

Local Public Agency Title VI Program Implementation Plan Checklist	Yes	No	Comments
1. POLICY STATEMENT: Does the Plan have a Title VI Program Policy Statement signed by the CEO?			
2. STANDARD DOT ASSURANCES: Does the Plan include a signed copy of the DOT Standard Title VI Assurances with Appendices "A," "B," "C," "D," and "E"?			
3. ORGANIZATION & STAFFING: Does the Plan identify the Title VI Coordinator who has easy access to the head of the agency? Is there an organizational chart that identifies the Title VI Coordinator , and their placement in the agency?			
4. PROGRAM REVIEW PROCEDURES: Does the Plan describe the nature of the recipient's program areas and include procedures for conducting reviews of pertinent program areas?			
5. SPECIAL EMPHASIS PROGRAM AREAS: Does the Plan describe the process the LPA uses to identify their special emphasis program areas and how they address identified trends or patterns of discrimination in those areas?			
6. SUB-RECIPIENT REVIEW PROCEDURES: Does the Plan describe the process for conducting reviews of sub recipients, (consultants, vendors, contractors, etc.)?			
7. DATA COLLECTION/REPORTING/ANALYSIS: Does the Plan contain a process for collecting and reporting Title VI data (race, color, national origin, sex, age, disability...)?			
8. TITLE VI TRAINING: Does the Plan address Title VI training of staff members and sub recipients?			
9. COMPLAINT PROCEDURES: Does the Plan contain complaint procedures which describe a prompt process for investigations and disposition of Title VI complaints?			
10. DISSEMINATION OF TITLE VI INFORMATION: Does the Plan contain community outreach and public education procedures (making the public aware of their rights under Title VI program authorities)?			
11. LIMITED ENGLISH PROFICIENCY (LEP): Does the Plan communicate how the LPA implements the Title VI Program requirements of Limited English Proficiency (LEP)?			

12. ENVIRONMENTAL JUSTICE (EJ): Does the Plan communicate how the LPA implements the Title VI Program requirements of Environmental Justice to include a public participation plan and outreach plan?			
13. REVIEW OF LOCAL CITY/COUNTY DIRECTIVES: Does the Plan describe how the LPA reviews directives to determine if there are Title VI implications, and interpret how directives impact Title VI program areas?			
14. COMPLIANCE AND ENFORCEMENT PROCEDURES: Does the Plan outline Title VI Program compliance and enforcement procedures to eliminate and address discrimination, resolve deficiencies, etc. when noncompliance occurs?			