



Organization Name: _____

Date Submitted: _____

Title VI Nondiscrimination

An agency's Title VI Policy and Practices must include (at a minimum) the following:

Reviewer Initials	Policy /Practice Requirements	Notes
	State that the agency prohibits discrimination on the basis of race, color or national origin for all programs.	Provide meaningful access to your programs.
	State that the agency does not distinguish among individuals in the quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them.	
	Include a language assistance plan for non-English speaking, which is a Limited English Proficiency Plan that outlines interpretation practices and staff training.	Trained, certified interpreters. Translated vital documents (applications). Translated website. Only use family if it is an emergency.
	Include a grievance process (see below).	
	Document and maintain staff training, competency and manual regarding policies and procedures.	
	Policy must be conspicuously posted in areas directly accessible to clients/ customers in English and Spanish.	

Americans with Disabilities

An agency's ADA Policy and Practices must include (at a minimum) the following:

Reviewer Initials	Policy/Practice Requirements	Notes
	State that the agency prohibits discrimination on the basis of disability status for all programs.	
	State that the agency will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act.	
	State that the agency will make reasonable modifications to policies and programs to ensure that people with disabilities have equal opportunity to participate in programs, services and activities.	
	Include an effective communication section that focuses on providing appropriate aids and services leading to effective communication for qualified persons with disabilities to participate in programs and services: <ul style="list-style-type: none"> • include options for hearing and sight impaired individuals • include options for mobility impaired individuals • include options for intake forms and other vital documents 	

	<ul style="list-style-type: none"> include options for Web site information 	
	Document and maintain staff training, competency and manual regarding policies and procedures for effective communications.	
	Include a grievance process (see below).	
	Policy must be conspicuously posted in areas directly accessible to clients/ customers in English and Spanish.	

Grievance Policy for ADA/Title VI

An agency's Grievance Policy and Practices must include (at a minimum) the following:

Reviewer Initials	Policy/Practice Requirements	Notes
	Grievance should be in writing. If complainant needs assistance, it must be made available.	
	Provide grievance form that asks questions about incident. Including question about witnesses.	
	Include whether efforts were made to resolve the grievance through an internal grievance procedure.	
	Include written timeframes, procedures and roles of responsibility for when and how each stage or level will be responded to/addressed.	
	Grievances and their resolutions should be recorded and kept on file for a defined timeframe and be accessible to funding partners and licensing entities.	