

Title VI Compliance and Training for OCJP Grant Subrecipients – Quick Facts

OCJP suggests printing these Quick Facts for reference during the training. To access the required Title VI training, please go to: <http://www.tn.gov/finance/article/fa-ocjp-titlevi/>

- ❖ According to Federal Law, **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 subjected to discrimination under any program or activity receiving Federal financial assistance.
- ❖ Subrecipients are encouraged to **engage the public** with the opportunity to make them aware of projects or services and to provide input in the decision-making process through: Public Meetings/Hearings in centralized locations; Advertisement with Local Media Resources and Minority Newspapers; Direct Mailings; Public Service Announcements; Website, and Radio and Television.
- ❖ **LEP Persons** are a people who do not speak English as their primary language, and have a limited ability to read, speak, write or understand English.
- ❖ **Non-Compliance** is the failure or refusal to comply with Title VI of the Civil Rights Act of 1964, other applicable Civil Rights Laws, and implementing departmental regulations.
- ❖ Agencies are to **evaluate current Title VI practices**. This evaluation process may include identifying actions already being taken and existing tools that can be used to provide meaningful access; taking inventory of existing materials that have been translated into other languages; staff awareness and response plan.
- ❖ **To be compliant with Title VI requirements**, agencies must: 1) Appoint a Title VI Coordinator; 2) Obtain Title VI Training from OCJP; and 3) Provide Title VI Employee Training for employees.
- ❖ Title VI regulations require agencies to provide **civil rights training for staff** and assign sufficient personnel to ensure effective enforcement. Periodic training should be designed to develop awareness and sensitivity in carrying out federally funded programs.
- ❖ Sub-recipients must have a **mechanism for advising service recipients of their rights** under Title VI of the Civil Rights Act of 1964 and how to file a discrimination complaint.
- ❖ Agencies are required to have a **written Title VI complaint process and complaint log**. Which includes: How to file a complaint; Instructions that the complaint must be filed within 180 days of the alleged occurrence or when the alleged discrimination became known to the complainant; procedure stating that the complaint should be in writing and signed by the person making the complaint; determining the jurisdiction, acceptability, and the need for additional information upon receipt to investigate the merit; Complaints filed against the sub-recipient should be forwarded to F&A Title VI funding entity for investigation; Take final action within 60 days, and Provide appeal instructions.
- ❖ The **inclusion of minorities on planning boards** and commissions is critical in establishing an equal access planning system. Sub-recipients cannot “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”