, employee, and sub-recipient of federal-aid funds administered by MDOT takes reasonable steps to ensure meaningful access to MDOT recipients’ programs and activities. Where possible, the agency will collect and maintain demographic statistics on persons who participate in our programs and services. In addition, every district and division will post written notices in a public area

regarding the right to free language assistance for persons conducting business with the Department in the most frequently encountered or likely to be encountered languages.

Allegations of discrimination should be brought to the immediate attention of the Civil Rights Division Director, the Title VI Coordinator, the Contract Compliance Coordinator, or a District or Division Title VI Officer.

### **III. Legal Authority**

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall “on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Section 602 authorizes and directs Federal agencies that are empowered to extend Federal financial assistance to any program or activity “to effectuate the provisions of [section 601] \* \* \* by issuing rules, regulations, or orders of general applicability.” 42 U.S.C. 2000d-1.

Department of Justice regulations promulgated pursuant to section 602 forbid recipients from “utiliz[ing] criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.” 28 CFR 42.104(b)(2). DOT’s Title VI regulations include almost identical language in this regard. See 49 CFR 21.5(b)(vii)(2) (portions of these regulations are provided in Appendix A).

The Supreme Court, in *Lau v. Nichols*, 414 U.S. 563 (1974), interpreted regulations promulgated by the former Department of Health, Education, and Welfare, including a regulation similar to that of DOJ, 45 CFR 80.3(b)(2), to hold that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination. In *Lau*, a San Francisco school district that had a significant number of non-English speaking students of Chinese origin was required to take reasonable steps to provide them with a meaningful opportunity to participate in federally funded educational programs.

On August 11, 2000, Executive Order 13166 was issued. “Improving Access to Services for Persons with Limited English Proficiency,” 65 FR 50121 (August 16, 2000). Under that order, every Federal agency that provides financial assistance to non-Federal entities must publish guidance on how its recipients can provide meaningful access to LEP persons and thus comply with Title VI regulations forbidding recipients from “restrict[ing] an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program” or from “utiliz[ing] criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.”

On that same day, DOJ issued a general guidance document addressed to “Executive Agency Civil Rights Officers” setting forth general principles for agencies to apply in developing guidance documents for recipients pursuant to the Executive Order. “Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination

Against Persons with Limited English Proficiency,” 65 FR 50123 (August 16, 2000) (DOJ’s General LEP Guidance).

Pursuant to Executive Order 13166, DOT developed its own guidance document for recipients and initially issued it on January 22, 2001, “DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries.” However, in light of the public comments received and the Assistant Attorney General’s October 26, 2001, clarifying memorandum, DOT has revised its LEP guidance to ensure greater consistency with DOJ’s revised LEP guidance, published June 18, 2002, and other agencies’ revised LEP guidance. 67 FR 117 (June 18, 2002).

#### **IV. Agency Guidelines for Full Participation of Limited English Proficient (LEP) Persons**

##### **1. Implementation**

The Contract Compliance Coordinator is responsible for monitoring agency programs and activities to ensure meaningful access for LEP persons. The Civil Rights Director has designated the Contract Compliance Coordinator as the agency’s LEP Liaison.

##### **2. Agency Responsibilities**

All managers and supervisors have been notified that they are full obligated to ensuring meaningful access to all programs and activities offered by the Mississippi Department of Transportation.

The Contract Compliance Coordinator along with management will identify language service needs and strategies for responding to those needs. The Contract Compliance Coordinator with assistance from the Title VI Coordinator is responsible for monitoring agency programs and activities to ensure meaningful access for LEP persons. The LEP Liaison duties include:

- Ensure identification and securing of existing and needed resources (in-house, new hire contract, resource sharing with other agencies, volunteers, or other) to provide oral and written language services.
- Identify and develop and recommend guidelines to implement the Plan.
- Identify criteria for designation of language for initial round of translation, based on demographic data;
- Create systems to distribute translated documents, post electronically, and maintain supply;
- Identify training needs to staff and managers needing to use language services, as well as language service providers on staff.
- Establish protocols for ensuring quality, timeliness, cost effectiveness, and appropriate levels of confidentiality in translations, interpretations, and bilingual staff communications.
- Identify and implement a system for receiving and responding to complaints.

- Exchange best practices information with Divisions and Districts.
- Review the progress of MDOT on an annual basis in providing meaningful access to LEP persons, develop reports, and recommend modification to LEP Guidelines as appropriate.

### 3. LEP Services

The LEP Liaison will identify and maintain an inventory of Language Assistance Services (LAS) providers available to all MDOT personnel. The inventory will include, but is not limited to, the following:

Contract language service providers (LSP) based on the following qualification factors:

- The interpretation skill level of the LSP and its agents;
- The length of time the LSP has been in business;
- Any previous experience the agency may have had with the LSP,
- The LSP's experience in providing LEP services in similar contexts, and
- The timeliness in which they provide the service.

Contract document translators based on the following qualification factors:

- The translation skill level of the contractor and its agents;
- The length of time the contractor has been in business;
- Any previous experience the agency may have had with the contractor,
- The contractor's experience in providing LEP services in similar contexts, and
- The timeliness and accuracy in which they provide the service.

These contracts would be available for use by all MDOT Divisions and Districts as a source of professional and responsive language translation and interpretation services. All requests for translation/interpreter services will be forwarded to the Contract Compliance Coordinator within the Office of Civil Rights. Requests for services will include the name of the person requesting the services, and the division or district name and number.

The Contract Compliance Coordinator will maintain a database for LEP requests, by division and district. This database will include, at a minimum, the name of the person requesting the service, type of service requested, name of LEP person affected, type of document to be translated, language translated from and to, and any other pertinent information for tracking language services.

The LEP Liaison will develop a form that each requestor for services will complete to evaluate the services performed by the Contractor. The

evaluation forms will be sent directly to the Contract Compliance Coordinator.

All LAS will be made available to LEP persons at the expense of MDOT, where the circumstances indicate the provision of LEP services is appropriate and required.

#### 4. Training

MDOT staff members and sub-recipients should know their obligations to provide meaningful access to information and services for LEP persons, and all persons in public contact positions should be properly trained. An effective training objective would likely include training to ensure that:

MDOT staff and sub-recipients know about LEP policies and procedures.

MDOT staff and sub-recipients who have contact with the public (or those in a recipient's custody) are trained to utilize interpreter services effectively.

MDOT and sub-recipients shall include this training as part of the orientation provided for new employees.

Management staff, even if they do not interact regularly with LEP persons, should be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff. Training will be provided by the Office of Civil Rights.

#### 5. Needs Assessment

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

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

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

- United States census results
- Data maintained by the agency
- The agency's past experience in providing services to LEP stakeholders

- Information sources maintained by private and public local entities, including community-based organizations and local social services departments

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

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

The Contract Compliance Coordinator will coordinate with the LSP to have identified documents translated accordingly. Translated documents will be made available on MDOT's website for divisions and districts' access.

## 6. Complaint Procedure

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

All complaints, alleging a violation under Title VI will be referred to the Title VI Coordinator or a Title VI Officer.

The Title VI Coordinator and Civil Rights Director will take appropriate steps to resolve all complaints in accordance with the agency's discrimination complaint procedures.

- d. The Title VI Coordinator will maintain a database tracking requests for all complaints and their resolution. The database will include the following items:
  1. Source of complaint
  2. LEP request including relevant contact information
  3. Nature of complaint request
  4. Date complaint/request received
  5. Date complaint/request resolved

- 6. Manner of resolution
  - 7. Comments
- e. Fact-finding procedures by Title VI Coordinator and Civil Rights Director will follow the investigation protocol in the Title VI Plan.
  - f. Mediation and hearings:
  - g. Interpreters will be made available to hearing participants upon request or where CRD staff identifies a need for an interpreter.

## **V. APPLYING THE FOUR-FACTOR ANALYSES**

### **1. The number or proportion of LEP persons eligible in the MDOT service area who maybe served or likely to encounter a MDOT program, activity, or service.**

The MDOT examined the 2010-2012 American Community Survey 3 Year Estimates of the U.S. Census Bureau and was able to determine that approximately 3.7% or 103,533 of Mississippi population spoke language other than English. Of the 103,533 people reporting speaking a language other than English 42,330 or 40.9% of respondents speak English “less than very well” (See **APPENDIX A** Mississippi Language Spoken at Home Chart).

### **2. The frequency with which LEP individuals come in contact with a MDOT program, activity, or service**

The MDOT assesses the frequency at which staff and contractors have or could possibly have contact with LEP persons. This includes documenting phone inquiries and verbally surveying staff via on-site visits and other reporting mechanisms. We have not received requests through our special emphasis program areas or transit agencies from individuals requesting interpreters. However we have required that all sub-recipients of FTA and FHWA federal funds develop a written plan to accommodate the possible need of interpreter services in the event that requests are received. The Public Transit and the Office of Civil Rights divisions maintain a copy of these written plans in our files. The staff and sub-recipients have had very little to no contact with LEP individuals.

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

There is no large geographic concentration of any one type of LEP individuals in the Mississippi. According to the 2010-2012 American Community Survey 3- year Estimates of the U.S. Census Bureau, the overwhelming majority of the population, 96.3% or 2,667,440, speak only English.

Therefore, there have been no specific focused outreach efforts to get LEP communities involved in program, activity and/or services provided by the MDOT and/or sub-recipients. However, efforts are made via advertising, media, community meetings, etc. to insure that information about hearings, meetings, conference/workshops, planning activities are broadly circulated throughout the state of Mississippi. Alternative language format have been used by MDOT and sub-recipients in this effort although our prevalent population speaks English

#### **4. The resources available to the MDOT and overall costs**

The MDOT and contractors assessed its available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost on as needed basis, which documents would be the most valuable to be translated if and when the populations supports, taking an inventory of available organizations that the MDOT and contractors could partner with for outreach and translation efforts, and what level of staff training is needed.

After analyzing the four factors, the MDOT developed the plan outlined in the following section for assisting persons of limited English proficiency.

#### **LIMITED ENGLISH PROFICIENCY PLAN OUTLINE**

a) **How to Identify an LEP Person who Needs Language Assistance** - Below are tools to help identify persons who may need language assistance:

- Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings.
- When MDOT or sub-recipients 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 gage the attendee's ability to speak and understand English, ask a question that requires a full sentence reply.
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table (contained herein as **APPENDIX B**). While staff may not be able to provide translation assistance at this meeting, the cards are an excellent tool to identify language needs for future meetings. Also, have the cards available at the contractor sites.
- Frequently survey drivers and other first line staff of any direct or indirect contact with LEP individuals.
- Frequently survey MDOT's district and division offices of any direct or indirect contact with LEP individuals.

b) **Language Assistance Measures** - The MDOT has or will implement the following LEP procedures. The creation of these steps are based on the very low percentage of persons speaking other languages or not speaking English at least "well," and the lack of resources available in the MDOT service area:

- Census Bureau's "I Speak Cards" are to be located at each division and district reception area or business office locations at all times.
  - When needed, staff will be able to use a telephonic language communication provider to connect with the language need of LEP customers. Service is activated by using a call in number to the language interpreter services call center. The customer will be put on the phone where the language interpreter service call center will be able to determine what language is required if not already known.
  - When the MDOT's website is redesigned, AltaVista Babel Fish translation will be an added feature. This will aid LEP persons seeking services with MDOT.
- c) **Outreach Techniques** - MDOT does not have a formal practice of outreach techniques due to the lack of LEP population and resources available in the service area. However, the following are a few options that the MDOT will incorporate when and/or if the need arises for LEP outreach:
- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements, and agendas will be printed in an alternative language, based on known LEP population in the area.
  - When running a general public meeting notice, staff will insert the clause, based on the LEP population and when relevant, that translates into "A (insert alternative Language) translator will be available". For example: "*Un traductor del idioma español estará disponible*" This means "*A Spanish translator will be available*".
  - Key print materials, including but limited to schedules and maps, will be translated and made available at meetings or public hearings in communities where a specific and concentrated LEP population is identified.
- d) **Monitoring and Updating the LEP Plan** - This plan is designed to be flexible and is one that can be easily updated. At a minimum, the MDOT will follow the Title VI Program update schedule for the LEP Plan. However, major updates most likely will not occur until the next Census in 2010 unless the MDOT finds it necessary and crucial for an update before such time.

Each update should examine all plan components such as:

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in the State of Mississippi?
- 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 MDOT programs? Are there other programs that should be included?
  - Have the MDOT's available resources, such as technology, staff, and financial costs changed?
  - Has the MDOT fulfilled the goals of the LEP Plan?
  - Were any complaints received?
- e) **Dissemination of the MDOT Limited English Proficiency Plan** - MDOT's LEP Plan will be posted on MDOT's website where any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. Notice of protection for LEP persons is included in MDOT's Title VI brochure titled "Your Rights under Title VI of the Civil Rights Act of 1964". Brochures are distributed at public hearings and meetings.

Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to the MDOT's Title VI Coordinator or Contract Compliance Coordinator.

Office of Civil Rights  
Mississippi Department of Transportation  
P. O. Box 1850  
Phone: 601-359-7466  
Fax: 601-576-4504  
Email: [sroberts@mdot.state.ms.us](mailto:sroberts@mdot.state.ms.us) or [jrigby@mdot.state.ms.us](mailto:jrigby@mdot.state.ms.us)

ATTACHMENT

**Mississippi Languages Spoken at Home**

**Based on 2010 -2012 American Community Survey 3-  
Year Estimates Provided by the US Census Bureau**

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER	Total	Percent of population
Total resident population 5 years and over:	2,770,973	100.00%
Speak only English	2,667,440	96.3%
Language other than English	103,533	3.7%
Speak Spanish	63,125	2.3%
Speak English less than "very well"	28,383	1.0%
All other languages	40,408	1.5%
Speak English less than "very well"	13,947	0.5%

**ATTACHMENT**  
Census Bureau's "I Speak Cards"

 	
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> املأ هذا المربع إذا كنت تقرأ أو تتحدث العربية.	Arabic
<input type="checkbox"/> Արեւելահայկաճաճի լեզուով կարդա՞ք կամ խոսո՞ւք: Արեւմտահայկաճաճի լեզուով կարդա՞ք կամ խոսո՞ւք:	Armenian
<input type="checkbox"/> যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্স দাগ দিন	Bengali
<input type="checkbox"/> សូមបញ្ជាក់ប្រសិនបើ អ្នកអាច អានឬនិយាយ ភ្នំ ។	Cambodian
<input type="checkbox"/> Matca i kahhon komu un tsesi pet un sang i Chamorro.	Chamorro
<input type="checkbox"/> 如果您只有中文阅读和会话能力，请在本空格内打上叉记号。	Chinese
<input type="checkbox"/> Make kazyo sa a si ou li oswa ou pale kreyòl ayisyen.	Creole
<input type="checkbox"/> Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.	Croatian (Serbo-Croatian)
<input type="checkbox"/> Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.	Czech
<input type="checkbox"/> Kruis dit vakje aan als u Nederlands kunt lezen of spreken.	Dutch
<input type="checkbox"/> Mark this box if you read or speak English.	English
<input type="checkbox"/> اگر خواندن و نوشتن فارسی بردهستین، این مربع را علامت بگذارید.	Farsi

D-3309

**VI. FREQUENTLY ASKED QUESTIONS**

Q. Who is a Limited English Proficient (LEP) individual?

A. Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

Q. Does a recipient have to provide translation services in every language?

A. No. Recipients and federal agencies are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. What is "reasonable" is based on the four factor analysis. Once the recipient researches the demographics and takes resources available and costs into consideration it may be that they only provide language services in the largest number of LEP persons served or encountered by a program or service.

Q. Will providing language services increase the risk of litigation and liability for recipients as a result of LEP Guidance?

A. No. *Alexander v. Sandoval* holds principally that there is no private right of action to enforce Title VI disparate regulations. The LEP Guidelines are based on Title VI and DOT's Title VI regulations at 49 CFR Part 21 and does not provide any private right of action beyond that which exists in those laws. Thus LEP Guidance does not increase the risk of recipient's legal liability to private plaintiffs. DOT does not dismiss the fact that although there is no legal grounds this does not prevent persons from initiating legal actions.

Q. What is a "safe harbor?"

A. "safe harbor means that if a recipient provides written translations under certain circumstances, such action will be considered strong evidence of compliance with the recipient's WRITTEN translation obligations under Title VI. The following actions will be considered strong evidence of compliance with the recipient's written translation obligations: (a) the DOT recipient provides written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served; (b) if there are fewer than 40 persons in a language group that reaches the 5% trigger in (a), the recipient does not translate vital written materials but provides written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Q. Does the Executive Order apply to federally conducted activities overseas or to foreign recipients of federal financial assistance?

A. No. The Department of Justice has determined that EO 13166 applies only within the United States and its territories and does not apply extraterritorially.

However, agencies that conduct activities overseas must still submit a plan for making their domestic activities accessible to people who are limited English proficient. That plan will indicate that the agency conducts federal activities abroad, but that DOJ has determined that the EO does not apply to those activities.

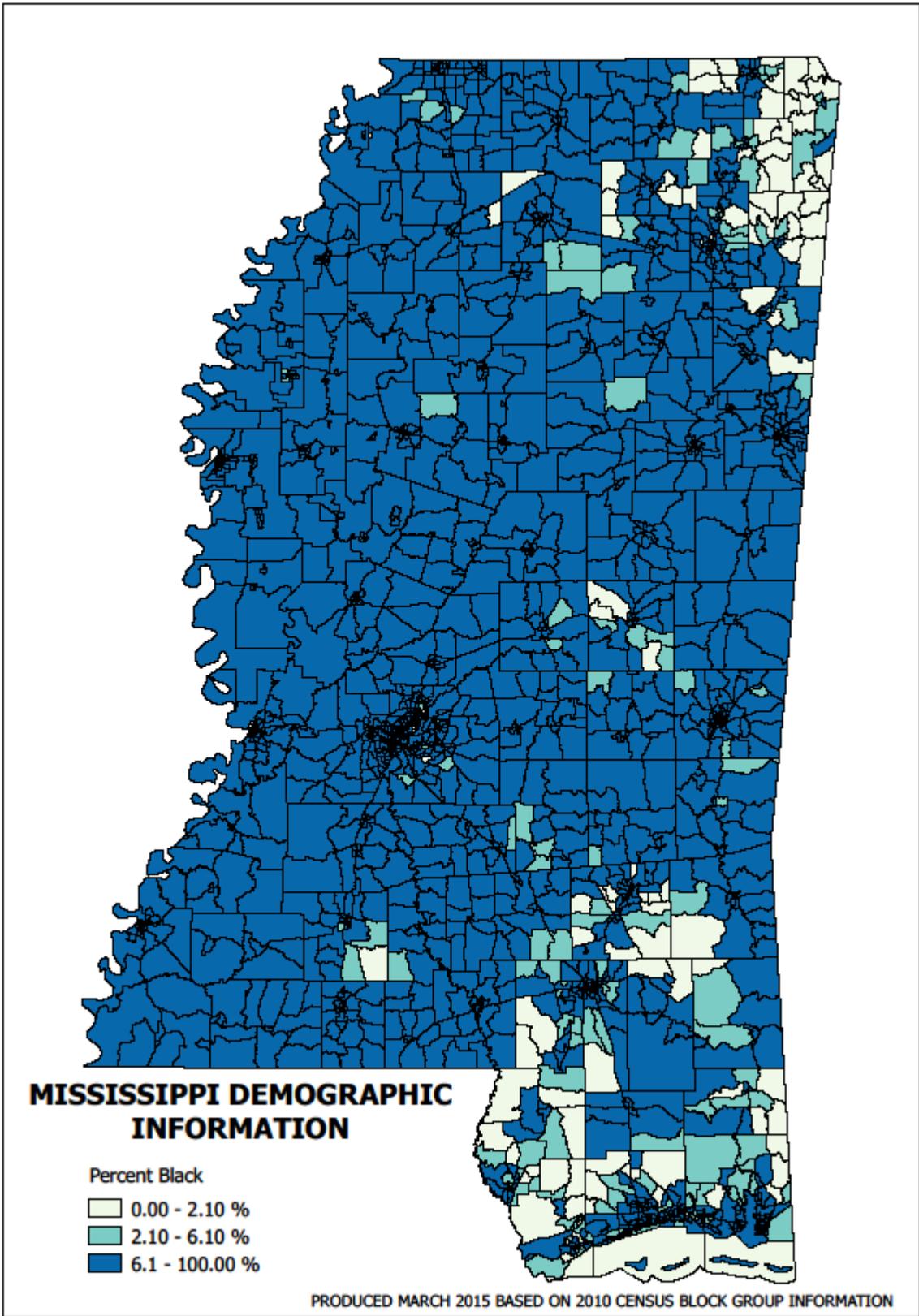
Similarly, agencies that provide federal financial assistance abroad and domestically must still create guidance for their domestic recipients, and may include a statement in the guidance indicating that the guidance does not apply extraterritorially.

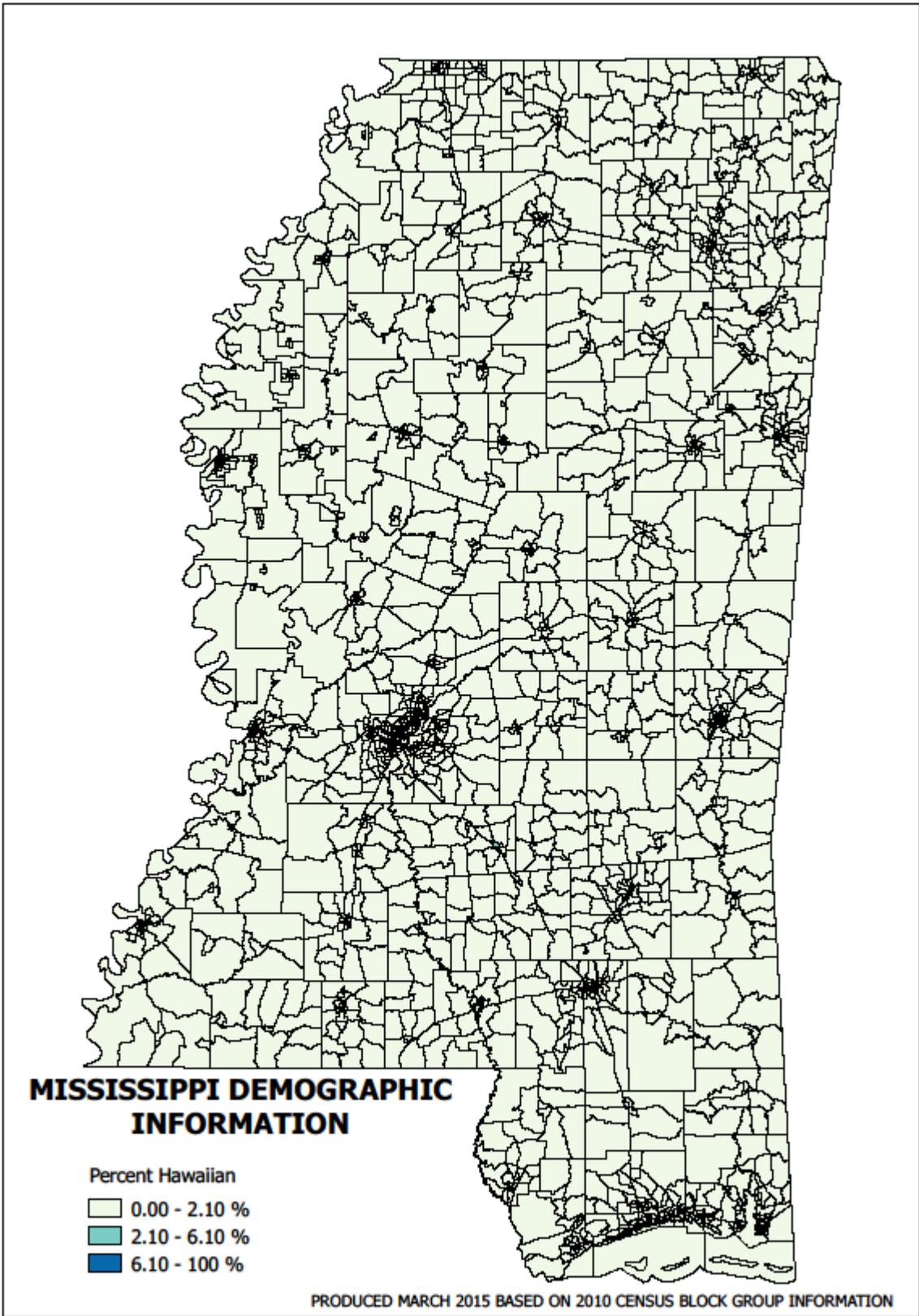
Q. What are recipients of federal funds and federal agencies required to do to meet LEP requirements?

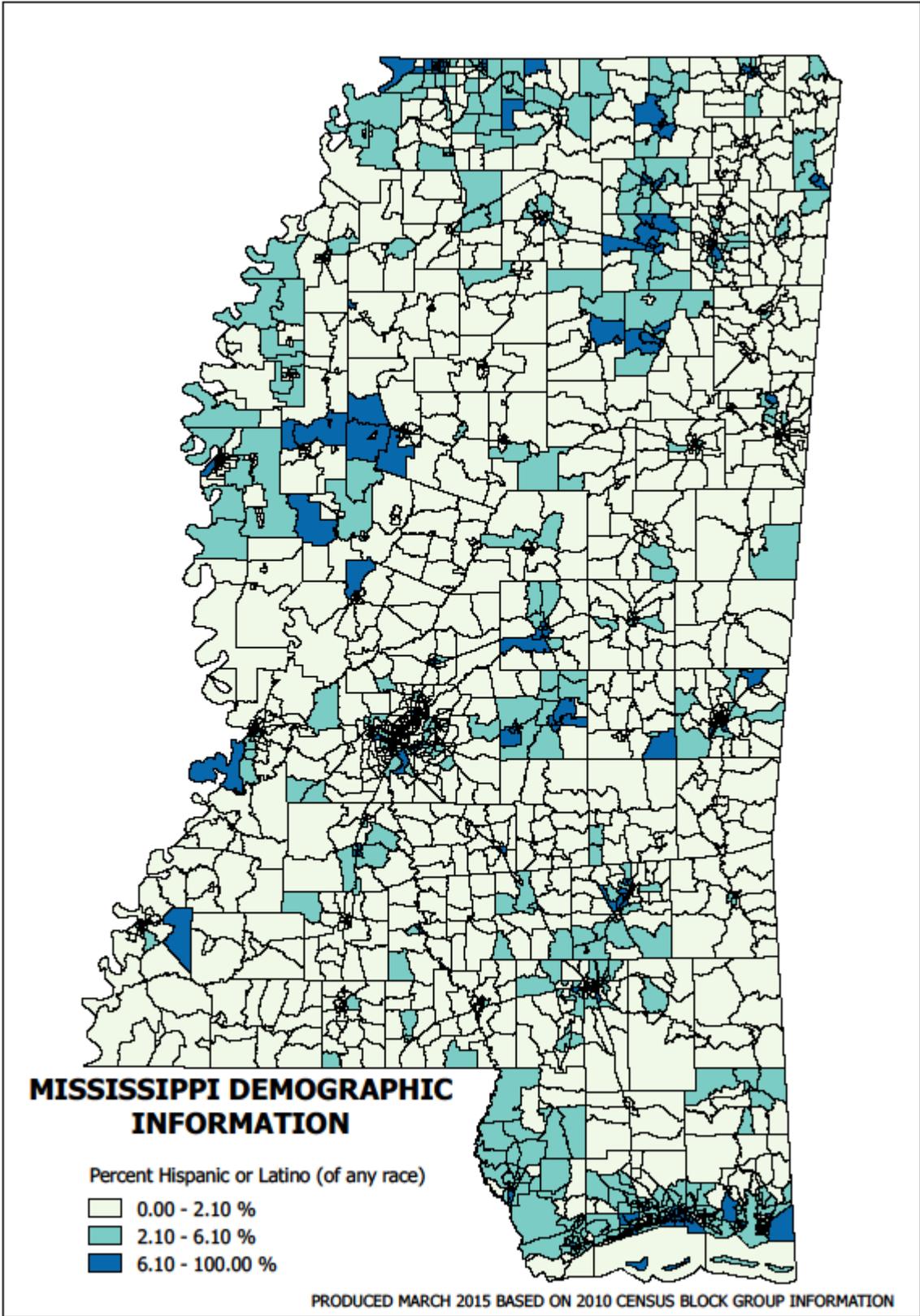
A. Recipients and federal agencies are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

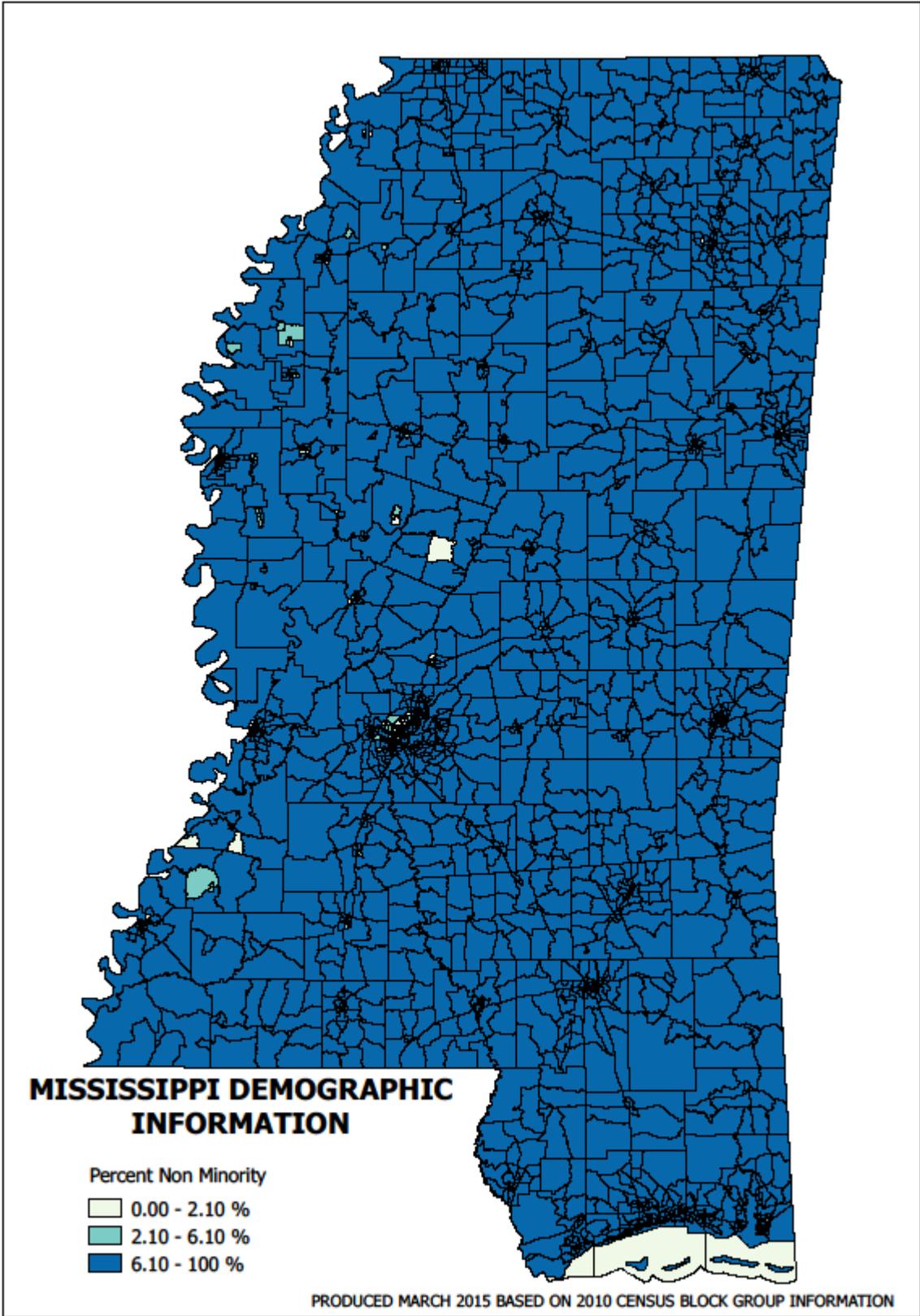
1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the program to people's lives; and
4. The resources available to the grantee/recipient or agency, and costs. As indicated above, the intent of this guidance is to find a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small business, or small nonprofits.

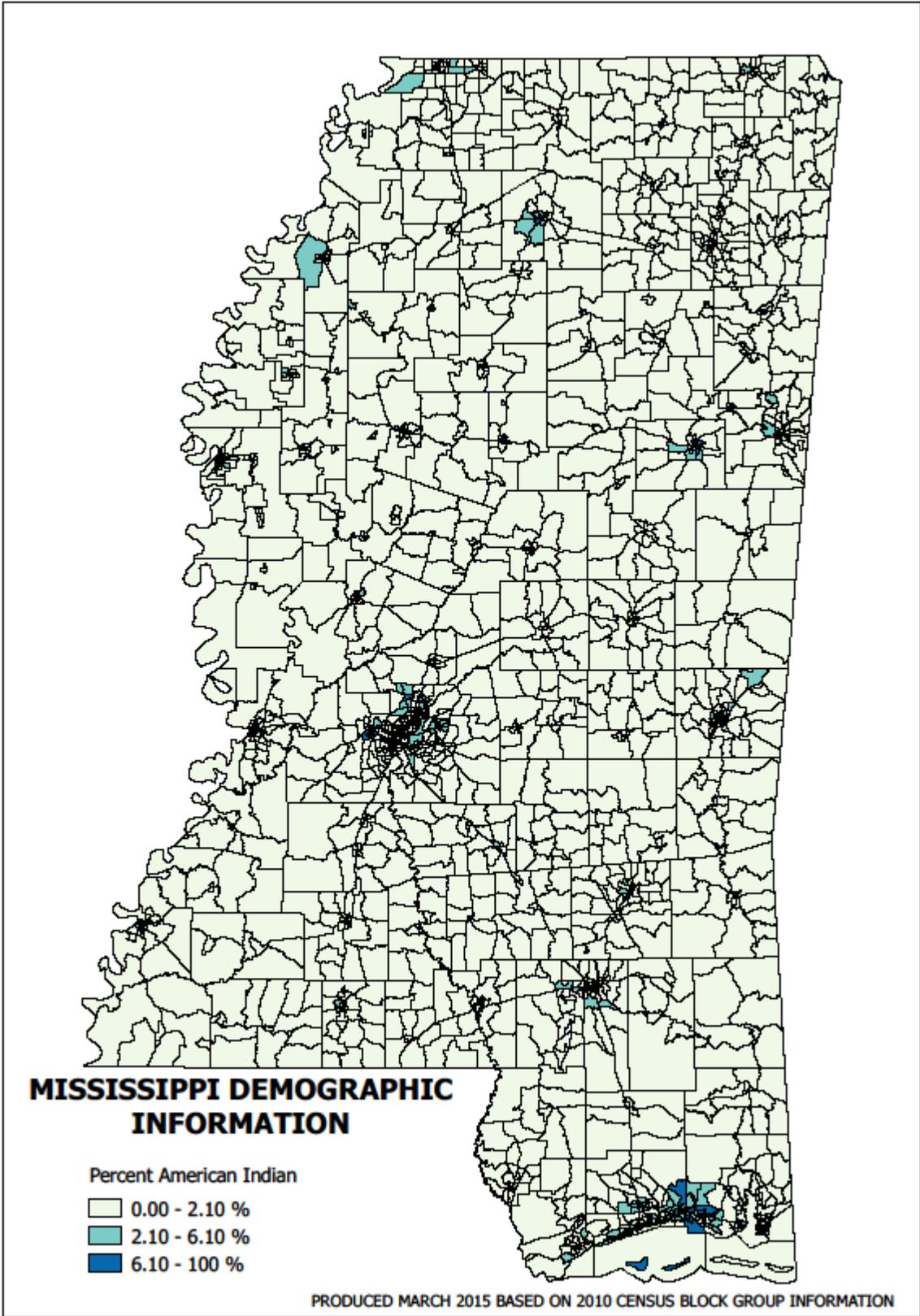
**APPENDIX “G”**  
**DEMOGRAPHIC MAPS**

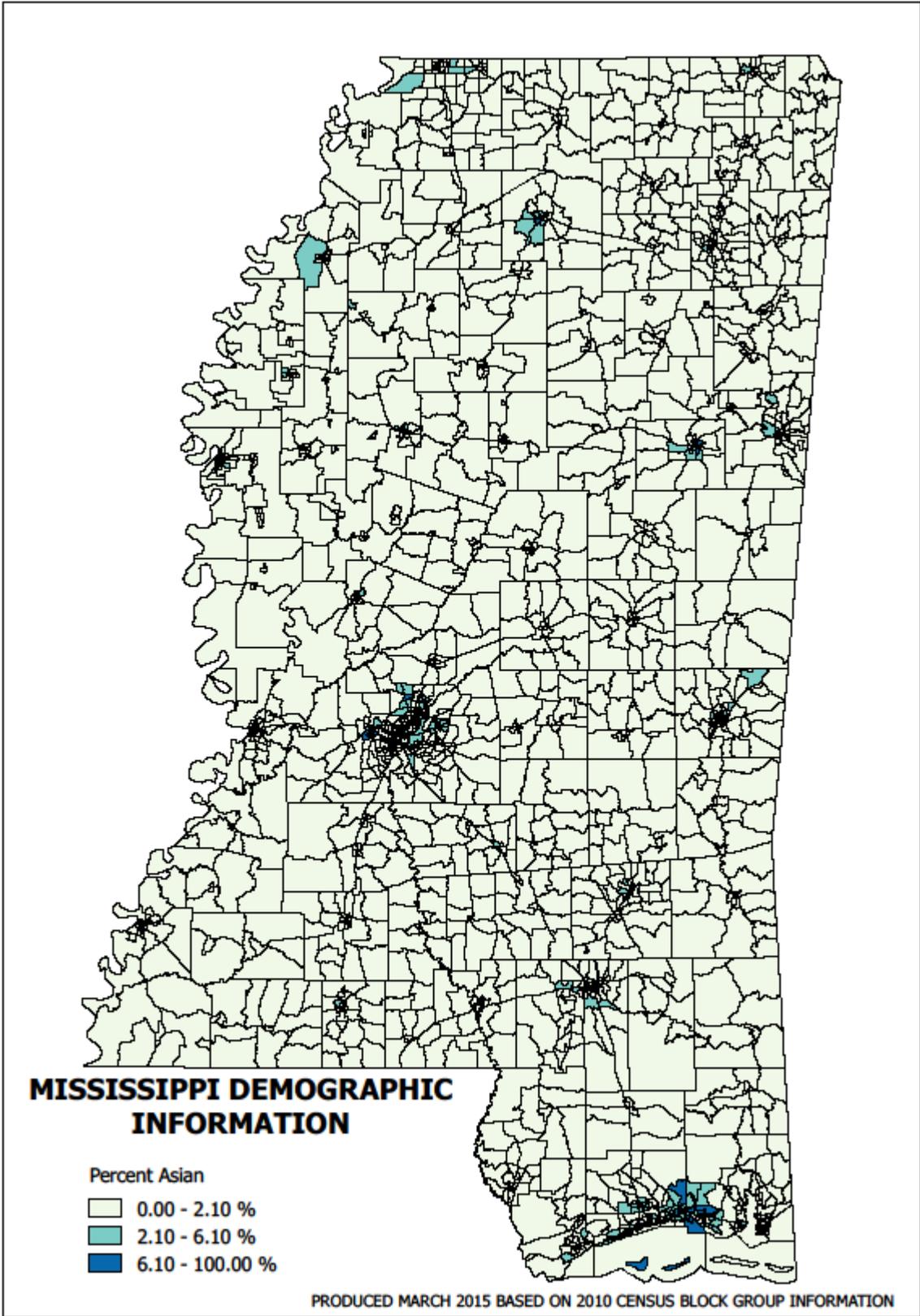












## Appendix “H” Census Data

### Attachment A

2010 United States Census Bureau: State & County Quick Facts

<b>People QuickFacts</b>	<b>Mississippi</b>	<b>USA</b>
Population, 2014 estimate	2,994,079	318,857,056
Population, 2013 estimate	2,992,206	316,497,531
Population, 2010 (April 1) estimates base	2,968,103	308,758,105
Population, percent change - April 1, 2010 to July 1, 2014	0.9%	3.3%
Population, percent change - April 1, 2010 to July 1, 2013	0.8%	2.5%
Population, 2010	2,967,297	308,745,538
Persons under 5 years, percent, 2013	6.6%	6.3%
Persons under 18 years, percent, 2013	24.7%	23.3%
Persons 65 years and over, percent, 2013	13.9%	14.1%
Female persons, percent, 2013	51.4%	50.8%
White alone, percent, 2013 (a)	59.8%	77.7%
Black or African American alone, percent, 2013 (a)	37.4%	13.2%
American Indian and Alaska Native alone, percent, 2013 (a)	0.6%	1.2%
Asian alone, percent, 2013 (a)	1.0%	5.3%
Native Hawaiian and Other Pacific Islander alone, percent, 2013 (a)	0.1%	0.2%
Two or More Races, percent, 2013	1.1%	2.4%
Hispanic or Latino, percent, 2013 (b)	2.9%	17.1%
White alone, not Hispanic or Latino, percent, 2013	57.5%	62.6%
Living in same house 1 year & over, percent, 2009-2013	85.8%	84.9%
Foreign born persons, percent, 2009-2013	2.2%	12.9%
Language other than English spoken at home, pct age 5+, 2009-2013	3.9%	20.7%
High school graduate or higher, percent of persons age 25+, 2009-2013	81.5%	86.0%

Bachelor's degree or higher, percent of persons age 25+, 2009-2013	20.1%	28.8%
Veterans, 2009-2013	200,748	21,263,779
Mean travel time to work (minutes), workers age 16+, 2009-2013	23.9	25.5
Housing units, 2013	1,283,165	132,802,859
Homeownership rate, 2009-2013	69.4%	64.9%
Housing units in multi-unit structures, percent, 2009-2013	13.9%	26.0%
Median value of owner-occupied housing units, 2009-2013	\$99,900	\$176,700
Households, 2009-2013	1,088,073	115,610,216
Persons per household, 2009-2013	2.65	2.63
Per capita money income in past 12 months (2013 dollars), 2009-2013	\$20,618	\$28,155
Median household income, 2009-2013	\$39,031	\$53,046
Persons below poverty level, percent, 2009-2013	22.7%	15.4%
<b>Business QuickFacts</b>	<b>Mississippi</b>	<b>USA</b>
Private nonfarm establishments, 2013	58,435 <sup>1</sup>	7,488,353
Private nonfarm employment, 2013	902,638 <sup>1</sup>	118,266,253
Private nonfarm employment, percent change, 2012-2013	0.8% <sup>1</sup>	2.0%
Nonemployer establishments, 2012	199,777	22,735,915
Total number of firms, 2007	225,977	27,092,908
Black-owned firms, percent, 2007	18.0%	7.1%
American Indian- and Alaska Native-owned firms, percent, 2007	0.3%	0.9%
Asian-owned firms, percent, 2007	1.8%	5.7%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	0.0%	0.1%
Hispanic-owned firms, percent, 2007	0.8%	8.3%
Women-owned firms, percent, 2007	26.9%	28.8%
Manufacturers shipments, 2007 (\$1000)	59,869,456	5,319,456,312
Merchant wholesaler sales, 2007 (\$1000)	23,003,585	4,174,286,516
Retail sales, 2007 (\$1000)	33,751,407	3,917,663,456
Retail sales per capita, 2007	\$11,552	\$12,990
Accommodation and food services sales, 2007 (\$1000)	7,045,097	613,795,732

Building permits, 2013	6,799	990,822
<b>Geography QuickFacts</b>	<b>Mississippi</b>	<b>USA</b>
Land area in square miles, 2010	46,923.27	3,531,905.43
Persons per square mile, 2010	63.2	87.4
FIPS Code	28	

1: Includes data not distributed by county.

[Download these tables - delimited](#) | [Download these tables - Excel](#) | [Download the full data set](#)

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 25 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County Quick Facts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits

## APPENDIX "H"

### Attachment B

2010 American Community Survey, Selected Social Characteristics in the United States

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
<b>HOUSEHOLDS BY TYPE</b>				
Total households	1,088,073	+/-4,665	1,088,073	(X)
Family households (families)	749,283	+/-4,483	68.9%	+/-0.3
With own children under 18 years	323,917	+/-3,454	29.8%	+/-0.3
Married-couple family	497,494	+/-4,513	45.7%	+/-0.3
With own children under 18 years	189,161	+/-3,130	17.4%	+/-0.3
Male householder, no wife present, family	52,810	+/-1,535	4.9%	+/-0.1
With own children under 18 years	24,078	+/-1,189	2.2%	+/-0.1
Female householder, no husband present, family	198,979	+/-2,621	18.3%	+/-0.2
With own children under 18 years	110,678	+/-2,107	10.2%	+/-0.2
Nonfamily households	338,790	+/-3,415	31.1%	+/-0.3
Householder living alone	295,119	+/-3,458	27.1%	+/-0.3
65 years and over	108,634	+/-2,203	10.0%	+/-0.2
Households with one or more people under 18 years	382,104	+/-3,558	35.1%	+/-0.3
Households with one or more people 65 years and over	281,285	+/-1,822	25.9%	+/-0.1
Average household size	2.65	+/-0.01	(X)	(X)
Average family size	3.23	+/-0.02	(X)	(X)

RELATIONSHIP

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
Population in households	2,883,757	*****	2,883,757	(X)
Householder	1,088,073	+/-4,665	37.7%	+/-0.2
Spouse	496,973	+/-4,556	17.2%	+/-0.2
Child	921,830	+/-5,348	32.0%	+/-0.2
Other relatives	251,683	+/-4,626	8.7%	+/-0.2
Nonrelatives	125,198	+/-4,154	4.3%	+/-0.1
Unmarried partner	49,882	+/-1,422	1.7%	+/-0.1

MARITAL STATUS

Males 15 years and over	1,127,398	+/-739	1,127,398	(X)
Never married	396,041	+/-3,112	35.1%	+/-0.3
Now married, except separated	545,524	+/-4,315	48.4%	+/-0.4
Separated	30,019	+/-1,259	2.7%	+/-0.1
Widowed	32,354	+/-1,285	2.9%	+/-0.1
Divorced	123,460	+/-2,629	11.0%	+/-0.2

Females 15 years and over

Never married	369,729	+/-3,474	30.1%	+/-0.3
Now married, except separated	528,041	+/-4,497	43.0%	+/-0.4
Separated	43,430	+/-1,633	3.5%	+/-0.1
Widowed	132,760	+/-2,171	10.8%	+/-0.2
Divorced	153,661	+/-2,861	12.5%	+/-0.2

FERTILITY

Number of women 15 to 50 years old who had a birth in the past 12 months	42,188	+/-1,525	42,188	(X)
Unmarried women (widowed, divorced, and never married)	20,806	+/-1,168	49.3%	+/-2.0
Per 1,000 unmarried	50	+/-3	(X)	(X)

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
women				
Per 1,000 women 15 to 50 years old	58	+/-2	(X)	(X)
Per 1,000 women 15 to 19 years old	37	+/-4	(X)	(X)
Per 1,000 women 20 to 34 years old	108	+/-5	(X)	(X)
Per 1,000 women 35 to 50 years old	17	+/-2	(X)	(X)
GRANDPARENTS				
Number of grandparents living with own grandchildren under 18 years	90,640	+/-2,557	90,640	(X)
Responsible for grandchildren	50,920	+/-1,894	56.2%	+/-1.4
Years responsible for grandchildren				
Less than 1 year	10,328	+/-824	11.4%	+/-0.9
1 or 2 years	12,204	+/-894	13.5%	+/-0.9
3 or 4 years	7,596	+/-725	8.4%	+/-0.8
5 or more years	20,792	+/-1,244	22.9%	+/-1.1
Number of grandparents responsible for own grandchildren under 18 years	50,920	+/-1,894	50,920	(X)
Who are female	33,503	+/-1,351	65.8%	+/-1.1
Who are married	34,083	+/-1,573	66.9%	+/-1.6
SCHOOL ENROLLMENT				
Population 3 years and over enrolled in school	812,513	+/-3,900	812,513	(X)
Nursery school, preschool	52,105	+/-1,475	6.4%	+/-0.2

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
Kindergarten	46,825	+/-1,805	5.8%	+/-0.2
Elementary school (grades 1-8)	331,935	+/-2,302	40.9%	+/-0.3
High school (grades 9-12)	167,133	+/-2,059	20.6%	+/-0.3
College or graduate school	214,515	+/-3,034	26.4%	+/-0.3

EDUCATIONAL ATTAINMENT

Population 25 years and over	1,918,110	+/-1,076	1,918,110	(X)
Less than 9th grade	123,655	+/-2,249	6.4%	+/-0.1
9th to 12th grade, no diploma	231,716	+/-3,623	12.1%	+/-0.2
High school graduate (includes equivalency)	584,838	+/-4,858	30.5%	+/-0.3
Some college, no degree	436,007	+/-4,992	22.7%	+/-0.3
Associate's degree	155,909	+/-2,981	8.1%	+/-0.2
Bachelor's degree	246,100	+/-3,625	12.8%	+/-0.2
Graduate or professional degree	139,885	+/-2,609	7.3%	+/-0.1
Percent high school graduate or higher	(X)	(X)	81.5%	+/-0.2
Percent bachelor's degree or higher	(X)	(X)	20.1%	+/-0.2

VETERAN STATUS

Civilian population 18 years and over	2,216,273	+/-1,033	2,216,273	(X)
Civilian veterans	200,748	+/-2,374	9.1%	+/-0.1

DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
Total Civilian Noninstitutionalized Population	2,908,862	+/-788	2,908,862	(X)
With a disability	474,886	+/-4,602	16.3%	+/-0.2
Under 18 years	746,074	+/-616	746,074	(X)
With a disability	35,497	+/-1,468	4.8%	+/-0.2
18 to 64 years	1,783,587	+/-1,248	1,783,587	(X)
With a disability	266,622	+/-3,538	14.9%	+/-0.2
65 years and over	379,201	+/-636	379,201	(X)
With a disability	172,767	+/-1,927	45.6%	+/-0.5

RESIDENCE 1 YEAR AGO

Population 1 year and over	2,939,062	+/-1,324	2,939,062	(X)
Same house	2,520,747	+/-7,533	85.8%	+/-0.2
Different house in the U.S.	411,422	+/-7,092	14.0%	+/-0.2
Same county	230,314	+/-5,881	7.8%	+/-0.2
Different county	181,108	+/-4,535	6.2%	+/-0.2
Same state	110,465	+/-3,714	3.8%	+/-0.1
Different state	70,643	+/-2,841	2.4%	+/-0.1
Abroad	6,893	+/-847	0.2%	+/-0.1

PLACE OF BIRTH

Total population	2,976,872	*****	2,976,872	(X)
Native	2,910,290	+/-1,751	97.8%	+/-0.1
Born in United States	2,894,438	+/-1,777	97.2%	+/-0.1
State of residence	2,127,524	+/-5,668	71.5%	+/-0.2
Different state	766,914	+/-5,559	25.8%	+/-0.2
Born in Puerto Rico, U.S. Island areas, or born abroad to American	15,852	+/-1,048	0.5%	+/-0.1

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
parent(s)				
Foreign born	66,582	+/-1,752	2.2%	+/-0.1
U.S. CITIZENSHIP STATUS				
Foreign-born population	66,582	+/-1,752	66,582	(X)
Naturalized U.S. citizen	22,384	+/-1,239	33.6%	+/-1.8
Not a U.S. citizen	44,198	+/-1,825	66.4%	+/-1.8
YEAR OF ENTRY				
Population born outside the United States	82,434	+/-1,777	82,434	(X)
Native	15,852	+/-1,048	15,852	(X)
Entered 2010 or later	1,035	+/-308	6.5%	+/-1.9
Entered before 2010	14,817	+/-1,009	93.5%	+/-1.9
Foreign born	66,582	+/-1,752	66,582	(X)
Entered 2010 or later	4,909	+/-844	7.4%	+/-1.2
Entered before 2010	61,673	+/-1,514	92.6%	+/-1.2
WORLD REGION OF BIRTH OF FOREIGN BORN				
Foreign-born population, excluding population born at sea	66,582	+/-1,752	66,582	(X)
Europe	6,717	+/-704	10.1%	+/-1.0
Asia	21,831	+/-1,044	32.8%	+/-1.2
Africa	2,003	+/-409	3.0%	+/-0.6
Oceania	249	+/-103	0.4%	+/-0.2
Latin America	34,262	+/-1,215	51.5%	+/-1.4
Northern America	1,520	+/-342	2.3%	+/-0.5

LANGUAGE SPOKEN AT HOME

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
Population 5 years and over	2,771,287	+/-538	2,771,287	(X)
English only	2,663,097	+/-2,380	96.1%	+/-0.1
Language other than English	108,190	+/-2,353	3.9%	+/-0.1
Speak English less than "very well"	43,433	+/-1,720	1.6%	+/-0.1
Spanish	65,295	+/-1,971	2.4%	+/-0.1
Speak English less than "very well"	28,987	+/-1,418	1.0%	+/-0.1
Other Indo-European languages	16,463	+/-1,146	0.6%	+/-0.1
Speak English less than "very well"	3,832	+/-507	0.1%	+/-0.1
Asian and Pacific Islander languages	17,938	+/-1,032	0.6%	+/-0.1
Speak English less than "very well"	8,230	+/-734	0.3%	+/-0.1
Other languages	8,494	+/-933	0.3%	+/-0.1
Speak English less than "very well"	2,384	+/-559	0.1%	+/-0.1

ANCESTRY

Total population	2,976,872	*****	2,976,872	(X)
American	343,445	+/-6,595	11.5%	+/-0.2
Arab	5,815	+/-901	0.2%	+/-0.1
Czech	2,132	+/-430	0.1%	+/-0.1
Danish	2,565	+/-478	0.1%	+/-0.1
Dutch	19,302	+/-1,329	0.6%	+/-0.1
English	233,315	+/-4,741	7.8%	+/-0.2
French (except Basque)	75,696	+/-2,759	2.5%	+/-0.1
French Canadian	7,358	+/-998	0.2%	+/-0.1
German	167,869	+/-3,752	5.6%	+/-0.1
Greek	3,168	+/-592	0.1%	+/-0.1
Hungarian	2,168	+/-505	0.1%	+/-0.1

Mississippi

Estimate	Margin of Error	Percent	Percent Margin of Error	
Irish	262,659	+/-5,477	8.8%	+/-0.2
Italian	53,369	+/-2,631	1.8%	+/-0.1
Lithuanian	594	+/-173	0.0%	+/-0.1
Norwegian	6,478	+/-691	0.2%	+/-0.1
Polish	13,386	+/-1,313	0.4%	+/-0.1
Portuguese	1,495	+/-433	0.1%	+/-0.1
Russian	4,063	+/-595	0.1%	+/-0.1
Scotch-Irish	47,532	+/-2,048	1.6%	+/-0.1
Scottish	43,757	+/-2,121	1.5%	+/-0.1
Slovak	890	+/-262	0.0%	+/-0.1
Subsaharan African	17,497	+/-1,186	0.6%	+/-0.1
Swedish	8,467	+/-843	0.3%	+/-0.1
Swiss	2,454	+/-497	0.1%	+/-0.1
Ukrainian	943	+/-322	0.0%	+/-0.1
Welsh	8,024	+/-789	0.3%	+/-0.1
West Indian (excluding Hispanic origin groups)	2,660	+/-643	0.1%	+/-0.1

COMPUTERS AND INTERNET  
USE

Subject

Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey

# Attachment C

## 2010 American Community Survey, Language Spoken At Home

### Mississippi

#### 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	
<b>Population 5 years and over</b>	2,771,287	+/-538	98.4%	+/-0.1	1.6%	+/-0.1
<b>Speak only English</b>	96.1%	+/-0.1	(X)	(X)	(X)	(X)
<b>Speak a language other than English</b>	3.9%	+/-0.1	59.9%	+/-1.4	40.1%	+/-1.4
<b>Spanish or Spanish Creole</b>	2.4%	+/-0.1	55.6%	+/-1.8	44.4%	+/-1.8
<b>Other Indo-European languages</b>	0.6%	+/-0.1	76.7%	+/-2.5	23.3%	+/-2.5
<b>Asian and Pacific Island languages</b>	0.6%	+/-0.1	54.1%	+/-3.6	45.9%	+/-3.6
<b>Other languages</b>	0.3%	+/-0.1	71.9%	+/-4.8	28.1%	+/-4.8
<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>						
<b>Spanish or Spanish Creole</b>	65,295	+/-1,971	55.6%	+/-1.8	44.4%	+/-1.8
<b>5-17 years</b>	13,787	+/-838	74.6%	+/-3.3	25.4%	+/-3.3
<b>18-64 years</b>	49,292	+/-1,573	49.7%	+/-2.2	50.3%	+/-2.2
<b>65 years and over</b>	2,216	+/-385	69.9%	+/-6.0	30.1%	+/-6.0
<b>Other Indo-European languages</b>	16,463	+/-1,146	76.7%	+/-2.5	23.3%	+/-2.5
<b>5-17 years</b>	2,189	+/-335	82.2%	+/-4.8	17.8%	+/-4.8
<b>18-64 years</b>	11,706	+/-939	75.3%	+/-3.1	24.7%	+/-3.1
<b>65 years and over</b>	2,568	+/-334	78.6%	+/-5.9	21.4%	+/-5.9
<b>Asian and Pacific Island languages</b>	17,938	+/-1,032	54.1%	+/-3.6	45.9%	+/-3.6
<b>5-17 years</b>	2,911	+/-381	73.4%	+/-7.5	26.6%	+/-7.5
<b>18-64 years</b>	13,819	+/-802	52.0%	+/-3.9	48.0%	+/-3.9
<b>65 years and over</b>	1,208	+/-197	31.5%	+/-11.3	68.5%	+/-11.3
<b>Other languages</b>	8,494	+/-933	71.9%	+/-4.8	28.1%	+/-4.8
<b>5-17 years</b>	1,722	+/-371	80.1%	+/-8.2	19.9%	+/-8.2
<b>18-64 years</b>	6,338	+/-702	71.0%	+/-6.0	29.0%	+/-6.0
<b>65 years and over</b>	434	+/-141	52.5%	+/-14.7	47.5%	+/-14.7
<b>CITIZENS 18 YEARS AND OVER</b>						
<b>All citizens 18 years and over</b>	2,188,484	+/-1,699	99.3%	+/-0.1	0.7%	+/-0.1
<b>Speak only English</b>	97.6%	+/-0.1	(X)	(X)	(X)	(X)
<b>Speak a language other than English</b>	2.4%	+/-0.1	71.7%	+/-1.5	28.3%	+/-1.5
<b>Spanish or Spanish Creole</b>	1.3%	+/-0.1	72.1%	+/-2.0	27.9%	+/-2.0

Mississippi

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	
Other languages	1.1%	+/-0.1	71.2%	+/-2.1	28.8%	+/-2.1
<b>PERCENT IMPUTED</b>						
Language status	3.8%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	4.5%	(X)	(X)	(X)	(X)	(X)
Ability to speak English	5.5%	(X)	(X)	(X)	(X)	(X)

Mississippi

Total

Percent of specified language speakers

Speak English "very well"      Speak English less than "very well"

Subject	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error

Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey

**“APPENDIX I”**

**TITLE VI CONSTRUCTION PROJECT ANALYSIS**

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION  
Title VI CONSTRUCTION PROJECT ANALYSIS**

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

Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

Provide a description of the proposed project.

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Describe the low-income and minority populations within the area affected by the construction project and the method used to identify these populations.

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Describe the adverse effects of the project effects of the project both during and after construction that would affect the identified minority and low-income populations and minority-owned businesses.

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Provide a detailed list of all minority-owned businesses and households that will be affected by the construction project.

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Describe the potential negative environmental impact, such as noise, air, or water pollution.

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Describe the relocation program and/or other measures adopted by the sub-recipient that will be used to mitigate any identified adverse social, economic, or environmental effect of the proposed

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For each of the identified low income or minority communities, discuss the positive effects such as an improvement in transit service, mobility, or accessibility.

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Describe all mitigation and environment enhancement actions incorporated into the project to address the adverse effects, including any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues, and replacement of community resources destroyed by the project.

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Describe the remaining effects, if any, and why further mitigation is not proposed.

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For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, provide a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. If there is no basis for such a comparison, describe why that is so.

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Prepared by:

Date:

Signature

**Staff Comments/Recommendation:**

**Reviewer Signature:**

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**Date:**

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**APPENDIX “J”  
MONITORING FORMS**

**SECTION 5310/5317 PROGRAM MONITORING REPORT**

Project:  
Project Address:  
Agency Phone Number:  
Contract Number:  
Contact Person:  
Telephone Number:  
Subcontractor/Operator:  
Address:  
Telephone Number:  
Contact Person:  
Date of Last Monitoring:  
Date of Visit:

**Emergency Response & Recovery Contacts**

Address  
Primary Contact  
Phone:  
Address  
Secondary Contact  
Phone:  
**Type of Agency:** (check one)  
 a. Public Non-profit  
 b. Governmental  
 c. Private Non-profit  
 d. Other (specify) \_\_\_\_\_

**Primary Agency Function(s):** (Check one)  
 a. Health Care  
 b. Transportation  
 c. Training  
 d. Social Services  
 e. Counseling  
 f. Other (specify) \_\_\_\_\_

Service area:

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Board Type (Please attach a list of Board members, position, and contact information, if applicable.)

- a. Board of Directors
- b. Advisory Board
- c. N/A

**I. Administration and Management**

Review previous monitoring report and list action taken:

1. On all concerns or recommendations cited.
2. Specifically identify all unresolved concerns or questions.

**Management**

1. Who is responsible for the day-to-day management of the transit program?
2. Please describe staffing and the responsibilities of key staff: (attach job descriptions)
3. Does the sub-recipient have written policies, procedures, plans and programs?  
 Yes  No  N/A

If yes, (please attach)

- |   |  |
|---|--|
| Job descriptions (required)                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Personnel policies (required)                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Customer Complaint Resolution policy (required) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Employee Complaint Resolution policy (required) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

- ADA Policies (required)  Yes  No
- Service Animal Policy (required)  Yes  No
- Medical Equipment Policy (required)  
(respirators, portable oxygen)  Yes  No
- Safety policies and procedures (required)  Yes  No
- Title VI procedures (required)  Yes  No
- Emergency procedures (required)  Yes  No
- Operators' manual/service policies  Yes  No
- Capital Acquisition Asset Management Plan  
(CAAMP) (required)  Yes  No
- Maintenance plan (required)  Yes  No
- Limited English Proficiency Plan (LEP) (required)  Yes  No

### **Contracts**

1. Contract(s) on file. (attach copy of each)  Yes  No
- a. Do all contracts have applicable FTA clauses?  Yes  No
- b. Comments:
- c. Who is responsible for managing the contract(s)?
- d. What procedures are used to ensure that quality service is provided?

Comments and/or suggested changes:

2. List current service contracts by contractor and amount:
3. List amounts received to date by contractor and amount:
4. Cite coordination efforts that have been made.

## **II. Client Services**

A. Clientele Being Served:

- General Public
- Agency Clients
- Non-disabled Elderly
- Other (Specify) \_\_\_\_\_
- Non-elderly Disabled Only
- Elderly/Disabled
- Disabled over 60

B. How are passengers selected for service? \_\_\_\_\_

C. Average number of passenger trips: Per Day \_\_\_\_\_ Per Month \_\_\_\_\_

D. Purpose of trips by percentage:

- \_\_\_\_\_ Nutrition
- \_\_\_\_\_ Medical
- \_\_\_\_\_ Employment
- \_\_\_\_\_ Social/Recreational
- \_\_\_\_\_ Shopping/Personal
- \_\_\_\_\_ Educational
- \_\_\_\_\_ HHS Agency
- \_\_\_\_\_ Other (Specify)

E. Type of scheduling used:

- Fixed Route
- Demand Response
- Other (Specify) \_\_\_\_\_

F. Average number of miles all vehicles traveled:

Per Day \_\_\_\_\_ Per Month \_\_\_\_\_

G. Days vehicle(s) available for use: \_\_\_\_\_

H. Days vehicle(s) routinely used: \_\_\_\_\_

(a) Do you operate your vehicles on: (Check all that apply.)

- Weekdays
- Weeknights after 6pm
- 

Weekends

I. Hours of the day vehicle(s) available: \_\_\_\_\_

J. Average number of hours vehicle(s) actually operated each day: \_\_\_\_\_

**III. Financial**

Audit Performed:  Yes  No  N/A

If yes, indicate type. \_\_\_\_\_

A. Attach a copy of Audit Report.  
Summarize any findings and action taken as a result of the Audit.

Year-end Statement Submitted:  Yes  No  N/A  
**(Non-Traditional 5310/17)**

(If Yes, check one of the following)

Undergoing PTD Review

Submitted to IAD

Completed

Final Payment Processed

B. Attach a copy of Audit Report and/or Year-end Statement.

Summarize any findings and action taken as a result of the Audit or Year-end Statement.

C. Has a Corrective Action Plan been developed to address findings?

Yes  No  N/A

Attach copy of plan.

D. Comment on status of corrective actions:

E. Review appropriate reports for previous two months and address the

following:

Reimbursement Request **(Non-Traditional 5310/17)**

1. Submitted on time  Yes  No

- 2. Signed original(s) submitted  Yes  No
  - 3. Programmed amounts correct  Yes  No
  - 4. Current expenses identified  Yes  No
  - 5. Support documentation (Invoices, receipts, tickets) for all expenses  Yes  No
  - 6. All expenses documented as paid  Yes  No
  - 7. All expenses allowable  Yes  No
  - 8. Line item transfers documented  Yes  No
  - 9. Totals requested to date correct  Yes  No
  - 10. Total budgeted funds correct  Yes  No
  - 11. Reimbursement advice memos reviewed and on file  Yes  No
  - 12. Explain any expenses that could not be reconciled with documentation:
- N/A
- N/A

**Operating**

A. Method for accepting contributions from riders:

- Fare box
- Donation Box
- Driver(s)
- N/A
- Other (Specify) \_\_\_\_\_

B. How are contributions used? \_\_\_\_\_

C. Indicate source(s) and amount(s) of funds budgeted to support operating expenses:

- \_\_\_\_\_ Title III
- \_\_\_\_\_ Title XX
- \_\_\_\_\_ United Way

\_\_\_\_\_ City  
\_\_\_\_\_ County  
\_\_\_\_\_ CSBG  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

D. List amounts received year-to-date:

\_\_\_\_\_ Title III  
\_\_\_\_\_ Title XX  
\_\_\_\_\_ United Way  
\_\_\_\_\_ City  
\_\_\_\_\_ County  
\_\_\_\_\_ CSBG  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**IV. Performance**

- A. Performance standards are computed.  Yes  No
- B. Computations are used in project management.  Yes  No
- C. Review performance standards with Project Manager.

Justify or explain significant changes and make comments:

**V. Reports**

Monthly Vehicle Reports

\_\_\_\_\_ Initials

1. Completed on each vehicle used  Yes  No
2. Summary Report completed  
(5310 Traditional)  Yes  No
3. Quarterly Fleet Summary Reports  
(Non-Traditional 5310/17)  Yes  No

4. Quarterly Budget Analysis (Non-Traditional 5310/17)  Yes  No
5. Completed correctly  Yes  No
- a. Computations correct  Yes  No
- b. Revenue identified  Yes  No
- c. Vehicle identified correctly  Yes  No
- d. Cost identified  Yes  No
6. Submitted on time  Yes  No
7. Reports cite vehicles out of service  
Comments and/or suggested changes:  Yes  No
8. Six month Fleet Summary Reports \_\_\_\_\_  Yes  No  
(5310 Traditional) Initial

Who is responsible for preparing and submitting reports?

- a. Are reports submitted on time?  Yes  No  N/A

If no, what are the reasons for the delay?

Reviewer, discuss any comments or issues with the reports.

## VI. Project Records

Contractor maintains financial project records for at least 3 years

Yes  No

### Capital Expense and Property Records

1. Bids or quotations solicited as appropriate.  Yes  No
2. Was a cost estimate and/or price analysis done prior to Solicitations  
 Yes  No  N/A
3. Project advertised for all purchases over \$50,000 unit cost.  Yes  No  
 N/A
4. Bid specifications provided for adequate competition.  Yes  No  
 N/A
5. Lowest bid accepted in each case.  Yes  No  
 N/A

- N/A a. Bid(s) on file.  Yes  No
- N/A b. Written approval from MDOT.  Yes  No
- N/A 6. Procurement records document history in accordance with 4220.1F (If No, Explain).  Yes  No
- N/A 7. Written Standards of Conduct.  Yes  No
- N/A 8. In-kind documented correctly.  Yes  No
- N/A 9. Does contractor purchase real property for the Section 5310/17 assisted project?  Yes  No
- N/A 10. Does contractor make incidental use of any real property?  Yes  No
- N/A a. If yes, was MDOT approval obtained?  Yes  No
- N/A b. Explain incidental use below:
- N/A 11. Does contractor maintain continuing control over the property?  Yes  No
- N/A a. Any liens, assignments, loans or other financial obligations affecting or involving project equipment or facilities? If so please describe in detail below and attach documentation
- Yes  No  N/A
- N/A 12. Is revenue used for transit, capital, or operating expenses?  Yes  No
- N/A 13. Does contractor have any excess real property?  Yes  No
- N/A a. If yes, is there an excess real property inventory and utilization plan?  Yes  No  N/A
- N/A b. Has the plan been updated, if necessary?  Yes  No
- N/A 14. Does contractor have equipment records that provide the following required information? (description, id number, acquisition date, cost, federal percentage, grant number,

N/A location, use and condition, disposition action, vested title).  Yes  No

15. Did contractor conduct a physical inventory of all MDOT/FTA funded equipment in the past two years?  Yes  No  
 N/A

16. Were the results of the inventory reconciled with the equipment records?  Yes  No  
 N/A

17. Contractor has an adequate control system to prevent loss, damage or theft of property/equipment?  Yes  No  
 N/A

18. Contractor maintains control of all Federally-funded sub-contractor-operated or leased equipment?  Yes  No  
 N/A

19. Did contractor dispose of any FTA-funded real property or equipment during the last year?  
 Yes  No  N/A

20. Property disposition documents adequate.  
 Yes  No  N/A

21. Does contractor have a Capital Acquisition Asset Management Plan (CAAMP)?

Yes  No

a. Is CAAMP approved by MDOT  
 Yes  No

b. Capital Replacement Plan being used?  
 Yes  No

c. Is replacement plan consistent with "capital reserve account?"  
 Yes  No  N/A

If no, please explain:

Summarize the status of capital equipment approved but not purchased:

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Vehicle Expense Records

- |                              |   |  |
|------------------------------|---|--|
| <input type="checkbox"/> N/A | 1. Operational expense documented adequately (mileage and vehicle identification) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 2. In-kind documented correctly   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 3. Insurance policy current   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 4. Insurance limits adequate  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 5. All vehicles listed on policy  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 6. Insurance premium consistent with budget                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 7. Amounts requested for reimbursement are for approved vehicles only             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 8. Is MDOT listed as loss payee on the policy                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 9. All property/equipment shown on policy   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 10. Copy of policy on file with PTD   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments:

Other Records

- |                              |   |  |
|------------------------------|---|--|
| <input type="checkbox"/> N/A | 1. In-kind documented correctly                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> N/A | 2. Any excessive/questionable cost (Explain below)        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> N/A | 3. Fidelity Bond current (Please attach)                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> N/A | 4. Coverage amounts adequate                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|                              | 5. Approved project contract file includes the following: |  |
| <input type="checkbox"/> N/A | a. Notice to proceed                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |

- N/A                      b. Signed contract                       Yes  No
- N/A                      c. Approved budget                       Yes  No

**VII. Operating Procedures**

A. Is project fully staffed? (If No, list vacancies and reasons)

B. **Attach** a list of current drivers' names and CDL numbers

C. All drivers have completed:

- No                      1. Selection process                       Yes  No
- No                      2. DMV check (annual)    Date Completed \_\_\_\_\_                       Yes
- No                      3. Physical exams                       Yes  No
- No                      4. Behind the wheel supervised orientation                       Yes  No
- No                      5. Safety training                       Yes  No

D. Review drivers' training records and list type and frequency below:

Comments:

E. Ridership

- 1. Daily ridership reports are kept for each vehicle.     Yes  No
- 2. What percentage of passengers during the past quarter were general public?

F. Maintenance

Program?                      1. Does this project have an acceptable written Preventive Maintenance Program?                      Explain:

2. Have there been excessive or recurring maintenance expenditures

**If yes, explain in detail**                       Yes  No

Have these been discussed with PTD staff?  Yes  No

If yes give details of actions to resolve:

3. Preventive maintenance program includes lifts and other accessibility features(e.g. ramps, tie downs, lights, PA System and enunciators)  Yes  No

4. Staff will review maintenance records for at least one month to determine if the project is complying with the Scheduled Preventive Maintenance Program developed by MDOT:

a. Records maintained on each vehicle  Yes  No

b. Regularly scheduled preventive maintenance being performed  Yes  No

c. Drivers or other staff performs **daily** inspections of vehicles prior to operating each day  Yes  No

d. Daily inspection reports are signed  Yes  No

e. Required maintenance has interfered with provision of transit services  Yes  No

f. Project is complying with applicable EPA regulations for disposition of waste materials  Yes  No

g. Vehicle Warranties on file  Yes  No

h. Summarize any problems identified and possible corrective actions to be taken:

i. Designated number of staff periodically visits and assess bus stop locations  Yes  No  N/A

5. Do services comply with the applicable ADA-required service provisions, including:

a. Maintenance of accessible features  Yes  No

b. Procedures to ensure lift availability when lift is inoperable, is vehicle taken out of service and repaired before return to service?  Yes  No

- c. Are alternative arrangements made?  Yes  No
- d. If vehicle(s) is/are left in service is it repaired within 5 days?  
 Yes  No
- e. Lift and securement use.  Yes  No  N/A
- f. Announcements on vehicles (fixed route service only).  
 Yes  No
- g. Vehicle identification mechanisms.  Yes  No
- h. Service animals.  Yes  No
- i. Use of accessibility features.  Yes  No  N/A
- j. Public information/communications.  Yes  No
- k. Lift deployment at any designated stop.  Yes  No
- l. Service to persons using respirators or portable oxygen.

Yes  No

- 6. Agency has a vehicle security display?  Yes  No
  - 1. Vehicle keys are secured at the end of each shift  Yes
  - 2. Keys are kept in lock box or other secure storage location  
 Yes  No
  - 3. Keys are signed in and out  Yes  No

No

**VIII. Civil Rights/Non-Discrimination**

- A. Grantee has written policies prohibiting unlawful discrimination in:
  - a. Employment  Yes  No
  - b. Contracting  Yes  No
  - c. Service provision  Yes  No
- B. Does Grantee employ 50 or more transit related employees?  Yes  No

Number of transit related employees. \_\_\_\_\_

- C. Grantee has an EEO/Affirmative Action Plan.  Yes  No  N/A
- D. Title VI and ADA Policies are posted in places visible to the  Yes  
 No public (**ie., vehicles, facilities, website**)
- E. All Grantee subcontracts contain non-discrimination clauses.  Yes  
 No
- F. Grantee maintains records of discrimination complaints.  Yes  
 No
- G. Have there been any Civil Rights complaints filed against  Yes  
 No  N/A the project. If yes, please attach details.
- H. Records of how complaints were resolved are maintained.  Yes  
 No  N/A
- I. The project is in compliance with Title VI Civil Rights Assurances.  
 Yes  No  N/A
- J. The project has policies and procedures detailing public outreach and involvement efforts initiated to ensure that minority and low income individuals have meaningful access to program activities. (Please attach)  
 Yes  No  N/A
- K. The project has a written plan for providing language assistance  Yes  No  N/A  
for persons with limited English proficiency (LEP) (Please attach)

Comments:

## **XI. Planning**

- A. Does the agency/project make use of a planning process?  
 Yes  No  N/A
- B. Who has primary responsibilities for service planning?
- C. How is the planning process used to evaluate and improve transit system/service performance?

1. Do drivers have input?  Yes  No  N/A

2. Are passengers surveyed?  Yes  No  N/A

3. Are other persons/organizations surveyed?  Yes  No  N/A

D. Is project located in an MPO planning area?  Yes  No  N/A

1. What is the level of involvement with the MPO?  Yes  No

N/A

2. Is the project included in the MPO?  Yes  No  N/A

3. Does the project/organization have a short range development plan?

Yes  No  N/A

E. Explain the level of involvement with Planning and Development District, City and County planning entities:

F. Describe public participation process:

**II. Education/Awareness Program**

A. Does project/organization have an education/awareness plan?  Yes  No

N/A

B. Does project have route maps/ brochures  Yes  No  N/A

C. Does project use ads, public notices or fliers?  Yes  No  N/A

D. How does project promote services:

E. What is the amount and source of marketing/promotion budget?

**XIII. Vehicle Inventory**

\_\_\_\_\_ Initials

A. Vehicle titles on file with MDOT  Yes  No  N/A

B. Vehicle titles correct  Yes  No  N/A

C. All approved vehicles providing services  Yes  No  N/A

D. Number of vehicles purchased with Section 5311 Funds \_\_\_\_\_

E. Number of vehicles purchased with Section 5310 Funds \_\_\_\_\_

F. Number of vehicles purchased with Section 5316 Funds \_\_\_\_\_

G. Number of vehicles purchased with Section 5317 Funds \_\_\_\_\_

H. Number of vehicles purchased with Title XX Funds \_\_\_\_\_

I. In-kind vehicles \_\_\_\_\_

J. Other \_\_\_\_\_

K. Total \_\_\_\_\_

L. Number of vehicles designated as backup \_\_\_\_\_

M. Review MDOT Vehicle Inventory with project records and list any necessary changes below:

Comments:

**XV. Contractor's Observations and Comments:**

**Concerns and Recommendations**

**Vehicle Inspection**

A. List information for all vehicle(s) inspected: Copy additional sheets as necessary to inspect project vehicles. Provide copy (s) of completed inspection to Asset Management

Agency:

\_\_\_\_\_  
Date: \_\_\_\_\_ Vehicle DOT #: \_\_\_\_\_ Capacity: \_\_\_\_\_

\_\_\_\_\_  
VIN #: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Mileage: \_\_\_\_\_

A. MDOT's Monitor will inspect and/or ride several project vehicles during the monitoring visit. Date \_\_\_\_\_ vehicle was last checked: \_\_\_\_\_

1. Logos are on vehicles as required.  Yes  No  N/A

2. Outside clean.  Yes  No  N/A

- 3. Interior clean.  Yes  No  N/A
- 4. Operable safety equipment (fire extinguisher and on first aid kit) vehicles.  Yes  No  N/A
- 5. Inspection stickers current.  Yes  No  N/A
- 6. Tag(s) current.  Yes  No  N/A
- 7. Visible body damage  Yes  No  N/A
- 8. Broken windows/doors  Yes  No  N/A
- 9. Seats damaged  Yes  No  N/A
- 10. Floor damaged  Yes  No  N/A
- 11. Emergency exits clearly labeled  Yes  No  N/A
- 12. Emergency exits operable  Yes  No  N/A
- 13. Destination signs visible  Yes  No  N/A
- 14. Lift and tie downs operable  Yes  No  N/A
- 15. P/A system operable  Yes  No  N/A
- 16. All vehicles contain complaint resolution signage.  Yes  No  
(English/Spanish)

B. Summarize major findings:

Monitored by:

---

Monitor  
Date

---

Other Staff Review (ADA/Inventory/Maintenance)  
Date

---

Other Staff Review (DBE/Training/Alcohol & Drug)  
Date

---

Other Staff Review (Other Reports)  
Date

---

PTD Director  
Date

**SECTION 5311/5316 PROGRAM MONITORING REPORT**

Project:

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Project Address:

---

Agency Phone Number:

---

Contract Number:

---

Date of Last Monitoring:

---

Date of Visit:

---

**Emergency Response and Recovery Contacts**

\_\_\_\_\_  
Primary Contact                      Address \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Secondary Contact                      Address \_\_\_\_\_

Phone: \_\_\_\_\_

**Type of Agency:** (check one)

- a. Public Non-profit
- b. Governmental
- c. Private Non-profit
- d. Other (specify) \_\_\_\_\_

**Primary Agency Function(s):** (Check one)

- a. Health Care
- b. Transportation
- c. Training

- d. Social Services
- e. Counseling
- f. Other (specify) \_\_\_\_\_

**I. Administration and Management**

**A. Managerial Capability**

Sub-recipient must have the managerial capability to implement the project, manage contracts, and comply with federal and state requirements. To demonstrate managerial capability, sub-recipients/grantees must have an adequate number of staff; maintain adequate documentation of key policies; and submit timely, accurate, and complete quarterly reports.

1. Board Type (Attach a list of Board members, position, and contact information, if applicable.)
- a. Board of Directors
  - b. Advisory Board
  - c. N/A
2. Who is responsible for the day-to-day management of the transit program?
3. Please describe staffing and the responsibilities of key staff:  
(Attach job descriptions)
- a. Does the number of staff appear appropriate for the number and complexity of tasks and the size of the program?
- Yes       No     N/A
- b. Does the sub-recipient have written policies, procedures, plans and programs?
- Yes       No     N/A
- If yes, (please attach)
- Job Descriptions (required)       Yes     No
- Personnel Policies (required)       Yes     No
- Customer Complaint Resolution Policy (required)     Yes
- No
- Employee Complaint Resolution Policy (required)     Yes
- No

- Fare evasion Policies (required)  Yes  No
- ADA Policies (required)  Yes  No
- Service Animal Policy (required)  Yes  No
- Medical Equipment Policy (required)  
(respirators, portable oxygen)  Yes  No
- Safety Policies and Procedures (required)  Yes  No
- Drug and Alcohol Policy (required 5311)  Yes  No
- Title VI Procedures (required)  Yes  No
- Emergency Procedures (required)  Yes  No
- Operators' Manual/Service Policies  Yes  No
- Training Program  Yes  No
- Hazard Mitigation Plan (required)  Yes  No
- Accounting Manual  Yes  No
- Capital Acquisition Asset Management Plan  
(CAAMP) (required)  Yes  No
- Maintenance Plan (required)  Yes  No
- Education/Awareness Plan (Marketing)  Yes  No
- Limited English Proficiency Plan (LEP)  
(required)  Yes  No

**II. Audit:**

Yes  No  N/A  A. Has an audit been performed this program year?

(If Yes, indicate type.)

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Yes  No  N/A

(If Yes, check one of the following)

- Undergoing PTD Review
- Submitted to IAD
- Completed
- Final Payment Processed

B. Attach a copy of Audit Report and/or Year-End Statement.

Summarize any findings and action taken as a result of the Audit or Year-End Statement.

C. Has a Corrective Action Plan been developed to address findings?

- Yes       No     N/A

(Attach copy of plan)

D. Comment on status of corrective actions:

E. Financial Management Checklist administered?

- Yes       No     N/A

**III. Administration**

A. Review previous monitoring report and list action taken:

1. On all concerns or recommendations cited.
2. Specifically identify all unresolved concerns or questions.

B. Review goals and objectives and cite level of accomplishment

below:

1. List goals and objectives of current program year.
2. What are the sub-recipient strategies to address current goals and objectives?

C. Performance:

1. Performance standards are computed.

- 2. Computations are used in project management.  Yes  No
- 3. Review performance standards with Project Manager.

Justify or explain significant changes and make comments:

**D. JARC – Job Access/Reverse Commute**

funding

- 1. Actual number of jobs that can be accessed as a result of \_\_\_\_\_.
- 2. How are passengers selected for service?
- 3. Actual number of rides (as measured by one-way trips) \_\_\_\_\_

**IV. Financial**

A. Does the sub-recipient have a written accounting manual?

B. Has the manual been adopted and approved by the agency's governing authority?

C. Who is responsible for the maintenance of financial records?

D. Are bank reconciliations performed monthly?

E. Contractor has Capital Reserve Account  Yes  No  N/A

1. Approved by MDOT  Yes  No  N/A

N/A

2. Supported by accounting/ audit records/audit  Yes  No

3. Daily trip sheets/ridership reports reconcile with deposit records  
 Yes  No  N/A

4. Farebox revenue records adequate (including deposit records/ procedures).  Yes  No  N/A

No  N/A

5. Implemented fare evasion policies to prevent theft  Yes

6. Summarize farebox revenue collection, recording and deposit procedures, including chain of custody.

Comments:

F. Review appropriate financial records and address the following:

1. Current/Approved Budget on file  Yes  No
2. Budget Narrative correct:  Yes  No
- a. All line items identified  Yes  No
- b. Calculation/computations explain all extension amounts  Yes  No
- c. All staff positions identified by title and percentage of time  Yes  No
- d. All local match identified by source and amount  Yes  No
- e. All contract revenue identified by source, type and amount  Yes  No
- f. Documentation of local match commitment  Yes  No
- g. All other revenue(s) identified by source and amount  Yes  No
- h. All "Other" specifically identified/explained  Yes  No
- i. Indirect supported by approved rate/plan  Yes  No
- j. Revenue projections appear realistic  Yes  No
- k. Quarterly budget analysis completed  Yes  No
- l. Inter-budget or inter-program transfers are occurring.  Yes  No

(If Yes, explain below)

3. All contract revenue reported by source and amount in general ledger or cash receipts journal  Yes  No
4. Any changes in source/amount of contract revenue projections  Yes  No

5. Do you contract with private operators or other agencies?  Yes  No

(If yes, please identify.)

6. Contract(s) on file. (attach copy of each)  Yes  No

a. Do all contracts have applicable FTA clauses?  Yes  No

Comments:

7. Who is responsible for managing the contract(s)?

8. What procedures are used to ensure that quality service is provided?

Sub-recipients must have procedures for managing service contractors to ensure that quality service is provided.

9. Contract revenue records adequate.  Yes  No

10. Contracts contain required clauses  Yes  No

11. Records reflect all interest earned by the project on transportation income.  Yes  No

Comments and/or suggested changes:

12. List current service contracts by contractor and amount:

13. List amounts received to date by contractor and amount:

14. List all other funding sources by source and amount:

15. Cite coordination efforts that have been made.

G. Review appropriate reports for previous two months and address the following:

Reimbursement Request

1. Submitted on time  Yes  No

2. Signed original(s) submitted  Yes  No

- 3. Programmed amounts correct  Yes  No
- 4. Current expenses identified  Yes  No
- 5. Support documentation (Invoices, receipts, tickets) for all expenses  Yes  No
- 6. All expenses documented as paid  Yes  No
- 7. All expenses allowable  Yes  No
- 8. Line item transfers documented  Yes  No
- 9. Totals requested to date correct  Yes  No
- 10. Total budgeted funds correct  Yes  No
- 11. Reimbursement advice memos reviewed and on file  Yes  No  N/A
- 12. Explain any expenses that could not be reconciled with documentation:

**V. Reports**

Monthly Vehicle Reports

\_\_\_\_\_ Initials

- 1. Completed on each vehicle used  Yes  No
- 2. Summary Report completed  Yes  No
- 3. Completed correctly  Yes  No
  - a. Computations correct  Yes  No
  - b. Revenue identified  Yes  No
  - c. Vehicle identified correctly  Yes  No
  - d. Cost identified  Yes  No
- 4. Submitted on time  Yes  No
- 5. Reports cite vehicles out of service  Yes  No

Comments and/or suggested changes:

Quarterly Fleet Summary Reports \_\_\_\_\_  Yes  No

Initial

reports?

1. Who is responsible for preparing and submitting the quarterly

N/A

a. Are reports submitted on time?  Yes  No

If no, what are the reasons for the delay?

Reviewer, discuss any comments or issues with the reports.

Other Reports \_\_\_\_\_

Initials

1. DBE Reports submitted on time  Yes  No  N/A

2. DBE Reports completed correctly  Yes  No  N/A

3. What efforts are being made to solicit DBE participation in agency purchases/contracting opportunities?

N/A

4. Contractor required to have a DBE program?  Yes  No

N/A

a. Has program been approved by MDOT  Yes  No

Comments and/or suggested changes:

**VI. Project Records**

A. Contractor maintains financial project records for at least 3 years  Yes  No  N/A

Administrative Records

N/A

1. Bids solicited for all appropriate purchases.  Yes  No

2. Was a cost estimate and/or price analysis done prior to solicitations?  Yes  No  N/A

- 3. Project advertised for all purchases over \$50,000 unit cost.  Yes  No  N/A
- 4. Bid specifications provided for adequate competition.  Yes  No  N/A
- 5. a. Lowest bid accepted in each case  Yes  No  N/A  
b. Written approval from MDOT  Yes  No  N/A
- 6. Procurement records document history in accordance with 4220.1F (If No, Explain)  Yes  No
- 7. Written Standards of Conduct  Yes  No  N/A

N/A

Capital Expense and Property Records

- 1. Bids or quotations solicited as appropriate.  Yes  No
- 2. Was a cost estimate and/or price analysis done prior to solicitations  Yes  No  N/A
- 3. Project advertised for all purchases over \$50,000 unit cost.  Yes  No  N/A
- 4. Bid specifications provided for adequate competition.  Yes
- 5. Lowest bid accepted in each case.  Yes  No  N/A
  - a. Bid(s) on file.  Yes  No  N/A
  - b. Written approval from MDOT.  Yes  No  N/A
- 6. Procurement records document history in accordance with 4220.1F (If No, Explain).  Yes  No
- 7. Written Standards of Conduct.  Yes  No  N/A
- 8. In-kind documented correctly.  Yes  No  N/A
- 9. Does contractor purchase real property for the Section 5311 or Section 5310 assisted project?  Yes  No

N/A

No  N/A

N/A

N/A

10. Does contractor make incidental use of any real property?  Yes  No  N/A

N/A

a. If yes, was MDOT approval obtained?  Yes  No

b. Explain incidental use below:

11. Does contractor maintain continuing control over the property?  Yes  No  N/A

Yes  No  N/A

a. Any liens, assignments, loans or other financial obligations affecting or involving project equipment or facilities? If so please describe in detail below and attach documentation

12. Is revenue used for transit, capital, or operating expenses?  Yes  No  N/A

13. Does contractor have any excess real property?  Yes  No  N/A

a. If yes, is there an excess real property inventory and utilization plan?  Yes  No  N/A

Yes  No  N/A

b. Has the plan been updated, if necessary?

14. Does contractor have equipment records that provide the following required information? (description id number, acquisition date, cost, federal percentage, grant number, location, use and condition, disposition action, vested title).  Yes  No  N/A

No  N/A

15. Did contractor conduct a physical inventory of all MDOT/FTA funded equipment in the past two years?  Yes

16. Were the results of the inventory reconciled with the equipment records?  Yes  No  N/A

Yes  No  N/A

17. Contractor has an adequate control system to prevent loss, damage or theft of property/equipment?

18. Contractor maintains control of all Federally-funded

sub-contractor-operated or leased equipment?  
 Yes  No  N/A

19. Did contractor dispose of any FTA-funded real property or equipment during the last year?  Yes  No  N/A

20. Property disposition documents adequate.  Yes  No  
 N/A

21. Does contractor have a Capital Acquisition Asset Management Plan (CAAMP)?  Yes  No

a. Is CAAMP approved by MDOT  Yes  No

b. Capital Replacement Plan being used?  Yes  No

c. Is replacement plan consistent with "capital reserve account?"  Yes  No  N/A

If no, please explain:

Summarize the status of capital equipment approved but not purchased:

---

### Other Records

1. In-kind documented correctly  Yes  No  N/A

2. Any excessive/questionable cost (Explain below)  Yes  No  
 N/A

3. Fidelity bond current (please attach)  Yes  No  N/A

4. Coverage amounts adequate  Yes  No  N/A

5. Employee time records adequate:

a. Maintained for all staff  Yes  No  N/A

b. Signed by employee  Yes  No  N/A

c. Approved with supervisor's signature  Yes  No  
 N/A

No  N/A

d. Reflect hours worked, leave and holidays  Yes

Yes  No  N/A

e. Consistent with allocations approved via budget

6. Approved project contract file includes the following:

a. Notice to proceed  Yes  No  N/A

b. Signed contract  Yes  No  N/A

c. Approved budget  Yes  No  N/A

d. Original application  Yes  No  N/A

N/A

e. Certificate of Convenience & Necessity  Yes  No

f. Annual renewal current  Yes  No  N/A  
(Intrastate Carrier)

Comments:

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Vehicle Expense Records

N/A

1. Operational expense documented adequately (mileage and vehicle identification)  Yes  No

2. In-kind documented correctly  Yes  No

3. Insurance policy current  Yes  No

4. Insurance limits adequate  Yes  No

5. All vehicles listed on policy  Yes  No

6. Insurance premium consistent with budget  Yes  No

7. Amounts requested for reimbursement are for approved vehicles only  Yes  No

8. Is MDOT listed as loss payee on the policy  Yes  No

9. All property/equipment shown on policy  Yes  No

10. Copy of policy on file with PTD  Yes  No

Comments:

**VII. Operating Procedures**

1. Is project fully staffed? (If No, list vacancies and reasons)

2. **Attach** a list of current drivers' names and CDL numbers

3. All drivers have completed:

A. Selection process  Yes  No

B. DMV check (annual)  Yes  No

C. Physical exams  Yes  No

D. Behind the wheel supervised orientation  Yes  No

E. Safety training  Yes  No

F. Review drivers' training records; list type and frequency below:

Comments:

G. Service changes: Note any changes in service (routes, demand response, fares, etc.)

H. If service changes were made, justify:

1. Were changes authorized by MDOT?

2. Did services changes required MDOT Motor Carrier

Division approval?

If yes, has approval been received?

I. Ridership

1. Daily ridership reports are kept for each vehicle.  Yes  No

2. Ridership reports are reconciled with farebox revenues.  Yes  No

3. What percentage of passengers during the past quarter were general public?

J. Charter Service:

1. Charter service is being provided  Yes  No  N/A

2. Approved by MDOT/FTA  Yes  No  N/A

3. Approved by PSC  Yes  No  N/A

4. Summarize any proposed changes in this service:

K. Service provided to \_\_\_\_\_ within \_\_\_\_\_ contiguous states:  Yes  No  N/A

1. Federal Motor Carrier Administration Authority obtained?  Yes  No  N/A

2. State authorization obtained?  Yes  No  N/A

L. Maintenance

1. Does this project have an acceptable written Preventive Maintenance Program?

Explain:

2. Have there been excessive or recurring maintenance expenditures  Yes  No

(If yes, explain in detail)

Have these been discussed with PTD staff?  Yes  No

If yes give details of actions to resolve:

3. Preventive maintenance program includes lifts and other accessibility features(e.g. ramps, tie downs, lights, PA System and enunciators)   
Yes  No

4. Staff will review maintenance records for at least one month to determine if the project is complying with the scheduled Preventive Maintenance Program developed by MDOT:

- a. Records maintained on each vehicle  
 Yes  No
- b. Regularly scheduled preventive maintenance being performed  Yes  No
- c. Drivers or other staff performs **daily** inspections of vehicles prior to operating each day  Yes  No

No

- d. Daily inspection reports are signed  Yes

- e. Required maintenance has interfered with provision of transit services  Yes  No

- f. Project is complying with applicable EPA regulations for disposition of waste materials  Yes  No

- g. Vehicle Warranties on file  Yes  No

- h. Summarize any problems identified and possible corrective actions to be taken:

- i. Designated number of staff periodically visits and assess bus stop locations  Yes  No  N/A

5. Do services comply with the applicable ADA-required service provisions, including:

No

- a. Maintenance of accessible features.  Yes

- b. Procedures to ensure lift availability when lift is inoperable, is vehicle taken out of service and repaired before return to service?  Yes  No

- c. Are alternative arrangements made?  Yes  No

- d. If vehicle(s) is/are left in service is it repaired within 5 days?  Yes  No

- e. Lift and securement use.  Yes  No

N/A

- N/A
- No
- f. Announcements on vehicles (fixed route service only).  Yes  No
- g. Vehicle identification mechanisms.  Yes  No
- h. Service animals.  Yes  No
- i. Use of accessibility features.  Yes  No
- j. Public information/communications.  Yes
- k. Lift deployment at any designated stop.  Yes  No
- l. Service to persons using respirators or portable oxygen.  Yes  No

- 6. Agency has a vehicle security display?  Yes  No
- a. Vehicle keys are secured at the end of each shift  Yes  No
- b. Keys are kept in lock box or other secure storage location  Yes  No
- c. Keys are signed in and out  Yes  No

**VIII. Civil Rights/Non-Discrimination**

- A. Grantee has written policies prohibiting unlawful discrimination in:
  - a. Employment  Yes  No
  - b. Contracting  Yes  No
  - c. Service provision  Yes  No
- B. Does Grantee employ 50 or more transit related employees?  Yes  No

Number of transit related employees. \_\_\_\_\_

- C. Grantee has an EEO/Affirmative Action Plan.  Yes  No  N/A
- public. D. Title VI and ADA Policies are posted in places visible to the general  
 Yes  No  
**(ie., vehicles, facilities, website)**
- E. All Grantee subcontracts contain non-discrimination clauses.  Yes  No
- No F. Grantee maintains records of discrimination complaints.  Yes
- project. G. Have there been any Civil Rights complaints filed against the  
 Yes  No  N/A

If yes, please attach details.

- H. Records of how complaints were resolved are maintained.  Yes  No  N/A
- I. The project is in compliance with Title VI Civil Rights Assurances.  Yes  No  N/A
- J. The project has policies and procedures detailing public outreach and involvement efforts initiated to ensure that minority and low income individuals have meaningful access to program activities.  Yes  No

N/A

(Please attach)

- K. The project has a written plan for providing language assistance for persons with limited English proficiency (LEP)  Yes  No  N/A

(Please attach)

Comments:

- L. Is the special labor protection warranty (Section 5333(b)) posted clearly for all employees to see?  Yes  No  N/A

Sub-recipients must report any special labor warranty complaints and how they were resolved to MDOT.

Have any special labor protection warranty complaints been received?  Yes  No  N/A

If yes, explain in detail

a. How were the complaints resolved?

**IX. ADA Paratransit Plan/Paratransit Service** \_\_\_\_\_

Initials

A. An acceptable ADA Paratransit Plan has been developed and approved by MDOT and FTA.  Yes  No  N/A

If No, please explain:

B. The ADA Plan was filed on time.  Yes  No  N/A

C. The Plan (Update) appears to be reasonable based on the

following:

1. Current fixed route and paratransit service  Yes  No

N/A

2. Eligibility process and public participation  Yes  No

N/A

3. Coordination of funding and resources  Yes  No

N/A

4. Period of time projected to implement the plan  Yes  No

N/A

5. Ridership estimate projections  Yes  No

N/A

6. Demand estimates  Yes  No

N/A

D. Are there circumstances that bear on the ability of the Grantee to carry out the Plan (Update) as presented?  Yes  No

N/A

If Yes, please explain:

1. Milestones are achievable.  Yes  No  N/A

No  N/A      2. Required financial resource projections are realistic  Yes

3. Cost projections are adequate.  Yes  No  N/A

4. The Grantee has the operational and management capabilities.  Yes  No  N/A

E. Is the Plan (Update) consistent with statewide planning activities?  Yes  No  N/A  
If No, please explain:

F. The Project has the operating and capital resources Estimated to implement the proposed Plan.  Yes  No

G. The Project has a formal ADA complaint procedure.  Yes  No

N/A      H. All complaints have been responded to in writing.  Yes  No

No  N/A      I. The Project provides complementary paratransit services.  Yes

J. The Project has eligibility criteria and/or a certification process for persons with disabilities.  Yes  No  N/A

N/A      K. Adequate time for vehicle boarding and disembarking.  Yes  No

L. Accessible vehicles marked with blue symbol  Yes  No  N/A

**X. Drug and Alcohol Abuse Program**

No  N/A      A. The Contractor has implemented a drug testing program.  Yes

N/A      B. The program complies with 49CFR, Part 655.  Yes  No

N/A      C. Policy and program approved by MDOT  Yes  No

D. Date program monitored \_\_\_\_\_ Policy approval date: \_\_\_\_\_

E. The contractor has submitted a signed certification of

compliance.  
 Yes  No

If not, explain below:

F. Who is responsible for the random pulls, records management, and reporting (quarterly & annually) **Designated Employee Representative?**

G. Did your agency obtain the percentages for drug & alcohol testing for the previous calendar year?

**25%-Drugs 10%-Alcohol**

Yes  No  N/A

If not, explain below:

## **XI. Planning**

A. Does the agency/project make use of a planning process?   
Yes  No  N/A

B. Who has primary responsibilities for service planning?

C. How is the planning process used to evaluate and improve transit system/service performance?

1. Do drivers have input?  Yes  No  N/A

2. Are passengers surveyed?  Yes  No  N/A

3. Are other persons/organizations surveyed?  Yes  No

N/A

D. Is project located in an MPO planning area?  Yes  No  N/A

1. What is the level of involvement with the MPO?

2. Is the project included in the MPO?  Yes  No  N/A

3. Does the project/organization have a short range development plan?  Yes  No  N/A

E. Explain the level of involvement with Planning and Development District, City and County planning entities:

F. Describe public participation process:

**XII. Education/Awareness Program**

- No  N/A      A. Does project/organization have a education/awareness plan?  Yes
- B. Does project have route maps/ brochures       Yes  No  N/A
- C. Does project use ads, public notices or fliers?  Yes  No  N/A
- D. How does project promote services:
- E. What is the amount and source of marketing/promotion budget?

**XIII. Vehicle Inventory**

\_\_\_\_\_ Initials

- A. Vehicle titles on file with MDOT       Yes  No  N/A
- B. Vehicle titles correct       Yes  No  N/A
- C. All approved vehicles providing services       Yes  No  N/A
- D. Number of vehicles purchased with Section 5311 Funds      \_\_\_\_\_
- E. Number of vehicles purchased with Section 5310 Funds      \_\_\_\_\_
- F. Number of vehicles purchased with Section 5316 Funds      \_\_\_\_\_
- G. Number of vehicles purchased with Section 5317 Funds      \_\_\_\_\_
- H. Number of vehicles purchased with Section 5309 Funds      \_\_\_\_\_
- I. In-kind vehicles      \_\_\_\_\_
- J. Other \_\_\_\_\_
- K. Total      \_\_\_\_\_
- L. Number of vehicles designated as backup      \_\_\_\_\_
- M. Review MDOT Vehicle Inventory with project records and list any necessary changes below:

Comments:

#### XIV. Vehicle Inspection

A. List information for all vehicle(s) inspected: Copy additional sheets as necessary to inspect project vehicles. Provide copy (s) of completed inspection to Asset Management

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

\_\_\_\_\_

Vehicle DOT #: \_\_\_\_\_ Capacity: \_\_\_\_\_ VIN #: \_\_\_\_\_

\_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Mileage: \_\_\_\_\_

\_\_\_\_\_

B. MDOT's Monitor will inspect and/or ride several project vehicles during the \_\_\_\_\_ monitoring visit. Date vehicle was last checked: \_\_\_\_\_

1. Logos are on vehicles as required.   
Yes  No  N/A
2. Outside clean.   
Yes  No  N/A
3. Interior clean.   
Yes  No  N/A
4. Operable safety equipment (fire extinguisher and first aid kit) on vehicles.  Yes  No  N/A
5. Inspection stickers current.  Yes  No  N/A
6. Tag(s) current.  Yes  No  N/A
7. Visible body damage  Yes  No  N/A
8. Broken windows/doors  Yes  No  N/A
9. Seats damaged  Yes  No  N/A
10. Floor damaged  Yes  No  N/A
11. Emergency exits clearly labeled  Yes  No  N/A

- 12. Emergency exits operable  Yes  No  N/A
- 13. Destination signs visible  Yes  No  N/A
- 14. Lift and tie downs operable  Yes  No  N/A
- 15. P/A system operable  Yes  No  N/A
- 16. All vehicles contain fareboxes  Yes  No  N/A
- 17. All vehicles contain complaint resolution signage.  
(English/Spanish)  Yes  No

C. Summarize major findings:

**XV. Contractor's Observations and Comments:**

Monitored by:

	MDOT Monitor	
	Date	
	Other Staff Review (ADA/Inventory/Maintenance)	
	Date	
	Other Staff Review (DBE/Training/Alcohol & Drug)	
	Date	
	Other Staff Review (Other Reports)	
	Date	
	PTD Director	
	Date	

# **“Appendix K”**

## **PUBLIC PARTICIPATION PLAN**



MISSISSIPPI DEPARTMENT OF TRANSPORTATION  
PLANNING DIVISION

**Public Participation Process and Plan**

June 2014

# MISSISSIPPI DEPARTMENT OF TRANSPORTATION PLANNING DIVISION

## **Public Participation Process and Plan**

### **Background**

The Mississippi Department of Transportation (MDOT) recognizes the importance of public participation in the planning process. Public participation on both the project and statewide level provides MDOT with a broad range of diverse and meaningful ideas and results in a better planned and implemented statewide transportation system. In coordination with the general public, Federal and State environmental and land management agencies, the six federally recognized American Indian Tribes, the four Metropolitan Planning Organizations (MPOs), and other groups with identifiable interests in Mississippi's transportation system, MDOT has developed this Public Participation Process and Plan.

This process will be used to obtain input from the public and other "interested parties" about proposed transportation improvements in those portions of the State outside the areas served by an MPO. Each MPO will conduct the public participation process for its metropolitan area in accordance with the MPO's Public Participation Plan. There are established MPOs for the metropolitan areas surrounding Jackson, Memphis, Hattiesburg, and the Gulf Coast. Each MPO has its own Public Participation Process and Plan, and each is generally consistent with MDOT's Public Participation Process and Plan.

### **Purpose**

This MDOT Public Participation Process and Plan is intended to establish methods to provide the general public and other interested parties with ongoing timely information about transportation issues and the transportation decision-making process. This will be accomplished by:

- Providing reasonable public access to technical and policy information used in the development of the Long Range Statewide Transportation Plan and the five-year Statewide Transportation Improvement Program (STIP)
- Providing adequate notice of public involvement activities and times for public review and comment at key decision points. This includes, but is not limited to, reasonable opportunities to comment on the proposed Long Range Statewide Transportation Plan and the more immediate five-year Statewide Transportation Improvement Program (STIP)
- Ensuring that, to the maximum extent practicable, public meetings are held at convenient and accessible locations and times

- Using, to the maximum extent practicable, visualization techniques to describe proposed statewide transportation plans and supporting studies
- Making, as appropriate, public information available in electronically accessible formats on the internet in order to afford reasonable opportunities for public comment
- Demonstrating explicit consideration and response to public input during the development of the Long Range Statewide Transportation Plan and the five-year STIP
- Providing a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority household members who may face challenges accessing employment and other services
- Undertaking periodic reviews, no less frequently than every five years, of the effectiveness of this public involvement process to ensure that the process provides full and open access to all “interested parties”
- Revising this process to assure continuing improvement

### **Interested Parties**

This Public Participation Process and Plan frequently refers to “interested parties.” Throughout this document, “interested parties” are the agencies, people, and groups MDOT will be consulting with as it develops or amends its Transportation Improvement Plans. These are the people MDOT coordinated with as they developed this Public Participation Process and Plan. These “interested parties” include, but are not limited to, the following:

- The general public
- Public transportation agencies
- Non-metropolitan local elected officials
- Federal and State environmental and land management agencies
- Federally recognized American Indian Tribes
- Agencies responsible for historic preservation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of the disabled
- Freight shippers
- Providers of freight transportation services
- Representatives of minority, low income, and traditionally underserved groups.

*A list of identified “interested parties” is available upon request.*

## **Mississippi's Metropolitan Planning Organizations (MPOs)**

### ***Jackson Urbanized Area***

Central Mississippi Planning and Development District  
P. O. Box 4935  
Jackson, Mississippi 39296  
601-981-1511  
<http://www.cmpdd.org/>

### ***Gulf Coast Urbanized Area***

Gulf Regional Planning Commission  
1635 Popps Ferry Road, Suite G  
Biloxi, Mississippi 39532  
228-864-1167  
<http://www.grpc.com/>

### ***Hattiesburg Urbanized Area***

Hattiesburg-Petal-Lamar-Forrest MPO  
P. O. Box 1898  
Hattiesburg, Mississippi 39403  
601-545-6259  
<http://www.hattiesburgms.com/city-departments/federal-a-state-programs/metropolitan-planning-organization>

### ***Mississippi portion of the Memphis Urbanized Area***

Memphis Metropolitan Planning Organization  
125 N. Main Street, Suite 450  
Memphis, Tennessee 38103  
901-576-7190  
<http://memphismpo.org/>

Each of the four MPOs is responsible for the planning functions in its metropolitan area. Each MPO has its own written Public Participation Plan. The MPOs and MDOT have coordinated the development of the public participation plans so that the processes, although differing in details and format, are essentially the same. These Public Participation Plans were developed through a public participation process similar to the one described here. The MPOs will conduct the public participation processes for all Federally funded transportation projects in their respective urban areas, and MDOT's process will be used for all Federally funded transportation projects in the non-urbanized parts of the State. The MPOs' plans address City, County, and MDOT sponsored projects inside the MPO boundaries. MDOT coordinates closely with the four MPOs and is represented on each MPOs' Technical Committee and Policy Board.

## **Transportation Plans**

The MPOs and MDOT conduct many planning studies. Most are to address specific transportation problems or needs. Some of these studies result in the identification of major needed projects, but the majority address specific localized problems such as how to improve safety at a particular intersection. The MPOs and MDOT involve the public and other interested parties in these studies to the extent that they have expertise and knowledge that would be helpful in identifying viable solutions to the identified transportation problems.

However, there are two types of plans (MDOT's Long Range Statewide Transportation Plan and the STIP) that address the overall transportation system and help allocate priorities and resources for the future. Only transportation projects identified by these plans are eligible for Federal funding.

**Long Range Plans:** Each MPO develops a Long Range Transportation Plan for its urban area. This plan projects transportation needs, strategies, and goals for the coming 25 years. The plan can be fairly general and does not usually cover all specific projects. It is more an assessment of needs and strategies than of solutions. MDOT develops a long range plan for the rest of the State and incorporates the concepts identified in the MPOs' plans into the Long Range Statewide Transportation Plan. The MPOs' Long Range Transportation Plans must be updated at least every five years. The MDOT Long Range Statewide Transportation Plan is updated as needed, but at least every five years. MDOT's Long Range Statewide Transportation Plan can only be developed or amended through the MDOT Public Participation Process and Plan described here.

**Short Range Plans:** Each MPO develops a project specific and fiscally constrained Transportation Improvement Program (TIP) detailing the projects and project phases for which the MPO intends to apply for Federal funding over the next four years. This includes MDOT projects in urbanized areas. MDOT develops a Statewide Transportation Improvement Program (STIP) that incorporates the projects in the MPOs' TIPs plus all projects outside the urbanized areas. Only projects in the approved STIP can be Federally funded. Certain types of projects that are categorically excluded from detailed environmental analysis can be grouped rather than listed individually in the TIPs and the STIP. The TIPs and the STIP are updated every four years and may be updated, amended, or modified more frequently. The TIPs and the STIP, as well as amendments to them, can only be developed through the MPOs' and MDOT's Public Participation Processes and Plans.

Note that the MPOs and MDOT are allowed to make minor administrative modifications to the TIPs and to the STIP without going through a Public Participation Process. Such administrative modifications cannot be made for substantial changes like adding or deleting projects, changing the scope of a project to the extent that the type of environmental document required changes,

or changing funding so that a TIP or the STIP is no longer fiscally constrained. Typically administrative modifications are things like minor changes in the costs of a project phase, changes to funding sources of previously included projects, and/or a change in the year of initiation of a project phase. Thresholds used to determine if the project change is acceptable for an administrative modification are as follows:

**PROJECT COST CHANGE THRESHOLDS:**

For changes to the cost of projects (excluding groupings), a sliding scale is outlined to determine which category of revision is required. All measurements for these cost changes will be made from the last approved STIP/TIP or STIP/TIP amendment/administrative adjustment to account for incremental changes.

Total project cost of all phases shown within the approved TIP	Amendment	Administrative Adjustment
Up to \$2 million	≥75%	< 75%
\$2 million to \$15 million	≥50%	< 50%
\$15 million to \$75 million	≥40%	<40%
\$75 million and above	≥30%	<30%

In the urbanized areas the Public Participation Process will be considered to be satisfied when the Short and Long Range Plans and amendments to them have gone through public and “interested” party coordination as described in the MPOs’ Public Participation Plan. This applies to locally sponsored, as well as MDOT sponsored, projects. Once the MPOs’ Public Participation Processes are complete and an MPO approves a new plan, amendment, or administrative modification, the approved change will be forwarded to MDOT for inclusion in the Long Range Statewide Transportation Plan or in the STIP without further public participation. MDOT will then forward the change to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval. Upon approval, a new plan or amendment becomes effective. Administrative modifications are submitted to FHWA for informational purposes.

## **MDOT'S Public Participation Process and Plan**

Outside the four MPO urbanized areas, MDOT will conduct the Public Participation Process and Plan. The process will be used for new Long Range Statewide Transportation Plans and amendments, as well as development of a new STIP, and amendments to the non-urbanized portions of the STIP. The process is as follows:

1. MDOT will make any proposed new Long Range Statewide Transportation Plan or proposed new STIP, available on the MDOT website for public review and comment for a period of not less than 45 days. Proposed amendments to the Long Range Statewide Transportation Plan or to the STIP will be available for review for 10 days. In addition, the availability of the proposed plans or amendments will be advertised in a newspaper with statewide circulation and in publications that target typically underserved populations. They will inform the public of the availability of the plans or amendments for review and comment and will also notify the public of any scheduled public meetings. Reviewers will be able to make comments through the website or by mail. During the review period, any proposed plans or amendments to existing plans will be available at MDOT District Offices and MPO offices, along with comment forms. Interested Parties are also encouraged to visit local public libraries to view the plans on the internet.
2. Public meetings will be held for review and comment on draft Long Range Statewide Transportation Plans (LRSTP), the draft Statewide Transportation Improvement Programs (STIP), the Public Participation Process and Plan (PPP&P), and other plans or programs as deemed necessary by MDOT. Each meeting location will comply with all mandates established in the Americans with Disabilities Act (ADA). Individuals with questions or special needs may contact the MDOT Planning Division PPP&P coordinator at (601) 359-7685 at least five days prior to the meeting.
3. When the proposed plans or amendments are made available on the website for public review, all "interested parties" will be contacted by email or letter and asked to comment within the 45 or 10-day review period. "Interested parties" will be requested to participate in any scheduled public meetings.
4. For new STIPs and new Long Range Statewide Transportation Plans, MDOT will hold public meetings to receive additional comments from the public. These meetings will allow MDOT to receive comments and suggestions that could impact the development of transportation projects in the state. The meetings will be held not less than 14 days from the first advertisement. MDOT will ensure that all public meetings will be held at

convenient and accessible locations and times. When public meetings are held, MDOT will normally schedule one meeting in each of the three Transportation Commission districts.

5. MDOT will use maps, charts, and/or other visualization techniques, to the extent possible, to graphically demonstrate plans or proposed amendments. MDOT will provide any technical and policy information used in the development of the STIP.
6. All comments received will be considered, and MDOT will respond to each commenter and explain its proposed action on the comment.
7. Since public hearings will rarely be held for amendments, MDOT will advise anyone whose comment on an amendment is not favorably received of the time and place of the Transportation Commission meeting where the amendment will be presented for approval. Commenters will be advised that they may present comments to the Transportation Commission at that time. All Transportation Commission meetings are open to the public.
8. All new plans or amendments will be submitted to the Transportation Commission for approval. Upon approval, MDOT will submit the approved plan or amendment to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for approval.
9. With the approval of FHWA and FTA, the plan or amendment becomes official.

### **Future Changes in the Public Participation Process and Plan**

MDOT will continually monitor the effectiveness of this Public Participation Process and Plan. It may be modified from time to time to expand its usefulness as a tool to encourage public and “interested party” input into the Transportation Planning Process. The process will be formally reviewed every five years. At that time the Process Plan itself will go through the same public involvement process described for new plans in steps one through nine above, with interested parties having 60 days to comment.

Any comments or suggestions you have about this plan can be directed to:

Mr. Jeff Ely, Planning Engineer  
Planning Division  
Mississippi Department of Transportation  
P. O. Box 1850  
Jackson, Mississippi 39215-1850  
601-359-7685  
Email: [jely@mdot.ms.gov](mailto:jely@mdot.ms.gov)

## APPENDIX “L”

### MISSISSIPPI DEPARTMENT OF TRANSPORTATION TITLE VI ASSESSMENT REPORT

*July 1, 2013 - June 30, 2014 Title VI Policy Statement*

*1. Describe any changes to your approved policy statement that have resulted from changes in legislation, local ordinances, etc., or a change in a Board. Submit a copy of the policy statement with approved signature.*

*Organization, Staffing & Training*

*1. Has the Title VI representative or anyone from your organization participated in any form of training with specific reference to Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP) or Americans with Disabilities Act (ADA) in the past year? Yes No If yes, describe and provide the date and location.*

*2. Report any changes in the organizational structure since the last reporting period. (Examples: new Title VI Coordinator, new Mayor, new Board President) The agency's EEO-4 Report that is submitted to the Equal Employment Opportunity Commission will be required every three years instead of annually.*

*Demographics*

*Using the most current data available (through Census or other means), describe the demographics within your jurisdiction.*

	<i>Number</i>	<i>%</i>		<i>Number</i>	<i>%</i>
<i>Female</i>			<i>Male</i>		
<i>White</i>			<i>Black or African American</i>		
<i>American Indian/ Alaska Native</i>			<i>Native Hawaiian/ other Pacific Islander</i>		

<i>Asian</i>			<i>Hispanic</i>		
<i>Other</i>					

*Complaints Requirements*

- 1. List any Title VI complaints or concerns received from the public during the reporting period. Include the basis for the complaint, ethnicity, and gender and summarize the resolution sought and the outcome.*
  
- 2. Does agency have a formal Title VI complaint procedure and Title VI complaint form for external discrimination complaints?*

*Public Involvement*

- 1. What efforts have been made in the past year to notify the public of meetings, hearings, workshops, special sessions dealing with transportation projects etc.? (This does not pertain to regularly scheduled monthly Board Meetings)*
  
- 2. How have you ensured involvement by minorities and disabled persons when they have been impacted by projects?*
  
- 3. Were accommodations of translation services or special needs included in notices to the public this past year?*  
Yes    No
  
- 4. Has your organization received any request for information in an alternative format such as Braille, Audio, or non-English in the past year? Yes    No    If yes, please discuss*
  
- 5. Does your organization have a Limited English Proficiency*

(LEP) plan? Yes No

6. How does the organization ensure that persons whose primary language is not English have access to services?

7. Does your agency include minority media in all notification processes for public meetings?

Yes No If yes, provide the name and address of each.

8. Where are public meetings held and are they held at times that are convenient for traditionally under-served populations?

9. Are there efforts made to engage dialogue with minority and low-income communities even when there is no specific planning product or process underway? Yes No

If yes, please explain the process.

10. How does your organization collect data when evaluating the potential social, economic and environmental effects of proposed plans and programs on a community?

#### **American with Disabilities Act (ADA)**

*Public Entities with 50 or more employees are required by Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 to develop and implement an ADA Self Evaluation plan and Transition Plan.*

1. Has your agency appointed an ADA/Section 504 Coordinator? Yes No if yes, please provide name, title, race and sex of the individual.

2. Has your agency developed and posted an ADA Policy Statement? Yes No

3. Has your agency developed and posted an ADA Grievance Procedure? Yes No

4. Are facilities and meeting areas fully accessible to persons with disabilities? Yes No

5. Has the organization conducted a self-evaluation? Yes No If no, provide timeline for completion of the self-evaluation plan.

6. Based on the development of a self-evaluation plan, has the organization developed a Transition Plan?  Yes  
 No If no, provide timeline for completion of the Transition Plan.

7. In order for individuals with hearing limitations or speech disabilities to have access to program areas, does the organization have auxiliary aids such as TTD/TTY?  Yes  No  
If yes, identify the type of services.

8. How is the public informed that the organization has auxiliary aids such as TTD/TTY?  
Please provide documentation of how the public was informed.

#### Accomplishments and Goals

1. Were there any significant accomplishments made during the reporting period? (July 1, 2013 to June 30, 2014) If so, provide a brief statement detailing the nature of each. (examples: training, complaint resolution, completion of Title VI plan or Transition plan)

2. List any goals and objectives you may have for next year. (July 1, 2014 to June 30, 2015) (examples: complete ADA requirements, training, develop LEP plan)

Title VI ACCOMPLISHMENT REPORT  
July 1, 2013 – June 30, 2014

1. The Office of Civil Rights has established a risk based analysis for the preparation of our Title VI on-site reviews of LPA's. We analyzed dollar amounts spent by each LPA during the reporting period and ranked the highest amount to the least amount dollar amount received.
2. The Office of Civil Rights has added the following links to the MDOT's website, GoMDOT.com.
  - FHWA ADA/504 Overview - Web Based Training
  - FHWA Title VI Overview – Web Based Training
  - Your Rights Under Title VI Brochure in English
  - Your Rights Under Title VI Brochure in Spanish
  - MDOT's Annual Title VI Assessment Report
3. A total of one hundred and forty-six (146) LPA's were sent Title VI Assessment Reports and No-Change Affidavits for completion. A total of one hundred and thirty-one (131) forms were returned. None of the LPA's who submitted their report and No-Change Affidavit reported any Title VI related complaints during the review period.
4. The Office of Civil Rights Staff attended the 2013 Southern Transportation Civil Rights Training Symposium on August 27 -29, 2013 in Charleston, SC.
5. The Office of Civil Rights staff attended the 2014 Civil Rights Training symposium April 27-30, 2014 in Phoenix, Arizona.
6. The Civil Rights Director continues to serve as a Committee Member of the Southern Transportation Civil Rights Executive Council. The primary purpose of the Southern Transportation Civil Rights Executive Council is to promote the advancement of civil rights program initiatives within member states.
7. The agency employed the services of a minority owned and operated consulting firm, Systems Consultants Associates, Inc., to assist in the task of establishing the requisite goal for the DBE Program. Systems Consultants Associates (Systems) has a long standing and highly successful experience with DBE and related programs.

As a result of Systems' findings and due consideration of the FHWA, the agency adopted a 9.71 percent DBE participation of which 4.13 percent is race-conscious and 5.58 percent is race-neutral.

8. The Office of Civil Rights continues its effort to locate minority and female firms qualified to be certified as a disadvantage business. A total of fifty-four (54) firms were certified as DBEs during the review period of which thirty-three (33) are minority male owned firms and twenty-one (21) are minority female owned firms.
9. The MDOT's ADA Coordinator along with Roadway Design Division's staff presented training on Designing Pedestrian Facilities for Accessibility for participants in Jackson, McComb, Batesville, Yazoo City, Tupelo, and Hattiesburg.
10. MDOT's ADA Coordinator presented an Environmental Justice Program to Gulf Region Planning Commission MPO meeting in Biloxi, MS. ADA transition plans were reviewed of those LPA's that had questions about their plans.
11. Other significant accomplishments for the program year include the following:

- **Roadway Design Division**

The Department awarded eight (8) design contracts to consultants firms. The total value of all contracts combined was \$4,478,940.00. One of the eight (8) contracts was held by a minority/women owned firm with a value of \$120,469.

There were no Title VI complaints in the design program areas.

- **District Offices**

There were a total of one hundred and one (101) preconstruction conferences held in the Districts during the program year. During the conferences district personnel discussed with suppliers, subcontractors and contractors the Title VI requirements associated with their contracts or agreement.

During EEO Inspections there were a total of five (5) cases where employees were underpaid. The project offices contacted each contractor so that back payment could be processed for those employees.

During the employee interview session of the EEO Inspection, it was discovered that one (1) employee did not know where the bulletin board was located. The contractor was notified and the employee was trained on the location of the bulletin board.

None of the District Offices received any Title VI related complaints during the program year.

- **Research Division**

The division has approximately fourteen (14) projects currently underway with the following entities:

Mississippi State University  
Jackson State University  
Burns Cooley Dennis, Inc.  
Thompson Engineering  
Rao Research and Consulting)

Jackson State University is an HBCU.  
Rao Research and Consultant is a female owned firm.

Some studies not performed by a female, minority, or HBCU have minorities and females serving as principal investigators.

There were no Title VI complaints filed regarding research projects.

- **Contract Administration/Maintenance Division**

There were no contractors found not to be in compliance with the EEO provisions of their Federal-aid highway contract or maintenance agreements.

One contractor, Hill Brother Construction Company, defaulted on three contracts during the review period. The company went into bankruptcy and the contracts were assigned to W.G. Yates and Sons Construction Company.

There were no Title VI related complaints filed in regards to competitive bidding of construction or maintenance contracts.

- **Right of Way Division**

Twenty-seven (27) appraisers were utilized during the program year of which five were minorities. Four of the appraisers were females with one being a minority.

There were four hundred and forty-five (445) parcels acquired or condemned during the reporting period. There were no complaints filed by minorities or women concerning their option in the negotiation phase.

Relocation assistance was provided to approximately one hundred fifty-one (151) persons to include nineteen (19) minorities, twenty-five (25) females, twenty-six (26) elderly and twenty-one (21) handicapped.

There were no Title VI related complaints received during the right of way stages.

- **Bridge Division**

The Division awarded sixteen (16) design contracts to consultant firms. The total value of all contracts combined was approximately \$9,383,157.00. One minority/woman firm was awarded a contract with a contract value of \$306,831.00.

There were no Title VI complaints received in the Bridge Design program areas.

- **Environmental Division and Public Involvement**

The Division held six (6) public hearings concerning the location of projects. The hearings were advertised by newspapers and press releases. In soliciting the involvement of minority leaders the Department held neighborhood field reviews, used census data, public official meeting and one-on-one meetings in the community. During the reporting period the minority publication, Jackson Advocate and Mississippi Link, were used to advertise public hearings. The following consultants were used during the reporting period; one (1) of which is a minority owned firm:

- Neel-Schaffer
- Pickering Engineering
- Gresham-Smith, Florence & Hutcheson
- Pritchett Engineering

There were no Title VI complaints received in the Environmental program areas.

- **Office of State Aid**

During the reporting period, the Office of State Aid utilized the following consultant and/or contractor services:

1. 22<sup>nd</sup> Century Technologies, Inc.
2. D & D Hinton Management Services
3. Lefkowitz Systems, Inc.
4. Michael Baker, Jr., Inc.
5. Richard E. Turner
6. Vixio Technology, LLC
7. Scott-Robert and Associates, LLC

There were no Title VI complaints received in the Office of State Aid's program, areas.

- **Planning/MPOs**

A review of MPOs activities revealed the following findings:

**The Central Mississippi Planning and Development District (CMPDD):** Preparation of the Public Participation Plan was initiated and Long Range Transportation Plan. Hazard Mitigation Plans with any mitigation planning process, open public involvement is essential to the development of an effective comprehensive plan. There were no public hearings or compliance reviews done relating to transportation/comprehensive planning during the reporting period.

No Consultant Planning Agreements were awarded during the reporting period.

There were no Title VI related complaints received in the CMPDD during the reporting period.

**Hattiesburg MPO:** There were no studies conducted during the review period to provide data relative to minority persons, neighborhoods, and income levels. Several public hearings were held in reference to transportation planning. Organizations and communities were notified by newspaper, local radio, e-mail, and flyers to neighborhood organizations. No consultant planning agreements were awarded during the reporting period

There were no Title VI related complaints received during the reporting period.

**Memphis MPO:** Long Range Transportation Plan, the MPO informs the public through regular legal notices published in all major newspapers, and in newspapers that target minority populations in the metropolitan area. The MPO uses additional tools to keep the public informed and engaged including posting information on the Internet, a newsletter and email lists. The Stakeholders Committee now includes representatives who provide input regarding the needs of minorities and low income persons. No Consultant Planning Agreements were awarded during the reporting period.

There were no Title VI complaints received during the reporting period.

**Gulf Regional Planning Commission:** The following studies were done during the reporting period:

- 2040 Long Range Transportation Plan – census data on demographic were used to locate Environmental Justice areas within the planning area
- Safety Program Study- (i) MS Safety Initiatives and the Heritage Trails Partnership Keynote Project which will connect the three coastal counties from state line to state line.

There were six (6) public meetings held in the three coastal counties on long range transportation planning, including roads, transit, bike/pedestrian and safety concerns.

The public was encouraged to ask questions and submit written comments on all plans. Minorities attended all meetings as individuals and as representative of community organizations. The MPO published notices public meetings in the newspapers, regionally and locally, television interviews, radio advertisement and newspaper advertisement. The MPO has plans to begin implementing the recommendations of the LRTP.

One Consultant Planning Agreement was awarded to perform FTA emergency transportation recovery study.

There were no Title VI complaints received during the review period.

## ANNUAL WORKPLAN

The following constitutes an outline of the Title VI activities planned for the federal fiscal year beginning July 1, 2014 through June 30, 2015.

1. Duties performed by the Office of Civil Rights Director, the Title VI Coordinator and the Interdisciplinary Team will continue as recognized in the Title VI Program and Implementation Plan.
2. The Office of Civil Rights will continue to monitor LPA ADA Transition Plans. All information on individual LPA's will be linked to the MDOT ADA Transition Plan online at GoMDOT.com.
3. The Title VI Coordinator will coordinate Title VI training for sub recipients. The training will focus on sub recipients' responsibilities and obligations to the program. During the training, sub recipients will be informed of the annual Title VI review and the review process. We are looking to provide this training as a Webinar. The on-site reviews will be prioritized by those LPA's that get the most federal financial assistance during the year. The Title VI Coordinator is planning ten (10) on-site reviews per year.
4. The Office of Civil Rights Title VI Coordinator will provide training at the Mississippi Association of Supervisors 2014 Fall Educational Workshop in Natchez, Mississippi on October 20, 2014.
5. The Civil Rights Director will continue to serve on the Southern Transportation Civil Rights Executive Council and participate on the planning committee for the Regional Civil Rights Conference.
6. The Office of Civil Rights will continue to attend the AASHTO National Civil Rights training and the Southern Transportation Civil Rights Training Symposiums.
7. The Office of Civil Rights will continue to update the Civil Rights Division website.
8. The Office of Civil Rights will continue to recruit new firms as well as provide training and technical assistance to existing firms as a means to develop DBE participation.
9. MDOT will continue to reach out to the media and target minority and low income audiences to enlist their participation in public involvement as well as make them aware of their rights under Title VI.
10. The MDOT ADA Coordinator will provide ADA training along with the MDOT Roadway Design Division. The training will consist of ADA design guidelines as well as information concerning completion of ADA Self-evaluation and Transition Plans.

11. The Office of Civil Rights will continue to participate in MDOT sponsored conferences and events to publicize the Title VI Program and its requirements.

# **Nondiscrimination Policy**

We are committed to operating our programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint by contacting the Executive Director at the telephone number listed on the outside of this vehicle.

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A complainant may file a complaint directly with the Federal Transit Administration at the Office of Civil Rights, Attention; Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

## Política de No Discriminación

Estamos comprometidos a operar nuestros programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles de 1964. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja comunicándose con el Director Ejecutivo en el número de teléfono que aparece en la parte exterior de este vehículo.

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Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito en la Oficina de Derechos Civiles, Atención; Título Coordinador del Programa VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

