



Title VI Compliance Assessment Tool

1. Agency Information

Organization Name:

Contact:

Email:

Phone:

(999) 999-9999

Is your organization taking the Title VI Survey to demonstrate corrective actions?

Yes

No

2. Does your agency have a signed Title VI Policy Statement?

[\(Click here for more information on Question 2\)](#)

Yes

No

If "Yes", please provide a link to the document.

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

3. Does your agency have a signed Title VI Assurance?

[\(Click here for more information on Question 3\)](#)

Yes

No

If “Yes”, please provide a link to the document.

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

4. Does your agency have a current Title VI/Nondiscrimination Plan?

[\(Click here for more information on Question 4\)](#)

Yes

No

If so, is the plan available online to the general public?

Yes

No

If your agency has a current Title VI/Nondiscrimination Plan, please provide a link to the document.

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

5. Does your agency have Title VI Coordinator?

[\(Click here for more information on Question 5\)](#)

Yes

No

If “Yes”, please provide the contact information for the Title VI Coordinator:

Name:

Department:

Physical Address:

City:

State:

Zip Code:

Phone:

(999) 999-9999

Email:

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

Does your agency's Title VI/Nondiscrimination Plan provide an organizational chart that includes the agency's Title VI Coordinator and a description of their responsibilities?

Yes

No

6. Does your agency have an external discrimination complaint handling and processing procedure?

[\(Click here for more information on Question 6\)](#)

Yes

No

If "Yes", please provide a link to the agency's external discrimination complaint handling protocols.

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

7. Does your agency include Title VI contract provisions in solicitations contracts and awards?

[\(Click here for more information on Question 7\)](#)

Yes

No

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

8. How does your agency ensure that Limited English Proficient (LEP) individuals have access to the agency's programs and service?

(Requirements are described under the four-factor analysis in [Executive Order 13166](#). Additional resources are found at www.lep.gov) ([Click here for more information on Question 8](#))

- Completed Language Assistance Plan
- Contract services for interpretation and translation
- Focused LEP outreach during planning & construction
- Identified bilingual employees
- None of the above
- Other, please explain

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

9. What outreach efforts does your agency utilize to solicit input from minority populations within your jurisdictional boundaries in order to ensure nondiscrimination in its public participation process?

[\(Click here for more information on Question 9\)](#)

Maintaining a Public Participation Plan

Targeted community engagement

Committees or advisory groups

None of the above

Other, please explain

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

10. Recipients of federal funds are required to collect and analyze demographic data to ensure nondiscrimination and equity for beneficiaries of programs, services, and activities. Identify that data collection sources for analyzing demographic data in the areas within your jurisdiction boundaries.

[\(Click here for more information on Question 10\)](#)

Census

American Community Survey

Department of Education

Community Development Offices

None of the above

Other, please explain:

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.

11. How does your agency advise the public of Title VI/Nondiscrimination policies and procedures?

Note: Electronic placement on a website alone is not enough.

[\(Click here for more information on Question 11\)](#)

- Agency web page
- Social media
- Displayed in public building
- Public meetings & outreach
- Accessible publications
- None of the above
- Other, please explain

If your organization is taking this Survey to demonstrate corrective action, please describe those relevant corrective actions.