

## FHWA/SCDOT Title VI Program Implementation Plan Checklist for Local Public Agencies

FHWA/SCDOT Title VI Plan Requirements	Sample Provided	LPA (City) will Develop
1. <b><u>POLICY STATEMENT:</u></b> Does the Plan include a Title VI Program Policy Statement signed by the CEO?	✓	
2. <b><u>STANDARD DOT ASSURANCES:</u></b> Does the Plan include a signed copy of the DOT Order No. 1050.2A Standard Title VI Assurances with Appendices A, B, C, D, and E?	✓	
3. <b><u>ORGANIZATION &amp; STAFFING:</u></b> Does the Plan identify the Title VI Liaison and their duties? Provide the organizational chart that identifies the Title VI Liaison and his/her placement in the agency?		✓
4. <b><u>DATA COLLECTION/REPORTING/ANALYSIS:</u></b> Does the Plan contain a process for collecting and reporting Title VI data (race, color, national origin, sex, age, disability...)?		✓
5. <b><u>TITLE VI TRAINING:</u></b> Does the Plan address Title VI training for the Title VI Liaison and an on-going commitment to training?		✓
6. <b><u>DISCRIMINATION COMPLAINT PROCEDURES:</u></b> Does the Plan contain complaint procedures which describe a prompt process for investigations and disposition of Title VI complaints? Plan must also include Title VI complaint log.	✓	
7. <b><u>DISSEMINATION OF TITLE VI INFORMATION:</u></b> Does the Plan contain community outreach and public education procedures (including making the public aware of their rights under Title VI)? Is the plan posted on your website?		✓
8. <b><u>LIMITED ENGLISH PROFICIENCY (LEP):</u></b> Does the Plan communicate how the agency implements the Title VI Program as related to Limited English Proficiency (LEP)?		✓
9. <b><u>ENVIRONMENTAL JUSTICE (EJ):</u></b> Does the Plan communicate how the agency implements Environmental Justice to include a public participation plan and an outreach plan? How does the agency ensure the Plan and their projects address the low income and minority populations?		✓

***This checklist serves as a guide and may not be all inclusive of Title VI Requirements***