

CITY OF ALEXANDRIA LOUISIANA



Title VI Program
(2024)

As required by the
Federal Transit Administration

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INTRODUCTION:

Any entity receiving federal dollars, either directly from the Federal Transit Administration (FTA) or through the Louisiana Department of Transportation (LA DOTD), must not discriminate based on factors which include, but are not limited to race, ethnicity, age, religion, disability status or gender.

This handbook specifically addresses discrimination prohibited based on Title VI of the 1964 Civil Rights Act (42 USC 2000d), a federal statute. The exact language prohibiting discrimination in Title VI reads, “[N]o 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.”

The City of Alexandria, LA Transit Department (ATRANS) provides the people of the cities of Alexandria and Pineville with a safe, efficient, environmentally sound, comprehensive, and cost-effective transportation system. ATRANS ensures that the quality and level of transportation service is without regard to race, color, or national origin and that there is not a disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

GLOSSARY:

Adverse Effects: The totality of significant or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: bodily impairment, infirmity, illness or death; air, noise and water pollution and soil contamination; destruction or disruption of man-made or natural resources; destruction or diminution of aesthetic values; destruction or disruption of community cohesion or a community's economic vitality; destruction or disruption of the availability of public and private facilities and services; vibration; adverse employment effects; displacement of persons, businesses, farms, or nonprofit organizations; increased traffic congestion, isolation, exclusion or separation of minority and low-income individuals within a given community or from the broader community; and the denial of , reduction in, or significant delay in the receipt of, benefits of DOT programs, policies, or activities.

Applicant: Any eligible entity or organization that submits an application for financial assistance under any FTA program.

CFR: Code of Federal Regulations

Deficient: A condition where, after a review of a recipient's or sub-recipient's practices, and barring an adequate justification from the recipient or sub-recipient, FTA determines the entity has not followed specific provisions of this circular's required guidance and procedures.

Discrimination: Refers to any act or inaction, whether intentional or unintentional, in any program or activity of a federal-aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

Disparate Impact: Refers to facially neutral policies or practices that have the effect of disproportionately excluding or adversely affecting members of a group protected under Title VI, and the recipient's policy or practice lacks a substantial legitimate justification.

Disparate Treatment: Actions that result in circumstances where similarly situated persons are treated differently (i.e., less favorably) than others because of their race, color, or national origin.

Disproportionately High and Adverse Effect on Minority and Low-Income Populations: An adverse effect that: is predominantly born by a minority population and/or a low-income population and will be suffered by the minority population and/or low-income population and is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low income population.

Federal Financial Assistance:

- (1) Grants and loans of federal funds;
- (2) The grant or donation of federal property and interests in property;

- (3) The detail of federal personnel;
- (4) The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and
- (5) Any federal agreement, arrangement, or other contract that has as one of its purposes the provision of assistance.

FTA Activity: Any program of assistance authorized by the Federal Transit Laws at 49 U.S.C. Chapter 53 or the Federal Highway Laws at Title 23 United States Code that are administered by FTA.

Grantee: Direct or indirect recipient of federal financial assistance from FTA.

Limited English Proficient (LEP) Persons: Persons for whom English is not their primary language and who have a limited ability to speak, understand, or write English. It includes people who are reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income: A person whose median household income is at or below the Department of Health and Human Services' poverty guidelines.

Low-Income Population: Any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Person:

American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

Black or African American populations, which refers to peoples having origins in any of the Black racial groups of Africa.

Hispanic or Latino populations, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian and Other Pacific Islander, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

Minority Population: Any readily identifiable group of minority persons who live in

geographic proximity and, if circumstances warrant, geographically dispersed/transient populations (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

National Origin: The particular nation in which a person was born, or where the person's parents or ancestors were born.

NEPA: National Environmental Policy Act

Non-compliance: An FTA determination that the recipient or sub-recipient has engaged in activities that had have the purpose or effect of denying persons the benefits of, excluding from participation in, or subjecting persons to discrimination in the recipient's program or activity.

Predominantly Minority Area: A geographic area, such as a neighborhood, Census tract, or traffic analysis zone, where the population of minority persons residing in that area exceeds the average proportion of minority person's in the recipient's service area.

Predominantly Low-Income Area: A geographic area, such as a neighborhood, Census tract, or traffic analysis zone, where the proportion of low-income persons residing in that area exceeds the average proportion of low-income persons in the recipient's service area.

Recipient: Any state, political subdivision, instrumentality, or any public or private agency, institution, department or other organizational unit receiving federal financial assistance from FTA.

Secretary: The Secretary of the Department of Transportation.

Service Area: The geographic area in which a transit agency is authorized by its charter to provide service to the public or the planning area of a state Department of Transportation or Metropolitan Planning Organization.

Service Standard/Policy: An established policy or service performance measure used by a transit provider or other recipient, or sub-recipient as a means to plan or distribute services and benefits within its service area.

Sub-recipient: Any entity that receives FTA financial assistance as a pass-through from another entity.

Title VI Program: A recipient's submission, provided to FTA or to the sub-recipient's direct recipient every three years, containing information in response to the

requirements of circular 4702.1B.

TITLE VI PROGRAM

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Related statutes, regulations and executive orders have broadened title VI. Section 324 of the Federal-Aid Highway Act prohibits discrimination based on sex, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons because of projects, which use federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities receive federally funds or not.

As a recipient of federal financial assistance, ATRANS must:

- To prevent discrimination in ATRANS programs and activities, whether those programs and activities are federally funded or not;
- To ensure that people affected by ATRANS programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency;
 - Prepare and submit a Title VI Plan.

Specifically, the above goals shall be accomplished through the following:

1. Evidence of Approval of Title VI Plan
2. Title VI Notice to the Public
- 3 Title VI Complaint Procedures
4. Title VI Complaint Form
5. List of transit-related Title VI investigations, complaints and lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table
9. Fixed Route Service Standards
10. Fixed Route Service Policies

TITLE VI PLAN DETAILS

1. Evidence of Approval of Title VI Plan

A copy of a signed policy statement showing the appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI plan.

ATRANS mission is *"to provide the highest quality integrated transportation services for economic benefit and improved quality of life."* As a recipient of federal transportation funds, ATRANS must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

DEPARTMENT OF TRANSPORTATION (DOT)

TITLE VI ASSURANCE

The City of Alexandria, LA (ATRANS) (hereinafter referred to as the "Recipient") hereby agrees that, as a condition to receiving any Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations"), and other pertinent directives. No person in the United States shall, on the grounds of race, color or national origin, 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 Transit Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to its Federal Transit Administration program:

1. That the Recipient agrees that each "program" and each "facility", as defined in subsections 21.3€ and 21.23(b) of the Regulations will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated, in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Transit Administration programs and, in adapted form in all proposals for negotiated agreements.

The City of Alexandria, LA (ATRANS) in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the recipient shall insert the clauses of **Appendix A** of this assurance in every contract subject to this Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall 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 shall extend to rights to space on, over or under such property.
7. That the recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Transit Administration programs; and (b) for the construction or use of, or access to, space on, over, or under real property acquired, or improved under Federal Administration programs.
8. That this assurance obligates the Recipient for the period during which 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 shall provide for such methods of administration for the programs as are found by the Secretary of Transportation or the official to whom he/she delegates specific Rapides Parish to give reasonable guarantee that it, other interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.
11. The Recipient assures that the level and quality of transit service and related benefits are provided in a manner consistent with Title VI of the Civil Rights Act of 1964.

THIS ASSURANCE is given in consideration of, and for the purpose of, obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the recipient by the Department of Transportation under the Federal Administration and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Transit Administration programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

12/23/24

Date:

A handwritten signature in blue ink, consisting of several overlapping loops and a horizontal line, positioned above a solid horizontal line.

Signed: Jacques M. Roy, Mayor

APPENDIX A TO TITLE VI ASSURANCE

(to be inserted into every contract subject to Title VI)
City of Alexandria, LA (ATRANS) *is herein referred to as the "City of Alexandria"*

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 shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), 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, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontract, 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 shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the CITY OF ALEXANDRIA or the FEDERAL TRANSIT ADMINISTRATION to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the CITY OF ALEXANDRIA, or the FEDERAL TRANSIT ADMINISTRATION as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with nondiscrimination provision of this contract, the CITY OF ALEXANDRIA shall impose contract sanctions as it or the FEDERAL TRANSIT ADMINISTRATION may determine to be appropriate, including but not limited to:
 - (a) withholding of payments to the contractor under the contract until the contractor complies; and/or
 - (b) cancellation, termination, or suspension of the contract, in whole or in part.

APPENDIX A TO TITLE VI ASSURANCE (Continued)

- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the CITY OF ALEXANDRIA or the FEDERAL TRANSIT ADMINISTRATION may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the CITY OF ALEXANDRIA to enter into such litigation to protect the interests of the CITY OF ALEXANDRIA, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B TO TITLE VI ASSURANCE

(to be inserted into real property transactions)

City of Alexandria, LA (ATRANS) is herein referred to as the "City of Alexandria"

The following clauses shall be included in all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by Law, and upon the condition that the City of Alexandria will accept title to the Lands and maintain the project constructed thereon, in accordance with the Regulations for the Administration of PROGRAM and the policies and procedures prescribed by FEDERAL TRANSIT ADMINISTRATION of the Department of Transportation and, also in accordance with and 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, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) 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 CITY OF ALEXANDRIA 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.

(HABENOUUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the CITY OF ALEXANDRIA 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 shall be binding on the CITY OF ALEXANDRIA, its successors and assigns.

The CITY OF ALEXANDRIA, 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 shall on the grounds of race, color, or national origin, 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 [,] [and]* (2) that the CITY OF ALEXANDRIA shall use the lands and interest 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, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall 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. * Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to make the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C TO TITLE VI ASSURANCE

(To be inserted into federally funded real property transactions or improvements)
CITY OF ALEXANDRIA, LA (ATRANS) *is herein referred to as the "CITY OF ALEXANDRIA"*

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the CITY OF ALEXANDRIA pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, 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 in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee Lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, CITY OF ALEXANDRIA shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said (licenses, lease, permit, etc.) to re-enter and repossess said land and

facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants CITY OF ALEXANDRIA shall have the right to re-enter said lands and facilities thereon, and the above-described lands and facilities shall thereupon revert to, vest in, and become the absolute property of CITY OF ALEXANDRIA and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by CITY OF ALEXANDRIA pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin shall be excluded from participation in, be 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 services thereon, no person on the grounds of race, color, or national origin shall be excluded from the participation in, be denied. the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, THE CITY OF ALEXANDRIA shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities as thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, THE CITY OF ALEXANDRIA shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall there upon revert to and vest in and become the absolute property of THE CITY OF ALEXANDRIA and its assigns.

* Reverted clause and related language to be used only when it is determined that such a clause is necessary in order to make the purpose of Title VI of the Civil Rights Act of 1964.

The City of Alexandria, LA hereby certifies that there were not any construction projects undertaken by the said recipient during the reporting period(s).

ATRANS also shall ensure that sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes.

ATRANS as a recipient, who distributes federal transportation funds, shall monitor sub-recipients for voluntary compliance with Title VI. ATRANS does not pass on any FTA funds to any sub recipients.

2. Title VI Notice to the Public

ATRANS must inform customers and the public of their rights under Title VI regulations by posting a Title VI notice. The Title VI notice must include:

- A statement that the agency operates programs without regard to race, color or national origin.
- Information on how to request additional information about the agency's Title VI obligations. This includes such items as how to file a complaint, the location of the complaint form, etc.

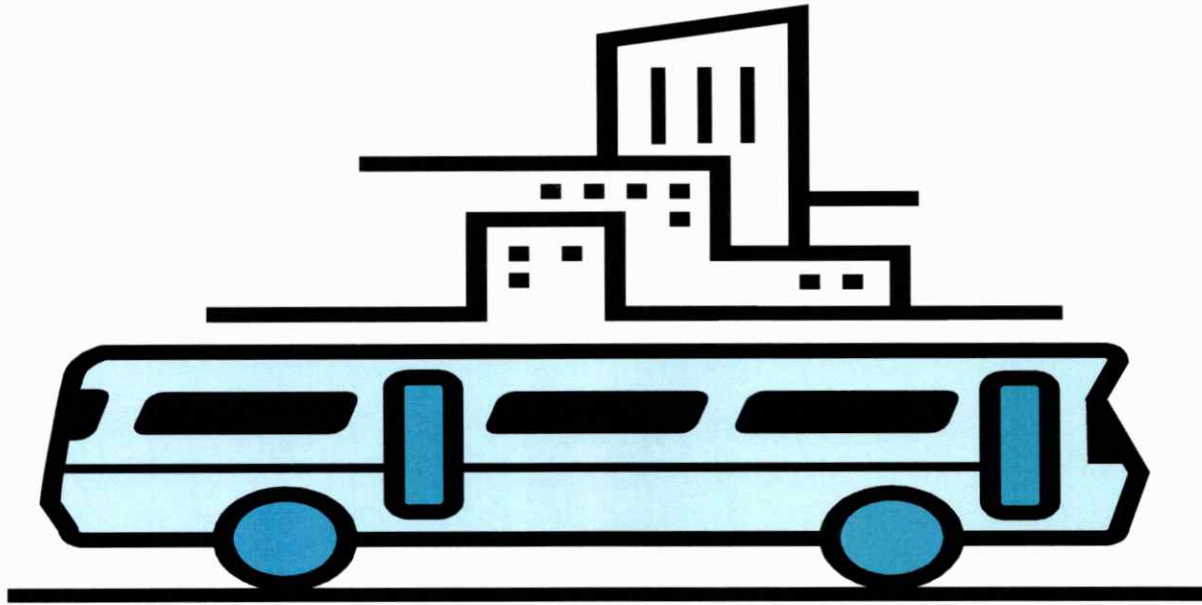
At a minimum, the notice must be posted in the following locations:

- On the agency's website
- In public areas of the agency's offices
- Inside vehicles (vans, buses)
- Downtown transfer terminal
- In bus schedules

Notification to Beneficiaries of Protection under Title VI

The City of Alexandria, LA recognized the importance of informing the public of its Title VI rights and providing and distributing general information to the public in a manner and language citizens can disseminate. The City of Alexandria, LA will post the following statement on each bus, at the downtown terminal, at various public city owned buildings and on the website to notify the public of their rights under Title VI. ATRANS fixed-route fleet is equipped with prominently placed signage informing passengers that ATRANS will not discriminate based on race, color or national origin.

The document on the following page is the official notification posted to notify individuals of their Title VI rights.



KNOW YOUR RIGHTS UNDER TITLE VI

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

For more information on the City of Alexandria, LA civil rights program, or if information is needed in another language or to find the procedures to file a complaint, contact 318-441-6087 (TTY 318-441-6093), email Michael.Caffery@cityofalex.com , or visit our administrative office at 2021 Industrial Pak Road, Alexandria, LA 71303. For more information, visit www.cityofalexandrialala.com.

Individuals who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the ground of race, color, or national origin can file an administrative complaint with City of Alexandria, LA under Title VI of the Civil Right Act of 1964, and send to the above address. If desired, individuals may file a complaint by completing the attached Title VI complaint form or a copy of the form available on-line at [www: cityofalexandrialala.com](http://www.cityofalexandrialala.com). Complaints would be signed and include contact information. A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention, Title VI Program, Coordinator, East Building 5th Floor, and TCR 1200 New Jersey Ave., SE, Washington DC 20590.

3. Title VI Complaint Procedure

Any person who believes she or he has been discriminated against based on race, color, or national origin by the City of Alexandria, LA (ATRANS) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The City of Alexandria, LA (ATRANS) investigates complaints received no more than 180 days after the alleged incident. The City of Alexandria, LA (ATRANS) will process complaints that are complete.

Once the complaint is received, the City of Alexandria, LA (ATRANS) will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Alexandria, LA (ATRANS) has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the city can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding.

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, she/he has 15 days after the date of the letter to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FT A Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

4. Title VI Complaint Form



Title VI Complaint Form
City of Alexandria, LA ATRANS

ATRANS is committed to ensuring that no person is excluded from participation in or denied the benefits of its services based on race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please call (318) 441-6087. The completed form must be returned to ATRANS, City of Alexandria, LA, 2021 Industrial Park Road, Alexandria, LA 71303.

Name:	Telephone Number:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant):	
Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason for the alleged discrimination? (Circle one)

- Race
- Color
- National Origin (Limited English Proficiency)

Date of Incident:

Please describe the alleged discrimination incident. Provide the names and title of all employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

Title VI Complaint Form
City of Alexandria, LA ATRANS

Please describe the alleged discrimination incident (continued)

Have you filed a complaint with any other federal, state or local agencies? (Circle one)
Yes / No

If so, list agency / agencies and contact information below:

Agency: _____ Contact Name: _____
Street Address, City, State & Zip Code: Phone:

Agency: _____ Contact Name: _____
Street Address, City, State & Zip Code: Phone:

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainants Signature: _____ Date: _____

Print or Type Name of Complainant:

Date Received:

Received By:

Summary of Complaint Tracking for Reporting Period

A complaint may be filed against the recipient, contractor, sub-contractor, consultant, or supplier for illegal discrimination under Title VI and related statutes.

The FTA or other federal agency having jurisdiction will investigate complaints against ATRANS. The City of Alexandria, LA. Will investigate complaints against a sub-recipient. Allegations of discrimination are very serious and are investigated in a timely manner. The city attorney will gather relevant information in a fair and impartial manner and will submit the report to the appropriate federal agency. This report will include the nature of the complaint, remedy sought, and a summary of the investigative findings and activities. A Complaint Consent/Release Form shall be provided to all complainants.

The city attorney, in conjunction with the appropriate area, will determine the appropriate course of action, and will prepare a Statement of Agency Decision reflecting the department's final determination. The complainant and appropriate areas shall receive written notifications to the department's decision. If the finding is adverse to the complainant, they will be advised of their avenues for appeal.

Copies of Title VI complaints and investigative reports will be forwarded to FTA, or other federal agency having jurisdiction within 60 days of receipt and investigation of the complaint. Investigation files are confidential and will be maintained by the city attorney. The contents of such files may be disclosed to ATRANS personnel on a need-to-know basis and in accordance with state and federal law. Files will be retained in accordance with ATRANS records retention schedule and federal guidelines.

Retaliation against any individual or group for filing a complaint, acting as a witness, or participating in an investigation is illegal, and a subsequent investigation may arise out of a retaliation claim even though the original complaint may be without merit.

5. List of transit-related Title VI investigations, complaints and lawsuits

Current Complaints in reporting period October 1, 2021 through September 30,

2024:

ADA: No formal complaints filed

Title VI: No formal complaints

6. Public Participation Plan

ATRANS has a written Public Participation Plan, which explicitly describes the proactive strategies, procedures, and desired outcomes underpinning their public participation activities. ATRANS has adopted the following plan to meet the requirements under Title VI of the Civil Rights Act of 1964. The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA. It is imperative to provide opportunities for the public to be involved in proposed transportation decisions. This means adjustments or modifications to programs or services should be made by gathering input based on the concept of being inclusive with regard to minority and limited English proficient (LEP) populations within your community. The goal of the PPP is to offer real opportunities for the engagement of all citizens of ATRANS service area to participate in the development of a Transit Development Plan (TDP).

This document will serve as the PPP for the City of Alexandria, LA ATRANS. Availability of the policy for review will be advertised in a manner reasonably expected to reach the public, as well as minority populations, low-income persons, and other traditionally under-served populations. This could occur through contacts mentioned earlier in this document, notification of contacts available in English and Spanish, in addition to traditional public notices in local newspapers.

Public involvement is important at all stages of plan development. Opportunities for participation for both users and nonusers of the ATRANS System will be available. A notice will be posted in the local newspaper. People can also obtain information about the process from, or submit input to:

City of Alexandria, LA

ATRANS

2021 Industrial Park Road

P.O. Box 71

Alexandria, LA 71309-0071

Phone: 318-441-6087

Contact: Kenna Lavalais - Transit Manager — kenna.lavalais@cityofalex.com

Goals and Objectives for the Public Participation Plan Goal:

The goal of the PPP is to offer real opportunities for the engagement of all citizens of the ATRANS service area to participate in the development transit plans.

Objectives:

To determine what non-English languages and other cultural barriers exist to public participation within the Alexandria area.

To provide a general notification of meetings for public input, in a manner that is understandable to all populations in the area.

To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.

To provide avenues for two-way flow of information and input from populations, which are not likely to attend meetings.

To provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.

To use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps, and the Internet.

Outreach Efforts

In addition to the outreach efforts identified earlier in this policy, staff will use the following techniques during its planning studies, as deemed appropriate by staff:

- Presentations to professional, citizen, and student organizations.
- Articles in community newsletters.
- Press releases and meetings with local media representatives.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Presentations by experts on various transit-related subjects.
- User and non-user surveys.
- Use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the Internet.
- Other techniques will be examined to determine the best methods of involving all segments of the service area population in the planning process.

Methods of Addressing Comments: Comments will be documented, presented to decision-making bodies, modified in the contents of the document as necessary, and will be included in the appendices of planning products after they are approved and published. Comments received after studies and other planning products are completed

and approved will be documented and referenced when amending or updating the planning products in the future.

Objectives:

- To determine what non-English languages and other cultural barriers exist
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all areas residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for two-way flow of information and Input from populations which are not likely to attend meetings.
- To provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.
- To use various Illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.

Identification of Stakeholders

Stakeholders are those who are either directly, or indirectly, affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular interest in the identification of specific stakeholders. Stakeholders are broken down into several groups: general citizens, minority and low-income persons, public agencies, and private organizations and businesses.

While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions throughout the planning process to provide opportunities for historically under-served populations to participate.

This document will lay out procedures to provide opportunities for all area citizens to participate in the development of plans, including short-range plans, (roughly 5 years) which analyzes all aspects of transit operations. Where appropriate, recommendations are made to improve these aspects of transit operations

Public Hearings or similar occurrences shall be scheduled by ATRANS to consider matters listed below. In addition, ATRANS may, as it deems appropriate, schedule other types of input sessions on matters regarding subjects not listed below.

FARES and RATES shall include any increase in charges and fees assessed for use of ATRANS transit services including fares, paratransit services or amendments to eligibility criteria for fare categories.

MAJOR ADJUSTMENTS OF TRANSIT SERVICE include:

- Any aggregate change of 25% or more of transit vehicles
- Any aggregate change of 25% or more of transit service hours
- Emergency service changes may be implemented immediately without a public hearing if the Director of Public Works makes the circumstances under which the change is being taken.
- Emergency service changes include changes to route or service frequencies that are necessary due to a disaster, which impairs public health or safety; changes in access to public streets, street closures, or the ability of ATRANS equipment to travel on public streets.

PROCEDURES

Public hearings:

- (a) Announcement of the purpose of the hearing.
- (b) Sign in
- (c) An introduction of the subject matter being considered at the public hearing.
- (d) Receipt of public comments.
- (e) Closing the public.

WRITTEN and EMAIL COMMENTS:

In addition to oral comments, written and email comments will be accepted prior to the close of the public hearing.

RECORD OF HEARING:

The minutes of the public hearing will be maintained as a record of the meeting and distributed for consideration.

ATRANS enforces efforts to conduct assessments to monitor the level and quality of service and related transit benefits. ATRANS will periodically conduct assessments to determine whether the transit service provides the minority communities and minority users with the objectives of FTA's Title VI Program.

ATRANS, with respect to the location of bus shelters, the standards are:

- to determine the frequency of service at the designated stop
- to determine the number of boarding's at a designated stop, if the volume

is high then a bus shelter will be suggested to the vendor

- to determine the percentage of elderly and disabled persons using the route, if the volume is high, then a bus shelter will be suggested to the vendor

7. Limited English Proficiency

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Safe Harbor

Federal law provides a "safe harbor" stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A "safe harbor" means that as long as a recipient has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four-factor analysis.

Evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected. Translation can also be provided orally.

The "safe harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

The City of Alexandria, LA - ATRANS will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of ATRANS is to ensure meaningful communication with LEP individuals. The policy also provides for communication of information contained in all transit plans, schedules, policies, changes to service, changes to fare, public notices, and any other documents made available to the public. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and all individuals will be informed of the availability of such assistance free of charge.

The City of Alexandria, LA - ATRANS will conduct a regular review of the language access needs of our service area, as well as update and monitor the implementation of this policy and these procedures, as necessary and at a minimum every three years.

IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The City of Alexandria, LA - ATRANS will promptly identify the language and communication needs of the LEP person. If necessary, staff will use "I Speak" cards or posters to determine the language. In addition, when records are kept of past interactions with individuals, the language used to communicate with the LEP person will be included as part of the record.

How ATRANS and staff may identify an LEP person who needs language assistance:

1. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Have a staff person greet participants as they arrive to ATRANS events by informing participants of the services available and by engaging in conversation. By engaging in conversation, the staff can determine each attendee's ability to speak and understand English.
3. Working with community based organizations and other persons to inform LEP individuals of services and the availability of language assistance.
4. Provide presentations and/or notices at schools and community-based organizations in an effort to education the LEP population of the available assistance.
5. Vehicle operators, supervisors, and dispatchers, will be surveyed quarterly on their experience concerning any contacts with LEP persons during the quarter.

Four-Factor Analysis

1. The number of LEP persons in the service area who may be served or are likely to encounter an ATRANS, activity or service was 59,659 determined by ATRANS staff from the 2022 Census of Population and Housing US Census Bureau. The staff reviewed the 2022 U.S. Census Report and determined that less than 2% or 955 people in the service area of Alexandria/Pineville area are LEP. The most common second language is Spanish and those speaking it as a language and speaking English less than very well.

Alexandria		Pineville		TOTALS
Statistic		Statistic		
Population	45,275	Population	14,384	59,659

Speak English	94.6%	Speak English	96.1%	95.4%
Speak Spanish	1.9%	Speak Spanish	1.2%	1.6%

ATRANS does not have to have any written translations because 5% or less of the eligible population does not warrant the translation as per the Safe Harbor provision.

2. The frequency with which LEP persons come in contact with ATRANS programs, activities or services was assessed by the staff with information gained from the staff and transit operators who do have, or could have, contact with LEP persons. This includes documenting telephone inquiries and surveying transit operators for requests for interpreters and translated documents. To date, the most frequent contact between LEP persons is with the dispatcher for the paratransit service.

ATRANS has access to an interpreter who is available during our business hours.

ATRANS currently has zero encounters or requests regarding LEP documentation within the reporting period of October 1, 2024 through September 30, 2024.

ATRANS personnel (at all department levels) are trained to identify an LEP person who needs language assistance by:

- Supervisors will examine records to see if requests for language assistance have been received in the past, either at meetings or over the telephone, to determine whether language assistance might be needed at future events or meetings.
- Transit and Van operators as they greet passengers or participants as they arrive to ATRANS events by informing participants of the services available and by engaging in conversation. By engaging in conversation, the operators can determine each person's ability to speak and understand English.
- Transit Manager and Supervisors will work with community based organizations and other persons to inform LEP individuals of services and the availability of language assistance.
- Transit Manager and Supervisors will provide presentations and/or notices at schools and community based organizations in an effort to education the LEP population of the available assistance.
- Transit and Van operators and supervisors will be surveyed quarterly on their experience concerning any contacts with LEP persons during that period.

3. The nature and importance of programs, activities or services provided by ATRANS to the LEP population proved that the largest geographic concentration of LEP individuals in the ATRANS service area is Spanish. Services provided by ATRANS that are most likely to encounter LEP individuals are the fixed route system, which serves the public, and the demand-response system, which serves primarily senior and disabled persons. Personnel throughout the department have been advised of their responsibilities about LEP.

4. The resources available to ATRANS and the overall costs to provide LEP assistance was assessed and its available resources that could be used for providing LEP assistance, including using a Spanish speaking city employee would not result in any added costs to the system. Spanish language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible. The amount of staff and vehicle operating training that might be needed was also considered. ATRANS will have available for use "I speak" cards.

Based on the results of ATRANS four-factor analysis, and to further ensure effectiveness of the LEP requirements, ATRANS has done the following:

The City Administration has been advised that reasonable steps should be taken in order to ensure meaningful access to ATRANS programs and activities by limited English speaking people. Spanish is the most dominant language spoken by LEP individuals in this service area. All language access activities detailed will be coordinated in collaboration with the ATRANS staff.

All public meetings personnel must review the population of the affected area to determine LEP needs and make requests that individuals advise them of special needs.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and **after** the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other clients/patients/residents will **not** be used to interpret, in order to ensure confidentiality of information and accurate communication.

PROVIDING WRITTEN TRANSLATIONS

(a) When translation of documents is needed, each documents will be made available. Original documents being submitted for translation will be in final, approved form with updated and accurate information.

(b) Facilities will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

PROVIDING NOTICE TO LEP PERSONS

The City of Alexandria, LA - ATRANS will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted at the downtown transfer terminal and the administrative offices of ATRANS. Notification will also be provided through one or more of the following: outreach documents, community-based organizations including but not limited to Central LA Social Services, the VAMC, Rapides Parish Drug Court, and Hope House.

MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, ATRANS will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, ATRANS will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from individuals and community organizations.

Staff Training

The following training will be provided to ATRANS staff:

1. Information on the ATRANS Title VI Procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Documentation of language assistance requests
4. How to handle a potential Title VI LEP complaint

Providing Notice to LEP Persons

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;
2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other persons to inform

LEP individuals of services and the availability of language assistance;

4. Providing presentations and/or notices at schools and community based organizations.

ATRANS will publicize the availability of Spanish interpreter services, free of charge, at least seven (7) days prior to events.

- Signage
- Public outreach materials
- Community-based organizations
- Local newspapers

ATRANS defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another.

Outreach Techniques

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be available as needed.

ATRANS defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another.

ATRANS has been working with five local agencies for identifying clients that we may not be able to reach. They assist ATRANS with some outreach activities and they assist with providing information about ATRANS to their clients. ATRANS works with CLASS (Central LA Social Services), the Hope House (battered women shelter), VAMC (Veterans Administration Medical Center), Rapides Parish Drug Court, and Pathway Services (drug and alcohol rehab).

ATRANS LEP Plan has been developed and is posted on the city's website.

Monitoring and Updating the LEP Plan

ATRANS will update the LEP as required by U.S. DOT. At minimum, the plan will be reviewed and updated when data from the 2020 U.S. Census is available, or when it is clear that higher concentrations of LEP individuals are present in the service area. Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether financial resources are sufficient to fund language assistance resources needed
- Determine whether ATRANS has fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning failure to meet the needs of LEP individuals

Dissemination of the LEP Plan

A link to the ATRANS LEP Plan and the Title VI Procedures is included on the City of Alexandria, LA website at www.cityofalexandriala.com. Any person or agency with internet access will be able to access and download the plan. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost.

LEP individuals may request copies of the plan in translation, which ATRANS will provide, if feasible. Questions or comments regarding the LEP Plan may be submitted to the City of Alexandria, LA, ATRANS:

City of Alexandria, LA
ATRANS
P.O. Box 71
Alexandria, LA 71309-0071
Phone: 318-441-6087
Fax: 318-441-6047
Email: kenna.lavalais@cityofalex.com

8. Minority Representation Information

ATRANS must provide a table depicting the membership of those organizations broken down by race.

Identification of Stakeholders

Stakeholders are those who are directly, or indirectly, affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or who may be denied benefit of a plans recommendation(s), are of particular interest in the identification of specific stakeholders.

Stakeholders are broken down into several groups: general citizens, minority and low-income persons, public agencies, and private organizations and businesses.

General Citizens: There are 59,659 residents in the urbanized area of Alexandria and Pineville. 27 percent of Alexandria, and 57 percent of the Pineville area population consider themselves to be of solely of a white race with 96.3 percent of the households having someone over the age of 18 who speaks English.

Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspaper and open house format public information meetings. While these techniques will continue, staff will make a greater effort to engage the public, possibly with techniques such as, nominal group exercises, surveys, use of local news media, etc.

Minorities: Minority populations make up 64.1 percent of the Alexandria population, and 37 percent of the Pineville population. The black population makes up the largest minority, with 55.3 percent of the total population of the urbanized area of Alexandria, and 30.3 percent for Pineville, followed by Hispanics with 3 percent and then Asian and mixed races each accounting for 2 percent.

Engaging minority, and low-English proficiency populations can be challenging. Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. ATRANS will make reasonable efforts to engage minority populations using techniques, such as including notations *in public* notices in appropriate non-English languages that will provide a contact where the individual can be informed of the process/project, and will have the opportunity to give input. Focus groups may also be established for gaining input from a particular defined portion of the community. In addition, advocacy groups can be a good resource for contacts and dissemination of information to minority and low-English proficiency populations. Such advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. Contacts with local translators should also be maintained, and used as requested and needed.

Minority representation is present on Decision-making bodies:

ATRANS has an ADA Advisory Committee that consists of six persons, three are Caucasian, and three are African-American. The committee's mission is to contribute to

the continuity of ADA rules and regulations. Board members represent minorities, low income, seniors, youth, the disabled communities, as well as the public.

Low-income: Low-income households, those with income below the local poverty level, account for over 25 percent of all households in the urbanized area. Low-income population of the Alexandria urbanized area should be given every reasonable opportunity to provide input on transportation plans and programs, to avoid disproportionate harm, or lack of benefit, of transportation programs and projects.

While low-income individuals may have access to all of the traditional means of public involvement, discussed under "general public", they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from this portion of the population include focus groups, informal interviews, and agency/advocacy group contacts.

Alexandria, LA

Place in: [Rapides Parish, LA](#), [Alexandria, LA Metro Area](#), [Louisiana](#), [United States](#)

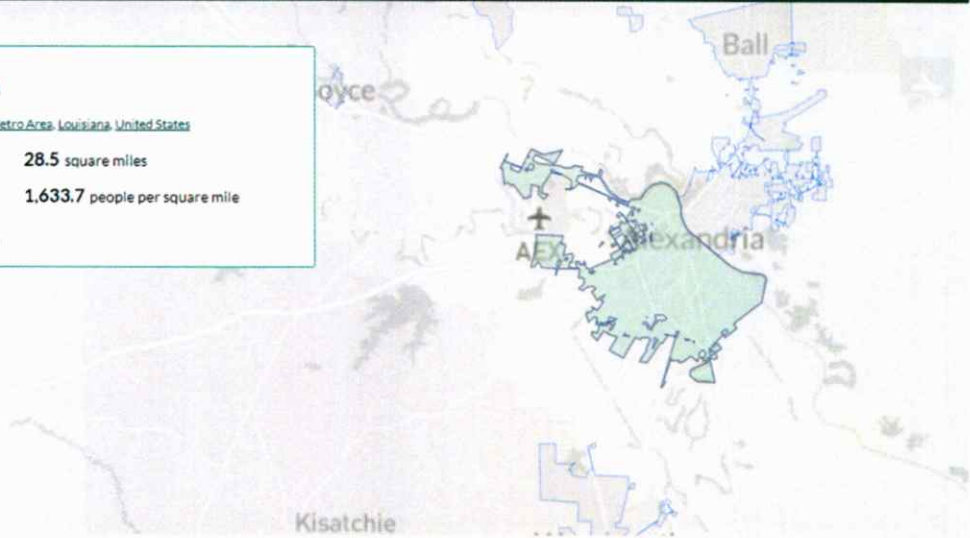
46,545

Population

28.5 square miles

1,633.7 people per square mile

Census data: ACS 2020 5-year unless noted



Find data for this place

Hover for margins of error and contextual data.

Demographics

Age

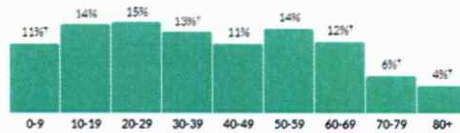
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

37.2

Median age

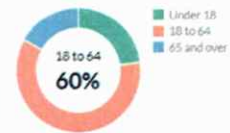
about the same as the figure in the Alexandria, LA Metro Area: 37.7
about the same as the figure in Louisiana: 37.2

Population by age range



Show data / Embed

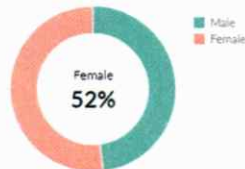
Population by age category



Show data / Embed

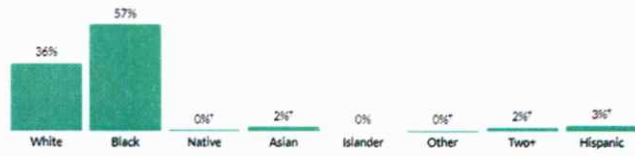
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Sex



Show data / Embed

Race & Ethnicity



Show data / Embed

* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Hide data / Embed

Table B03002 [View table](#)

Column	Alexandria	Alexandria, LA Metro Area	Louisiana
White	36% ±2%	63.2% ±0.1%	58.3% ±0%
Black	56.8% ±1.9%	29.2% ±0.4%	31.9% ±0.1%
Native	0.4%* ±0.2%	0.6%* ±0.1%	0.5% ±0%
Asian	2.1%* ±0.5%	1.1% ±0.1%	1.7% ±0%
Islander	0% ±0%	0%* ±0%	0%* ±0%
Other	0.1%* ±0.1%	0.1%* ±0.1%	0.3%* ±0%
Two+	1.8%* ±0.5%	2.3%* ±0.4%	2% ±0.1%
Hispanic	2.9%* ±0.7%	3.6% ±0%	5.2% ±0%

Hide data

Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Income

\$28,123
Per capita income

a little higher than the amount in the Alexandria, LA Metro Area: \$26,843
a little less than the amount in Louisiana: \$29,522

\$41,845
Median household income

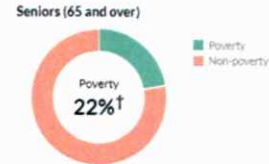
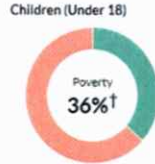
about 90 percent of the amount in the Alexandria, LA Metro Area: \$48,294
about 80 percent of the amount in Louisiana: \$50,800



Poverty

26.9%
Persons below poverty line

about 1.5 times the rate in the Alexandria, LA Metro Area: 18.4%
about 1.4 times the rate in Louisiana: 18.7%

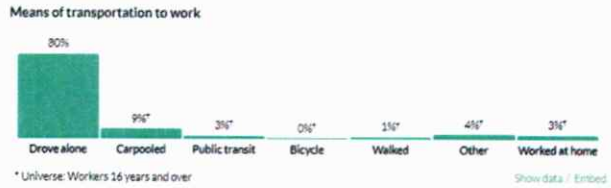


† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Transportation to work

19.7 minutes
Mean travel time to work

about three-quarters of the figure in the Alexandria, LA Metro Area: 25.8
about three-quarters of the figure in Louisiana: 25.8



† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Families

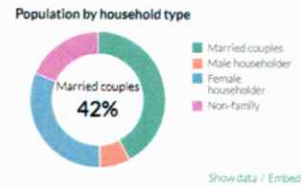
Households

17,738
Number of households

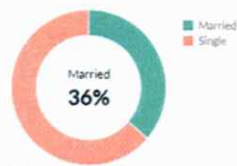
the Alexandria, LA Metro Area: 56,129
Louisiana: 1,751,956

2.5
Persons per household

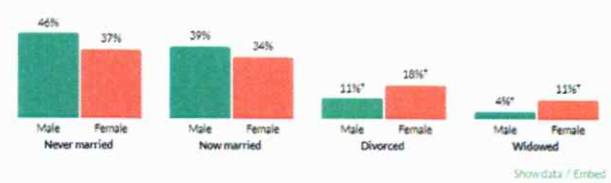
a little less than the figure in the Alexandria, LA Metro Area: 2.6
a little less than the figure in Louisiana: 2.6



Marital status



Marital status, by sex

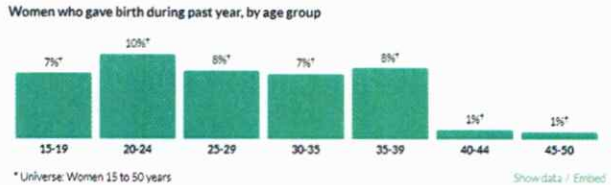


† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Fertility

6%
Women 15-50 who gave birth during past year

a little higher than the rate in the Alexandria, LA Metro Area: 5.7%
about 10 percent higher than the rate in Louisiana: 5.6%



† Margin of error is at least 10 percent of the total value. Take care with this statistic.

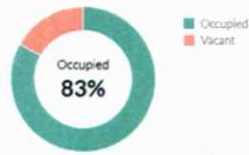
Housing

Units & Occupancy

21,361
Number of housing units

the Alexandria, LA Metro Area: 67,994
Louisiana: 2,074,664

Occupied vs. Vacant



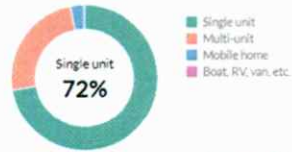
Show data / Embed

Ownership of occupied units



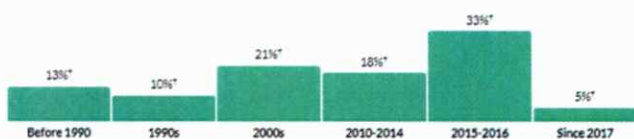
Show data / Embed

Types of structure



Show data / Embed

Year moved in, by percentage of population



Show data / Embed

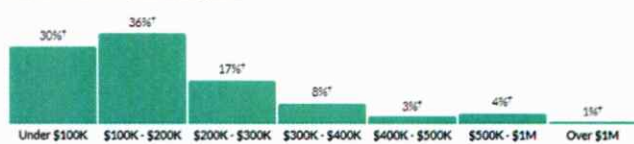
Value

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

\$151,100
Median value of owner-occupied housing units

a little higher than the amount in the Alexandria, LA Metro Area: \$144,500
about 90 percent of the amount in Louisiana: \$168,100

Value of owner-occupied housing units



Show data / Embed

Geographical mobility

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

17%
Moved since previous year

about 1.3 times the rate in the Alexandria, LA Metro Area: 13.1%
about 1.4 times the rate in Louisiana: 12.6%

Population migration since previous year



Show data / Embed

Social

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Educational attainment

85.1%

High school grad or higher

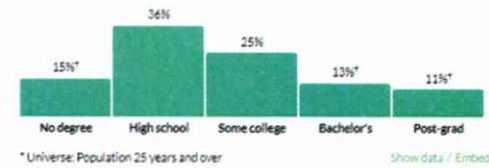
about the same as the rate in the Alexandria, LA Metro Area: 86.1%
about the same as the rate in Louisiana: 85.9%

24.1%

Bachelor's degree or higher

about 20 percent higher than the rate in the Alexandria, LA Metro Area: 19.9%
a little less than the rate in Louisiana: 24.9%

Population by highest level of education



Language

N/A

Persons with language other than English spoken at home

Language at home, children 5-17

No data available

Language at home, adults 18+

No data available

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

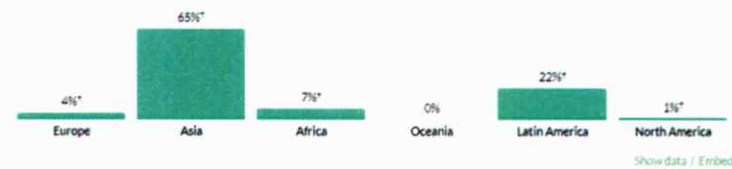
Place of birth

3.3%

Foreign-born population

about 1.3 times the rate in the Alexandria, LA Metro Area: 2.6%
about 80 percent of the rate in Louisiana: 4.1%

Place of birth for foreign-born population



† Margin of error is at least 10 percent of the total value. Take care with this statistic.

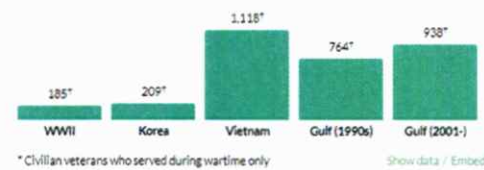
Veteran status

9.6%

Population with veteran status

a little higher than the rate in the Alexandria, LA Metro Area: 9.3%
about 1.4 times the rate in Louisiana: 6.8%

Veterans by wartime service



3,432 Total veterans
2,725 Male
707 Female

Hover for margins of error and contextual data.

Pineville, LA

Place in: Rapides Parish, LA, Alexandria, LA Metro Area, Louisiana, United States

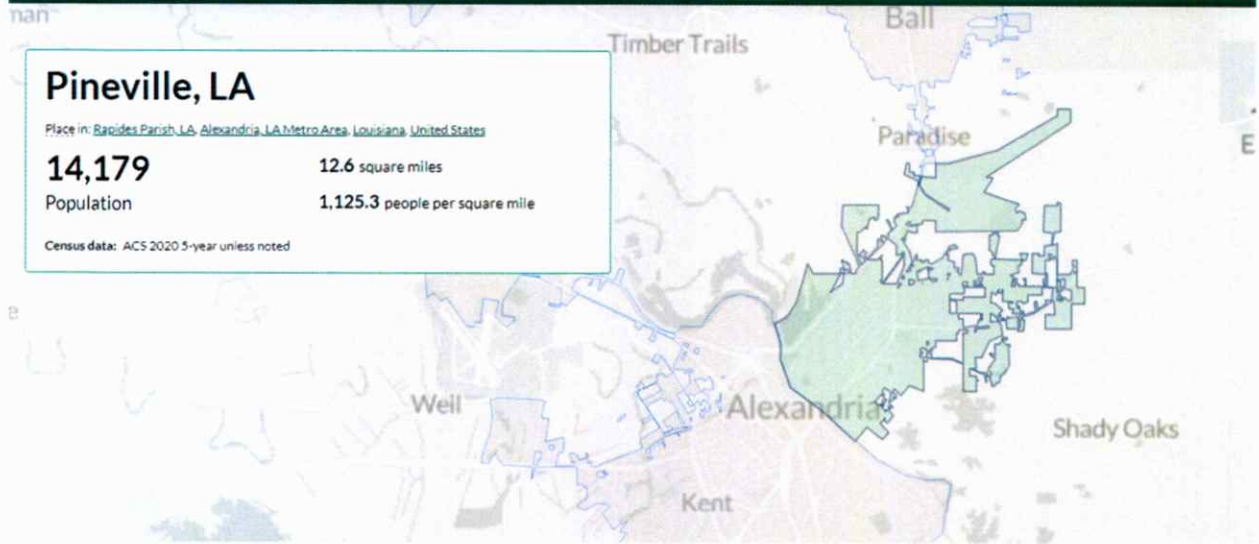
14,179

Population

12.6 square miles

1,125.3 people per square mile

Census data: ACS 2020 5-year unless noted



Find data for this place

Hover for margins of error and contextual data.

Demographics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

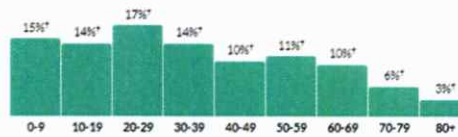
Age

34

Median age

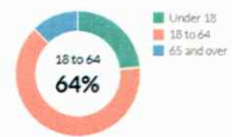
about 90 percent of the figure in the Alexandria, LA Metro Area: 37.7
about 90 percent of the figure in Louisiana: 37.2

Population by age range



[Show data](#) / [Embed](#)

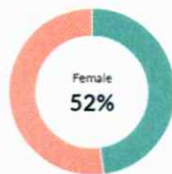
Population by age category



[Show data](#) / [Embed](#)

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Sex



■ Male
■ Female

[Show data](#) / [Embed](#)

Race & Ethnicity



* Hispanic includes respondents of any race. Other categories are non-Hispanic.

[Show data](#) / [Embed](#)

Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

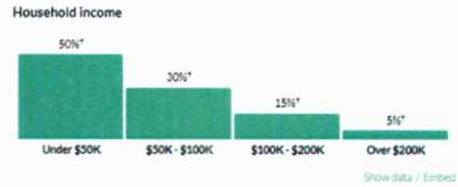
Income

\$28,220
Per capita income

a little higher than the amount in the Alexandria, LA Metro Area: \$26,843
a little less than the amount in Louisiana: \$29,522

\$50,188
Median household income

a little higher than the amount in the Alexandria, LA Metro Area: \$48,294
about the same as the amount in Louisiana: \$50,800

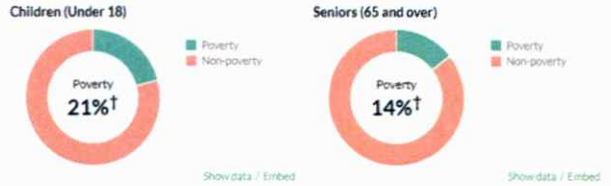


Poverty

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

15.8%
Persons below poverty line

about 90 percent of the rate in the Alexandria, LA Metro Area: 18.4%
about 80 percent of the rate in Louisiana: 18.7%

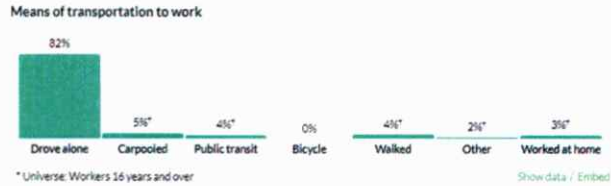


Transportation to work

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

17.9 minutes
Mean travel time to work

about two-thirds of the figure in the Alexandria, LA Metro Area: 25.8
about two-thirds of the figure in Louisiana: 25.8



Families

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

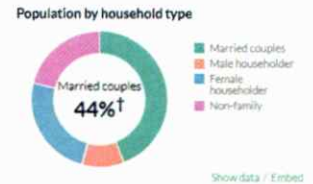
Households

5,429
Number of households

the Alexandria, LA Metro Area: 56,129
Louisiana: 1,751,956

2.4
Persons per household

about 90 percent of the figure in the Alexandria, LA Metro Area: 2.6
about 90 percent of the figure in Louisiana: 2.6



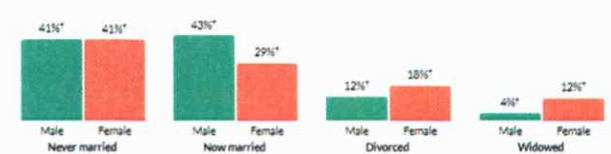
Marital status

† Margin of error is at least 10 percent of the total value. Take care with this statistic.



* Universe: Population 15 years and over

Marital status, by sex



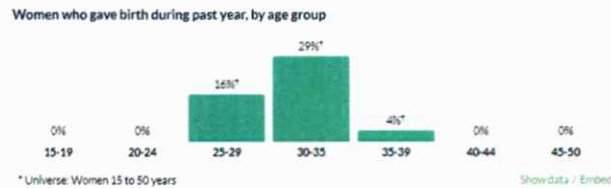
Show data / Embed

Fertility

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

5.5%
Women 15-50 who gave birth during past year

a little less than the rate in the Alexandria, LA Metro Area: 5.7%†
about the same as the rate in Louisiana: 5.6%



* Universe: Women 15 to 50 years

Show data / Embed

Housing

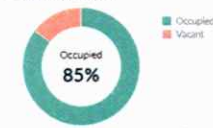
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Units & Occupancy

6,355
Number of housing units

the Alexandria, LA Metro Area: 67,994
Louisiana: 2,074,664

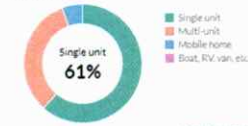
Occupied vs. Vacant



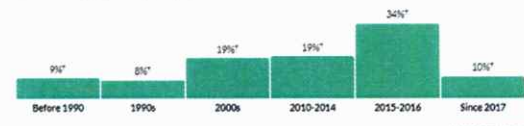
Ownership of occupied units



Types of structure



Year moved in, by percentage of population



Value

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

\$154,400
Median value of owner-occupied housing units

about 10 percent higher than the amount in the Alexandria, LA Metro Area: \$144,500
about 90 percent of the amount in Louisiana: \$168,100

Value of owner-occupied housing units



Geographical mobility

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

19.4%
Moved since previous year

about 1.5 times the rate in the Alexandria, LA Metro Area: 13.1%
about 1.5 times the rate in Louisiana: 12.6%

Population migration since previous year



Social

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Educational attainment

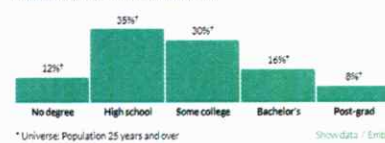
88.2%
High school grad or higher

about the same as the rate in the Alexandria, LA Metro Area: 86.1%
a little higher than the rate in Louisiana: 85.9%

23.3%
Bachelor's degree or higher

about 20 percent higher than the rate in the Alexandria, LA Metro Area: 19.9%
a little less than the rate in Louisiana: 24.9%

Population by highest level of education



Language

N/A
Persons with language other than English spoken at home

Language at home, children 5-17
No data available

Language at home, adults 18+
No data available

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Place of birth

0.7%
Foreign-born population

about one-quarter of the rate in the Alexandria, LA Metro Area: 2.6%[†]
less than a fifth of the rate in Louisiana: 4.1%

Place of birth for foreign-born population



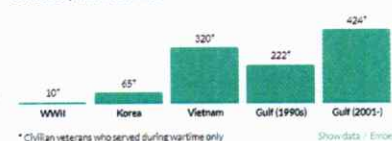
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Veteran status

11.9%
Population with veteran status

about 25 percent higher than the rate in the Alexandria, LA Metro Area: 9.3%
more than 1.5 times the rate in Louisiana: 6.8%

Veterans by wartime service



1,272 Total veterans
1,111 Male
161 Female

Hover for margins of error and contextual data.

9. Fixed Route Service Standards

Fixed route: Public transit service provided on a repetitive, fixed schedule basis along a specific route, with vehicles stopping to pick up passengers.

A recipient providing fixed route service, as defined above, must determine frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, or the location of routes in a non-discriminatory manner. The recipient must not make service decisions based on race, color, or national origin.

10. SERVICE STANDARD POLICIES:

In order to comply with 49 CFR Section 21.5(b) (2) and (7), Appendix C to 49 CFR part 21, and ATRANS has adopted system-wide policies that guard against service design and operational policies that have disparate impacts. System-wide policies differ from service standards in that they are not necessarily based on a quantitative threshold. They do, however, continue to take the requirements of Title VI into consideration in that they are designed to buffer against any adverse impacts on minority, low-income, transit dependents and general riders. There are two primary system wide service policies that are worthy of note. They are as follows:

ATRANS is required to establish written service standards and policies for four transit indicators because it operates in a small-urbanized area. The four transit indicators are vehicle load, vehicle headway, on-time performance, service availability, and vehicle assignment. This is done in accordance with the requirements of FTA Circular 4702.1B (Title VI Program Guidelines for Urban Mass Transit Administration Recipients). It is also done in order to comply with 49 CFR Section 21.5(b) (2) and (7), Appendix C to 49 CFR part 21.

As a result, ATRANS service standards provide a means to support its mission to provide a safe, clean, reliable, cost effective transportation system, which meets transportation needs, contributes to growth and development, and improves the quality of life in the community. The standards are reviewed annually to provide a continual analysis of the effectiveness of the services being provided to the public. In addition, ATRANS uses the resulting standards during the course of a year as a measure to ensure that there is an on-going quality of service and system integrity.

ATRANS has developed guidelines that are outlined within its Service Standards' document in order to allow for consistent and continual evaluation of services.

Application of these Service Standards provides assistance in achieving a balance between quality, equity and the cost effective use of limited resources. The availability of financial resources, represented by the annual budget, is the bottom line for these standards. Service reduction may occur on an on-going basis, as appropriate, and/or in times of fiscal constraint, as determined by the Administration.

<p>Vehicle Load A ratio of the number of passengers on a vehicle to the number of seats</p>	<p>Bus – The average of all loads during the peak operating period should not exceed the following load factors:</p> <p>1.4 passengers/seat</p> <p>D/R - N/A</p>
--	--

<p>Vehicle Headway The time interval between two vehicles traveling in the same direction on the same route</p>	<p>Bus – all headways are 60 minutes.</p> <p>D/R – N/A</p>
--	--

<p>Service Availability The service area</p>	<p>Bus – The urbanized area and within ¾ mile of route</p> <p>D/R - 100% of all trips requested by ADA-qualified patrons within the service area shall be accommodated.</p>
---	---

<p>Vehicle Assignment –Take into account the operating characteristics of the buses within the fleet.</p>	<p>Bus – ATRANS entire bus fleet is made up of identical buses, all low floors, 35' and 30'</p> <p>D/R - ATRANS entire van fleet is made up of identical vans</p>
--	---

Vehicle Assignment - will be equitable throughout the system at the divisional level between the maintenance facility and the daily vehicle assignment. Factors that will be considered include availability and maintenance capabilities. All of our vehicles are the same make and design, therefore, no difference exists. This is important because historically many Title VI complaints have been generated because of the inequitable address of these factors and their overarching adverse impact on minority, low income and transit dependent communities.

On-time Performance

On-time performance is a measure of service reliability that determines the percentage of buses that arrive or depart within a certain amount of time before or after the published schedule. On-time performance reflects the quality of service and influences a customer's choice to use transit.

A vehicle is considered on time if it runs no more than one (3) minutes early and no more than five (5) minutes late compared to the scheduled time at each time point. Early arrivals at the final time point will be considered on time.

A system wide on-time performance goal of eighty-five percent (85%) on time is a common industry standard, which allows for some level of service variability while maintaining the reasonable expectation of reliability for customers.

11. Fixed Route Service Policies

ATRANS will provide the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. ATRANS will ensure service is not distributed based on race, color, or national origin. Effective practices to fulfill the Service Policies requirements include developing written policies covering each of the following service indicators:

1. Transit amenities for each mode - Items of comfort, convenience and safety that are available to the general riding public such as seating, shelters, signs, maps, schedules, and waste receptacles.
2. Vehicle assignments for each mode - The process for placing transit vehicles into service and on routes throughout the system.

ATRANS operates eight fixed routes per day, Monday – Saturday. ATRANS has eight vehicles and four cut-away for night services. Eight vehicles operate daily and we have one spare. All buses are identical buses, all are 35-foot buses, low-floors, all have air-conditioning and heaters, and all have automated stop announcement systems. All routes are assigned the same type of vehicle on a daily basis. ATRANS operates four fixed routes per night, Monday – Saturday. ATRANS has four vehicles for night service. The day vehicles will serve as spares as needed. The night service buses are 30-foot buses, low floors, and all have air-conditioning and heaters.

ATRANS has strategically placed shelters and benches throughout the fixed routes. All local bus stops will be not more than three blocks apart. The shelters are in areas with high minority concentrations and/or transit trip attractions/generators. The installation of all transit amenities along the eight fixed bus routes are based on the number of passengers boarding at the stops along those routes. The ATRANS transfer terminal is located in the CBD (Central Business District) for the convenience of the passengers

awaiting transportation services. The terminal is a convenient and safe area for a passengers, which offers climate controlled conditions and refreshments. Information regarding the ATRANS system is available in alternative formats for all passengers.

2024

TITLE VI ASSESSMENT FOR CAPITAL AND OPERATING ASSISTANCE

I. GENERAL REPORTING REQUIREMENTS:

A. A LIST OF ANY ACTIVE LAWSUITS OR COMPLAINTS NAMING THE APPLICANT WHICH ALLEGE DISCRIMINATION ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN WITH RESPECT TO SERVICE OR OTHER TRANSIT BENEFITS.

The city attorney, , along with his office personnel state that there are not any lawsuits or complaints regarding discrimination as of December 9, 2024.

DATE OF LAWSUIT OR COMPLAINT FILING: N/A

SUMMARY OF THE ALLEGATIONS: N/A

STATUS INCLUDING WHETHER THE PARTIES ENTERED A CONSENT DECREE: N/A

B. A DESCRIPTION OF ALL PENDING APPLICATIONS FOR FINANCIAL ASSISTANCE AND ALL FINANCIAL ASSISTANCE CURRENTLY PROVIDED BY OTHER FEDERAL AGENCIES.

There are no pending applications with the Federal Transit Administration for financial assistance for operating for the current fiscal year.

C. A SUMMARY OF ALL CIVIL RIGHTS COMPLIANCE REVIEW ACTIVITIES CONDUCTED IN THE LAST THREE (3) YEARS.

2023

PURPOSE FOR THE REVIEW: Triennial

NAME OF THE AGENCY THAT PERFORMED THE REVIEW: Chevonne Madison, FTA Region VI

SUMMARY OF THE FINDINGS AND RECOMMENDATIONS:

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	ND					
8. Maintenance	ND					
9. Procurement	D	P10-1 <i>(repeat deficiency from FY19)</i>	Lacking independent cost estimate	The recipient must submit to the FTA regional office documentation that it has updated its procurement procedures to include development of independent cost estimates prior to receipt of bids or proposals.	January 4, 2024	

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
				For the next procurement, submit to the FTA regional office documentation that the required process was implemented.		
		P10-2 <i>(repeat deficiency from FY19)</i>	Lacking required cost or price analysis	The recipient must submit to the FTA regional office documentation that it has updated its procurement procedures to include performing applicable cost or price analysis for procurements above the Federal Simplified Acquisition Threshold. For the next applicable procurement, submit to FTA regional office documentation that the required analysis was implemented.	January 4, 2024	
		P11-1 <i>(repeat deficiency from FY19)</i>	Missing FTA clauses	The recipient must submit to the FTA regional office revised procurement procedures that address inclusion of all FTA-required third-party contract clauses through use of a clause checklist or other mechanism. For the next procurement, submit to the FTA regional office documentation that the required process was implemented.	January 4, 2024	

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
10. Disadvantaged Business Enterprise	D	DBE8-2	Small business element not implemented	The recipient must submit to the FTA RCRO evidence of implementing its small business participation strategies, which includes coordination with the recipient's procurement office.	January 4, 2024	
Please send your corrective action documentation to the FTA Office of Civil Rights at the FTA Civil Rights Support email box (FTACivilRightsSupport@dot.gov) after the issuance of the final report. Ensure the email subject line states the following when submitting corrective actions: FY23 CORTAP Review Corrective Actions – DBE8-2 – City of Alexandria #1508						
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	ND					
14. Equal Employment Opportunity	NA					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace	D	DFWA1-2	DFWA policy lacking required element	The recipient must submit to the FTA regional office an amended DFWA policy that includes all required elements along with documentation that the revised policy has been distributed to all award-related employees.	January 4, 2024	
18. Drug and Alcohol Program	ND					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the related requirements are not applicable to the review of City of Alexandria Triennial Review.					
21. Section 5311 Program Requirements	This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of City of Alexandria Triennial Review.					
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the review of City of Alexandria Triennial Review.					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)

REPORT ON THE STATUS OF SUCH FINDINGS AND RECOMMENDATIONS:

Procurement finding pending completion on Dec 31, 2024

Disadvantaged Business Enterprise finding pending completion on Dec 31, 2024

Drug-Free Workplace completed Jan 4, 2024

D. FTA CIVIL RIGHTS ASSURANCE

E. DOT TITLE VI ASSURANCE

F. FOR CONSTRUCTION PROJECTS, A FIXED-FACILITY IMPACT ANALYSIS TO ASSESS THE EFFECTS ON MINORITY COMMUNITIES. – N/A

ASSESSMENT OF COMPLIANCE BY GRANTEE

The City of Alexandria has embodied a Title VI plan as an integral part of the administrative process by which the City operates on a day-to-day basis.

OTHER AREAS OF TITLE VI CONSIDERATIONS

(a) Changes in Service Features.

No change.

(b) Information Dissemination.

ATRANS prints public notices in the leading newspaper of Alexandria, The Alexandria Daily Town Talk. Copies of the public notice are throughout the area including posting at the transfer terminal, on buses, and important trip attractions/generators. A public hearing would be open to all those individuals wishing to voice their opinion and/or concerns. ATRANS personnel always use visual aids and handout materials. This format seems to work well for the Alexandria area.

(c) Minority Representation On Decision-making Bodies.

ATRANS has an ADA (Americans With Disabilities) Advisory Committee.

(d) Multilingual Facilities.

There is not a need for the use of multilingual materials and facilities in the Alexandria urbanized area. The demand for such does not exist.

The Federal Transit Agency (FTA), as outlined in FTA Circular 4702.1A, requires ATRANS to evaluate service and fare changes. In order to comply with 49 CFR Section 21.5(b)(a), 49 CFR Section 21.5 (b)(7) and Appendix C to 49 CFR part 21, recipients shall "evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact. For service changes, this requirement applies to "major service changes" only. The recipient should have established guidelines or threshold for what it considers a "major" change to be."

This report describes the process used to establish the major service change threshold and documents the process for collecting public input; reports the comments and questions received; and summarizes the results of community opinion and how those opinions were considered in revising the Threshold.

ATRANS is a small-urbanized transit system that travels through two cities in Alexandria and Pineville, LA. ATRANS has eight fixed routes and a daily ridership of approximately 1,250 passengers. ATRANS provides discounted fares for seniors and persons with disabilities. Children ages three and under ride free.

To establish a threshold or "upper limit" for a service change, ATRANS must first define these terms so they can be communicated to and discussed with the public. The term "major" relates to how ATRANS proposes to measure its service.

In advance of soliciting community input, ATRANS staff researched best practices from major transit agencies throughout the United States to inform its approach. The FTA Circular 4702.1A states that a numerical standard such as a change that affects 25% of service hours of a route can serve as a dividing line between minor and major service changes.

Proposed Major Service Change Threshold

ATRANS proposes that "Major Service Change" shall apply to:

- 1) New fixed routes
- 2) Increases or decreases of more than 25 percent in the length of a fixed route
- 3) Increases or decreases of more than 25 percent in the annual transit revenue vehicle miles
- 4) Increases or decreases of more than 25 percent in the annual number of service hours

"Major Service Changes" shall exclude any changes to service which are caused by:

- 1) Forces of Nature: forces of nature such as hurricanes, tornados, etc.
- 2) Competing Infrastructure Failures: failures of competing infrastructure like bridges or highways.

Service Equity

ATRANS is striving toward the goal of making the service delivered both more efficient and effective, in addition to reducing costs in a time of great fiscal constraint in the City of Alexandria, LA.

ATRANS is in the process of finalizing all Service Equity and Title VI analysis methods in the form of a comprehensive agency policy, which would take effect under the FTA Circular 4702.1B. In performing an analysis we drew strongly from precedent in

previous Title VI analyses from our agency, including the use of a 5% threshold based on system area total average to measure "disproportionate" affects between minority and low-income riders.

Method to Evaluate Service Changes

ATRANS has followed *Option A* of the current FTA Circular 4702.1A to evaluate potential disproportionate and adverse effects on minority and low-income riders.

The Federal Transit Administration specifies that changes which are shown to have disproportionate and adverse effects may be enacted if other alternatives would have more severe adverse effects than the preferred alternative

TITLE VI Fare Equity Analysis

In Compliance with Title VI of the Civil Rights Act of 1964 and the
Federal Transit Administration Circular 4702.1A, Chapter V

REGULATORY REQUIREMENTS

This analysis was conducted in compliance with the Federal Transit administration (FTA) Circular 4702.1A which requires that under the Title VI of the Civil Rights Act of 1964, CDTA evaluate significant system-wide service and fare changes and proposed improvements at the planning stages and programming stages to determine whether those changes have a discriminatory impact on minority and low income populations. In its Title VI Submittal, ATRANS must provide a copy of the equity evaluation of any of significant fare changes implemented since the last submission.

ATRANS fare is 75 cents regular riders and 35 cents for half-fare. At this time, the base fare charged to our customers is one of the lowest among similar sized properties. ATRANS transports approximately 1,250 people per day and covers approximately 68 square miles. ATRANS maintains an effort to retain/attract potential customers and will be more important as we work to maintain service during difficult financial times.

OUTREACH

ATRANS implementation strategies for the proposed changes to fares and service included a high level of public outreach in advance of making the changes in order to gather public input and feedback. Notices are posted on all buses and vans and at the downtown transfer terminal. A Public Hearing will be held and documented

MITIGATION

FTA Circular 4702.1 a states that a recipient can implement a major service reduction or fare increase that would have a disproportionate high and adverse effect if it were demonstrated that the action meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than the preferred alternative. The FTA Circular 4702.1A "Title VI Program Guidelines for Federal Transit Administration Recipients" provides that recipients "can implement a fare increase or major service reduction that would have disproportionately high and adverse effects provided that the recipient demonstrates that the action meets a substantial need that is in the public interest and that alternatives would have more severe adverse effects than

the preferred alternative." It has been concluded that the alternatives, in the form of service cutbacks would have a more severe adverse effect and therefore the adjustments to the passenger's fares is justified under Title VI. This conclusion is supported by the customer feedback included in the attachments.

SCHEDULE JACKSON/LOWER THIRD STREETS

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	Jackson/ Texas Ave	Jackson/ MacArthur Village	4th/ Washington	3rd/ Willow Glen	Bennett/ West Sandy Bayou	Main/ Broadway	Transfer Terminal
Begins At							
7:00	7:12	6:20	6:30	6:37	6:40	6:46	6:50
8:00	8:12	7:20	7:30	7:37	7:40	7:46	7:50
9:00	9:12	8:20	8:30	8:37	8:40	8:46	8:50
10:00	9:20	9:20	9:30	9:37	9:40	9:46	9:50
11:00	10:12	10:20	10:30	10:37	10:40	10:46	10:50
12:00	11:12	11:20	11:30	11:37	11:40	11:46	11:50
1:00	12:12	12:20	12:30	12:37	12:40	12:46	12:50
2:00	1:12	1:20	1:30	1:37	1:40	1:46	1:50
3:00	2:12	2:20	2:30	2:37	2:40	2:46	2:50
4:00	3:12	3:20	3:30	3:37	3:40	3:46	3:50
5:00	4:12	4:20	4:30	4:37	4:40	4:46	4:50
	5:12	5:20	5:30	5:37	5:40	5:46	5:50

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:10 AM - 6:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM
Elderly - "Any person
62 years or older" with
proper identification

OFFICE LOCATION
2021 Industrial Park Road
P.O. Box 71
Alexandria, LA 71309-0071

Disabled - "Any person
with a disability". Must
apply to ATRANS
through an application
process.

FAX: (318) 441-6092
TDD: (318) 441-6093
Half-Fare Programs: (318) 441-6087
ADA: (318) 441-6087

Medicare - "Any person
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II/XVII of the Social
Security Act."

SCHEDULE MACARTHUR DRIVE

Major Stop #1	OUTBOUND				INBOUND			
	#2	#3	#4	#5	#6	#7	#8	
Transfer Terminal	Hwy 1/ Enterprise Road	Wal-mart Hwy 28 West	Jackson at MacArthur	Sam's North Drive	Alexandria Mall	Texas Ave/ Monroe St.	Transfer Terminal	
Begins At	6:10	6:22	6:30	6:37	6:40	6:46	6:55	
7:00	7:10	7:22	7:30	7:37	7:40	7:46	7:55	
8:00	8:10	8:22	8:30	8:37	8:40	8:46	8:55	
9:00	9:10	9:22	9:30	9:37	9:40	9:46	9:55	
10:00	10:10	10:22	10:30	10:37	10:40	10:46	10:55	
11:00	11:10	11:22	11:30	11:37	11:40	11:46	11:55	
12:00	12:10	12:22	12:30	12:37	12:40	12:46	12:55	
1:00	1:10	1:22	1:30	1:37	1:40	1:46	1:55	
2:00	2:10	2:22	2:30	2:37	2:40	2:46	2:55	
3:00	3:10	3:22	3:30	3:37	3:40	3:46	3:55	
4:00	4:10	4:22	4:30	4:37	4:40	4:46	4:55	
5:00	5:10	5:22	5:30	5:37	5:40	5:46	5:55	

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:10 AM - 6:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
 \$.40 - Child (1-13 Years)
 \$.40 - Half-Fare

HALF-FARE PROGRAM

Elderly - "Any person 62 years or older" with proper identification

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SCHEDULE BROADWAY AVENUE

Major Stop #1	OUTBOUND				INBOUND			
	#2	#3	#4	#5	#6	#7	#8	
Transfer Terminal	Broadway at Third Street	Lee/ Texas Avenue	Pizza Hut	Wal- Mart	Alexandria Mall	Peabody High School	Transfer Terminal	
Begins At	6:13	6:20	6:25	6:35	6:38	6:46	6:52	
7:00	7:13	7:20	7:25	7:35	7:38	7:46	7:52	
8:00	8:13	8:20	8:25	8:35	8:38	8:46	8:52	
9:00	9:13	9:20	9:25	9:35	9:38	9:46	9:52	
10:00	10:13	10:20	10:25	10:35	10:38	10:46	10:52	
11:00	11:13	11:20	11:25	11:35	11:38	11:46	11:52	
12:00	12:13	12:20	12:25	12:35	12:38	12:46	12:52	
1:00	1:13	1:20	1:25	1:35	1:38	1:46	1:52	
2:00	2:13	2:20	2:25	2:35	2:38	2:46	2:52	
3:00	3:13	3:20	3:25	3:35	3:38	3:46	3:52	
4:00	4:13	4:20	4:25	4:35	4:38	4:46	4:52	
5:00	5:13	5:20	5:25	5:35	5:38	5:46	5:52	

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:10 AM - 6:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
 \$.40 - Child (1-13 Years)
 \$.40 - Half-Fare

HALF-FARE PROGRAM

Elderly - "Any person 62 years or older" with proper identification

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SCHEDULE WILLOW GLEN RIVER ROAD

Major Stop #1	OUTBOUND				INBOUND			
	#2	#3	#4	#5	#6	#7	#8	
Transfer Terminal	3rd/ Broadway	Jones/ Willow Glen	Pizza Hut	Eddie Williams at Hudson	Tulane at Brown St.	Willow Glen/ 3rd St.	Transfer Terminal	
Begins At	6:13	6:20	6:25	6:40	6:45	6:48	6:53	
7:00	7:06	7:12	7:25	7:40	7:45	7:48	7:53	
8:00	8:06	8:12	8:25	8:40	8:45	8:48	8:53	
9:00	9:06	9:12	9:25	9:40	9:45	9:48	9:53	
10:00	10:06	10:12	10:25	10:40	10:45	10:48	10:53	
11:00	11:06	11:12	11:25	11:40	11:45	11:48	11:53	
12:00	12:06	12:12	12:25	12:40	12:45	12:48	12:53	
1:00	1:06	1:12	1:25	1:40	1:45	1:48	1:53	
2:00	2:06	2:12	2:25	2:40	2:45	2:48	2:53	
3:00	3:06	3:12	3:25	3:40	3:45	3:48	3:53	
4:00	4:06	4:12	4:25	4:40	4:45	4:48	4:53	
5:00	5:06	5:12	5:25	5:40	5:45	5:48	5:53	

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:10 AM - 6:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
 \$.40 - Child (1-13 Years)
 \$.40 - Half-Fare

HALF-FARE PROGRAM

Elderly - "Any person 62 years or older" with proper identification

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SCHEDULE ELLIOTT STREET

Major Stop #1	OUTBOUND				INBOUND			
	#2	#3	#4	#5	#6	#7	#8	
Transfer Terminal	Texas/ Elliott Street	Cabrini Hospital	Alexandria Mall	Texas Ave./ Lee St.	Harris/ Turner Streets	Casson/ 3rd St.	Transfer Terminal	
Begins At	6:15	6:30	6:32	6:36	6:42	6:47	6:52	
7:00	7:10	7:30	7:32	7:36	7:42	7:47	7:52	
8:00	8:10	8:30	8:32	8:36	8:42	8:47	8:52	
9:00	9:10	9:30	9:32	9:36	9:42	9:47	9:52	
10:00	10:10	10:30	10:32	10:36	10:42	10:47	10:52	
11:00	11:10	11:30	11:32	11:36	11:42	11:47	11:52	
12:00	12:10	12:30	12:32	12:36	12:42	12:47	12:52	
1:00	1:10	1:30	1:32	1:36	1:42	1:47	1:52	
2:00	2:10	2:30	2:32	2:36	2:42	2:47	2:52	
3:00	3:10	3:30	3:32	3:36	3:42	3:47	3:52	
4:00	4:10	4:30	4:32	4:36	4:42	4:47	4:52	
5:00	5:10	5:30	5:32	5:36	5:42	5:47	5:52	

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:10 AM - 6:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
 \$.40 - Child (1-13 Years)
 \$.40 - Half-Fare

HALF-FARE PROGRAM

Elderly - "Any person
 62 years or older" with
 proper identification

OFFICE LOCATION

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 Security Act."

SCHEDULE MONROE STREET/ALEXANDRIA MALL

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	Hynson/ Texas Avenue	Bolton/ Jackson Street	Bolton High School	Alex. Mall	Lee/ Bolton Avenue	Lee/ Foisy Street	Transfer Terminal
Begins At	6:13	6:18	6:23	6:30	6:44	6:47	6:52
7:00	7:10	7:18	7:23	7:30	7:44	7:47	7:52
8:00	8:10	8:18	8:23	8:30	8:44	8:47	8:52
9:00	9:10	9:18	9:23	9:30	9:44	9:47	9:52
10:00	10:10	10:18	10:23	10:30	10:44	10:47	10:52
11:00	11:10	11:18	11:23	11:30	11:44	11:47	11:52
12:00	12:10	12:18	12:23	12:30	12:44	12:47	12:52
1:00	1:10	1:18	1:23	1:30	1:44	1:47	1:52
2:00	2:10	2:18	2:23	2:30	2:44	2:47	2:52
3:00	3:10	3:18	3:23	3:30	3:44	3:47	3:52
4:00	4:10	4:18	4:23	4:30	4:44	4:47	4:52
5:00	5:10	5:18	5:23	5:30	5:44	5:47	5:52

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:10 AM - 6:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM
Elderly - "Any person
62 years or older" with
proper identification

OFFICE LOCATION
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Alexandria, LA 71309-0071

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Security Act."

SCHEDULE CITY OF PINEVILLE

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	Huey P. Long Hospital	Melrose at Bragg	Edgewood at Military	Wal- Mart	V.A. Medical Center	Main/ LA College	Transfer Terminal
Begins At		6:20	6:25	6:30	6:36	6:45	6:52
7:00	7:05	7:15	7:25	7:30	7:36	7:45	7:52
8:00	8:05	8:15	8:25	8:30	8:36	8:45	8:52
9:00	9:05	9:15	9:25	9:30	9:36	9:45	9:52
10:00	10:05	10:15	10:25	10:30	10:36	10:45	10:52
11:00	11:05	11:15	11:25	11:30	11:36	11:45	11:52
12:00	12:05	12:15	12:25	12:30	12:36	12:45	12:52
1:00	1:05	1:15	1:25	1:30	1:36	1:45	1:52
2:00	2:05	2:15	2:25	2:30	2:36	2:45	2:52
3:00	3:05	3:15	3:25	3:30	3:36	3:45	3:52
4:00	4:05	4:15	4:25	4:30	4:36	4:45	4:52
5:00	5:05	5:15	5:25	5:30	5:36	5:45	5:52

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:10 AM - 6:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM
Elderly - "Any person
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Security Act."

SCHEDULE ENGLAND DRIVE/AIRPORT

Major Stop #1	OUTBOUND				INBOUND			
	#2	#3	#4	#5	#6	#7	#8	
Transfer Terminal	Bolton/ Jackson Street	Enter- prise/ Hwy 1	England/ Browns Bend Rd.	Huey P. Long Hospital	Airbase/ Hwy 1	Bolton/ Monroe Street	Transfer Terminal	
Begins At		6:15	6:20	6:32	6:36	6:45	6:52	
7:00	7:05	7:11	7:20	7:32	7:36	7:45	7:52	
8:00	8:05	8:11	8:20	8:32	8:36	8:45	8:52	
9:00	9:05	9:11	9:20	9:32	9:36	9:45	9:52	
10:00	10:05	10:11	10:20	10:32	10:36	10:45	10:52	
11:00	11:05	11:11	11:20	11:32	11:36	11:45	11:52	
12:00	12:05	12:11	12:20	12:32	12:36	12:45	12:52	
1:00	1:05	1:11	1:20	1:32	1:36	1:45	1:52	
2:00	2:05	2:11	2:20	2:32	2:36	2:45	2:52	
3:00	3:05	3:11	3:20	3:32	3:36	3:45	3:52	
4:00	4:05	4:11	4:20	4:32	4:36	4:45	4:52	
5:00	5:05	5:11	5:20	5:32	5:36	5:45	5:52	

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:10 AM - 6:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
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Security Act."

SCHEDULE NIGHT SERVICE ROUTE 1

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	Elliott/ Bolton Ave	Enterprise/ Hwy 1	England/ Browns Bend Rd.	Hwy 1/ Enterprise	4th/ Lee St	3rd/ Avoyelles Dr	Transfer Terminal
6:00P	6:06	6:11	6:20	6:30	6:37	6:45	6:52
7:00	7:06	7:11	7:20	7:30	7:37	7:45	7:52
8:00	8:06	8:11	8:20	8:30	8:37	8:45	8:52
9:00	9:06	9:11	9:20	9:30	9:37	9:45	9:52

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:00 PM - 10:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
 \$.40 - Child (1-13 Years)
 \$.40 - Half-Fare

HALF-FARE PROGRAM

Elderly - "Any person 62 years or older" with proper identification

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SCHEDULE NIGHT SERVICE ROUTE 2

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	3rd/ Broadway Ave	Willow Glen/ Lincoln Rd	Dallas/ Lee St	Alex Mall	Lee St/ Texas Ave	Harris St/ Fenner St	Transfer Terminal
6:00P	6:06	6:11	6:20	6:30	6:37	6:45	6:52
7:00	7:06	7:11	7:20	7:30	7:37	7:45	7:52
8:00	8:06	8:11	8:20	8:30	8:37	8:45	8:52
9:00	9:06	9:11	9:20	9:30	9:37	9:45	9:52

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:00 PM - 10:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM
Elderly - "Any person 62 years or older" with proper identification

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SCHEDULE NIGHT SERVICE ROUTE 3

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	Rapides/ MacArthur Drive	Wal- Mart Hwy 28W	Power- Center	Alex. Mall	Rosalino/ Texas Avenue	Monroe/ Bolton Avenue	Transfer Terminal
6:00P	6:06	6:11	6:20	6:30	6:37	6:45	6:52
7:00	7:06	7:11	7:20	7:30	7:37	7:45	7:52
8:00	8:06	8:11	8:20	8:30	8:37	8:45	8:52
9:00	9:06	9:11	9:20	9:30	9:37	9:45	9:52

DAYS OF OPERATION

Monday - Saturday

TIME OF SERVICE

6:00 PM - 10:00 PM

FARE STRUCTURE

\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM

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ADA: (318) 441-6087

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SCHEDULE NIGHT SERVICE ROUTE 4

Major Stop #1	OUTBOUND			INBOUND			
	#2	#3	#4	#5	#6	#7	#8
Transfer Terminal	6th/ Monroe Street	Sham- rock St/ Main St.	Hwy 28 E at Edgewood	Super One Foods	Claiborne/ Military Hwy	Jackson/ Bolton Avenue	Transfer Terminal
6:00P	6:06	6:11	6:20	6:30	6:37	6:45	6:52
7:00	7:06	7:11	7:20	7:30	7:37	7:45	7:52
8:00	8:06	8:11	8:20	8:30	8:37	8:45	8:52
9:00	9:06	9:11	9:20	9:30	9:37	9:45	9:52

DAYS OF OPERATION
Monday - Saturday

TIME OF SERVICE
6:00 PM - 10:00 PM

FARE STRUCTURE
\$.75 - Regular Adult
\$.40 - Child (1-13 Years)
\$.40 - Half-Fare

HALF-FARE PROGRAM
Elderly - "Any person
62 years or older" with
proper identification

OFFICE LOCATION
2021 Industrial Park Road
P.O. Box 71
Alexandria, LA 71309-0071

Disabled - "Any person
with a disability". Must
apply to ATRANS
through an application
process.

FAX: (318) 441-6092
TDD: (318) 441-6093
Half-Fare Programs: (318) 441-6087
ADA: (318) 441-6087

Medicare - "Any person
possessing a Medicare
Card pursuant to Title
II/XVII of the Social
Security Act."