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| **Is this subrecipient a direct FTA recipient? If YES, do not review.** |
| **Title VI/ADA IMPLEMENTATION PLAN** | **Yes** | **No** | **COMMENTS** |
| 1. **Title VI Plan Cover Page:** Is there a cover page with the required information?
 |  |  |  |
| 1. **Title VI Plan Table of Contents:** Is there a Table of Contents with the appropriately labeled sections and pages?
 |  |  |  |
| 1. **Executive Summary**: Does it summarize the services it provides, history of grant funding, and what the grant will be used for?
 |  |  |  |
| 1. **Non Discrimination Notice to the Public:** Is there one provided? Does it include a list of location(s) where the notice is posted? Is there an English and Safe Harbor Language version?

 FTA C 4702.1B (a.1) |  |  |  |
| 1. **Non Discrimination ADA/Title VI Complaint Procedures:** Does the plan include procedures for investigating and tracking Title VI complaints? Are the filing procedures available to members of the public? Are they posted on the website? Is the notice in italics on the bottom of page 9 indicating the procedures can be translated in Safe Harbor language included?

 FTA C 4702.1B (a. 2) |  |  |  |
| 1. **Discrimination ADA/Title VI Complaint Form:** The form should only include race, color, national origin, and disability as the bases for a complaint.

 FTA C 4702.1B (a. 2) |  |  |  |
| 1. **Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits:** Have there been any Title VI Complaints within the last year”? Have these been recorded on the Compliant Log and reported to ADOT? A copy of the log must be included.

If no complaints, was the box checked indicating agency has not had any ADA/Title VI Discrimination complaints, investigations, or lawsuits?  **F**TA C 4702.1B (a. 3) |  |  |  |
| 1. **Public Participation Plan:** Does the plan include a summary or list of outreach efforts in the past year?

Does the plan include a list of upcoming events or meetings? Are sample documents the agency uses to communicate its meetings or services to the public inserted in the plan. Does the plan state how thee agency attempts to engage minority and LEP populations?  FTA C 4702.1B (a. 4, C)  |  |  |  |
| 1. **Limited English Proficiency (LEP) Plan:** Does the LEP Plan state how the agency will meet the needs of the LEP population? Does it include the 4 factor analysis results They must answer the four questions and include a demographic chart.

Does the plan LEP explain how staff is trained to provide LEP assistance when needed? Does staff keep a record of this instruction? FTA C 4702.1B (a. 5) |  |  |  |
| 1. **Non-elected Committees Membership Table**: Does the plan have any non-elected committees or councils? If so, does it include a demographic breakdown? Does it describe process the agency uses to encourage the participation of minorities on such committee.If a Subrecipient DOES NOT select board membership/executives then the agency must check the box indicating this and delete the table.

 FTA C 4702.1B (a. 6)  |  |  |  |
| 1. **Monitoring for Subrecipient Title VI Compliance:** If the agency has subrecipients, they must describe how they monitor the subrecipients for compliance? If they DO NOT have subrecipients, the agency must check the box indicating this.

FTA C 4702.1B (a. 7) |  |  |  |
| 1. **Title VI Equity Analysis: New Facilites Only** - If the recipient is planning to acquire land to construct a facility, such as a storage facility, maintenance facility and operation centers, they are required to do a Title VI equity analysis during the facility planning stage. Even if it’s not being financed with FTA funds.

FTA C 4702.1B (a. 8)  |  |  |  |
| 1. **Fixed Route Transit Provider Analysis:** Does the agency provides fixed route services, if they DO NOT, then they must check the box indicating this. If they DO they must have the following:
 |  |  |  |
| * Service Standards
 |  |  |  |
| * Vehicle load for each mode
 |  |  |  |
| * Vehicle headway for each mode
 |  |  |  |
| * On time performance for each mode
 |  |  |  |
| * Service availability for each mode

 FTA C 4702.1B (a. 9) Chapter IV |  |  |  |
| 1. **Board Approval:** The agency is required to provide proof (minutes/resolution) showing the Board or Council have have reviewed and approved the Title VI implementation Plan. These may be submitted after the application.

 FTA C 4702.1B (a. 6) |  |  |  |
| 1. **ADA Policy:** Has this been submitted as a separate document in E-Grants? Did they use the correct form for Section 5310 or Section 5311?
 |  |  |  |
| 1. **Website:** Does the website have the following documents posted?
* Non Discrimination Notice to the Public for each language that meets the Safe Harbor Provision FTA C 4702.1B (a. 1, C.)
* Non Discrimination Complaint Procedures and Discrimination Complaints Form(s)
* Are these easy to find (2 clicks?)
* *Call phone number on Complaint Form ask for Coordinator. Ensure it works.*

 FTA C 4702.1B (a. 2)  |  |  |  |