ROADMAP TO TITLE VI COMPLIANCE

For Indiana Communities

EQUALITY   EQUITY

8) Regularly train all Employees in Title VI Requirements and your Agencies policies & goals
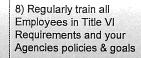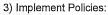
6) Your coordinator should develop a thorough understanding of the scope of your agency operations

7) You coordinator should develop a team of liaisons Representing each area of operations. Liaisons should learn about Title VI And be able to assist in identifying and managing risks in their program Area.
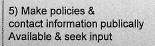
START HERE

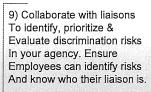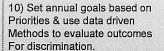1) Choose your Title VI Coordinator

3) Implement Policies:
- Nondiscrimination
- Complaint
- Environmental Justice
- LEP (Limited English)

4) Notify INDOT
- Identity of Coordinator
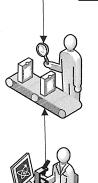- Copies of Policies

5) Make policies & contact information publically Available & seek input

To: INDOT

9) Collaborate with liaisons To identify, prioritize & Evaluate discrimination risks In your agency. Ensure Employees can identify risks And know who their liaison is.

10) Set annual goals based on Priorities & use data driven Methods to evaluate outcomes For discrimination.
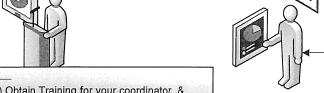
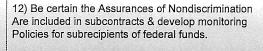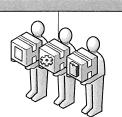11) Make changes to programs And policies as necessary & reevaluate

13) Complete your Title VI Implementation Plan and Annual Goals & Accomplishments Report

14) Provide Copies of your reports To INDOT annually & make them publically available

2) Obtain Training for your coordinator & Learn Program Requirements

12) Be certain the Assurances of Nondiscrimination Are included in subcontracts & develop monitoring Policies for subrecipients of federal funds.

You are responsible For maintaining your Records and should be Able to provide evidence of Meeting these requirements If selected for a compliance Review.

Process Complaints of Discrimination According to your agency's policy As necessary.

Questions? Contact us! Accessforall@INDOT.IN.gov

Title VI (Nondiscrimination) Resources:

For Indiana Communities

1. Visit INDOT's website: **www.INDOT.IN.gov**
   - Click on the **"Nondiscrimination & Accessibility"** link on the left
   - Choose Resources for **"Subrecipients of Federal Funds"**
   - Click on **Title VI/ADA Information & Resources for Indiana Communities** to expand.
2. Start by downloading the **Subrecipient Technical Assistance Tool.** This tool provides information on the following:
   - An overview of the law as it relates to Title VI & ADA Requirements
   - An overview of how INDOT monitors our subrecipients of federal funds
   - A list of each program requirement for Title VI (and ADA) compliance
   - A page covering each requirement and providing information about best practices, pitfalls, and templates available to you.
3. **Identify your Title VI Coordinator and be sure they attend Title VI training.**
   - Training videos are available on this website from our annual program summit
   - Live training occurs in every district and registration will be available online
4. **Feel free to download templates for program documents and policies. Templates are available for:**
   - Your nondiscrimination policy
   - Your grievance / complaint policy, procedure and log
   - Your bid solicitation notices
   - The Assurances of Nondiscrimination
   - Your training program for your employees on your agency policies
   - Your Title VI Implementation Plan
   - Limited English Proficiency Resources
5. **Connect to the Title VI Coordinator Community (optional) via the Coordinators Association for peer support: https://aimindiana.org/members/affiliate-groups/indiana-ada-coordinators-association/**
6. **Implement Title VI Program Requirements**
   - **Implement all required policies & adapt templates to your agency.**
   - **Identify all areas of program operation in your community and select / train liaisons from each area in Title VI requirements. The Subrecipient Technical Assistance Tool provides more information. This will be your team for identifying and resolving risks of discrimination.**
   - With your liaisons help, identify risks and actual discrimination within your agency. Collect data to analyze programs & review policies. Make changes as necessary.
   - Report progress in your annual goals and accomplishments report.
7. **Train all your agency employees** in your Title VI policies. Ensure they know how to process and report issues and complaints and who their liaison is if they identify a risk of discrimination.
8. **Provide copies** of all your program documents & reports, especially the contact information for your coordinator to INDOT at least annually, but also whenever there is a significant change.
9. **Retain records for at least three years** from last action on everything.