

KYOVA INTERSTATE PLANNING COMMISSION – JANUARY 1, 2021 – DECEMBER 31, 2021 TITLE VI/LEP PLAN

Title VI Program Implementation Plan Checklist	Yes	No	Comments
1. POLICY STATEMENT: Does the Plan have a Title VI Program Policy Statement signed by the CEO?			Will be signed at the December 10 Policy Meeting
2. STANDARD DOT ASSURANCES: Does the Plan include a signed copy of the DOT Standard Title VI Assurances with Appendices "A," "B," "C," "D," and "E"?			Will be signed at the December 10 Policy Meeting
3. ORGANIZATION & STAFFING: Does the Plan identify the Title VI Coordinator who has easy access to the head of the agency? Is there an organizational chart that identifies a Civil Rights Unit, and its placement in the agency?	X		Page Title VI-3 (Coordinator) & Page Title VI-12 for CR Unit (there is no unit but it identifies the individual assigned to oversee Title VI and LEP)
4. PROGRAM REVIEW PROCEDURES: Does the Plan describe the nature of the recipient's program areas and include procedures for conducting reviews of pertinent program areas?	X		Page: Title VI-3
5. SPECIAL EMPHASIS PROGRAM AREAS: Does the Plan describe the process the STA uses to identify their special emphasis program areas and how they address identified trends or patterns of discrimination in those areas?	X		Page: Title VI-10
6. SUB-RECIPIENT REVIEW PROCEDURES: Does the Plan describe the process for conducting reviews of sub recipients, (cities, counties, universities/colleges, etc.)?	X		Page: Title VI-13
7. DATA COLLECTION/REPORTING/ANALYSIS: Does the Plan contain a process for collecting and reporting Title VI data (race, color, national origin, sex, age, disability...)?	X		Pages: Title VI-14 & 15
8. TITLE VI TRAINING: Does the Plan address Title VI training of staff members and sub recipients?	X		Pages: Title VI-3 & Title VI-10
9. COMPLAINT PROCEDURES: Does the Plan contain complaint procedures which describe a prompt process for investigations and disposition of Title VI complaints?	X		Pages: LEP-4 & APPENDIX A
10. DISSEMINATION OF TITLE VI INFORMATION: Does the Plan contain community outreach and public education procedures (making the public aware of their rights under Title VI program authorities)?	X		Pages: Title VI-3 & Title VI-13
11. LIMITED ENGLISH PROFICIENCY (LEP): Does the Plan communicate how the STA implements the Title VI Program requirements of Limited English Proficiency (LEP)?	X		The LEP document provides the information as to how KYOVA communicates and implements the requirements – it is not just on one page
12. ENVIRONMENTAL JUSTICE (EJ): Does the Plan communicate how the STA implements the Title VI Program requirements of Environmental Justice to include a public participation plan and outreach plan?	X		Pages: Title VI-13-14 & Title VI-34 & LEP-2
13. REVIEW OF STA DIRECTIVES: Does the Plan describe how the STA reviews directives to determine if there are Title VI implications, and interpret how directives impact Title VI program areas?	X		Pages: Title VI-9; Title VI-34 -36; & LEP-2
14. COMPLIANCE AND ENFORCEMENT PROCEDURES: Does the Plan outline Title VI Program compliance and enforcement procedures to eliminate and address discrimination, resolve deficiencies, etc. when noncompliance occurs?	X		Pages: Title VI-2 & 3; KYOVA Title VI Notice to Public (Page Title VI-7 & 8); Title VI-9 & 10; LEP-13; and Title VI Assurances