

Title VI Subrecipient Review Process, Monitoring and Training

In compliance with

23 CFR 200.9(b)(7)

(7) Conduct Title VI reviews of cities, counties, consultant contractors, suppliers, universities, colleges, planning agencies, and other recipients of Federal-aid highway funds.

In accordance with 23 C.F.R. § 200.9(b)(7), ARDOT conducts periodic reviews of subrecipients to monitor Title VI compliance. These reviews ensure Title VI compliance and an opportunity to provide technical assistance/training to subrecipients. Subrecipients selection criteria were:

- Program funding amount and type received by year
- Number of complaints against a subrecipient
- Agencies with previously identified deficiencies
- Length of time between reviews (5 years or more)

Notification

The subrecipients receives a phone call, email or notification letter stating it has been selected for review. The notification includes an itemized list of information and documentation to be submitted to ARDOT within fourteen days, but no longer than thirty calendar days.

Desk Audit

ARDOT's EEO Specialist reviews subrecipients submitted material. The EEO Specialist offers assistance and recommendations to strengthen the subrecipients Title VI program, including corrective actions.

On-Site Review and Interview

Depending on the findings of the desk audit, a request for an on-site review may be made, including inspection of the subrecipient's facilities and interviews with relevant personnel. If an on-site review was necessary, the subrecipient would be notified by certified mail. Onsite interview sample topics:

- Organization, Staffing and Training
- Nondiscrimination Notice
- Limited English Proficient (LEP) Executive Order 13166
- Complaints, Form and Procedures
- Public Involvement and Notice to the Public
- USDOT 1050.2A Title VI / Nondiscrimination Assurances
- Access for Individuals with Disabilities under Section 504 Rehabilitation Act and ADA Act
- Subcontracts

Compliance Review Letter

A compliance review letter or email will be issued following the completion of an on-site review. If needed, subrecipients will be given a list of identified deficiencies with a proposed action plan.

Follow up to Identified Deficiencies

A scheduled follow up on-site meeting to review the proposed action plan is given. During this meeting the subrecipient will have an opportunity to provide documentation of corrective action. If there are no deficiencies, the review will be complete.

Follow-Up Monitoring

ARDOT will determine whether any follow-up monitoring is necessary to ensure on-going Title VI compliance.

Training

ARDOT provides the FHWA complaint process to all Local Public Agencies (LPA) subrecipients. ARDOT further make available the FHWA and FTA complaint process, Title VI Document Templates and Title VI Training presentation on ARDOT's website.

Onsite Title VI training is conducted on an as needed basis or requested to subrecipients. In addition, an LPA Title VI Technical Assistance Guide was established as a tool to aide subrecipients on drafting documents to meet their Title VI/Nondiscrimination requirements.