

# Title VI Checklist for Recipients and Sub recipients

**ODOT Title VI Coordinator** Katrina Fire  
**Office contact number:** 405-521-3379  
**Cell contact number:** 405-318-1428

Done?	Required	Posted on Website	Frequency	Comments	Reference	Links
	Designated Title VI Coordinator	Required	Always	Designated Title VI Coordinator must be an employee of the entity. There may be more than 1 appointed. The coordinator is responsible for implementing, monitoring, and ensuring the entity's compliance with Title VI regulations. The coordinator's name and contact information must be published on the entity's website and made available to the public.	23 CFR 200.9(b)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19</a>
					49 CFR 21.21(c)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_121">https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_121</a>
	Notice of Non-Discrimination	Required	Keep Updated	Make available to applicants, participants, beneficiaries, and other interested persons information regarding non-discrimination in all programs, services, and activities. This includes a non-discrimination statement in anything that goes out to the public. Ex: Brochures, flyers, public meetings, etc...	23 CFR 200.9(b)(12)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19</a>
					49 CFR 21.9(d)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_19</a>
	Complaint Procedures / Complaint Forms	Required	Keep Updated	Recipients must have a complaint procedure in place that shall also include the investigation process	23 CFR 200.9(b)(3)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19</a>
	Limited English Proficient (LEP) Plan	Required	For Each Project	A plan must be developed to ensure that LEP individuals who meet the Department of Justice's Four-Factor Analysis and Safe Harbor provisions are provided meaningful access to the entity's programs and services.	23 CFR 200.9(b)(12)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19</a>
	Environmental Justice (EJ) Plan	Required	For Each Project	A plan must be developed to ensure that there is not disproportionately high adverse effects on minority and/or low-income populations.	23 CFR 200.9(b)(4)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=7d796b076bb4f1c690be44bb5075ac21&amp;mc=true&amp;node=pt23.1.200&amp;rgn=div5#se23.1.200_19</a>
					49 CFR 21.9(b)	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_19">https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_19</a>
	Assurances	N/A	Yearly or in agreements/contracts	Assurances are part of the agreement/contract approval phase of the project.	49 CFR 21.7	<a href="https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_17">https://www.ecfr.gov/cgi-bin/text-idx?SID=5f651d043f32971aa96c49450954214d&amp;mc=true&amp;node=pt49.1.21&amp;rgn=div5#se49.1.21_17</a>

You can use this checklist to help you keep track of tasks that you need to complete.

This checklist is for guidance only.

The Oklahoma Department of Transportation (ODOT) has a responsibility, under Title VI of the Civil Rights Act of 1964, to ensure that no person is discriminated against in any of ODOT's programs or activities.

Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.



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The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email [ODOT-ada-titlevi@odot.org](mailto:ODOT-ada-titlevi@odot.org).