

**CITY OF LAKE CHARLES, LOUISIANA  
2019 ANNUAL TITLE VI REVIEW FOR LOCAL AGENCIES**

**I. Administration**

**A. Staff Composition and Program Administration**

**1. Provide breakdown of the agency’s administrative staff by race, color, national origin, and gender. List their positions.**

<u>Name</u>	<u>Position</u>	<u>Race</u>	<u>Gender</u>
Nicholas E. Hunter	Mayor	Caucasian	Male
John Cardone	City Administrator	Caucasian	Male
Kimberly Dellafosse	Asst. City Administrator	African American	Female
Alisa Stevens	Dir. of Com. Dev. & Services	African American	Female
Corey Rubin	Asst. City Attorney	African American	Male
Alecia Comeaux	Purchasing Manager	Caucasian	Female
Al Hoover	Transit Manager	Caucasian	Male
Earl Edwards	DBE Program Coordinator	African American	Male
Dena Jourdan	Administrative Assistant	African American	Female

**2. How many US DOT federally funded projects has the agency managed during the last two years? Include dollar amounts?**

		<b>Federal</b>	<b>Local</b>
<b>2017</b>			
Federal Transit Administration	Operations, Maintenance, Planning, Capital	\$ 1,758,443	\$ 1,733,599
Federal Highway Administration	Signal Upgrades	1,356	--
		\$ 1,759,799	\$ 1,733,599
<b>2018</b>			
Federal Transit Administration	Operations, Maintenance, Planning, Capital	\$ 2,731,797	\$ 1,069,480
Federal Highway Administration	HWY385 Multi-Use Path	73,991	--
		\$ 2,805,788	\$ 1,069,480
<b>Total</b>		\$ 4,565,587	\$ 2,803,079

**3. Has the agency designated a Title VI Coordinator? Provide the following information:**

Yes  
**Name:** Alisa Stevens  
**Phone and Fax Numbers:** (337) 491-1465 phone / (337) 491-1437 fax  
**E-Mail Address:** alisa.stevens@cityoflc.us  
**How long in this position:** 5 months  
**What Title VI training if any, has been received:** None

**4. Does the agency have a Title VI Plan, including Policy and Assurances in place? Describe public dissemination of your Title VI Plan.**

Yes, the City revised the Title VI Plan and it was submitted to and approved by LADOTD and FTA

The City Council passed an ordinance, advertised in a local newspaper, held a public hearing, placed the plan on City's website, and made printed copies available for public viewing in the Mayor's Office—10th Floor of City Hall (326 Pujoe Street), Community Development and Services Department—5th Floor of City Hall (326 Pujoe Street), and Public Works Transit Division—1155 Ryan Street.

**B. Complaint Procedure**

**1. Does the agency have a formal Title VI Complaint Procedure and Title VI Complaint Form for external discrimination complaints? To what extent is the community aware of it?**

Yes, the City of Lake Charles Title VI Plan includes a complaint procedure and form and the City's website has information available with regard to where complaints can be forwarded. In addition, complaints may be processed through the Mayor's Action Line or the City's Human Relations Commission. The community is made aware via internet and postings.

**2. Has the agency received any Title VI related complaints during the past two years? If so, what were the outcomes? Were the Title VI complaints lodged by beneficiaries or participants and what were the issues involved?**

No. We have received complaints but they are not subject to Title VI.

**3. Does the agency have a Title VI Notice to the Public? Describe public dissemination procedure.**

Yes, the City's Title VI Plan and City Ordinance No. 15139 have been made available to the Public. The Title VI Notice is posted on City transit vehicles, all City-owned buildings, the website, all City procedures, press releases, and other printed materials/publications.

**C. Training**

**1. Has the agency's staff received any training (formal or informal) regarding Title VI?**

Yes, The Title VI Committee received training through a webinar on May 22, 2018.

- 2. Is the agency considering scheduling Title VI training sometime soon? If so, when and who will present it?**

Yes, the City is presently looking at Fall 2020 for additional training. Hopefully, the State's Team will provide the presentation.

## **II. Planning Activities**

### **A. Public Involvement – Meetings and Hearings**

- 1. Does the agency have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?**

Yes. Generally, all planning activities are conducted before the City Council of the City of Lake Charles and the Planning Commission. These meetings are subject to the open meetings laws of the State of Louisiana and are held accordingly. Notice of each meeting is published in the local newspaper, and/or posted in public places. When a notice is published, we include in the information a Spanish version of the notice and whom to contact. Encouragement of minority participation is required per specific grants, such as HUD-funded projects. Encouragement of minority participation is highly recommended as well as for large and/or controversial projects. Public hearings/meetings are held at various geographic locations within the city, including recreational centers, other facilities located in majority minority areas and at the Lake Charles Civic Center. The City's policy for engaging individuals with Limited English Proficiency (LEP) is to provide translation services to anyone who requests them, if reasonable accommodation can be made.

- 2. Does the agency have an Environmental Justice Policy?**

Yes, written in the Title VI Plan.

- 3. Does the agency have a Limited English Proficiency (LEP) Guideline or Policy?**

Yes, found in the Title VI Plan.

- 4. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?**

Yes

- 5. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?**

Yes, all committee meetings and public hearings are recorded and information is placed in the Title VI file. Also, there is a sign-in sheet at each meeting for attendees. Public hearings/meetings are sometimes held at various geographic locations within the city to encourage participation of citizens in affected communities. When requested, the City will provide qualified individuals to help with meaningful access to services for persons with limited English and other accessible communication aids and services for persons with disabilities to participate in programs and activities.

- 6. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?**

Yes

### **III. Advertisement and Procurement of Contracts**

- 1. How are Requests for Proposals (RFP) and/or Bids solicited, and what are the requirements for submitting a proposal or bid?**

Request for Proposals (RFP) and/or Bid are solicited by advertising in the City's official journal, posting documents on City's website, posting on BidSync or Bid Express (electronic bid submission websites), emailing packages to vendors that have a prior relationship with the City and/or have requested the package. Vendors are required to submit a responsive proposal or bid package. The responsive proposal is determined by completion of all required information, compliance with the City's specifications, completed and signed bid proposal page, submission of the proper bid bond and any other required documentation (such as warranty information, brochures, etc.).

- 2. Are Title VI assurances and provisions included in advertisements and contracts?**

Yes

- 3. If the agency is receiving over \$250,000 in contracting dollars, the agency must have a DBE program. Does the agency have a DBE Program? If so, are DBE goals being included in contract/awards? Are they being achieved? If not, how does the agency promote the participation of certified DBE firms?**

Yes, the City of Lake Charles has a DBE Program. DBE contract goals are included in contracts/awards. The DBE Liaison and Coordinator monitor the projects for compliance with the goals. The City promotes the participation of certified DBE firms through outreach to general contractors, certified DBE firms, and potential DBE firms. Also, the City has provided workshops, seminars, and business summits for all contractors.

**4. How does the agency monitor consultant/contractor adherence with Title VI requirements? DBE requirements?**

In all bids, the City provides the required information for Title VI, DBE, and Section 3. The agency monitors adherence with DBE requirements with documentation of Good Faith Efforts and their results of locating and hiring DBE firms for the project.

The City of Lake Charles' DBE Program provides for consultants/contractors adherence to DBE requirements by monitoring contracts, community outreach, participation in the pre-bid conferences, site visits, etc.

**5. Have advertisements, bids, contracts/awards, manuals, directives, guidelines, and policies been reviewed for Title VI language and assurance? DBE language and assurance?**

The Title VI and DBE Committee review all guidelines and policies on a regular basis to assure compliance.

**IV. Design/Environmental Activities**

**1. Is the agency's Public Involvement practices being inclusive in Design and Environmental Activities when required?**

Yes

**2. Have Design and Environmental manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?**

Yes

**V. Right-of-Way Activities**

**1. Is the agency's Public Involvement practices being inclusive in Right-of-Way Activities?**

Yes. All Right-of-Way acquisition includes meeting with the landowner personally and explaining the project, their individual rights, and options.

- 2. Are DBE goals for real estate appraisers considered? If not, what provisions have been taken to evaluate potential inclusion of DBE goals?**

No, the DBE goals have not been administered on professional services.

- 3. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?**

Yes

- 4. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?**

Yes

- 5. Are all values and communications associated with appraisals conducted in an equitable fashion?**

Yes

- 6. Do deeds, permits, and leases contain Title VI compliance clauses?**

Yes

- 7. Is statistical data being gathered on race, gender, color, national origin, age, disabilities, language spoken in household, for all relocatee?**

Yes

## **VI. Construction and Maintenance Activities**

- 1. Is Title VI compliance being monitored in consultants/contractors?**

Yes, this is being monitored in conjunction with DBE and Section 3.

- 2. Does the agency perform Title VI reviews on consultants/contractors? If so, how often?**

Yes, Title VI reviews along with DBE and Section 3 are performed at least once a month. However, the Title VI notice is on all written communications.

- 3. Does the agency provide Title VI training to consultants and contractors?**

Title VI, DBE, and Section 3 are discussed with distributed materials at the contract bidders meetings. Also committee members have attended contractors' monthly meetings and have discussed these three areas.

**4. Are Title VI assurances being included in all advertisements, bid solicitations, contracts, subcontracts, and material supply agreements?**

Yes