

ATP TITLE VI CHECKLIST

Name of ATP: _____

Date: _____

Location: _____

Name of inspector: _____

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1. Is a Nondiscrimination Notice to the Public poster located in a visible place? List the places the poster is located. _____
 2. Does the ADOT/ ATP Contract on site include the Title VI language? _____
 3. Are services to customers provided in other languages? If so what languages, how, and who provides them to the customer? _____
 4. Is there an extra cost to any translation services? _____
 5. Have any other languages besides Spanish ever been requested? If so, please list what languages were requested. _____
 6. Furthermore, is a log being kept to track the requests? Please provide a copy of the log. _____
 7. Has the office established a discrimination complaint process and is a corresponding discrimination complaint log kept? If so, please attach a copy of the discrimination complaint process and the log for our records. _____
 8. Has any supervisor or manager completed Title VI training? If so, when was the training completed and explain what kind of training it was (in person, webinar, one on one, who conducted the training, etc.). _____
 9. When a supervisor or manager is not present or available, are the employees trained to handle discrimination complaints? How are they trained? Who conducts the training? How often do they receive training? _____
 10. Does the ATP have a written process in place to guide and ensure that employees are trained on discrimination complaints and protocol? If so, please provide training protocol. _____
 11. Have there been any discrimination complaints in the last 3 years/ If so, was the Civil Rights Office notified? _____