

Arizona Department of Transportation Title VI On-Site Compliance Review

Date: _____ Reviewer: _____

I. Agency Information

_____ Title _____
Administrative Head

Grant Recipient: _____

Address: _____

City/State: _____ Zip Code /County: _____

Phone/Fax: _____ Email: _____

Please list the Program(s) or Service receiving financial assistance from the Arizona Department of Transportation and the amounts received for the current year.

<u>Program/Service</u>	<u>Dollar Amount</u>	<u>Recurring</u>
_____	_____	Yes ____ No ____
_____	_____	Yes ____ No ____

Service area population:

	Number	%		Number	%
Female			Male		
White			Black or African American		
American Indian/ Alaska Native			Native Hawaiian/ other Pacific Islander		
Asian			Hispanic		
Other					

Does your organization have a Limited English Proficiency (LEP) plan? Yes ___ No ___
(If “yes” provide documentation)

How does the agency ensure persons with LEP access to services?

Does your agency have a staff person designated as the Title VI Coordinator?
If yes, provide name and title:

Address: _____

City: _____ Zip Code/County: _____

Phone: _____ Email: _____

Has the Title VI Coordinator attended an ADOT Civil Rights training session within the last three (3) years?

Yes ___ No ___

If yes, provide date: _____

II. Title VI Information

Are all posters regarding Title VI visible and accessible to staff and service beneficiaries?
Yes ___ No ___

Do the posters show the name of the Title VI Coordinator to whom complaints should be referred?
Yes ___ No ___

Is Title VI information disseminated to your employees, clients and constituents?
Yes ___ No ___

If "yes" explain how disseminated:

III. Transportation- related boards or commissions

List transportation-related **appointed** board(s), commission(s), or advisory bodies, if any:

Ethnic/racial/gender breakdown of the transportation-related boards(s)/or commission(s):

Female		Male	
White		Black or African American	
American Indian/ Alaska Native		Native Hawaiian/ other Pacific Islander	
Asian		Hispanic	
Other			

How are the members of the boards(s)/or commissions(s) selected? (**attach by-laws**)

IV. Procurement of Contracts

Are contractees clearly aware of their commitment to Title VI compliance?

Yes____ No____

V. Public Involvement

Provide documentation describing efforts to identify and involve minority and low – income residents and communities within your service area in the decision making process:

Provide a description of the methods used to inform low-income and minority communities of planning efforts for transportation related services and/or improvements:

List minority and/or community media sources utilized to ensure notification of public meetings or public review of agency documents for residents in minority and low-income communities:

List any adverse social, environmental, economic or demographic impacts identified on any planned or programmed transportation-related projects during the last two years:

VI. Complaint Information

Provide complaint procedure and log form. **(Attach copy)**

List any Title VI complaints on the basis of race, color, and national origin in your agency during the past three years?

Were the complaints, if any, investigated? Yes ___ No ___
By whom? _____

1. If “yes” provide a summary of the findings of the investigation, include a copy of the complaint and corrective action taken.

2. Were complaints filed against your agency forwarded to ADOT Civil Rights Office?

Yes___ No___

VII. Title VI Assurance

Has your agency provided Title VI Assurances signed by the agency head? Please provide a copy.

VIII. DECLARATION OF RESPONDENT

I declare that I have completed this Title VI On-site Compliance Review to the best of my knowledge and believe it to be true and correct.

Title VI Coordinator

Date