

# **Title VI Program Requirements**

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# FMCSA HP-CMV/ITD

## **Title VI Program Requirements For FY 2020**

### **FMCSA Title VI Program Compliance Plan**

**Checklist:** This is the format for the Title VI Program Compliance Plan. The Plan will include a Chief Executive Officer signed/dated FMCSA Title VI Program Assurance. The following is applicable:



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## Title VI Program Requirements For FY 2020 (Cont'd)

- **FY 2019 Grantees:** The FY 2019 approved Plan will be updated to identify any procedural changes (if any) and to update the status regarding any to-be-completed items (if any). The Policy Statement and Assurance will need to be re-signed/re-dated. The approval letter for the FY 2020 Plan will be provided upon receipt of the updated Plan;



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## Title VI Program Requirements For FY 2020 (Cont'd)

- **FY 2020 Applicants that were not awarded a grant in FY 2019:** Develop a FMCSA Title VI Program Compliance Plan using the FY 2020 Checklist or update the FMCSA-approved Plan using the FY 2020 Checklist. The FMCSA National Title VI Program Manager is providing technical assistance to each Applicant. The FY 2020 approval letter will be provided upon receipt of the final/updated Title VI Program Compliance Plan.



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## Title VI Program Compliance Plan Checklist

- ▶ Policy Statement;
- ▶ FMCSA Title VI Program Assurance;
- ▶ Description of Federal-Aid Programs;
- ▶ Notification to Beneficiaries/Participants;
- ▶ Sub-Recipient Compliance Reports;
- ▶ Training;



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## **Title VI Program Compliance Plan Checklist (Cont'd)**

- ▶ Access to Records;
- ▶ Complaint Disposition Process;
- ▶ Status of Corrective Actions Implemented by Applicant to Address Deficiencies Identified During a Title VI Program Compliance Review;
- ▶ Community Participation Process.



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## Additional Requested Items For FY 2020

- **Complaint Log:** Even if an Applicant has not received a complaint filed by a member of the Public in the last few years, each Applicant is required to maintain a Complaint Log to include the following headings –
- **Name of Complainant;**
  - **Identification by Demography (i.e., race, color, etc.);**
  - **Allegation(s);**
  - **Complaint Date;**
  - **Date of Report of Investigation;**
  - **Determination Made and Date;**
  - **Other relevant information as deemed appropriate.**



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## **Additional Requested Items For FY 2020 (Cont'd)**

- ▶ **Training Record:** All FMCSA Grantees and Applicants since FY 2017 have committed to providing Title VI Program training to Agency/Institution/Organization personnel annually or every other year. Please submit a Training Record or Log with the draft updated Title VI Program Compliance Plan.



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## Questions

Are there any questions or clarifications?



# FMCSA CDL/CMVOST

## Contact Information

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