

[Link1](#) : [Link2](#) : [Link3](#)



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**Local Public Agency LPA Annual Pre-Award Certification & Assurance**

Dear LPA:

This survey is for Local Public Agencies (LPAs) receiving federal financial assistance in the form of Federal Highway Administration (FHWA) funds from the Indiana Department of Transportation (INDOT). Only one response per LPA will be accepted, please be sure that you are the authorized individual for your LPA to submit a response. Review each question carefully before responding.

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As a condition of being awarded federal financial assistance, a LPA must certify that it will provide the following information when required, and where applicable it will conduct its programs and operate its facilities in compliance with all requirements imposed by or pursuant to 42 USC 2000d to 2000d-4, 49 CFR Part 21, 23 CFR 200, 49 CFR 27, 28 CFR Part 35, and 42 USC 12101-12213. Additionally, this assurance certifies that the LPA currently has the following practices and procedures in place.

You must complete this certification and assurance as part of your funding process.

If you have any technical problems with the LPA Survey then please click the following link to send an email to [LPA\\_MPO@INDOT.IN.GOV](mailto:LPA_MPO@INDOT.IN.GOV); [LPAQuestions@indot.in.gov](mailto:LPAQuestions@indot.in.gov) with the subject="LPA Annual Pre-Award Certification & Assurance Survey" stating the problem.

- 1.  Yes  No Are you responding on behalf of a local public agency (city, county or town) that receives federal financial assistance from the Indiana Department of Transportation?

Local Public Agency

County  ▼

City/Corporation Name  ▼

- 2.  Yes  No Does the LPA have a population of at least 100,000?
- 3.  1-14  15-49  50+ How many people does the LPA employ (include part and full-time employees)?
- 4.  Yes  No Does the LPA have designated staff with Title VI coordination responsibilities (may be in conjunction with other duties)?

Title VI of the Civil Rights Act of 1964 & FHWA Title VI Program

Title VI Coordinator Title  ▼

Title VI Coordinator First Name

Title VI Coordinator Last Name

Title VI Coordinator Address

Title VI Coordinator City

Title VI Coordinator Zip  ▼

Title VI Coordinator Email

Title VI Coordinator Phone  (ex. 555-555-1234)

- 5. Does the LPA have a process to collect data regarding the race, color, gender and national origin of the following: (Check all that apply)

- All right-of-way relocatees and others adversely affected by transportation projects
- Attendees at public hearings, meetings, and open houses, etc.
- Communities impacted by construction projects
- Employees

- 6.  Yes  No Does the LPA have a process for collecting data regarding for the number of INDOT federally funded projects awarded or ongoing during the past two years?
- 7.  Yes  No Does the LPA have a Title VI/nondiscrimination policy statement that prohibits discrimination based on race, color, age, gender, disability or national origin in all programs and/or activities of the LPA?
- 8.  Yes  No Does the LPA have proof of public dissemination of its Title VI Policy or nondiscrimination policy statement?
- 9.  Yes  No Does the LPA have a Title VI/nondiscrimination policy that prohibits discrimination based on race, color, age, gender, disability or national origin that it makes available to contractors, consultants, beneficiaries, etc.?
- 10. Question omitted.
- 11.

- Yes  No Does this policy and its corresponding processes include the LPA maintaining a complaint log showing all Title VI complaints received for the last three years (i.e. numbers, issues involved, how it was resolved)?
- 12.  Yes  No Has the LPA reviewed its planning and public involvement guidelines for compliance with Title VI?
- 13.  Yes  No Does the LPA have procedures in place to ensure that it adheres to the equal opportunity laws when hiring employees and awarding contracts/agreements?
- 14.  Yes  No Has the LPA developed a Title VI Implementation Plan?
- 15.  Date of the last LPA Title VI Implementation Plan update. (ex. 6/24/2014)
- 16.  How often does the LPA update its Title VI Implementation Plan?
- 17.  Yes  No Has any LPA staff received any Title VI training (formal or informal) within the past year?
- 18.  Yes  No Does the LPA actively seek out minority members of the community to participate in public hearings, meetings, open houses, etc.?
- 19.  Yes  No Does the LPA ensure it holds its public meetings, hearings, open houses, etc in accessible locations?
- 20.  Yes  No Do the LPA public meeting announcements providing notification that auxiliary aids are available upon request?
- 21.  Yes  No Does the LPA provide or consider providing language services for limited English proficiency persons (LEP) for its public meetings, hearings, open houses, etc. as appropriate based on its LEP Plan and/or LEP Four Factor Analysis?
- 22.  Yes  No Do LPA issued contracts/agreements that include federal financial assistance contain Title VI and Section 504 nondiscrimination assurances?
- 23.  Yes  No Has the LPA reviewed its manuals, directives, operation procedures, guidelines and policies for compliance with Title VI, the ADA and Section 504?
- 24.  Yes  No Does the LPA incorporate Title VI language in all acquisition, negotiation, property management communications and contracts where it receives federal financial assistance?
- 25.  Yes  No Does the LPA include Title VI language and the appropriate assurance statements in all surveys for property owners and tenants after the conclusion of business when it receives federal financial assistance?
- 26.  Yes  No When applicable, does the LPA include appropriate Title VI and Section 504 assurance language in all deeds, permits and leases when it receives federal financial assistance?
- 27.  Yes  No Has the LPA reviewed its contractor selection procedures to ensure uniformity in their application to minority and nonminority contractors?
- 28.  Yes  No Does the LPA proactively inform minority contractors and subcontractors about contracting opportunities?
- 29.  Yes  No Has the LPA reviewed its directives, operational procedures, guidelines and policies for Title VI compliance?
- 30.  Yes  No Does the LPA have a designated ADA/Section 504 Coordinator that is an employee of the LPA?

ADA/504 Coordinator Title

ADA/504 Coordinator First Name

ADA/504 Coordinator Last Name

ADA/504 Coordinator Address

ADA/504 Coordinator City

ADA/504 Coordinator Zip

ADA/504 Coordinator Email

ADA/504 Coordinator Phone  (ex. 555-555-1234)

- 31.  Yes  No Does the LPA have a disability nondiscrimination policy that includes the name, title, office address and office telephone number of the ADA/Section 504 Coordinator?
- 32.  Yes  No Does the LPA have a complaint policy or grievance procedure that prohibits discrimination based on disability under any of the LPAs programs and activities?
- 33.  Yes  No Does the LPA have proof of public dissemination of its Title VI/nondiscrimination policy?
- 34.  Yes  No Are LPA website and telephone services accessible to individuals with sight and hearing impairments?
- 35.  Yes  No Has the LPA completed a self-evaluation of current services, policies, practices to determine necessary modifications to achieve program accessibility?
- 36.  Date of completion of the ADA self-evaluation. (ex. 6/24/2014)
- 37.  Date of last update to ADA self-evaluation. (ex. 6/24/2014)
- 38.  Yes  No Has the LPA developed and implemented a transition plan or other accessibility plan that outlines which structural modifications must be made to those programs and services that are not accessible?
- 39.  Please provide the date of the last update to the LPA ADA Transition Plan. (ex. 6/24/2014)

40.  How often does the LPA update its ADA transition/accessibility plan?

42. Please provide a detailed description of how the LPA made its self-evaluation and/or transition plan available for public inspection or comment.

We distributed them to Veteran's Services, Cardinal Services, Wynnfield Crossing, Four County Counseling, Manitou Training Center, County WebSite and all County Libraries.

43. Please provide a brief description of how the LPA monitors its own compliance with Title VI, the ADA and Section 504.

We have meetings to discuss them.

44.  Yes  No Does the LPA have a sign inventory?

45.  Yes  No Does the LPA have a management plan for the replacement of signs to meet the MUTCD retroreflectivity guidelines?

By submission of this electronic document, I swear and affirm under penalties of perjury that the information contained in the foregoing statements are true and correct to the best of my knowledge, information and belief. I hereby acknowledge that I have read the [Information Resources Use Agreement \(IRUA\)](#) document, fully understand it, and agree to abide by it as a condition of being granted access to information resources.  
(Please check the box)

Indiana Department of Transportation