



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
July 20, 2021  
4:30 p.m.  
CATS Administrative Building & Virtual  
350 North Donmoor  
Baton Rouge, Louisiana 70806**

**AGENDA**

- I) CALL TO ORDER: Ms. Erika Green**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF June 14, 2021 SPECIAL MEETING: Ms. Erika Green**
- IV) APPROVAL OF MINUTES OF June 15, 2021 MEETING: Ms. Erika Green**
- V) PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**
- VI) ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII) COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Ms. Erika Green**
  - 2. Technical, Policies & Practices: Dr. Peter Breau**
  - 3. Audit: Mr. Kahli Cohran**
    - a. Presentation of 2020 audit: Postlethwaite & Netterville**
  - 4. Planning: (no meeting held)**
  - 5. Community Relations: Ms. Linda Perkins**
- VIII) ACTION ITEMS**
  - 1. Consideration of approval of Atlas Technical Consultants Task Order 2**
  - 2. Consideration of approval for the renewal of website hosting and support services contract with Covalent Logic**
  - 3. Consideration of approval for the Angel Trax camera upgrade**
  - 4. Consideration of approval for the disposal of bus shelters**

5. **Consideration of approval of the CATS Title VI Policy**
6. **Consideration of approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws**

**IX) ADJOURNMENT**

**Individuals having questions regarding the meeting should contact Theo Richards, 225.389.8920, 350 North Donmoor, Baton Rouge, LA 70806.**

**Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 350 North Donmoor, Baton Rouge, LA 70806, no later than 4:00 p.m. on the Monday immediately preceding the Tuesday meeting.**



CAPITAL AREA TRANSIT SYSTEM

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**SPECIAL BOARD MEETING  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION**

**June 14, 2021**

**4:35 p.m.**

**Virtually and at the  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Erika Green**

**Ms. Green called the meeting to order.**

**II. ROLL CALL: Mr. Theo Richards**

**Members present at the meeting were Commissioner Bellue, Green, Hill, Perkins, and Thomas. Virtually Breaux, Hill and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**III. ACTION ITEMS**

**1. Consideration of authorization of tax election in the City of Baton Rouge for Capital Area Transit System**

**Mr. Hill moved Consideration of authorization of tax election in the City of Baton Rouge for Capital Area Transit System. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.**

**2. Consideration of authorization of tax election in the City of Baker for Capital Area Transit System**

**Mr. Bellue moved Consideration of authorization of tax election in the City of Baton Rouge for Capital Area Transit System. Ms. Pierre seconded the**

**motion. Ms. Green invited public comment and there was none. The motion carried.**

**4. VIII. ADJOURNMENT**

**Ms. Green moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.**

DRAFT



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION**

**June 15, 2021**

**4:30 p.m.**

**Virtually and at the  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Erika Green**

**Ms. Green called the meeting to order.**

**II. ROLL CALL: Mr. Theo Richards**

**Members present at the meeting were Commissioner Bellue, Cohran, Green, Hill, Perkins, and Thomas. Virtually Breaux and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**III. APPROVAL OF MINUTES OF April 20, 2021 MEETING: Ms. Erika Green**

**Ms. Perkins moved to approve the minutes of the April 20, 2021 meeting and Mr. Thomas seconded the motion with the noted correction by Mr. Thomas. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.**

**IV. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**

**President Green announced she is happy to be back for this meeting after the May 18th Board meeting was canceled due to a weather emergency. She thanked the staff for assisting the City of Baton**

Rouge during that weather emergency. President Green announced that Wednesday, June 9, 2021, the Metro Council approved the appointment of Parry “Matt” Thomas to serve on the CATS Board of Commissioners to replace Peter O’Gorman who resigned earlier this year.

On a much somber note, President Green mentioned, a number of CATS employees are a part of the union (ATU Local 1546) and the AFL-CIO who is the union for the City. Last week we loss a great man Ernest Stephens, who served as the Political Director for the Baton Rouge Chapter of the AFL-CIO for many years. CATS sent a condolence proclamation that was signed by President Green and Bill Deville, CEO. Mr. Stephens worked very closely with a lot of CATS employees and staff. Many of whom were at the funeral services that were also attended by President Green. President Green thanked the Administrative Staff, especially Theo Richards and Pearlina Thomas for preparing, framing and delivering the condolence proclamation to the Stephens family who appreciated this gesture of support.

In addition, President Green acknowledged celebration of Juneteenth.

## **V. ADMINISTRATIVE MATTERS**

### **1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**

Mr. Deville began COVID-19 updates – on May 14<sup>th</sup>, Governor John Bel Edwards announced that based on the recommendations by the CDC and in consultation with the Louisiana Department of Health and Hospitals (L-DHH), those who are fully vaccinated no longer have to wear masks indoors except in certain situations including: education facilities, public transit, correctional settings, and health care facilities as regulated by L-DHH. Therefore, rear door entering as a result of COVID-19 has been discontinued and the suspension of fare collection ended with the return of front door entry of the buses.

City and State offices closed in Ascension, Calcasieu, East Baton Rouge, and Iberville Parishes Tuesday, May 18<sup>th</sup> due to stormy weather and flooding. CATS continued service and were able to rescue flooded victims at the request of the Mayor’s Office of Homeland Security and Emergency Response.

**Operations Updates – Dwana Williams, Chief Operations Officer**

**Ms. Williams announced there are 124 total operators, 109 active and 15 inactive. The May Operation's challenge winners for On Time Performance (OTP) are Gloria Banks, Re'ena Byrd, Michael Brown, Demetrius LaMark, and Janice Kinchen. The May Maintenance challenge winner for productivity is Kenny Brooks. The May Customer Service challenge for least abandoned calls is Darlene Paul and the Customer Care Top Performer is Kimberly Celestine.**

**Performance measures for the month: our ridership for the month was at 89,900, which is less than this time last year and less than the previous month. We know this is due to inclement weather. Ms. Williams noted we have been holding steady at 31,000 from week to week. Our OTP for the month, we had a minor setback. For the month of May we were at 67.97%, that's due to inclement weather and man power issues. We have a July class of 11 cadets. Another set-back we have is in maintenance with our fleet and getting some of the major parts we need like motors and transmissions. While we are working through this we have our three electric buses went into revenue service Monday and we're hoping to have our three lease vehicles within 30 to 60 days. Percentage of trips operated was affected by weather, manpower and fleet issues, but we were still able to operate at 94.92%.**

**Preventable accidents were up for the month. Most of the preventable accidents for the month were mirror taps. Those operators are in training with our training manager to correct some of those issues we have on the street.**

**Our millage for the month was up higher than this time last year and higher than this time last month because we have 31 days in the month of May.**

**Lastly, our mean miles between road calls we're higher than this time last year and extremely higher than this time last month due to less road calls this month.**

**Ms. Soileau indicated the Baker microtransit RFP was been finalized and hope to have a vendor selected by the August board meeting. Also, the board will be hearing more about the title VI program next month, including public meeting and some other updates to the plan. CATS is doing a service equity analysis for the downtown circulator.**

**Ms. Thomas acknowledge entire procurement staff was awarded a scholarship by the National Institute of the Louisiana National Institute of government purchasing.**

**May 21, 2021, we held our inaugural Health and Welfare Committee meeting. The Health and Welfare Committee was formed as a part of the settlement of the Health and Welfare Arbitration between CATS and the ATU.**

**The Two-Way Messaging Project that is funded by the AIM Grant phase one with the QR Code is complete and live. We are approving the final design of customer signage and anticipate instillation to be completed by the end of June. The customers will be able to get bus arrival, departure, etc. from the actual stop. The full project is slated to launch in the fourth quarter.**

**June 7, 2021, CATS partnered with Walgreens and Healthy Blue to provide free COVID-19 vaccinations and food boxes at the terminal.**

**CATS is finalizing the MOU with BRCC and CATS and Ms. Thomas introduced Girod Melancon with BRCC. Mr. Melancon stated BRCC is finished up some business writing courses. Also, we're looking to do some technical training and hydraulics diesel engine and utilizing our facilities to improve the workforce**

**Ms. Thomas noted CATS is participating in Councilman Lamont Cole Pedaling for Peace on June 25 and neighborhood block party on June 26.**

**Mr. Deville the Tyler Technology Enterprise System is still on track to start fourth quarter of 2021. We're currently in the final stages of data conversion and system configuration, which is planned to be completed by the end of the month. Shortly following that, we will begin user acceptance testing and end user training and preparation for the system.**

**Mrs. McNaylor The assembled communications team for CATS Connect met earlier this week to discuss media out reach that will take place over the next couple of months. A plan will be put together and shared once it is complete.**

**Completed the residents, stakeholders and customer surveys and executive report of the key takeaway will be shared after it is**



prepared. Also, CATS was able to get photos and videos of the three new electric buses that went into service. A press release will follow about the announcement of six electric buses.

Mr. Deville noted CATS is working with city parish and state on transporting eligible citizens for vaccinations. Also, House Bill 2 was not successfully but looking forward to bringing it back in the next session. CATS is working positively toward a ratified agreement with ATU. The BYD buy American audit has been completed successfully. CATS conducted a media carwash a couple weeks ago for the CATS connect plan and will be meeting with a group of ministers soon. The board successfully approved millage renewal ballot language yesterday at the Public Meeting.

Mr. Cutrone noted Financial Statement for the month of May our current assets were \$41,136,076, restricted cash assets were \$64,032,219, our current liabilities were \$15,090,620. Both our long term and short term assets came up to \$17,977,693, bringing our assets and liabilities to \$46,054,526.

Mr. Cutrone noted the Income Statement for the month of May, operational revenue was \$84,521 compared to a budgeted amount of \$174,436. We have only collected fares for half the month starting fare collection May 16<sup>th</sup>, so that was the reason for the shortfall in passenger paid fares. We received state and federal subsidies of \$1,739,724. Total revenue came out to \$2,101,357 compared to \$2,401,154 budgeted. Some of the capital projects did not come on as was projected with start dates and hire dates. That's why some are a little bit behind on the federal draw downs. The expenses were not there for them to draw down on. Moving on to the operational expenses for the month came out to \$2,221,215, compared to a budget of \$2,159,828 bringing a net profit that created a variance of \$119,858 shortfall for the month and a \$2,835,576 surplus for the year.

## **VI. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Ms. Erika Green**

Ms. Green referred the members to the minutes of the April 15th meeting in their packets. She reviewed the highlights and noted that the committee recommended all items to be approved by the full

board. Ms. Green noted weather event action items one and three were recommended by F&E the month prior and are listed again for board approval.

**2. Technical, Policies and Practices: Dr. Peter Breaux**

Dr. Breaux noted that the committee did not meet. Dr. Breaux stated he anticipated having a meeting before the next board meeting.

**3. Audit: Mr. Cohran**

Mr. Cohran noted that the committee did not meet. However, he had conversations with Controne and P&N regarding the audit.

**4. Planning: Vacant.**

Ms. Green noted that the committee did not meet.

**5. Community Relations: Ms. Linda Perkins**

Ms. Perkins referred the members to the minutes of the May meeting in their packets. Ms. Perkins welcomed Lesile Barnes, with MV, to give the paratransit report.

Ms. Barnes shared that there were 6,421 scheduled trips and completed 4003 for May. There was three complaints, and there were two road calls for the month.

On-time performance for the month was 89%.

**VII. ACTION ITEMS**

**1. Consideration of approval of HNTB Task 3-Comprehensive Operational Analysis**

Ms. Soileau explained the needed of completing the analysis for the agency. There was discussion about the funding of the analysis.

Mr. Bellue moved that dispose of surplus vehicles. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

**2. Consideration of approval of Atlas Technical Consultants Task Order 2–18-month extension.**

Ms. Soileau explained that Atlas augments our some staff in the planning department. It was confirmed that is grant funding. Ms. Perkins noted that enough information had not been provided and asked it be tabled for one month. Mr. Hill provided questions on date of the current contact vs the proposed. Mr. Butler explained the reasoning for extending the task order and that it's not to exceed amount. The board provided extended discussion on the task order request and the need of additional information.

Mr. Thomas moved the to amend total amount of the request from \$848,646 to \$100,000. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was conducted. Those voting in favor were Bellue, Cohran, Green, Hill, Thomas, and Pierre. Those voting no where Breaux and Perkins.

**3. Consideration of approval to update the HVAC System at 2250**

Mr. Godwin explained the need of updating the HVAC System.

Ms. Green moved that to update the HVAC System at 2250. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

**4. Consideration of approval to purchase ASA 5505 Firewall Replacement**

Mr. Simon explained the request of purchasing the ASA 5505 Firewall Replacement.

Ms. Green moved the purchase of the ASA 5505 Firewall Replacement. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

**5. Consideration of approval of renegotiated RouteMatch Annual Warranty Cost**

Mr. Anthony explained the renegotiated RouteMatch Annual Warranty Cost.

Mr. Bellue moved he renegotiated RouteMatch Annual Warranty Cost. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

**6. Consideration of authorization to negotiate and enter into contract with Cubic Transportation Systems for the contactless fare**

**collection system as a part of the COVID-19 Mitigation Research Grant**

**Ms. Thomas explained the Cubic Transportation Systems for the contactless fare collection system as a part of the COVID-19 Mitigation Research Grant. Ms. Thomas introduced the team and allow representatives from Cubic to provide a presentation. The board provided comments on integration and the use to collect information from other service providers.**

**Ms. Green moved the authorization to negotiate and enter into contract with Cubic Transportation Systems for the contactless fare collection system as a part of the COVID-19 Mitigation Research Grant. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.**

**4. VIII. ADJOURNMENT**

**Ms. Perkins moved to adjourn the meeting and Ms. Green seconded the motion. The motion passed unanimously with no abstentions.**

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## EXECUTIVE STAFF

**Bill Deville**  
Chief Executive Officer

### July 2021 Executive Report Bill Deville and CATS Staff

#### COVID-19 UPDATES: *Bill Deville*

- Rear door entering and exiting, as a result of Covid-19, have been discontinued, and with driver stations on all CATS buses fully protected with plexiglass and face masks still mandatory according to the order by the Governor and LDH, front door boarding and fare collections were successfully resumed in May;
- As CATS navigates Phase 3 of the State of Louisiana Recovery Plan, the focus turns to resuming full transit service and the full return of the workforce. CATS seeks to secure the health and safety of its employees, their families, and the transit public;

#### OPERATIONS: *Dwana Williams*

- There are 122 total operators, 110 active; 12 inactive.
- The June Operations challenge winners for OTP are Al Weeden, Gloria Banks, Nakeishia Brown, Cynthia V. Johnson and Demetrius LaMark.
- The June Maintenance challenge winner for productivity is Kenneth Landry.
- The June Customer Service challenge for least abandoned calls is Nicole Variste.
- The June Customer Care Top Performer is Sylvia Franklin.
- See attached Performance Measures that reflect measures for the month.

#### PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau* SERVICE:

- Comprehensive Operational Analysis.
  - The task order has been executed and the kick-off meeting is tentatively scheduled for the last week of July. This project is projected to take one year to complete.
- Staff is beginning to discuss the September service change and because the COA will be underway, this change will focus on schedules and frequency. It is hoped that we can increase peak frequencies on select routes.
- CRPC will be doing a Service Equity Analysis for downtown Baton Rouge when the Title VI plan is adopted.
- The RFP for the Baker Microtransit Project is live and the deadline for submission is July 22, and the Proposal Evaluation Committee is scheduled to meet on July 26 to go over the evaluation reviews and preliminary scores.
- The Title VI plan is updated and there is an action item for the Board to adopt the Title VI plan, the Public Participation Plan (PPP), and the Language Assistance Plan (LAP). The Service Standards are also on the agenda for adoption as these standards are a key component of the Title VI plan.

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## EXECUTIVE STAFF



### ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- AIM Grant Two-Way Messaging Project
  - CATS, Hitachi and Syniverse are partnering on the creation of an educational video highlighting our project and commitment to innovation.  
Phase Two is underway now and should be wrapped up at the end of the Third Quarter. This will allow CATS to have two way communications with customers.  
With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like, Touchdown Express, Southern and LSU games, etc.
- COVID-19 Mitigation Research Grant Contactless Payment Project
  - The marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS – UMO partnership press event is Wednesday, August 25, 2021.
- CATS is continuing to work with Baton Rouge Community College (BRCC) on the curriculum development and acceptance apprenticeship requirements as a part of our Workforce Solutions Program.
- CATS Cares Community Engagement and Wellness Initiative participated in two community events with Mayor Pro Temp LaMont Cole – Metro Councilmember District 7. Pedaling for Peace, June 25th, and the Meet Your Neighbors Block Party June 26th, were both huge successes.
- The CATS Cares Wellness Initiative is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being by providing information, activities and community and personal services designed to support healthy lifestyle choices.
- To support employees in making healthy choices with their work and home lives, CATS is providing creative ways to promote physical activity. For the month of July, we are offering five (5) opportunities to participate in line dancing classes at 350 N. Donmoor Ave 5:30 - 7:00 PM:
  - Monday, July 12th
  - Wednesday, July 14th
  - Tuesday, July 20th
  - Thursday, July 22nd
  - Sunday, July 25th
- CATS Cares July community engagement activities:
  - District 10, Metro Councilmember Carolyn Coleman's Biking with the Badge Saturday, July 17, 2021 3:00 – 7:00 PM at the Leo S. Butler Center 950 E. Washington Street.

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## EXECUTIVE STAFF



- District 7, Metro Councilmember LaMont Cole, Back to Scholl drive Saturday, July 24, 2021
- District 5, Metro Councilmember Erika Green, Biking Back to School – Third Annual Community Bike Ride Saturday, July 30, 2021, at the Charles R. Kelly Community Center, 3535 Riley Street.
- District 7, Metro Council District LaMont Cole Health and Fitness Expo Sunday, July 31, 2021

### **TECHNOLOGY: *Bill Deville* Paul Simon**

- The Tyler Technology Enterprise System
  - The implementation of CATS' new ERP system, Tyler Munis, is still on track to go live with Phase 1 Financials during the 4<sup>th</sup> quarter of 2021. We are currently in the final stages of data conversion and system configuration which is planned to be completed by the end of the month. Shortly following, we will begin user acceptance testing and end-user training in preparation for system go-live.
- Planning and Operations, along with AVL and Maintenance staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations. The use of "dashboard" reporting is strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

### **COMMUNICATIONS: *Amie McNaylor***

- The CATS Connects communications team continues to meet regarding various aspects of the media campaign.
- BYD is partnering with CATS to shoot a testimonial video to promote the use of electric buses. This shoot took place on Wednesday, and while it is financed by BYD, CATS will have use of the video to share across our platforms.
- The website hosting and support services contract is up for renewal and will be presented as an action item for consideration.
- Communications has been working with Planning on the Title VI Program and ways to best implement the necessary practices.
- Communications and Business Development met with Hitachi reps and will be collaborating on a video highlighting the partnership between the two. This

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## EXECUTIVE STAFF

will be another opportunity for CATS to emphasize our commitment to the future.

### CEO NOTES: *Bill Deville*

- In cooperation with the City Parish and State, CATS continues to assist in getting all eligible citizens to “certain group vaccinations sites”, using existing routes.
- The amendment to HB 2 that would authorize a pool of \$75,000,000 to be allocated to the State's major public transit agencies was not in the final State Capital Outlay bill that passed. Our next goal is to attempt again either at a the next special session if there is one, or when the next regular session resumes next year. If successful, CATS could get roughly several millions in State Capital Outlay funding over a three year period;
- CATS staff and labor counsel, even though management and ATU has come to agreement with about 99% of the terms negotiated, apparently we have reached an impasse – management offered a 30 day extension but it was turned down...the last extension ended June 30<sup>th</sup>, and now it should go to “interest arbitration”; once terms are finalized, ATU will have 30 days to get the new CBA ratified by ATU membership; subsequently, the new CBA will be brought to the board for approval at it’s next regularly scheduled board meeting;
- CATS continues to update its service education information and materials needed for its “Communications Action Plan”, now called “CATS Connect”. The CATS Connect outreach education campaign plan is underway and is being carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises. An economic benefit analysis of CATS specifically on the Baton Rouge area is expected to be completed sometime the week of July 13<sup>th</sup>;
- CATS Completed it NTD (National Transit Database) report on time (extension granted to July 8<sup>th</sup>...imperative to remain eligible for grant funding;
- The Year End Audit was completed by P&N and is being presented at the Treasurer’s (Matt Thomas, Chair) Audit Committee meeting on July 13<sup>th</sup>;
- Timeline for October 9th vote:
  - **First week in May**, Letters of support campaign underway; to date letters of support obtained from mayors of both Baton Rouge and Baker; staff is proceeding to obtain more signature support via calls, emails, and meetings, to/with State Senators and State Representatives and other key stakeholders in BR; to notify them that the “CATS Connects Renewal will go on the October 9, 2021 Special Election ballot.
  - **April 21, 2021**, State Bond Commission Application was submitted on time.



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EXECUTIVE STAFF

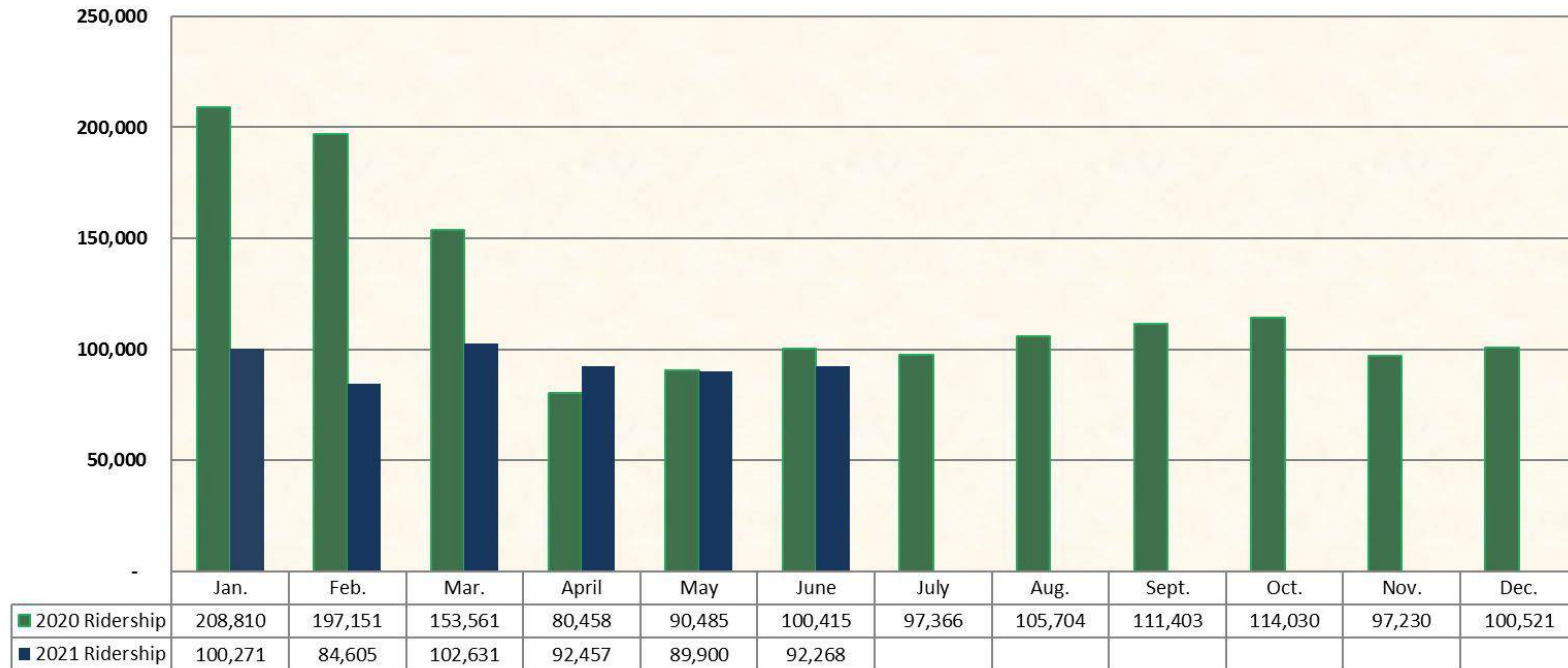


- **April 21, 2021**, Notice of the Public Meeting will be submitted to the Official Journal of Record. – Done on time;
- **May 11, 2021**, “Media Car Wash” scheduled;
- **May 11, 2021**, CATS Connect press release regarding CATS decision to put millage renewal on October 9<sup>th</sup>
- **May 18, 2021**, public meeting date was **cancelled** due to severe weather;
- **June 14, 2021**, Monday, at 4:30 PM, CST, **rescheduled**, The Board of Commissioners of the Capital Area Transit System (“the Board”) will meet in an open and public session at the regular meeting place, 350 Donmoor Ave, Baton Rouge Louisiana to hear public comments on the CATS Connects Renewal Proposition.
- **May 18, 2021**, CATS Board meeting originally scheduled to follow immediately after the public meeting was **cancelled** due to severe weather;
- **June 14, 2021**, is the date the board meeting was **rescheduled** to consider and approve a Resolution authorizing the calling of an election to be held on October 9, 2021.
- **Consequently, the May 20, 2021**, State Bond Commission Meeting date to consider approval of the CATS Connects Renewal Proposition application **was changed to June 15, 2021**, in order to receive the Certified Resolution from CATS Board.
- **June 16, 2021**, Secretary of State Filing Deadline
- **August 25, 2021**, Official Journal Publication Deadline for Proposition / Ballot Language;
- Early voting scheduled September 25<sup>th</sup> through October 2<sup>nd</sup>;
- Election Day, October 9<sup>th</sup>;
- Tax expires in March 2022

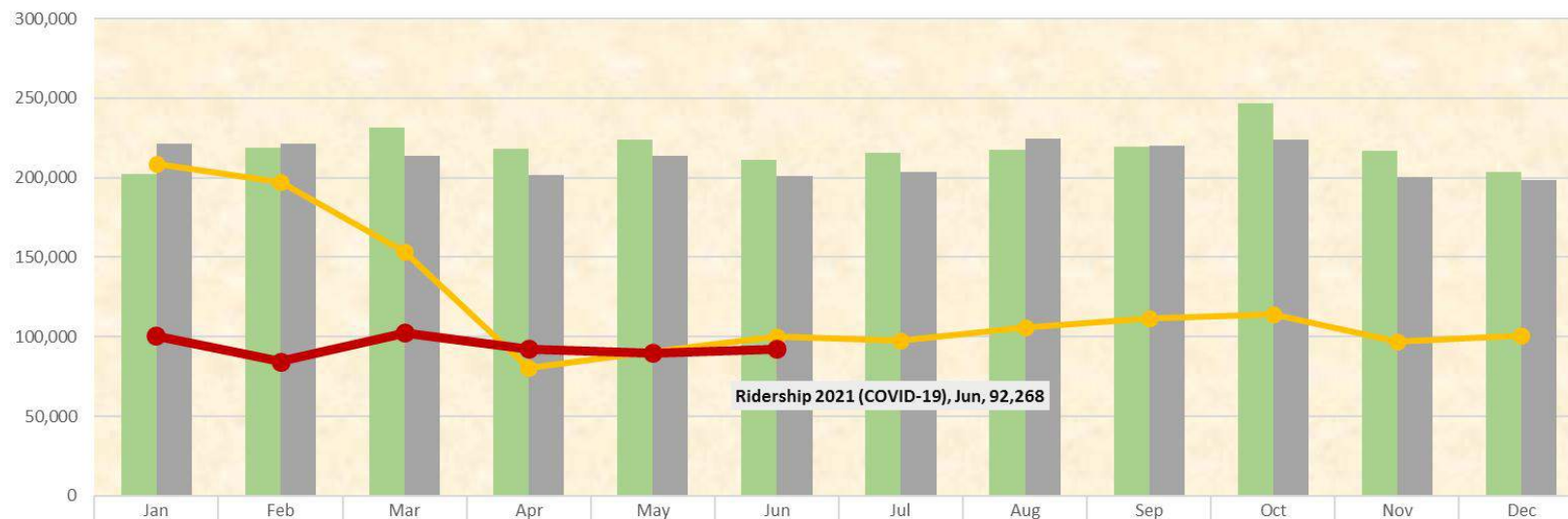
**Finance: John Cutrone**

- See attached financial report for the month.

## Monthly Ridership 2020-2021

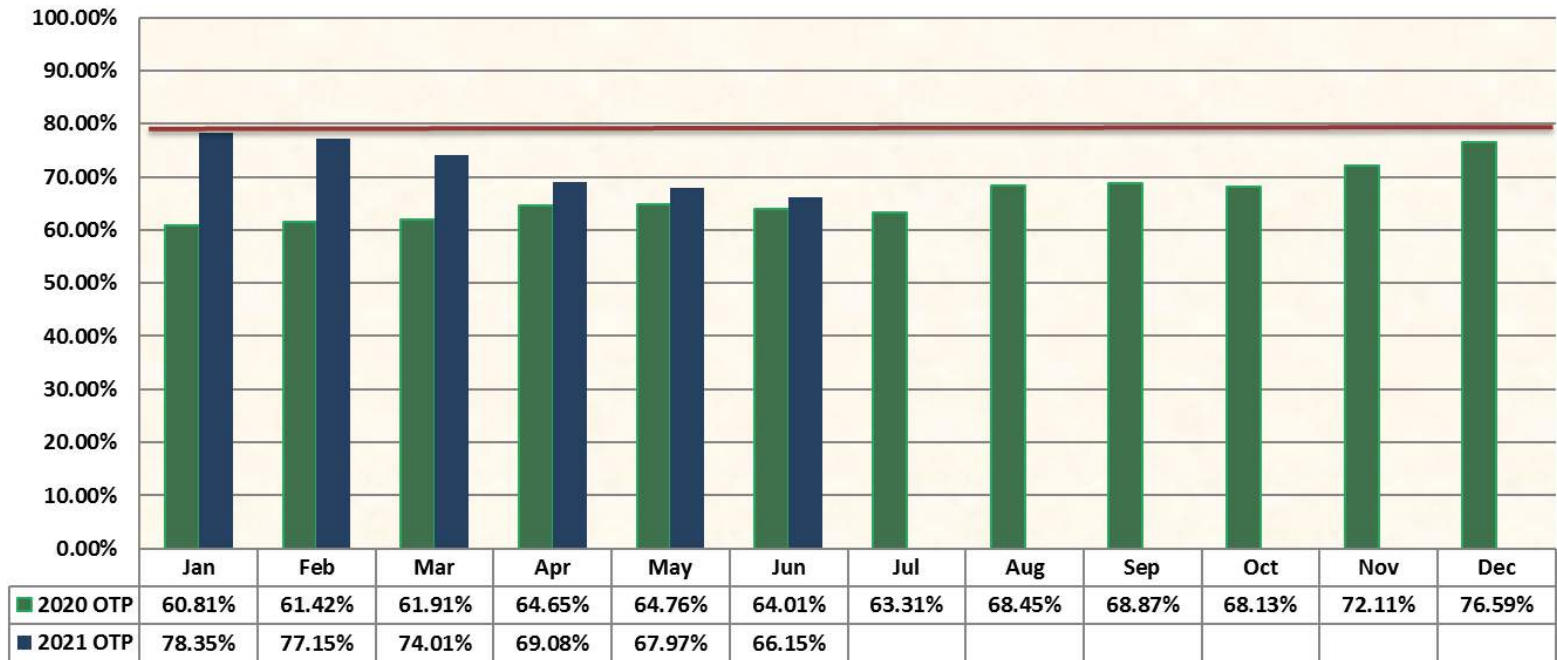


## Monthly Ridership 2018-2021



Ridership 2018	202,296	219,091	231,324	218,241	223,663	211,464	215,967	217,291	219,337	246,615	216,649	203,627
Ridership 2019	221,453	221,163	213,485	201,647	213,627	201,041	203,476	224,556	220,042	223,657	200,579	198,778
Ridership 2020 (COVID-19)	208,810	197,151	153,561	80,458	90,485	100,415	97,366	105,704	111,403	114,030	97,230	100,521
Ridership 2021 (COVID-19)	100,271	84,605	102,631	92,547	89,900	92,268						

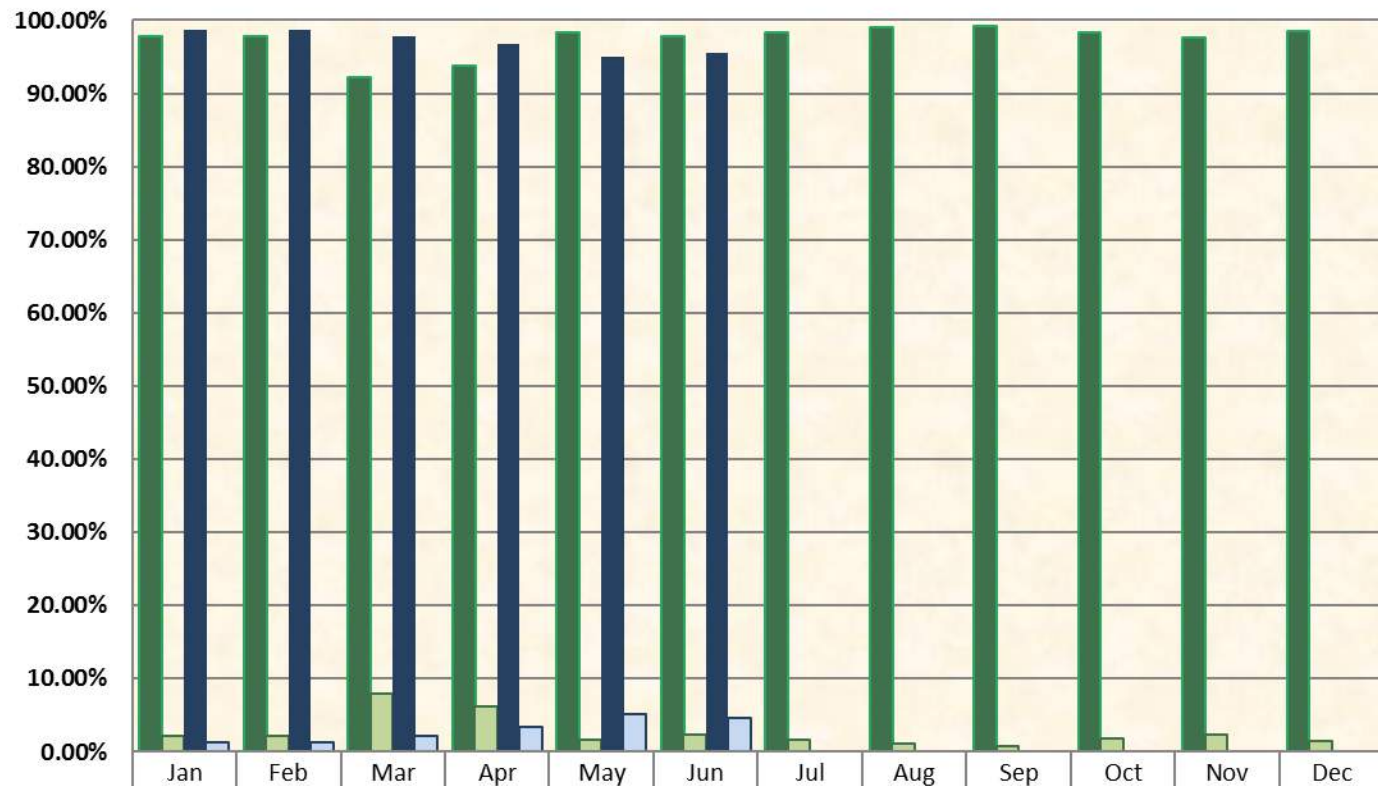
## On-Time Performance 2020-2021



\*Target 80% On-Time Performance

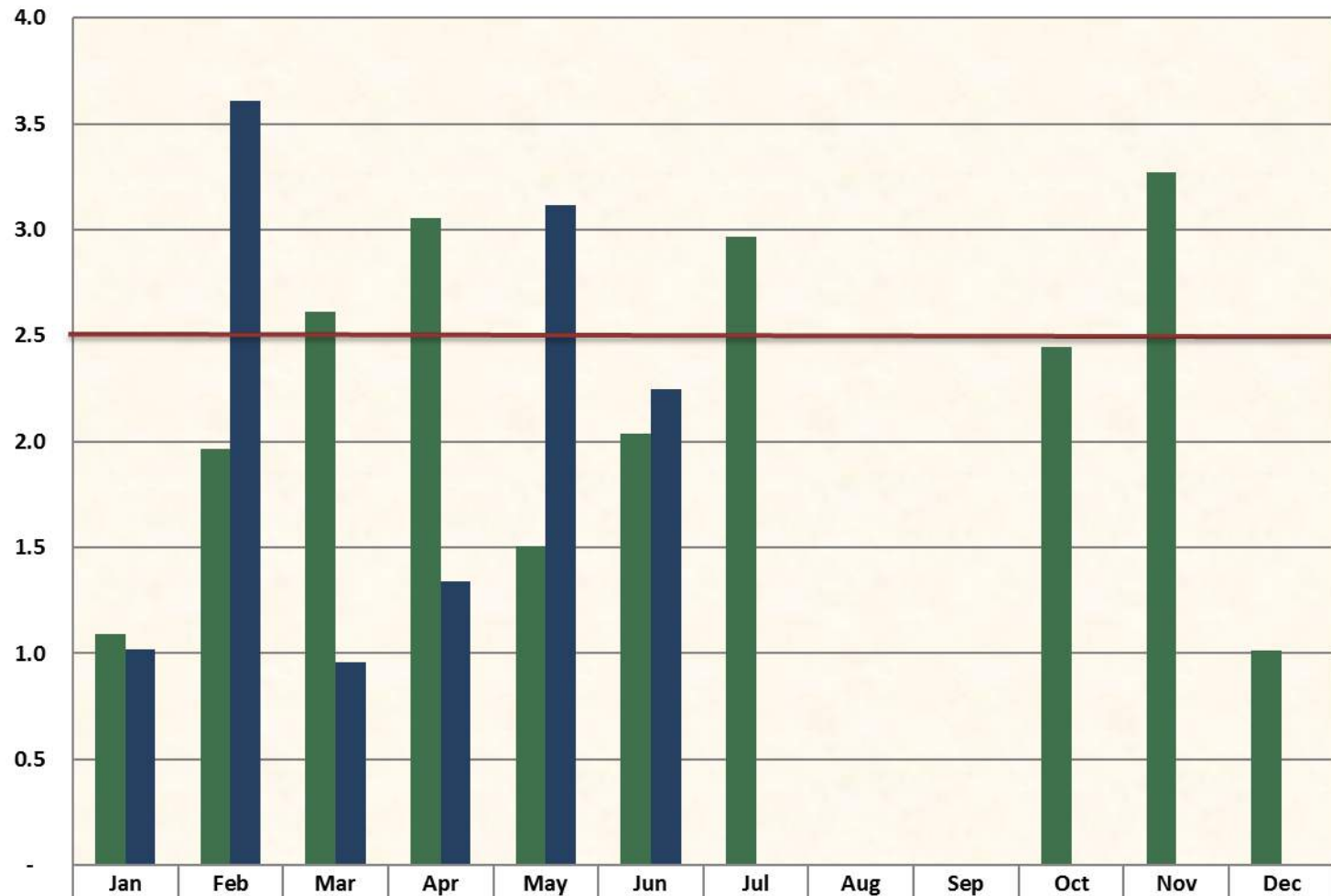
*Note: On-Time performance is measured at scheduled timepoints which represent 4.89% of the total system bus stops*

## % Trips Operated 2020-2021



■ 2020 % Operated Trips	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%	98.32%	98.97%	99.21%	98.24%	97.68%	98.49%
■ 2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%	1.68%	1.03%	0.79%	1.76%	2.32%	1.51%
■ 2021 % Operated Trips	98.67%	98.64%	97.76%	96.67%	94.93%	95.44%						
■ 2021 % Missed Trips	1.33%	1.36%	2.24%	3.33%	5.07%	4.56%						

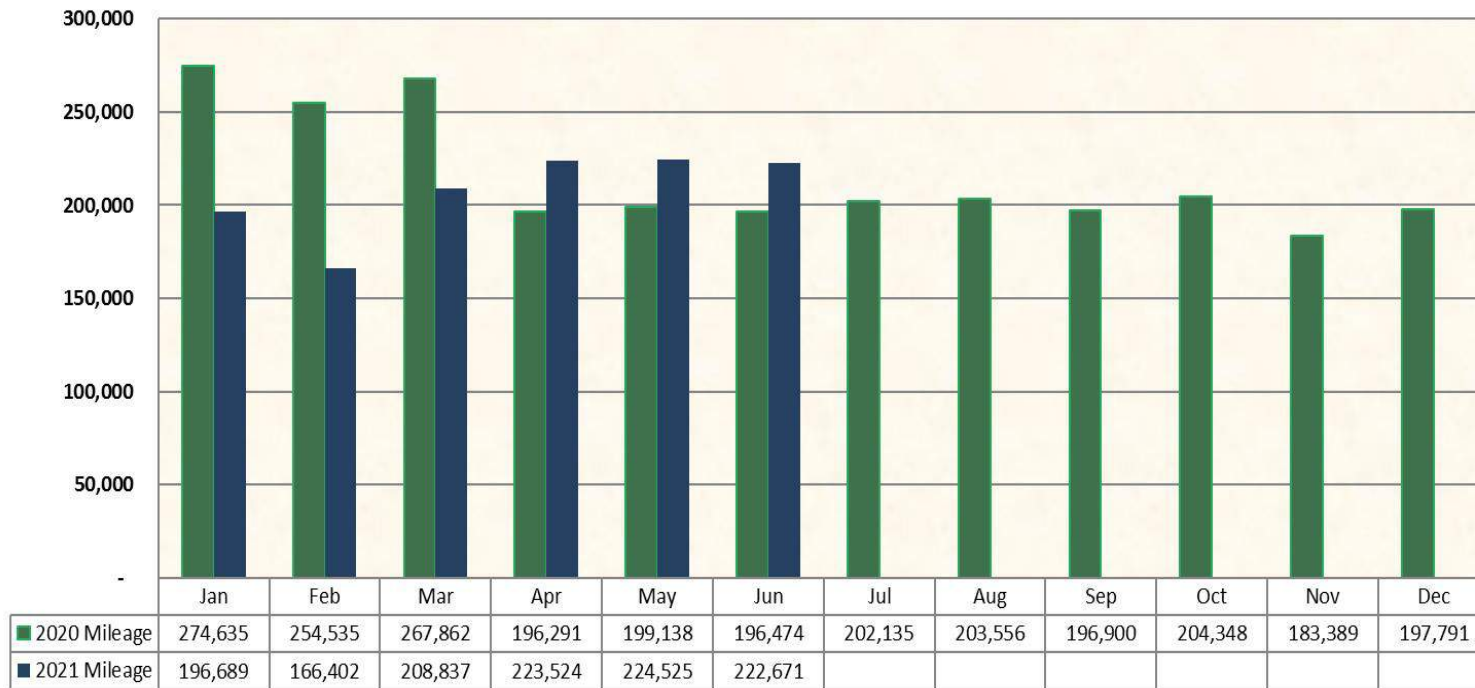
## Preventable Accidents per 100,000 Miles 2020-2021



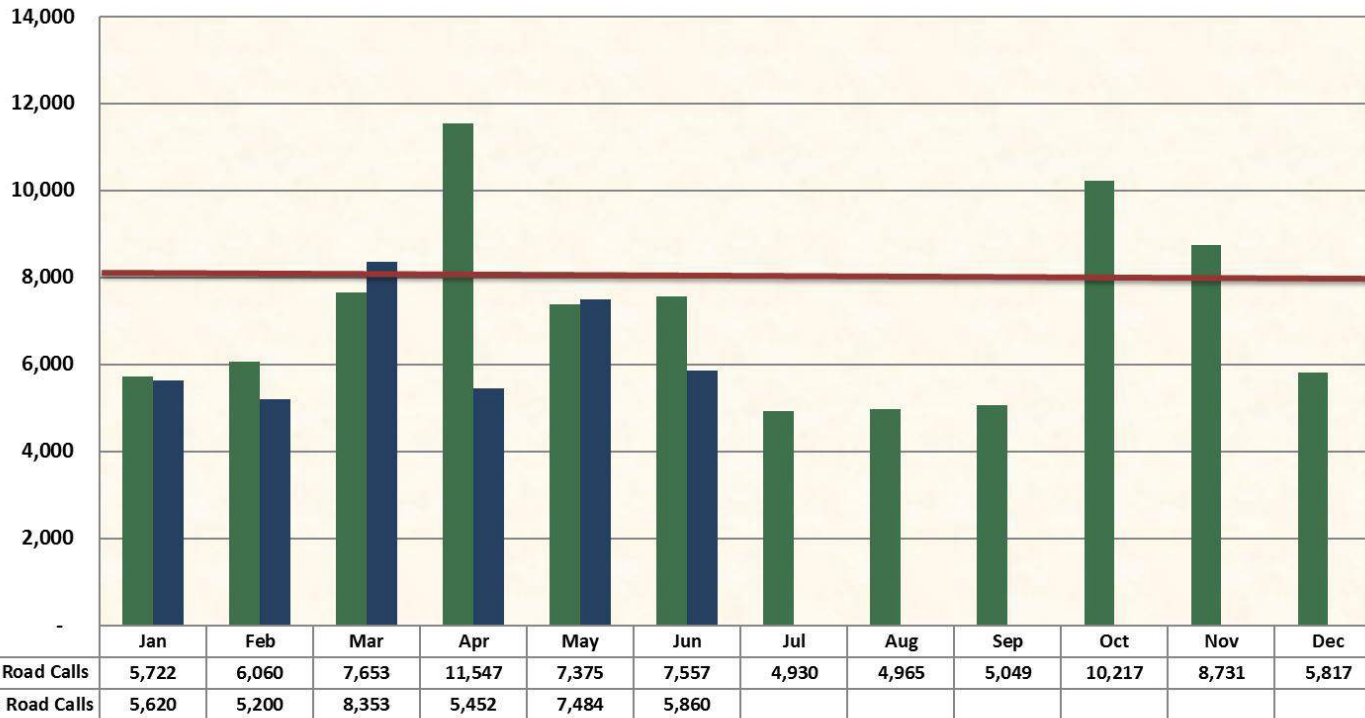
■ 2020 Preventable Accidents	1.1	2.0	2.6	3.1	1.5	2.0	3.0	0	0	2.4	3.3	1.0
■ 2021 Prevventable Accidents	1.0	3.6	1.0	1.3	3.1	2.2	-	-	-	-	-	

\*Target Below 2.5 Preventable Accidents Per 100,000 Miles

## Mileage 2020-2021



## Mean Miles Between Road Calls 2020-2021





# JUNE 2021 COMPARED TO JUNE 2020

		2021		2020	
#	ROUTE NAME	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,005	\$ 1,068.97	2,579	\$ -
10	Scenic Hwy / Southern University	1,999	\$ 1,217.09	1,886	\$ -
11	Northside Circulator	2,225	\$ 1,615.72	3,578	\$ -
12	Government St / Jefferson Hwy	3,298	\$ 1,553.90	3,538	\$ -
14	Thomas Delpit Dr / Roosevelt St	2,119	\$ 1,266.41	3,212	\$ -
15	Glen Oaks / Blount Rd / Crestworth	3,328	\$ 2,707.17	2,268	\$ -
16	Capitol Park Shuttle	0	\$ -	0	\$ -
17	Perkins Rd	4,881	\$ 2,783.79	4,282	\$ -
18	Cortana Transit Center / Tigerland	3,523	\$ 2,708.73	3,087	\$ -
20	N. Acadian Thwy	4,938	\$ 3,049.75	5,816	\$ -
21	Fairfields Ave	4,030	\$ 2,470.86	5,149	\$ -
22	Winbourne Ave	3,486	\$ 2,253.54	3,637	\$ -
23	Foster Dr	1,846	\$ 1,381.63	1,746	\$ -
41	Plank Rd	9,452	\$ 5,364.36	8,597	\$ -
44	Florida Blvd	14,592	\$ 7,545.91	14,837	\$ -
46	Cortana Transit Center / L'auberge Casino & Hotel	1,050	\$ 827.11	4,338	\$ -
47	Highland Rd / LSU	10,909	\$ 6,016.03	9,112	\$ -
54	N. Airline Hwy / Southern University	4,425	\$ 3,169.95	3,919	\$ -
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,750	\$ 5,926.08	7,540	\$ -
58	Coursey Blvd / O'Neal Ln / Ochsner	2,595	\$ 1,985.54	4,549	\$ -
59	East Florida Blvd / O'Neal Ln / Ochsner	1,823	\$ 1,496.95	3,424	\$ -
60	Medical Circulator	879	\$ 550.30	663	\$ -
70	CATS Terminal / Southern University / Baker	2,115	\$ 1,709.96	2,658	\$ -
72	Florida Blvd LIMITED	0	\$ -	0	\$ -
80	Southern University Shuttle	0	\$ -	0	\$ -

**Capital Area Transit System  
Balance Sheet  
June, 2021**

**6/30/2021      6/30/2020**

**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	12,837,932	11,717,152
Accounts Receivable	552,763	192,604
Property Tax Receivable	19,151,297	17,261,603
Due from Governments	6,837,870	5,414,306
Inventory	656,002	336,405
Prepaid Expenses and Other Assets	100,366	65,224
<b>Total Current Assets:</b>	<b>40,136,229</b>	<b>34,987,294</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	3,304,671	301,638
<b>Total Restricted Assets:</b>	<b>3,304,671</b>	<b>301,638</b>
Net Pension Asset, Long-Term	676,430	496,897
Equipment, Net	20,870,637	20,813,230
<b>Total Assets</b>	<b>64,987,967</b>	<b>56,599,059</b>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	2,733,824	185,513
Accrued Payroll and Tax Liabilities	679,595	96,609
Accrued Compensated Absences	850,652	751,112
Claims Payable and Related Liabilities	906,118	1,065,376
Capital Lease Payable	280,748	266,864
Deferred Revenue (Grants/Prop Tax)	10,378,629	8,490,667
<b>Total Current Liabilities</b>	<b>15,829,565</b>	<b>10,856,141</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	690,136	1,301,975
<b>Total Long-Term Liabilities</b>	<b>2,275,234</b>	<b>3,495,958</b>
<b>Total Liabilities</b>	<b>18,104,799</b>	<b>14,352,099</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	19,004,791	18,352,384
Restricted Cash and Cash Equivalents	3,304,671	301,638
Unrestricted	24,573,706	23,592,938
<b>Total Net Assets:</b>	<b>46,883,168</b>	<b>42,246,960</b>
<b>Total Liabilities And Net Assets</b>	<b>64,987,967</b>	<b>56,599,059</b>

**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended June, 2021**

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
<b>Operating Revenues</b>									
Passenger Paid Fares	93,362	70,466	(22,896)	-24.52%	280,086	109,467	(170,619)	-60.92%	840,258
Special Transit Fares (Contract)	10,900	2,601	(8,299)	-76.14%	43,600	15,606	(27,994)	-64.21%	109,000
ADA/Paratransit Revenue	6,560	2,768	(3,792)	-57.81%	19,680	2,768	(16,912)	-85.94%	59,040
Advertising Revenue	39,667	41,293	1,626	4.10%	238,002	239,942	1,940	0.82%	476,004
Interest Income	4,997	136	(4,861)	-97.27%	29,982	5,187	(24,795)	-82.70%	59,964
Other Agency Revenue	18,950	34,245	15,295	80.71%	113,700	91,132	(22,568)	-19.85%	227,400
<b>Total CATS Generated</b>	<b>174,436</b>	<b>151,508</b>	<b>(22,928)</b>	<b>-13.14%</b>	<b>725,050</b>	<b>464,102</b>	<b>(260,948)</b>	<b>-35.99%</b>	<b>1,771,666</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	74,959	87,086	12,127	16.18%	449,754	535,998	86,244	19.18%	899,508
Parish Transportation Fund	45,833	45,833	0	0.00%	274,998	275,000	2	0.00%	549,996
Property Tax Revenue	1,466,667	1,606,667	140,000	9.55%	8,800,002	9,360,000	559,998	6.36%	17,600,004
<b>Total Non Federal</b>	<b>1,587,459</b>	<b>1,739,586</b>	<b>152,127</b>	<b>9.58%</b>	<b>9,524,754</b>	<b>10,170,998</b>	<b>646,244</b>	<b>6.78%</b>	<b>19,049,508</b>
<b>Federal Operating Subsidies</b>									
FTA - Formula Grants/PM	612,592	224,077	(388,515)	-63.42%	3,675,552	4,777,536	1,101,984	29.98%	7,351,102
FTA - Capital Projects (Project Admin)	26,667	53,931	27,264	102.24%	160,002	211,989	51,987	32.49%	320,004
FTA - Planning	171,500	25,091	(146,409)	-85.37%	343,000	239,302	(103,698)	-30.23%	686,000
<b>Total Federal Operating</b>	<b>810,759</b>	<b>303,099</b>	<b>(507,660)</b>	<b>-62.62%</b>	<b>4,178,554</b>	<b>5,228,827</b>	<b>1,050,273</b>	<b>25.13%</b>	<b>8,357,106</b>
<b>Total Operating Revenues</b>	<b>2,572,654</b>	<b>2,194,193</b>	<b>(378,461)</b>	<b>-14.71%</b>	<b>14,428,358</b>	<b>15,863,927</b>	<b>1,435,569</b>	<b>9.95%</b>	<b>29,178,280</b>
<b>Operating Expenses</b>									
Labor	933,877	817,583	116,294	12.45%	5,634,390	4,879,921	754,469	13.39%	11,329,365
Fringe Benefits	521,873	456,786	65,087	12.47%	3,148,612	3,107,606	41,006	1.30%	6,382,219
Casualty and Liability	128,917	63,596	65,321	50.67%	773,502	602,992	170,510	22.04%	1,547,000
Services	233,729	281,413	(47,684)	-20.40%	1,402,374	1,333,613	68,761	4.90%	2,804,718
Purchased Transportation	162,500	160,616	1,884	1.16%	975,000	1,060,310	(85,310)	-8.75%	1,950,000
Materials & Supplies	303,751	264,127	39,624	13.04%	1,822,506	1,395,575	426,931	23.43%	3,645,000
Utilities	14,583	22,026	(7,443)	-51.04%	87,498	88,780	(1,282)	-1.47%	175,000
Miscellaneous Expenses	104,168	101,961	2,207	2.12%	625,002	493,829	131,173	20.99%	1,250,040
Leases and Rentals	7,911	7,703	208	2.63%	47,466	47,344	122	0.26%	94,938
<b>Total Operating Expenses</b>	<b>2,411,309</b>	<b>2,175,813</b>	<b>235,496</b>	<b>9.77%</b>	<b>14,516,350</b>	<b>13,009,971</b>	<b>1,506,379</b>	<b>10.38%</b>	<b>29,178,280</b>
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>161,345</b>	<b>18,380</b>	<b>(142,965)</b>	<b>-88.61%</b>	<b>(87,992)</b>	<b>2,853,956</b>	<b>2,941,948</b>	<b>3343.43%</b>	<b>0</b>
Depreciation	0	356,092	(356,092)	0.00%	0	1,570,971	(1,570,971)	0.00%	
<b>NET Operating SURPLUS/(DEFICIT)</b>	<b>161,345</b>	<b>(337,712)</b>	<b>(499,057)</b>	<b>-309.31%</b>	<b>(87,992)</b>	<b>1,282,985</b>	<b>1,370,977</b>	<b>1558.07%</b>	<b>0</b>

**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS**

**July 15, 2021**

**Virtually and at the  
CATS Administrative Office  
350 North Donmoor Avenue**

**MINUTES**

The Finance and Executive Committee met on Thursday, July 15, 2021, at 10:30 a.m. Present at the meeting were members President Erika Green, Vice President Kahli Cohran (in-person), Treasurer Matt Thomas, Laurence Lambert and Dr. Peter Breaux (virtually). Also present were Bill Deville and members of CATS staff.

**I. Call to Order and Establish of Quorum**

The meeting was called to order by Board President Green, Theo Richards, Board Administrator called roll to identify a quorum of the committee was established.

**II. President's Announcements**

No President's Announcements

**III. Executive Report**

**Bill Deville, CEO**

No COVID updates, except to say tomorrow, Friday, July 16<sup>th</sup>, we are meeting with Dr. Breaux and the Technical, Policy, and Practices (TPP) Committee to discuss the CATS Pandemic Policy. We will provide an update to the Board after the TPP meeting.

**Operations Report: Dwana Williams, COO**

For the month of June 2021 we are reporting a total of 122 Operators, 110 are active and 12 are inactive for various reasons.

Our June Operations challenge winners for the on time performance (OTP) for the month are Mr. Al Weeden, Ms. Gloria Banks, Ms. Nakeisha Brown, Ms. Cynthia Johnson, and Ms. Demetrius LaMark. The June Maintenance challenge winner for productivity is Mr. Kenneth Landry. The June Customer Service challenge winner for lease abandon calls was Ms. Nicole Varist and our Customer Care Top Performer is Ms. Sylvia Franklin.

Performance Measures for our monthly ridership for June 2021 is slightly down from June 2020, but higher than the previous month in May.

OTP for the month was at 66.15%, which is higher than this time last year but slightly lower than this time last month. We're continuing our efforts and working to improve our OTP. We have Street Supervisors out there performing headway checks, just to see if there are some issues operators may be having out there on the street. We do know we have several routes affected with the construction going on in our service areas. We are working to get OTP up the best we can.

Our percentage of trips operated for the month are a little lower than last year, but are a little higher than this time last month. We operated at 99.44%.

We have a class of cadets that just started July 6<sup>th</sup> and we are working with HR to get another class started either at the end of September or beginning of October.

Our preventable accidents for the month were at 2.2, which is below our target of 2.5 and we're still working with operators to help improve our preventable accidents for the month.

Our mileage for the month is up higher than this time last year and a little lower than this time last month. Again this just let's everyone know the mileage that we run within our service area.

Lastly our mean miles between road calls is down from the previous year and down from this time last month. That's due to a nationwide shortage, which I mentioned last month, with parts. We're having a hard time getting parts in. Maintenance us talking to some of our peer agencies to see if that can get some parts or share information on where they are getting parts.

#### **Planning Report, Cheri Soileau, Director of Planning**

Comprehensive Operational Analysis (COA) we scheduled a July 29<sup>th</sup> kick off meeting. Again I remind you this is a deep dive into our service delivery, how we operate, where we operate and we have a very robust public involvement task included in that. You'll be hearing more as we proceeded.

The Build Grant for the BRT has not yet been signed that I am aware of, so we're still waiting for that so we can move forward on the Bus Rapid Transit (BRT).

Staff is beginning to discuss the September service change because we will have the COA going on, we are going to look at frequency

and timing only on our schedules rather than starting to change routes then come back less than a year and start changing routes again.

Once we have the Title VI Plan we will take briefly about how later CRPC will do the service equity analysis for downtown Baton Rouge so we reinstate the downtown circulator of the Capital Park Trolley for that.

The RFP for the Baker Microtransit Project is out and the deadline is July 22<sup>nd</sup>. We've had four (4) firms ask questions. Hopefully we will have at least two (2) of those firms submit submissions and the evaluation committee is meeting around July 26<sup>th</sup> to look at the submission and make a determination.

Mr. Deville – on the Build Grant, I spoke with the City Parish contractor, HNTB, and they felt the Build Grant will be executed by the Secretary of Department of Transportation in the next two weeks. We will keep you posted on this process.

#### **Administrative Report: Pearlina Thomas, CAO**

AIM Grant, Two-Way Messaging Project – CATS, Hitachi and Syniverse are partnering on the creation of an educational video highlighting our project and commitment to innovation. Phase two is underway now and should be wrapped up at the end of the Third Quarter. This will allow CATS to have two way communications with customers. With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like Touchdown Express, Southern and LSU games, etc.

COVID-19 Mitigation Research Grant, Contactless Payment Project – the marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm, Those folks were introduced at our last Board meeting, are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS-UMO partnership press event is Wednesday, August 25, 2021.

CATS is continuing to work with Baton Rouge Community College (BRCC) on the curriculum development and acceptance apprenticeship requirements as a part of our Workforce Solutions Program.

CATS Cares Community Engagement and Wellness Initiative participated in two community events with Mayor Pro Temp LaMont

**Cole – Metro Councilmember District 7: Pedaling for Peace, Friday, June 25<sup>th</sup> and the Meet Your Neighbor Block Party, Saturday, June 26<sup>th</sup>.**

**The CATS Cares Wellness Initiative is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being by providing information, activities and community and personal services designed to support healthy lifestyle choices.**

**With this initiative we are finding creative ways to get our employees to move and get excited about exercising. This month we are doing line dancing lessons at 350 N. Donmoor. All CATS employees have five (5) opportunities to attend the line dancing classes. The first two were held Monday and Tuesday of this week and were well attended successes. We have three classes left: next Tuesday, July 20<sup>th</sup>, Thursday, July 22<sup>nd</sup> and Sunday, July 25<sup>th</sup>.**

**CATS Cares July Community Engagement activities are:**

**District 10, Metro Councilmember Carolyn Coleman's Biking with the Badge Saturday, June 17<sup>th</sup> from 3:00 PM – 7:00 PM at the Leo S. Butler Center 950 E. Washington Street.**

**District 7, Metro Councilmember LaMont Cole's, Back to School Drive, Saturday, July 24, 2021**

**District 5, Metro Councilmember Erika Green's Biking Back to School – Third Annual Community Bike Ride Saturday, July 31<sup>st</sup> at the Charles R Kelly Community Center, 3535 Riley Street from 3:00 PM – 5:00 PM**

**District 7, Metro Councilmember LaMont Cole's Health and Fitness Expo Saturday morning, July 31, 2021**

#### **Communications Report: Amie McNaylor, Director of Communications**

**BYD partnership with CATS shot a testimonial video, which took place yesterday. We will be able to use that video on our website and on our social channels to promote and emphasize our commitment to building a modernized and reliable fleet, which is one of the pillars of our CATS Connect campaign.**

**The Covalent website hosting contract is up for renewal later on this agenda.**

**Communications worked with Planning on Title VI and will continue to work to make sure we are in compliance on everything we need to do there.**

**Pearlina mentioned CATS is working with Hitachi and Syniverse to create a promotional video similar to the BYD video. This is another**

opportunity to highlight our commitment to the future and we are excited about this innovative project.

**Bill Deville, CEO**

CATS has completed the National Transit Database (NTD) Report, which is critical and imperative to our funding. I want to say, kudos to the staff who hung in there to get the NTD report complete after we received deadline extensions after such a hard COVID year. The year-end audit was completed by P&N the other day and will be brought to the Board at the next meeting. Commissioner Thomas held his Audit Committee meeting so he will update the Board on the Audit at that time.

Reminder we are continuing to work diligently with our CATS Connect and CATS Cares Campaigns leading to educate the general public as we get closer to our referendum. A quick reminder, early voting is scheduled for September 25<sup>th</sup> – October 2<sup>nd</sup> and Election Day is Saturday, October 9, 2021.

**Finance Report: John Cutrone, Comptroller**

Financials for June 2021, starting off with the Balance Sheet, current assets are at \$40,136,229, Restricted Cash - \$3,304,671, Total Assets \$64,987,967, Current Liabilities \$15,829,565, Total Liabilities \$18,104,799, making our Assets Net Liabilities \$46,883,168.

Commissioner M. Thomas (MT) – the year end audit we were up assets \$10,000,000 the previous year, now were only up 6, is there a reason?

John Cutrone (JC) – maybe due to audit adjustments, I will have to check compared to last year

MT – Well I know the restricted assets \$3 million – that will be half of it

JC – Right

MT – I want to know if there is something else

JC – It could be a couple of million in the bus funding with us not collecting fares, but I will check it and get back to you

Bill Deville (BD) – we have the AARP funding, which we have not recognized yet

JC – Yes, that is a portion of it, we will look at it when we finalize the amendment to the budget should be wrapping that up within the next month – month in a half

The Income Statement for the month of June we have \$151,508 of operating revenue compared to a budget of \$174,436 we began to collect fares again and we have less ridership than we anticipated so



there is a major variance there, we received subsidies in the amount of \$1,739,586, Federal subsidies in the amount of \$303,099 bringing the total revenue budget to \$2,194,193 compared to a budget of \$2,572,654, our operational expenses were \$2,175, 813 compared to a budget of \$2,411,309 bringing the savings versus budget to \$235,496, our surplus for the month of June was \$18,380 with a year to date operational surplus of \$2,853,956.

Commissioner Kahli Cohran (KC) – as we look at the budget for this year, I think we will need to make some adjustments as we look at our audit; are we at the point to look at some variances that maybe over the threshold, so what is our schedule to revisit that?

JC – We are waiting for the union contract to be finalized. That way we can do it all at the one time. With the new rates we will be close so we are looking to do it the next month – month in a half. That way we knock it out all at one time.

BD – Madame President, I neglected to mention Intueor came in to do an audit of the current process with Tyler Technologies on the technical side of the ERP training and implementation preparation. I expect to have that report soon.

KC – you mentioned TPP, have the items we talked about at the Audit Committee meeting yesterday, been added to the TPP agenda for tomorrow?

Theo Richards (TR) – No, not yet. John will need more time to formalize those policies.

KC – The TPP will formalize these policies they need to know they need to take this up as an action item.

TR – I will circle back with John.

BD – Madame President, this concludes our Executive Report

#### **IV. Recommended Approval of Atlas Technical Consultants Task Order 2**

BD – I have two quick comments. 1) Agenda items 8, 9, and 10 are not action items really they are for information only to the committee and are items that will go before the TPP tomorrow. When we get to the items on the agenda the person responsible will make a statement but there is no required action by this committee. 2) Regarding the action item, the Atlas task order 2, the Board in its discretion decided to delay it at the last meeting and made an amendment of \$100,000 to carry it through to get it here. I've met with Atlas and they have agreed to change the terms to six months from 18 months to take us to the end of the year and the amount will

be \$213,000 opposed to the \$313,000 for the six month period. With that I will turn it over to Ms. Soileau.

**Cheri Soileau (CS)** – This is a revisit of the amount has changed.

What Atlas is doing for the Agency has not changed. They are helping with staff augmentation, they are helping with project reviews, on call consultant work, they will be involved with the COA, they helped with Title VI documents, some of it we know, a lot of it, and something's just come up such as MovEBR project. Things like that, as well as Emergent Methods is a part of this contract and will handle public outreach and strategic communication services, so like Bill said it's \$313k - \$100 k that was approved last month, so the bottom line is it will not exceed through December 31<sup>st</sup> or \$313,614.

**BD** – Some members have expressed concern about the referendum and this contract. All of our contracts have the 30 day terminated at will clause and can be terminated with just a 30 day notice. This is my last comment Madame President.

**President Green (EG)** – Boardmembers we are looking at the approval of the Atlas Technical Consultant Task Order 2 renewal. I first want to say that the project summary is much better for the purpose of transparency, but it the pleasure of the Board. Is there a motion?

**MT** – I would move that we modify the Board Request to reflect the \$213,614.

**EG** – this is the amount, which is the amount that is less the previously approved \$100k. There's been a motion on the floor to approve the Atlas Technical Consultants Task Order 2 but at the amount amended amount of \$213,614 which references the \$100k change.

**KC** – so you are taking off the \$100k that was earlier approved?

Yes

**EG** – I'll second; this motion is seconded by the Chair. Are there any objections by Boardmembers? Seeing none;

**Commissioner Laurence Lambert (LL)** abstention from Laurence

**EG** – There is an abstention that is recognized by Laurence.

Therefore the Atlas Technical Consultant Task Order 2 has been approved to be sent to the regular agenda of the full Board meeting.

**V. Recommended approval of renewal of website hosting and support services contract with Covalent Logic**

**Amie McNaylor (AM)** – In your packet you have the request letter.

This is the final year of this contract that was a three year contract with two one year renewal options. The original contract, which

included building the BRCATS website, was \$87,000, therefore each extension / renewal option must also come to the Board for approval. This renewal is for a cost not to exceed \$19,800 that includes the website hosting fee of \$4,800 (there is an \$800 increase with the hosting fee, which is the first increase to the hosting fee since the start of this contract). The remaining \$15,000 is for work Covalent could possibly do: programing, web design, and content entry.

EG – What is the pleasure of the Board?

LL – Made the motion to approve agenda item number 5

KC – seconded the motion to approve agenda item number 5 – there were no objections or abstentions – agenda item number 5 passes

**VI. Recommended approval of Angle Trax camera upgrade**

Dennis Clark (DS) – we are requesting approval for to upgrade the Angel Trax camera system because the camera system and equipment are old and outdated, which causes the Agency to loose footage that is sometime very vital information the Agency needs. We need to upgrade our camera system to better serve everyone including our customers. We have the new camera system on the newer buses, but it's the older buses that have the equipment is outdated. The upgrade will suit all of our needs going forward.

EG – How did you determine this was the best company to upgrade the camera system? Or did you reach out to other agencies to see what vendor they are using?

DC – This is the company we are currently using under a State contract. It's been proven that this company provides us with great reliability.

EG – Same company, better product?

DC – Yes

KC – Are we using Federal dollars?

BD – Yes, It's covered as a part of operations and maintenance

KC – This will be federally procured?

BD – Yes, through the State contract process. We need this upgrade from the older buses to avoid losing valuable footage to protect the customers, the employees and the Agency.

KC – How long will this \$300k help the Agency before you go out and procure a better system, 1 month, 1 year, 3 years?

BD – we will follow up and get you a timeline of our proposed technology upgrade of our whole system.

EG – I have a concern that when we do these long contracts 3-5-10 years we reduce or block the chance for other small or local businesses to get to the table to do business with the Agency. Not

just this project, but I'm speaking about all types of contracts with CATS. I'm looking at this from the prospective of the other public hats I wear. We're not saying what you are giving us is not the best option, but sometimes the purpose of the procurement process is to make sure others have an opportunity to compete for the business. BD – as the CEO of this Agency, I concur whole heartily. We started by taking the last DBE program that was approved by the Board after Boardmembers expressed concerns and upgrading that to a larger goal. Ms. Thomas is working on a policy for the DBE participation and small business participation. When we get to that point we will update the Board.

MT – It says October 1<sup>st</sup> – November 1<sup>st</sup>, is this just for installation or the equipment? You can use the equipment well pass that date, correct?

BD – Yes, that's for installation of the equipment.

DC – That's the timeframe we plan to install the equipment

KC – Is this a part of the Capital Improvement Plan?

CS – Yes, technology

KC – I think we updated the DBE policy a few months ago. I'd like to get an update on where we are with that. Obviously I feel strongly about this subject. Every time we said we would use the City's policy, I'd like to hope we can do better than that. As far as I can tell there are no teeth in that policy, there are no set asides, no mandates, whether that will materialize it remains to be seen. This gives me concern and pause if you're saying it's what the City has because what does the City have? My request is to be updated in the next couple of months.

EG – I'll make a motion to approve the Angle Trax upgrade, is there a second. Seconded by Mr. Thomas, no objections, no abstentions, this item is approved

## **VII. Recommended approval of disposal of bus shelters**

CS – these shelters are the older barrel shelters that have reached their useful life and are ready to go to the scrap yard. We will receive a nominal amount to recycle the metal. Some of these shelter locations will not receive replacement shelters because there is no longer bus service at that location.

Commissioner Peter Breaux (PB) – requested clarity on the report's use of the terms inactive stops, verses canceled stops.

EG – made a motion to approve the disposal of the bus shelters

PB – seconded the motion, there were no objections or abstentions, Item number seven passes.

- VIII. Recommended approval of the CATS Service Standards**  
CS – Acknowledgement of the service standards to detail this living document that feeds into the Title VI Program that covers, how we do service deliveries, how we place passenger amenities in service stops. Service standards allow us to become uniform in everything that we do.
- IX. Recommended approval of the CATS Title VI Program / Policy**  
CS – Title VI is a Federal Law from the Civil Rights Act of 1964 that says we have to provide service equitably across our service area. We have to have this Title VI Plan / Policy approved by the Board and filed with the FTA by a hard deadline of July 31, 2021.
- X. Recommended approval of the CATS Critical Incidents, Conflict Resolution and De-Escalation Policy**  
PT – This policy will coincide with training that all CATS employees will be required to participate in. The need for this training became more obvious with some experiences during our response to the COVID-19 pandemic. During this time because our services were free, we had more homeless people riding the buses and had to deal with more customers with mental health issues. This was all while our employees were addressing stressors of their own. Long and short of it is we realized the importance that we implement the best practices for addressing critical incidents, conflict resolution, and de-escalation training with policy that supports guidelines from the Agency.  
EG – we have received information on agenda items numbers 8, 9, and 10; does anyone have any questions on these agenda items? Hearing none we will go to agenda item 10.
- XI. Recommended approval to designate the Advocate as the official journal of CATS as set forth in the CATS By-Laws**  
TR – This is a formality, which we must do annually in accordance with our by-laws.  
EG – I'll make a motion to approve the designation of the Advocate as the official journal of CATS as set forth in the CATS by-laws.  
MT and KC second, no objections, no abstentions, agenda item 10 passes.  
EG – Can I get a motion to adjourn this meeting?  
MT – Motioned  
EG – I second, this meeting is adjourned.



**MEETING OF THE  
AUDIT COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
JULY 13, 2021 -1:30 p.m.  
Virtually and at  
350 North Donmoor Avenue**

**MINUTES**

The Audit Committee met on Tuesday, July 13, 2021, at 1:30 p.m. Present at the meeting were Matt Thomas, Chairman of Audit Committee. Vice President of the CATS Board Kahli Cohran attended virtually. Also present were Bill Deville, John Cutrone, CATS staff, and representatives of Postlethwaite & Netterville.

**I. Discuss audit report from Postlethwaite & Netterville**

Tiffani Dorsa, CPA from Postlewaite & Netterville presented the 2020 Financial Audit along with Stephen Bearry. An Unqualified Opinion was issued.

The Independent Audit Report, Report on Compliance and Internal Controls and the Report on Compliance with Uniform Guidance was discussed along with the Management Letter and Management responses.

Kahli Cohran requested that the corrected actions to be put into place be brought to the Technical Policies and Practices Committee and a detailed listing of supporting documents.

There being no further business, the meeting adjourned.



## *Presentation of the 2020 Audit Results*



assurance - consulting - tax - technology - [pncpa.com](https://pncpa.com)

*Postlethwaite & Netterville, A Professional Accounting Corporation*

# Services Provided

- Auditors' Report on the Financial Statements
  - Unmodified Opinion
- Auditors' Report on Compliance and Internal Control
  - No Assurance
- Auditors' Report on Compliance with Uniform Guidance
  - Qualified Opinion - Procurement
- Management Letter



# Communications with Those Charged with Governance

- *Qualitative Aspects of Accounting Practices*
  - Estimates of self-insurance claims, legal liabilities, net pension asset, and accumulated depreciation of assets
  - Significant disclosures of defined-benefit plan and self-insurance program, capital lease obligations
- *Difficulties Encountered in Performing Audit or Disagreements with Management*
  - None
- *Corrected and Uncorrected Misstatements*
  - Management has accepted and recorded the adjustments proposed
  - One uncorrected misstatement for obsolete inventory
- *Management Representations*
- *Management Consultation with Other Accountants*

# *Questions?*

---

Tiffani M. Dorsa, CPA

Assurance Director

[tdorsa@pncpa.com](mailto:tdorsa@pncpa.com)

225-408-4443

Stephen L. Bearry, CPA, CGMA

Assurance Associate Director

[sbearry@pncpa.com](mailto:sbearry@pncpa.com)

225-408-4744

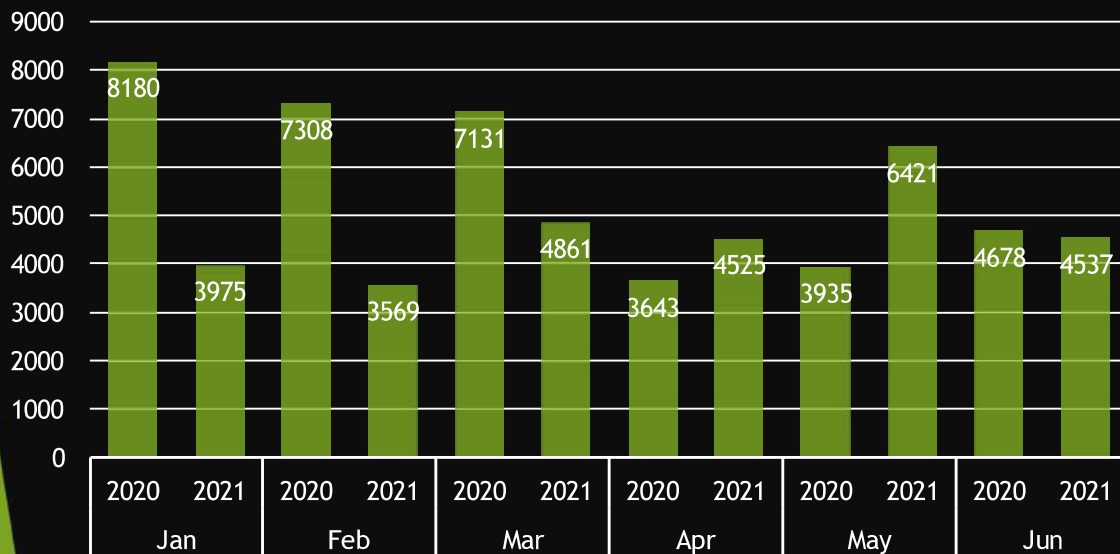


# MV TRANSPORTATION

12 MONTH ROLLING SERVICE REPORT

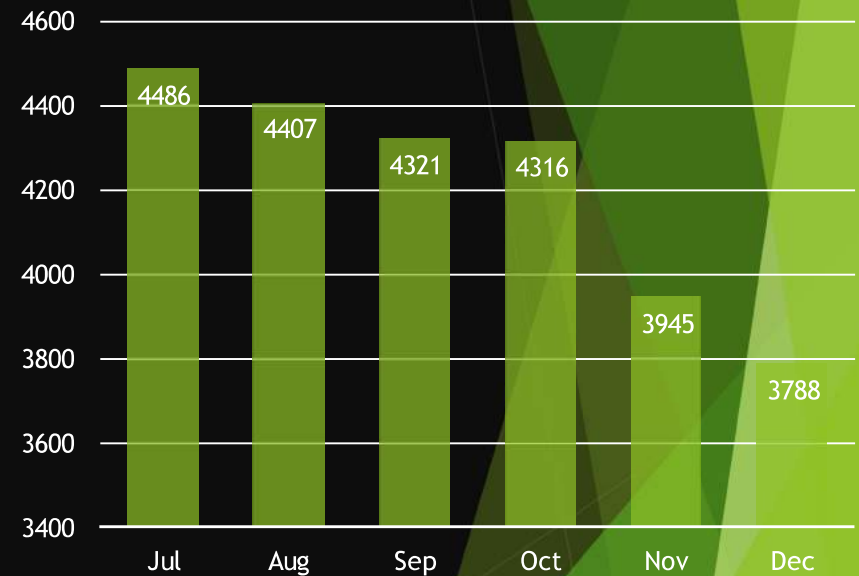
# SCHEDULED TRIPS

Total



JAN-JUNE 2020 VS 2021

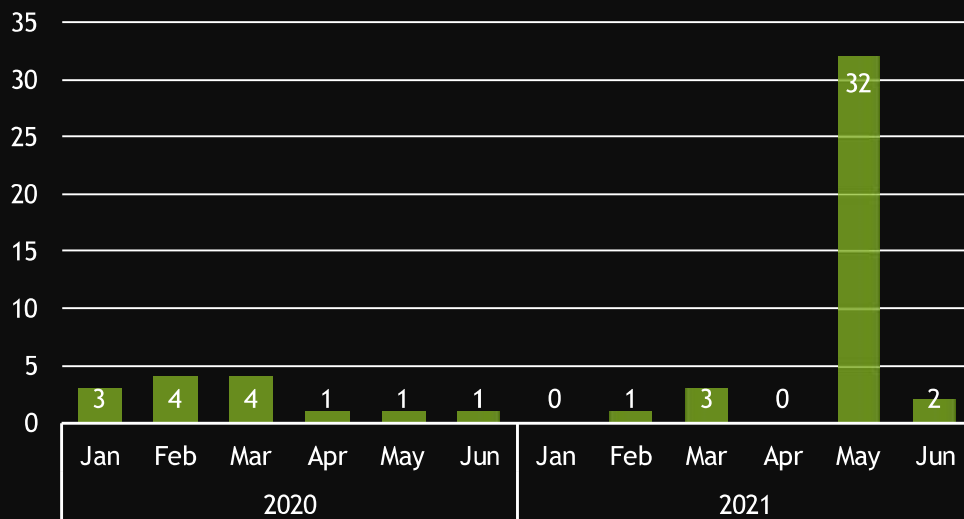
Total



12 MONTH ROLLING

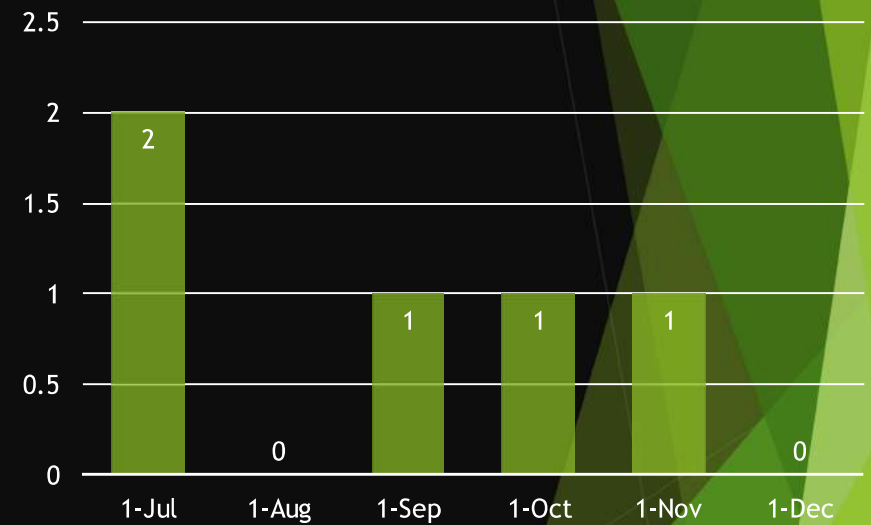
# COMPLAINTS

Total



JAN-JUNE 2020 VS 2021

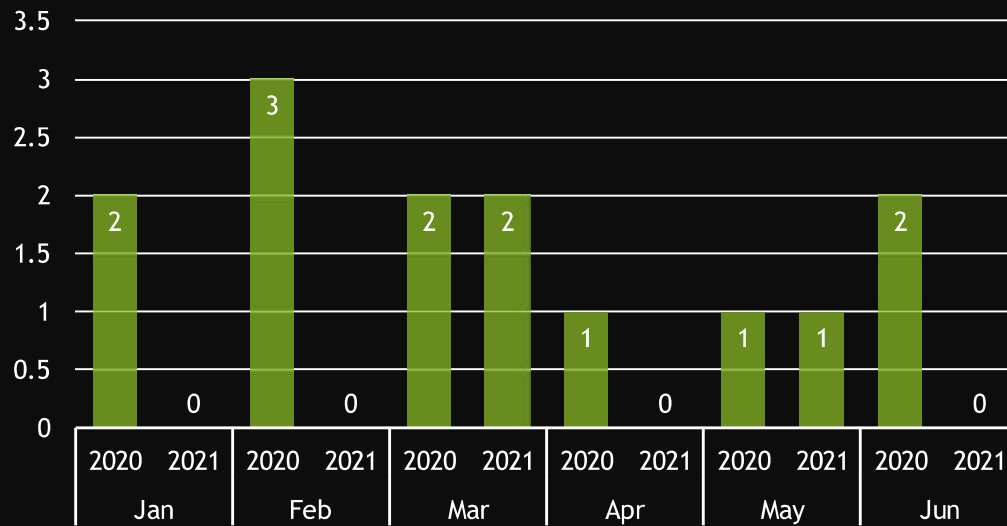
Total



12 MONTH ROLLING

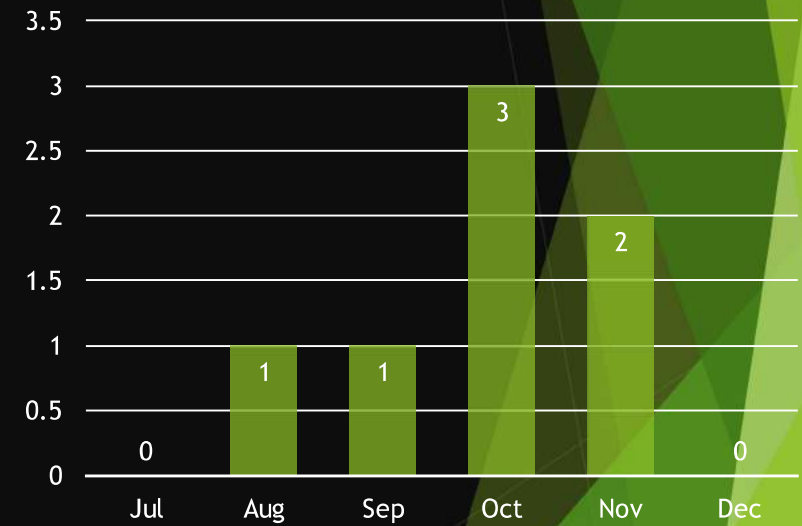
# ROAD CALLS

Total



JAN-JUNE 2020 VS 2021

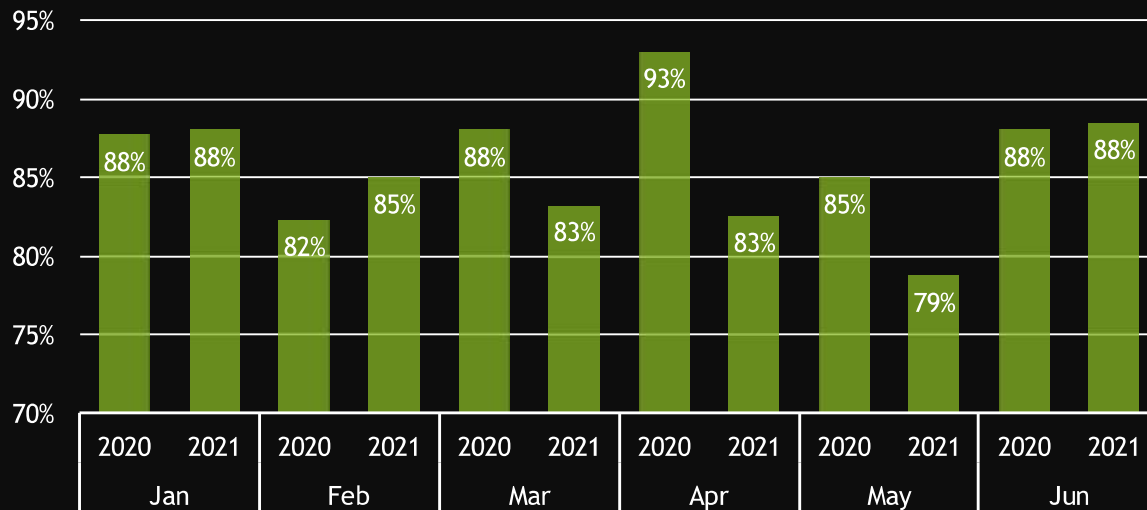
Total



12 MONTH ROLLING PERIOD

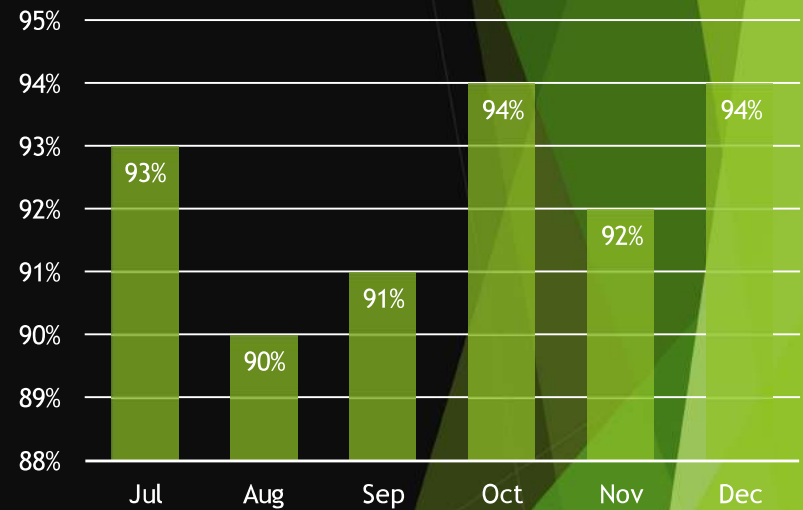
# ON TIME PERFORMANCE

Total



JAN-JUNE 2020 VS 2021

Total

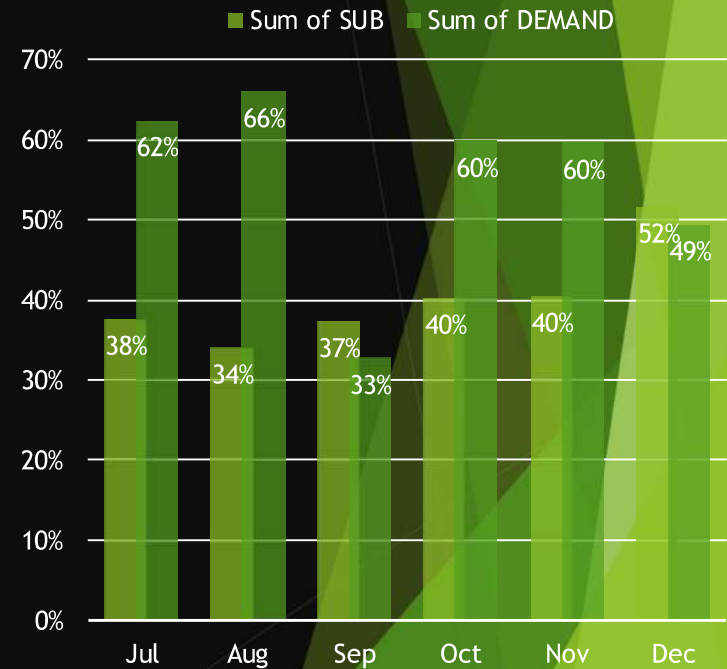


12 MONTH ROLLING PERIOD

# SUBSCRIPTIONS/DEMAND



JAN-JUNE 2020 VS 2021

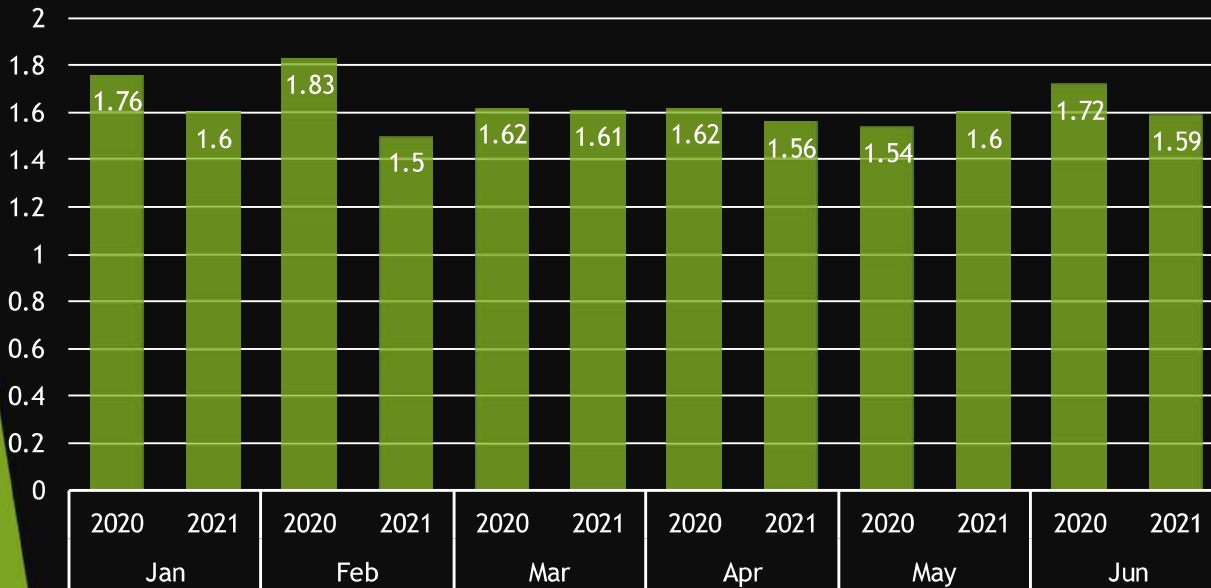


12 MONTH ROLLING PERIOD



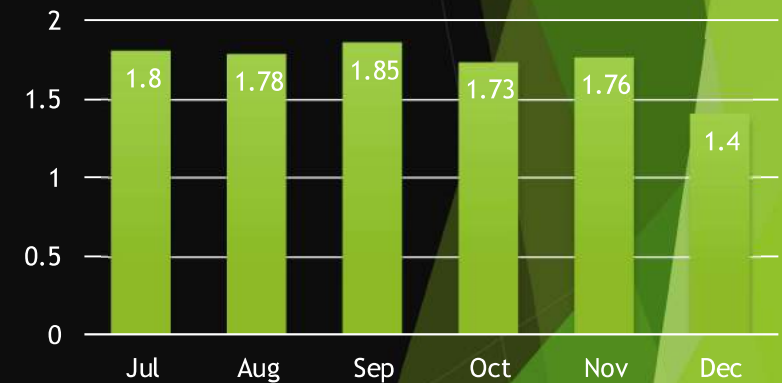
# PPH - GOAL 1.5

Total



JAN-JUNE 2020 VS 2021

Total



12 MONTH ROLLING PERIOD

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## **CATS BOARD APPROVAL REQUEST:**

**Date:** July 20, 2021

**Department Requesting Approval:** Planning

**Project Manager:** Cheri Soileau, AICP

**Project:** Atlas Technical Consultants, LLC Task Order 2

**Contract/P.O.:** #2020218

**Budget/Project:** \$213,614  
                          \$100,000 (June 15, 2021 Board Approval)  
                          \$313,614 Total

**Project/Task Order Date:** July 1, 2021- December 31, 2021

**Renewal Options (Yes/No):** No

**Grant(s) Funded (Yes/No):** Yes

### **Project Summary:**

Atlas Technical Consultants has been the on-call program manager for CATS since July 2020. The support given include the following:

- Capital projects review, coordination, and prioritization of projects.
- Capital projects funding review and gap analysis to include funding sources and project allocation of those financial resources.
- Rolling Stock inventory review and procurement replacement forecast.
- On-Call Consultant task order coordination and participation of Strategic Plan Updates, Transit Development Plan, Micro-transit Study, and Service Planning Metrics for CATS service network.
- Bus Rapid Transit (BRT) project coordination and participation of project agency Cooperative Endeavor Agreements, CATS local and grant funding allocations, and technical review and coordination of North Transit Center and BRT stations.
- Stakeholder coordination with City-Parish East Baton Rouge, City of Baker, and the Capital Region Planning Commission MPO for CATS' initiatives.
- Public Outreach and Strategic Communication Services for CATS Connect education campaign.

The initial budget that was allocated to this contract was \$354,700. It is anticipated that the remainder of Task Order 1 will be exhausted at the end of June 2021. Staff requests execution of Task Order 2. Task Order 2 will be in

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PHONE: 225.389.8920



effect for 6 months and not to exceed \$313,614. This will allow Atlas to continue with as-needed staff augmentation, program planning and management support, technical assistance and review, public outreach support, and CIP implementation, especially since the Plank-Nicholson Bus Rapid Transit project will begin mid-2021.

This is an on-call contract and can be terminated, per the Master Services Agreement, with a 30-day notice or if the services are no longer needed.

**Project Task Order Amount:** Not-To-Exceed \$313,614

A handwritten signature in blue ink, reading "Cheri L. Soileau", written over a horizontal line.

**Project Manager Approval**

A handwritten signature in blue ink, reading "Thomas Catling", written over a horizontal line.

**Procurement Approval**

A handwritten signature in blue ink, reading "H. Antonio", written over a horizontal line.

**Finance Approval**

A handwritten signature in blue ink, reading "Michael D. Smith", written over a horizontal line.

**CEO Approval**



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PHONE: 225.389.8920

EXECUTIVE STAFF

**Amie McNaylor**  
Communications Director  
amcnaylor@brcats.com

brcats.com



**CATS BOARD APPROVAL REQUEST:**  
**P.O. #2019190**

Date: June 30, 2021

Department requesting approval: Communications

Project Manager: Amie McNaylor

Project/Contract: Covalent Logic, LLC Website Redesign, Hosting Services, and Software Contract

Project/Contract Date(s): August 1, 2021 through July 31, 2022

Renewal options (Yes/No): Yes

If yes, what year/option: second, last renewal

Budgeted project (Yes/No): Yes

Grant(s) Funded (Yes/No): No

Project/Contract Summary: This is the second renewal option for this contract. The original terms are a three year contract with up to two, one year renewals.

Covalent Logic works with Communications Department on the agency website.

The contract calls for Covalent Logic to host the website, provide technical support and maintenance, and programming, web design, and content entry.

The first year of the contract had a not to exceed amount of \$87,000.

The anticipated budget for the next twelve months is not to exceed \$19,800, which includes annual hosting fee, and hard coding updates to the website, as well as assistance for the web admin (Communications Director).

See attached proposal for cost delineation.

Renewal Contract Amount: not to exceed \$19,800

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PHONE: 225.389.8920

EXECUTIVE STAFF

brcats.com

# CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

*Amie S. McNaylor*

Project Manager approval

*Mark C. Calkins*

Supervisor approval

*Thomas Calkins*

Procurement approval

*Mark C. Calkins*

CEO approval



29 June 2021

Capital Area Transit System  
2250 Florida Boulevard  
Baton Rouge, LA 70802

## WEBSITE HOSTING, TECHNICAL SUPPORT & MAINTENANCE PROPOSAL

### DESCRIPTION

Covalent Logic, L.L.C. provides hosting services for the Capital Area Transit System (CATS) website, brcats.com. This includes storage, bandwidth, systems administration and backups.

As a covered service within this hosting agreement, CATS receives unlimited email and phone technical support for the existing site and its related application from Covalent Logic, L.L.C.

All Content contained within the website, both externally and within the Content Management System, is solely property of CATS, which retains primary responsibility for editing and updating the site.

In the event Covalent Logic, L.L.C. ceases operations and is unable to continue providing hosting services, Covalent is responsible for providing CATS with disks of all materials pertaining to the website and complete record so that the department can resume website hosting and operations with another vendor or internally.

Covalent Logic certifies that pricing does not exceed published pricing.

Total Cost: \$4,800

Service Date: July 2021-June 2022



## WEBSITE MAINTENANCE RETAINER

### DESCRIPTION

Covalent Logic will provide ad hoc programming, website design support and/or maintenance for brcats.com, as needed, for the 2021-2022 fiscal year.

Programming	\$5,000
Web Design	\$5,000
Project Management	\$3,000
Content Entry	\$2,000
Total Cost:	\$15,000





ORIGINAL

## Website Redesign, Hosting Services & Software Contract

### Capital Area Transit System And Covalent Logic, LLC

**THIS AGREEMENT** is made and entered into by and between the **Capital Area Transit System**, the public transit system for the City of Baton Rouge and a Political Subdivision of the State of Louisiana, **2250 Florida Blvd., Baton Rouge, Louisiana 70802** (hereinafter referred to as "CATS"), and **Covalent Logic, LLC** (a private consulting firm), **1111 South Foster Dr., Suite C, Baton Rouge, LA 70806** (hereinafter referred to as "Contractor or Covalent"), to provide **Website Redesign, Hosting Services & Software**.

**WHEREAS**, CATS desires to have **Website Redesign, Hosting Services & Software** performed, as hereinafter set forth, requiring specialized skills and other supportive capabilities; and the technical resources required to provide such services are not available through CATS personnel or facilities; and

**WHEREAS**, CATS issued a Request for Proposal (RFP) to numerous Website Design firms on November 10, 2016 and through a proposal evaluation process, CATS selected **Covalent Logic, LLC** as the selected contractor to perform the services.

This agreement is to define the conditions and terms by which CATS will engage **Covalent Logic, LLC** to perform services as defined in the **RFP - Solicitation #2016-Website-010** and **Covalent Logic, LLC** proposal package submitted on **November 30, 2016**. By reference, the CATS RFP package, including the contractor's submitted proposal, all mutually agreed upon changes, all attachments and/or exhibits to this contract are hereby incorporated into and made a part of this agreement.

**WHEREAS**, a contract award to **Covalent Logic, LLC** for the agreed upon services was approved by the CATS CEO on **December 21, 2016**.

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performance, the parties agree as follows:

#### Article 1 – Scope of Work

**Covalent Logic, LLC** shall provide **Website Redesign, Hosting Services & Software** to CATS as detailed and described in this agreement and in **Exhibit A Project Tasks and Proposed Rates** and **Exhibit-B Scope of Work (SOW)** included in this agreement.

#### Article 2 – Period of Performance

This Agreement shall be for a term of **three years (36 months)** with **two (2) one-year** renewal options available (not to exceed 5 years). Reasonable price increases may be considered by CATS after the third year during the renewal periods. Any price changes in the contract will require a written contract change order(s) approved by CATS Chief Executive Officer (CEO). Contract will commence on the date as specified in the "Notice to Proceed" letter.



PROJECTED SCHEDULE	
January 18, 2017	Project Start Date & Project Plan Drafted
January 23, 2017	Submit Project Work Plan
February 18, 2017	Website Homepage Initial Design
April, 2017	Website Development & Content Migration
May 8-12, 2017	Testing & Training
May 18, 2017	Website Launch

### Article 3 - Compensation

The total compensation shall not exceed the annual maximum contract limitation of **Eighty-Seven Thousand Dollars (\$87,000)** unless the contract maximum is amended in writing and approved by CATS through a written change order.

#### Project Tasks and Proposed Rates:

The Contractor shall execute Project Tasks as assigned by CATS, and per the original RFP. The assignment must be initiated in writing by CATS Project Manager as a Projects Task Order. Upon written approval, the Contractor shall draft designs or talking points and submit to CATS for approval. Discussion of feedback will happen quickly, and a revised design or document will be submitted. After a final set of revisions, the project will be submitted to CATS for final approval.

In the table below (Exhibit A) are the Proposed Fees for designated Tasks:

#### **Exhibit A**

Project Tasks and Proposed Rates		
Item	Work Description	Proposed Rate
1.	Re-Design Website, including Training. Payment Schedule:	
	A) Homepage approval	\$ 21,750
2.	B) Page template design approval	\$ 21,750
3.	C) Website Launch	\$43,500
	Above pricing includes the 1 <sup>st</sup> year Hosting (\$4,000) and 1 <sup>st</sup> year Annual Software Usage Cost/Fee of \$35,000, which is a one-time fee. 1 <sup>st</sup> year pricing also includes the 1 <sup>st</sup> year annual fee for Webmastering monthly support of \$6,000, which is optional after Year One.	

*Note: Projects total maximum annual cost shall not exceed \$87,000 unless approved through a written change order*

Optional Items and Proposed Rates		
Item	Work Description	Proposed Rate
4.	Year Two through Year Five Webmastering monthly support (Annual cost)	\$ 6,000
5.	Year Three Design Refresh (One-time fee)	\$ 20,000
6.	Year Five Design Refresh (One-time fee)	\$ 20,000

Renewal Years of Contract Proposed Rates		
Item	Work Description	Proposed Rate
7.	Years 2 through 5 - Annual Website Hosting Services Fee after Year One	\$ 4,000

#### **Invoking:**

- **Invoice:** Contractor shall submit a signed and dated Invoice to the Project Manager (original plus 2 copies) upon completion of above stated tasks 1 through 3 (Progress payments as defined above). An authorized company representative must sign the invoice certifying that the amount billed to CATS is true and correct.
- **Monthly Progress Report:** Contractor shall submit a Monthly Progress Report which should include an

itemized list of services provided to CATS. The Report shall reflect the period of performance, with a description of work performed in sufficient detail to appropriately describe the work accomplished.

The Contractor shall, for the agreed upon compensation, obtain all data and furnish all services and materials required to fully develop and complete the required services of this project. All items required to accomplish these results, whether or not specifically mentioned in this contract, are to be furnished at a cost not to exceed the maximum amounts established by this Contract.

Upon receipt and approval of each invoice for services satisfactorily performed, CATS shall pay the amount shown to be due and payable within thirty (30) calendar days of receipt of the invoice. Disputed amounts shall not be paid until the dispute is resolved. The contractor reserves the right to cease representation if an invoice remains outstanding for more than ninety (90) days.

The work to be undertaken under this contract shall consist of the work tasks detailed in the RFP and the attached **Exhibit B - Scope of Work (SOW)**. The final determination of the completeness of each task of the project will be determined by the CATS Project Manager assigned to this contract. All matters relating to this contract will be processed through "CATS Project Manager" who will be identified in the "Notice to Proceed" letter.

All costs charged to the project shall be supported by appropriate documentation which is to be retained by the Contractor in the official project file. The official project file is subject to inspection and audit by CATS and/or Louisiana Legislative Auditor, FTA, the U.S. General Accounting Office or other federal agency, shall be retained for a period of five (5) years after the date of project completion.

#### **Article 4 -Resources**

**Project Staff:** Contractor shall provide competent and qualified project staff as specified in the contractor's proposal for the applicable Project Tasks and Scope of Work outlined in the RFP and Exhibit B - SOW.

**Contract Personnel:** CATS reserves the right to disapprove the continuing assignment of contract personnel provided under this Contract. If CATS exercises this right, and the Contractor cannot immediately replace the disapproved personnel, CATS agrees to work with the Contractor on an equitable adjustment in personnel and schedules that may be affected hereby.

The Contractor shall not remove, replace or substitute any key personnel assigned to this contract specifically the Project Manager without ten (10) days written advance notice to CATS. The Contractor is required to offer an equally qualified replacement subject to the approval of CATS. In the event that any of the Contract personnel becomes unavailable due to resignation, illness or other factors outside of the Contractor's control (*excluding assignment to a project outside this specific contract*), the Contractor shall be responsible for providing an equally qualified replacement at the same hourly rate and work classification, subject to CATS approval and in its sole discretion, to avoid delays in completing the tasks of the project.

#### **Article 5 - Ownership of Documents**

**CATS shall own any and all documents and material, and files of any nature whatsoever utilized in connection with the performance of services under this contract.** As specified in the RFP, CATS retains all rights to documents and material as CATS proprietary product for future use. All such records shall be available for copying or inspection by CATS upon request to do so. All files shall be presented to CATS in a usable electronic format (such as Word, Excel or PDF) prior to the end of the contract and/or at the request of CATS Project Manager. Contractor must obtain prior written approval from CATS for the right to copy such documents furnished by Contractor and/or to use these documents for marketing and other purposes not related specifically to CATS and this project.

#### **Article 6 - Termination**

Either party may terminate this contract by giving thirty (30) days advance written notice by certified mail to the address shown above or to the last known address of the other party. In the event of the termination, CATS will be

liable to Contractor for only those services that have been rendered prior to the date of mailing of such notice. In the event of termination of any or all of the work provided for under this contract, the Contractor shall be paid a proportionate part of the retainer fee for the work and services actually completed as of the date of termination and/or as applicable with the hourly rates and fees reflected in Exhibit "A".

#### **Article 7 - Right to Audit**

This agreement shall permit an authorized representative(s) of CATS to periodically inspect and audit any and all data and records of the Contractor relating to the Contractor's performance under this agreement. The official project file kept by the contractor is subject to inspection and audit by CATS and/or the Louisiana Legislative Auditors and shall be retained for a period of five (5) years from the date of project completion.

#### **Article 8 - Contract Changes**

Minor revisions in the work described in Exhibit B - Scope of Work shall be at the discretion of the CATS Project Manager without additional compensation to the Contractor. If CATS requires more substantial revisions or additional work which the Contractor believes warrants additional compensation, the Contractor shall notify CATS Project Manager in writing. If CATS agrees that the required work is necessary and warrants additional compensation, the Contract can be amended by a written "change order" providing authorization to proceed with the additional work and shall state the additional compensation. The Contractor shall not commence with any additional work until written authority to proceed has been given by CATS.

#### **Article 9 - Performance Measures**

Contractor shall comply with all applicable laws, ordinances, licensing requirements, rules, and regulations of any and all governmental authorities, including all constitutional and statutory restrictions on the use of funds for public purposes, which statutes and restrictions are made part of this agreement. If Contractor violates any such laws, ordinances, licensing requirements, rules, regulations, or restrictions, it shall assume full responsibility for and pay all fines and liabilities which result from the same.

CATS shall have the right to review the performance of the Contractor(s) to ensure performance goals are being achieved in an approved manner and that the contract requirements are being met.

Performance measures may include an in-depth review of the contractual services such as project management, quality assurance and control, satisfaction of work performed, proposal revisions, progress reporting, monthly invoices, meeting proposed timelines and being within budget, monitoring and reporting of DBE goal attainment and other related factors as required by CATS.

#### **Article 10 - Independent Contractor Obligation**

Contractor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to it as an independent contractor hereunder. Contractor shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional contractors under similar circumstances at the time the services are performed.

Contractor acknowledges that it is an independent contractor and is responsible for all project related taxes and there shall be no withholding of taxes by CATS. The Contractor understands, acknowledges and agrees that none of its employees shall be an employee of CATS and that none of its employees shall have, be entitled to, or receive any of the benefits afforded to the employees of CATS.

#### **Article 11 - Anti-Kickback**

Salaries of Contractor's employees performing work under this Contract shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are

mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland "Anti-Kickback Act" (Title 18 U.S.A., Section 874) and as supplemented in the Department of Labor

Regulations (29 CFR, Part 3). The Contractor and sub-contractor shall comply with all applicable "Anti-Kickback" regulations and laws and shall insert appropriate provisions in all agreements covering work under this contract to ensure compliance by sub-contractor with such regulations, and shall be responsible for the submission of affidavits required of sub-contractor thereunder except as the Secretary of Labor may specifically provide for variations of or exemption from the requirement thereof.

#### **Article 12 - Title VI - Nondiscrimination**

- (a) Contractor and sub-contractor hereby agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1973, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, title IX of the Education Amendments of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.
- (b) Contractor hereby agrees not to discriminate in its employment practices, and shall render services under this contract without regard to race, color, religion, sex, national origin, and veteran status, political affiliation or physical disabilities.
- (c) Any act of discrimination committed by Contractor or any sub-contractor(s), or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this contract.

#### **Article 13 - Assignment**

Contractor shall not assign or transfer any interest whatsoever without the written consent of CATS.

#### **Article 14 - Indemnification**

The Contractor agrees to indemnify, defend, and hold harmless CATS, its officers, commissioners, directors, employees, agents, and assigns from actual or alleged claims, any and all losses, damages, which include incidental, consequential, indemnity and special damages, expenses, including attorneys' fees and costs of defense, fines and penalties and other liabilities connected with any claim for personal injury, death, property damage or other type of claim or liability, that may be asserted against CATS, its officers, commissioners, directors, employees and agents by any person or entity which arises out of the fault or negligence of the contractor, sub-contractor, partner, and any of their officers, directors, employees, agents and assigns respectively performing the work or services performed under this agreement or arising out of a failure to comply with any state or federal statute, law, regulation or act. Contractor shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of CATS.

The Contractor shall, during the entire period of performance under this Contract, be responsible for and make good at no additional cost to CATS all damage to CATS property caused by his acts and those of his employees, subcontractors and subcontractors' employees in carrying out the operations required by this contract.

CATS shall not under any circumstances be responsible for any property belonging to the Contractor, its officers, agents, employees, contractors or subcontractors which may be lost, stolen, destroyed, or in any way damaged; and the Contractor hereby indemnifies and hold harmless CATS, its officers, agents, and employees, from any and all such claims.

#### **Article 15 - Insurance**

**Required Coverage:** Contractor shall procure, maintain, and keep in force, at Contractor's expense, the insurance coverage as required below and shall cause CATS to be a named insured on all policies (except professional liability). Contractor shall provide Proof of Insurance to CATS prior to award and at each

renewal period if applicable. Proof of Insurance shall include an additional insured endorsement. For the duration of the Agreement and until all work under the Agreement is completed, Contractor shall have and maintain, at Contractor's expense, the following types of insurance and shall comply with all limits, terms and conditions of such insurance.

- **Commercial General and Umbrella Liability Insurance:** Commercial General Liability (CGL) Insurance and, if necessary, Commercial Umbrella covering bodily injury and property damage. This insurance shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract. Combined single limit shall not be less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate.
- **Workers' Compensation:** Where required by law, the Contractor and its subcontractors, if any, shall maintain all statutorily required Workers Compensation coverage. Coverage shall include Employer's Liability, at minimum limits of \$500,000 per Accident, \$500,000 Disease, and \$1,000,000 Policy Limit. The Contractor must maintain coverage issued by an insurer licensed to write workers' compensation insurance in the state of Louisiana.
- **Automobile Liability:** Automobile Liability Insurance covering owned or non-owned vehicles. Combined single limit per occurrence shall not be less than \$1,000,000.
- **Professional Liability:** Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts. Combined single limit per occurrence shall not be less than \$1,000,000, or the equivalent. Annual aggregate limit shall not be less than \$2,000,000. If the Professional liability insurance required under this Agreement is arranged on a "claims made" basis "tail" coverage will be required at the completion of this Agreement and for 24 months duration thereafter. Contractor shall be responsible for furnishing certification of "tail" coverage or continuous "claims made" liability coverage for 24 months following Agreement completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Agreement.

#### **Article 16 - Severability**

If any provision herein or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the contract and application of such provision or provisions to the other parties and circumstances will not be affected thereby, the provisions of this contract being severable in any such instance.

#### **Article 17 - Governing Law**

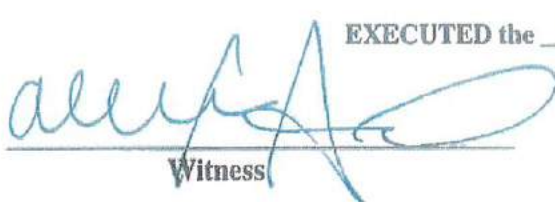
This Agreement shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Agreement shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

#### **Article 18 - Entire Contract**


This contract terminates and supersedes all prior understanding or contracts on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties. This contract, together with the Contractor's proposal and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

## Website Redesign (to include Hosting and Software Services)


IN WITNESS HEREOF, the parties hereto have caused these presents to be executed by their respective officers, who are authorized to execute any and all subsequent documents relative to this project, and whose authority is deemed to be continuing as of the day and year first above written.

  
\_\_\_\_\_  
Witness

EXECUTED the 6 day of February, 2017

  
\_\_\_\_\_  
Stafford Wood, Principal  
Covalent Logic, LLC  
Fed I.D. # 26-0259033

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
William "Bill" Deville, CEO  
Capital Area Transit System  
Fed I.D. #72-0755868

# **Website Redesign (to include Hosting and Software Services)**

## **Exhibit B**

### **SCOPE OF WORK**

This purpose of this agreement is to secure a contract with a firm to handle website redesign, including hosting and software services as described herein for the Capital Area Transit System (CATS).

The overall goal is to redesign CATS current website from the ground up and provide the annual hosting services. An additional goal is to provide guidance and hands-on website assistance since CATS does not have personnel on staff with the necessary skills to address the ever-changing technologies in today's increasingly complex computing environment.

Contractor will provide the following project management and content migration services:

- Complete a discovery process that encapsulates all necessary research of current website
- Present a written creative brief and a technical specification document that outlines creative direction and technical functionality. Included will be top level navigational items and categories of information grouped under each top level label.
- Transfer all content on the existing CATS public website to the new website and its Cicero system.

Contractor will develop the new, customized website in the following manner:

- Present two to three graphic variations of mock-ups of the home page.
- Refine the creative direction and present again based on feedback from the CATS project manager
- Provide a final presentation after additional input from CATS
- Upon approval of the creative direction, design a page template with style elements for each website page. Each page template is allotted two rounds of revisions by CATS.
- Upon CATS approval of the design, create, optimize and test the design in multiple browsers. Integrate the design with the content management system.

### **SPECIFIC FUNCTIONALITIES**

Contractor will include the following specific functionalities in the new website:

- An employee directory to be easily accessed by anyone visiting the website.
- Content manager roles that define access to specific pages and the types of access (add, update, delete).
- Ability for content managers to alter pages including text, fonts, colors, images, files, drop down boxes, and page additions and removals.
- Establish service with a third party E-commerce service provider
- Provide replicated news feed functionality ~ news blog, RSS Feeds, SMS
- Create a page or widget form to replicate Google Trip Planner
- Create a page or interface for CATS Trax Web Map Service
- Create a page or portal accessible with a login and password

Contractor will provide the tools in the website as defined on their original Proposal:

Administrator Manager; Navigation Manager; Page Builder; File Manager; URL Alias Tool; Viral Marketing Tools; Directory Manager; Newsroom Manager; Resource Manager; Home Page Manager; Calendar Manager; Communications Manager; and Forms Manager.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## CATS BOARD APPROVAL REQUEST:

**Contract / P.O. #** TBD

**Date:** July 7, 2021

**Department requesting approval:** Maintenance

**Project Manager:** Dennis Clark

**Project/Contract:** Camera upgrade- Angeltrax Contract

**Project/Contract Date(s):** October 1, 2021 thru November 1, 2021

**Renewal Options (Yes/No):** N/A

**Budgeted project (Yes/No):** Yes

**Grant(s) Funded (Yes/No):** Yes

### **Project/Contract Summary: Ref: Angeltrax Camera Upgrade**

The age of the camera system and equipment are outdated, which causes the agency to lose footage periodically that is vital to our company's needs. The agency needs to upgrade the camera system so we can better serve everyone and maintain a safe environment for our operators and customers. We do have newer DVR's in our newer buses at the moment, but the older buses in the fleet have older equipment that is outdated. Please understand this is an immediate concern and we feel this upgrade will better suit our needs going forward.

**Project/Contract Amount:** Not to exceed \$295,000.00

  
Project Manager Approval

  
Supervisor Approval

  
COO Approval

  
Procurement Approval

  
CEO Approval

Rhonda Kimbel  
Procurement Analyst  
rkimbel@brcats.com

brcats.com





Monday, June 21, 2021

Dennis Clark

Capital Area Transit System  
2250 Florida Blvd  
Baton Rouge, LA 70802

Dear Dennis Clark:

Thank you for allowing AngelTrax to customize a proposal to suit your mobile surveillance needs. We pride ourselves on our workmanship and the expertise put forth into our research, development and manufacturing process. At AngelTrax, we believe that surveillance, service and reliability matter.

Please see a summary of proposed AngelTrax equipment attached. Contact me at my cellular number or email below for answers to any questions you may have, or if you need immediate assistance and I am not available, please contact our AngelTrax corporate office at 1.800.673.1788.

Our business depends solely upon our loyal partners. Through you and companies like yours, we earn the satisfaction of producing and supporting some of the finest mobile surveillance equipment on the market today. AngelTrax is committed to ensuring that your experience with our products and our people exceeds your expectations. Once again, thank you for your consideration.

Best Regards,

A handwritten signature in black ink that reads "Jessica Koehler". The signature is written in a cursive, flowing style.

Jessica Koehler  
Southeastern Sales Executive  
jessica.koehler@angeltrax.com  
334.714.1672  
334.692.4606 (F)



Search "AngelTrax" on [www.gsaadvantage.gov](http://www.gsaadvantage.gov)  
to see our products available for  
direct purchase, without the bidding process



QUOTE #

ATX043058

ISSUE DATE: 06/21/2021

EXPIRY DATE: 09/19/2021

PREPARED FOR:

BILLING DETAILS	SHIPPING DETAILS
Capital Area Transit System Dennis Clark  2250 Florida Blvd Baton Rouge, LA 70802 USA  225-389-8920 dclark@brcta.com	Capital Area Transit System Dennis Clark  2250 Florida Blvd Baton Rouge, LA 70802 USA  225-389-8920 dclark@brcta.com

PREPARED BY:

Jessica Koehler

Southeastern Sales Executive

119 South Woodburn Drive

Dothan, AL 36305



Cell: 334.714.1672








Corporate Office: 1.800.673.1788









jessica.koehler@angeltrax.com

*Jessica Koehler*



MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <b>V812HOU</b> Hybrid Component Housing for V8HCNVR and V12HCNVR • Includes HDD1TB 1TB Platter Hard Drive (Standard)	50	\$552.48	\$27,624.00
<b>HDD2TB-UPGRADE</b> 2TB Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY  We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.	50	\$119.37	\$5,968.50
<b>HDD2TB</b> 2TB Platter Hard Drive REQUIRES PURCHASE OF HARD DRIVE TRAY  We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.	50	\$236.64	\$11,942.00
 <b>V12HCMB</b> Twelve (12) AV Channel Main Board for V12HCNVR	50	\$746.63	\$37,331.50

MODEL & DESCRIPTION		QTY	UNIT PRICE	TOTAL PRICE
	<b>SD256GB</b> 256GB SD Solid-State Memory Card  We recommend the use of storage media provided only by AngelTrax for our recording devices. AngelTrax hard drives and SD cards are optimized for around-the-clock video surveillance and are designed to withstand extreme temperatures. Standard hard drives and SD cards purchased through consumer resellers are not made for surveillance devices and have been known to stop functioning at any time without warning, causing a loss of video.	50	\$79.92	\$3,996.00
	<b>VULPBH</b> Vulcan Series Panic Button Housing PC color	50	\$0.00	\$0.00
	<b>IPI4000</b> Vulcan HC Series Anvil 4000 IP Camera - Rear Facing Front, Front Facing Rear, Streetside Facing Rear Exit Door. • 4.0mm Lens with Fully Articulated Lens Casing • Interior Camera • 1080P HD • 2 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared	150	\$238.87	\$35,830.50
	<b>IPI2500</b> Vulcan HC Series Anvil 2500 IP Camera - Behind Driver Facing Front Door and Farebox, Front Curbside facing Driver • 2.6mm Lens with Fully Articulated Lens Casing • Interior Camera • 1080P HD • 2 Megapixels • Noise-Gated Microphone • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared	100	\$238.87	\$23,887.00
	<b>IPC3600HC</b> Vulcan HC Series Anvil 3600 IP Camera - Windshield • 3.6mm Lens with 360-Degree Articulating Lens Casing for Image Orientation • IP68 Rated Waterproof Interior/Exterior Camera • 1080P HD • 2.12 Megapixels • Noise-Gated Microphone • Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Infrared	50	\$261.27	\$13,063.50
	<b>IPX4000</b> Vulcan HC Series Anvil 4000 IP Camera - Exterior Streetside Rear facing Front, Curbside Rear facing Front. • 4.0mm Lens • Adjustable Lens Housing for Mounting on Either Side of Vehicle • IP67 Rated Waterproof Exterior Camera • 1080P Resolution • 2 Megapixels • Anti-Vibration, Vandal-Resistant Casing • Scratch-Resistant, Anti-Glare Glass Lens Cover • Super Infrared	100	\$291.14	\$29,114.00
	<b>ADJBR100</b> Adjustable Mounting Bracket for Vulcan Series HD-V Camera Capturing Windshield View	50	\$37.26	\$1,863.00

MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
 <b>CAT615CBL</b> OPEN MARKET ITEM - CAT6 Shielded Camera Cable, 15 ft • Compatible only with Vulcan Series HCNVRs	150	\$15.92	\$2,388.00
 <b>CAT625CBL</b> OPEN MARKET ITEM - CAT6 Shielded Camera Cable, 25 ft • Compatible only with Vulcan Series HCNVRs	100	\$23.92	\$2,392.00
 <b>CAT650CBL</b> OPEN MARKET ITEM - CAT6 Shielded Camera Cable, 50 ft • Compatible only with Vulcan Series HCNVRs	160	\$39.92	\$5,988.00
 <b>VULVSM</b> Vulcan Series External GPS Virtual Synchronized Mapping Module • TO INCLUDE GPSVT ANTENNA & VSMLIC • Compatibility with Vulcan HCNVRs requires purchase of IPVULVSM • Compatible as is with all Vulcan MDVRs	50	\$321.01	\$16,050.50
 <b>IPVULVSM</b> IP Converter for Vulcan Series External GPS Virtual Synchronized Mapping Module • Ensures VSM compatibility with Vulcan HCNVRs	50	\$256.74	\$13,437.00
 <b>TRIMDANT</b> OPEN MARKET ITEM - Tri-Mode Roof-Mounted Antenna • Wi-Fi, Cellular and Passive GPS Antenna • Roof-Mounted	50	\$191.92	\$9,596.00
 <b>MISC1</b> OPEN MARKET ITEM - TRIMDANT adapter for HCNVR DVRs	50	\$0.00	\$0.00
 <b>VULPWRKEY</b> Security Key USB 3.0 for Vulcan Series HCNVRs and Vt6-35 MDVR • Includes DC Power Supply for Reader	3	\$0.00	\$0.00

QUOTED PRODUCTS			
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>MISC1</b> To purchase from this quote, written confirmation is required the end-user complies with Code 34.1.1709 and has submitted to at least three (3) LaPS contract holders, whenever available, offering functionally equivalent products and/or services that will meet their need and have determined that ANGELTRAX pricing is the best value.	1	\$0.00	\$0.00
<b>STATE-LA-GSA</b> LaGov # 400011272; ISIS #92517	1	\$0.00	\$0.00
<b>CONTLABOR</b> FIRM #1714 Uninstall of Existing Camera System, per system. *If quote is for multiple cameras/systems, installation price is based upon the installation of the total quantity quoted at the same time and location.  Uninstall is based on 85.00 per manhour, for a total of 59 manhours with an internal credit of (15.00)	50	\$100.00	\$5,000.00
<b>CONTLABOR</b> FIRM #1714 Installation of AngelTrax Camera System, per system. This quote does not include the upcharge for removal of any existing Camera Systems or equipment. *If quote is for multiple cameras/systems, installation price is based upon the installation of the total quantity quoted at the same time and location.  Installation is based on 85.00 per manhour, for a total of 548 manhours with an internal credit of (80.00)	50	\$930.00	\$46,500.00
<b>SHIPPING/HANDLING</b> Shipping and Handling Charges - 80 boxes * Optional items are not included in the calculation.*	1	\$0.00	\$0.00
<b>You may be eligible for lower pricing!</b>			<b>TOTAL</b>
			<b>\$291,971.50</b>

**Ask us about purchasing through a local, state or national contract for competitive pricing without the bid process.**

QUOTED PRODUCTS - OPTIONAL ITEMS		NOTE: OPTIONAL ITEMS BELOW ARE NOT INCLUDED IN TOTAL PRICING ABOVE	
MODEL & DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## CATS BOARD APPROVAL REQUEST:

**Date:** July 20, 2021

**Department Requesting Approval:** Planning

**Project Manager:** Cheri Soileau, AICP

**Project:** Disposal of Shelters

**Budgeted/Project:** N/A

**Project Summary:** Staff is asking for approval to dispose of bus shelters that have met their useful life. These shelters are the barrel-vaulted shelters and have met their useful life of 10 years. These shelters were installed pre-2010.

The shelters to be removed are located at specified bus stops:

Location	@	Direction	Notes
Cortana Place	Virginia College	EB	Routes no longer travel in this direction; backside of Cortana Mall
Cortana Place	Sam's Club	WB	Sam's Club is closed & ridership does not support a shelter at this location. (less than 15 boardings/daily)
Oak Villa Blvd	Mall Way	SB	No route serves this area
Glenoaks	Silverleaf		Location no longer served
Avenue I	Woodpecker		Old barrel shelter
Burbank			2 shelters
Gus Young	47 <sup>th</sup> Street	EB	Old barrel shelter
Government	Edison	EB	Stop eliminated due to safety concerns

Attached is the letter of authorization from Federal Transit Administration (FTA) Region 6 office, dated November 21, 2019. Also attached is the location from where the shelters have been removed.

Planning is asking that the CEO of Capital Area Transit System (CATS) be given the authorization to have the shelters appropriately disposed of by a recycling company. CATS does receive remuneration for the scrap metal from a recycling company.

Those shelters that are located at active stops will not be removed until the replacement is ready to be installed.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920

# CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.



Project Manager /Planning Director Approval



CEO Approval



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VI  
Arkansas, Louisiana,  
New Mexico, Oklahoma,  
Texas

819 Taylor St. Suite 14A02  
Fort Worth, TX 76102  
817-978-0550  
817-978-0575 (fax)

November 21, 2019

Mr. Garrick Rose  
Director of Planning and Program Development  
Capital Area Transit System  
2250 Florida Blvd.  
Baton Rouge, LA 70802-3125

Re: Bus Shelters Disposition

Mr. Rose,

The Federal Transit Administration (FTA) received an email dated November 18, 2019, requesting to disposed bus shelters purchase with FTA funds.

Since the bus shelters have exceed their useful life and there is little or no-economical value, based on photos supplied by agency, FTA relinquishes all interest in bus shelters being disposed and Capital Area Transit System is to disposed bus shelters based on your agency local policy and procedure.

If you have any questions, please contact Dominic LoMurro at (817) 978-0568 or via email at [Dominic.LoMurro@dot.gov](mailto:Dominic.LoMurro@dot.gov)

Sincerely,

  
for Laura Wallace

Director of Program Management & Oversight

Enclosure



## Cheri Soileau

---

**From:** Hayes, Lynn (FTA) <Lynn.Hayes@dot.gov>  
**Sent:** Thursday, February 11, 2021 3:07 PM  
**To:** Cheri Soileau  
**Subject:** RE: Question about disposing bus shelters

### PLEASE BE CAUTIOUS

THIS EMAIL WAS SENT FROM OUTSIDE OF YOUR ORGANIZATION

No that should be fine..

---

**From:** Cheri Soileau [mailto:csoileau@brcats.com]  
**Sent:** Thursday, February 11, 2021 2:47 PM  
**To:** Hayes, Lynn (FTA) <Lynn.Hayes@dot.gov>  
**Subject:** Question about disposing bus shelters

**CAUTION:** This email originated from outside of the Department of Transportation (DOT). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Lynn:

We have a letter, dated Nov 21, 2019, giving us permission to disposed of shelters purchased with FTA funds and that met their useful life. Do we need to get another letter from your folks or is that letter sufficient?

Thanks  
Cheri

Cheri L. Soileau, AICP  
Director, Planning and Program Development  
Capital Area Transit System  
Baton Rouge, LA

[csoileau@brcats.com](mailto:csoileau@brcats.com)  
469-964-2015 (mobile)  
Facebook: CATSBR  
Twitter: @btrcats



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## CATS BOARD APPROVAL REQUEST:

**Date:** July 20, 2021

**Department Requesting Approval:** Planning

**Project Manager:** Cheri Soileau, AICP

**Project:** Adoption-Title VI Plan

**Budgeted/Project:** N/A

**Project Summary:** Each transit agency in the US is required to have a Title VI plan which includes reporting and resolving of Title VI issues, a Public Participation Plan, and a Language Assistance Plan (LAP).

Title VI is a program under the U.S. Department of Justice and requires transit agencies to operate all programs without regard to race, or national origin. This also includes Environmental Justice (EJ) which requires agencies to ensure all activities, such as service changes, new facility construction, or any other program, does not adversely impact minority or low-income populations.

The Title VI plan includes the plan which describes the complaint and resolution process, the Public Participation Plan, and the LAP. The plan also addresses the responsibility of both the agency staff and the Board of Commissioners.

The Title VI Plan is attached, along with a quick Title VI overview. This plan is an update to the current Title VI program. The next update to this plan is 2023.

A handwritten signature in blue ink, reading "Cheri L. Soileau", is written over a horizontal blue line.

**Project Manager/Planning Director Approval**

A handwritten signature in blue ink, reading "William D. Dille", is written over a horizontal blue line.

**CEO Approval**



**Baton Rouge  
Capital Area Transit System  
Title VI Program  
2019-2021 Update**

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# 1. OVERVIEW

## A. Purpose

Capital Area Transit System (CATS) is responsible for complying with Title VI of the Civil Rights Act of 1964. Pursuant to 49 CFR 21.9 (d), it is CATS' goal to ensure that no one is denied participation in, denied the benefits of, or is otherwise discriminated against in regards to the provision of public transportation because of race, color, or national origin. The Federal Transit Administration (FTA) requires that transit agencies that are recipients of federal funds maintain a Title VI Program to ensure compliance with Title VI. Title VI prohibits discrimination on the basis of race, color, national origin, or income during the provision of transit services by recipients of Federal financial assistance. To demonstrate compliance with these provisions, Capital Area Transit System (CATS) is submitting this report in accordance with FTA Circular 4702.1B issued October 1, 2012. CATS is committed to upholding the intent and obligation of Title VI regulations and to providing meaningful language assistance to persons who are limited in English proficiency.

In March 2021, the CATS board adopted a strategic plan for the agency. In this plan, a mission, Core Values, Strategic Priorities, and measurable goals and targets were established.

The overall strategic mission is:

**ENRICHING THE LIVES OF OUR CUSTOMERS AND COMMUNITIES BY OFFERING  
INDEPENDENCE AND SAFETY...CONNECTING YOU TO WHAT MATTERS.**

In addition, the overall strategic values adopted are:

1. Customer Focused Service
2. Safety First
3. Social and Environmental Responsibility
4. Drive Economic Innovation
5. Culture of Excellence
6. Integrity in everything we do



Strategic Values established are:

1. Mobility and Ridership
2. Management and Financial Sustainability
3. Capital Investment
4. Community Stewardship

These established values and priorities were used to develop goals and thresholds incorporated in the service standards section of this document.

## **B. Background of the Service Area**

Capital Area Transit System (CATS) is the regional transit authority of the Baton Rouge metropolitan region. CATS provides quality mass transit services within the cities of Baton Rouge and Baker. The U.S. Census Bureau's American Community Survey (ACS) data for the 2019 5-year estimate will be used for population characteristics detailed in this document.

Since the election in 2012, the CATS service area has comprised the corporate limits of the cities of Baton Rouge and Baker, with a total area of 97 square miles. The property tax, authorized in 2012, is up for renewal in an election scheduled for October 9, 2021.

The City of Baton Rouge was incorporated in 1817 and became the Louisiana state capital in 1849. The ACS estimates the 2019 population at 224,149 while the median household income is \$44,470. The City of Baton Rouge covers a 77 square mile area and is located in East Baton Rouge Parish, on the east bank of the Mississippi River. The City of Baker is a suburb of Baton Rouge and has been a contributing member of CATS since 2012. According to the ACS, the 2019 population for the city of Baker was estimated at 13,437, and the median income was \$53,082. CATS provides fixed-route service and paratransit service for disabled passengers. CATS currently operates 22 fixed routes and paratransit services, with 44 peak transit buses and 22 paratransit vans operated in maximum services. Three routes are suspended at this time.

For developing a baseline set of demographic characteristics in this plan, the 2019 American Community Survey (5-year) was used to conduct block group level census data characteristics analyzed through SimpleGIS Software application. There are 239 block groups that intersect the CATS service area. These are used as a whole if they intersect the service area. The breakdown of the population in terms of race for the CATS service area is detailed in Table 1.

**Table 1: 2017 CATS Service Area Racial Composition**

CATS Service Area	Population	% of Total
White	130,623	39.23%
Black / African American	165,941	49.84%
American Indian / Alaska Native	944	0.28%
Asian	15,146	4.55%
Hawaiian / Pacific Islander	123	0.04%
Other Race	5,832	1.75%
2 or More Races	7,185	2.16%
2 or More Races / 2 Races Including Some Other Race	246	0.07%
2 or More Races / 2 Races Excluding Some Other Race or 3 or More Races	6,939	2.08%
Total	332,979	100%

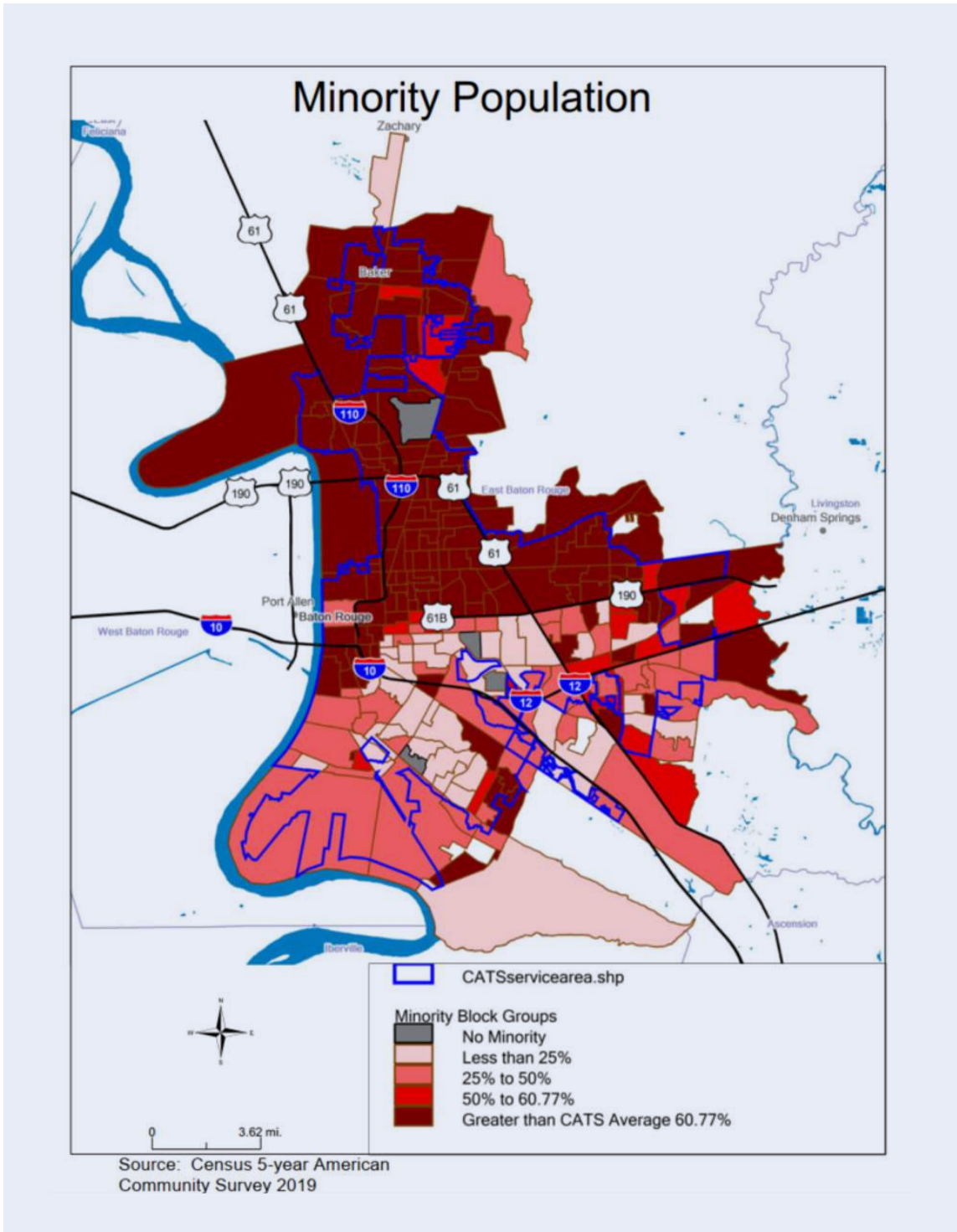
**Source: US Census Bureau Block Group American Community Survey 2019 5-year.**

This analysis details that 60.77% of the population in the CATS service area is considered minority. In addition, 134 of the 239 block groups have a percentage minority population that exceeds that of the service area as a whole.

Figure 1 depicts these block groups and the percentage of the minority population.

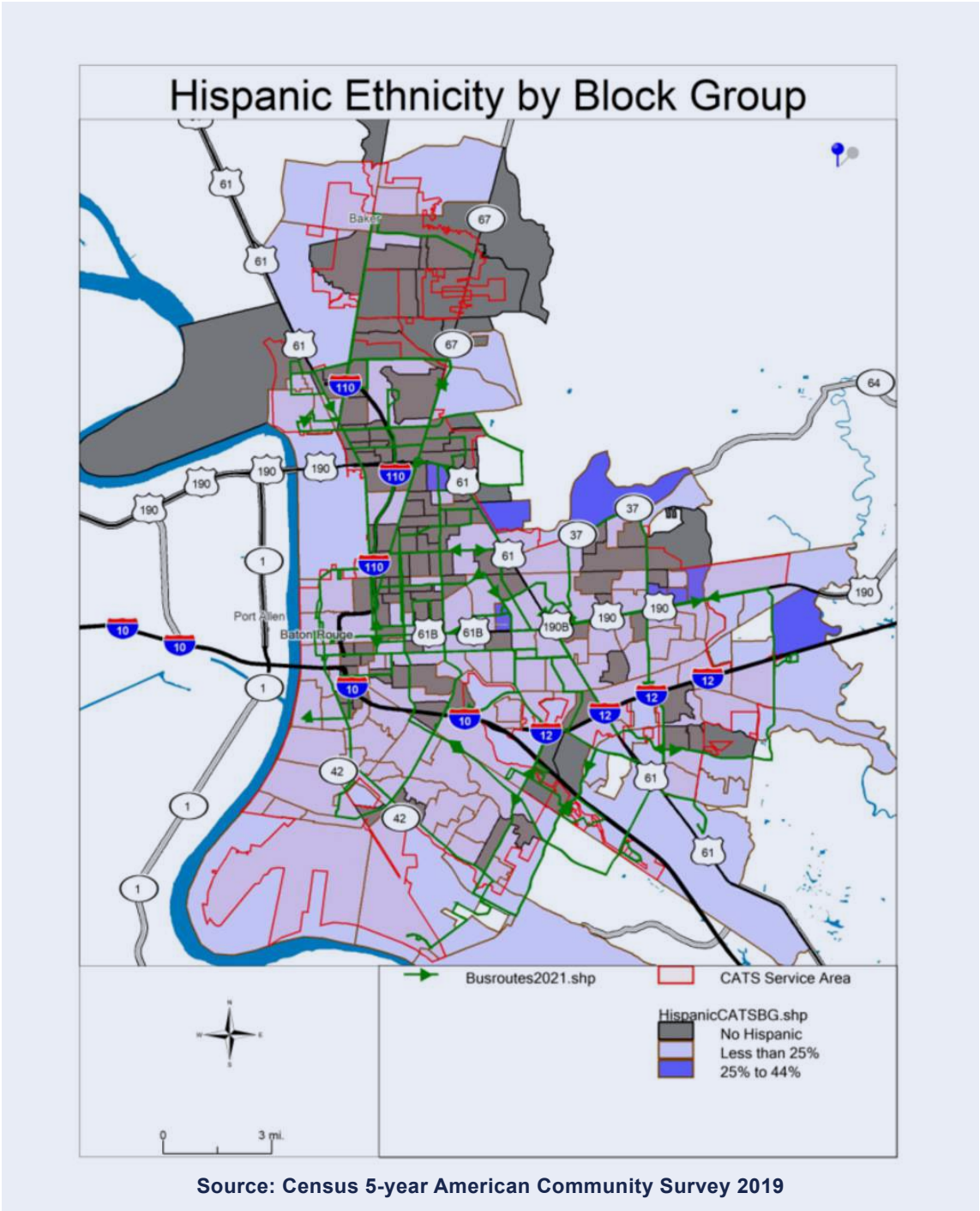


Figure 1: Minority Population by Block Group



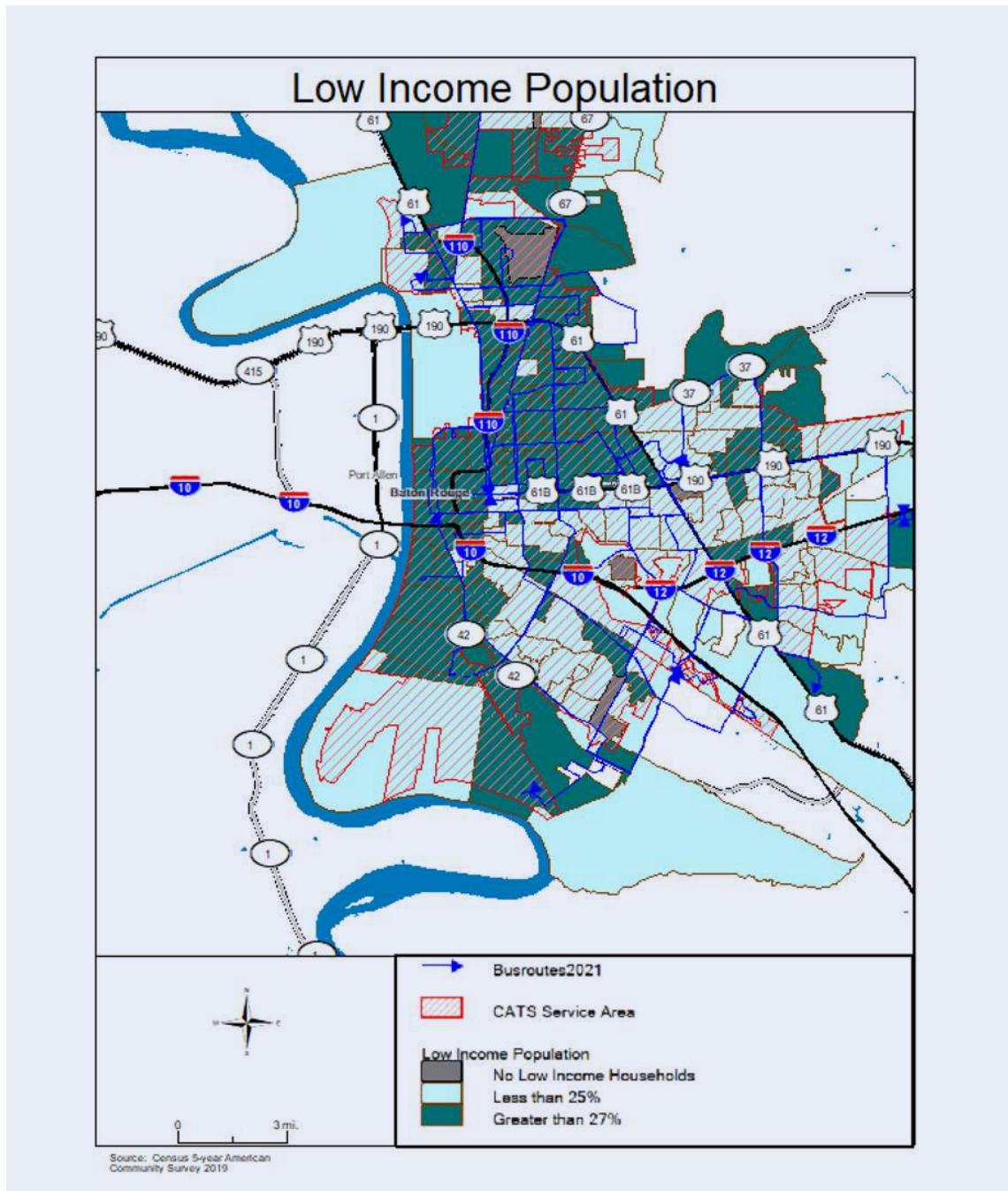
In addition to detailing the minority composition of the population, the ACS also measures those in the population that identify as having a Hispanic ethnicity. **Figure 2** shows the percentage of those community members in the respective block groups.

**Figure 2: Hispanic Population by Block Group**



In addition to the protection of minority races and ethnicities, low-income populations are protected from discrimination. For example, the 2019 ACS block group data shows that 27% of the population in the CATS service area has an income less than 1.5 times the US Department of Health and Human Services (HHS) poverty threshold. Each block group that exceeds 27% is highlighted in **Figure 3**.

**Figure 3: Low Income Population by Block Group**



## C. CATS Service Provision

### Fixed-route Revenue Service

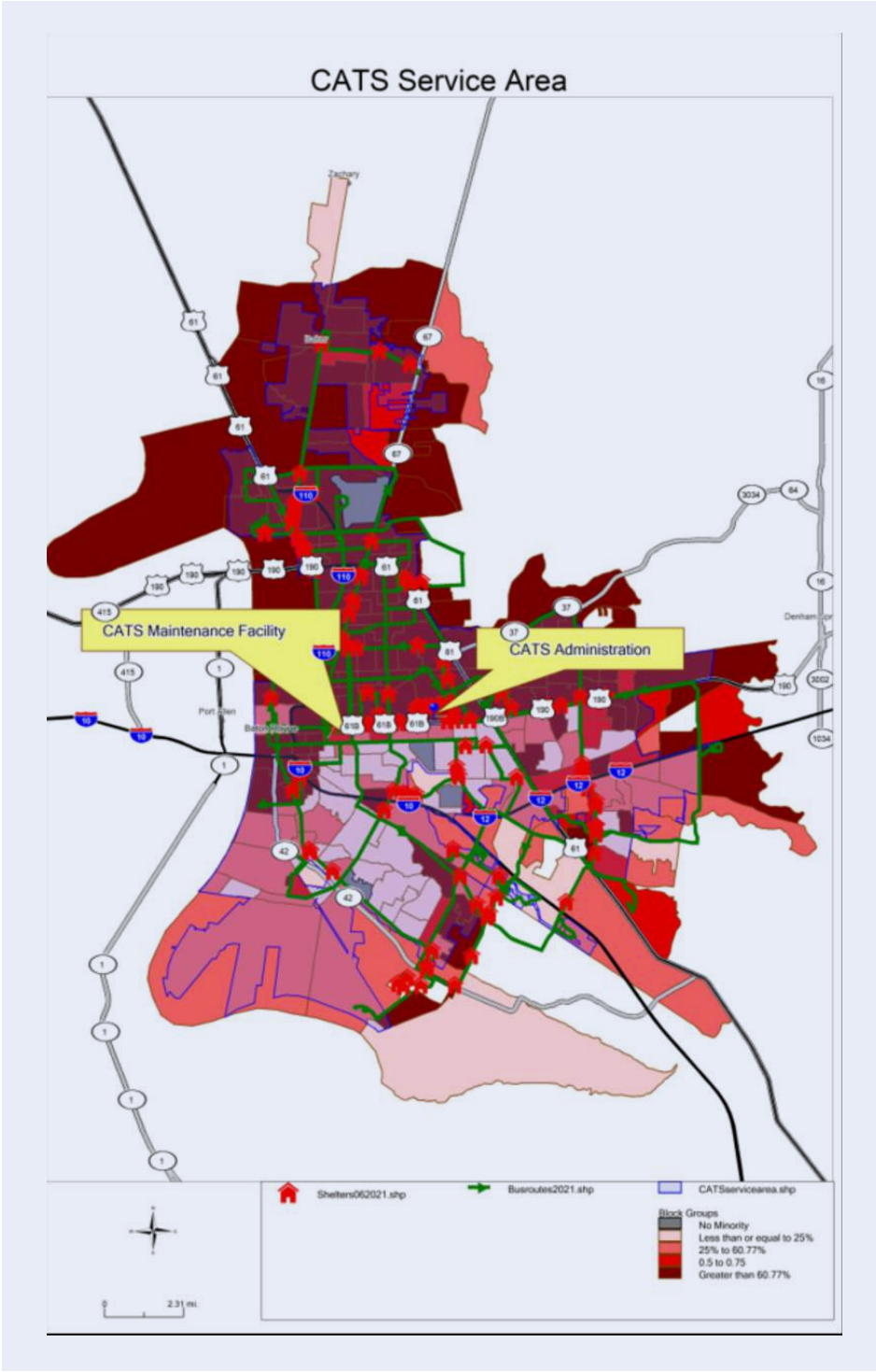
As of January 2021, CATS' total fleet is comprised of 64 fixed-route vehicles and 22 paratransit vehicles. Appendix A includes a complete vehicle inventory and fleet replacement plan as of February 2021. CATS operates 44 peak-hour fixed-route buses and provides public transportation for 3.8 million unlinked passenger trips annually, according to the NTD 2019 Agency profile. CATS accrues 14.4 million annual passenger miles and 3.9 million annual vehicle revenue miles. Table 2 provides the peak frequencies of service by day for all CATS routes. Figure 4 depicts the CATS service area and key amenities and facilities.

**Table 2: Service Days and Operating Frequencies by Route**

ROUTE #	ROUTE NAME	WD	WD	SATURDAY	SUNDAY
		Peak	Peak Off		
		HEADWAY (MINS)			
8	Gus Young / BRCC	60	60	60	60
10	Scenic Hwy / Southern Univ	30	30	60	60
11	Northside Circular	30	60	60	60
12	Government St / Jefferson Hwy	30	45	45	45
14	Thomas Delpit Dr	30	60	60	60
15	Blount Road	30	60	60	60
16*	Capitol Park Shuttle	15	15		
17	Perkins Road / Mall of LA	25	40	60	60
18	LSU / Cortana Mall	30	60	60	60
20	North Acadian Thruway	30	30	60	60
21	Fairfields Ave / Cortana Mall	30	60	60	60
22	Winbourne Ave	30	60	60	60
23	Foster Drive	30	30	60	60
41	Plank Road	20	30	30	30
44	Florida Blvd / Cortana Mall	30	30	30	30
46	Cortana / Gardere / L'Auberge	30	60	60	60
47	Highland Road	30	30	30	30
54	Airline / Southern University	30	45	60	60
57	Sherwood Forest Blvd	30	60	60	60
58	Coursey / O'Neal Lane	60	60	60	
59	East Florida / O'Neal Lane	60	60	60	60
60	Our Lady of the Lake	60	60		
70	Baker Limited	30	60	60	60
72*	Florida Boulevard Limited Stops	30	30		
80*	Southern University Shuttle	60	30		



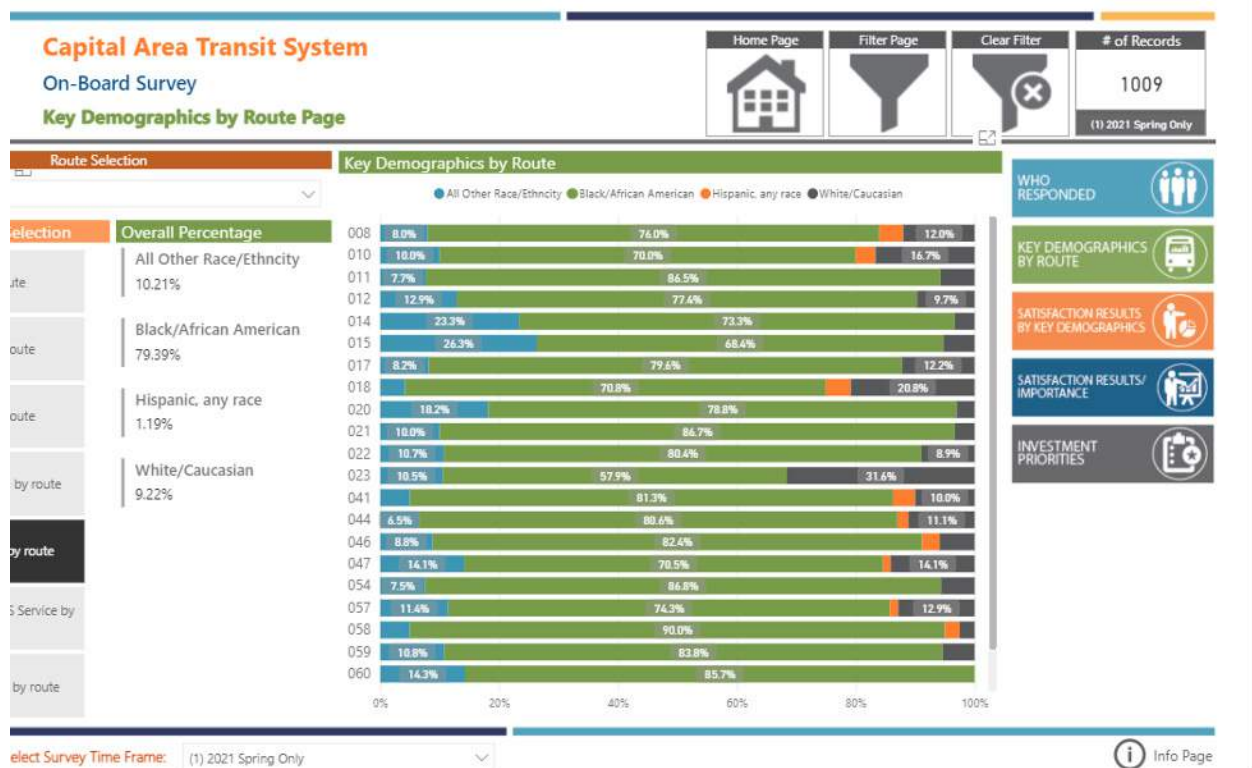
Figure 4: CATS Service area and Fixed Route Service



## On-Board Survey

Starting in the fall of 2018, CATS contracts with the ETC institute to conduct an on-board survey twice a year. This survey measures trip purpose, demographic information, and customer satisfaction along with other data. As shown in Figure 5 the majority of ridership (79.39%) identified as African American.

**Figure 5: On-Board Survey Dashboard**



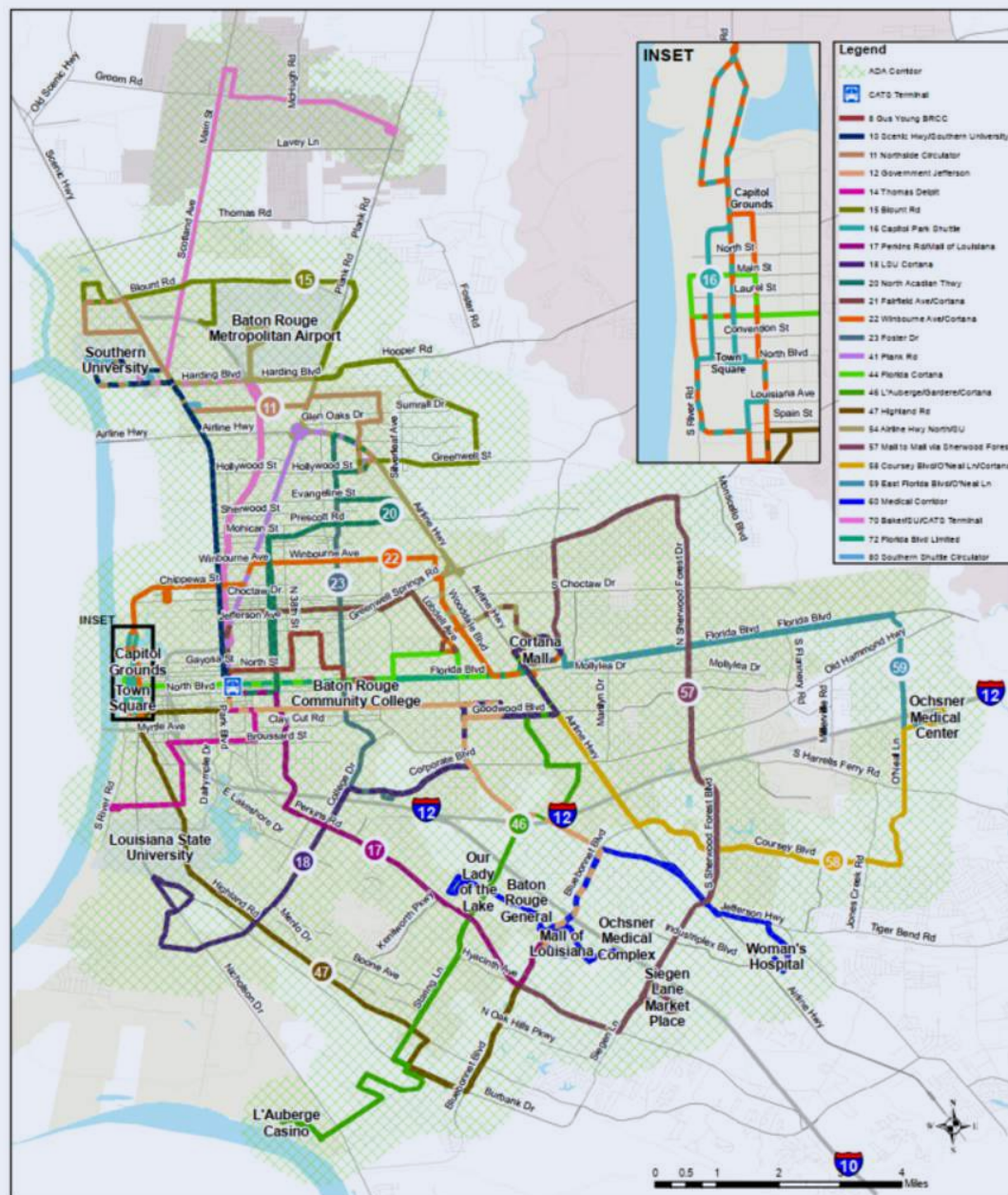
## Paratransit Services

CATS also provides paratransit service as required under the Americans with Disabilities Act (ADA). A contracted service provider operates the paratransit service, CATS On Demand, for CATS. CATS On-Demand operates 18 paratransit vans each day and serves nearly 95,000 annual passengers as noted in the 2019 NTD Agency profile. ADA Paratransit service operates seven days a week, with service schedules consistent with CATS' span of service for fixed-route service operation. CATS On-Demand operates Monday thru Friday from approximately 4:15 a.m. - 12:00 a.m., and Saturdays and Sundays from 5:15 a.m.- 11:30 p.m. CATS On-Demand fares are \$1.75 per ride. Figure 6 depicts the complementary paratransit service area.

## Microtransit Service

CATS currently has a Request for Proposals advertised for a pilot project in the city of Baker for microtransit service. This project is a pilot project and part of the evaluation of the pilot project will be a service equity analysis.

Figure 6: ADA Complementary Service Area



## 2. GENERAL REPORTING REQUIREMENTS

### A. Monitoring Subrecipient Compliance with Title VI

At this time, CATS has no subrecipients. Therefore, this section only remains in the plan for future reference.

To ensure that all subrecipients comply with Title VI regulations, grants staff and program managers monitor the performance of sub-recipients quarterly in accordance with FTA milestone reporting. The subrecipient monitoring process is summarized below. Note: If a subrecipient is already a direct recipient of FTA funds, CATS is not responsible for monitoring the sub-recipient's Title VI compliance.

Grants staff:

- Ensure that project agreements with sub-recipients contain all required federal documents and clauses, including sample notices to the public informing them of their rights under Title VI, sample procedures on how to file a Title VI complaint, sample procedures for tracking and investigating Title VI complaints, and information regarding expectations for notification from the subrecipient to CATS when a Title VI complaint is received.
- Request sub-recipients provide us with Federal Funding Accountability and Transparency Act (FFATA) information, and requests sub-recipients provide us with a copy of a Title VI Plan.
- Review Title VI plan, if required.
- File copy of agreement/contract, FFATA form, and Title VI plan, if available, in Grants Official Subrecipient File.
- Submit FFATA information on the [www.FSRS.gov](http://www.FSRS.gov) website.
- On an annual basis, send a letter to subrecipient requesting a copy of the A-133 audit report or other financial documentation if the sub-recipient received less than \$500,000 in federal funding from all sources.
- Review financial paperwork and communicate information to project managers. If necessary, request that project managers closely monitor the sub-recipient.

**Project managers:**

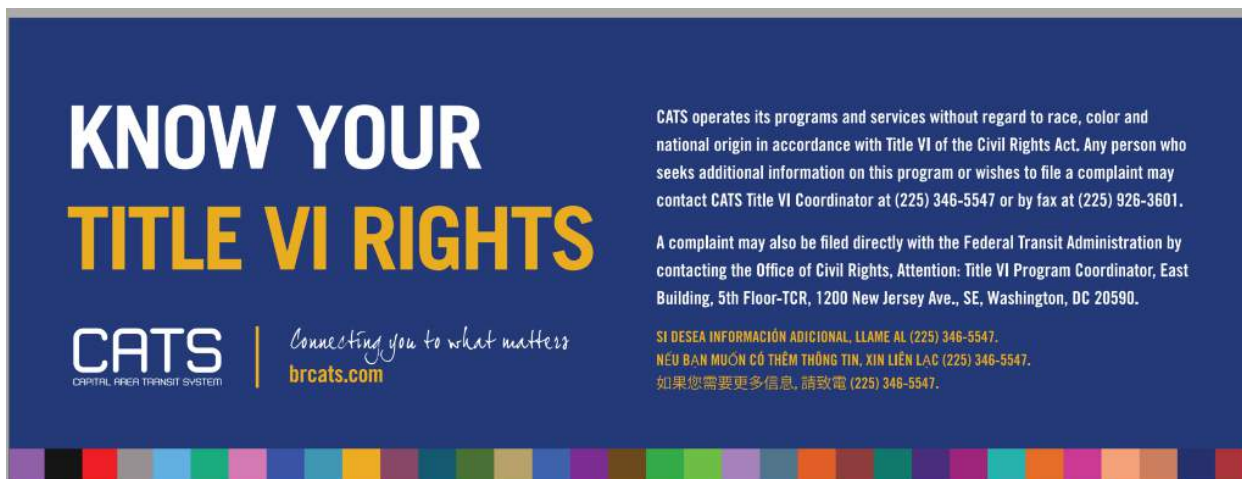
- Maintain ongoing communication with subrecipient and manage sub-recipient agreement/contract and approve invoices.
- Report sub-recipient progress on FTA quarterly milestone progress reports.
- Gather documents from sub-recipients to ensure they are complying with Title VI, if applicable.



## B. Public Notification of CATS' Title VI Protections

It is CATS' responsibility to inform the public of its obligations through a public notice that details their Title VI complaint procedures. Please see the announcement from the CATS web page below.

The following notice was updated in 2017. The new notice is available in Spanish and Vietnamese and is posted in every CATS bus, in the lobby of the CATS operating facility (2250 Florida Blvd. Baton Rouge, LA 70802), and on the CATS website under "Title VI" at the following address: <https://www.brcats.com/page/title-vi>.



The CATS Title VI complaint form and procedures are accessible at the above web address and available in hard copy format at the above-mentioned CATS facility location. In addition, the form may be submitted either by mail or delivered in person at the following address: Attention Title VI Coordinator, 2250 Florida Avenue, Baton Rouge, LA 70802.

## C. CATS' Procedures for Investigating and Tracking Title VI Complaints

Please refer to Appendix B for a full copy of the CATS Title VI complaint forms and the Title VI investigation and compliance procedures.

## D. List of Active Lawsuits

There are currently no active lawsuits or complaints against CATS alleging discrimination on the basis of race, color, or national origin arising from the service provided. However, there is one active lawsuit regarding ADA compliance.

## E. Compliance Review Activities

A full Title VI review was conducted during the FTA Triennial review in 2019. All deficiencies that were identified have been cleared.

## F. Signed Assurances

The signed FTA assurances were submitted through the FTA's web-based grants administration system, TrAMS, on January 20, 2021 in compliance with current reporting requirements. These are included as Appendix B.

## G. Construction Impact Analysis

Title VI requires a fixed facility (transit centers, operations facility, or yard) impact analysis for construction projects to assess any impacts to minority communities. If this information has been prepared due to an environmental impact statement, the application recipient, or sub-recipient, should reference the relevant information by documenting page numbers and date of submission to FTA.

A Title VI Equity Analysis should be conducted during the planning stages to assess where a project is located to ensure the location is selected without regard to race, color, or national origin. In addition, recipients shall engage in outreach to persons potentially impacted by the placement of facilities. The Title VI equity analysis must compare the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site. Additional environmental justice principles are reflected in the DOT Order on Environmental Justice (DOT Order 5610.2(a)), which addresses Environmental Justice in Minority Populations and Low-Income Populations. The order describes the process the Department and its modal administrations (including FTA) use to incorporate environmental justice principles into programs, policies, and activities.<sup>14</sup>

As a result of FTA requirements, environmental impact analyses for fixed facilities shall include:

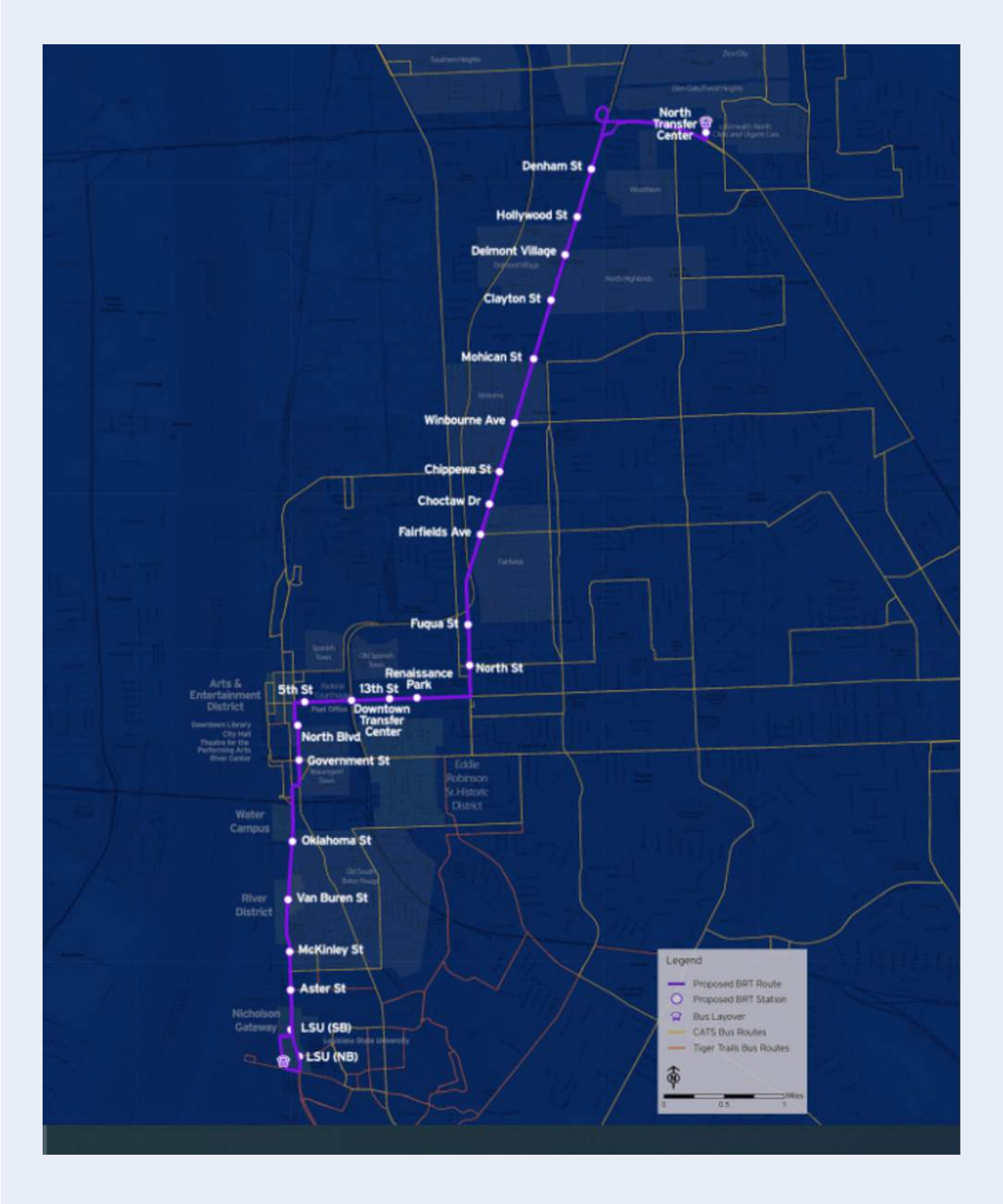
- A Title VI Equity Analysis was conducted during the planning stages to assess if or how the location will impact minority communities and provides alternatives analysis.
- Project history and background for each construction project or service plan within the document.
- A discussion of the potential impacts on minority communities and minority-owned businesses during and after construction.
- A discussion on all potential adverse environmental impacts, such as traffic congestion, noise, air or water pollution;
- A list of minority-owned businesses and households affected by construction projects;
- A description of other significant impacts on minority communities, such as increased traffic, reduction in parking availability, etc.; and
- A description of the relocation program and/or other measures adopted by the applicant used to mitigate identified adverse social, economic, or environmental effects of the proposed construction project or service plan, all of which should include an environmental justice component.

CATS had one project requiring an environmental impact analysis during the reporting period, the Plank Road Bus Rapid Transit Project. This project has been submitted to FTA as a Categorical Exclusion. On April 28, 2020, FTA concurred that the project meets the criteria of a categorical exclusion under 23 CFR 771.118(d).

There has been no acquisition of property to date for the Plank Road Bus Rapid Transit Project and at this time there is no planned acquisition. If acquisition is required in future phases of the project, a Facility Equity Analysis will be conducted prior to acquisition. **Figure 7** shows the approximate location of the enhanced shelters for this project.

A transit Center in the City of Baker is in the planning stage at the intersection of Plank Road and Lavey Lane. Figure 8 depicts the preliminary rendering for this project. The city of Baker currently owns this property, so CATS will not be acquiring property for that location. If federal funds are used to construct this project, then a Facility Equity Analysis will be performed.

Figure 7: Plank Road Bus Rapid Transit Corridor



**Figure 8: Baker Transit Center Rendering**



## **H. Information Dissemination**

All announcements for public hearings are given wide distribution through the use of updated mailing and e-mail address listings inclusive of community groups and concerned individuals. In addition, these notices are posted on the website and as “take-ones” in all CATS buses. The public can also dial CATS’ telephone number to get updated information regarding CATS’ business affairs.

As stated above, when CATS proposes any significant service changes, the system must meet the formal notification and public hearing requirements. To briefly summarize the requirements, CATS must provide formal notification of what changes are proposed to each jurisdiction affected by service changes and allow each respective jurisdiction the opportunity to respond. In addition, a public hearing must also be held to provide public input and feedback on the proposed service changes.

These and further requirements are contained in:

- U.S. Department of Transportation, Federal Transit Administration, Circular C 9030.1B Urbanized Area Formula Program: Grant Application Chapter 5.5 (O), “Public comment of Fare and Service Changes.”
- U.S. Department of Transportation, Federal Transit Administration Triennial Review Guidelines “Public Comment on Fare and Service Changes.” Washington, DC, 1997

During this dissemination period, CATS’ staff are confident that all the system riders, including minorities, senior citizens, the disabled, and limited English proficiency (LEP) populations, will be thoroughly apprised of any proposed service changes and will have opportunities to influence service-planning decisions as they arise.

Under the new Title VI guidance, transit providers with 50 or more peak period service buses are required to conduct a fare equity or service change analysis. Any impacts of these types of changes to persons of minority or low-income status as defined by the FTA are considered. CATS provides the opportunity for public comment, and this feedback is considered prior to the implementation of any fare or service changes as detailed in CATS' fare and service change methodology (see Appendix C).

## I. Language Assistance Plan

As with any public announcements and customer service information, CATS is well informed of the many languages used by its customer base. In addition, CATS has a Language Assistance Plan (LAP) to ensure “meaningful” access to transit services and programs for those with limited English proficiency (LEP).

According to the 2019 American Community Survey, the assessment discovered 2.58 percent of households in the CATS service area identified as LEP. In addition, the data indicates that this was highest for the Spanish and Asian, and Pacific Islander languages (see Table 3).

While the LEP customer base is minimal, CATS is implementing several language assistance measures to aid these LEP individuals. To assist its LEP patrons, CATS is implementing the following measures:

- 1.) CATS has employees who may help translate in languages, including Spanish.
- 2.) Bus schedules, maps, fare/service change announcements, and other transit publications are available in an alternative language for the Spanish and Vietnamese-speaking LEP population, if necessary.

CATS will also train its staff by providing copies of the language assistance measures contained in CATS' LAP to all CATS employees and new hires. Part of the LAP also details notifying LEP persons of all CATS services that are available. The LAP commits to annual monitoring to ensure that the policy is followed, updated, and improved upon as needed. A copy of the entire LAP is available in Appendix E.

**Table 3: CATS Service Area Languages**

Language Spoken At Home by Household		
	Total	% of Total
Total Households:	120,184	100.00%
Speaks Spanish:	1,711	1.42%
Speaks Other Indo-European Languages:	252	0.21%
Speaks Asian and Pacific Island Languages:	1030	0.86%
Speaks Other Languages:	106	0.63%
Total LEP	3,099	2.58%

Source: 2019 American Community Survey (5 year), Census Bureau



## J. Public Participation Plan

### Purpose

The Purpose of this Public Participation Plan (PPP) is to detail how CATS will deliver information, services, and programs that reflect the community's values and benefit all community areas. CATS recognizes the necessity of involving the public in the planning and implementation of transit services.

CATS' public engagement strategies are designed to provide the public with access to information about the agency's services and provide a variety of efficient and convenient methods for receiving and considering public comments before implementing service changes. CATS also recognizes the importance of many types of stakeholders in the decision-making process. These include other units of government, metropolitan area agencies, community-based organizations, significant employers, passengers, and the public, including low-income, minority, LEP (Limited English Proficiency), and other traditionally underserved communities.

According to FTA Title VI regulatory guidance, the recipients and sub-recipients should therefore seek out and consider the viewpoints of minority and low-income populations and individuals who do not speak English fluently while conducting public outreach and involvement activities. (FTA Circular 4702.1B) Furthermore, the funding recipients and sub-recipients should offer early and continuous opportunities for the public to identify the social, economic, and environmental impacts of proposed transportation decisions.

This effort includes seeking out and considering the viewpoints of minority, low-income, and LEP populations (as well as older adults and people with limited mobility) while conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B.

CATS may modify its public participation methods over time based on the needs of its customers and the public. Therefore, this plan is a living document that may be updated periodically to reflect community preferences, changing demographics, transit services, and needs identified from new communication and outreach methods. When planning for public engagement, CATS will incorporate strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

### Principles

The following principles are used to develop the Public Participation Plan for CATS projects and programs:

- CATS will determine what non-English languages and other barriers may exist to public participation within the service area.
- CATS will provide a general notification of meetings, particularly forums for public input, in a manner that is

understandable to LEP populations in its service area.

- Public meetings will be held in locations that are accessible to transit riders and people with disabilities and will be scheduled at times convenient for the members of the public.
- Public meetings and hearings will be advertised in the community where non- English languages have been identified in the updated LEP Plan through printed materials (e.g., interior cards, flyers, and/or comment cards) describing the proposed changes or other critical system information on-board buses, at major transit stops, local print media, and the CATS website.
- CATS will provide notification regarding the availability of language assistance at public meetings as described in the LAP.

## Goals

CATS recognizes the importance of involving the public in planning and implementing transportation projects and services. Moreover, the agency believes firmly that consistent communication with riders, businesses, and visitors alike is key to the success of CATS planning and project development efforts. Therefore, the goals of the CATS PPP are to promote meaningful opportunities for the community, including low-income, minority, and LEP populations, to be involved in the potential impacts of proposed transportation decisions by CATS. To that end, CATS has developed four goals for public participation:

- **Awareness:** Increase awareness of transit projects and within the service area in the CATS service area.
- **Education and Outreach:** To educate the public, raise awareness, and allow public input in the CATS transportation planning process through social media, printed materials, and other engagement methods.
- **Participation:** To provide ample opportunity for stakeholders and the public to participate in the planning process and provide feedback on draft documents, policies, and services.
- **Partnerships:** To foster more significant partnerships with local public agencies, social service organizations, and other community groups

CATS' staff will utilize the following considerations developed as part of the efforts to evaluate the racial equity implications of critical decisions:

- Have various ethnic communities/people of color been informed, meaningfully involved, and authentically represented in these processes/decisions?
- How has this been done?
- How has the feedback been considered and incorporated?
- Is there a group that benefits more than another because of this process/decision?
- What could be one unintended consequence of this process/decision for ethnic communities/communities of color?
- What action will be implemented to advance equity in this process/decision?

## Methods of Public Engagement

The PPP identifies a menu of available methods for providing information to CATS customers and the public. While these communication methods are broadcast widely, they are critical tools in reaching minority and LEP populations. Staff considers several factors when designing the public engagement process, such as the magnitude of the proposed change or decision, what level of influence public opinion has over the decision, and who will be impacted by the decision. Moreover, CATS incorporates strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with FTA Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

### CATS communicates relevant information to customers and the public through the following methods:

- **CATS' Website** – CATS' website, [www.brcats.com](http://www.brcats.com), is one of the primary sources of information for CATS' riders and the general public. Several tools are available on the site to communicate service changes and notify the public of opportunities to participate in CATS' decision-making processes. These include "Recent News" and "Press Releases" that appear as short summaries on the home page and, when selected, can lead to longer news items. Additionally, pages are available on the site for the CATS Board of Commissioner meeting agendas, minutes, and there are links to route maps, and timetables/schedules. In addition, all route schedules and many documents are available in either Spanish or Vietnamese upon request.
- **E-mails to CATS Customers (Rider Alert Notifications)** – To date, all electronic notifications are sent out by a CATS' mass e-mail subscription service. Customers can sign up on CATS' website to receive e-mails from CATS. In addition, staff has the flexibility to target e-mail communications to subgroups of CATS ridership, such as interested members of the public about updates to project schedules, upcoming meetings or workshops, online surveys for feedback, and any other agency activities. Staff can also elect to send an e-mail to all e-mail subscribers.
- **Customer Surveys** –CATS conducts a Customer Satisfaction Survey to collect and analyze customer opinions regarding all aspects of service, update CATS customer profiles and travel patterns, and compare benchmark scores with similar transit agencies. On both weekdays and the weekend, the survey was administered on-board all fixed-route CATS services.
- **Press releases** – Press releases aim to generate news coverage of CATS' events, changes, public meetings, etc. They are distributed via e-mail to CATS' communications contact list and posted on the News section of CATS' website.





- **Posters at CATS Terminals** – Printed signs are posted around CATS' terminals, including designated news bulletin areas within the waiting room and at the Customer Service Window.
- **Mailers to partners** – These printed materials can be distributed via mail to CATS' partners. They can include letters to key staff at these locations and additional posters or other materials to post around their offices.
- **Paid ads in local media** – CATS can publish paid advertisements in the local newspaper of record, The Advocate, community newsletters, and local broadcast channels. In addition to paid advertisements can be translated into Spanish and Vietnamese to reach the entire customer base.
- **CATS CONNECTS** – CATS Connects serves as an educational resource library, which houses informational materials, branding assets, imagery, and archived social graphics and news. Public notices – These are published in the daily newspaper of record, the Advocate, and posted on the CATS website.

- **CATS' social media** – CATS' Facebook page, Twitter, and Instagram, are monitored and used by Communications staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in the CATS decision-making process. CATS' Facebook page is used to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in CATS' decision-making process.



- **Public Meetings** – The backbone of CATS' public participation efforts. Federal regulations and comments do NOT require a public meeting and do not go into the public record. Public meetings are held to inform the public of upcoming service changes, as well as planning efforts, including Strategic Plan implementation, and Comprehensive Operational Analysis. These meetings are typically informal in nature with a presentation by CATS staff, followed by a general Q&A period. CATS staff are available to have one-on-one conversations with interested parties and when necessary, provide follow-up information.
- **Public Hearings** - A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a CATS official. A public hearing is NOT a question-and-answer format.

- **Community Events** – CATS staff make sure that informational tables are at community events and CATS Terminals, where customers can find shared information about changes to service, new initiatives, or community resources. CATS also found that having technical staff available at outreach events in addition to customer service and communications staff can allow for more detailed conversations with customers and members of the public.
- **CATS' Board Meetings** - The Board of Commissioners meet on the third Tuesday of each month at 4:30 p.m. at either of two locations: the CATS administrative building (350 N. Donmoor St, Baton Rouge, LA 70806) or the BREC Recreation & Park Commission ( 6201 Florida Boulevard, Baton Rouge, LA 70806). These meetings are open to the public and include an opportunity for the public to comment on any action item placed on the agenda. In addition, there will be cards for members of the public to complete (this applies to everyone wishing to speak at the board meetings, except the board members themselves; all employees wishing to speak must complete the cards as well).
- **Public Comments** – CATS is always open to and accepting of public comments, regardless of whether they were given as part of an organized effort. Formal public comment periods solicit comments on major public involvement efforts around an agency service or system change. Comments from comment cards are valuable for open-ended discussions. In addition, open-ended questionnaires are distributed in printed form and digital form.

Comments are accepted during the public outreach period via:

- Share comments by phone at (225)389-8282
- E-mail comments at [catscustomerservice@brcats.com](mailto:catscustomerservice@brcats.com)
- Post comments on CATS' Facebook page CATSBR or Twitter page @BTRCATS
- Mail comments to CATS at 2250 Florida Blvd. Baton Rouge, LA 70802
- Share comments in person by attending a public meeting.

#### Public Outreach Between December 2016 – December 2020

- Board meetings were held monthly to give updates on administrative matters and act on plans, contracts, updates to policies, and financial statements.
- Numerous public meetings, from December 2016 – December 2020, were held to receive public input on changes in routes and schedules.
- During the Fall of 2016 to the Fall of 2020, route adjustments and service changes were made to maintain route efficiency and improve service to the system. Most service improvements pushed forth increasing transit accessibility, along with frequency.

- From the Fall of 2016 to December 2020, CATS administered Customer Surveys to gather updated transit trip information and behavioral data from CATS' riders. These efforts help the agency know the needs of the riders. In addition, resident surveys and stakeholder surveys were conducted.
- Two public meetings were held in Sept. 2018 to collect feedback on recommendations on a service change that eliminated one Route and replaced service through an extension on a Local Route.

### **COVID-19 Meeting Accommodations (March 2020)**

During normal circumstances, meeting times and convenient locations for target audiences are crucial to providing meaningful opportunities for public participation. However, due to the pandemic, alternative methods of public involvement have taken place.

Act No. 302 of the 2020 Regular Session of the Louisiana Legislature enacted La. R.S. 42:17.1, as subsequently amended by Act No. 43 of the 2020 Second Extraordinary Session, allows a public body to conduct business "via electronic means" if specific requirements are met.

In accord with Executive Act No. 302 (Senate Bill 466) meetings held beginning June 2020 to the present have been held virtually to reduce and limit the spread of COVID-19 in Louisiana and preserve the health and safety of all public members; the Governor declared the COVID-19 Public Health Emergency. In addition, he ordered that it is necessary to limit public gatherings in a single place at the same time to avoid individuals being close to one another.

As a result of the public health emergency, the limitations imposed on public gatherings and personal interactions, and the risks associated with the participation of members in a physical meeting of the Board of Commissioners for Capital Area Transit System and Public Transportation Commission as a result of this certifies that to protect the lives, property, health, safety, and welfare of the citizens of Louisiana, it is necessary to conduct the meeting for regular business via teleconference and/or online to assure the presence of a quorum of voting members.

### **Equity Considerations**

CATS recognizes that minority and low-income populations have historically and systematically been excluded from participating in public decision-making. Moreover, due to persistent societal and cultural influences, it can be challenging to ensure diverse public participation in CATS' decision-making, despite the concerted efforts described in this plan. CATS, therefore, recognizes the need to plan carefully to design inclusive outreach processes and build in critical steps to consider whether a public participation process and its outcomes are achieving the intended results.

## Outcomes

The outcomes of public participation will be reported openly and transparently. The expectation is that, once community members have participated in a process, CATS owes it to them to say how their participation influenced the outcome. In addition, CATS should demonstrate that it explored the suggestions and recommendations of the public and considered that as part of the process.

## Conclusion

This PPP must, first and foremost, demonstrate how CATS is accountable to the public. The strategic approach, goals, and guiding principles CATS has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by CATS help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

While the methods and techniques used during the public participation process may vary according to each circumstance, CATS will make every effort to achieve the standards it has set and design public outreach efforts to reach out to the diverse populations most effectively throughout the CATS service area. As a living document, the plan may evolve according to the demographic makeup of CATS' communities and their unique needs and CATS' evaluation of its public participation effectiveness.

## K. Minority Representation on Decision Making Bodies

The CATS Board of Commissioners is a nine-member appointed body that sets policy direction for the operation of CATS transit services. Each member of the Board of Commissioners is appointed by the Metro Council of East Baton Rouge Parish, the governing authority for the City and Parish of East Baton Rouge. The Metro Council selects CATS board members to reflect the various communities represented by the Council and represent the community's diversity and the variety of mobility needs of the region as a whole. In order to accomplish these goals, the Metro Council utilizes a contractor to conduct a detailed analysis of each candidate's qualifications. The methodology, scoring sheets and full interviews, are sent to the Metro Council to make informed decisions regarding appointments. CATS' monthly Board meetings and various committee meetings provide a public venue for comments and feedback regarding any fare, service changes, or any other aspect of transit delivery. ,In addition, these Board meetings create a venue for our riders and members of the public at large to have an opportunity to comment publicly regarding CATS services. The members of the CATS Board of Commissioners represent the diversity of the Baton Rouge community. The ethnicity and gender of the Board members are listed below.

Total Number of Board of Commissioners as appointed by Baton Rouge Metropolitan Council: Nine (9)

- Black Male: Three (3)
- Black Female: Three (3)
- White Male: Three (3)

## L. PROGRAM-SPECIFIC REQUIREMENTS

CATS currently operates 44 peak-hour fixed-route buses. This is down from 63 reported as part of the 2019 NTD profile. The current number of peak vehicle requirements exempts CATS from many requirements for large systems in the FTA Circular 4702.1B. However, to ensure requirements are met if the peak vehicles were to go over 50 in the future, CATS has decided to detail the system-wide service standards and policies. CATS must also evaluate adherence to those service standards and policies through a monitoring program.

## 3. Service Standards and Policies

CATS uses quantitative system-wide service standards for its fixed-route services. These standards, summarized below, were developed and implemented to help CATS achieve equity for all its transit customers in service design and operations decisions. These standards are currently under review to ensure they reflect the current CATS operating environment and presented to the CATS Board of Commissioners in the Summer of 2021.

### A. Service Standards

#### Vehicle Load

Vehicle load is the ratio of passengers on the vehicle to the number of seats on the bus. CATS measures the vehicle load at the maximum load point on each route during peak and off-peak periods. The target is to maintain vehicle load factors at or below 133% for local routes during peak periods, 100% for local routes in off-peak, and 100% for express bus routes that operate on freeways.

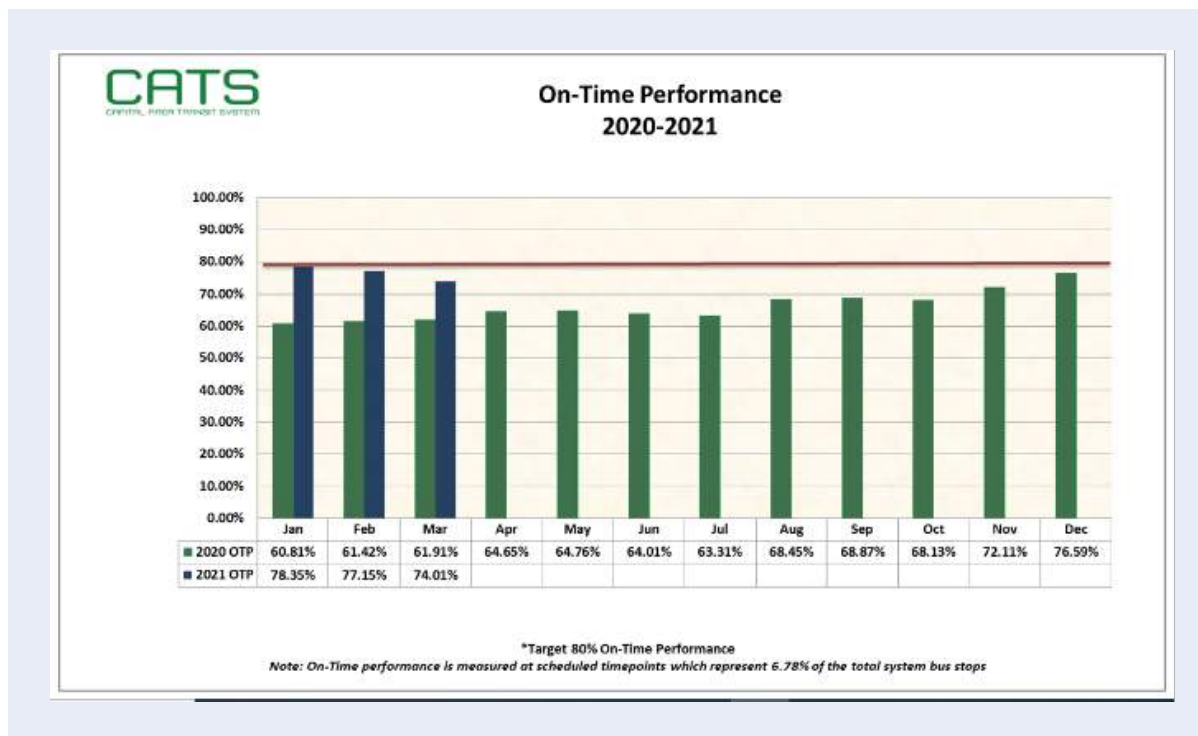
#### Vehicle Headway

Vehicle headway is the measurement of time between buses on a line. CATS generally operates fixed-route service with vehicle headways between 20-60 minutes during weekday peak periods and during weekday off-peak periods and weekends. The target is 30 min Peak and 60 min off-peak for local routes and 15 min peak and 30-45 min off-peak for the upcoming BRT.

#### On-Time Performance

CATS defines on-time performance for fixed-route bus trips as those trips that depart a time point location no earlier than 0 minutes before the time listed on printed schedules and arrives at the time point no later than 5 minutes from the scheduled time. Thus, the agency target is 80% on time. Figure 9 depicts a historical on-time performance chart that is presented to the CATS Board of Commissions.

**Figure 9: On-Time Performance**



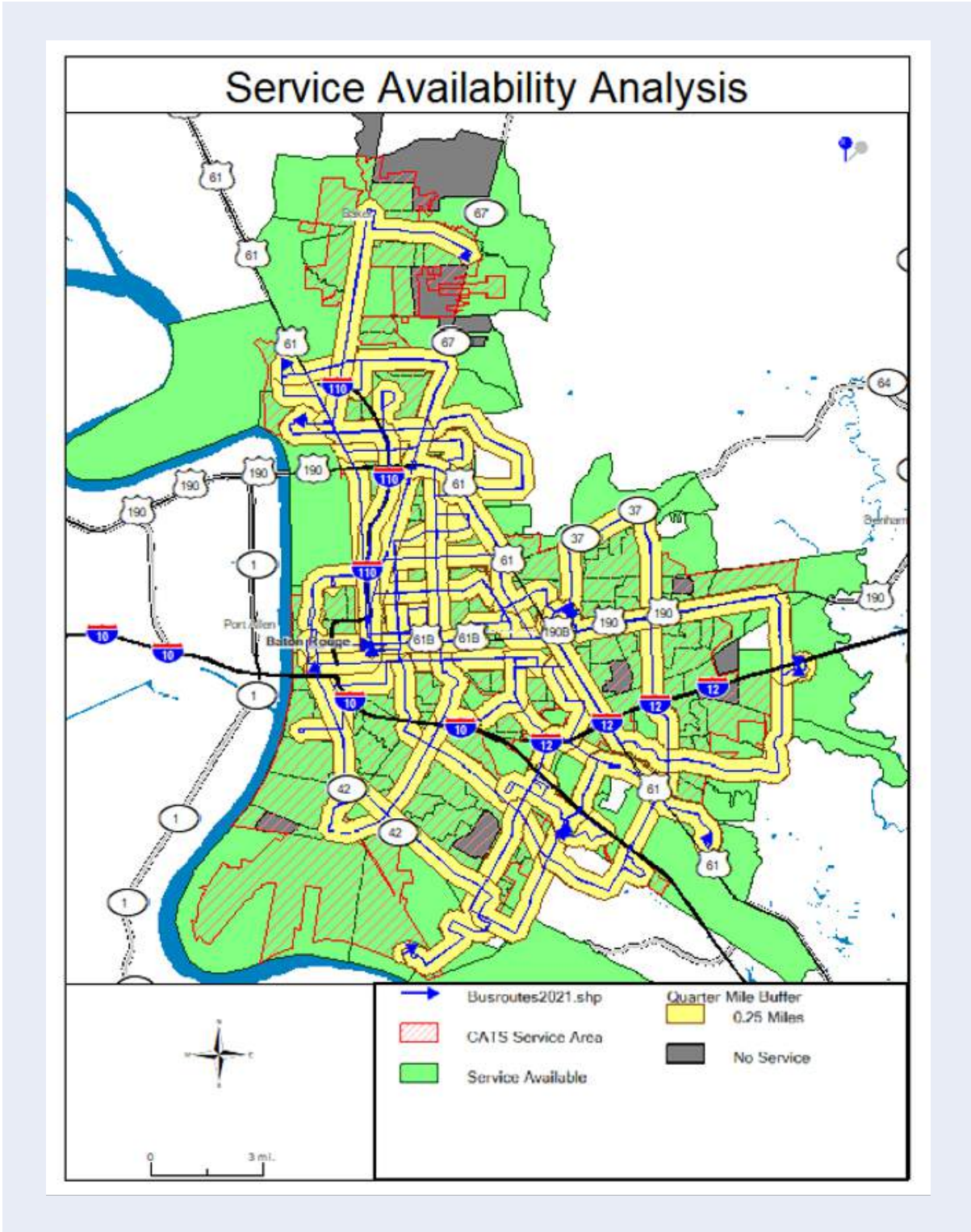
### Service Availability

Service availability generally corresponds to the provision of transit service on major traffic corridors in the service area and access to high population centers and trip generators in urbanized areas. CATS provides fixed-route service primarily to people who reside within one-half to a one-quarter mile of the stops along the routes. The target is for 95% of the population to be within  $\frac{1}{4}$  mile of a bus route.

As part of this program update, a GIS analysis was conducted measuring how many of the 239 block groups intersect the  $\frac{1}{4}$  mile buffer of the existing fixed-route service. Figure 10 illustrates that 228 of 239 block groups intersect a  $\frac{1}{4}$  mile buffer.



Figure 10: Service Availability





## B. Service Policies

CATS uses quantitative system-wide service policies for its fixed-route services. These policies, summarized below, were developed and implemented to help CATS better achieve equity for all its transit customers in service design and operations decisions.

### Distribution of Transit Amenities

Generally, bus stops are placed no more than 1,000 feet (approximately 0.2 miles) apart (stops may be closer in commercial and downtown Baton Rouge areas). Transit amenities such as bus shelters are provided as a convenience to passengers. Bus shelters are placed at selected bus stops within the CATS service area, with priority given to locations that have a high passenger volume, serve multiple bus routes, and are located near schools, hospitals, and other activity centers. The City of Baton Rouge also has contracted with bus bench advertising companies to place bus benches at various locations around the city. CATS does not have jurisdiction regarding the placement of these bus benches.

CATS has established a policy that all new amenities will follow the following minimum requirements to ensure equity throughout the system.

**Table 4: Placement of Amenities**

Amenities	Average Boardings
Stop	1+ average daily boardings
Bench & Trash Receptacle	5 -15 average daily boardings
Shelter	16 - 25 average daily boardings
Enhanced Shelter	26+ average daily boardings

### Vehicle Assignment

With regards to vehicle assignment, CATS assigns vehicles on an “available” basis with no assigned vehicles to specific routes. The exception is an electric branded vehicle will be used on the Downtown circulator when it is reinstated for revenue service. This ensures that no geographic location is preferred over another.

CATS strives to supply its customer base with well-maintained vehicles that are ADA compliant by intending to replace all buses after their 12-year life span. A complete inventory of the fleet and replacement plan as of February 2021 is included in Appendix A.

## 4. Minority Route Methodology

CATS uses data from the 2019 5-year ACS data to define bus routes that predominately serve minority and /or low-income block groups. CATS classifies a block group as a minority block group if the percentage of minority residents in that block group is higher than the percentage of the CATS service area as a whole (60.77%). The block group is designated low income if the low-income population is greater than that of the service area (27%). A route is designated as a minority route or low-income route if more than 50% of the route serves a minority or low-income, block group. As shown in Table 5, many routes are designated as both minority and low income.

**Table 5: Minority and Low-Income Routes**

ROUTE #	ROUTE NAME	Minority Route	Low Income Route	Average Monthly Ridership
8	Gus Young / BRCC	x	x	
10	Scenic Hwy / Southern Univ	x	x	
11	Northside Circular	x	x	
12	Government St / Jefferson Hwy	-	-	
14	Thomas Delpit Dr	x	x	
15	Blount Road	x	x	
16*	Capitol Park Shuttle	n/a	n/a	
17	Perkins Road / Mall of LA	-	-	
18	LSU / Cortana Mall	-	-	
20	North Acadian Thruway	x	x	
21	Fairfields Ave / Cortana Mall	x	x	
22	Winbourne Ave	x	x	
23	Foster Drive	x	x	
41	Plank Road	x	x	
44	Florida Blvd / Cortana Mall	x	x	
46	Cortana / Gardere / L'Auberge	-	-	
47	Highland Road	-	-	
54	Airline / Southern University	x	x	
57	Sherwood Forest Blvd	-	-	
58	Coursey / O'Neal Lane	-	-	
59	East Florida / O'Neal Lane	x	-	
60	Our Lady of the Lake	-	-	
70	Baker Limited	x	x	
72*	Florida Boulevard Limited Stops	n/a	n/a	
80*	Southern University Shuttle	n/a	n/a	

## 5. Level of Service Analysis

For the purposes of our analysis, a sample of routes was analyzed that are categorized as minority routes and non-minority routes. In addition, these routes included those with some of the highest ridership in the CATS bus system. Table 6 consists of the sampled routes for purposes of conducting both a Level of Service Analysis and a Quality of Service Analysis.

**Table 6: CATS Sampled Minority and Non-Minority Routes**

ROUTE #	ROUTE NAME	Minority Route	Low Income Route	Average Monthly Ridership
10	Scenic Hwy / Southern Univ	Yes	Yes	6,897
20	North Acadian Thruway	Yes	Yes	9,632
41	Plank Road	Yes	Yes	18,361
44 / 72	Florida Blvd	Yes	Yes	35,527
17	Perkins Road / Mall of LA	No	Yes	11,890
18	LSU / Cortana Mall	No	Yes	8,154
47	Highland Road	No	Yes	25,543
58	Coursey / O'Neal Lane	No	Yes	4,541

\*CATS November 2019 Ridership Data

### C. Average Monthly Stop Loads

The Average Monthly Passenger Load Per Stop was calculated and analyzed for each bus route. Total monthly passenger loads for CATS buses serving bus stops located along each sampled route were reviewed, with the results compared for Minority and Non-Minority routes. Minority routes showed average loads of 209.5 passengers per stop per month, while the Non-Minority routes showed average loads of 124.1 passengers per stop.

## D. Bus Stop Spacing

Another factor calculated was the average stop spacing with respect to each sampled route. CATS' service standards indicate an average stop spacing standard of approximately 1,000 feet (approximately 0.20 miles). Minority routes showed an average mileage between stops of 0.17 miles, while Non-Minority routes showed an average of 0.25 miles.

## E. Headways

CATS' service standards indicate an average headway standard of 15-60 minutes during peak and off-peak periods. Sampled Minority routes showed average headways of 28 minutes in peak periods and 38 minutes in off-peak periods, while sampled Non-Minority routes showed average headways of 36.3 minutes in peak periods and 50.8 minutes off-peak periods.

The analysis indicates that there are no disparate impacts in service frequency to minority populations in the service area for the level of service assessment. The analysis of bus stop access shows that bus stops are provided at a greater density on Minority routes than on the Non-Minority routes sampled. Also, given the greater service frequency for Minority routes than Non-Minority routes, the analysis shows no disparate impacts in service frequency to minority populations in the service area. The analysis did indicate that Minority routes experienced higher average passenger loads than Non-Minority routes; however, this can be attributed to the sampled Non-Minority routes having longer route lengths and more bus stops in number. Monthly ridership on the sampled Minority and Non-Minority routes showed that Minority ridership was higher (70,417) than Non-Minority routes (50,128), but given the higher bus stop access per route mile for Minority routes, there is no finding of disparate impact in the level of service provided.

Data for all the variables calculated and explained above is presented in **Tables 7 and 8**.

**Table 7: CATS Level of Service Analysis – Passenger Loads and Bus Stop Spacing**

ROUTE #	Minority Route	Bus Stops on Route	Average Monthly Ridership	Average Load per Stop per Month	*Total Route Miles	Avg. Bus Stop Spacing	Avg. No. of Bus Stops per Route Mile
10	Yes	70	6,897	98.5	13.1	0.18	5.5
20	Yes	108	9,632	89.2	15.3	0.14	7.1
41	Yes	79	18,361	232.4	11.7	0.15	6.8
44 / 72	Yes	85	35,527	417.9	18.1	0.20	4.7
Category Avg.	YES			209.5		0.17	6.0
17	No	80	11,890	148.6	16.6	0.20	4.8
18	No	87	8,154	93.7	27.5	0.27	3.2
47	No	137	25,543	285.1	26.1	0.19	5.3
58	No	66	4,541	68.8	26.1	0.33	2.5
Category Avg.	NO			124.1		0.25	4.0

\*Represents round-trip mileage

**Table 8: CATS Level of Service Analysis – Average Headways**

ROUTE #	Minority Route	Peak Headway (min.)	Off-Peak Headway (min.)
10	Yes	30	50
20	Yes	30	50
41	Yes	20	30
44	Yes	30	30
72	Yes	30	30
Avg. Headway	YES	28	38
17	No	25	53.3
18	No	30	60
47	No	30	30
58	No	60	60
Avg. Headway	NO	36.3	50.8

## 6. Quality of Service Analysis

### A. Passenger Access

In conjunction with Minority and Non-Minority routes, an assessment was made of passenger access from these routes to the top three traveled destinations in the transit system to assess the quality of service in the CATS transit system. These locations are the CATS Main Transit Terminal, the Cortana Mall Transit Hub, and the Earl K. Long Transit Hub. To analyze this data fairly, the approximate midpoint of each sampled route was identified, and the travel time, fare paid, and routes taken from each intersection to the top destinations were calculated. Travel times were calculated using CATS schedules. Tables 9, 10, and 11 depict this data.

**Table 9: Quality of Service Analysis - Travel to CATS Main Transit Terminal**

ROUTE #	Minority Route	BUSE STOP	Travel Time (min.)	Fare Paid	Routes Traveled
10	Yes	Scenic & Evangeline	10	\$1.75	10
20	Yes	Prescott & Foster	18	\$1.75	20
41	Yes	Plank & Evangeline	13	\$1.75	41
44	Yes	Florida & Foster	6	\$1.75	44
72	Yes	Florida & BRCC	6	\$1.75	72
17	No	Perkins & College	16	\$1.75	17
18	No	Lee & Perkins to Lee & Lake After Hours transfer to Highland & Lee	39	\$2.00	18, 47
47	No	Highland & Lee	24	\$1.75	47
58	No	Coursey & Sherwood to Cortana Mall transfer to 44	50	\$2.00	58, 44

**Table 10: Quality of Service Analysis - Travel to Cortana Mall Transit Hub**

ROUTE #	Minority Route	BUSE STOP	Travel Time (min.)	Fare Paid	Routes Traveled
10	Yes	Scenic & Evangeline to CATS Terminal transfer to 44	46	\$2.00	10, 44
20	Yes	Prescott & Foster to CATS Terminal transfer to 44	46	\$2.00	20, 44
41	Yes	Plank & Evangeline to CATS Terminal transfer to 44	Peak – 58 Off Peak - 48	\$2.00	41, 44
44	Yes	Florida & Foster	16	\$1.75	44
72	Yes	Florida & BRCC	10	\$1.75	72
17	No	Perkins & College to CATS Terminal transfer to 44	Peak – 43 Off Peak - 53	\$2.00	17, 44
18	No	Lee & Lake After Hours	22	\$1.75	18
47	No	Highland & Lee to CATS Terminal transfer to 44	56	\$2.00	47, 44
58	No	Coursey & Sherwood	11	\$1.75	58

**Table 11: Quality of Service Analysis - Travel to Earl K. Long Transit Hub**

ROUTE #	Minority Route	BUSE STOP	Travel Time (min.)	Fare Paid	Routes Traveled
10	Yes	Scenic & Evangeline to Scenic & 72nd transfer to 72nd & Scenic	22	\$2.00	10, 11
20	Yes	Prescott & Foster	11	\$1.75	20
41	Yes	Plank & Evangeline	13	\$1.75	41
44	Yes	Florida & Foster to CATS Terminal transfer to 20	41	\$2.00	44, 20
72	Yes	Florida & BRCC to CATS Terminal transfer to 20	35	\$2.00	72, 20
17	No	Perkins & College to CATS Terminal transfer to 20	Peak – 43 Off Peak - 53	\$2.00	17, 20
18	No	College & Perkins to Corporate & Energy Dr - E transfer to Corporate & Energy Dr - W	44	\$2.00	18, 23
47	No	Highland & Lee to CATS Terminal transfer to 20	65	\$2.00	47, 20
58	No	Coursey & Sherwood to Cortana Mall transfer to 54	70	\$2.00	58, 54

The analysis reveals that all routes are able to reach the top three destinations for CATS passengers within a 70-minute travel time. Because two of the top three destinations are located closer to Minority census tracts (CATS Main Transit Terminal and Earl K. Long Transit Hub), the average travel times are relatively shorter than minority census tracts. The travel times to the Cortana Mall Transit Hub are relatively similar to Minority and Non- Minority routes. The average fares paid by travelers on both Minority and Non-Minority routes to major destinations are similar, particularly due to the fact that most destinations are accessible with either a direct trip or with one transfer.

## **B. Passenger Loads**

CATS' policy is to achieve a passenger load to seat ratio of 1.33 for fixed-route services operating in local service and 1.00 for fixed-route services operating express service on freeway segments. A review of passenger loads on all CATS sampled bus routes indicate that CATS service does not experience passenger overloads based on the passenger load standards.

As a result of both the Level of Service and Quality of Service Analyses, it would appear that Minority bus routes are receiving an equitable quality of service compared to Non-Minority bus routes in the CATS system.



## 6. CONCLUSION

This report fulfills the compliance reporting requirements for Title VI as detailed in FTA Circular 4702.1B. The report detailed CATS' services, long-range planning efforts, and general reporting requirements mentioned in the circular. The program-specific requirements were addressed with a profile of their service standards and policies, along with a description of the CATS bus fleet. The results demonstrate that CATS services a diverse population and supplies public transportation equitably to all classified races, ethnicities, and income levels.

# APPENDIX A: Vehicle Replacement Plan

## Capital Area Transit System

Revised 2/12/21

### Fleet Management Plan

#### Fixed Route Buses - Base Scenario

Vehicle Year	Model	Sub-fleets	Electric	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
2011	Bus - Gillig Low Floor (ARRA)	6	No	6	6	6	6	0	0	0	0	0	0	0	0
2013	Bus - Gillig Low Floor (ARRA)	1	No	1	1	1	1	1	1	0	0	0	0	0	0
2014	Bus - Gillig Low Floor	11	No	11	11	11	11	11	11	11	0	0	0	0	0
2015	Bus - Gillig Low Floor	5	No	5	5	5	5	5	5	5	5	0	0	0	0
2016	Bus - Gillig Low Floor	12	No	12	12	12	12	12	12	12	12	12	7	6	0
2017	Bus - Gillig Low Floor	12	No	12	12	12	12	12	12	12	12	12	12	8	8
2018	Bus - Gillig Low Floor	8	No	8	8	8	8	8	8	8	8	8	8	8	8
2019	Electric Bus - BYD	3	Yes	3	3	3	3	3	3	3	3	3	3	3	3
2021	Electric Bus - BYD	3	Yes		3	3	3	3	3	3	3	3	3	3	3
2022	Standard Diesel Bus														
2021	Electric 30' Bus - DT Circulator LEASED	3	Yes		3	3									
2023	Electric 30' Bus - DT Circulator	3	Yes				3	3	3	3	3	3	3	3	3
2023	Bus - Gillig Low Floor	4	No				4	4	4	4	4	4	4	4	4
2024	Bus - Gillig Low Floor	3	No					3	3	3	3	3	3	3	3
2022	Electric Bus - BYD	3	Yes			3	3	3	3	3	3	3	3	3	3
2025	Standard Diesel Bus														
2026	Standard Diesel Bus														
2027	Electric Bus	5	Yes								5	5	5	5	5
2028	Electric Bus	5	Yes									5	5	5	5
2029	Electric Bus	5	Yes										5	5	5
2030	Electric Bus	5	Yes											5	5
2031	Standard Diesel Bus	5	Yes												5
2024	Expansion Electric Buses														
2026	Expansion Electric Buses														
2027	Expansion Electric Buses														
2029	Expansion Electric Buses														
	Baseline peak vehicle requirement			44	44	44	44	44	44	44	44	44	44	44	44
	Expansion peak vehicle requirement				2	2	2	6	6	6	6	6	6	6	6
	Total peak vehicle requirement			44	46	46	46	50	50	50	50	50	50	50	50
	Fixed Route Vehicles - Total			58	64	67	71	68	68	67	61	61	61	61	60
	Spare ratio			31.8%	39.1%	45.7%	54.3%	36.0%	36.0%	34.0%	22.0%	22.0%	22.0%	22.0%	20.0%
	Average age			4.4	4.9	5.6	6.2	6.3	7.3	8.1	7.6	7.5	7.4	7.3	6.9
	Electric Vehicles			3	6	9	12	12	12	12	17	22	27	32	32
	Electric percent of fleet			5.2%	9.4%	13.4%	16.9%	17.6%	17.6%	17.9%	27.9%	36.1%	44.3%	52.5%	53.3%

Spares	14	18	21	25	18	18	17	11	11	11	11	10
Spare ratio	31.8%	39.1%	45.7%	54.3%	36.0%	36.0%	34.0%	22.0%	22.0%	22.0%	22.0%	20.0%
Buses needed for spare ratio	-5	-8	-11	-15	-8	-8	-7	-1	-1	-1	-1	0

## APPENDIX B: CATS FTA TITLE VI CERTIFICATIONS AND ASSURANCES

Certifications and Assurances

Fiscal Year 2021

### FEDERAL FISCAL YEAR 2021 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Capital Area Transit System

The Applicant certifies to the applicable provisions of categories 01–21. ✓

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2021

- 12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs
- 13 State of Good Repair Grants
- 14 Infrastructure Finance Programs
- 15 Alcohol and Controlled Substances Testing
- 16 Rail Safety Training and Oversight
- 17 Demand Responsive Service
- 18 Interest and Financing Costs
- 19 Construction Hiring Preferences
- 20 Cybersecurity Certification for Rail Rolling Stock and Operations
- 21 Tribal Transit Programs

**FEDERAL FISCAL YEAR 2021 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE**

**PAGE**

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2021)

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Capital Area Transit System

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2021, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2021.


The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to

Certifications and Assurances

Fiscal Year 2021

FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.


Signature  Date: 1/20/21  
Name William J. Deville Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Capital Area Transit System

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 1/20/21  
Name Creighton Akadici Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TRAMS, provided the Applicant has on file and uploaded to TRAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## APPENDIX C: CATS TITLE VI COMPLAINT INVESTIGATION PROCEDURES

### CATS Title VI Complaint Process

CATS grants all citizens equal access to all its transportation services. It is further the intent of CATS that all citizens are aware of their rights to such access. This process document is designed to serve as an educational tool for citizens so that they may understand one of the civil rights laws that protect their benefit of CATS programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

#### What is Title VI

Title VI is a section of the Civil Rights Act of 1964 requiring 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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Note that Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

#### Who are Limited English Proficient Persons?

Persons who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP.” These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Different treatment based on a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

#### How do I file a complaint?

If you believe that you have received discriminatory treatment by CATS on the basis of your race, color or national origin, you have the right to file a complaint with CATS’ Title VI Coordinator. The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

## Methods of filing a Complaint

The preferred method is to file your complaint in the online complaint form located at [www.brcats.com/page/titlevi](http://www.brcats.com/page/titlevi)

You can obtain a hard copy of the Title VI Complaint Form by calling (225) 342-5548 or email [TitleVIComplaints@brcats.com](mailto:TitleVIComplaints@brcats.com).

The form can be mailed to:

**Title VI Coordinator Capital Area Transit System Title VI Coordinator**  
**2250 Florida Boulevard**  
**Baton Rouge, LA, 70802**

In addition, a complaint can be filed with the Federal Transit Administration by completing the [FTA complaint form \(PDF\)](#). The complaint form should be emailed to [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov) with “FTA complaint form” included in the subject line.

Alternatively, FTA complaints may be mailed to:

**Federal Transit Administration**  
**Office of Civil Rights**  
**Attention: Complaint Team**  
**East Building, 5th Floor – TCR**  
**1200 New Jersey Avenue, SE**  
**Washington, DC 20590Office of Civil Rights**

Should a complaint be filed with CATS and an external entity simultaneously, the external complaint shall supersede the CATS complaint and the CATS complaint procedures will be suspended pending the external entity’s findings.



## Investigations

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously).

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation.

The investigation will be conducted and completed within 90 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Title VI Coordinator for submittal to the Chief Executive Officer.

The complainant will receive a letter stating that final decision by the end of the 90-day time limit.

The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to the Federal Transit Administration (FTA).

If the complainant is dissatisfied with the determination and/or resolution set forth by CATS, the same complaint may be submitted to the FTA for investigation.

A copy of the complaint and CATS' investigation report/letter of finding and final remedial action plan, if appropriate, will be issued to FTA within 120 days of the receipt of the complaint.

A summary of the complaint and its resolution will be included as part of the Title VI updates to the FTA.

## APPENDIX D: MAJOR SERVICE CHANGE AND F ARE CHANGE POLICIES FOR SERVICE EQUITY ANALYSES

### Major Service Change Policy

#### I. Purpose of the Policy

The purpose of the Major Service Change and Service Equity Policy is to define thresholds for determining major service changes and whether potential changes to existing transit services will have a disparate impact based on race, color, or national origin, or whether potential service changes will have a disproportionately high and adverse impact on minority and/or low-income populations.

#### II. Basis for Policy Standards

Federal law requires CATS to evaluate changes to transit services, as outlined in FTA Circular 4702.1B, effective October 1, 2012. 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.”

#### III. Major Service Change Policy

The following defines when a change in the transit service at CATS is considered a major service change and will trigger a service equity analysis in accordance with the regulatory requirements set forth in FTA Circular 4702.1B.

- The establishment of new bus routes or BRT routes
- The reduction of service on a given route of more than 25% of its route miles on any bus route
- The elimination of any bus route
- A major4 modification that results in a 25% or greater reduction in the number of daily service hours provided

#### A. Minority Disparate Impact Policy (Service Equity Analysis)

When conducting a service change equity analysis, the following thresholds will be used to determine when a service change would have a disparate impact on minority populations.

- If the percentage of minority passengers on an affected bus route is greater than the transit system’s minority ridership by bus route classification.
- If a service level expansion or service area expansion is considered that coincides with a reduction in transit service on the same route or other routes, AND the route(s) considered for service expansion predominantly

serve non-minority and/or non-low-income geographic areas while the route(s) considered for reduction predominantly serve minority and/or low-income geographic areas, then a disparate impact may be determined.

- The determination of a disparate impact will be based on meeting both of the following criteria:
- If the percentage of minority passengers on an affected route considered for service expansion is less than the transit system's minority ridership percentage by bus route classification, AND
- If the percentage of minority passengers on an affected route considered for service reduction is greater than the transit system's minority ridership percentage by bus route classification.

## **B. Low-Income Disproportionate Burden Policy (Service Equity Analysis)**

When conducting a service change equity analysis, the following thresholds will be used to determine when a service change would have a disproportionate burden on low-income populations.

- If the percentage of low-income passengers on an affected bus route is greater than the transit system's low-income ridership by bus route classification.
- If a service level expansion or service area expansion is considered that coincides with a reduction in transit service on the same route or other routes, and the route(s) considered for service expansion predominantly serve non-minority and/or non-low-income geographic areas AND the route(s) considered for reduction predominantly serve minority and/or low-income geographic areas, then a disproportionate burden may be determined. The determination of a disproportionate burden will be based on meeting both of the following criteria:
- If the percentage of low-income passengers on an affected route considered for service expansion is less than the transit system's low-income ridership percentage by bus route classification, AND
- If the percentage of low-income passengers on an affected route considered for service reduction is greater than the transit system's low-income ridership percentage by transit classification.

## **C. Exceptions**

The major service change thresholds exclude any changes to service that are caused by the following:

- Discontinuance of Temporary or Demonstration Services – The discontinuance of a temporary transit service or demonstration service that has been in effect for less than 180 days.
- Headway Adjustments – Headways for transit routes may be adjusted up to 15 minutes during the peak hour periods, and 30 minutes during non-peak hour periods.
- New Transit Service "Break-In" Period – An adjustment to service frequencies and/or span of service for new transit routes that have been in revenue service for less than 180 days.
- Other Service Providers or Agencies – Actions of other service providers or public agencies providing/administering transit services that are not the responsibility of CATS.
- Natural or Catastrophic Disasters – Forces of nature such as hurricanes, tornadoes, or other natural disasters, or human-caused catastrophic disasters that may force the suspension of scheduled transit service for public safety or technical reasons.

- **Auxiliary Transportation Infrastructure Failures** – Failures of auxiliary transportation infrastructure such as vehicular bridges, highway bridge overpasses, tunnels, or elevated highways that force the suspension of transit service.
- **Overlapping Services** – A reduction in revenue miles on one line that is offset by an increase in revenue miles on the overlapping section of an alternative transit route (an overlapping section is where two or more bus routes or rail lines share the same alignment, stops, or stations for a short distance).
- **Seasonal Service and Special Events** – Changes to bus service levels on routes which occur because of seasonal ridership changes and event activities served by dedicated temporary bus routes or increased service frequencies.
- **Temporary Route Detours** – A short-term change to a route caused by road construction, routine road maintenance, road closures, emergency road conditions, fiscal crisis, civil demonstrations, or any uncontrollable circumstance.
- Pilot projects lasting no more than 12 months.

#### **D. Public Participatory Procedures**

For all proposed major service changes, CATS will hold at least one public hearing, preferably in the area affected, with a minimum of two public notices prior to the hearing in order to receive public comments on the potential service changes. The first meeting notice will occur at least 30 days prior to the scheduled hearing date in *The Advocate*, the official journal of CATS as set forth in the Agency bylaws. The second notice will be made at least 10 days prior to the scheduled hearing date. Public materials will be produced in English. Upon request, translation of materials may be available to ensure Limited English Proficient (LEP) populations within the transit service area are informed of the proposed service changes and can participate in community discussions. CATS will employ a sign language interpreter as well as a Spanish-speaking language interpreter if requested. CATS will conduct a service equity analysis for approval by the CATS Board of Commissioners, and consideration of the public prior to any public hearings associated with the proposed service changes.

As part of our public involvement process, CATS uses varied tools to encourage, facilitate, and engage the public in dialog and activities. Methods of outreach are tailored to engage our diverse population. We are mindful in identifying and including in this process minority and low-income participants, people with limited English proficiency, and people with disabilities. We provide meaningful access to our outreach activities by making available the service of translators and providing materials in appropriate languages, adapting a wide range of media communications to advertise and increase public participation. Detailed methods and commitments are available in the Public Participation Plan and the Language Assistance Plan.

## APPENDIX E: Public Participation Plan

# Public Participation Plan

### 1. Purpose

The Purpose of this Public Participation Plan (PPP) is to detail how CATS will deliver information, services, and programs that reflect the community's values and benefit all community areas. CATS recognizes the necessity of involving the public in the planning and implementation of transit services.

CATS' public engagement strategies are designed to provide the public with access to information about the agency's services and provide a variety of efficient and convenient methods for receiving and considering public comments before implementing service changes. CATS also recognizes the importance of many types of stakeholders in the decision-making process. These include other units of government, metropolitan area agencies, community-based organizations, significant employers, passengers, and the public, including low-income, minority, LEP (Limited English Proficiency), and other traditionally underserved communities.

According to FTA Title VI regulatory guidance, the recipients and sub-recipients should therefore seek out and consider the viewpoints of minority and low-income populations and individuals who do not speak English fluently while conducting public outreach and involvement activities. (FTA Circular 4702.1B) Furthermore, the funding recipients and sub-recipients should offer early and continuous opportunities for the public to identify the social, economic, and environmental impacts of proposed transportation decisions.

This effort includes seeking out and considering the viewpoints of minority, low-income, and LEP populations (as well as older adults and people with limited mobility) while conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B.

CATS may modify its public participation methods over time based on the needs of its customers and the public. Therefore, this plan is a living document that may be updated periodically to reflect community preferences, changing demographics, transit services, and needs identified from new communication and outreach methods. When planning for public engagement, CATS will incorporate strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

## 2. Principles

The following principles are used to develop the Public Participation Plan for CATS projects and programs:

- CATS will determine what non-English languages and other barriers may exist to public participation within the service area.
- CATS will provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to LEP populations in its service area.
- Public meetings will be held in locations that are accessible to transit riders and people with disabilities and will be scheduled at times convenient for the members of the public.
- Public meetings and hearings will be advertised in the community where non- English languages have been identified in the updated LEP Plan through printed materials (e.g., interior cards, flyers, and/or comment cards) describing the proposed changes or other critical system information on-board buses, at major transit stops, local print media, and the CATS website.
- CATS will provide notification regarding the availability of language assistance at public meetings as described in the LAP.

## 3. Goals

CATS recognizes the importance of involving the public in planning and implementing transportation projects and services. Moreover, the agency believes firmly that consistent communication with riders, businesses, and visitors alike is key to the success of CATS planning and project development efforts. Therefore, the goals of the CATS PPP are to promote meaningful opportunities for the community, including low-income, minority, and LEP populations, to be involved in the potential impacts of proposed transportation decisions by CATS. To that end, CATS has developed four goals for public participation:

- **Awareness:** Increase awareness of transit projects and within the service area in the CATS service area.
- **Education and Outreach:** To educate the public, raise awareness, and allow public input in the CATS transportation planning process through social media, printed materials, and other engagement methods.
- **Participation:** To provide ample opportunity for stakeholders and the public to participate in the planning process and provide feedback on draft documents, policies, and services.
- **Partnerships:** To foster more significant partnerships with local public agencies, social service organizations, and other community groups

CATS' staff will utilize the following considerations developed as part of the efforts to evaluate the racial equity implications of critical decisions:

- Have various ethnic communities/people of color been informed, meaningfully involved, and authentically represented in these processes/decisions?
- How has this been done?
- How has the feedback been considered and incorporated?
- Is there a group that benefits more than another because of this process/decision?
- What could be one unintended consequence of this process/decision for ethnic communities/communities of color?
- What action will be implemented to advance equity in this process/decision?

#### 4. Methods of Public Engagement

The PPP identifies a menu of available methods for providing information to CATS customers and the public. While these communication methods are broadcast widely, they are critical tools in reaching minority and LEP populations. Staff considers several factors when designing the public engagement process, such as the magnitude of the proposed change or decision, what level of influence public opinion has over the decision, and who will be impacted by the decision. Moreover, CATS incorporates strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with FTA Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

**CATS communicates relevant information to customers and the public through the following methods:**

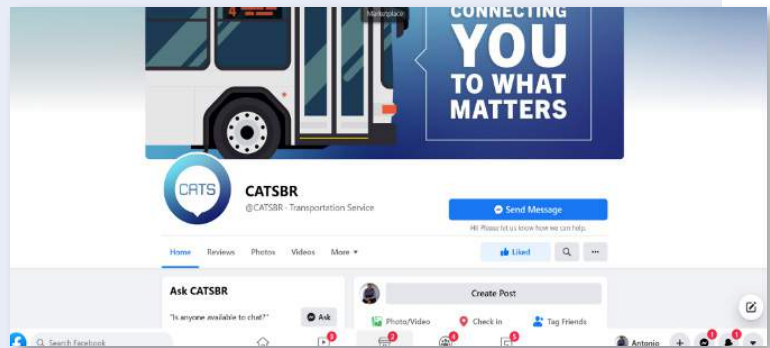
- **CATS' Website** – CATS' website, [www.brcats.com](http://www.brcats.com), is one of the primary sources of information for CATS' riders and the general public. Several tools are available on the site to communicate service changes and notify the public of opportunities to participate in CATS' decision-making processes. These include "Recent News" and "Press Releases" that appear as short summaries on the home page and, when selected, can lead to longer news items. Additionally, pages are available on the site for the CATS Board of Commissioner meeting agendas, minutes, and there are links to route maps, and timetables/schedules. In addition, all route schedules and many documents are available in either Spanish or Vietnamese upon request.
- **E-mails to CATS Customers (Rider Alert Notifications)** – To date, all electronic notifications are sent out by a CATS' mass e-mail subscription service. Customers can sign up on CATS' website to receive e-mails from CATS. In addition, staff has the flexibility to target e-mail communications to subgroups of CATS ridership, such as interested members of the public about updates to project schedules, upcoming meetings or workshops, online surveys for feedback, and any other agency activities. Staff can also elect to send an e-mail to all e-mail subscribers.
- **Customer Surveys** –CATS conducts a Customer Satisfaction Survey to collect and analyze customer opinions regarding all aspects of service, update CATS customer profiles and travel patterns, and compare benchmark scores with similar transit agencies. On both weekdays and the weekend, the survey was administered on-board all fixed-route CATS services.
- **Press releases** – Press releases aim to generate news coverage of CATS' events, changes, public meetings, etc. They are distributed via e-mail to CATS' communications contact list and posted on the News section of CATS' website.





- **Posters at CATS Terminals** – Printed signs are posted around CATS’ terminals, including designated news bulletin areas within the waiting room and at the Customer Service Window.
  - **Mailers to partners** – These printed materials can be distributed via mail to CATS’ partners. They can include letters to key staff at these locations and additional posters or other materials to post around their offices.
  - **Paid ads in local media** – CATS can publish paid advertisements in the local newspaper of record, The Advocate, community newsletters, and local broadcast channels. In addition to paid advertisements can be translated into Spanish and Vietnamese to reach the entire customer base.
  - **CATS CONNECTS** – CATS Connects serves as an educational resource library, which houses informational materials, branding assets, imagery, and archived social graphics and news.
- Public notices – These are published in the daily newspaper of record, the Advocate, and posted on the CATS website.

- **CATS’ social media** – CATS’ Facebook page, Twitter, and Instagram, are monitored and used by Communications staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in the CATS decision-making process. CATS’ Facebook page is used to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in CATS’ decision-making process.



- **Public Meetings** – The backbone of CATS’ public participation efforts. Federal regulations and comments do NOT require a public meeting and do not go into the public record. Public meetings are held to inform the public of upcoming service changes, as well as planning efforts, including Strategic Plan implementation, and Comprehensive Operational Analysis. These meetings are typically informal in nature with a presentation by CATS staff, followed by a general Q&A period. CATS staff are available to have one-on-one conversations with interested parties and when necessary, provide follow-up information.
- **Public Hearings** - A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a CATS official. A public hearing is NOT a question-and-answer format.

- **Community Events** – CATS staff make sure that informational tables are at community events and CATS Terminals, where customers can find shared information about changes to service, new initiatives, or community resources. CATS also found that having technical staff available at outreach events in addition to customer service and communications staff can allow for more detailed conversations with customers and members of the public.
- **CATS' Board Meetings** - The Board of Commissioners meet on the third Tuesday of each month at 4:30 p.m. at either of two locations: the CATS administrative building (350 N. Donmoor St, Baton Rouge, LA 70806) or the BREC Recreation & Park Commission ( 6201 Florida Boulevard, Baton Rouge, LA 70806). These meetings are open to the public and include an opportunity for the public to comment on any action item placed on the agenda. In addition, there will be cards for members of the public to complete (this applies to everyone wishing to speak at the board meetings, except the board members themselves; all employees wishing to speak must complete the cards as well).
- **Public Comments** – CATS is always open to and accepting of public comments, regardless of whether they were given as part of an organized effort. Formal public comment periods solicit comments on major public involvement efforts around an agency service or system change. Comments from comment cards are valuable for open-ended discussions. In addition, open-ended questionnaires are distributed in printed form and digital form.

Comments are accepted during the public outreach period via:

- Share comments by phone at (225)389-8282
- E-mail comments at [catscustomerservice@brcats.com](mailto:catscustomerservice@brcats.com)
- Post comments on CATS' Facebook page CATSBR or Twitter page @BTRCATS
- Mail comments to CATS at 2250 Florida Blvd. Baton Rouge, LA 70802
- Share comments in person by attending a public meeting.

## 5. Public Outreach Between December 2016 – December 2020

- Board meetings were held monthly to give updates on administrative matters and act on plans, contracts, updates to policies, and financial statements.
- Numerous public meetings, from December 2016 – December 2020, were held to receive public input on changes in routes and schedules.
- During the Fall of 2016 to the Fall of 2020, route adjustments and service changes were made to maintain route efficiency and improve service to the system. Most service improvements pushed forth increasing transit accessibility, along with frequency.

- From the Fall of 2016 to December 2020, CATS administered Customer Surveys to gather updated transit trip information and behavioral data from CATS' riders. These efforts help the agency know the needs of the riders. In addition, resident surveys and stakeholder surveys were conducted.
- Two public meetings were held in Sept. 2018 to collect feedback on recommendations on a service change that eliminated one Route and replaced service through an extension on a Local Route.

## 6. COVID-19 Meeting Accommodations (March 2020)

During normal circumstances, meeting times and convenient locations for target audiences are crucial to providing meaningful opportunities for public participation. However, due to the pandemic, alternative methods of public involvement have taken place.

Act No. 302 of the 2020 Regular Session of the Louisiana Legislature enacted La. R.S. 42:17.1, as subsequently amended by Act No. 43 of the 2020 Second Extraordinary Session, allows a public body to conduct business "via electronic means" if specific requirements are met.

In accord with Executive Act No. 302 (Senate Bill 466) meetings held beginning June 2020 to the present have been held virtually to reduce and limit the spread of COVID-19 in Louisiana and preserve the health and safety of all public members; the Governor declared the COVID-19 Public Health Emergency. In addition, he ordered that it is necessary to limit public gatherings in a single place at the same time to avoid individuals being close to one another.

As a result of the public health emergency, the limitations imposed on public gatherings and personal interactions, and the risks associated with the participation of members in a physical meeting of the Board of Commissioners for Capital Area Transit System and Public Transportation Commission as a result of this certifies that to protect the lives, property, health, safety, and welfare of the citizens of Louisiana, it is necessary to conduct the meeting for regular business via teleconference and/or online to assure the presence of a quorum of voting members.

## 7. Equity Considerations

CATS recognizes that minority and low-income populations have historically and systematically been excluded from participating in public decision-making. Moreover, due to persistent societal and cultural influences, it can be challenging to ensure diverse public participation in CATS' decision-making, despite the concerted efforts described in this plan. CATS, therefore, recognizes the need to plan carefully to design inclusive outreach processes and build in critical steps to consider whether a public participation process and its outcomes are achieving the intended results.

## 8. Outcomes

The outcomes of public participation will be reported openly and transparently. The expectation is that, once community members have participated in a process, CATS owes it to them to say how their participation influenced the outcome. In addition, CATS should demonstrate that it explored the suggestions and recommendations of the public and considered that as part of the process.

## 9. Conclusion

This PPP must, first and foremost, demonstrate how CATS is accountable to the public. The strategic approach, goals, and guiding principles CATS has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by CATS help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

While the methods and techniques used during the public participation process may vary according to each circumstance, CATS will make every effort to achieve the standards it has set and design public outreach efforts to reach out to the diverse populations most effectively throughout the CATS service area. As a living document, the plan may evolve according to the demographic makeup of CATS' communities and their unique needs and CATS' evaluation of its public participation effectiveness.

## APPENDIX F: Language Assistance Plan CATS

### I. Introduction

This Language Assistance Plan (LAP) has been prepared to address the Capital Area Transit System's (CATS) responsibilities as a recipient of Federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person shall, on the grounds 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.”

CATS is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin. This plan was developed to guide CATS in its administration and management of Title VI related activities.

#### A. Plan Summary

CATS has developed this LAP to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined in Executive Order 13166, LEP persons do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. To prepare this plan, CATS undertook the U.S. Department of Transportation's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a CATS program, activity, or service.
2. The frequency with which LEP persons encounter CATS programs, activities, or services.
3. The nature and importance of programs, activities, or services provided by CATS to the LEP population.
4. The resources available to CATS and the overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

## B.Four-Factor Analysis

- 1.The number or proportion of LEP persons in the service area who may be served or are likely to encounter a CATS program, activity, or service.

CATS reviewed 2019 5-year American Community Survey block group data. Those 239 block groups intersecting the corporate limits of Baton Rouge and Baker were considered the CATS service area. The review indicated that the total service area has a total of 120,184 households. Of those households (2.58%) speak English “not well” or “not at all.” Spanish speaking households are 1.42% of overall households, and Asian speaking households are 0.86%, and others are 0.84%, as shown in Table 1 below. Figure 1 depicts the block groups with 5%, or more Spanish LEP households, and Figure 2 depicts block groups with 5% or more Asian LEP households.

**Table 1: LEP Households by Language Spoken at Home**

	Total	% of Total
Total Households:	120,184	100.00%
Speaks Spanish:	1,711	1.42%
Speaks Other Indo-European Languages:	252	0.21%
Speaks Asian and Pacific Island Languages:	1030	0.86%
Speaks Other Languages:	106	0.63%
Total LEP	3,099	2.58%

Source: Census 5-year American Community Survey 2019



Figure 1: Spanish LEP Block Groups

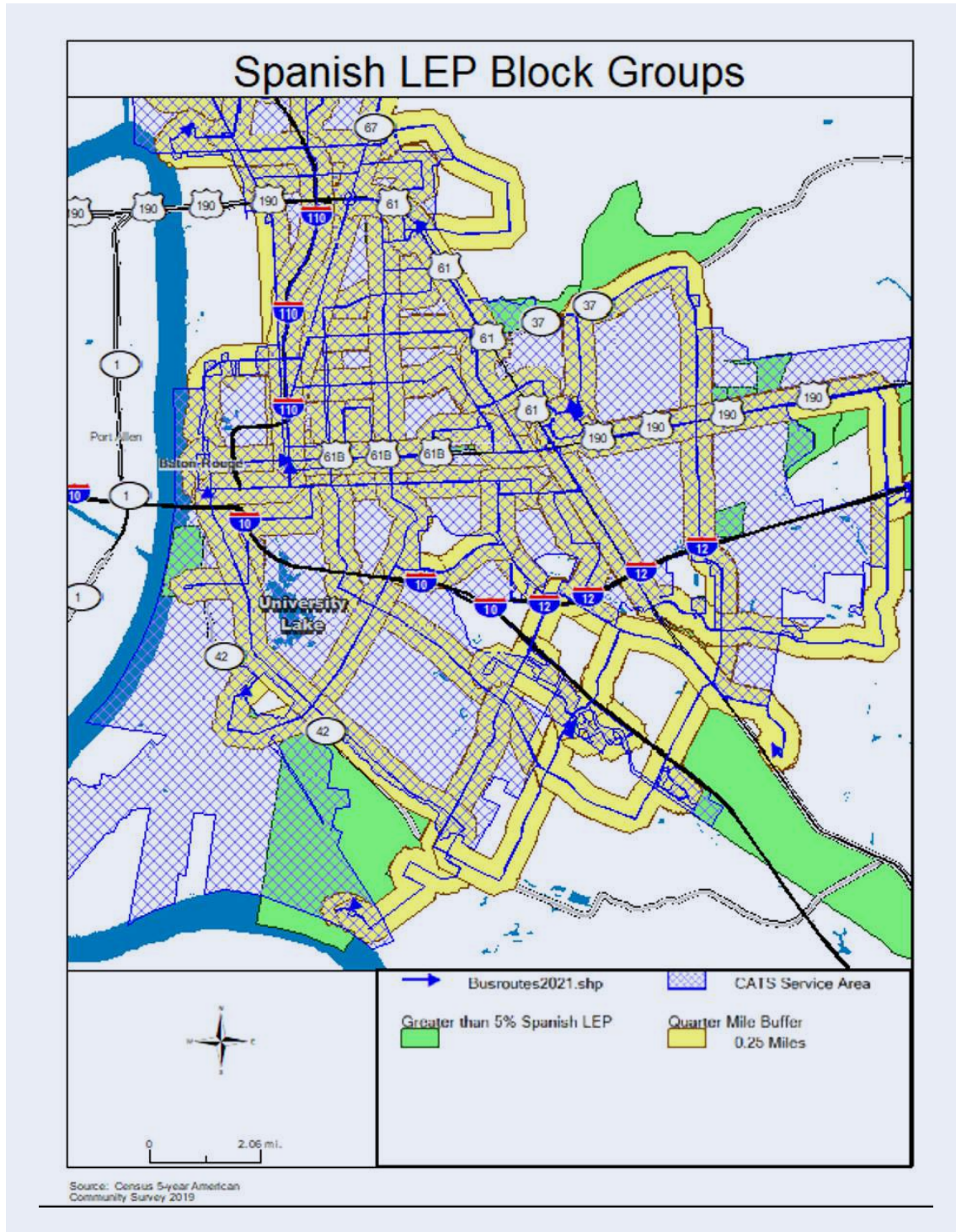
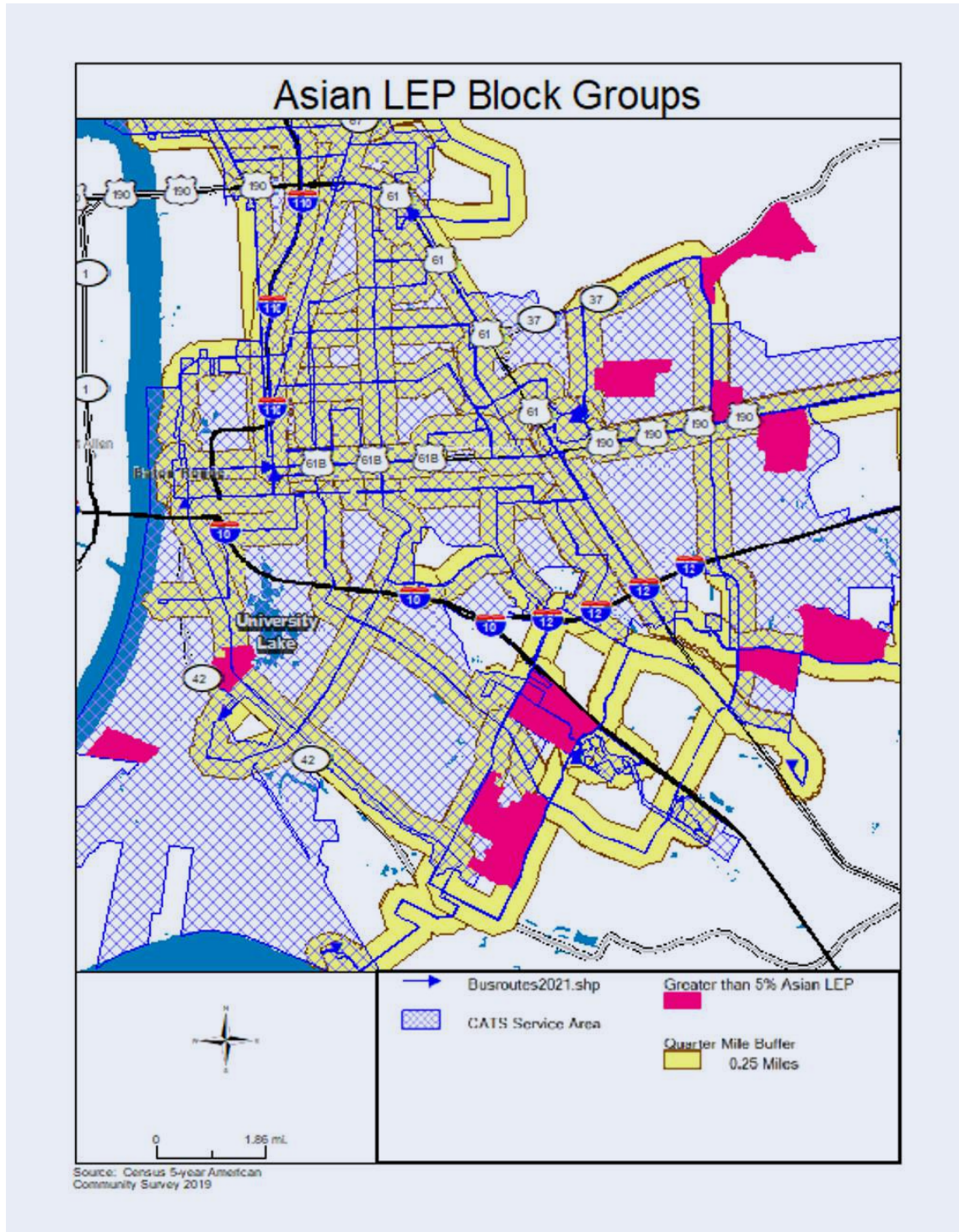




Figure 2: Asian LEP Block Groups



2. The frequency with which LEP persons encounter CATS programs, activities, or services. CATS reviewed the frequency with which staff has contact with LEP persons. This includes reviewing phone inquiries. Historically, LEP contacts have been relatively rare. In the review of phone inquiries in the CATS Customer Care Department, there have been approximately 575 calls received by the Customer Care Department between May and October 2019. Customer Care representatives maintain a record of callers that request language assistance or have difficulty communicating in English. In the last six months, there were four documented requests for language assistance. Also, a review of the CATS website analytics for language assistance requests indicated that 0.05% of website visitors requested language assistance since 2017.
3. The nature and importance of programs, activities, or services provided by CATS to the LEP population. Active participation of all community groups is vital for the success of public transportation. CATS provides a range of essential transportation options to the community through its fixed-route and paratransit services. Riders use CATS services for their multiple travel needs within the community, including trips to work, school, job interviews, grocery stores, and retail shops, medical offices, community service agencies, and more. An example of how CATS facilitates this is that all public schedules are available in Spanish and Vietnamese.
4. The resources available to CATS and overall cost to provide LEP assistance. CATS reviewed its available resources that could be used for providing LEP assistance, which of its documents would be the most valuable to be translated if the need should arise and evaluated resources that could be used for outreach and translation efforts. Based on the four-factor analysis, CATS developed its LAP as outlined in the following sections.

## C. Language Assistance Program

A person who does not speak English as their primary language and has a limited ability to read, write, speak or understand English may be an LEP person and may be entitled to language assistance with respect to CATS' programs and activities. Language assistance can include interpretation, which means an oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language. CATS will determine when interpretation and/or translation are needed and are reasonable.

How the CATS staff may identify an LEP person who needs language assistance is outlined below:

- 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.
- When CATS sponsors an event, staff will personally greet participants as they arrive. By informally engaging participants in a conversation, it is possible to gauge each attendee's ability to speak and understand English.
- Have Census Bureau Language Identification Flashcards ("I Speak Cards") available at CATS events near the registration table. Individuals self-identifying as persons not proficient in English may not be accommodated with translation assistance at the event, but it will assist the sponsoring agency in identifying language assistance needs for future events.

- Have Census Bureau Language Identification Flashcards (“I Speak Cards”) available for bus operators and customer service desk staff to assist them with identifying language assistance needs.
- Network with local community service centers that provide services to LEP individuals and seek opportunities to provide information on transit services.
- Vehicle operators and other front-line staff, including bus operators, supervisors, customer service representatives, clerical staff, and dispatchers, will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.

## Language Assistance

CATS strives to offer the following language assistance measures to LEP individuals, that is, persons who speak English “not well” or “not at all:”

- All CATS public schedules are translated and available upon request in both Spanish and Vietnamese.
- The CATS Title VI Policy and CATS staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
- If a client asks for language assistance and CATS determines that a client is an LEP person and that language assistance is necessary to provide meaningful access, reasonable efforts will be made to provide free language assistance. If reasonably possible, CATS will provide language assistance in the LEP client’s preferred language. CATS has the discretion to determine whether language assistance is needed and the type of language assistance necessary to provide meaningful access.
- CATS will periodically assess client needs for language assistance based on requests for interpreters and/or translation and the literacy skills of the clients.
- When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then attempt to access language assistance at one or more of the available resources identified under the section “Formal Interpreters” below.
- Consider the use of a computerized translation tool that can help translate the CATS website into any language in which LEP persons are fluent.
- Translation of any CATS policies is available upon request.

## Safe Harbor Stipulation

Federal law provides a “Safe Harbor” stipulation so that recipients can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A “safe harbor” means that if a recipient provides written translations under certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-

intensive, four-factor analysis. For example, even if a safe harbor is not used, if the written translation of a particular document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as practical oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong 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, whichever is less, of the population of persons qualified to be served or likely to be affected or encountered. CATS' translation of other documents, if needed, can be provided orally.

This 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 are reasonable.

In the CATS' service area, the Spanish and Vietnamese language groups constitute the 5% or 1,000 persons of population threshold for which written translations of vital documents should be provided under the safe harbor standard.

CATS has determined that while the demographics of the CATS service area include some groups of limited English proficient individuals, there has been no report by CATS bus operators of language difficulty or requests from riders for alternative language translation.

Thus, CATS will translate vital documents such as public route schedules, the Title VI Complaint Forms, the Title VI reporting process, the LAP, and public notices of changes to transit service into Spanish and Vietnamese. CATS staff will utilize features such as Google Translate and multilingual staff from CATS to translate vital documents for eligible LEP language groups upon request. CATS will also proceed with oral interpretation options for compliance with LEP regulations.

## **Staff Training**

The following training will be provided to CATS staff:

- Information on the Title VI policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of the Language Identification Flashcards.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.
- Bus operators are trained to seek translation assistance from other passengers on board the bus when they are either unable to understand or communicate with an LEP person.

## **Information distributed to all CATS' staff.**

CATS will incorporate the training video developed by the FTA on Title VI requirements into the Bus Operator Training Program as well as training of customer service staff. The video explains the language access requirement of Title VI and teaches our employees how to handle requests from LEP persons appropriately.

Additionally, CATS' Safety and Training Department will provide related LEP training to CATS employees, including information from quarterly Civil Rights workshops, training sessions for conducting complaint investigations according to federal guidelines, and streamlining the complaint investigative process. Employees will also receive training from the Safety and Training Department after any modifications to the LAP document or guidelines.

### Translation of Documents

- In those cases where the need arises for LEP outreach, CATS will consider the following options:
- When CATS' staff prepares a document or schedules a meeting, the target audience is expected to include LEP individuals; documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.
- Bus schedules, maps, fare/service change announcements, and other transit publications are available in an alternative language for the known LEP population.

### Formal Interpreters

- When necessary and reasonable to provide meaningful access for LEP clients, CATS will provide qualified interpreters, if available. At essential stages requiring one-on-one contact, written translation and verbal interpretation services will be provided, consistent with languages identified as predominant for our CATS ridership.
- CATS may require a formal interpreter to certify to the following:
- The interpreter understood the matter communicated and rendered a competent interpretation.
- The interpreter will maintain private information. Non-public data will not be disclosed without written authorization from the client.
- Bilingual CATS employees, when available, can provide limited assistance to LEP clients as part of their regular job duties.

### Informal Interpreters

- CATS staff will determine whether it is appropriate to rely on informal interpreters, depending upon the circumstances and subject matter of the communication. Informal interpreters may include family members, friends, legal guardians, service representatives, or advocates of the LEP client. However, informal interpreters, especially children, are not competent to provide quality and accurate interpretations in many circumstances. There may be issues of confidentiality, competency, or conflict of interest.
- An LEP person may use an informal interpreter of his or her choosing at their expense, either of or as a supplement to the free language assistance offered by CATS. If possible, CATS should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- If an LEP client prefers an informal interpreter, the informal interpreter may interpret after CATS has offered free interpreter services.
- If an LEP client wants to use his or her informal interpreter, CATS reserves the right to have a formal interpreter present.



## Monitoring

Monitoring and Updating the LAP - CATS will update the LAP as required by FTA. At a minimum, the plan will be reviewed and updated every three years, or if demographic information indicates that higher concentrations of LEP individuals are present in the CATS service area. Updates will include the following:

- The estimated 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
- The determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been sufficient to meet the need
- Determine whether the transit system's financial resources are sufficient to fund language assistance resources needed
- Determine whether CATS fully complies with the goals of this LAP
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals

## Dissemination of the CATS Language Assistance Program

- A link to the CATS LAP and the Title VI Plan will be included on the CATS website [www.brcats.com/title-vi](http://www.brcats.com/title-vi)
- Any person or agency with internet access will access and download the plan from the CATS website.  
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 CATS will provide, if feasible.
- Questions or comments regarding the LAP may be submitted to the Title VI Compliance Manager, Capital Area Transit System, 2250 Florida Avenue, Baton Rouge, LA 70802, phone number (225) 346-5548.





Language Assistance Plan  
CAPITAL AREA TRANSIT SYSTEM  
BATON ROUGE, LOUISIANA  
July 2021



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# I. Introduction

This Language Assistance Plan (LAP) has been prepared to address the Capital Area Transit System's (CATS) responsibilities as a recipient of Federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person shall, on the grounds 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.”

CATS is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin. This plan was developed to guide CATS in its administration and management of Title VI related activities.

## A. Plan Summary

CATS has developed this LAP to help identify reasonable steps for providing language assistance to persons with limited English proficiency [LEP] who wish to access services provided. As defined in Executive Order 13166, LEP persons do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. To prepare this plan, CATS undertook the U.S. Department of Transportation's four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a CATS program, activity, or service.
2. The frequency with which LEP persons encounter CATS programs, activities, or services.
3. The nature and importance of programs, activities, or services provided by CATS to the LEP population.
4. The resources available to CATS and the overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

## B.Four-Factor Analysis

- 1.The number or proportion of LEP persons in the service area who may be served or are likely to encounter a CATS program, activity, or service.

CATS reviewed 2019 5-year American Community Survey block group data. Those 239 block groups intersecting the corporate limits of Baton Rouge and Baker were considered the CATS service area. The review indicated that the total service area has a total of 120,184 households. Of those households (2.58%) speak English “not well” or “not at all.” Spanish speaking households are 1.42% of overall households, and Asian speaking households are 0.86%, and others are 0.84%, as shown in Table 1 below. Figure 1 depicts the block groups with 5%, or more Spanish LEP households, and Figure 2 depicts block groups with 5% or more Asian LEP households.

**Table 1: LEP Households by Language Spoken at Home**

	Total	% of Total
Total Households:	120,184	100.00%
Speaks Spanish:	1,711	1.42%
Speaks Other Indo-European Languages:	252	0.21%
Speaks Asian and Pacific Island Languages:	1030	0.86%
Speaks Other Languages:	106	0.63%
Total LEP	3,099	2.58%

Source: Census 5-year American Community Survey 2019

Figure 1: Spanish LEP Block Groups

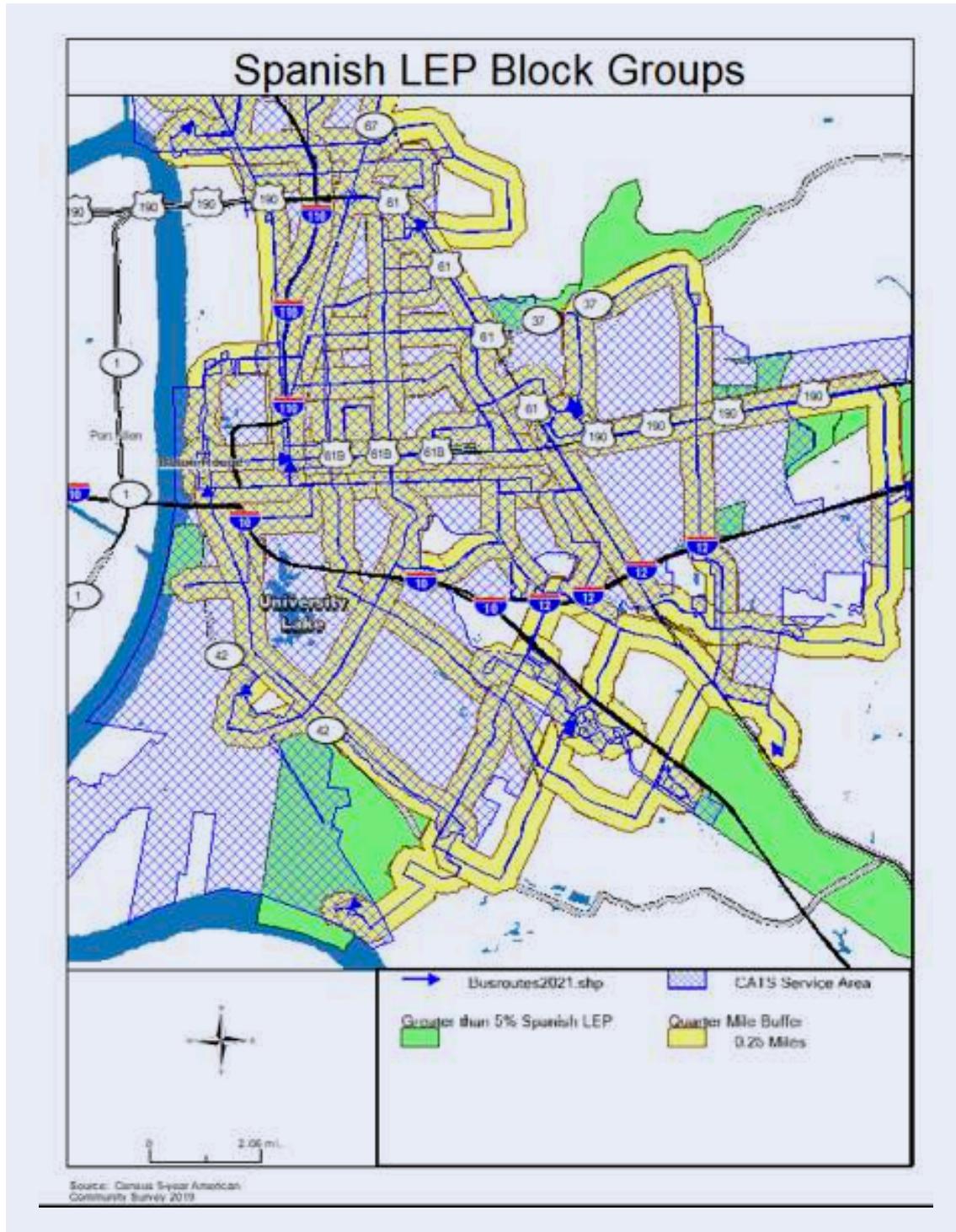
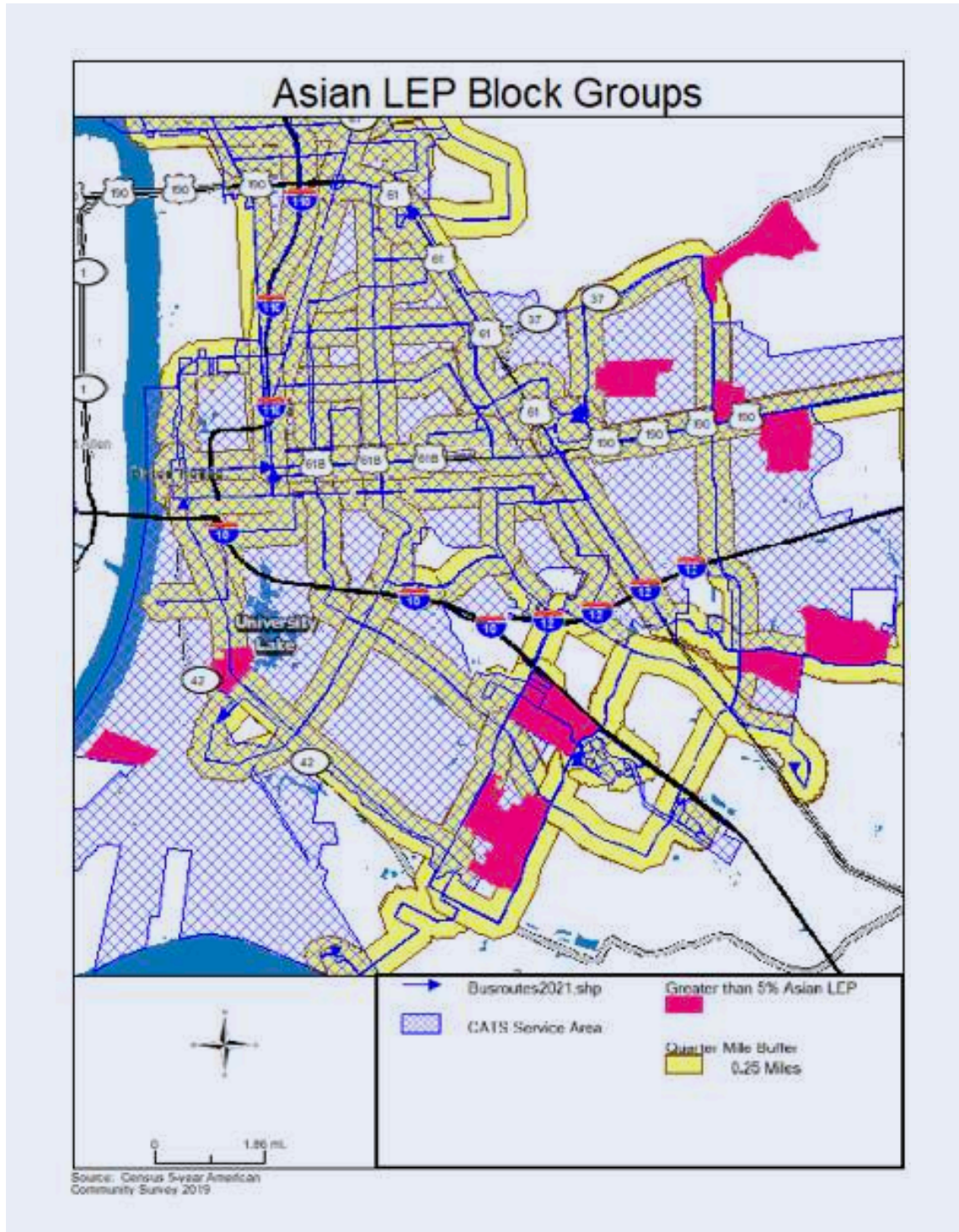




Figure 2: Asian LEP Block Groups



2. The frequency with which LEP persons encounter CATS programs, activities, or services. CATS reviewed the frequency with which staff has contact with LEP persons. This includes reviewing phone inquiries. Historically, LEP contacts have been relatively rare. In the review of phone inquiries in the CATS Customer Care Department, there have been approximately 575 calls received by the Customer Care Department between May and October 2019. Customer Care representatives maintain a record of callers that request language assistance or have difficulty communicating in English. In the last six months, there were four documented requests for language assistance. Also, a review of the CATS website analytics for language assistance requests indicated that 0.05% of website visitors requested language assistance since 2017.
3. The nature and importance of programs, activities, or services provided by CATS to the LEP population. Active participation of all community groups is vital for the success of public transportation. CATS provides a range of essential transportation options to the community through its fixed-route and paratransit services. Riders use CATS services for their multiple travel needs within the community, including trips to work, school, job interviews, grocery stores, and retail shops, medical offices, community service agencies, and more. An example of how CATS facilitates this is that all public schedules are available in Spanish and Vietnamese.
4. The resources available to CATS and overall cost to provide LEP assistance. CATS reviewed its available resources that could be used for providing LEP assistance, which of its documents would be the most valuable to be translated if the need should arise and evaluated resources that could be used for outreach and translation efforts. Based on the four-factor analysis, CATS developed its LAP as outlined in the following sections.

## C. Language Assistance Program

A person who does not speak English as their primary language and has a limited ability to read, write, speak or understand English may be an LEP person and may be entitled to language assistance with respect to CATS' programs and activities. Language assistance can include interpretation, which means an oral or spoken transfer of a message from one language into another language, and/or translation, which means the written transfer of a message from one language into another language. CATS will determine when interpretation and/or translation are needed and are reasonable.

How the CATS staff may identify an LEP person who needs language assistance is outlined below:

- 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.
- When CATS sponsors an event, staff will personally greet participants as they arrive. By informally engaging participants in a conversation, it is possible to gauge each attendee's ability to speak and understand English.
- Have Census Bureau Language Identification Flashcards ("I Speak Cards") available at CATS events near the registration table. Individuals self-identifying as persons not proficient in English may not be accommodated with translation assistance at the event, but it will assist the sponsoring agency in identifying language assistance needs for future events.

- Have Census Bureau Language Identification Flashcards (“I Speak Cards”) available for bus operators and customer service desk staff to assist them with identifying language assistance needs.
- Network with local community service centers that provide services to LEP individuals and seek opportunities to provide information on transit services.
- Vehicle operators and other front-line staff, including bus operators, supervisors, customer service representatives, clerical staff, and dispatchers, will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.

## Language Assistance

CATS strives to offer the following language assistance measures to LEP individuals, that is, persons who speak English “not well” or “not at all:”

- All CATS public schedules are translated and available upon request in both Spanish and Vietnamese.
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- CATS will periodically assess client needs for language assistance based on requests for interpreters and/or translation and the literacy skills of the clients.
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- Consider the use of a computerized translation tool that can help translate the CATS website into any language in which LEP persons are fluent.
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## **Staff Training**

The following training will be provided to CATS staff:

- Information on the Title VI policy and LEP responsibilities.
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- Bus schedules, maps, fare/service change announcements, and other transit publications are available in an alternative language for the known LEP population.

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- When necessary and reasonable to provide meaningful access for LEP clients, CATS will provide qualified interpreters, if available. At essential stages requiring one-on-one contact, written translation and verbal interpretation services will be provided, consistent with languages identified as predominant for our CATS ridership.
- CATS may require a formal interpreter to certify to the following:
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- An LEP person may use an informal interpreter of his or her choosing at their expense, either of or as a supplement to the free language assistance offered by CATS. If possible, CATS should accommodate an LEP client's request to use an informal interpreter in place of a formal interpreter.
- If an LEP client prefers an informal interpreter, the informal interpreter may interpret after CATS has offered free interpreter services.
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## Monitoring

Monitoring and Updating the LAP - CATS will update the LAP as required by FTA. At a minimum, the plan will be reviewed and updated every three years, or if demographic information indicates that higher concentrations of LEP individuals are present in the CATS service area. Updates will include the following:

- The estimated 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
- The determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been sufficient to meet the need
- Determine whether the transit system's financial resources are sufficient to fund language assistance resources needed
- Determine whether CATS fully complies with the goals of this LAP
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals

## Dissemination of the CATS Language Assistance Program

- A link to the CATS LAP and the Title VI Plan will be included on the CATS website [www.brcats.com/title-vi](http://www.brcats.com/title-vi)
- Any person or agency with internet access will access and download the plan from the CATS website.  
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 CATS will provide, if feasible.
- Questions or comments regarding the LAP may be submitted to the Title VI Compliance Manager, Capital Area Transit System, 2250 Florida Avenue, Baton Rouge, LA 70802, phone number (225) 346-5548.





## FARE EQUITY POLICY



# FARE EQUITY POLICY

## Purpose of the Policy

The purpose of the Fare Equity Policy is to define a threshold for determining whether potential changes to existing transit fares will have a discriminatory impact based on race, color, or national origin, or whether a potential fare adjustment will have a disproportionately high or adverse impact on minority and/or low-income populations.

## Basis for Policy Standards

Periodically, CATS will make adjustments to transit fares in order to generate revenues to help sustain transit service operations. Federal law requires CATS to prepare and submit fare equity analyses for all potential transit fare adjustments, as outlined in Federal Transit Administration (FTA) Circular 4702.1B, effective October 1, 2012.

## Fare Equity Policy

The following are CATS' policies for determining if a fare adjustment will result in a minority disparate impact or low-income disproportionate impact.

A fare equity analysis is an assessment conducted by a transit provider to determine whether fare changes either increases or decreases will result in a disparate impact on Title VI protected population or a disproportionate burden on low-income populations.

A fare equity analysis will be performed if there is any change to fare and/or fare media is proposed. This is:

- Regardless of amount,
- Regardless of whether increase or decrease,
- Changes in transfer policies affected, and
- Completed during the planning stage.

## Exceptions

- Free fare days, such as "Earth Day".
- Temporary fare reductions that are mitigation measures for other actions.
- Promotional fare reductions lasting less than six months.
- Paratransit fares.

### **Minority Disparate Impact Policy (Fare Equity Analysis)**

If the fare equity analysis determines that a fare adjustment would result in a greater than 5% impact to the minority community, alternatives should be considered because there may be a disparate impact.

### **Low-Income Disproportionate Burden Policy (Fare Equity Analysis)**

If the fare equity analysis determines that a fare adjustment would result in a greater than 5% impact to the low-income community, alternatives should be considered because there may be a disproportionate burden.

### **Public Participatory Procedures**

For all proposed fare changes, CATS will hold at least one public hearing with a minimum of two public notices prior to the hearing in order to receive public comments on the potential service changes. The first meeting notice will occur at least 30 days prior to the scheduled hearing date in The Advocate, the official journal of CATS as set forth in the Agency bylaws. The second notice will be made at least 10 days prior to the scheduled hearing date. Public materials will be produced in English. Upon request, translation of materials may be available to ensure Limited English Proficient (LEP) populations within the transit service area are informed of the proposed fare changes and can participate in community discussions. CATS will employ a sign language interpreter as well as a Spanish-speaking language interpreter if requested and feasible. CATS will conduct a service equity analysis for the approval by CATS Board of Commissioners, and consideration by the public prior to any public hearings associated with the proposed service changes.

As part of our public involvement process, CATS uses varied tools to encourage, facilitate, and engage the public in dialog and activities. Methods of outreach are tailored to engage our diverse population. We are mindful in identifying and including in this process minority and low-income participants, people with limited English proficiency, and people with disabilities. We provide meaningful access to our outreach activities by making available the service of translators and providing materials in appropriate languages, adapting a wide range of media communications to advertise and increase public participation. Detailed methods and commitments are available in the Public Participation Plan and the Language Assistance Plan.







## MAJOR SERVICE CHANGE POLICY



# Major Service Change Policy

## I. Purpose of the Policy

The purpose of the Major Service Change and Service Equity Policy is to define thresholds for determining major service changes and whether potential changes to existing transit services will have a disparate impact based on race, color, or national origin, or whether potential service changes will have a disproportionately high and adverse impact on minority and/or low-income populations.

## II. Basis for Policy Standards

Federal law requires CATS to evaluate changes to transit services, as outlined in FTA Circular 4702.1B, effective October 1, 2012. 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.”

## III. Major Service Change Policy

The following defines when a change in the transit service at CATS is considered a major service change and will trigger a service equity analysis in accordance with the regulatory requirements set forth in FTA Circular 4702.1B.

- The establishment of new bus routes or BRT routes
- The reduction of service on a given route of more than 25% of its route miles on any bus route
- The elimination of any bus route
- A major4 modification that results in a 25% or greater reduction in the number of daily service hours provided

### A. Minority Disparate Impact Policy (Service Equity Analysis)

When conducting a service change equity analysis, the following thresholds will be used to determine when a service change would have a disparate impact on minority populations.

- If the percentage of minority passengers on an affected bus route is greater than the transit system’s minority ridership by bus route classification.
- If a service level expansion or service area expansion is considered that coincides with a reduction in transit service on the same route or other routes, AND the route(s) considered for service expansion predominantly

serve non-minority and/or non-low-income geographic areas while the route(s) considered for reduction predominantly serve minority and/or low-income geographic areas, then a disparate impact may be determined.

- The determination of a disparate impact will be based on meeting both of the following criteria:
- If the percentage of minority passengers on an affected route considered for service expansion is less than the transit system's minority ridership percentage by bus route classification, AND
- If the percentage of minority passengers on an affected route considered for service reduction is greater than the transit system's minority ridership percentage by bus route classification.

## **B. Low-Income Disproportionate Burden Policy (Service Equity Analysis)**

When conducting a service change equity analysis, the following thresholds will be used to determine when a service change would have a disproportionate burden on low-income populations.

- If the percentage of low-income passengers on an affected bus route is greater than the transit system's low-income ridership by bus route classification.
- If a service level expansion or service area expansion is considered that coincides with a reduction in transit service on the same route or other routes, and the route(s) considered for service expansion predominantly serve non-minority and/or non-low-income geographic areas AND the route(s) considered for reduction predominantly serve minority and/or low-income geographic areas, then a disproportionate burden may be determined. The determination of a disproportionate burden will be based on meeting both of the following criteria:
- If the percentage of low-income passengers on an affected route considered for service expansion is less than the transit system's low-income ridership percentage by bus route classification, AND
- If the percentage of low-income passengers on an affected route considered for service reduction is greater than the transit system's low-income ridership percentage by transit classification.

## **C. Exceptions**

The major service change thresholds exclude any changes to service that are caused by the following:

- Discontinuance of Temporary or Demonstration Services – The discontinuance of a temporary transit service or demonstration service that has been in effect for less than 180 days.
- Headway Adjustments – Headways for transit routes may be adjusted up to 15 minutes during the peak hour periods, and 30 minutes during non-peak hour periods.
- New Transit Service "Break-In" Period – An adjustment to service frequencies and/or span of service for new transit routes that have been in revenue service for less than 180 days.
- Other Service Providers or Agencies – Actions of other service providers or public agencies providing/administering transit services that are not the responsibility of CATS.
- Natural or Catastrophic Disasters – Forces of nature such as hurricanes, tornadoes, or other natural disasters, or human-caused catastrophic disasters that may force the suspension of scheduled transit service for public safety or technical reasons.

- **Auxiliary Transportation Infrastructure Failures** – Failures of auxiliary transportation infrastructure such as vehicular bridges, highway bridge overpasses, tunnels, or elevated highways that force the suspension of transit service.
- **Overlapping Services** – A reduction in revenue miles on one line that is offset by an increase in revenue miles on the overlapping section of an alternative transit route (an overlapping section is where two or more bus routes or rail lines share the same alignment, stops, or stations for a short distance).
- **Seasonal Service and Special Events** – Changes to bus service levels on routes which occur because of seasonal ridership changes and event activities served by dedicated temporary bus routes or increased service frequencies.
- **Temporary Route Detours** – A short-term change to a route caused by road construction, routine road maintenance, road closures, emergency road conditions, fiscal crisis, civil demonstrations, or any uncontrollable circumstance.
- Pilot projects lasting no more than 12 months.

#### **D. Public Participatory Procedures**

For all proposed major service changes, CATS will hold at least one public hearing, preferably in the area affected, with a minimum of two public notices prior to the hearing in order to receive public comments on the potential service changes. The first meeting notice will occur at least 30 days prior to the scheduled hearing date in *The Advocate*, the official journal of CATS as set forth in the Agency bylaws. The second notice will be made at least 10 days prior to the scheduled hearing date. Public materials will be produced in English. Upon request, translation of materials may be available to ensure Limited English Proficient (LEP) populations within the transit service area are informed of the proposed service changes and can participate in community discussions. CATS will employ a sign language interpreter as well as a Spanish-speaking language interpreter if requested. CATS will conduct a service equity analysis for approval by the CATS Board of Commissioners, and consideration of the public prior to any public hearings associated with the proposed service changes.

As part of our public involvement process, CATS uses varied tools to encourage, facilitate, and engage the public in dialog and activities. Methods of outreach are tailored to engage our diverse population. We are mindful in identifying and including in this process minority and low-income participants, people with limited English proficiency, and people with disabilities. We provide meaningful access to our outreach activities by making available the service of translators and providing materials in appropriate languages, adapting a wide range of media communications to advertise and increase public participation. Detailed methods and commitments are available in the Public Participation Plan and the Language Assistance Plan.





**Public Participation Plan  
Capital Area Transit System  
July 2021**



# Public Participation Plan

## 1. Purpose

The Purpose of this Public Participation Plan (PPP) is to detail how CATS will deliver information, services, and programs that reflect the community's values and benefit all community areas. CATS recognizes the necessity of involving the public in the planning and implementation of transit services.

CATS' public engagement strategies are designed to provide the public with access to information about the agency's services and provide a variety of efficient and convenient methods for receiving and considering public comments before implementing service changes. CATS also recognizes the importance of many types of stakeholders in the decision-making process. These include other units of government, metropolitan area agencies, community-based organizations, significant employers, passengers, and the public, including low-income, minority, LEP (Limited English Proficiency), and other traditionally underserved communities.

According to FTA Title VI regulatory guidance, the recipients and sub-recipients should therefore seek out and consider the viewpoints of minority and low-income populations and individuals who do not speak English fluently while conducting public outreach and involvement activities. (FTA Circular 4702.1B) Furthermore, the funding recipients and sub-recipients should offer early and continuous opportunities for the public to identify the social, economic, and environmental impacts of proposed transportation decisions.

This effort includes seeking out and considering the viewpoints of minority, low-income, and LEP populations (as well as older adults and people with limited mobility) while conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B.

CATS may modify its public participation methods over time based on the needs of its customers and the public. Therefore, this plan is a living document that may be updated periodically to reflect community preferences, changing demographics, transit services, and needs identified from new communication and outreach methods. When planning for public engagement, CATS will incorporate strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

## 2. Principles

The following principles are used to develop the Public Participation Plan for CATS projects and programs:

- CATS will determine what non-English languages and other barriers may exist to public participation within the service area.
- CATS will provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to LEP populations in its service area.
- Public meetings will be held in locations that are accessible to transit riders and people with disabilities and will be scheduled at times convenient for the members of the public.
- Public meetings and hearings will be advertised in the community where non- English languages have been identified in the updated LEP Plan through printed materials (e.g., interior cards, flyers, and/or comment cards) describing the proposed changes or other critical system information on-board buses, at major transit stops, local print media, and the CATS website.
- CATS will provide notification regarding the availability of language assistance at public meetings as described in the LAP.

## 3. Goals

CATS recognizes the importance of involving the public in planning and implementing transportation projects and services. Moreover, the agency believes firmly that consistent communication with riders, businesses, and visitors alike is key to the success of CATS planning and project development efforts. Therefore, the goals of the CATS PPP are to promote meaningful opportunities for the community, including low-income, minority, and LEP populations, to be involved in the potential impacts of proposed transportation decisions by CATS. To that end, CATS has developed four goals for public participation:

- **Awareness:** Increase awareness of transit projects and within the service area in the CATS service area.
- **Education and Outreach:** To educate the public, raise awareness, and allow public input in the CATS transportation planning process through social media, printed materials, and other engagement methods.
- **Participation:** To provide ample opportunity for stakeholders and the public to participate in the planning process and provide feedback on draft documents, policies, and services.
- **Partnerships:** To foster more significant partnerships with local public agencies, social service organizations, and other community groups

CATS' staff will utilize the following considerations developed as part of the efforts to evaluate the racial equity implications of critical decisions:

- Have various ethnic communities/people of color been informed, meaningfully involved, and authentically represented in these processes/decisions?
- How has this been done?
- How has the feedback been considered and incorporated?
- Is there a group that benefits more than another because of this process/decision?
- What could be one unintended consequence of this process/decision for ethnic communities/communities of color?
- What action will be implemented to advance equity in this process/decision?



#### 4. Methods of Public Engagement

The PPP identifies a menu of available methods for providing information to CATS customers and the public. While these communication methods are broadcast widely, they are critical tools in reaching minority and LEP populations. Staff considers several factors when designing the public engagement process, such as the magnitude of the proposed change or decision, what level of influence public opinion has over the decision, and who will be impacted by the decision. Moreover, CATS incorporates strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with FTA Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

**CATS communicates relevant information to customers and the public through the following methods:**

- **CATS' Website** – CATS' website, [www.brcats.com](http://www.brcats.com), is one of the primary sources of information for CATS' riders and the general public. Several tools are available on the site to communicate service changes and notify the public of opportunities to participate in CATS' decision-making processes. These include "Recent News" and "Press Releases" that appear as short summaries on the home page and, when selected, can lead to longer news items. Additionally, pages are available on the site for the CATS Board of Commissioner meeting agendas, minutes, and there are links to route maps, and timetables/schedules. In addition, all route schedules and many documents are available in either Spanish or Vietnamese upon request.
- **E-mails to CATS Customers (Rider Alert Notifications)** – To date, all electronic notifications are sent out by a CATS' mass e-mail subscription service. Customers can sign up on CATS' website to receive e-mails from CATS. In addition, staff has the flexibility to target e-mail communications to subgroups of CATS ridership, such as interested members of the public about updates to project schedules, upcoming meetings or workshops, online surveys for feedback, and any other agency activities. Staff can also elect to send an e-mail to all e-mail subscribers.
- **Customer Surveys** –CATS conducts a Customer Satisfaction Survey to collect and analyze customer opinions regarding all aspects of service, update CATS customer profiles and travel patterns, and compare benchmark scores with similar transit agencies. On both weekdays and the weekend, the survey was administered on-board all fixed-route CATS services.
- **Press releases** – Press releases aim to generate news coverage of CATS' events, changes, public meetings, etc. They are distributed via e-mail to CATS' communications contact list and posted on the News section of CATS' website.

- **Posters at CATS Terminals** – Printed signs are posted around CATS’ terminals, including designated news bulletin areas within the waiting room and at the Customer Service Window.
  - **Mailers to partners** – These printed materials can be distributed via mail to CATS’ partners. They can include letters to key staff at these locations and additional posters or other materials to post around their offices.
  - **Paid ads in local media** – CATS can publish paid advertisements in the local newspaper of record, The Advocate, community newsletters, and local broadcast channels. In addition to paid advertisements can be translated into Spanish and Vietnamese to reach the entire customer base.
  - **CATS CONNECTS** – CATS Connects serves as an educational resource library, which houses informational materials, branding assets, imagery, and archived social graphics and news.
- Public notices – These are published in the daily newspaper of record, the Advocate, and posted on the CATS website.
- **CATS’ social media** – CATS’ Facebook page, Twitter, and Instagram, are monitored and used by Communications staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in the CATS decision-making process. CATS’ Facebook page is used to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in CATS’ decision-making process.
  - **Public Meetings** – The backbone of CATS’ public participation efforts. Federal regulations and comments do NOT require a public meeting and do not go into the public record. Public meetings are held to inform the public of upcoming service changes, as well as planning efforts, including Strategic Plan implementation, and Comprehensive Operational Analysis. These meetings are typically informal in nature with a presentation by CATS staff, followed by a general Q&A period. CATS staff are available to have one-on-one conversations with interested parties and when necessary, provide follow-up information.
  - **Public Hearings** - A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a CATS official. A public hearing is NOT a question-and-answer format.

- **Community Events** – CATS staff make sure that informational tables are at community events and CATS Terminals, where customers can find shared information about changes to service, new initiatives, or community resources. CATS also found that having technical staff available at outreach events in addition to customer service and communications staff can allow for more detailed conversations with customers and members of the public.
- **CATS' Board Meetings** - The Board of Commissioners meet on the third Tuesday of each month at 4:30 p.m. at either of two locations: the CATS administrative building (350 N. Donmoor St, Baton Rouge, LA 70806) or the BREC Recreation & Park Commission ( 6201 Florida Boulevard, Baton Rouge, LA 70806). These meetings are open to the public and include an opportunity for the public to comment on any action item placed on the agenda. In addition, there will be cards for members of the public to complete (this applies to everyone wishing to speak at the board meetings, except the board members themselves; all employees wishing to speak must complete the cards as well).
- **Public Comments** – CATS is always open to and accepting of public comments, regardless of whether they were given as part of an organized effort. Formal public comment periods solicit comments on major public involvement efforts around an agency service or system change. Comments from comment cards are valuable for open-ended discussions. In addition, open-ended questionnaires are distributed in printed form and digital form.

Comments are accepted during the public outreach period via:

- Share comments by phone at (225)389-8282
- E-mail comments at [catscustomerservice@brcats.com](mailto:catscustomerservice@brcats.com)
- Post comments on CATS' Facebook page CATSBR or Twitter page @BTRCATS
- Mail comments to CATS at 2250 Florida Blvd. Baton Rouge, LA 70802
- Share comments in person by attending a public meeting.

## 5. Public Outreach Between December 2016 – December 2020

- Board meetings were held monthly to give updates on administrative matters and act on plans, contracts, updates to policies, and financial statements.
- Numerous public meetings, from December 2016 – December 2020, were held to receive public input on changes in routes and schedules.
- During the Fall of 2016 to the Fall of 2020, route adjustments and service changes were made to maintain route efficiency and improve service to the system. Most service improvements pushed forth increasing transit accessibility, along with frequency.

- From the Fall of 2016 to December 2020, CATS administered Customer Surveys to gather updated transit trip information and behavioral data from CATS' riders. These efforts help the agency know the needs of the riders. In addition, resident surveys and stakeholder surveys were conducted.
- Two public meetings were held in Sept. 2018 to collect feedback on recommendations on a service change that eliminated one Route and replaced service through an extension on a Local Route.

## 6. COVID-19 Meeting Accommodations (March 2020)

During normal circumstances, meeting times and convenient locations for target audiences are crucial to providing meaningful opportunities for public participation. However, due to the pandemic, alternative methods of public involvement have taken place.

Act No. 302 of the 2020 Regular Session of the Louisiana Legislature enacted La. R.S. 42:17.1, as subsequently amended by Act No. 43 of the 2020 Second Extraordinary Session, allows a public body to conduct business "via electronic means" if specific requirements are met.

In accord with Executive Act No. 302 (Senate Bill 466) meetings held beginning June 2020 to the present have been held virtually to reduce and limit the spread of COVID-19 in Louisiana and preserve the health and safety of all public members; the Governor declared the COVID-19 Public Health Emergency. In addition, he ordered that it is necessary to limit public gatherings in a single place at the same time to avoid individuals being close to one another.

As a result of the public health emergency, the limitations imposed on public gatherings and personal interactions, and the risks associated with the participation of members in a physical meeting of the Board of Commissioners for Capital Area Transit System and Public Transportation Commission as a result of this certifies that to protect the lives, property, health, safety, and welfare of the citizens of Louisiana, it is necessary to conduct the meeting for regular business via teleconference and/or online to assure the presence of a quorum of voting members.

## 7. Equity Considerations

CATS recognizes that minority and low-income populations have historically and systematically been excluded from participating in public decision-making. Moreover, due to persistent societal and cultural influences, it can be challenging to ensure diverse public participation in CATS' decision-making, despite the concerted efforts described in this plan. CATS, therefore, recognizes the need to plan carefully to design inclusive outreach processes and build in critical steps to consider whether a public participation process and its outcomes are achieving the intended results.

## 8. Outcomes

The outcomes of public participation will be reported openly and transparently. The expectation is that, once community members have participated in a process, CATS owes it to them to say how their participation influenced the outcome. In addition, CATS should demonstrate that it explored the suggestions and recommendations of the public and considered that as part of the process.

## 9. Conclusion

This PPP must, first and foremost, demonstrate how CATS is accountable to the public. The strategic approach, goals, and guiding principles CATS has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by CATS help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

While the methods and techniques used during the public participation process may vary according to each circumstance, CATS will make every effort to achieve the standards it has set and design public outreach efforts to reach out to the diverse populations most effectively throughout the CATS service area. As a living document, the plan may evolve according to the demographic makeup of CATS' communities and their unique needs and CATS' evaluation of its public participation effectiveness.





## CATS Title VI Complaint Process



# CATS Title VI Complaint Process

CATS grants all citizens equal access to all its transportation services. It is further the intent of CATS that all citizens are aware of their rights to such access. This process document is designed to serve as an educational tool for citizens so that they may understand one of the civil rights laws that protect their benefit of CATS programs and services, specifically, as it relates to Title VI of the Civil Rights Act of 1964.

## What is Title VI

Title VI is a section of the Civil Rights Act of 1964 requiring 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 benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Note that Title VI does not address gender discrimination. It only covers race, color and national origin. Other Civil Rights laws prohibit gender discrimination.

## Who are Limited English Proficient Persons?

Persons who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP.” These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Different treatment based on a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

## How do I file a complaint?

If you believe that you have received discriminatory treatment by CATS on the basis of your race, color or national origin, you have the right to file a complaint with CATS’ Title VI Coordinator. The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.



## Methods of filing a Complaint

The preferred method is to file your complaint in the online complaint form located at [www.brcats.com/page/titlevi](http://www.brcats.com/page/titlevi)

You can obtain a hard copy of the Title VI Complaint Form by calling (225) 342-5548 or email [TitleVIComplaints@brcats.com](mailto:TitleVIComplaints@brcats.com).

The form can be mailed to:

**Title VI Coordinator Capital Area Transit System Title VI Coordinator**  
**2250 Florida Boulevard**  
**Baton Rouge, LA, 70802**

In addition, a complaint can be filed with the Federal Transit Administration by completing the [FTA complaint form \(PDF\)](#). The complaint form should be emailed to [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov) with “FTA complaint form” included in the subject line.

Alternatively, FTA complaints may be mailed to:

**Federal Transit Administration**  
**Office of Civil Rights**  
**Attention: Complaint Team**  
**East Building, 5th Floor – TCR**  
**1200 New Jersey Avenue, SE**  
**Washington, DC 20590Office of Civil Rights**

Should a complaint be filed with CATS and an external entity simultaneously, the external complaint shall supersede the CATS complaint and the CATS complaint procedures will be suspended pending the external entity’s findings.

## Investigations

Within 10 working days of receipt of the formal complaint, the Title VI Coordinator will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously).

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation.

The investigation will be conducted and completed within 90 days of the receipt of the formal complaint.

Based upon all the information received, an investigation report will be written by the Title VI Coordinator for submittal to the Chief Executive Officer.

The complainant will receive a letter stating that final decision by the end of the 90-day time limit.

The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to the Federal Transit Administration (FTA).

If the complainant is dissatisfied with the determination and/or resolution set forth by CATS, the same complaint may be submitted to the FTA for investigation.

A copy of the complaint and CATS' investigation report/letter of finding and final remedial action plan, if appropriate, will be issued to FTA within 120 days of the receipt of the complaint.

A summary of the complaint and its resolution will be included as part of the Title VI updates to the FTA.



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920

CONTACT



## CATS BOARD APPROVAL REQUEST:

**Date:** July 20, 2021

**Department Requesting Approval:** Board Administrator

**Project Manager:** Theo Richards

**Project:** Designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

**Budget/Project:** n/a

**Project Summary:**

Consideration of authorization to designate The Advocate as the official journal of CATS as set forth in the CATS Board of Commissioners Bylaws

A handwritten signature in blue ink, appearing to be "Theo Richards", written over a horizontal line.

Project Manager/ Board Administrator

Approval

A handwritten signature in blue ink, appearing to be "William R. Bull", written over a horizontal line.

CEO Approval

## CATS Procurement Listing for CATS Board

**July 20th  
2021**

**Yellow = Action Item / needs Board Approval now**

**Blue = Projects Pending Board Action within 1 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b>								
<b>A&amp;E Design Services</b> <b>BRT Stations</b> <b>Plank Rd &amp; Fla Blvd. PR #775</b>	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	Future BRT work will not be completed via this contract. Stop work issued 03/20/20. 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> <b>Transit Amenities &amp; Related Equip</b> PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
<b>A&amp;E Design Services</b> <b>NBR Transit Ctr</b> PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – <i>On hold</i> at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.

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July 20th  
2021

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Audit Services CATS &amp; Pension</b> External Audit Services	Service Contract	Postlethwaite & Netterville	\$279,500	Jan 2019	Dec 2021	06/23/20	External Audit Services	Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new total of \$95,000</u> 7/16/19-Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new total of \$151,000</u> . 11/13/18 - Board approved 11/8/18 - F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.
<b>C</b>								
<b>Claims Adjuster Bus Fleet Liability &amp; Worker Comp</b>	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/21 03/01/2020  Renewal: 3/1/19	Extension until 12/31/21 12/31/2020  2/29/20	Extension Approved 12/15/20  06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i>  (original 5 year contract	12/15/20 Board approved extension until 12/31/21. New RFP to be developed. 06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . 3/11/2020- Contract signed and mailed to vendor for extension. 9/9/16 - Contract renewal finalized. 8/30/16 - CATS Board approved renewal of contract. 8/11/16.
<b>D</b>								
<b>Drug &amp; Alcohol 3rd Third Party Adm</b> D & A Services for Safety Sensitive	Services New RFP	IHSN  6th extension	\$25,000 Estimated for 3 years	5/1/20  Extension from 05/01/2020	Extension until 12/31/21 Extension until 12/31/20	12/15/20  6/23/20	Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	Extension Approved. Targeting making award by 10/21. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
<b>F</b>								

## CATS Procurement Listing for CATS Board

**July 20th  
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline</b> <i>Joint C-P &amp; CATS Contract</i> Approved thru 10/31/2021 <b>7<sup>th</sup> renewal</b>	Materials City Parish	Mansfield Oil  (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1,000.000 for period noted  Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	4/01/21  Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	10/31/21 Final renewal  PO2020079 Current 2 year contr w/5 one year renewals available thru 2021	04/20/21	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	Board approved 04/20/21 for Services thru 10/31/21 Via a City Parish contract. Period 7 months. Renewed- 2/7/20 for 1 year. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
<b>G</b>								
<b>Graphic Design Services</b>	Service	Rockit Science	\$160,000 Maximum 2 <sup>st</sup> Renewal \$160,000 Maximum 1 <sup>st</sup> Renewal  \$125,000 Maximum per year	10/1/20  10/1/19  10/1/18	9/30/21  9/30/20  9/30/19	9/22/20  9/17/19  09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Board Approved 09/22/20. 9/17/19 – Board approved 1 <sup>st</sup> renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
<b>H</b>								



## CATS Procurement Listing for CATS Board

**July 20th  
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>HVAC Upgrade 2250 Florida Blvd</b>	Public Works Bid	Metro Mechanical	\$243,750	06/28/21	11/14/21	06/15/21	Upgrade HVAC System at 2250 Florida Blvd	Work began 06-28-21. Approved by Board. Project to be completed 140 days after Award is received by vendor.
<b>I</b>								
<b>Insurance Auto Physical Damage Policy</b>	Services	Stone Agency	\$74,900	9/20	09/21	09/22/20	Auto damage including terrorism coverage	Board Approved so Accounting has addressed this matter.
<b>Information Technology ASA Firewall</b>	Materials & Services State Contract	Transformyx	\$75,424	8/21	08/24	06/15/21	Networking and Services for Firewall replacement	Request Approved for Networking and Services for Firewall Replacement. Hardware and software.
<b>L</b>								
<b>Legal Services Employment Law</b>	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21	11/17/20	Contract Increase by \$75,000  Legal Services relating to Employment and Labor Matters. PO2020177	04/18/21 New contract is being formulated for consideration. 11/17/20 Board Approved Contract increase by \$75,000. Services to include: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements with its employee's union, grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO.



## CATS Procurement Listing for CATS Board

July 20th 2021		Yellow = Action Item / needs Board Approval now					Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>O</b>									
<b>Oil Products</b>	Materials ITB	Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Board Approved. Prior year vendor is being replaced.	
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21		Gear Oil, Motor Oil and Wheel Grease	12/01/20 – Bid Opening. Provided here for the Boards information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000..Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770. Board Approved up to \$354,770. This task will provide administrative support for project development & planning for capital improvement plan.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	6 months \$313,614	07/01/21	12/31/21		TO 002 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investment Plan	Task Order 2 will provide administrative support for project development & planning for capital improvement plan.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Task order 001 issued for \$313,445..Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.	

## CATS Procurement Listing for CATS Board

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<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$585,969	06/25/21	06/25/22	06/15/21	TO 003 Comprehensive Operational Analysis	Task Order has been awarded. Board Approved a comprehensive operational analysis of CATS bus routes.	
<b>P</b>									
<b>Paratransit Services ADA</b>	Service	MV Transp.	NTE \$2,324,667 1 <sup>st</sup> year option  3 year contract amount \$6,975,000	05/06/21  5/6/18 3 yr contract w/ 2 one year renewals	05/05/22  5/6/21 (potential 5 year contract thru 2023)	03/16/21  2/20/18	Contracted Para-Transit Service Provider	New Contract in place. 03/16/21-Board Approved 1 <sup>st</sup> of 2 one year renewals effective 05/6/21. 03/16/21-Board Approved Hourly Rate Adjustment for Modified Services in 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.	
<b>S</b>									
<b>Security Guard Services</b>	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	Extension approved & rebid 1 <sup>st</sup> quarter 2021  2 <sup>nd</sup> of 2 renewals 1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/21  12/31/20 .	12/15/20  1/21/2020	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Contract Signed 01/06/21. Rebid 2021 still pending. 12/15/20 Board Approved to extend for 1 year starting 01/01/21. 3/1/2020 – Contract renewed. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.	
<b>Software ERP System Software</b>	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.	

## CATS Procurement Listing for CATS Board

**July 20th  
2021**

**Yellow = Action Item / needs Board Approval now**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Software RouteMatch Services</b>	Service	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/21	7/31/22	06/15/21	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Board approved 12-month renewal Ending 07/31/22 based on option year 1 price from 2020. Negotiated down to \$117,500/yr. 9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease for Buses (Maintenance)</b> Contract for 3 years thru 8/31/20 w/2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	1 <sup>st</sup> option year estimated cost is \$204,800 per year  \$600,000 (est cost for 3 years) -----	9/01/20  09/1/17	1 <sup>st</sup> of 2 1 yr options 8/31/21  8/31/20	08/18/20  1/21/20	Tire lease for buses	08/18/20 Board Approved to exercise 1 <sup>st</sup> of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
<b>Technical Innovation Services</b>	Service	Cubic Transport Systems, Inc	Not To Exceed \$215,000	7/01/21	06/30/22 (3) 1 yr options	06/15/21	System to improve and grow CATS fixed routes.	Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
<b>V</b>								
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 <sup>rd</sup> Order 12/20/2019 – 2 <sup>nd</sup> order  01/16/18	12/31/23 3 <sup>rd</sup> Order 12/20/20 – 2 <sup>nd</sup> order  01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20  12/17/2019  Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	3 buses from 2 <sup>nd</sup> order arrived in 2021. PO Issued 11/18/20 for 3 <sup>rd</sup> and final order. 11/17/20 Board Approved request for 3 <sup>rd</sup> order for 3 buses. 3 <sup>rd</sup> Order Deliver anticipated in 2023. 12/20/19 – 2 <sup>nd</sup> order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 <sup>st</sup> order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.

## CATS Procurement Listing for CATS Board

July 20th 2021		Yellow = Action Item / needs Board Approval now					Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>Vehicles Diesel Buses (7) 35ft Delivery 2023 &amp; 2024</b>  <i>8 buses Delivered Nov/Dec 2018</i>  <i>*orders as needed – on going until contract expires</i>	Rolling Stock  ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024  3 <sup>rd</sup> order. Purchase of 8 buses  56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024  8 buses delivery in Nov/Dec 2018	1/22/21   <b>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</b>	Final 7 Buses- Delivery 2023 and 2024	2 POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. <b>1/3/19</b> – Procurement was notified that all 8 buses have been received by CATS Maintenance. <b>7/21/17</b> P.O. sent to Gillig – <b>7/17/17</b> – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. <b>4/11/17</b> – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17</b> – <u>Update:</u> P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.	
<b>Vehicles 3-Electric Buses - Lease for 2 years</b>	Rolling Stock	BYD America	\$375,000	Estimated 03/01/21	Estimated 02/28/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease contract under review for finalization and award. Buy America documentation provided. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.	
<b>Vehicle Bus Cameras</b>	Rolling Stock bus added ons	AngelTrax	\$291,972	10/01/21	11/01/21		Upgrading old cameras on buses.	Requesting board approval 07/20/21 for replacing aging bus cameras. This will help provide a safer environment for customers and operators. Recorded data is not generated or stored as required.	
<b>W</b>									
<b>Website Re-Design</b>	Website Services	Covalent Logic	\$19,800 Change Order  \$16,000 Change Order value  Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/21	07/31/22		Extension of contract for added functionality and annual hosting fee.	Requesting approval to extend contract for 2 <sup>nd</sup> and final option. August 2020 – Exercise optional year 1 hosting fee plus support to increase functionality of the website. July 2017 – launched new website. 12/15/16 – Award approved to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.	
				08/01/20	07/31/20	07/21/20	Extension of contract for added functionality and annual hosting fee.		
				01/01/17	3 years w/2 one year renewals available	12/20/16	Original Website Re-Design - includes Hosting and Software Services		

## 2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

July 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>S W Leader, Inc.</b>	<b>\$50,000</b>	<b>6/01/20</b>	<b>6/01/21</b>	<b>06/20</b>	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>Aries 2.0 Management Group, LLC</b>	<b>\$50,000</b>	<b>4/10/20</b>	<b>4/10/21</b>	<b>04/20</b>	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
<b>Consultant to CATS CEO</b>	<b>New Age Industries</b>	<b>\$50,000</b>	<b>3/1/20</b>	<b>12/31/20</b>	<b>03/20</b>	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
<b>Federal Grants Guidance</b>	<b>Stephanie Pulley</b>	<b>\$50,000</b>	<b>4/7/20</b>	<b>4/7/21</b>	<b>04/20</b>	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
<b>Federal Grants Strategic Guidance</b>	<b>Sullivan Bosworth LLC</b>	<b>\$50,000</b>	<b>2/10/20</b>	<b>2/10/21</b>	<b>02/20</b>	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
<b>Government Relations Consulting</b>	<b>Southern Strategy Group of LA</b>	<b>\$50,000</b>	<b>1/1/21</b>	<b>12/31/21</b>	<b>03/08/21</b>	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services

## 2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

July 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Legal Services To Amend and Create Policies and Procedures</b>	<b>Broussard Dispute Resolutions</b>	<b>\$50,000</b>	<b>5/1/21</b>	<b>4/30/22</b>	<b>05/21</b>	Legal Services to amend & create Policies & Procedures Agreements. PO#2021088	Provider of legal services to representation in the following areas: Employment: render legal services to CATS on amending and creating policies and procedures for CATS Human Resources and Operations as it relates to the current COVID-19 pandemic to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Public Transit Employment Regulatory Requirement, which includes assisting CATS to secure the maximum benefit from and adherence to federal and state subsidy programs with respect to Laws, Acts, Bills and/or any Legislative actions in response to the COVID-19 (Coronavirus) Pandemic, and adherence to federal, state, and local legal employment regulatory requirements. Additional services at the request of the CEO
<b>Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection</b>	<b>ESA Management &amp; Engineering Consultant</b>	<b>\$50,000</b>	<b>12/24/19</b>	<b>12/24/21</b>	<b>12/19</b>	<i>Support for Maintenance, Operations including Bus Inspection</i>	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented
<b>Litigation Support Services</b>	<b>Lyons Research Group</b>	<b>\$50,000</b>	<b>02/19/21</b>	<b>02/19/22</b>	<b>02/19/21</b>	<i>Support Litigation as directed by CATS</i>	Support with investigations as directed by CATS.

## 2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

July 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b><i>Legal Services as required by CATS</i></b>	<b>Law Office of Derrick Moore</b>	<b>\$50,000</b>	<b>01/04/21</b>	<b>01/04/22</b>	<b>03/02/21</b>	<i>Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services</i>	Legal support for various transit matters.
<b><i>Court Reporting Services</i></b>	<b>Baton Rouge Court Reporting</b>	<b>\$43,500</b>	<b>01/01/21</b>	<b>12/31/21</b>	<b>02/08/21</b>	<b><i>Transcription Services for board meeting, negotiation, arbitrations and as required.</i></b>	
<b><i>Community Engagement and Public Relations</i></b>	<b>Clay Young Enterprises</b>	<b>\$50,000</b>	<b>03/25/21</b>	<b>03/24/22</b>	<b>03/25/21</b>	<b><i>Messaging and community relations plan and implementation</i></b>	Various services to maximize Media and Branding Strategy.
<b><i>Professional Development for CATS Management</i></b>	<b>Insight Strategies</b>	<b>\$49,500</b>	<b>05/18/21</b>	<b>11/17/21</b>	<b>05/17/21</b>	<b><i>Employee Assessment &amp; Leadership Professional Development Training</i></b>	Complete assessment for CATS Managers and develop course and deliver of workshops.