Compliance Review Questionnaire for Local Agencies

Local Agency: Click here to enter text. Date: Click here to enter text.

Name/Title: Click here to enter text.

1. Administration
	1. Staff Composition and Program Administration
		1. Provide breakdown of your administrative staff by race, color, national origin, sex, and their positions.
		Click here to enter text.
		2. How many federally funded projects have you managed during the last two years? Dollar amount?
		Click here to enter text.
		3. Have you designated an EEO Officer or Title VI Coordinator? Provide name and time in the position.
		Click here to enter text.
		4. Do you have a Title VI Policy, Assurances and Plan in place? Provide proof of public dissemination of your Title VI policy.
		Click here to enter text.
	2. Complaint Procedure
		1. Do you have a Title VI complaint procedure for external discrimination complaints?
		If so, please provide a copy. To what extent is the community aware of it?
		Click here to enter text.
		2. Have you received any Title VI related complaints during the past two years? If so, how many? What were the outcomes? Where there any Title VI complaint lodged by beneficiaries or participants? If so, explain the issues involved.
		Click here to enter text.
		3. Do you have a Title VI Notice to Public? If so, please provide copy.
		Click here to enter text.
	3. Training
		1. Has your staff received any training (formal or informal) regarding Title VI?
		Click here to enter text.
		2. Are you considering scheduling Title VI training sometime soon? If so, when and who will present it?
		Click here to enter text.
2. Planning Activities
	1. Public Involvement
		1. Are minority members of the community invited to participate in public hearings?
		Click here to enter text.
		2. How do you go about doing that?
		Click here to enter text.
		3. Were accessible location, adequate time, and translation services considered or provided during the coordination of hearings?
		Click here to enter text.
		4. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, and sex (by visual identification)?
		Click here to enter text.
		5. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?
		Click here to enter text.
3. Consultant Contracts Activities
	1. Are Title VI assurances and provisions included on consultant contracts?
	Click here to enter text.
	2. Are DBE goals being included and met for consultant contracts? If not, what provisions have been taken to meet them?
	Click here to enter text.
	3. Have directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?
	Click here to enter text.
4. Design/Environmental Activities
	1. Are minority members of the community invited to participate in public hearings?
	Click here to enter text.
	2. How do you go about doing that?
	Click here to enter text.
	3. Are accessibility of locations, adequate time, and translation services considered during the coordination of hearings? Was any other effort made to promote maximum attendance by those affected by the project, including member of minority communities?
	Click here to enter text.
	4. Is the Hearing Coordinator keeping records in attendance? Is the information broken down by race, color, national origin, sex, (by visual identification)?
	Click here to enter text.
	5. Have location and design manuals, directives, operational procedures, ­guidelines, and policies been reviewed for Title VI compliance purposes?
	Click here to enter text.
	6. Is statistical data being collected on race, color, national origin, and sex on communities affected by a construction project?
	Click here to enter text.
5. Right of Way Activities
	1. Are DBE goals for real estate appraisers being met? If not, what provisions have been taken to help reach these goals?
	Click here to enter text.
	2. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?
	Click here to enter text.
	3. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?
	Click here to enter text.
	4. Are all values and communications associated with appraisals conducted in an equitable fashion?
	Click here to enter text.
	5. Do deeds, permits, and leases contain Title VI compliance clauses?
	Click here to enter text.
	6. Is statistical data being gathered on race, color, national origin, and sex for all relocates?
	Click here to enter text.
	7. Construction and Maintenance Activities
6. Have contractor selection procedures been reviewed to determine uniformity in their application to minority and nonminority contractors?
Click here to enter text.
7. Are minority contractors and subcontractors being informed about contracting opportunities with your organization?
Click here to enter text.
8. Are construction rules and regulations being applied in an equitable fashion?
Click here to enter text.
9. Have you received any complaints within the last two years?
Click here to enter text.
10. Are Title VI assurances being included in all contracts, subcontracts, and material supply agreements?
Click here to enter text.