

TITLE VI SELF-ASSESSMENT



Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. Recipients must ensure that their programs and services are provided to all in a nondiscriminatory manner. This includes protections for people with limited English proficiency.

If your organization received funding from the American Rescue Plan Act of 2021, you signed [assurances](#) stating that your organization had existing Title VI compliance measures in place. The [Department of the Treasury 31 CFR Par 22 Regulation regarding Title VI](#) provides guidance to Treasury funding recipients in complying with the provisions of Title VI. Included below is a self-assessment checklist.

Title VI Self-Assessment Checklist: *Check the box next to the line if your organization...*

Data Collection & Analysis	<input type="checkbox"/> Has documented, in writing, its policies and procedures related to Title VI <input type="checkbox"/> Has designated at least one person to oversee implementation and compliance oversight <input type="checkbox"/> Collects demographic data to help inform programs and services, including demographic data such as race, color, national origin, and primary language <input type="checkbox"/> Has analyzed your population's demographics in the past year to ensure sufficiency of data for meeting the requirements of Title VI, environmental justice, limited English proficiency, etc.
Nondiscrimination Statement (Notice of Rights)	<input type="checkbox"/> Posts 'Notice of Rights' signage in locations where members of the public receive services or participate in programming and on your website
Complaint Procedures	<input type="checkbox"/> Has a Title VI complaint procedure and complaint form <input type="checkbox"/> Has complaint procedures and forms posted online and in languages other than English as necessary
Language Access	<input type="checkbox"/> Has identified all vital documents (complaint procedures and forms, reasonable accommodation request forms, etc.) and translated them into common languages in the jurisdiction (LEP.gov) <input type="checkbox"/> Has access to an interpretation service for important programs and services (Executive Order 13166)
Public Participation	<input type="checkbox"/> Addresses how it will conduct community outreach and engage diverse populations to ensure equal access to programs and services <input type="checkbox"/> Considers equitable access for all, including engagement to help inform decision making for programs and projects
Title VI Training	<input type="checkbox"/> Performs regular Title VI trainings with employees and subrecipients <input type="checkbox"/> Includes Title VI assurances in contract documents and agreements

Other Considerations

If you are the recipient of more than one federal funding agency, be sure to review specific guidance and requirements for each.

- Maintain a list of federal agencies from which you receive financial assistance.

DISCLAIMER: This document is designed to assist in Title VI compliance and is intended to address some, but not all, of the requirements under other applicable civil rights laws and regulations. This document is intended only to provide clarity regarding some of the existing requirements under the law or potentially relevant agency policies.