

Title VI Checklist for Recipients and Subrecipients

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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.	31 CFR 22.5(b)	https://www.ecfr.gov/current/ title-31/subtitle-A/part-22
	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...	31 CFR 22.6	https://www.ecfr.gov/current/ title-31/subtitle-A/part-22
	Complaint Procedures / Complaint Forms	Required	Keep Updated	Recipients must have a complaint procedure in place that shall also include the investigation process	31 CFR 22.7(b)	https://www.ecfr.gov/current/ title-31/subtitle-A/part-22
	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.	28 CFR 42.406, 31 CFR 22.6	https://www.federalregister.gov/documents/2005/02/04/05-2156/guidance-to-federal-financial-assistance-recipients-regarding-title-vi-prohibition-against-national
	Accessibility for Persons with Disabilities	Required	For Each Project	A program must operate each service, program, or activity so that the services, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.	42 U.S.C. §610 et seq	https://archive.ada.gov/regs2010/ titleII_2010/title_ii_primer.html
	Assurances	N/A	Yearly or in agreements/ contracts	Assurances are part of the agreement/contract approval phase of the project.	31 CFR 22	https://home.treasury.gov/system/files/136/Title_VI_Assurances.pdf

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 Center for the Advancement of Science and Technology (OCAST) has a responsibility, under Title VI of the Civil Rights Act of 1964, to ensure that no person is discriminated against in any of OCAST'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 US Department of Treasury.



The Oklahoma Center for the Advancement of Science and Technology (OCAST) 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 OCAST, its recipients, sub-recipients, and contractors. To request an accommodation please contact the OCAST Assigned Person at 405-319-8400 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email OCAST-ada-titlevi@ocast.ok.gov.