

This purpose of providing this plan template to sub-recipients is to only suggest a conceptual outline and some topics to consider. The components that are outlined in this template are not meant to be required in every case, or to be inclusive of all agency considerations. The content contained in the template may not be applicable to all sub-recipients. What content that is included in a plan should be the result of careful examination and research by an agency of their legal requirements that are applicable to their specific, individual, federal-aid programs under the law.

_____ (Agency)

TITLE VI PLAN

Policy Statement

The _____ (Agency) assures that no person shall, on the grounds of race, color, national origin, limited English proficiency, sex, income, age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities, whether or not they are federally funded. _____ (Agency) has executed a NON DISCRIMINATION AGREEMENT Shown in Attachment A. The plan's elements that protect against discrimination apply to _____ (Agency), its sub-recipients, contractors and consultants.

Legal Authority

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the ground of race, color, national origin, limited English proficiency, sex, income, age or disability be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance (42 USC 2000d to 2000-4) (23 CFR Part 200 and 49 CFR Part 21).

Summary of Applicable Related Legal Authority

- *The Civil Rights Restoration Act of 1987, (Pub. L. No. 100-259):*
 - The Civil Rights Restoration Act of 1987 broadens the scope of Title VI by expanding the definitions of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors.
- *23 CFR Part 200 and 49 CFR 21:*
 - 23 CFR 200 and 49 CFR 21 are administrative regulations from USDOT and FHWA that specify requirements for state DOTs to implement Title VI policies and procedures at the state and local levels.
- *Federal Aid Highway Act of 1973, (23 USC 324):*
 - The Federal Aid Highway Act of 1973 provides that no person on the basis of sex, be excluded from participation in, be denied the benefits of,

or be subjected to discrimination under any program or activity receiving federal assistance.

- *Age Discrimination Act of 1975, (42 USC 6101):*
 - The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- *Americans With Disabilities Act of 1990, (Pub. L. No. 101-336):*
 - The Americans With Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.
- *Section 504 of the Rehabilitation Act of 1973:*
 - Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- *Executive Order 12898:*
 - Executive Order 12898 regards federal actions to address Environment Justice in minority populations and low income populations.
- *Executive Order 13166:*
 - Executive Order 13166 regards the improvement of access to services for persons with limited English proficiency.

Additional Authorities and Citations:

20 CFR 50.3; 28 CFR Part 42; FTA Circular 4702.1;

Title VI Delegation Chart

Names and contact information:

Lead Administrator

Intermediate Managers/Supervisors

Title VI Coordinator

Organization

Organization Chart

Administration

List Title VI responsibilities and compliance activities delegated to coordinator.

Examples:

- Identify, investigate and work to eliminate discrimination
- Gather and maintain statistical data on race, color, national origin and sex of participants in, and beneficiaries of federally funded programs.
- Disseminate Title VI Program information to _____ (Agency) employees, subrecipients, contractors, beneficiaries, and the general public.
- Review post-grant approval procedures to ensure compliance with Title VI requirements.
- Report significant Title VI issues directly to the _____ (Agency) next level of management.
- Oversee resolution of formal and informal complaints
- maintain a list of investigations and complaints.
- Insure that _____ (Agency) personnel attend applicable USDOT or Oregon Department of Transportation (ODOT) Title VI trainings when available.
- Provide Title VI information and training, at least annually, to all _____ (Agency) employees, contractors, sub-recipients, and program or _____ (Agency) liaisons.
- Pursue the prevention of Title VI deficiencies and violations by taking corrective action to resolve Title VI issues
- Prepare and submit Annual Title VI Certifications and Assurances.
- Prepare and submit for review and approval a triennial Title VI Report as required by USDOT to ODOT.
- Insure that Title VI Nondiscrimination Notices (Attachment C) are included in applicable project documents and public materials.
- Oversee _____ (Agency) Title VI Self Assessments and reviews.
- Coordinator to assess the program effectiveness and the office's administrative procedures, staffing, and resources available for Title VI compliance.

Complaints and Enforcement

Title VI Complaint procedures

Title VI Complaint Form

Public Participation

- Responds to need to involve citizens
- Encourage citizen participation
- Reach out to all our communities to encourage participation
- Ensure participation of Title VI protected groups, and to address physical accessibility, language issues and other accommodations for Title VI protected groups.

Limited English Proficiency

Maintain a list of staff members who speak languages other than English. These individuals may be called upon to assist in working with community members who have limited English proficiency

As necessary; make professional translation services available.

When issues or actions affect concentrated populations of non-English speaking people, place notices and announcements in appropriate community media, in applicable language(s).

Utilize professional translation services to insure accuracy for published materials targeted to non-English speaking communities,

Environmental Justice

Ensure that _____ (Agency) will avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low income populations.

Data Collection Procedures

Note:

Demographic and statistical data on protected groups is available through census data, demographic research centers, public opinion surveys, and self-identification on questionnaires. Access this information as needed to determine impacts and benefits of potential projects on minority and low-income neighborhoods and in developing outreach strategies. Documentation of information that was gathered in carrying out this procedure will be maintained as a record within the project and be made available to ODOT in fulfillment of any subsequent reporting requirement.