

TITLE VI PLAN

CENTRAL LOUISIANA REGIONAL PORT

JULY 28, 2024

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1. TITLE VI POLICY STATEMENT

It is the policy of the Central Louisiana Regional Port Commission (Central Louisiana Regional Port) that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Central Louisiana Regional Port as provided by TITLE VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Central Louisiana Regional Port, including its contractors and anyone who acts on behalf of Central Louisiana Regional Port. This policy also applies to the operations of any department or agency to which Central Louisiana Regional Port extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly, neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include: Denial to an individual any service, financial aid, or other benefits; Distinction in the quality, quantity, or manner in which a benefit is provided; segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

TITLE VI compliance is a condition of receipt of federal funds. The TITLE VI Coordinator is authorized to ensure compliance with this policy, TITLE VI of the Civil Rights Act of 1964, 42 USC 2000 d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.

Executive Director, Central Louisiana Regional Port

DATE

2. ORGANIZATION, STAFFING, AND STRUCTURE

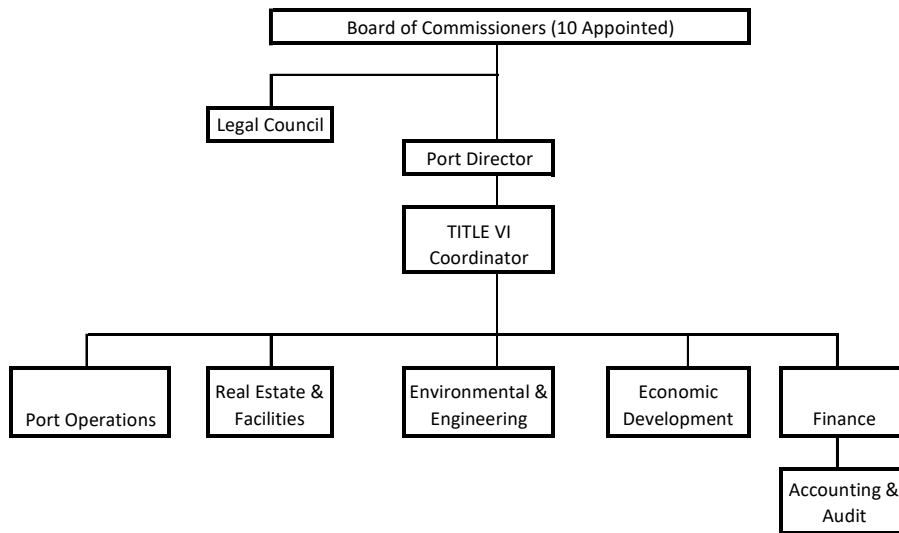
The Central Louisiana Regional Port's Executive Director is ultimately responsible for assuring full compliance with the provisions of TITLE VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all employees, contractors, and agents pursuant to 40 CFR Part 21.

The Central Louisiana Regional Port has created the position of TITLE VI Coordinator to perform the duties of the TITLE VI Coordinator and ensure implementation of their TITLE VI program. The position of TITLE VI Coordinator shall be the Executive Director unless an additional employee has been identified to fulfill this position.

The TITLE VI Coordinator is responsible for:

- Submitting a TITLE VI plan and annual reports on the Port's behalf, see Section 3 for further information.
- Developing procedures for the prompt processing and disposition of complaints; see Section 7 for further information.
- Investigating complaints, compiling a complaint log, and reporting to LaDOTD; see Section 7 for further information.
- Developing procedures for the collection and analysis of statistical data; see Section 5 for further information.
- Developing a program to conduct TITLE VI review of program areas;
- Conducting annual TITLE VI assessments of pertinent program areas; see Section 3 for further information.
- Developing TITLE VI information for dissemination; see Section 9 for further information.
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

The TITLE VI Coordinator will be supported by Central Louisiana Regional Port's staff assigned to federally-funded programs. Central Louisiana Regional Port assigned staff may be within any division at the Central Louisiana Regional Port; see the Central Louisiana Regional Port Organizational Chart for more information. In most circumstances, assigned staff will be from the Engineering Division and/or Environmental and Planning Services Division, but may also include Project Sponsors (from any division) seeking federal funding for capital projects.



3. PRIMARY PROGRAM AREA DESCRIPTIONS AND REVIEW PROCEDURES

TITLE VI Coordinator’s Responsibilities and Program Administration

As authorized by the Executive Director (the Agency Administrator), the TITLE VI Coordinator and assigned staff are required for initiating, monitoring, and ensuring the Central Louisiana Regional Port’s compliance with TITLE VI requirements as follows:

Primary Program Area Descriptions

| Program Area | General Description | TITLE VI Concerns and Responsibilities | Review Procedures for Ensuring non-discrimination |
|-------------------|---|---|--|
| All Program Areas | | The project could disproportionately affect impact segments of the community. Consider alternatives to achieve project goals**. Implement Disadvantaged Business Enterprises (DBE) goals as necessary and appropriate. | Assess potential impacts. Evaluate whether such impacts may disproportionately affect segments of the community. Evaluate options to eliminate or minimize impacts. Monitor and ensure compliance with TITLE VI and DBE goals as necessary and applicable. |
| Right-of-Way | Property Transactions for project* | See entry for All Program Areas. | See entry for All Program Areas; consider potential near-term and future impacts. |
| Planning | Project* Planning | Inadequate or lack of planning; See entry for All Program Areas. | See entry for All Program Areas; consider potential near-term and future impacts. |
| Environmental | Environmental elements of project* | Environmental Justice, see Section 11 | See entry for All Program Areas; consider potential impacts for “no action”. |
| Training | Training of Port Staff and hired consultants and contractors. | Provide equal opportunity for training for all involved in projects*. Include Form FHWA-1273 in | Identify agency-hosted training opportunities and schedule trainings for Central Louisiana Regional Port assigned TITLE VI staff, |

| | | | |
|--------------|--|--|---|
| | | all contracts and subcontracts. | consultants, and contractors at least once per year***. |
| Construction | Hiring practices for consultants and contractors | Hiring practices should follow TITLE VI requirements. Encourage utilization of DBE subcontractors and vendors. | See entry for All Program Areas; in addition to Port policies, following agency guidelines regarding TITLE VI for facilities construction phase work. |
| Maintenance | Maintenance work on projects* through completion | Port facilities maintenance practices should follow TITLE VI requirements | See entry for All Program Areas; in addition to Port policies, following agency guidelines regarding TITLE VI for facilities maintenance work. |

*For federal-funded programs or projects administered by agencies that may include but are not limited to: EDA, DHS, MARAD, FHWA and others; refer to federal-funded program agreements for further information.

** one alternative for consideration may be “no action”.

*** in years when receiving federal funding for programs.

4. REVIEW PROCEDURES

Submitting a TITLE VI Plan and Submitting Annual Reports

The Central Louisiana Regional Port's TITLE VI Coordinator is responsible for developing a TITLE VI Plan and Annual Reports.

- a) This TITLE VI Plan has been prepared using the template available from MARAD. This TITLE VI Plan is intended to be used, as necessary and applicable, to satisfy TITLE VI requirements as outlined by other federal agencies.
- b) Annual Reports will be submitted:
 - i) To LaDOTD Office of Equity and Civil Rights for years in which the Port has received federal funding administered through LaDOTD. Reference LaDOTD Local Agency Guidelines, June 2024 (or current version), Annual TITLE VI Accomplishments and Goals Report for additional details.
 - ii) To other agencies, as required by federal law and/or as required as part of federal funding.

Reviews of Subrecipients, Consultants, and Contractors

The Central Louisiana Regional Port's TITLE VI Coordinator is responsible for developing review procedures and implementing reviews in accordance with federally-funded program agreements. The TITLE VI Coordinator will be supported by Central Louisiana Regional Port assigned Staff, as necessary and appropriate, to complete required reviews; see Section 2 for more information.

All recipient contracts, sub-recipient agreements, and tenant agreements must adhere to USDOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT Order 1050.2A) which is the responsibility of the Title VI Coordinator to ensure compliance.

As described in Section 3, reviews will be conducted following initiation of the primary program area applicable to the Project, which, in most cases are typically, but are not limited to, the Training, Construction, and Maintenance program areas. For certain types of projects, the Right-of-Way, Planning, and Environmental program areas may be applicable.

5. DATA COLLECTION, REPORTING, AND ANALYSIS

The following table summarizes the Central Louisiana Regional Port's process for collecting and analyzing data on the race, color, or national origin, of participants and beneficiaries of the Central Louisiana Regional Port's programs and activities. Regarding Program Areas, refer to Section 3 for more information.

| Program Area | Type of Data Collected and Process for Collecting Data | Intended Outcome of Data Analysis (i.e. TITLE VI Purpose for Collecting the Data) |
|--|--|---|
| Right-of-Way (property transactions) | Track the race/ethnicity of residents relocated by the Project* using most current US Census data | Monitor and report impacts by race/ethnicity |
| Planning and Environmental (design and permitting) | Design and Permitting: Track the race/ethnicity of residents potentially affected or impacted by the Project* using most current US Census data and/or other appropriate sources Public Meetings: Track the race/ethnicity of public meeting attendees for the Project* by soliciting anonymous information | Design and Permitting: Monitor and report impacts by race/ethnicity Public Meetings: Assess and, if necessary, update Plan procedures to effectively communicate project information accordingly (e.g., update limited English proficiency procedures) |
| Training | Track the race/ethnicity of training attendees for the Project* by soliciting anonymous information | Monitor and report training event attendees by race//ethnicity |
| Construction | Track the race/ethnicity of consultants and hired contractors for the Project* by soliciting anonymous information | Monitoring and report participants in and beneficiaries to the Project by race/ethnicity |
| Maintenance | Track the race/ethnicity of hired contractors and Port staff for the Project* by soliciting anonymous information | Monitoring and report participants in and beneficiaries to the Project by race/ethnicity |

*For federal-funded projects administered by agencies that may include but are not limited to: EDA, DHS, MARAD, FHWA and others. Refer to federal-funding agreements for further information.

6. TITLE VI TRAINING

Title VI Training for Central Louisiana Regional Port Assigned TITLE VI Staff

In keeping with adopted Central Louisiana Regional Port policy on nondiscrimination, department procedures will be established or followed for assigned TITLE VI Staff to have equal access to applicable educational and training opportunities. Assigned TITLE VI Staff will maintain program administration documentation and data necessary for preparation of annual TITLE VI reports, and will routinely supply the necessary data to the TITLE VI Coordinator. Applicable training may include, but is not limited to:

- 1) National Highway Institute (NHI)
- 2) Federal Highway Administration (FHWA)
- 3) Louisiana Department of Transportation and Development (LaDOTD)
- 4) Maritime Administration (MARAD)
- 5) Economic Development Administration (EDA)
- 6) Others, as applicable and appropriate

TITLE VI Training for Central Louisiana Regional Port Staff Members and Subrecipients

The TITLE VI Coordinator is responsible for overall TITLE VI related training and staff development for Staff assigned to projects and other employees as applicable and necessary.

The coordinator will organize or conduct a minimum of one internal TITLE VI training session annually.

The coordinator will organize and facilitate the provision of TITLE VI training sessions for consultants, contractors, and subcontractors periodically.

LaDOTD Office of Equity and Civil Rights and/or other agencies, as applicable, may be asked to provide applicable training.

Training completed will be logged using the TITLE VI Training Log.

7. TITLE VI COMPLAINT PROCEDURES

Discrimination Complaint Procedure for Central Louisiana Regional Port – Internal Processes

Note - the following are internal implementation processes not intended for public dissemination.

The Central Louisiana Regional Port’s TITLE VI Coordinator is responsible for developing and implementing the following TITLE VI Compliant Procedures:

Promptly record receipt of TITLE VI Complaints and forward through the hierarchy

TITLE VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that “ No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

- A) Process TITLE VI complaints received by Central Louisiana Regional Port in accordance with this section.
 - a. TITLE VI Coordinator will endeavor to collect all pertinent information from the Complainant (e.g., obtain a completed TITLE VI Complaint Form) within five workdays following initial receipt of said complaint.
 - b. All TITLE VI Complaint Forms will be saved in accordance with the Central Louisiana Regional Port’s Record Retention Policy in addition to the procedures described in Section VII TITLE VI Complaint Procedures.

- B) Compile and log all received complaint(s) using the TITLE VI Complaint Log; include all complaints regardless of whether the complaint(s) were received after 180 calendar days following the alleged act(s) of unlawful discriminatory practice.
 - a. If a complaint is determined to have occurred longer than 180 calendar days following the alleged act(s) of unlawful discriminatory practice, log the complaint and denote accordingly under the field “Basis”; see TITLE VI Complaint Log for more information.

- C) Report the complaint:
 - a. All TITLE VI complaints will be reported to the Central Louisiana Regional Port Executive Director.

Discrimination Complaint Procedure for Central Louisiana Regional Port – Public Notice

Note – the following are procedures intended to be published for public dissemination.

Federal law prohibits discrimination on the basis of race, color, or national origin in any Central Louisiana Regional Port program, service, or activity. This prohibition applies to

all branches of Central Louisiana Regional Port, its contractors, consultants, and anyone else who acts on behalf of Central Louisiana Regional Port.

Complaints related to the Federal-aid programs may be filed with Central Louisiana Regional Port. If you need assistance to file your complaint or need interpretation services, please contact Central Louisiana Regional Port's TITLE VI Coordinator.

Who is Eligible to File a Complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any Central Louisiana Regional Port program, service, or activity because of their race, color or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How Do you File a Complaint?

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Contact the Central Louisiana Regional Port's TITLE VI Coordinator if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and other unable to file a written complaint. For assistance in filing a complaint, please contact Central Louisiana Regional Port's TITLE VI Coordinator.

Complaints should be obtained on the TITLE VI Complaint Form; See Section 8. Complaints should be in writing, signed, and may be filed by mail, in person, or e-mail. If a complainant phones Central Louisiana Regional Port with allegations, the allegations of the complaint will be transcribed as provided by phone and then written complaint will be sent to the complainant for correction and signature.

A Complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available);
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific person (s) and /or agencies/organizations alleged to have discriminated;
- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and

The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All TITLE VI complaints are logged in the TITLE VI Complaint Log. The Complaint log must contain the following information for each complaint filed:

- The name and address of the person filing the complaint
- The date of the Complaint
- The basis of the Complaint
- The disposition of the Complaint
- The status of the Complaint

The Complaint Log and documentation are destroyed four years after the end of the fiscal year in which the case is closed.

Complainants have the right to file a complaint directly with the federal funding agency. The following address is where TITLE VI complaints may be filed directly with MARAD:

United States Maritime Administration
Office of Civil Rights
West Building, 2nd Floor MAR-130
1200 New Jersey Avenue SE
Washington, DC 20590
Civilrights.marad@dot.gov

What Happens After a Complaint is Filed?

If your complaint is forwarded to another agency, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

There is no prohibition against a complainant filing a TITLE VI complaint simultaneously with an LPA (Local Programs Agency), and MARAD.

Disseminating Complaint Procedures to the Public

The preceding Discrimination Complaint Procedure for the Central Louisiana Regional Port – Public Notice will be disseminated to the Public in one or more of the following ways:

Developing and maintaining a webpage titled “TITLE VI Compliance” on the Central Louisiana Regional Port website with a link to the webpage on the home webpage (e.g., www.clrport.com).

Including the webpage address for the Complaint Procedures in Public Work Bid Solicitations, Requests for Professional Services, and Requests for Personal Services for federally-funded projects.

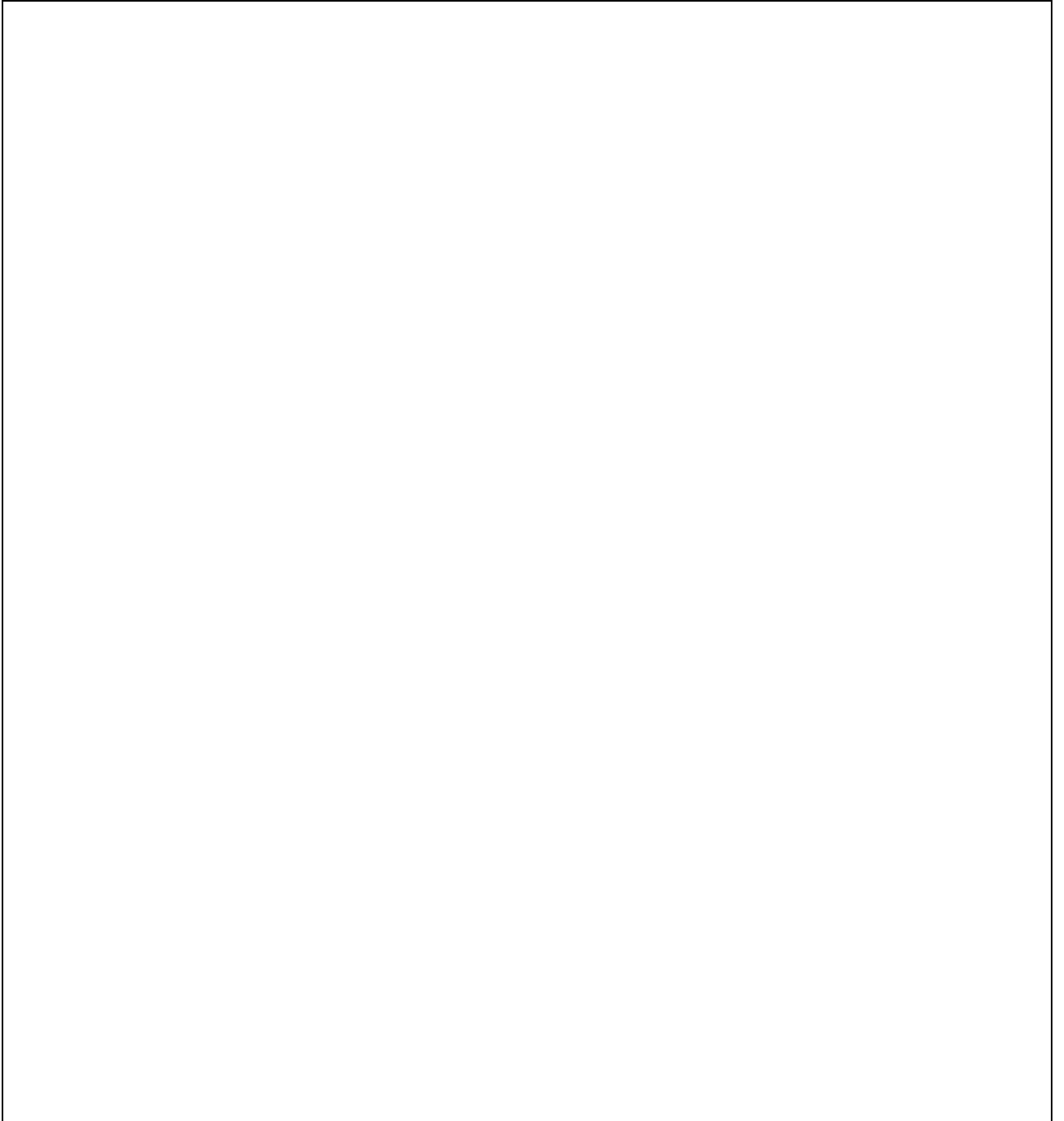
For example: in the “Notice of Bid” or “Request for (Professional or Personal) Services” add a sentence “If any individual believes that they or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or sex, they may exercise their rights to file a TITLE VI complaint with the Central Louisiana Regional Port. For more information, see webpage address: www.clrport.com for additional information.”

8. TITLE VI COMPLAINT FORM

The following form is included as part of the Central Louisiana Regional Port TITLE VI Plan.

Title VI Complaint Form

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



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

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

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:
 Central Louisiana Regional Port Commission Title VI/ADA Coordinator
 600 River Port Road, Alexandria, Louisiana 71303

Please complete this form to the best of your ability. If you need translation or other assistance, contact the Central Louisiana Regional Port TITLE VI Coordinator.

Complaint Name: _____

Address: _____ City: _____ Zip: _____

Phone: Home: _____ Work: _____ Mobile: _____

Best time of day to contact you about this complaint: _____

Email: _____

Basis of Complaint (circle all that apply):

| Race | Color | National Origin (includes language access) |
|------|-------|--|
| | | |

Date of alleged incident: _____

Who discriminated against you?

Name: _____

Name of Organization: _____

Address: _____ City: _____ Zip: _____

Phone: _____

Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)

What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who: _____ When (date): _____

Status (pending, resolved, etc.): _____ Results, if known: _____

Complaint number, if known: _____

Do you have an attorney in this matter? _____

Name (print): _____

Address: _____ City: _____ Zip: _____

Phone: Home: _____ Work: _____ Mobile: _____

Signed: _____ Date: _____

LIST OF TITLE VI AND ADA INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

SAMPLE List of Investigations, Lawsuits and Complaints

| | Date (Month, Day, Year) | Summary (include basis of complaint: race, color, national origin, or disability) | Status | Action(s) Taken |
|-----------------------|--|--|---------------|------------------------|
| Investigations | | | | |
| 1. | | | | |
| 2. | | | | |
| Lawsuits | | | | |
| 1. | | | | |
| 2. | | | | |
| Complaints | | | | |
| 1. | | | | |
| 2. | | | | |

9. COMMUNITY PARTICIPATION PLAN

The Central Louisiana Regional Port's Title VI Coordinator is responsible for developing the following procedures to implement Community Participation Plan.

Public Outreach

The Central Louisiana Regional Port conducts public outreach through a number of different means and formats, including, but not limited to the following:

- Public comment periods as required for capital project permitting, including but not limited to:
 - National Environmental Protection Act (NEPA)
 - Other local, state, and federal permits
- Central Louisiana Regional Port Commission Meetings, which are normally scheduled for the fourth Wednesday of each month.
- Central Louisiana Regional Port local agency meetings
 - Rapides Area Planning Commission Meetings, Transportation Policy Committee, quarterly.
- Voluntary project-specific public outreach such as, but not limited to:
 - Community feedback on projects that have significant public interest
 - Open house meetings for public, partner agencies, and tenants to learn more about Central Louisiana Regional Port projects/programs

The preceding examples of public outreach are carried out in a variety of venues that range from regulatory agency offices (e.g., Port Administrative Office). The Central Louisiana Regional Port outreach occurs in various formats from virtual (teleconferences) meetings, in-person meetings, site visits, physical mailings, fact sheets, social media, public involvement forms, and email correspondence.

For projects/programs that are federal-funded and others as required and applicable, the TITLE VI Coordinator and assigned Staff will conduct public outreach in accordance with program/project agreements that may utilize one or more of the preceding means and formats.

Outreach to Minority Populations

Minority populations served by the Central Louisiana Regional Port will be identified through one or more of the following sources:

- U.S. Census Data
- Community liaisons, where applicable and appropriate
- Reporting by other governmental agencies, as appropriate
- Other sources, as appropriate

Public outreach to minority populations will include language encouraging participation by minority populations and individuals with limited English proficiency and will be initiated with one or more of the following methods:

- The Central Louisiana Regional Port website under "Community Outreach".

- Central Louisiana Regional Port Commission Meeting agendas, which are posted on the Central Louisiana Regional Port website prior to each meeting
- Project-or program-specific public outreach efforts that may include, but are not limited to:
 - Public notices and public comment solicitations (e.g., physical mailings, fact sheets, social media, email correspondence, etc.)
 - Notices for teleconference meetings involving public participation
 - Notices and/or invitations to design charettes and/or public site tours involving public participation.
- Other venues/formats as appropriate.

Input and feedback from minority populations will be considered on differently than input and feedback from any other population served by the Central Louisiana Regional Port. Already a part of normal business practice, the Central Louisiana Regional Port TITLE VI Coordinator endeavor to respond in a timely manner to all input and feedback received by the community via email correspondence, physical mail, in-person meetings, and/or phone call as deemed appropriate by the Central Louisiana Regional Port.

Outreach to Individuals with Limited English Proficiency

The Central Louisiana Regional Port TITLE VI Coordinator and assigned staff will assess available data regarding community members with limited English proficiency and will determine whether there is a need to translate public outreach notices into different languages to effectively communicate with those community members.

In general, translation to other languages will be initiated as part of the Public Outreach noticing process for identified community areas in which the primary language spoken – other than English – exceeds 5% by population for a specific language. (Rapides Parish census data indicates the non-English speaking individuals is 5% for total non-English speaking, with no language being greater than 3%).

As described in the preceding subsection Outreach to Minority Populations, public outreach notices may include the following:

- A statement encouraging participation by individuals with limited English proficiency, and/or
- A statement that the public outreach notice may be available in other languages upon request.

The Central Louisiana Regional Port will endeavor to accommodate all reasonable requests for language translation. Translation services may be provided by Central Louisiana Regional Port staff, public volunteers, or hired consultants/contractors.

Utilizing U.S. Department of Transportation (DOT) developed Promising Practices for Meaningful Public Involvement in Transportation Decision-Making as a guide for meaningful public involvement in various stages of transportation decision-making and building their organizational capacity. <https://www.transportation.gov/priorities/equity/promising-practices-meaningful-public-involvement-transportation-decision-making> This approach of involving the public throughout the project’s lifecycle expedites the project and ensures the needs of the community are addressed properly. This process enables the community and agencies to make better-informed decisions through collaborative efforts by implementing the following procedures:

1. Understanding Community Demographics
2. Build Durable Community Relationships
3. Understand Community Wants and Needs
4. Involve Broad Representation of Community
5. Use Community-Preferred Engagement Techniques
6. Document and Share Community's Impact on Decisions.

10. LIMITED ENGLISH PROFICIENCY

The Central Louisiana Regional Port TITLE VI Coordinator and assigned staff will determine which records are vital, which records are translated, which languages (other than English) are used, and the distribution of records.

Community members with limited English proficiency will be identified through one or more of the following sources. Note that this is described similarly in Section 9 under Outreach to Minority Populations.

- U.S. Census Data
- Community Liaisons, where applicable and appropriate
- Reporting by other governmental agencies, as appropriate
- Other sources, as appropriate

In general, the following records are considered vital and are likely eligible for translation into other languages based on the criteria and processes described within this section and other sections:

- Right-of-way or land transactions that may result in the relocation of individuals or that may disproportionately affect or impact segments of the community.
- Notices for programs or projects that may disproportionately affect or impact segments of the community; for example:
 - Proposal programs or projects that introduce new infrastructure; these larger-scale activities are normally subject to the SEPA/NEPA process and/or other regulatory agency review that involve public comment processes.
 - Environmental cleanup projects; these activities are normally subject to multiple local, state and/or federal level regulatory agency review that involve public comment process.
- Planning Documentations that influence land-use changes that may disproportionately affect or impact segments of the community.

The Central Louisiana Regional Port's TITLE VI Coordinator and assigned staff will determine the scope of distribution of records in languages other than English. In general, the scope of distribution may be prescriptive (e.g., as required by public comment processes for permits or as required by program/project agreements) or may be voluntary at the discretion of the Central Louisiana Regional Port. Construction notices, right-of-way (land transactions) letters, and planning records will generally be distributed to those located in close proximity (e.g., one-half mile) to the proposed program/project. Records will be distributed using a variety of methods/formats including one or more of the following: Websites, physical mailings, email correspondence, and other formats as appropriate.

In general, translation to other languages will be initiated for identified community areas in which the primary language spoken – other than English – exceeds 5% by population per specific language. Note that this is described similarly in Section 9 Public Participation under Outreach to Individuals with Limited English Proficiency.

Central Louisiana Regional Port’s TITLE VI Coordinator and staff will identify and will periodically attend available training resources regarding language services; Staff will endeavor to attend training regarding language services at least once every two consecutive years.

11. ENVIRONMENTAL JUSTICE

The Central Louisiana Regional Port’s TITLE VI Coordinator and assigned Staff will develop and implement the following procedures to prevent, mitigate, and correct the possible high and adverse disproportionate burdens or environmental effects on the Central Louisiana Regional Port’s programs, policies, and activities on minority and low-income populations.

Minority community and low-income community members will be identified through one or more of the following sources. Note that this is described similarly in Section 9 Public Participation under Outreach to Minority Populations and Section 10 Limited English Proficiency.

- U.S. Census Data
- Community Liaisons, where applicable and appropriate
- Reporting by other governmental agencies, as appropriate
- Other sources, as appropriate.

The TITLE VI Coordinator and assigned Staff will evaluate potential adverse burdens or environmental effects for programs/projects and will assess whether they disproportionately burden minority and/or low-income populations as described, herein. This evaluation and assessment may be applied to one or more alternative approaches for the program/project in a singular or iterative manner intended to prevent, mitigate, or correct such disproportionate burdens. This process shall be applied in accordance with applicable program/project agreements and this Plan.

12. NOTICE OF TITLE VI RIGHTS

The Central Louisiana Regional Port's TITLE VI Coordinator will publish the following Notice of TITLE VI Rights in the same manner as described in Section 7 TITLE VI Complaint Procedures under Disseminating Complaint Procedures to the Public.

The Notice of TITLE VI Rights will be provided in other languages for identified community segments in which the primary language spoken – other than English – exceeds 5% by population per specific language. Note that this is described similarly in:

- Section 9 Public Participation under Outreach to Individuals with Limited English Proficiency
- Section 10 Limited English Proficiency

Your Rights Against Discrimination Under TITLE VI of the Civil Rights Act of 1964

Central Louisiana Regional Port hereby gives public notice that it is the Agency's policy to assure full compliance with TITLE VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. TITLE VI requires that no person shall, on the grounds of race, color, or national origin be excluded from the participation in , be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which Agency receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under TITLE VI has a right to file a formal complaint with Central Louisiana Regional Port. Any such complaint filed with the Central Louisiana Regional Port TITLE VI Coordinator within 180 days following the date of the alleged discriminatory occurrence. Complaint Forms may be obtained from the Central Louisiana Regional Port TITLE VI Coordinator at no cost to the complainant.

To file a TITLE VI discrimination complaint, contact:

Ben Russo
TITLE VI Coordinator
Central Louisiana Regional Port Commission
600 River Port Road
Alexandria, La 71303
brusso@clrport.com
Phone: (318) 473-1848

Attachment A

Public Notice of Non-Discrimination Rights

The Central Louisiana Regional Port Commission gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who desires more information regarding Central Louisiana Regional Port Commission's Title VI and ADA Program can contact Ben Russo, Title VI Coordinator at the address noted below. Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination based on race, color, national origin, sex, age, disability, income level or Limited English Proficiency has the right to file a formal complaint. Any such complaint must be submitted in writing within 180 days of the date of the alleged occurrence to:

Central Louisiana Regional Port Commission
Ben Russo, Executive Director, Title VI Coordinator
600 River Port Road, Alexandria, La 71303
(318) 473 1848
Email: brusso@clrport.com

A complainant may also file a complaint directly with the Maritime Administration by emailing civilrights.marad@dot.gov or mailing a written complaint to:

United States Maritime Administration Office of
Civil Rights
West Building, 2nd Floor MAR-130
1200 New Jersey Avenue,
SE Washington, DC 20590

Attachment B

Title VI and ADA Discrimination Complaint Procedures

Introduction

Central Louisiana Regional Port Commission has established this ‘Complaint of Discrimination’ Procedure as a mechanism for the review and resolution of allegations of discrimination. **These procedures apply to complaints filed under Title VI of the Civil Rights Act of 1964 and The Americans with Disabilities Act (ADA)** which prohibit discrimination based on race, color, national origin, and disability in any program or activity administered by the Executive Director/Title VI Coordinator or its sub-recipients, consultants and/or contractors. Retaliation or intimidation of any kind is also prohibited by law.

These procedures do not negate or limit the right of the complainant to file formal complaints with other state or federal agencies. These procedures are part of an administrative process that does not provide for remedies such as compensatory damages for the complainant.

Title VI Coordinator, serves as a resource for members of the public who wish to file a discrimination complaint under Title VI, ADA, and related statutes. The Title VI Coordinator is located in the Central Louisiana Regional Port Commission office at 600 River Port Road, Alexandria, La. 71303. The Title VI Coordinator is responsible for conducting counseling and investigations of alleged incidences of discrimination. The complainant, the individual making a complaint, is advised of his/her rights under State and Federal laws and is given a copy of this procedure.

Complaint Basis

Allegations must be based on issues involving race, color, national origin, or disability. The term basis refers to the complainant’s protected group status. A Protected Group is a group of people with common characteristics who are legally protected from discrimination based on that or those characteristic(s).

Protected Group categories and definitions relevant to this procedure:

| Category | Definition | Example |
|-----------------|---|---|
| Race | The perception based on physical characteristics that a person is a member of a racial group. | Black, White, Native American/Indian. |
| Color | The color and/or shade of skin within a racial group. | Black, white, dark or light brown, etc. |

| | | |
|-----------------|---|--|
| National Origin | A group of people who share a common language, culture, ancestry and/or other social characteristics. Includes discrimination based on heritage or country of original citizenship. Also includes discrimination based on language or accent. | Cuban, Vietnamese, Mexican. |
| Disability | A disability is an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. | An individual with a visual impairment, or who uses a mobility device like a wheelchair. |

Complaint Process:

Any individual or group of individuals who believe that he/she or they have been subjected to discrimination prohibited by Title VI and ADA nondiscrimination procedures based on race, color or national origin (including Limited English Proficiency) or disability may file a written complaint to Central Louisiana Regional Port Commission’s Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

The complaint must meet the following requirements in that it must:

- Be made in writing or submitted electronically to the Central Louisiana Regional Port Commission’s Title VI Coordinator;
- Be submitted on the ‘Title VI and ADA Discrimination Complaint Form’ and signed by the complainant(s);
- Include the full name and address(es) of the complainant(s);
- Include the date(s) of the alleged act(s) of discrimination;
- Include the full name(s), job title(s), and work address(es) of the accused party(ies), if known;
- Include a detailed description of the alleged act(s) of discrimination (specify all issues and circumstances of the alleged discrimination);
- Identify the basis of the complaint (i.e. race, color, national origin, LEP, disability); and
- Include the name(s), address(es), and telephone number(s) of any person who may have knowledge of the alleged incident.

For complaints to be accepted, they must be filed within 180 days of the alleged act of discrimination; meet the above procedures for filing; and allegations must be based on issues pertaining to race, color or national origin (including Limited English Proficiency).

A complaint may be dismissed if the complainant requests the withdrawal of the complaint; the complainant does not respond to requests for information on or before the date indicated in the request; or the complaint is not timely filed.

In cases where a complainant cannot provide a written complaint, assistance will be provided by the Title VI Coordinator. However, all complaints must be signed by the complainant or its legal designee. A signature provided by a legal designee must be accompanied by written permission from the complainant.

Complaint Investigation:

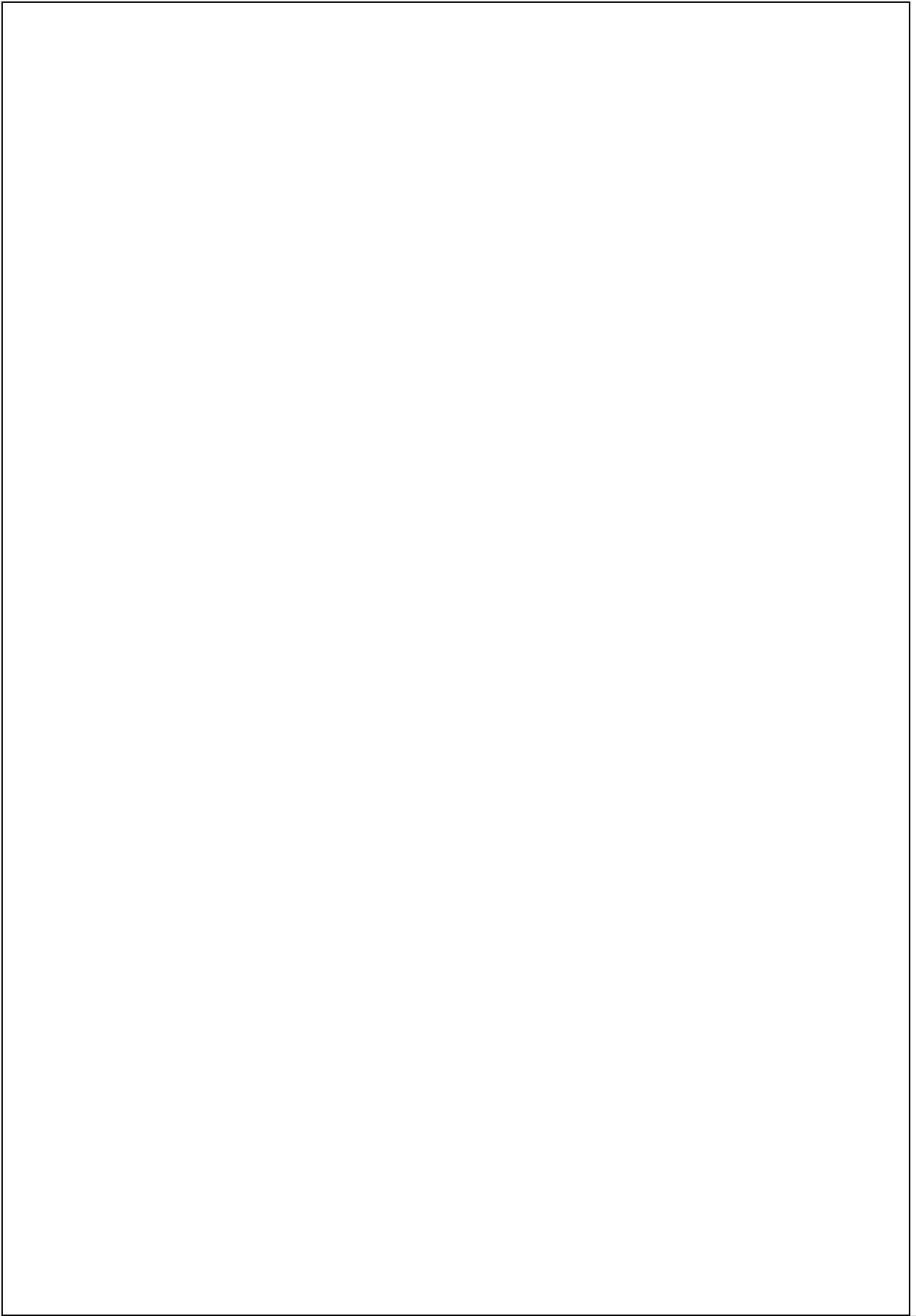
Following the receipt and review of the complaint the Title VI Coordinator or a designee will issue a letter acknowledging receipt of the complaint.

1. The accused party(ies) will be notified that a complaint has been filed against him/her/them within 15 days of accepting the complaint. When applicable, the accused party(ies) is/are advised of his/her/their right to representation by the union or any other appropriate representative of his/her/their choice.
 2. Barring extenuating circumstances outside of the investigators control, the investigator will conduct a fact-finding investigation and provide a resolution, if one is possible, within ninety (90) business days of receipt of the complaint and notify all involved parties in writing whether there was a violation of Title VI. This will include notification to the complainant of his/her/their right to appeal the results to the Central Louisiana Regional Port Commission's Commissioners.
 3. All investigation findings will be reported to the Title VI Coordinator or his/her/their designee.
 4. Should the complainant elect to appeal the decision, he/she/they must do so in writing to the Executive Director within ten (10) business days after receipt of the complaint resolution proposed by the Title VI Coordinator or investigator designee. Failure to appeal within this period shall be interpreted as acceptance of this resolution.
 5. The Executive Director or his/her/their designee will review the case to determine what, if any additional information is needed. If additional information is required from the appellant, he/she will be provided reasonable advance notice of a meeting and will be advised of his/her/their right to present relevant information at that time.
 6. The Executive Director or his/her/their designee will render a written decision regarding the appeal, no later than thirty (30) business days from the date of the filing of the appeal which will be sent to the appellant. Should this decision differ from the findings of the investigation, it will also be sent to all parties involved and the Central Louisiana Regional Port Commission's Commissioners. **The decision of the Commissioners or his/her/their designee is final.** However, does not preclude the complainant from pursuing other means of resolution under federal and/or state law.
 7. All records of complaints and dispositions thereof shall be maintained and regularly reviewed by the Executive Director who will pay particular attention to the detection of any patterns in the nature of the complaints. All such records shall be retained on a strictly confidential basis, except where disclosure is required by law
-

Attachment C

SAMPLE TITLE VI & ADA COMPLAINT FORM

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



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

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

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:
 Central Louisiana Regional Port
 Title VI/ADA Coordinator
 600 River Port Road
 Alexandria, Louisiana 71303

Attachment D

LIST OF TITLE VI AND ADA INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

SAMPLE List of Investigations, Lawsuits and Complaints

| | Date (Month, Day, Year) | Summary (include basis of complaint: race, color, national origin, or disability) | Status | Action(s) Taken |
|-----------------------|--|--|---------------|------------------------|
| Investigations | | | | |
| 1. | | | | |
| 2. | | | | |
| Lawsuits | | | | |
| 1. | | | | |
| 2. | | | | |
| Complaints | | | | |
| 1. | | | | |
| 2. | | | | |

Attachment E

SAMPLE Table Depicting Membership of Committees, Councils, Broken Down by Race

| Body | Caucasian | Latino | African American | Native American | Other American |
|--|-----------|--------|------------------|-----------------|----------------|
| Population | 62.25% | 3.38% | 31.19% | 0.75% | 2.43% |
| Central Louisiana Regional Port Commission | 44.44% | 0.00% | 44.44% | 11.11% | 0.00% |

Attachment F

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The Central Louisiana Regional Port Commission (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 **Maritime Administration (MARAD)**, 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 (MARAD’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 cites 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 (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 MARAD 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 MARAD.”

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 **MARAD 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 MARAD Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*“The **Central Louisiana Regional Port Commission**, 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, Central Louisiana Regional Port Commission 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 **MARAD** 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 **MARAD**. You must keep records, reports, and submit the material for review upon request to **MARAD**, 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.

Central Louisiana Regional Port Commission 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 **MARAD Program**. This ASSURANCE is binding on Louisiana, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **MARAD Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Central Louisiana Regional Port Commission

(Name of Recipient)

by _____
Ben Russo, Executive Director *(Signature of Authorized Official)*

DATED _____

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, Maritime Administration (MARAD, 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 MARAD 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 MARAD, 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 MARAD 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.
 6. **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 MARAD 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 TRANSFERRING 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 Central Louisiana Regional Port Commission will accept title to the lands and maintain the project constructed thereon in accordance with Central Louisiana Regional Port Commission charter issued by the Louisiana State Legislature, the Regulations for the Administration of **Maritime Administration (MARAD) Program**, and the policies and procedures prescribed by the **MARAD** 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 Central Louisiana Regional Port Commission 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 Central Louisiana Regional Port Commission 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 Central Louisiana Regional Port Commission, its successors and assigns.

The Central Louisiana Regional Port Commission, 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 Central Louisiana Regional Port Commission 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 Central Louisiana Regional Port Commission 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, Central Louisiana Regional Port Commission 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 Central Louisiana Regional Port Commission will have the right to enter or re-enter the lands and facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the Central Louisiana Regional Port Commission 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.)

**CLAUSES 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 Central Louisiana Regional Port Commission 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, Central Louisiana Regional Port Commission 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, Central Louisiana Regional Port Commission will there upon revert to and vest in and become the absolute property of Central Louisiana Regional Port Commission 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.*).
-

ATTACHMENT G

MARAD TITLE VI PRE-AWARD REVIEW CHECKLIST

Purpose

The U.S. Department of Transportation's (DOT) Maritime Administration (MARAD) Office of Civil Rights (OCR) is responsible for ensuring MARAD grant recipient compliance with Federal civil rights laws, regulations, and requirements, including following applicable Federal guidance on Title VI of the Civil Rights Act of 1964 (Title VI) and Americans with Disabilities Act of 1990 (ADA) requirements. All applicants must demonstrate compliance with the applicable civil rights requirements prior to execution of their grant award.

Pre-Award Requirements

The following requirements **apply to all grant recipients. All recipients are required to submit the following information to MARAD OCR prior to grant execution.**

Notification to Beneficiaries/Participants

- A copy of the recipient's public notice informing the public of their rights under Title VI/ADA
 - ✓ Enclosed copy of the Central Louisiana Regional Port's public notice.
- A weblink on the recipient's website where it has posted a copy of the public notices that are accessible to the public
 - ✓ www.clrport.com
- A description of where the recipient has posted this notice in facilities accessible by the public (if applicable)
 - ✓ For the convenience of those who prefer physical copies or do not have online access, a hard copy of the notices are prominently displayed on the Central Louisiana Regional Port's exterior bulletin board, located at the Administration Building's main public entrance. The address is 600 River Port Road, Alexandria, Louisiana 71303.

Complaint Procedures

- A copy of the recipient's Title VI/ADA complaint procedures, which must include, but are not limited to, instructions to the public on how to file a Title VI/ADA complaint
 - ✓ A copy of the Central Louisiana Regional Port Commission Title VI/ADA Plan has been provided which outlines the complaint procedures in Section 7 & 8.
 - A designated employee for coordinating Title VI and ADA complaint investigations
 - ✓ A copy of the Central Louisiana Regional Port Commission's Title VI/ADA Plan has been provided which designates and outlines the responsibilities of Title VI
-

Coordinator in Section 2 and 3.

- A copy of the recipient's Title VI/ADA Complaint Form
 - ✓ A copy of the Central Louisiana Regional Port Commission's Title VI/ADA Plan has been provided with a copy of the Title VI/ADA Complaint Form in Section 8 and Attachment C.
- A weblink on the recipient's website where it has posted a copy of the Complaint Form and Procedures
 - ✓ The Complaint Form and Procedures can be found within our Title VI/ADA Plan which is posted on the Port's website under additional resources <https://clrport.com/about/additional-resources/>

External Lawsuits, Investigations, or Complaints Alleging Discrimination

- A description of any external lawsuits, investigations, or complaints alleging discrimination on the basis of race, color, national origin (including limited English proficiency), or disability filed against the recipient (or any of its proposed subrecipients, if applicable) within five years of the date of the application, together with an explanation of the status or outcome of each matter.
 - ✓ The Central Louisiana Regional Port Commission has no external lawsuits, investigations, or complaints alleging discrimination within the five years of the date of the application

Status of Corrective Actions Implemented by Recipient to Address Deficiencies Previously Identified During a Civil Rights Compliance Review

- A description of any civil rights compliance reviews that are ongoing, or have been completed within the last five years, by MARAD, or other state, local, or federal agencies. This description must discuss:
 - ✓ Any deficiencies identified by past reviews - **None**
 - ✓ Corrective actions taken or that are underway to address the deficiencies identified - **None**
 - ✓ Copies of any reports from compliance reviews conducted by another agency - **None**

Planning and Advisory Board Membership (If applicable)

- Not Applicable

Legacy Infrastructure

- A plan to address any legacy infrastructure or facilities that are not compliant with ADA standards
 - ✓ 1) The three fertilizer storage structures as well as the fertilizer dock located at 608 River Port Road has limited access.
-

- ✓ 2) The transit building located at 602 River Port Road, has accessibility issues to the dock as well as to the overhead cranes.
- ✓ 3) The liquid dock located at 600 River Port Road, has accessibility issues.
- ✓ 4) The fire pump house located at 614 River Port Road has accessibility issues.
- ✓ 5) All other infrastructure and facilities with public access are in full compliance with the American with Disabilities Act (ADA).

Compliance Monitoring: If a recipient intends to or is presently providing Federal funding to another entity, the recipient is responsible for monitoring the entity's (i.e., Sub-Grantee of Federal funding) compliance with DOT non-discrimination requirements. This requirement also extends to recipients with tenants, who are responsible for ensuring that port tenants do not discriminate in any of their programs or activities.

- Documentation that it includes the USDOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT Order 1050.2A) in all recipient contracts, sub-recipient agreements, and tenant agreements
 - ✓ The Central Louisiana Regional Port Commission's Title VI/ADA Compliance Plan outlines the application of USDOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT Order 1050.2A) for all recipient's contracts, sub-recipient agreements, and tenant agreements Section 4.
 - A description of how the recipient will periodically evaluate and monitor the programs and activities of sub-recipients, tenants, or any other pass-through entities for nondiscriminatory treatment and potential impact on communities on the basis of race, color, national origin (including Limited English proficiency), and disability. This may include, but is not limited to:
 - ✓ The development of project or activity specific oversight procedures, schedules, tools, or documentation requirements – addressed within the Central Louisiana Regional Port Commission's Title VI/ADA Plan
 - ✓ Procedures of identifying and correcting program or performance deficiencies – as outlined in our Title VI/ADA Plan
 - ✓ Technical assistance or training on grant requirements, including federal non-discrimination requirements – as part of the training program outlined in our Title VI/ADA Plan
 - ✓ Regular communication – The Executive Director / Title VI Coordinator is actively engaged with Port tenants and contractors working at the Port facilitating communication compliance with our Title VI/ADA Plan.
 - ✓ Routine site visits – The Executive Director / Title VI Coordinator is actively engaged with Port tenants and contractors working at the Port which ensures compliance with our Title VI/ADA plan for conducting site visits.
 - ✓ Central Louisiana Regional Port is in regular contact with tenants and conducts regular site visits, allowing Central Louisiana Regional Port to ensure nondiscrimination requirements are adhered to. Any deficiencies will be addressed as part of compliance with the nondiscrimination language in the lease.
-

Community Engagement Requirements:

These requirements apply to all recipients. Community Participation Plans and Language Assistance Plans will vary based upon the size, scope, and project type but are required of all MARAD recipients. Recipients are strongly encouraged to review The US DOT Title VI Program Order¹, DOT Limited English Proficiency (LEP) Guidance² and DOT Best Practices on Community Participation³ prior to submission.

General Requirements:

- A description of recipient's practices for obtaining proactive and meaningful public participation ensure that beneficiaries, as well as contractors and subrecipients (if applicable), are adequately informed about how programs, projects, and other activities will potentially affect them?
- A description of how the recipient's practices for obtaining proactive and meaningful public participation ensure that diverse views, including those of people with disabilities, are heard and considered throughout all stages of consultation, planning, and decision- making processes
- A description of key community stakeholders, including advocacy groups, community- based organizations, and other advisory bodies?

COMMUNITY ENGAGEMENT PLAN

Central Louisiana Regional Port has historically been deeply engaged with the local community in an organizational and individual capacity. Over the past 36 years, Central Louisiana Regional Port has developed and implemented several mechanisms for community engagement to foster collaboration and understanding with surrounding communities while also maximizing positive impacts. The following Central Louisiana Regional Port engagement activities provide a platform for meaningful discussion to ensure diverse views, including those of people with disabilities, are heard and considered.

Monthly Commission Meetings: Central Louisiana Regional Port hosts monthly meetings that are open to the public. During these meetings, key topics such as project updates, safety strategies (including accessibility), environmental initiatives, and grant opportunities are discussed. Time is reserved at the end of each meeting for public comment, questions, and feedback.

Port Tenant & Subcommittee Meetings: Central Louisiana Regional Port holds regular Tenant and subcommittee meetings focused on sustainability, safety, and accessibility issues. Subcommittees were created to identify areas for improvement, sharing best practices, and collaborating on environmental and safety programs that will benefit the port, their customers, and the local communities.

Project Press Releases and Transparency through Website: Central Louisiana Regional Port issues press releases educating the public about port projects and uses our website for transparency with our community. Within the Port's website under documents all grant applications are provided for public review. In addition, Central Louisiana Regional Port's website hosts a "Contact Us" page dedicated to general inquiries from community members and beyond.

Public Forum: The Central Louisiana Regional Port holds monthly meetings to conduct all official business in a public forum and provides a scheduled opportunity for the public to address the board during public session. Public meetings are held at the Central Louisiana Regional Port's Administrative Office. Meeting notices are sent well in advance of the scheduled dates and agendas are publicly posted for review. Central Louisiana Regional Port in addition to monthly meetings also participates with local governmental agencies and economic development groups. The Port's participation in within these meetings is to provide monthly updates on activities at the Central Louisiana Regional Port. These public forums included:

- Central Louisiana Regional Chamber of Commerce
- Louisiana Central Economic Alliance
- Port Association of Louisiana
- Red River Valley Association
- Red River Waterway Commission
- North Rapides Business and Industry

In addition to members of the public and various tenants, Central Louisiana Regional Port key community stakeholders including federal, state, and local authorities. Central Louisiana Regional Port also makes annual presentations to the Rotary and Kiwanis clubs to discuss projects and to ensure their representation in port engagement.

Language Assistance Plan:

- A completed 4 factor analysis
- A Language Assistance Plan for providing assistance to persons with limited English proficiency (LEP) consistent with the DOT [Policy Guidance Concerning Recipients' Responsibilities to LEP Persons](#)

Central Louisiana Regional Port LEP Four Factor Analysis and Language

Plan

Introduction

Central Louisiana Regional Port is responsible for ensuring that all citizens, including persons with disabilities and limited English proficiency (LEP), have equal access to essential public information. LEP refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English. This definition includes individuals with sensory impairment (SI), who are Deaf or hard of hearing and communicate using American Sign Language (ASL), have speech impairments, or that are blind or have visual impairments. LED individuals may be entitled to language services or communication assistance for a service, benefit, or program that receives federal assistance.

To assess LEP at Central Louisiana Regional Port, and to ensure meaningful access to LEP persons, the following four factor analysis was performed.

Four Factor Analysis

1. Number or proportion of LEP persons eligible to be served or likely to be encountered.

To determine the number of LEP individuals in Alexandria, Louisiana, Central Louisiana Regional Port pulled data from the United States Census Bureau. Using Census Table S1601, "Language Spoken at Home" and filtering for Rapides Parish, Louisiana and "Speaking English less than very well", it was determined that of the 115,000 individuals (age 5+) living in Rapides Parish in 2020, 5750 (5.0%) spoke a language other than English, that language being Spanish (2990), French (Including Cajun) (2139), Vietnamese (1196), German (650), Other Indo-European (1560) and Asian and Pacific Island (650), and Other (260). Of those 5750 individuals, 2760 of them speak English less than very well. As seen in the table below, the other languages identified other than Spanish as being spoken in Alexandria by U.S. Census records.

| Speak a Language other than English | Speak language other than English |
|-------------------------------------|-----------------------------------|
| Spanish | 2990 |
| French (Including Cajun) | 2139 |
| Vietnamese | 1196 |
| German | 650 |
| Other Indo-European Language | 1560 |
| Asian and Pacific Island | 650 |
| Other | 260 |

2. The frequency with which LEP individuals are encountered.

The frequency with which LEP persons will engage directly with Central Louisiana Regional Port is through construction projects and when drivers are picking up and delivering materials for tenants.

3. The nature and importance of the program, activity, or service provided.

Since 1987, Central Louisiana Regional Port has been a valuable asset to Louisiana. It generates significant revenue, creates jobs, attracts businesses to the state and opens access to global markets. Central Louisiana Regional Port services span several different industries, such as maritime transportation and logistics, agriculture, and manufacturing.

4. The resources available to the recipient and the costs of providing language services.

Central Louisiana Regional Port also provides free language services to people whose primary language is not English, such as computer interpretation and information written in other languages. As the number of LEP persons who engage with Central Louisiana Regional Port is very low, the cost for providing such services is reasonable.

Language Assistance Plan

Identification of LEP Individuals

Service Area: Louisiana – Rapides Parish, Alexandria, Louisiana

Languages Spoken by LEP Populations: Majority language in all service area is Spanish

Languages Encountered Most Frequently at Points of contact: Public Meetings, Reception, Third-party construction crews: Spanish

Types of Language Services:

Oral: As the frequency with which LEP persons engage with the Port is extremely low, Central Louisiana Regional Port provides employees with cellphones with language apps to assist port personnel with communicating with LEP individuals and the hearing impaired.

Written: Central Louisiana Regional Port will offer written materials such as complaint forms, press releases, and any other community information in other languages.

Distribution of Plan & Training

The Language Assistance Plan the Executive Director will be the point of contact at each port for individuals needing language assistance. Central Louisiana Regional Port will utilize the training video developed by the U.S. Department of Justice, and other Federal Agencies, that focuses on communicating effectively with LEP individuals in various contexts. The Executive Director will be responsible for watching the training video and overseeing training of staff.

Providing Notice to LEP Persons:

The Central Louisiana Regional Port Policy and Notice of Nondiscrimination contains information on the various free services that will be provided to LEP individuals, as mentioned above. This document is posted at the Port in both English and the other predominant language spoken, Spanish. This document also contains the information necessary to file a complaint with Central Louisiana Regional Port, DHS Office for Civil Rights and Civil Liberties (CRCL), and MARAD Office of Civil Rights.

Monitoring, assessing, and updating the LEP plan :

Central Louisiana Regional Port's Executive Director, as the official TITLE VI and ADA Coordinator, will review the LEP plan yearly to determine what, if any, updates are necessary.

Central Louisiana Regional Port Commission - LEP 4 Factor Analysis

FACTOR 1 – Number & Proportion of LEP in Service Area

- As a rural community, with a 115,000 population, the majority of our community speaks English or at least is able to converse in English. The 2020 Decennial Census listed the Hispanic or Latino population at 2990 individuals. The Hispanic or Latino population consists mostly of second and third generation of farmers in our community as well as construction and maintenance workers with a good work history with the Port. The Hispanic or Latino population is approximately 3.9%. The Port only has two employees, the Executive Director who leases the Port property to our tenants which operate their businesses at the Port. The Executive Director has limited interaction with the general public on a daily basis. However, as a state entity the Port is proactive in ensuring the facilities are operated in accordance with all State and Federal Regulations. Since the Port Represents the entire community, we serve the 130,000 residences in Rapides parish, of which 3.9% (5090) are identified as Hispanic or Latino, which potential could have limited English proficiency and speak Spanish.
- Data from the U.S. Census Bureau indicated individuals who speak Spanish in our community would be the most likely language needed to provide assistance at the Port.

FACTOR 2 – Frequency with LEP persons

- Review project/program, the Port has never encountered a problem with individuals working or using the Port facility with not being able to communicate in English. However, the Port realizes that just because we haven't had a problem does not mean we should not be prepared to provide assistance if needed.
- US Census: 5090 people of 130,000 are of Hispanic or Latino origin in Rapides Parish
- US Census: 3120 people speak English less than "very well"

FACTOR 3- Importance of program services/activities

- As a Public Port we provide a facility in which our tenants move freight.
 - While the Port has never encountered an experience with LEP persons as the Port develops the potential for this to occur increase.
-

- The Port has a strong relationship with the Hispanic/Latino community within our area. The majority of the Hispanic/Latino community works in the Agricultural industry in our community or construction community. We interact both people that reside in Rapides parish performing construction work as well as people that live outside the area that are truck drivers. We agreed that the Port has to address the potential language barriers within the construction industry and transportation industry.

FACTOR 4 – Resources available and costs

- The Port currently has no funds allocated to addressing potential language barriers or implementing a Language Access Plan.
- Based on this request the Port has developed a Language Access Plan which assist with identifying services required by the Port to comply with our LAP Plan.
- The Port will need to budget funds to assist with implementation of the LAP Plan which will include Basic Language Assistance, Staff Training, Signage, Outreach, and Vital Document Translations.
- The Port will implement the LAP through incorporating the identified tasks within the day-to-day operation of the Port. By implementing the Plan, cost should be reduced and provide monitoring and adaptation as the port develops.

**CENTRAL LOUISIANA REGIONAL PORT COMMISSION
LANGUAGE ACCESS PLAN**

1. Identify LEP Population:
 - Begin by evaluating the local community to identify potential LEP (Limited English Proficiency) individuals.
 - Utilize informal methods such as community surveys, consultations with local organizations, or inquiries with the sole employee.
 - Maintain a record of any encounters with LEP individuals, noting their language preferences.
 2. Basic Language Assistance:
 - Given the limited resources, start with basic language assistance measures.
 - Establish a dedicated phone number or email address for language assistance requests.
 - Encourage LEP individuals to bring their own interpreters or translators when possible.
 3. Staff Training:
 - Provide the sole employee with basic training on communicating with LEP individuals.
 - Offer guidance on using available language assistance resources.
 4. Outreach and Notices:
 - Design simple, multilingual signs or posters that indicate language assistance availability.
 - Collaborate with local community organizations or leaders to spread the word about language assistance services.
 5. Vital Document Translations:
 - Initially, identify a very limited number of vital documents (e.g., safety guidelines).
-

- Translate these essential documents into the primary languages spoken by the LEP population.
- Make translations available within the port facility through the use of our website.

6. Monitoring and Adaptation:

- Regularly evaluate the effectiveness of the LEP plan, even with a small user base.
- Collect feedback from the sole employee and any interactions with LEP individuals.
- Be prepared to adapt and expand the plan as the port grows or if the LEP population increases.

Remember that the goal at this stage is to create a minimal yet effective plan that can serve the immediate needs of the rural port. As the port grows and resources become available, you can gradually enhance and expand the plan to provide more comprehensive language assistance and access to LEP individuals. Utilize LaDOTD’s Limited English Proficiency Program (<http://www.dotd.la.gov/LEP>) as guidance to ensuring compliance with federal regulations.

¹ [DOT Order 1000.12C](#)

² [DOT’s LEP Guidance](#) and [Executive Order 13166](#) “Improving Access to Services for Persons with Limited English Proficiency”

³ [DOT Best Practices on Community Participation](#)

Equitable Treatment and Disparate Impact:

Recipients of federal funds are prohibited from using those funds in a manner that results in a disparate impact on the basis of race, color, national origin (including Limited English Proficiency), or disability. Where a disparate impact is found, recipients shall ensure that mitigation measures are taken and documented to eliminate or minimize the disparity. Where a disparate impact cannot be eliminated, recipients shall ensure that the activity will only be undertaken if a substantial legitimate justification for the activity exists and is documented and that it is the least discriminatory alternative.

The following requirements only apply to recipients with capital project awards. Planning grant recipients, particularly those who intend to apply for a MARAD capital project in the future, are strongly encouraged to consider the following elements in the development and execution of their planning award.

Recipients with concerns about any potential disparate impacts associated with their project are strongly encouraged to seek technical assistance from OCR.

- A description of the recipient’s process for determining whether its proposed project, grant, or other activity receiving federal financial assistance would discriminate or adversely affect any groups or communities based on race, color, national origin (including Limited English Proficiency), or disability
-

- ✓ Central Louisiana Regional Port uses the following assessment criteria to determine if a proposed project, grant, or activity would result in disparate impact or inequitable treatment:
 - Will the proposed project have any impact on the surrounding community, either negative or positive? If yes, please list all community impacts. Negative impacts could include noise or air pollution arising from construction projects. Positive Impacts could include a decrease in emissions increase in jobs, opportunities for community investment.
 - Determine the range of impact. How far geographically from the port will the impact be felt?
 - Determine the number of individuals within the geographic impact area, and indicate percentage of individuals by race, ethnicity, LEP, and if possible, number of individuals with disability in the impacted area.
 - For the negative impacts, determine if those will disproportionately affect a select group of the determined population based on race, ethnicity, LEP, or disability.
 - For the positive impacts, determine if those will disproportionately benefit a select group of the determined population based on race, ethnicity, LEP, or disability.
 - If it is determined that disparate impact could/will occur as a result of a proposed project, determine all mitigation measures possible to address the impacts.
 - If inequitable impact cannot be eliminated, document substantial legitimate justification indicating how the proposed project is the least discriminatory alternative.

If a recipient's project has the potential to result in inequitable treatment:

A description of the mitigation measures the recipient has taken and documented in order to eliminate or minimize inequitable treatment

If the inequitable treatment cannot be eliminated:

A detailed analysis providing a substantial legitimate justification for the recipient's project or activity that documents how the proposed course of action is the least discriminatory alternative?

- Information and analysis necessary to determine whether the recipient has adequately assessed its proposed project, grant, or other assistance for equitable treatment, mitigation, and justification?
-