



## Subrecipient Title VI Plan Requirement Checklist

Subrecipient Title VI Plan Requirements - Chapter III, FTA Circular 4702.1B	Subrecipients (Demand Response, 5310 grantees, municipalities that do not operate fixed-route transit)
Title VI Notice to the Public – on Websites, place of business, etc.	Can use Primary's
Public Participation Plan	Can use Primary's
Language Assistance Plan	Can use Primary's
Complaint Procedures	Can use Primary's
Complaint Form	Can use Primary's
(5310 grantees that also receive ADOT funding) Specify in Customer Complaint Procedures that customers can send complaints to City of Phoenix Public Transit Title VI Coordinator for investigation for services within Maricopa County, or to ADOT Civil Rights for complaints outside of Maricopa County	Required
List of Complaints - Subrecipient-specific	Required
Facilities Title VI equity analysis	Required
Non-elected transit boards, committees, councils w/racial makeup	Required
Governing body approval of Plan	Required
Signed Title VI Assurance	Required
List of public outreach to minorities	Required