

Exhibit A

American with Disabilities (ADA) Action Plan to Implement Self-Evaluation and Transition Plans

Prepared by

LAFAYETTE METROPOLITAN PLANNING (MPO) ORGANIZATION

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Traffic & Transportation Department



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The Lafayette Metropolitan Planning (MPO) Organization does not discriminate on the basis of race, color, national origin, income, gender, age, and disability in access to, or operation of its programs, services, activities or in its hiring or employment practices. ADA and Title VI inquiries should be forwarded to the address on the title page.

1. Develop and Post a Compliant Policy and Plan

The first step to be taken is to establish a policy of non-discrimination and communicate that policy to the public.

1. Designate ADA Coordinator
2. Review and adopt ADA policy on nondiscrimination – See Appendix A¹
3. Review and adopt proposed complaint policy – See Appendix B²
4. Adopt the Complaint procedure by Resolution – See Appendix C³
5. Methods to notify public and staff about grievance procedure.
 - a. Legal Notices
 - b. Display Ads
 - c. Web Notices
 - d. Post in Public Buildings

2. Constitute an Accessibility Professional Committee (APC) – Proposed Composition

The APC is a professional committee used to develop the ADA Transition Plan. The Transition Plan describes how to implement ADA accessibility, both structurally and programmatically in Lafayette. The committee may use in-house resources or it may utilize the resources of a consultant. Minutes of the meetings will be maintained. The composition of the APC is shown in Appendix G.

3. Collaborate with Awareness Committee for Citizens with Disabilities (ACCD)

The ACCD is an existing committee established by LCG to consider ADA issues. The ADA Transition Plan will be developed with the aid of citizen commentary during presentation of plan components to the ACCD. Minutes of the meeting will be maintained.

¹ This section of the plan has been adopted from the Section 504/ADA Technical Assistance Handbook prepared by Office of Community Development, Disaster Recovery Unit, 150 North Third Street, Suite 700, P.O. Box 94095, Baton Rouge, Louisiana 70801-9095, dated November of 2007, page 16. Hereinafter this source is cited as Section 504/ADA Technical Assistance Handbook.

² This section of the plan has been adopted from The Baton Rouge Area Capitol Region Planning Commission, FY 2010, Title VI Plan, adopted July 14, 2009 by the Capitol Region Planning Commission Transportation Policy Committee, Appendix H, pages 60-61.

³ This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 17.

4. Inventory of MPO Buildings – See Appendix D⁴

The Lafayette Metropolitan Planning (MPO) Organization operates in a facility owned by Lafayette Consolidated Government. The facility is the Rosa Park Transportation Center and was opened for staff use on later part of December of 2010. Public access began in January of 2011.

The Lafayette MPO also renders services at the City-Parish Hall located at 705 West University Avenue, where the Lafayette Consolidated Government City-Parish Council holds meetings as the MPO policy board.

January 26, 1992 is a significant date. If a building was constructed before January 26, 1992, if the structure was not altered, and if a means of providing public services is also provided in its current state, then no ADA modification of the building is required. However, after that date, a structure is required to comply with ADA accessibility requirements.

A preliminary review of the MPO facility at Rosa Parks and City-Parish Hall indicates that the facility is fully ADA compliant.

5. Review of Undue Burden Standard – See Appendix E⁵

If an undue burden results from the implementation of ADA accessibility requirements, then the structure would not have to be improved. However, services would still be required to be rendered through some means. An example might be a library on the National Register of Historic Places that provides curbside services to disabled patrons rather than altering the structure. Appendix E discusses guidelines for undue burden.

The MPO does not believe that compliance with an undue burden will be created to comply with the ADA guidelines.

6. Self Evaluation Plan for each Structure and Program

A structure needs to be studied in two ways to complete a Self-Evaluation Plan. The first study is a structural evaluation using the hyperlinked resources of the U.S. Architectural and Transportation Barriers Compliance Access Board. Particular features such as ramps can be evaluated along with other features of a building. The second study examines the services rendered within a structure and determines if those services are rendered in a manner that does not violate accessibility standards.

⁴ This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 29.

⁵This section of the plan has been adopted from Section 504/ADA Technical Assistance Handbook, page 29.

A Self-evaluation Plan for the Rosa Parks Transportation Center will be conducted of features using the resources identified in this section.

1. Typical Structure Features – See Appendix F⁶
 1. Parking
 2. Ramps
 3. Doorways
 4. Accessible Routes to services within building
 5. Bathrooms
 6. Lighting fixtures and switches
 7. Elevators
 8. Security Devices

2. Programs – See Appendix G⁷
 1. Services that can be rendered without structural modifications
 2. Services that require structural modifications
 1. Services rendered at another portion of the building
 2. Services cannot be rendered at another portion of the building
 3. Services rendered at another site

7. Remediation Plan for Structures, and Programs

The actions described in Sections 1 to 5 in this document describe what modifications need to be performed to provide accessibility based on inventories of structures, sidewalks, and programs. A remediation plan should be developed as to requirement to bring structures and programs into compliance with ADA guidelines.

1. Description of modifications needed for each structure
2. Description of modifications needed for each service rendered

A remediation plan will be drawn if any changes or modifications to the Rosa Parks Transportation Center Building are required to comply with ADA guidelines.

8. Estimation of Costs for Modifications of Structures and Services

The components of the Remediation Plan should be estimated in funds needed to accomplish the plan.

1. Estimation of modifications needed for each structure
2. Estimation of modifications needed for each service rendered

An estimate will be drawn if any changes or modifications to the Rosa Parks Transportation Center Building are required to comply with ADA guidelines.

⁶ This section of the plan has been adopted from online sources located at <http://www.access-board.gov/adaag/checklist/a16.html>

⁷ This section of the plan is taken from the self-evaluation questionnaire in the Section 504/ADA Technical Assistance Handbook, page

9. Schedule for Planned Improvements

A schedule will be developed to implement the Remediation Plan over a period of years. The selection of the order in which projects are performed will be evaluated by the Accessibility Professional Committee (APC) and Awareness Committee for Citizens with Disabilities (ACCD). These evaluations will be presented to the City-Parish Council as a line item each year in the budgetary process so that elected officials can make a decision as to how to implement the plan

1. Structural and Services – creation of database, map, and documents
 1. Cost of the improvement in new construction
 2. Cost of the improvement in new personnel services
 3. Amount of time to perform the improvement
2. Estimated date when the improvement will be performed

10. Assurance

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

More specifically, the Lafayette MPO assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, the Lafayette MPO will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. Lafayette MPO further assures that efforts will be made to ensure nondiscrimination in of its programs and activities, whether those programs and activities are federally funded or not.

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

A schedule of improvements will be developed if any changes or modifications to the Rosa Parks Transportation Center Building and Lafayette City-Parish Hall are required to comply with ADA guidelines.

APPENDIX A – Proposed Policy of Non Discrimination

As required by Section 504 of the Rehabilitation Act (as amended) and the Americans with Disabilities Act (ADA), Lafayette Metropolitan Planning (MPO) Organization has adopted by resolution a policy regarding Nondiscrimination on the Basis of Disability.

Lafayette Metropolitan Planning (MPO) Organization does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the ADA Coordinator. Please give us at least 72 hours advance notice so we can adequately meet your needs.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding 504/ADA should be forwarded to the ADA & Title VI Coordinator, whose contact information is listed in Appendix G.

Upon request, this notice and other materials may be made available in alternative formats (for example, large print or audio tape) from the 504/ADA coordinator.

APPENDIX B – Proposed Discrimination Complaint Process and Form Complaint Process

All individuals have a right to a prompt and equitable resolution. Individuals or classes of individuals who believe they have been subjected to discrimination based on disability have several ways to file a grievance.

Under Title II applicable to local government, filing a grievance with the entity's ADA coordinator, filing a complaint with a federal agency or state agency administering federal funds, or filing a lawsuit may be done independently of others.

Individuals are not required to file either a grievance or complaint to bring a lawsuit. Lawsuits may be filed at any time. The following are three federal agencies where an ADA complaint can be filed:

United States Department of Justice (DOJ)
Coordination and Review Section
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118

Assistant Secretary for Fair Housing and Equal Opportunity
Department of Housing and Urban Development (HUD)
451 7th Street SW, Room 5100
Washington, D.C. 20202

Office for Civil Rights
Department of Education
330 C Street SW, Suite 5000
Washington, D.C. 20201

B.1.0 Filing a Local Complaint

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

All Title VI and related statute complaints are considered formal as there is no informal process. Therefore, the complainant will be contacted according to DOTD's formal complaint process. Complaints filed under Title VI against sub-recipients or contractors/consultants will be investigated by LCG with assistance of DOTD's Title VI

Program Manager. LCG shall maintain a confidential log of complaints for the purpose of assisting DOTD.

B.2.0 Complaint Log

The log will include the following information:

- a) Name of Complainant;
- b) Name of Respondent;
- c) Basis of Complaint: Disability along with other associated factors: race, color, national origin, income, gender, age, and retaliation;
- d) Date complaint received by the Lafayette Metropolitan Planning (MPO) Organization;
- e) Date the Lafayette Metropolitan Planning (MPO) Organization forwarded the complaint to DOTD's Title VI/ADA Program Manager;
- f) A statement of the complaint, including specific details, relevant facts and documentation;
- g) The final disposition of the complaint; and
- h) The complaint log will maintain the above information for the last five years from the current date.

B.3.0 Intimidation and Retaliation

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

B.4.0 Time Frames

There are different time frames depending on the agency and complainant.

B4.1 DOTD Time Frames

The total time allotted is 60 days for LCG with the assistance of DOTD to complete the investigative report and submit to the administrative supervisor of DOTD Complaint Section with copies to FHWA, FTA and MPO.

B.5.0 Complainant

A complaint must be filed no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

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Lafayette Metropolitan Planning Organization (MPO)⁸**ADA Discrimination Complaint Form**

Your Name	Phone	Name of Person(s) who discriminated Against You
Your Address (Street No., P.O. Box, Etc.)		Location and Position of Person (if known)
Your City, State Zip		City, State, Zip of Alleged Incident
Discrimination Because of: <input type="checkbox"/> Disability Other Factors: <input type="checkbox"/> Race/Color <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Income Status <input type="checkbox"/> Retaliation		Date of Alleged Incident
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved and witnessed the discrimination. Be sure to include how other persons were treated differently than you. Attach any written material pertaining to your case.		
Signature:		Date:
Please return this form to: Lafayette Metropolitan Planning Organization Title VI & ADA Coordinator PO Box 4017-C Lafayette, LA 70502		Ph : Fx :

⁸ This form will be printed and distributed to reflect the name and contact information of the current Title VI & ADA Coordinator as listed in Appendix G of this plan.

APPENDIX C – Proposed Language for Resolution of the Lafayette Metropolitan Planning Organization (MPO):

A RESOLUTION OF THE LAFAYETTE METROPOLITAN PLANNING ORGANIZATION (MPO) APPROVING THE TITLE VI PLAN AND THE ADA ACTION PLAN TO IMPLEMENT SELF-EVALUATION AND TRANSITION PLANS FOR THE LAFAYETTE METROPOLITAN TRANSPORTATION STUDY AREA

Be it Resolved by the Lafayette City-Parish Council acting as the Lafayette Metropolitan Planning Organization (MPO), that:

WHEREAS, The Congress of the United States of America has enacted under Title VI of the Civil Rights Act of 1964 as amended, which states that “the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving Federal financial assistance;” and

WHEREAS, The Congress of the United States of America has enacted Section 504 of the Rehabilitation Act of 1973, which requires that “no otherwise qualified individual with a disability shall, solely on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, services, or activities receiving federal assistance;” and

WHEREAS, The Congress of the United States of America has enacted Americans With Disabilities Act of 1990, as amended, which requires that “Congress recognized that physical and mental disabilities in no way diminish a person’s right to fully participate in all aspects of society, but that people with physical or mental disabilities are frequently precluded from doing so because of prejudice, antiquated attitudes, or the failure to remove societal and institutional barriers;” and

WHEREAS, Lafayette Metropolitan Planning (MPO) Organization has applied for or received Federal funds and is required to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, as amended; and

WHEREAS, neglecting to comply with the terms and conditions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and the Americans with Disabilities (ADA) Act of 1990, as amended may cause the Lafayette Metropolitan Planning (MPO) Organization to lose its grant or eligibility for future grants.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Lafayette Metropolitan Planning Organization (MPO), that:

SECTION 1: All of the aforescribed “Whereas” clauses are adopted as part of this resolution.

SECTION 2: It is the policy of Lafayette Metropolitan Planning (MPO) Organization that it shall not discriminate on the basis of race, color, national origin, income, gender, age, and disability in access to, or operation of its programs, services, activities or in its hiring or employment practices as described in the Lafayette MPO Title VI Plan for the Lafayette Metropolitan Transportation

Study Area and ADA Action Plan to Implement Self-Evaluation and Transition Plans for the Lafayette Metropolitan Transportation Study Area and attached as Exhibit A and Exhibit B.

SECTION 3: It is the policy of Lafayette Metropolitan Planning (MPO) Organization that all programs and activities shall be accessible to, and usable by, qualified persons with disabilities, in accordance with Section 504 and the Americans with Disabilities Act (ADA).

SECTION 4: Lafayette Metropolitan Planning (MPO) Organization shall conduct a Self-Evaluation, directed by two committees constituted by the Lafayette Consolidated Government, the Accessibility Professional Committee (APC) and the Awareness Committee for Citizens with Disabilities (ACCD) to review its programs, policies, procedures, and facilities to determine those areas where the potential for discrimination is likely to occur.

SECTION 5: Lafayette Metropolitan Planning (MPO) Organization shall, upon completion of the Self-Evaluation Plan, make revisions, modifications, or other changes to its policies and procedures so as to comply more fully with the letter and intent of Title VI of the Civil Rights Act of 1964, Section 504, and the ADA as most recently amended.

SECTION 6: Further, the Lafayette Metropolitan Planning (MPO) Organization shall, where building modifications are required, develop and implement a Transition Plan for eliminating structural barriers in a timely manner in accordance with Section 504 and the ADA.

SECTION 7: Citizens may contact the ADA/Title VI Coordinator at 705 West University Avenue Lafayette, LA 70506 or by phoning (337) 291-8200 for assistance, or to answer questions regarding this policy during regular business hours.

SECTION 8: The Lafayette City-Parish Council hereby authorizes the Lafayette City-Parish Council Chairperson, or his designee, to conduct all negotiations, execute and submit all documents, including, but not limited, to correspondence and amendments which may be necessary for the review and approval of the aforementioned plans.

SECTION 9: All resolutions or parts thereof, in conflict herewith are hereby repealed.

APPENDIX D: Undue Burden and Fundamental Alteration

D.1.0 Undue Burden

Title II of the ADA and Section 504, as applicable to state and local government, requires a public entity to make its programs accessible in all cases, except where to do so would result in a fundamental alteration in the nature of the program or in undue financial or administrative burdens.

D.2.0 Four Areas That Must Be Considered To Claim This Standard

If a City, Parish, or Organization determines that providing program access in certain areas would result in a financial or administrative burden, the following four areas must be considered:

1. The City's, Parish's, or Organization's resources available for use in the funding and operation of the service, program, or activity.
2. The burden of providing this standard rests with the public entity.
3. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee having budgetary authority and responsibility for making spending decisions.
4. A written statement of the reasons for reaching this conclusion will be provided.

D.3.0 Alternative Methods and the Undue Burden Standard

The undue burden standard does not relieve a City, Parish, or organization of all obligations to individuals with disabilities. A public entity is not required to take actions that would result in a fundamental alteration in the nature of a service, program, or activity, or a result in undue financial and administrative burdens. However, it nevertheless must take any other steps necessary to ensure that individuals with disabilities receive the benefits or services provided by the public entity.

D.4.0 Lawsuits and the Undue Burden Standard

A lawsuit or complaint may be filed by any person who believes that he or she or any specific class of persons has been injured by a chief elected official's or executive management decision or failure to make a decision.

APPENDIX E: Americans with Disabilities Act Accessibility Guidelines (ADAAG) Checklist for Buildings and Facilities⁹

The Americans with Disabilities Act (ADA) is a landmark law that protects the civil rights of persons with disabilities. It prohibits discrimination on the basis of disability in employment, state and local government services, transportation, public accommodations, commercial facilities, and telecommunications. To ensure access to the built environment, the ADA requires the establishment of design criteria for the construction and alteration of facilities covered by the law. These requirements, which were developed by the U.S. Architectural and Transportation Barriers Compliance Access Board, are known as the ADA Accessibility Guidelines (ADAAG).

The hyperlinked checklists were developed by Access Board to assist individuals and entities with rights or duties under Title II, and Title III of the Americans with Disabilities Act (ADA) in applying the requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) to buildings and facilities subject to the law. The checklist presents information in summary form on the Department of Transportation (DOT) and the Department of Justice (DOJ) regulations implementing the ADA. The checklist must be used with the DOT and DOJ regulations and ADAAG to ensure accuracy.

ADAAG serves as the basis for standards used to enforce the design requirements of the ADA. These standards are maintained by the U.S. Department of Justice (DOJ) and the U.S. Department of Transportation (DOT). It is these standards that the public is required to follow. Regulations issued from these agencies provide important information on using and applying the standards.

As originally published in July 1991, ADAAG addressed places of public accommodation and commercial facilities in the private sector. This hyperlinks of ADAAG includes supplements issued by the Access Board that cover:

- 1) State and local government facilities (1998)
- 2) Building elements designed for children's use (1998)
- 3) Play areas (2000)
- 4) Recreation facilities (2002)

These four supplements add new specifications to the guidelines and also revise existing provisions. They have not yet been incorporated into the DOJ standards and thus are not enforceable at this time. However, they provide helpful guidance in providing access to the various types of facilities they cover.

This document reflects existing ADAAG provisions. The Access Board has updated its accessibility guidelines for buildings and facilities covered by the ADA and the ABA

⁹ <http://www.access-board.gov/adaag/checklist/a16.html>

Architectural Barriers Act (ABA). The revised ADA and ABA guidelines were finalized by the Board in July 2004.

These are web based forms that need to be printed as the need arises to perform ADA surveys for the features of each Lafayette Metropolitan Planning (MPO) Organization buildings listed in Appendix D.

[Survey Form 1: Parking](#)

[Survey Form 2: Passenger Loading Zone](#)

[Survey Form 3: Exterior Accessible Routes](#)

[Survey Form 4: Curb Ramps](#)

[Survey Form 5: Drinking Fountains](#)

[Survey Form 6: Telephones](#)

[Survey Form 7: Ramps](#)

[Survey Form 8: Stairs](#)

[Survey Form 9: Platform Lifts](#)

[Survey Form 10: Entrances and Exits \(Areas of Rescue Assistance\)](#)

[Survey Form 11: Doors and Gates](#)

[Survey Form 12: Building Lobbies and Corridors \(Interior Accessible Route\)](#)

[Survey Form 13: Elevators](#)

[Survey Form 14: Rooms and Spaces](#)

[Survey Form 15: Assembly Areas](#)

[Survey Form 16: Toilet Rooms and Bathrooms](#)

[Survey Form 17: Bathtubs and Showers](#)

[Survey Form 18: Dressing and Fitting Rooms](#)

[Survey Form 19: Signage](#)

[Survey Form 20: Alarms](#)

[Survey Form 21: Detectable Warnings](#)

[Survey Form 22: Automated Teller Machines \(ATMs\)](#)

Special Facility Types --

[Survey Form 23: Restaurants and Cafeterias](#)

[Survey Form 24: Medical Care Facilities](#)

[Survey Form 25: Mercantile Facilities](#)

[Survey Form 26: Libraries](#)

[Survey Form 27: Transient Lodging -- Hotels, Motels, Inns, Boarding Houses, Dormitories, and Similar Places](#)

[Survey Form 28: Transient Lodging in Homeless Shelters, Halfway Houses, Transient Group Homes, and Other Social Services Establishments](#)

[Survey Form 29a: Transportation Facilities -- Bus Stops](#)

[Survey Form 29b: Transportation Facilities -- Fixed Facilities, Terminals and Stations](#)

[Survey Form 29c: Transportation Facilities -- Airports](#)

APPENDIX F:**Program Policy and Procedures for Self-Evaluation**

1. Does your entity have a written policy stating that it does not discriminate against people with disabilities? Yes No N/A
2. Does your staff know and understand about your commitment not to discriminate? Yes No N/A
3. Do you have a designated coordinator for the Section 504 Rehabilitation and the Americans with Disabilities Act (ADA) compliance requirements? Yes No N/A
4. Have you identified the persons with disabilities and other individuals who helped in our Self-Evaluation and is their participation described? Yes No N/A
5. Do you have procedures to assure that all programs, services, and activities, to include meetings, hearings, workshops, and conferences, are held in accessible locations? Yes No N/A
6. Are the resource manuals that govern your programs, including laws, statues, rules, policies, manuals, ordinances, and other guidelines available in alternate formats, or do you have the ability to provide alternate formats? Yes No N/A
7. Do you have a separate or special program for individuals with disabilities? Yes No N/A
8. If yes to # 7, do you have written procedures to ensure that these individuals may also participate in programs available to the public? Yes No N/A
9. Do you have any policies and procedures, program eligibility and admission requirements, or licensing standards that:
 - a. Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service? Yes No N/A
 - b. Do you afford an opportunity for participation or benefit equal to that afforded others? Yes No N/A

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- c. Do you provide a qualified individual with a disability Yes No N/A with an aid, benefit, or service that is as effective in affording equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as that provided to others?
- d. Do you provide aids, benefits, or services to individuals Yes No N/A with disabilities as effective as those provided to others?
- e. Do you assure that assistance or contract is not provided Yes No N/A to a person or entity that discriminates based on disability?
- f. Do you deny a qualified individual with a disability the Yes No N/A opportunity to participate as a member of planning or advisory boards?
- g. Limit the enjoyment of a qualified individual with a Yes No N/A disability any right, privilege, advantage or opportunity enjoyed by other qualified individuals who receive your services?
10. Do you have provisions to assure that contractors understand Yes No N/A 504/ADA requirements?
11. If you use video, audio visual, and television equipment, do Yes No N/A you assure that hearing –impaired persons can benefit from presentations?

Employment

1. In the following areas, do you have policies, practices, or procedures that are followed to ensure that there is no discrimination based on disabilities?
- a. Recruiting advertisements Yes No N/A
- b. Processing of applications Yes No N/A
- c. Employment testing Yes No N/A
- d. Interviewing and orientation Yes No N/A
- e. Promotion, transfer, demotion, lay-off, or reinstatement Yes No N/A including changes in compensation resulting from these

-
- actions
- f. Job assignments Yes No N/A
- g. Job classifications, use of vacation and sick leave, unpaid leave of absence, or compensatory time Yes No N/A
- h. Opportunities for and financial support of training opportunities, conferences, health and insurance benefits, agency-sponsored activities, including recreational or social programs Yes No N/A
2. Do you have a process to ensure that any employment-related criteria (including minimum qualifications and testing requirements) which would adversely affect the opportunities of individuals with disabilities are related to the job and are a business necessity? Yes No N/A
3. Do you have a process for how your entity responds to a request for an accommodation in testing and interviews? Yes No N/A
4. Do you have procedures to ensure that nondiscriminatory questions are asked in a hiring interview? Yes No N/A
5. Do you have a process to determine if an individual with a disability is capable of performing the essential functions of a particular job, with or without a reasonable accommodation? Yes No N/A
6. Do you have a process to determine whether a request for a reasonable accommodation on the job can be granted or would cause undue hardship? Yes No N/A
7. Do you have a policy and procedure for maintaining the confidentiality of employee medical information, voluntary self-identification of disability, and requests for accommodation? Yes No N/A
8. Do you provide training or take other measures to ensure that employees and supervisors do not subject individuals with disabilities to discrimination because of insensitivity or lack of knowledge? Yes No N/A
9. If you have automated electronic equipment in the workplace? Can persons with disabilities use the equipment? Yes No N/A
10. Do you ensure that no pre-employment inquiries are made as Yes No N/A

to whether an applicant for a position is a person with a disability?

Effective Communication

1. Do you have a policy or procedure to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others? Yes No N/A
2. If any written materials are provided by your program or services, do you provide any of the following alternatives?
 - a. Audio tape Yes No N/A
 - b. Braille Yes No N/A
 - c. Reader Yes No N/A
 - d. Aide Yes No N/A
 - e. Mailed to home Yes No N/A
 - f. Large print Yes No N/A
 - g. Interpreter Yes No N/A
 - h. Other assistance Yes No N/A
3. Do you describe the auxiliary aids and services that will be provided to individuals with a disability? Yes No N/A
4. Do you describe how an individual with a disability may request assistance and express their preference for auxiliary aids and services? Yes No N/A
5. Do you describe how your entity regularly advertises to the public that you will provide auxiliary aids and services for effective communication to participate in your programs and services? Yes No N/A
6. Do you describe how your entity will ensure that meetings, hearings, and conferences will be accessible for individuals with communication disabilities? Yes No N/A
7. Do you describe how your entity will use TDD (telecommunication device for the deaf) or the state relay system to communicate with those who have impaired hearing or speech, including training of staff? Yes No N/A
8. Do you have a 911 emergency service? Yes No N/A

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9. If yes to #8, is there a TDD connected to this service? Yes No N/A
10. If you have another form of emergency service, can people with disabilities access it? Yes No N/A
11. Are your TDD or relay service phone numbers printed on agency brochures, notices, and letterhead listed in telephone directories? Yes No N/A
12. Does your entity have an 800 number? Yes No N/A
13. If yes to #12, do you describe how the entity makes the 800 Yes No N/A
14. Do you let the public use your telephone? Yes No N/A
15. If yes to #14, is there at least one designated phone that is hearing-aid compatible? Yes No N/A
16. If your entity determines that equally effective communication cannot be provided, do you have the following:
- a. A statement included in your Self-Evaluation from the head of your agency or designee? Yes No N/A
 - b. Reasons why the service, program, or activity would be fundamentally altered or would result in undue financial and administrative burdens? Yes No N/A
 - c. A description of what other action will be taken to Yes No N/A

Notice of Nondiscrimination

1. Does your Self-Evaluation include a copy of your Notice of Nondiscrimination? Yes No N/A
2. Does your notice include the following information:
- a. A statement that your entity does not discriminate under Section 504 or the ADA? Yes No N/A

- a. Your 504/ADA Coordinator's name, address, telephone number, and office hours? Yes No N/A
- b. A statement that asks individuals to give at least 72 hours advance notice to request auxiliary aids or other services? Yes No N/A
- c. A statement notifying individuals about the availability of alternative formats? Yes No N/A
- d. A statement that your city or parish has a grievance procedure available to resolve complaints? Yes No N/A
3. Do your written materials contain a notice that your city or parish cannot accommodate a person with a disability? Yes No N/A
4. Does your grievance procedure include a time limit to file a grievance in alternative formats? Yes No N/A
5. Does your grievance procedure include a time limit to file a grievance procedure? Yes No N/A
6. Does your grievance procedure inform individuals of their right to file a complaint with a state or federal agency including the agency's addresses? Yes No N/A

APPENDIX G - CURRENT STAFF AND ORGANIZATION

The staff and organization of the Lafayette MPO may change from time to time as need arises and personnel changes occur in order to respond to the needs of the service area population. In addition, DOTD may change the contact information for the Compliance Programs Section as shown in Section G-3.0. The composition of the MPO Accessibility Professional Committee (APC) is listed in Section G-4.0.

G-1.0 Title VI & ADA Coordinator

Michael J. LeBlanc,
Title VI & ADA Coordinator, Division 5901
Lafayette Metropolitan Planning Organization (MPO)
101 East Cypress Street,
Lafayette, LA 70501

Title VI & ADA Coordinator
Division 5901
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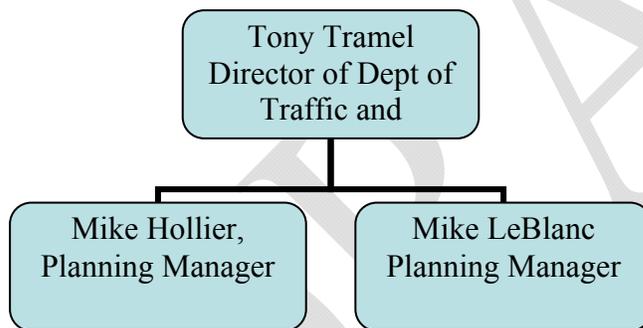
G-2.0 Supervision, Position, Race, Gender and National Origin of MPO Staff

The supervision, position, race, gender and national original of LCG Planning staff are listed in table below.

Name	Position	Race	Gender	Nat origin
Bill Spivey	Planner I	White	Male	Anglo-Am
Brenda Deshotel	Adm. Assist	White	Female	Franco-Am
Cathie Gilbert	Planner II	White	Female	Canada National
Cecilia Gayle	Planner II	White	Female	Franco-Am
Chris Cole	Engineer II	White	Male	Anglo-Am
Dan Branch	Architect	White	Male	Anglo-Am

Table J-2
Lafayette Metropolitan Planning Organization
Supervision, Position, Race, Gender and National Origin of Staff

Jennifer Seversen	Planner I	White	Female	Anglo-American
Joey Benoit	Planner II	White	Male	Franco-Am
John Vallot	Eng. Aid II	White	Male	Franco-Am
Johnny Orgeron	Planner II	White	Male	Franco-Am
Kirk Trahan	Plan. Facilit.	White	Male	Franco-Am
Laura Phillips	Planner II	White	Female	Anglo-American
Melanie Bordelon	Planner II	White	Female	Franco-Am
Mike Hollier	Manager	White	Male	Franco-Am
Mike LeBlanc	Manager	White	Male	Franco-Am
Neil LeBouef	Planner II	White	Male	Franco-Am
Nick Hernandez	Planner I	White	Male	Franco-Am
Rose Breaux	Eng Aid I	Black	Female	Afro-Am
Sanjay Kharod	Planner II	Asian	Male	India National
Tina Shelvin	Planner II	Black	Female	Afro-Am



G-3.0 DOTD Compliance Staff

Tanya St. Angelo, Title VI/ADA Programs Manager
 LA DOTD - Compliance Programs Section
 Title VI Unit - Room 305J
 P.O. Box 94245
 Baton Rouge, LA 70804-9245

Office (225)379-1361
 Fax (225)379-1865

Tanya.StAngelo@LA.GOV

G-4.0 MPO Accessibility Professional Committee (APC)

The proposed composition of the MPO Accessibility Professional Committee (APC) is listed below:

1. Traffic & Transp. – Planning (Mike LeBlanc), planning improvements.
2. Traffic & Transp. – Planning (Johnny Orgeron), architectural reviews.

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