TITLE VI PROGRAM COMPLIANCE PLAN

STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
PUBLIC SAFETY SERVICES
POLICY STATEMENT

It is the policy of the Louisiana Department of Public Safety and Corrections, Public Safety Services, \(^1\) (LADPS), in accordance with Title VI of the Civil Rights Act of 1964 and the Assurances set forth in the Louisiana Department of Public Safety and Corrections, Public Safety Services, Title VI Program Compliance Plan ("Plan") to ensure that "no person shall on the grounds of race, color, national origin, sex, age, disability, low-income or LEP, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity" for which LADPS receives any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA).

The LADPS will ensure compliance with 49 CFR Part 21 and 49 CFR Part 303 as identified in the FMCSA Standard Title VI/Non-discrimination Assurances document along with the additional related Non-discrimination authorities.

Responsibility for the implementation and day to day administration of the Plan will be delegated to the two Title VI Program Coordinators (this will be the same person). This coordinator will be assigned for Office of State Police and to the Office of Motor Vehicles. The Title VI Coordinator will ensure that LADPS effectively implements the Title VI Program to include conducting investigations of alleged actions in violation of Title VI in connection with any program or activity for which their respective office receives any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA). All LADPS employees and appointees are directed to coordinate with the Title VI coordinators to ensure effective implementation of the Title VI Program.

\[\text{Signature}\]

Kevin Reeves, Colonel
Deputy Secretary, Public Safety Services
Superintendent, Louisiana State Police

\[\text{9-27-18}\]

Date

\(^1\) For purposes of this document, the Department of Public Safety and Corrections, Public Safety Services, consists of the Office of State Police, the Office of Motor Vehicles, and the Louisiana Highway Safety Commission. At this time, the Louisiana Highway Safety Commission has not been awarded Federal financial assistance from the DOT, through the FMCSA. This document will be modified in the event that this changes.
The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Louisiana Department of Public Safety and Corrections, Public Safety Services, (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 et seq.), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 49 C.F.R. Part 27 (entitled Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance);
- 49 C.F.R. Part 28 (entitled Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation);
- 49 C.F.R. Part 37 (entitled Transportation Services For Individuals With Disabilities (ADA));
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled Discrimination On The Basis Of Disability In State And Local Government Services);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory citations hereinafter are referred to as the "Acts" and "Regulations," respectively.

Although not applicable to Recipients directly, there are certain Executive Orders and relevant guidance that direct action by Federal agencies regarding their federally assisted programs and activities to which compliance is required by Recipients to ensure Federal agencies carry out their responsibilities. Executive Order 12898, 3 C.F.R. 859 (1995), entitled "Federal Actions to Address
Environmental Justice in Minority Populations and Low-Income Populations* emphasizes that Federal agencies should use existing laws to achieve Environmental Justice, in particular Title VI, to ensure nondiscrimination against minority populations. Recipients should be aware that certain Title VI matters raise Environmental Justice concerns and FMCSA intends that all Recipients evaluate and revise existing procedures (as appropriate) to address and implement Environmental Justice considerations. See the following FHWA website for more information and facts about Environmental Justice: http://www.fhwa.dot.gov/environment/environmental_justice/index.cfm

Additionally, Executive Order 13166 (2001) on Limited English Proficiency, according to the U.S. Department of Justice in its Policy Guidance Document dated August 16, 2000 (65 Fed. Reg. at 50123), clarifies the responsibilities associated with the “application of Title VI's prohibition on national origin discrimination when information is provided only in English to persons with limited English proficiency.” When receiving Federal funds Recipients are expected to conduct a Four-Factor Analysis to prevent discrimination based on National Origin. (See also U.S. DOT’s “Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons,” dated December 14, 2005, (70 Fed. Reg. at 74087 to 74100); the Guidance is a useful resource when performing a Four-Factor Analysis.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> “No person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

**Specific Assurances**

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in 49 C.F.R. §§ 21.23 (b) and 21.23 (e) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Louisiana Department of Public Safety and Corrections, Public Safety Services, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.”;

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That 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 thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

   a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
   b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, 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 Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Recipient also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FMCSA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FMCSA. You must keep records, reports, and submit the material for review upon request to FMCSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Louisiana Department of Public Safety and Corrections, Public Safety Services gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the FMCSA Program. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors’, transferees, successors in interest, and any other participants in the FMCSA Program. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Kevin Reeves, Colonel
Deputy Secretary, Public Safety Services
Superintendent, Louisiana State Police

(Signature of Authorized Official)

DATED 9.27.18
APPENDIX A

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

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FMCSA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FMCSA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:

   a. withholding payments to the contractor under the contract until the contractor complies; and/or
   b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.
CLauses for Deeds Transfering United States Property

APPENDIX B

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the Louisiana Department of Public Safety and Corrections, Public Safety Services will accept title to the lands and maintain the project constructed thereon in accordance with (Name of Appropriate Legislative Authority), the Regulations for the Administration of Federal Motor Carrier Safety Administration (FMCSA) Program, and the policies and procedures prescribed by the FMCSA of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Louisiana Department of Public Safety and Corrections, Public Safety Services all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit “A” attached hereto and made a part hereof.

(Habendum Clause)

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

The Louisiana Department of Public Safety and Corrections, Public Safety Services, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Louisiana Department of Public Safety and Corrections, Public Safety Services will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI.)
CLauses for Transfer of Real Property Acquired or Improved Under
The Activity, Facility or Program

Appendix C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Louisiana Department of Public Safety and Corrections, Public Safety Services pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Louisiana Department of Public Safety and Corrections, Public Safety Services will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Louisiana Department of Public Safety and Corrections, Public Safety Services will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will thereupon revert to and vest in and become the absolute property of the Louisiana Department of Public Safety and Corrections, Public Safety Services and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)
CLUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED
UNDER THE ACTIVITY, FACILITY OR PROGRAM

APPENDIX D

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Louisiana Department of Public Safety and Corrections, Public Safety pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability, income-level, or LEP will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Louisiana Department of Public Safety and Corrections, Public Safety will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Louisiana Department of Public Safety and Corrections, Public Safety will there upon revert to and vest in and become the absolute property of Louisiana Department of Public Safety and Corrections, Public Safety and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate the purpose of Title VI.)
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d et seq.), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. part 303;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 et seq.) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 et seq.) (prohibits discrimination on the basis of disability); and 49 C.F.R. part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (Pub. L. 97-248 (1982)), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (102 Stat. 28) (“...which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.”);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 et seq).
DESCRIPTION OF FEDERAL AID PROGRAMS

Louisiana Office of Motor Vehicles

The Louisiana Office of Motor Vehicles (OMV) performs functions of the State relative to the examination and licensing of operators of motor vehicles and the suspension and revocation of such licenses. Additionally, Louisiana OMV performs functions such as issuance of vehicle titles, registration certificates, and license plates for all motor vehicles operated upon the highways of the State. Louisiana OMV applies for and is generally awarded funding through the Commercial Driver's License Improvement Program grant, a discretionary grant administered through FMCSA. This grant provides financial assistance to States to improve compliance with the requirements of 49 CFR Parts 383 and 384. Additionally, the Commercial Driver's License Improvement Program grant provides funding for projects that will improve the national Commercial Driver's License (CDL) program, are of potential benefit to all jurisdictions in the United States, are designed to address national safety concerns and circumstances, or that address emerging issues relating to CDL program implementation.

Louisiana State Police

The Louisiana State Police is designated as the lead Motor Carrier Safety Assistance Program (MCSAP) agency in the state, and participates in several federal program grants through FMCSA, to include the MCSAP Basic, New Entrant, and High Priority grants. These grants support activities directly related to reducing the number and severity of commercial motor vehicle (CMV) related crashes, protecting the state's highways and bridge systems from accelerated damage, and removing dangerous commercial motor carriers, drivers, and vehicles from our roadways.

The MCSAP Basic grant program is a formulary grant that focuses on reducing the number and severity of commercial motor vehicle (CMV) related crashes, by enforcement of the Federal Motor Carrier Safety Regulations and Hazardous Material Regulations, through an effective roadside inspection/enforcement program, compliance investigations, and education/outreach.

The MCSAP New Entrant Grant program, which was merged with the MCSAP Basic Grant Program in FY2017, focuses on reducing the number and severity of commercial motor vehicle related crashes, by conducting required safety audits on new interstate motor carriers, to ensure effective safety management controls are in place. This will ensure commercial motor carriers operate safely from the beginning, therefore, reducing large truck and bus crashes, and improving highway safety.

The MCSAP High Priority grant program is a competitive grant which focuses on reducing the number and severity of large truck and bus crashes, by improving data collection/quality efforts, and implementing high priority activities and projects aimed at improving CMV safety. Accurate data and high priority activities will increase the Department's ability to provide adequate resources towards improving highway safety.
Louisiana Highway Safety Commission

To date, the Louisiana Highway Safety Commission has not applied for a grant program or programs administered by the Federal Motor Carrier Safety Administration.

NOTICE TO THE PUBLIC

This notice will be placed on the Louisiana Department of Public Safety and Corrections, Public Safety Services, website and placed in all Louisiana Department of Public Safety and Corrections, Public Safety Services, public facilities.

*Louisiana Department of Public Safety and Corrections, Public Safety Services, Title VI Notice to Public/Beneficiaries/Participants*²

The Louisiana Department of Public Safety and Corrections, Public Safety Services, hereby gives notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities in all programs and activities for which the Louisiana Department of Public Safety and Corrections, Public Safety Services, receives any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA). Title VI and related non-discrimination authorities require that no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability, low-income or Limited English Proficiency, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or Limited English Proficiency has the right to file a formal complaint with the Louisiana Department of Public Safety and Corrections, Public Safety Services. Any such complaint must be in writing and filed with a Department Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

A complaint regarding the Office of Motor Vehicles may be mailed to Louisiana Department of Public Safety and Corrections, Public Safety Services, Office of Motor Vehicles, Attention: Title VI Coordinator, P.O. Box 64886, Baton Rouge, Louisiana, 70896-4886.

A complaint regarding the Office of State Police may be mailed to Louisiana Department of Public Safety and Corrections, Public Safety Services, Office of State Police, Attention: Title VI Coordinator, P.O. Box 66614, A-26, Baton Rouge, Louisiana, 70896-6614.

Any person interested in obtaining additional information regarding the Title VI Program as it

² A request to add a link to this notice and a Title VI complaint from to the Department of Public Safety and Corrections, Public Safety Services, website will be made once this document is approved. The link and notice will appear on the website in the coming weeks.
pertains to the Office of Motor Vehicles may contact the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles, by contacting Ms. Carol Tillman, 7979 Independence Blvd., Suite 307, Baton Rouge, La. 70806, Telephone: (225) 925-3639.

Any person interested in obtaining additional information regarding the Title VI Program as it pertains to the Office of State Police may contact the Louisiana Department of Public Safety and Corrections, Office of State Police, by contacting Ms. Carol Tillman, 7979 Independence Blvd., Suite 307, Baton Rouge, La. 70806, Telephone: (225) 925-3639.

SUB-RECIPIENT COMPLIANCE REPORTS

No entity within the Louisiana Department of Public Safety and Corrections, Public Safety Services, sub-awards any grant dollars received.

TRAINING

The Louisiana Department of Public Safety and Corrections, Public Safety Services, will make Title VI Program training available to all employees at least annually by the Title VI coordinator providing a Power Point. This training will also be made available to any sub-recipients should there be any sub-recipients in the future.³

ACCESS TO RECORDS

The Title VI Coordinator for the Office of State Police and the Title VJ Coordinator for the Office of Motor Vehicles will maintain records, which include, but are not limited to, implementation of the Title VI Program requirements, Title VI complaints or lawsuits, and related documentation, records of correspondence to and from complainants, and Title VI investigations. These documents shall be made available to the Federal Motor Carrier Safety Administration staff either through periodic submission and/or upon request by Federal Motor Carrier Safety Administration staff.

COMPLAINT DISPOSITION PROCESS

All written formal complaints citing Title VI or related non-discrimination authorities ("Title VI Complaint" or "Complaint") that are received by LADPS will be referred immediately to the attention of the appropriate LADPS Title VI Coordinator for processing. Each Title VI Coordinator will inform the highest ranking official within his or her respective office of all written formal Title VI discrimination complaints received.

1. Any person who believes himself or any specific class of persons to be subjected to

³ This training process has begun.
discrimination prohibited by Title VI or related non-discrimination authorities and in connection with a program for which LADPS receives any Federal financial assistance from the United States Department of Transportation (DOT), through the Federal Motor Carrier Safety Administration (FMCSA), may by himself or by a representative file a written Title VI Complaint with LADPS.

2. A Complaint must be filed not later than 180 days after the date of the alleged discrimination occurred.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall clearly state the entity within LADPS that employs the person who allegedly engaged in the discrimination. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. Each complaint shall include the following:
   a. Name, address, and phone number of the complainant.
   b. Name(s) and business address(es) of the employees who the complaint alleges have discriminated.
   c. Basis of complaint (i.e., race, color, national origin, sex, age, disability, low-income or LEP).
   d. Date of alleged discriminatory act(s).
   e. Date the complaint was received.
   f. A statement of the complaint.
   g. Other agencies (state, local, or Federal) where the complaint has been filed.

4. The Office of State Police and the Office of Motor Vehicles will maintain separate Complaint Logs which will be made available to FMCSA upon request.

5. Each Complaint which is regarding an employee for whom La. R.S. 40:2531 applies shall be investigated and processed according to Louisiana State Police Policy, P.O. 209, Complaints and Administrative Investigations.

6. Each complaint which is regarding any person other than those to whom La. R.S. 40:2531 applies shall be investigated and processed as follows:
   a. Within 10 days of receipt of the Complaint, a Title VI Coordinator will acknowledge receipt of the Complaint, inform the complainant of the action taken or proposed action to process the Complaint and advise the complainant of other avenues of redress available, such as the Federal Motor Carrier Safety Administration.
   b. Within 60 days of receipt of the Complaint, LADPS will cause an investigation of the Complainant to take place and a general investigation report, based on the information obtained, to be provided to a Title VI Coordinator.
   c. Within 90 days of receipt of the Complaint, a Title VI Coordinator will notify the complainant in writing of the final decision reached regarding his or her Complaint, including the proposed disposition of the matter.
STATUS OF CORRECTIVE ACTIONS

No entity within LADPS has undergone a Title VI review.

COMMUNITY PARTICIPATION PROCESS

The Louisiana Department of Public Safety and Corrections, Public Safety Services, primarily through the Office of Motor Vehicles (OMV) provides service/activities to the public through the activity of the issuance of driver’s license/identification cards and motor vehicle registration and title documents. The Community Participation Process provided herein relates solely to the Louisiana OMV.

The Louisiana OMV utilizes multiple avenues to ensure that the residents of Louisiana remain informed on the availability and locations of service centers.

Public Website

The Louisiana OMV staff maintains a page on the official website expresslane.org that contains a full list of all offices, office hours, addresses and services provided. Each office manager is responsible for ensuring that the information is up to date. All information listed can be updated in real time if the need should arise. Also included on the page is a link entitled “office closures.” This section is utilized to list all office closures related to “act of god” events.

In addition to state run offices, Louisiana OMV partners with private motor vehicle offices known as public tag agents (PTA) to provide a number of driver’s license and vehicle registration services. A link to all PTA locations and services offered are also accessible at expresslane.org.

Public Service Announcement

The Louisiana OMV also utilizes public service announcements as a method to notify residents about changes to hours of operations or services provided.

By State statute, the Louisiana OMV must maintain an office within every parish seat. Some parishes with larger populations have additional locations for better service availability to the residents of that parish. Louisiana OMV routinely evaluates the effectiveness and quantity of services provided at each office and determines if additional resources are required. Based on these determinations, Louisiana OMV has the flexibility to provide resources, etc. to maintain a high level of customer service. PTAs are opened in locations at the discretion of the business owner, and at this time, Louisiana OMV does not dictate where the PTAs may or may not be located. In the event that the Louisiana legislature proposes to increase or decrease the number service centers, Louisiana OMV commits to the following steps to ensure that Louisiana OMV will inform the greatest number of affected customers of proposed changes and create an avenue by which customers can submit comments and feedback of proposed changes:
1. **Prepare a Stakeholders List** - Depending on the parish(es) affected by the proposed change(s), Louisiana OMV will compile a list of stakeholders to identify potential affected customers (both benefited and burdened by the proposed changes). This list of stakeholders will be sufficiently inclusive to ensure that the greatest numbers of customers are made aware of proposed changes. Information on the stakeholders will incorporate demographic information for affected customers, including race, color, national origin (including Limited English Proficient individuals), sex, age, disability, and income-level. The stakeholder list will also include advocacy groups, churches, community-based organizations, and other advisory bodies, which may be useful in disseminating information to large groups of people.

2. **Plan Public Meetings** – Louisiana OMV will determine an effective number of Public Meetings to hold in strategically-significant areas within each affected area and at appropriate times to reach the greatest number of customers. Additionally, Louisiana OMV will determine the most effective methods for and communicate news of the Public Meeting(s) to the greatest number of customers, which may include hard copy publications (i.e., newspapers, newsletters, posters, etc.), electronic media (i.e., website, social media to include Facebook, twitter, etc.), and stakeholder groups.

3. **Publicize Proposed Changes** – Louisiana OMV will determine how to communicate the news of the proposed change(s) to the greatest number of customers, which may include hard copy publications (i.e., newspapers, newsletters, posters, etc.), electronic media (i.e., website, social media to include Facebook, twitter, etc.), and stakeholder groups. This news will be communicated in an accessible and inclusive manner (including foreign language translations, if necessary) that promotes effective public participation and is free of linguistic, cultural, economic or historical barriers.

4. **Conduct the Public Meetings** – Louisiana OMV will ensure that reasonable time is provided for attendees to provide comments regarding the proposed change(s);

5. **Review and Analysis** - At the conclusion of the outreach effort, Louisiana OMV will review the comments and analyze the impacts to all customers (regardless of a customer’s race, color, national origin, sex, age, disability, income-level, or LEP) regarding their ability to access the facilities/services both prior to the proposed change(s) and following the proposed change(s). This analysis will be sufficiently detailed so that the ultimate conclusion as to how the proposed change(s) will impact customers is well-documented;

6. **Written Report** – Louisiana OMV will prepare a detailed record to capture all aspects of the outreach effort;

7. **Submission to FMCSA** – Louisiana OMV will submit the record to FMCSA and will incorporate any comments by FMCSA as deemed appropriate following a review of the record;

8. **Implement the change(s);**
9. **Monitor Feedback** – Louisiana OMV will monitor customer communications for a period of time determined by the intensity of the proposed changes (i.e., six months, one year) for reactions to the change(s);

10. **Re-Evaluate** – Louisiana OMV will be prepared to adjust the change(s) as appropriate dependent upon the actual impact to customers;

11. **Adjust** – Louisiana OMV will adjust the change(s) as appropriate dependent upon the actual impact to customers;

12. **Notification of Title VI Program Protections** – Louisiana OMV will communicate the process by which any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level, or Limited English Proficiency may to file a formal complaint with the Louisiana Department of Public Safety and Corrections, Public Safety Services. Any such complaint must be in writing and filed with a Department VI Program Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. A complaint regarding Louisiana OMV may be mailed to Louisiana Department of Public Safety and Corrections, Public Safety Services, Office of Motor Vehicles, Attention: Title VI Coordinator, P.O. Box 64886, Baton Rouge, LA, 70896-4886. Information regarding this process will be posted on the OMV's website and within each affected office.

In the event that the Louisiana OMV determines that an additional office is required in a parish, the Louisiana OMV will determine the appropriate outreach based upon the preceding 12 steps.