



# INDIANA DEPARTMENT OF TRANSPORTATION

June 16, 2014

LPA Partners,

**This document serves as a high priority notification and explanation of the upcoming required completed survey titled, "LPA Pre-Award Certification and Assurance."**

## **Who needs to complete this survey?**

This survey is required to be completed annually by any Local Public Agency (LPA) receiving federal financial assistance in the form of Federal Highway Administration (FHWA) funds from the Indiana Department of Transportation (INDOT). This survey has been required for the last three years by INDOT as part of our Title VI/Nondiscrimination Program, which requires INDOT to monitor LPAs for compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. INDOT uses the information gathered from the survey to report on the compliance efforts of INDOT and LPAs to the FHWA.

Federal financial assistance is more than just money. Federal financial assistance includes aid that enhances the ability to improve or expand allocation of a recipient's resources. Examples include:

- Training of employees
- Detail of federal personnel
- Grants, loans, tax-exempt bonds
- Property or land
- Loan of personnel
- Technical assistance

## **When can it be completed?**

The survey will be open from 12:01 a.m. EDT, July 1, 2014, to 11:59 p.m. EDT, Sept. 1, 2014. Any LPA that does not complete the survey within this time frame will be labeled as non-compliant and will be at risk of ineligibility for federal funding during INDOT fiscal year 2015.

The survey will consist of questions related to an LPA's compliance to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. In addition, two questions will request information on your regulatory and warning signs. Because only one response per LPA will be accepted, it is important to review each question carefully and be sure the authorized individual(s) for your LPA submits the response.

If your agency receives federal funds, it is required to have a Title VI coordinator who must be an employee of the LPA. If your agency employs more than 50 people (including full time and part time), it is required to have an ADA coordinator.

### How can you prepare for the survey?

1. Find out who your LPA's authorized individual is and inform him/her that timely completion of this survey is critical.
2. Ensure that the individual completing the survey understands your agency's current Title VI Implementation Plan, ADA Transition Plan, and nondiscrimination processes and procedures.
3. Start the survey early in the available open time frame. This survey is required to be completed at the beginning of INDOT's fiscal year, which coincides with construction season when INDOT personnel frequently may be on job sites instead of in the office. This may delay INDOT's response time to your questions.
4. Register and attend one of our informative webinars from 2 to 3 p.m. EDT, June 27, 2014, or 11 a.m. to noon EDT, June 30, 2014. INDOT will offer a basic review of the survey topics and an open question-and-answer session. To register, please email [LPAQuestions@indot.in.gov](mailto:LPAQuestions@indot.in.gov) the following:
  - a. Your first and last name and the agency you represent
  - b. The name of the webinar – LPA Pre-Award Certification Survey Webinar – followed by the date (June 27 or June 30) you would like to participate

You will receive a reply confirmation providing login information.

**\*NOTE:** This webinar is open ONLY to those who preregister, due to bandwidth limitations.

### How do you complete the survey?

If your agency previously has completed the survey, it will appear on the home page of INDOT's Technical Applications Pathway (ITAP) as an application option titled, "LPA Annual Pre-Award Certification & Assurance."

ITAP can be accessed on INDOT's Local Public Agency website – <http://www.in.gov/indot/2390.htm> – under "Related Links."

If your agency previously has not completed this survey, you will need to request this application. For help, please contact Britni Saunders or Mike Cales (contact information below).

For more information regarding this survey, please reference the following resources:

### LPA Pre-Award Certification Survey Information Webinars:

- June 27, 2014, 2 to 3 p.m. EDT
- June 30, 2014, 11 a.m. to noon EDT

**\*Pre-register using instructions above.**

**\*\*NOTE: This webinar is open ONLY to those who preregister, due to bandwidth limitations.**

INDOT's Economic Opportunity website: [www.in.gov/indot/2674.htm](http://www.in.gov/indot/2674.htm)

INDOT's LPA website: [www.in.gov/indot/2390.htm](http://www.in.gov/indot/2390.htm)

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