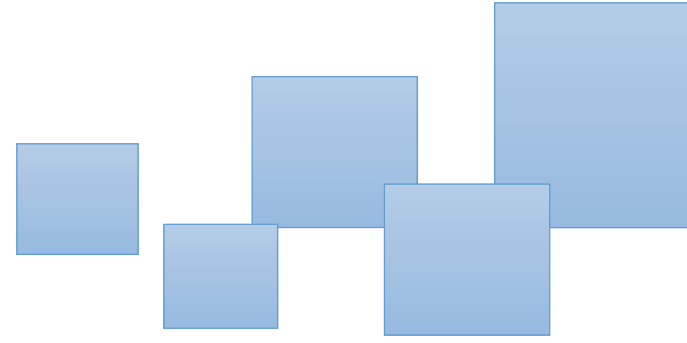




# SAMPLE: FLYER ON SUBRECIPIENT TITLE VI REQUIREMENTS

This sample template is designed to be used as an example for State Transportation Agencies of how they can inform subrecipient entities of their obligations under Title VI of the Civil Rights Act of 1964. The highlighted sections are intended to be filled in by the State Transportation Agency. This is a sample **only** and is not intended to be a requirement of the Federal Highway Administration.



## Title VI Complaint Procedures

Subrecipients of federal assistance shall forward all Title VI Complaints to the Federal Highway Administration Division Office for transmittal to FHWA Office of Civil Rights (HCR). This process includes complaints received about subrecipients. Members of the public may file Title VI Complaints directly with FHWA via the website below, or by requesting a Title VI Complaint form from FHWA via email at: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov).

## State DOT Name

Street Address

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Address 2

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City, ST ZIP Code

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Phone:

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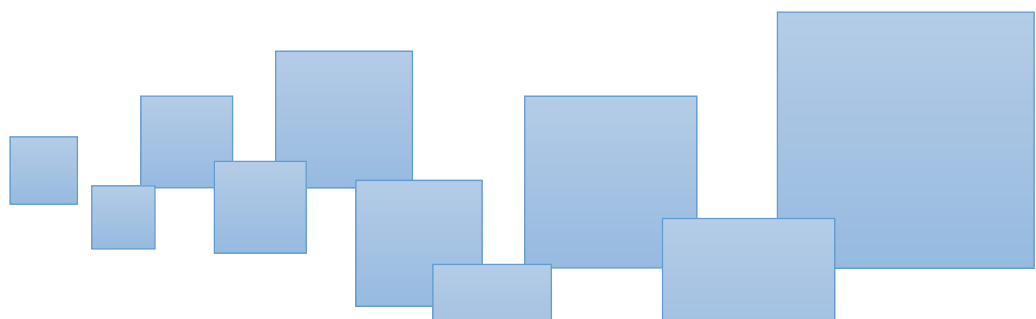
Fax:

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E-mail address

# State DOT Name

## Title VI Requirements for Subrecipients



## Who is a Subrecipient?

A subrecipient is a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, and Title VI also applies to these entities. A subrecipient may include, but is not limited to: a city, county, metropolitan planning organization, college/university, contractor or sub-grantee.

## What is Title VI of the Civil Rights Act of 1964?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receives federal financial assistance. The law provides that: “[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. § 2000d.

Entities, whether public or private, that receive federal financial assistance (called recipients) from any federal agency, including the Federal Highway Administration (FHWA), must take concrete steps to ensure nondiscrimination in their programs and activities.

## What kinds of discrimination are prohibited by Title VI?

U.S. Department of Transportation Title VI regulations (found in Title 49, Part 21 of the Code of Federal Regulations; 49 C.F.R. Part 21) describe the general and specific kinds of discrimination prohibited by Title VI. Generally, recipients may not, directly or through contractual arrangements:

1. Engage in intentional discrimination because of race, color, or national origin;
2. Use criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin; or
3. Intimidate, threaten, coerce, or discriminate against any individual in *retaliation* for exercising a right or privilege.

## FHWA requires Subrecipients to:

- Perform all required actions under 49 C.F.R Part 21 and conform to the State DOT’s Title VI compliance procedures.
- Submit annual assurances and requested data and information.
- Collect demographic data and information.
- Route Title VI complaints as directed by the State DOT.

## (Insert STA) Requirements for Subrecipients

(Insert your STA specific requirements for your Subrecipients.)