



INDOT Local Planning Agency Annual Pre-Award Certification & Assurance

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Record created on **7/24/2013 3:35:01 PM**
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 Coordinator Name **Judy Reed**
 County selected **Fulton**
 City/Corp Name selected **Not in a City**

Data Collection – Do you have a process to collect the following?

Breakdown of LPA employees by ethnicity, race, gender and position held. **Yes**
 Number of INDOT federally funded projects awarded or ongoing during the past two years. **Yes**
 Log showing Title VI complaints received during past three years (number, how resolved, issues involved) if any. **Yes**
 Attendance at public hearings tracked and broken down by ethnicity, race, gender and disability. **No**
 Statistical data collected on ethnicity, race, gender and disability for communities impacted by construction projects. **Yes**
 Statistical data collected on ethnicity, race, gender and disability for all right-of-way relocatees. **Yes**

Staffing:

Do you have designated staff with Title VI coordination responsibilities (in conjunction with other duties)? **Yes**

Policies, Procedures and Processes:

Do you have a Title VI Policy or Policy Statement in place for your organization? **Yes**
 Do you have proof of public dissemination of your Title VI Policy or Policy Statement? **Yes**
 Do you have a process for handling Title VI complaints from the public? **Yes**
 Do you have proof of public dissemination of your Title VI complaint procedure? **Yes**
 Are planning, public involvement guidelines and public involvement policies reviewed for compliance with Title VI? **Yes**
 Are there procedures in place to ensure that equal opportunity is being considered in the hiring of employees and the award of contracts/agreements? **Yes**

Training:

Has staff received any Title VI training (formal or informal)? **Yes**

Planning Activities – Documentation to show (if not performed by INDOT):

Are minority members of the community actively sought out to participate in public hearings? **N/A**

Are accessible locations, adequate notice, and language translation services considered or provided during the coordination of public hearings? **Yes**

Contracts & Agreements:

Do LPA-issued contracts/agreements contain Title VI and Section 504 non-discrimination assurances? **Yes**

Design/Environmental Activities – Documentation to show (if not performed by INDOT):

Are minority members of the community actively sought out to participate in public hearings? **N/A**

Are accessible locations, adequate notice and language translations services considered or provided during the coordination of public hearings? **Yes**

Are location and design manuals, directives, operational procedures, guidelines and policies reviewed for Title VI compliance? **Yes**

Right of Way Activities – Documentation to show (if not performed by INDOT):

Is Title VI language is incorporated in all acquisition, negotiation, property management communications and contracts? **Yes**

Are Title VI language and the appropriate assurance statements included in all surveys for property owners and tenants after conclusion of all business? **Yes**

Are values and communications associated with appraisals conducted in an equitable and nondiscriminatory manner? **Yes**

Do deeds, permits and leases contain Title VI and Section 504 assurances? **Yes**

Construction & Maintenance Activities – Documentation to show (if not performed by INDOT):

Have contractor selection procedures have been reviewed to ensure uniformity in their application to minority and non-minority contractors? **Yes**

Are minority contractors and subcontractors informed about contracting opportunities with the LPA? **Yes**

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Name of ADA Coordinator: **Richard Ranstead**

Policies, Procedures and Processes:

Is there a designated ADA/Section 504 Coordinator?	Yes
Is there an internal grievance procedure?	Yes
Is there a nondiscrimination policy that identifies the name, title, office address and office telephone number of the ADA/Section 504 Coordinator?	Yes
Do public meeting announcements provide notification that auxiliary aids are available upon request?	Yes
Are website and telephone services accessible to individuals with sight and hearing impairments?	No
Has a self-evaluation of current services, policies, practices and the effects thereof been completed to determine necessary modifications to achieve program accessibility as required by 28 CFR 35?	Yes
Has the LPA developed and implemented a transition plan that outlines which structural modifications must be made to those programs and services that are not accessible?	Yes
Date of completion (if applicable) 12/15/2012	
Location of Transition Plan (if applicable) Highway Dept.	

MUTCD Sign Inventory and Management Plan:

Do you have a sign inventory?	Yes
If not, have you started your sign inventory?	N/A
Do you have a management plan for the replacement of signs to meet the MUTCD retroreflectivity guidelines?	Yes
If not, have you started work on a sign management plan?	N/A