

LEGAL NOTICE

In accordance with the U.S. Department of Transportation's Rules and Regulations, the Southeast Arkansas Regional Planning Commission (SARPC) has prepared the proposed copy of the Pine Bluff Area Transportation Study (PBATS) Fiscal Year 2009 Unified Planning Work Program (UPWP). This document states what transportation planning activities will be conducted within the Transportation Study Boundary Area. PBATS is soliciting comments concerning the work elements identified in the UPWP. The draft UPWP is available at our website searpc.com and is on file for public view at the Southeast Arkansas Regional Planning Commission, 1300 Ohio Street, Pine Bluff, during the hours from 8:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. If you desire to make comments concerning the UPWP, you have until 5:00 p.m. Monday, May 12, 2008 to submit your written comments. All comments will be submitted to the PBATS Technical Committee and Policy Committee for their consideration prior to adopting a 2009 UPWP. You can either e-mail your comments to askinner@cablelynx.com or mail your comments to the Southeast Arkansas Regional Planning Commission, P.O. Box 8398, Pine Bluff, Arkansas, 71611. Should you have any questions concerning the UPWP, please contact Allan Skinner at 534-4247.

PINE BLUFF AREA TRANSPORTATION STUDY

FY2009 UNIFIED PLANNING WORK PROGRAM

▶▶ **PARTICIPATING AGENCIES:**

Pine Bluff
White Hall
Jefferson County
Southeast Arkansas Regional
Planning Commission

▶▶ **IN COOPERATION WITH:**

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

RESOLUTION *

ADOPTION OF FY2009 UNIFIED PLANNING WORK PROGRAM

WHEREAS, the Policy Committee was established for the purpose of providing policy guidance for the Pine Bluff Area Transportation Study planning process; and

WHEREAS, the Policy Committee has met to discuss the FY2009 Unified Planning Work Program for the area.

NOW, THEREFORE BE IT RESOLVED THAT, the Policy Committee hereby adopts the recommended FY2009 PBATS Unified Planning Work Program.

PASSED AND APPROVED THIS 24TH DAY OF APRIL, 2008.

HOWARD PARETTE, CHAIRMAN

ALLAN SKINNER, STUDY DIRECTOR

NOTICE OF NONDISCRIMINATION

The Southeast Arkansas Regional Planning Commission/Pine Bluff Metropolitan Planning Organization complies with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in Commission programs and activities, as well as the Department's hiring or employment practices.

Complaints of alleged discrimination and inquiries regarding the Commission's nondiscrimination policies may be directed to Allan Skinner, Director, P. O. Box 8398, Pine Bluff, AR 71611, (870) 534-4247.

PBATS MEMBERSHIP

POLICY COMMITTEE

<u>Representatives</u>	<u>Name and Title</u>
Jefferson County	Mike Holcomb, County Judge Dorothy Alford, Quorum Court Member
Pine Bluff	Carl A. Redus, Jr., Mayor Bill Brumett, Alderman
White Hall	James Morgan, Mayor, PBATS Vice Chairman William May, Alderman
Southeast Arkansas Regional Planning Commission	Howard Parette, PBATS Chairman
AHTD	Alan Meadors, Planning & Research Engineer James House, District Engineer
Arkansas River Regional Intermodal Authority	Ford Trotter, Chairman

TECHNICAL COMMITTEE

<u>Representatives</u>	<u>Name and Title</u>
Jefferson County	Angelo Walker and Ricky Bullard, County Road Supervisors
Pine Bluff	J.T. Golden, Street Manager Larry Reynolds, Transit Manager Lt. Robert Roby, Traffic Division, Police Department
White Hall	James Morgan, Mayor Jennie Elkins
Southeast Arkansas Regional Planning Commission	Allan Skinner, Director Jerre George, Principal Planner
AHTD	Julie Hart, Transportation Planner Ernie Westfall, Construction Engineer Steve Alexander, Administrative Officer
Pine Bluff Air Port Commission	Doug Hale, Airport Manager
Intermodal Representatives	Lou Ann Nisbett, Executive Director, The Alliance Charles Falkins, Union Pacific Railroad
Federal Highway Administration	David Blakeney, Division Realty Officer
Office of Emergency Management	Wally Hunt, Director
Area Agency on Aging	Dixie Clark, Chief Operations Officer

INTRODUCTION

PURPOSE OF UNIFIED PLANNING WORK PROGRAM

The Pine Bluff Area Transportation Study Area (PBATS) was initiated in 1964 in accordance with the Federal Highway Act of 1962. The original intent of a portion of the 1962 Act was to provide for a cooperative, comprehensive and continuous transportation planning process in urban areas which have a population of over 50,000. Since then the act has been reauthorized a number of times and the latest reauthorization act took place in 2005 when the President signed the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). As a result of this act, the U. S. Department of Transportation has established policy guidelines in an attempt to prevent a duplication of effort; to integrate modal planning at the metropolitan level; to achieve intermodal planning and coordination; and to relate these activities to a comprehensive planning process. Pursuant to these guidelines, the PBATS FY2007 Unified Planning Work Program (UPWP) is the document identifying all transportation planning activities that will be undertaken within the Pine Bluff-White Hall Metropolitan Area by the Southeast Arkansas Regional Planning Commission (SARPC) during the project year July 1, 2008 through June 30, 2009.

ORGANIZATION AND MANAGEMENT

The UPWP has been developed as a cooperative venture between SARPC which serves as the Metropolitan Planning Organization (MPO), the Arkansas State Highway and Transportation Department (AHTD), City of Pine Bluff, City of White Hall and Jefferson County.

Policy guidance and overall direction for the integrated multi-modal urban transportation planning process is provided by the PBATS Policy Committee. The Policy Committee also provides direction through an annual review of the metropolitan transportation plan and the process associated with it. The review includes, but is not limited to, monitoring changes in land uses and traffic patterns associated with major traffic generators that are added or deleted from the system.

The Policy Committee reviews and approves both the UPWP and Transportation Improvement Program (TIP) and is responsible for maintaining the long range transportation plan for the Study Area. The Committee includes the Mayor and one Alderman from the Cities of Pine Bluff and White Hall, the County Judge and one Quorum Court member, the Arkansas State Highway and Transportation Department local District Engineer and Planning and Research Division Engineer and a ex-officio representative from SARPC and Arkansas River Regional Intermodal Authority.

The purpose of the Technical Committee is to assist the Policy Committee by reviewing and preparing long-range transportation plans, preparing reports and studies for the Policy Committee to review and approve. The Technical Committee members are those technical and professional staff members of local governments and AHTD that are responsible for planning and managing various transportation systems within the Study Area and includes an non-voting ex-officio representative from the Federal Highway and Administration (FHWA).

FACTORS CONSIDERED IN THE PLANNING PROCESS

The Federal Regulations require the establishment of a cooperative, comprehensive and continuous planning process in the metropolitan areas. The factors, which apply to each element of the UPWP, are listed as follows.

1. Support the economic vitality of the United States, the States and Metropolitan Areas, especially by enabling global competitiveness, productivity and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

WORK TASKS

Six work categories or tasks have been developed relative to the planning process. These are as follows: Task 1: Administration and Management; Task 2: Data Collection and Maintenance; Task 3: Short Range Planning; Task 4: Long Range Transportation Plan; Task 5: Management Systems; and Task 6: Special Transit Tasks. These tasks and their related subtasks address the eight factors as stated in SAFETEA-LU. Although many of the tasks hereafter described overlap in purpose, most in one way or another relate to the factors set out in SAFETEA-LU which are to be considered in developing transportation plans.

TASK 1. ADMINISTRATION AND MANAGEMENT

DESCRIPTION:

The purpose of this task is to ensure that the transportation planning process conducted in the Study Area is continuous, cooperative and comprehensive, and that it has resulted in plans and programs consistent with the comprehensive planned development of the urbanized area. The task consists of the daily administrative and management work elements that are necessary to maintain the transportation planning process for the Pine Bluff-White Hall urban area for both the FHWA and Federal Transit Administration portions of the program. This task reflects all those activities associated in ensuring community involvement in the planning process, monitoring of on-going planning activities and ensuring that all modes of transportation are considered in the planning process in terms of addressing the 8 factors as stated in SAFETEA-LU.

Another portion of this work element involves providing transportation planning data and information as requested by the general public, business community and local governmental officials. One of the requirements of SAFTEA-LU is the availability of timely information via a website. The posting of documents and public involvement activities will serve to keep the public informed of MPO activities and requests for input.

WORK TASK:

1. Program management and coordination.
2. Record-keeping and daily correspondence.
3. Audit reports.
4. Community involvement/public participation activities.
5. FY2010 UPWP.
6. Administer amendments to TIP.
7. Preparation of quarterly reports.
8. Financial record-keeping.
9. Website maintenance.
10. Attend transportation training and workshops as required to keep abreast of new transportation planning techniques and requirements.
11. Purchase supplies and office equipment to maintain the program.
12. Preparation of annual list of projects.

END PRODUCT:

1. OMB Circular A-133 Audit Report.
2. Quarterly Reports.
3. FY2010 UPWP.
4. Various documentation concerning record-keeping, daily correspondence, public proceedings and comments, and etc.
5. Prepare other related administrative documents as needed.

TASK 1. ADMINISTRATION AND MANAGEMENT (continued)

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>Southeast Arkansas Regional Planning Commission</i>	<i>On-going</i>	<i>FEDERAL</i>	<i>\$35,000</i>
		<i>LOCAL</i>	<i>\$ 8,750</i>
		<i>TOTAL</i>	<i>\$43,750</i>

TASK 2: DATA COLLECTION AND MAINTENANCE

DESCRIPTION:

The maintenance of socio-economic data, land use, and transportation system characteristics on a current basis is necessary to compare and evaluate existing conditions in relation to assumptions and forecasts made in developing transportation plans. The determination of the magnitude and location of growth is essential in updating the overall transportation plan and in the scheduling of priority projects in the Transportation Improvement Program.

The purpose of this task is to collect various data and information that is used in the transportation planning process. The data and information collected is used for the purpose of monitoring the short range and long range transportation plans. With data and information collected, an analysis can be conducted to determine what type of modifications to the plan might be necessary from time to time.

WORK TASK:

1. Monitoring local land use plans, subdivision and zoning regulations and other regulations that affect traffic, transit, and freight movement.
2. Monitoring zoning changes, new subdivision activities, and construction activities.
3. Monitoring traffic accident data in the study area to be used in the transportation planning process.
4. In cooperation with AHTD, monitor traffic data for the study area.
5. Monitoring of intermodal activities for the transportation planning purposes (such as activities that take place at the river port, airport and those areas generating freight movement).
6. Monitor population changes within the Study Area by census tract block groups. This will be done by monitoring building permits issued for new dwellings and addresses assigned for dwellings in the unincorporated areas.
7. Monitoring those activities such as transit ridership, financial cost of providing transit service, and maintenance activities.
8. Monitor the employment trends in terms of locations of places of employment.
9. Collect and analyze data as it relates to Environmental Justice.

TASK 2: DATA COLLECTION AND MAINTENANCE (continued)

END PRODUCT:

1. Annual Report indicating various results of data and maintenance activities undertaken this fiscal year.
2. Maintenance of current in-house data base.

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>Southeast Arkansas Regional Planning Commission</i>	<i>On-going</i>	<i>FEDERAL</i>	<i>\$12,000</i>
		<i>LOCAL</i>	<i>\$ 3,000</i>
		<i>TOTAL</i>	<i>\$15,000</i>

TASK 3: SHORT RANGE PLANNING

DESCRIPTION:

This year's emphasis will be placed on reviewing access management policies of Pine Bluff, White Hall and Jefferson County with the intent of developing an overall access management policy that could be adopted by the three local governments. An emphasis will be directed towards determining what planning activities need to be carried out to insure that we are addressing issues affecting the efficient, reliable and safe movement of freight throughout the planning area. The first step in the planning process is to obtain input from those businesses, industries and freight companies as to what surface transportation problems that can be resolved in the short time period and what problems can possibly be addressed through the long range planning period. The third area is evaluating the methods to improve coordinating economic and environmental interest strategies with the transportation planning program. Our Staff, with the assistance of the local transportation officials, will evaluate a limited number of transportation links in terms of recommending safety types of improvements to be implemented. We will also work with the Jefferson County Office of Emergency Management in reviewing transportation security involving pedestrian, transit and road way system.

WORK TASK:

1. Assist the local governments in preparing and administering enhancement, trail and Safe-Routes-to-School grants.
2. Preparation of documents related to short range plan objectives as may be requested by the Policy Committee.
3. Assist the local governments in their review of both private and public sector related transportation projects to ensure the compliance and evaluate the impact on the Transportation Plan. This includes review of subdivision developments, commercial and industrial development, and those public and semi-public developments that affect the Transportation Plan.
4. Assist local governments in preserving transportation facilities and corridors.
5. Assist local government in evaluating safety concerns relating to vehicle accidents.
6. Annual review of the transportation corridors serving the railroad gravity yard, river port and airport in terms of meeting their transportation needs.
7. Prepare 2010 to 2013 TIP.
8. Prepare amendments to the TIP and Long Range Plan if needed.
9. Assist the local governments in reviewing their zoning ordinance in terms of ordinance impact on the transportation facilities.
10. Prepare an evaluation of existing access management policies and ordinances of the three local governments.
11. Work with The Alliance in obtaining input from the business community and freight companies in identifying surface transportation projects that would improve the efficient movement of freight through the urban area.

TASK 3: SHORT RANGE PLANNING (Continued)

END PRODUCT:

1. Documents related to short range plan objectives as may be requested by the Policy Committee.
2. Preparation of enhancement and trail grants as requested.
3. Develop access management policy for the local governments.
4. Prepare a list of minor street improvements that assist benefiting efficiency and safe movement of freight in the urban area.
5. Prepare 2010 to 2013 TIP.

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>Southeast Arkansas Regional Planning Commission</i>	<i>June 2009</i>	<i>FEDERAL</i>	<i>\$26,500</i>
		<i>LOCAL</i>	<i>\$ 6,625</i>
		<i>TOTAL</i>	<i>\$33,125</i>

TASK 4: LONG RANGE TRANSPORTATION PLAN

DESCRIPTION:

The Long Range Plan was adopted in March of 2006. The plan is continuously being reexamined to determine what parts of the plan need to be changed to better reflect the urban area's current and future transportation needs. This task involves evaluating the work conducted under the other tasks of the UPWP to determine if the plan meets the needs of the Study Area. This task also involves reviewing local government's policies and practices which have a bearing on the implementation of the Transportation Plan. This year's work program begins the actual process of developing, updating the long range plan in terms of reviewing transportation links, transportation policies and identification of long range transportation projects.

WORK TASK:

1. Evaluate the various sections of the plan to determine if minor modifications need to be made to the plan.
2. Review the functional classification of streets in terms of meeting the urban sprawl taking place in the Study Area and the fringe area of the Study Area.
3. Evaluate the Transportation Plan in terms of meeting the present needs for pedestrians and bicyclists.
4. Evaluate existing transportation policy as stated in the long range plan.
5. Request local agencies to identify transportation projects they feel should be placed in the long range transportation plan.

END PRODUCT:

1. Maintenance of data and in-house files concerning monitoring of the long range Transportation Plan.
2. Production of other documents relating to the Long Range Plan as may be requested by the Policy Committee.
3. If needed, make revisions to the Long Range Plan.

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>Southeast Arkansas Regional Planning Commission</i>	<i>June 2009</i>	<i>FEDERAL</i>	<i>\$22,000</i>
		<i>LOCAL</i>	<i>\$ 5,500</i>
		<i>TOTAL</i>	<i>\$27,500</i>

TASK 5: MANAGEMENT SYSTEMS

DESCRIPTION:

The Management System elements include the Intermodal Transportation Facilities and System, Safety Management System, Congestion Management System, Pavement and Bridge Management Systems, and Public Transportation Management System. AHTD is the lead agency for conducting bridge, pavement and safety management systems and our agency will provide assistance where needed. SAFTEA-LU requires an evaluation of the operation and management (for both the transit and highway network) issues in the transportation planning process and the development of strategies to address the issues. Our agency will be working with the local governmental units to identify the problems under each management system category and develop solutions to address the problems.

WORK TASK:

1. Collect bridge information from the State to assist local governments in their monitoring of bridges.
2. Provide technical assistance to the Cities of Pine Bluff and White Hall, and Jefferson County in conducting traffic analysis of high accident locations and recommend solutions.
3. Provide technical assistance to develop solutions to local spot time congestion locations on the existing local street network.
4. Assist Pine Bluff Transit in identifying route operating policy changes that can be implemented to improve the cost efficiency of providing transit service.
5. Assist public agencies in monitoring transportation programs for their clients.
6. Provide technical assistance to the local governments in developing a system to inventory and prioritize local maintenance programs for local streets.
7. Monitor truck and freight movement for the purpose of evaluating the most efficient movement of goods and freight throughout the Study Area.

END PRODUCT:

1. An annual list identifying top accident locations.
2. A map showing congestion locations.
3. A priority listing of local bridges that need to be improved and/or replaced.
4. A map showing location of goods and freight locations and the roads they access throughout the Study Area.
5. Identification of the operation and management of the transportation systems (transit and highway).

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>Southeast Arkansas Regional Planning Commission</i>	<i>June 2009</i>	<i>FEDERAL</i>	<i>\$7,000</i>
		<i>LOCAL</i>	<i>\$1,750</i>
		<i>TOTAL</i>	<i>\$8,750</i>

TASK 6: SPECIAL TRANSIT TASKS

DESCRIPTION:

There are two transit providers in the study area. They are the City of Pine Bluff's transit system and the Area Agency on the Aging's transit system. The City's transit system is small and it does not have a sufficient professional staff to carry on the more technical elements of operating a transit system. SARPC has filled this void. SARPC provides planning, management, and technical assistance on an as needed basis. The Area Agency on the Aging also provides transit service to the general public outside the urbanized area. SARPC provides assistance to the Area Agency on the Aging on an as needed basis. Our agency also acts as a catalyst in the aspect of providing a vehicle of coordination and cooperation of transit service in the study area.

This year's emphasis will be placed on evaluating PBT's transit program it provides to UAPB, assisting PBT is developing a transit program for providing transit service for Southeast Arkansas Technical College students. We also assist PBT in reviewing the lease purchase agreement to purchase buses and evaluating and answering FTA Tri-annual review comments. These items will be addressed in PBT's FTA 5307 Grant.

WORK TASK:

1. Assistance will be in the areas of:
 - a. Preparation of 2010-2013 Transit TIP.
 - b. Coordination of transit services.
 - c. Quarterly reports.
 - d. Procedural development.
 - e. Assist PBT prepare their FTA grants.
2. Provide planning and technical assistance to the City's Transit System and the Area Agency on the Aging.
3. Review FTA Section 5310, 5316 and 5317 grant applications.

TASK 4: SPECIAL TRANSIT (Continued)

END PRODUCT:

1. Quarterly reports on activities that have taken place.

RESPONSIBLE AGENCY	COMPLETION	FUNDING	
<i>A. Southeast Arkansas Regional Planning Commission</i>	<i>June 2009</i>	<i>FEDERAL</i>	<i>\$22,119</i>
		<i>LOCAL</i>	<i>\$ 5,530</i>
		<i>TOTAL</i>	<i>\$27,649</i>
<i>B. Southeast Arkansas Regional Planning Commission</i>	<i>June 2009</i>	<i>FEDERAL(5307)</i>	<i>\$24,000</i>
		<i>LOCAL</i>	<i>\$ 6,000</i>
		<i>TOTAL</i>	<i>\$30,000</i>

BUDGET

It is anticipated that in order to complete the work tasks as described in the UPWP, it will cost \$148,619 in PL and FTA funds. The following table indicates our staff's estimated cost by work task in order to complete each task.

TASKS	PL & FTA FEDERAL	LOCAL	TOTAL
TASK 1: Administration and Management	\$ 35,000	\$ 8,750	\$ 43,750
TASK 2: Data Collection and Maintenance	\$ 12,000	\$ 3,000	\$ 15,000
TASK 3: Short Range Planning	\$ 26,500	\$ 6,625	\$ 33,125
TASK 4: Long Range Planning	\$ 22,000	\$ 5,500	\$ 27,500
TASK 5: Management System	\$ 7,000	\$ 1,750	\$ 8,750
TASK 6: A. Special Transit	\$ 22,119	\$ 5,530	\$27,649
B. Transportation Coordination Plan (FTA, Sec. 5307)	\$ 24,000	\$ 6,000	\$30,000
TOTALS	\$148,619	\$37,155	\$185,774

METROPOLITAN TRANSPORTATION PLANNING PROCESS SELF-CERTIFICATION

The Arkansas State Highway and Transportation Department and the Southeast Arkansas Regional Planning Commission, the Metropolitan Planning Organization for Southeast Arkansas Transportation Planning is addressing the major issues facing the area and was carried out in conformance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Alan Meadors
Planning and Research Engineer

DATE: _____

Howard Parette
Chairman, PBATS Policy Committee

DATE: _____

504/ADA DISABILITY ASSURANCE OF COMPLIANCE

Complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, two federal laws which prohibit discrimination against qualified people with disabilities.

I understand that federal and state laws prohibit discrimination in public accommodations and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through contracting with a governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, the Section 504/ADA requirements. I understand that reasonable accommodation is required in both program services and employment, except where to do so would cause an undue hardship or burden.

I agree to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information, and employees therein to Arkansas Highway and Transportation Department for reviewing compliance with Section 504 and ADA requirements.

I agree that any violation of the specific provisions and terms of the 504/ADA Disability Assurance of Compliance with Section 504 or the ADA, shall be deemed a breach of a material provision of the Contract between the Arkansas Highway and Transportation Department and the Pine Bluff Metropolitan Planning Organization/Southeast Arkansas Regional Planning Commission. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part of this Contract by the Arkansas Highway and Transportation Department.

DATE: _____
Alan Meadors
Planning and Research Engineer

DATE: _____
Howard Parette
Chairman, PBATS Policy Committee

504/ADA SELF-EVALUATION QUESTIONNAIRE

General Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation. If you have fewer than 15 employees, please skip the first section and start with "Program Access."

YES NO N/A

1. Do you have a 504/ADA coordinator? If so, who?

YES NO N/A

Name _____

Title _____

Phone _____

2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with 504/ADA?

YES NO N/A

3. Do you have a policy that provides for notifying participants, applicants, employees, unions, and professional organizations holding collective bargaining or professional agreements that you do not discriminate on the basis of disability?

YES NO N/A

4. Have you notified these individuals of your nondiscrimination policy?

YES NO N/A

5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination on the basis of disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities?

YES NO N/A

Program Access

1. Do you notify the public and other interested parties that agency meetings, board of director meetings, hearings, conferences, public appearances by elected officials, and interviews will be held in accessible locations?

YES NO N/A

2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to participants with disabilities?

YES NO N/A

3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with individuals who use TTYS for communication purposes?

YES NO N/A

4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities?

YES NO N/A

Program Access (continued)

	YES	NO	N/A
5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:			
• the information requested is intended for use solely in connection with reporting requirements;			
• the information is voluntary;			
• the information will be kept confidential; and			
• refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. If you make pre-employment medical inquiries or conduct pre-employment medical examinations:			
• Is the inquiry related to the applicant's ability to perform the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Do you condition offers of employment on the results of these examinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is the examination required for <u>all</u> employees in the same job classification?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are <u>all</u> applicants in the same job classification asked the same medical and/or interview questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employment and Reasonable Accommodation (continued)

YES NO N/A

4. Do you have a written policy stating the following?

504/ADA requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:

- (1) supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s);
- (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and
- (3) government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.

YES NO N/A

Physical Accessibility

Complete the "Quick Look" Barriers Checklist and then answer the following questions:

- 1. Is the building(s) where your business is located barrier-free? YES NO N/A
- 2. If you checked NO to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? YES NO N/A

If access would be impacted, describe on the Corrective Action Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Corrective Action Plan.

This 504/ADA Self-Evaluation Questionnaire was completed by:

Allen Skinner 4/22/08 870-534-4247
Print name Date Phone Number

"QUICK LOOK" BARRIERS CHECKLIST

This checklist may be used to conduct a quick appraisal of potential problem areas for accessibility. For detailed review standards, refer to IBC 2003, ANSI A117.1-2003, and the Washington State Administrative Code (WAC) 51-50. If you are not located in State of Washington, you may refer to federal ADA Accessibility Guidelines (ADAAG), state or local laws and regulations.

Building Access	YES	NO	N/A
• Garage/lot has required number of accessible parking spaces?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are accessible parking spaces near main building entrance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walkways are level (44" wide min.) or ramped (max. 1:12)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the entrance doorway have at least 32" wide clearance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the door threshold maximum ¼" high (½" if beveled)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Door hardware is lever handles, pulls, or push-pull activating bars?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Are the doors easy to open (exterior doors max. 8.5 lbs. opening force, interior doors 5 lbs. max.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If revolving doors used, alternate accessible entrance available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Building Corridors			
• Is path of travel free of obstruction and at least 36" wide?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is floor surface stable, firm and slip resistant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do obstacles (phones, fountains, etc.) protrude no more than 4"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If provided, minimum one public phone or water fountain accessible?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Are elevator controls no higher than 48"?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are elevator markings in Braille and raised letters/numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does elevator provide audible and visible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Floor of elevator cab is min. 51" x 68" (door offset) or 51" x 80" (door centered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restrooms			
• Door hardware is lever handles, pulls, or push-pull activating bars?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do restroom entrance doors have at least 32" wide clearance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is restroom large enough for wheelchair turnaround (5' diameter)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Does accessible stall door have at least 32" wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Are grab bars provided in accessible toilet stalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Toilet seat top is 17-19" above floor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Sink has clear knee space under basin; exposed pipes are insulated?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Faucets are lever-operated or push-type?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Are soap and towel dispensers no more than 40" from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reception and Personnel Office			
• Lower counter space in reception, customer service areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Do doors have at least 32" wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is the door easy to open (max. 5 lbs. opening force)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Door threshold is maximum ¼" high (½" if beveled)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is the path of travel between furniture at least 36"?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>