

Title VI Mini-Review Checklist 2016 version



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of Civil Rights

ACHIEVING SAFETY
THROUGH DIVERSITY

	ITEM	YES/NO	COMMENTS
GENERAL			
1	Is there a Title VI Coordinator?		
1a	If so, provide the name and contact information.	N/A	
1b	If not, who should be contacted regarding Title VI?		
2	Is a copy of 49 CFR Part 21 available to the public?		
2a	If so, where and how (electronic, paper)?	N/A	
2b	During what hours is it available?	N/A	
3	Has the airport received any Title VI complaints within the past three years?		
3a	If yes, did they forward them to the FAA, within 15 days of receipt, with a copy of each written Title VI complaint and the actions taken regarding the complaint?	N/A	
3b	If no, do they know the requirement to forward the complaints to the FAA within 15 days of receipt? <i>* Obtain a copy of any not forwarded</i>		
4	Does the airport have Title VI complaint procedures?		
4a	If yes, are they on the airport website? <i>* Obtain a copy</i>		
5	Does the airport have a Title VI complaint form?		
5a	If yes, is it on the airport website? <i>* Obtain a copy</i>		
6	Has the airport informed tenants to notify the airport if they receive a Title VI complaint?		
6a	If yes, how?	N/A	
6b	If not, do they have plans to?		
7	Does the airport provide Title VI training to airport employees?		
7a	If yes, when / how often? (Annually, upon hire only, when badged, etc.) <i>* Obtain a copy of the training materials (if any)</i>	N/A	
7b	If no, do they have plans to?		
8	Does the airport provide Title VI training to tenant employees?		
8a	If yes, when / how often? (Annually, upon hire only, when badged, etc.) <i>* Obtain a copy of the training materials (if any)</i>	N/A	
8b	If no, do they have plans to?		
9	Does the airport provide Title VI materials to tenants, e.g., binder with Title VI information? <i>* Obtain a copy of Title VI materials (if any)</i>		
10	Does the airport conduct outreach in the minority- and/or women-owned business community to advise them of the business opportunities offered by the airport?		

	ITEM	YES/NO	COMMENTS
GENERAL (CONTINUED)			
11	Is public transportation (bus, train, etc.) available at the airport?		
11a	If yes, is it accessible to those in disadvantaged areas?		
12	Are resources currently in place to provide meaningful access for LEP individuals?		
12a	If yes, what resources does the airport have?	N/A	
12b	If yes, has the airport informed tenants what resources are available?		
13	Does the airport have an LEP Plan?		
13a	If yes, is it on the airport website? <i>* Obtain a copy</i>		
14	Does the airport Emergency Plan identify how LEP individuals/populations will be assisted in an emergency?		
14a	If so, in general how is the information included? (e.g., are they included with other special needs individuals, mentioned separately, etc.) <i>* Obtain a copy of pages that identify LEP individuals and/or non-English speakers</i>	N/A	
CONTRACT REVIEW			
15	Is there a Title VI clause in <u>all</u> contractual agreements (regardless of funding source)? (see the Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors document) <i>* Obtain samples of the language if it doesn't match what's in the referenced document</i>		
16	Is the required Title VI solicitation language included in bids for solicitation? (see above referenced document)		
16a	If no, does the airport include anything about Title VI in the bids for solicitation? <i>* Obtain a solicitation for a sample of the language</i>		
17	Does the airport have a method for monitoring and ensuring that primary contractors have included Title VI requirements in their subcontracts?		
17a	If yes, what do they do? <i>* Obtain a copy their procedures (if available and applicable)</i>	N/A	
TOUR (FACILITIES WALK-THROUGH)			
18	Is the "Unlawful Discrimination" poster conspicuously displayed in the main public area(s) of the airport? Including pre-/post-security. (e.g., information booths, food court, baggage area, fixed base operator facility, rental car center, hotel on airport property, etc.)		
18a	If so, where?	N/A	
18b	Do they look like the sample?		

	ITEM	YES/NO	COMMENTS
TOUR (FACILITIES WALK-THROUGH) (CONTINUED)			
19	Is any signage in a language other than English? (e.g., directional, emergency exits, etc.)		
19a	If so, where and what language(s)?	N/A	
20	Are there volunteers and/or customer service personnel that interact with the public?		
20a	If so, where are they located and when are they present?	N/A	
20b	If so, do they wear name tags that identify if they speak another language (e.g., with the language itself listed or the country's flag)?		
20c	If so, do they know how to assist an LEP individual? <i>Ask them to show you or explain how.</i>		
21	Are there any announcements, in a language other than English, especially in the international terminal?		
21a	If so, what language(s)?	N/A	
DOCUMENTS (SUMMARY OF THOSE REQUESTED ABOVE)			
22	Copy of any Title VI complaints received in the past three years not forwarded to the FAA (item 3)		
23	Copy of Title VI complaint procedures (item 4)		
24	Copy of Title VI complaint form (item 5)		
25	Copy of Title VI training materials for training airport employees (item 7)		
26	Copy of Title VI training materials for training tenant employees (item 8)		
27	Copy of Title VI materials provided to tenants (item 9)		
28	Copy of LEP Plan, procedures (item 13)		
29	Copy of Airport Emergency Plan pages that identify LEP individuals and/or non-English speakers (item 14)		
30	Obtain samples of the contractual agreement language if it doesn't match what's in the referenced document (item 15)		
31	Obtain a solicitation for a sample of the language (item 16)		
32	Obtain a copy their procedures for ensuring subcontracts have the nondiscrimination clauses (if available and applicable) (item 17)		
DOCUMENTS (OTHERS REQUESTING COPIES OF)			
33	Airport organization chart identifying by name, title and position, the key individual responsible for administering the Title VI program at the airport. Also, identifying the environmental manager (responsible for environmental justice) and the customer service manager		
34	Copy of Title VI Plan		
35	Copy of the ground transportation rules and regulations		