

Instructions for Compliance with Civil Rights Title VI

The Department for Local Government has and will continue to take a proactive approach to fully implement procedures to eliminate discrimination on the basis of race, color or national origin.

To ensure full compliance with DLG's implementation plan, the following items **MUST** be returned with your completed Civil Rights Title VI Self-Survey:

- Nondiscrimination Policy
- Compliance Assurance, including:
 - copy of all contracts used to provide direct services to clients.
 - copy of all contracts used to assure that subcontractor or vendors are clearly aware of your agency's commitment to Title VI.

NOTE: Please ensure that a local Title VI coordinator is identified in question 5 of the Self-Survey.

In addition to the Self-Survey, your agency must complete the enclosed Statement of Assurance. Full compliance cannot be achieved unless all of these items are included.

Your organization may create its own Title VI implementation plan and submit it to DLG for approval. You must maintain a copy of a Title VI plan for review by the general public and any compliance organization.

If you have questions about Title VI or completing the required documentation, you may contact DLG's NSP team at (502) 564-2382. Once you have completed the above-mentioned requirements, please send them to your assigned program advisor at the Department for Local Government, Suite 340, 1024 Capital Center Drive, Frankfort, Kentucky 40601.

Upon receipt of the proper documentation, DLG will certify compliance with Title VI.

CIVIL RIGHTS TITLE VI SELF-SURVEY

1. Date of Survey: _____
2. Type of Survey: ☐ Initial ☐ Update ☐ Other: _____
3. Name of Facility/Agency: _____
 Street Address: _____
 City, State, Zip: _____
 County: _____
4. Administrative Head: _____
 Title: _____
5. Name of Local Title VI Coordinator: _____
 Street Address: _____
 City, State, Zip: _____
 Phone Number: _____
6. Advisory Group or Advisory Board:
 - a. What is the racial composition of the advisory group or advisory board?
 Total: _____ Number of white: _____ Number of non-white: _____
 - b. How are members selected?

 - c. What is the length of the term for members that serve on the advisory group or board?

7. Nondiscrimination Policies: Does your Agency have a written policy stating that services will be provided to all persons without regard to race, color or national origin?
 ☐ Yes ☐ No
 If yes, attach a copy (**FOR INITIAL SURVEY ONLY**).
8. Posters: Are posters containing Title VI information prominently displayed within the facility?
 ☐ Yes ☐ No
 - a. Do these posters show the name of the Local Coordinator to whom complaints should be referred?

☐ Yes ☐ No

9. Records: Are permanent records kept of all Title VI complaints?

☐ Yes ☐ No

10. Complaints: If applicable, describe below any complaints received in this reporting period:

Name of Complainant	Race	Charge	Findings

11. Dissemination: Is Title VI disseminated to your employees and your clients/applicants?

☐ Yes ☐ No

If yes, describe how employees are informed:

a. Are you confident that applicants and clients are clearly aware of their rights under Title VI, including the right to file a complaint?

☐ Yes ☐ No

b. Are new employees clearly informed about their specific responsibilities to clients under Title VI?

☐ Yes ☐ No

c. Are staff members periodically reoriented or refreshed on information detailing their Title VI responsibilities?

☐ Yes ☐ No

If yes, state by whom and how:

12. Compliance Assurance: Do all contracts that provide direct services to clients contain a Title VI statement of compliance?

☐ Yes ☐ No

If yes, attach a copy of the Title VI statement included in such contract (***FOR INITIAL SURVEY ONLY***).

13. Are you confident that each of your subcontractors or vendors, if any, is clearly aware of your agency's commitment to Title VI?

☐ Yes ☐ No

If yes, attach a copy of information used to ensure subcontractors or vendors are aware of your agency's commitment to Title VI (***FOR INITIAL SURVEY ONLY***).

14. Are all physical areas (i.e., exits, waiting rooms, dining areas, restrooms, etc.) provided and used without regard to the race, color or national origin of clients?

☐ Yes ☐ No

If no, identify the areas that are not used jointly and explain why: _____

TITLE VI – continued
STATEMENT OF ASSURANCE

Name of Applicant (“The Applicant”)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the Regulations of the U.S. Department of Housing and Urban Development, Department of Justice (28 CFR Parts 42 and 50), the Department for Local Government (DLG), and any requirements or directives issued pursuant to that Act and the Regulations of DLG, to the effect that, no 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 otherwise subject to discrimination under any program or activity for which the Applicant received Federal financial assistance from DLG; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grants or donations of Federal property and interest in property, details of Federal personnel, the sale and lease of and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at nominal consideration, or at a consideration which is reduced for the purpose of assisting the Applicant, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the Applicant, or any improvements made with federal financial assistance extended to the Applicant by DLG.

BY ACCEPTING THIS ASSURANCE, the Applicant agrees to compile data, maintain records and submit reports as required to permit effective enforcement of Title VI, and permit authorized DLG personnel during normal working hours to review and copy such records, books and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, DLG shall have the right to seek administrative and/or judicial enforcement of this assurance and suspend future assistance.

This assurance is binding on the Applicant, its successors, transferees and assignees as long as it receives assistance from DLG. In the case of real property, this assurance is binding for as long as the property is used for a purpose for which this assistance was intended. In the case of personal property, this assurance applies for as long as the Applicant retains ownership or possession of the property. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Applicant.

Signature of Applicant’s Authorized Official

Date

Title of Authorized Official

Applicant’s Address:

No other funds or benefits may be disbursed under these programs unless this assurance is completed and filed as required by existing regulations.