



## Summary: Title VI/Non-Discrimination Plan Required Elements<sup>1</sup>

Agencies and entities, referred to as “subrecipients” receiving federal transportation funds must develop a Title VI/Non-Discrimination Plan per [FTA Circular 4702.1B](#). The Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) have different approaches to Title VI/Non-Discrimination compliance. Subrecipients should know whether they are receiving only FTA funding, FHWA funding, or both.

Consult the [Title VI/ADA Handbook for Transit](#) and WisDOT Transit Section staff for guidance on plan requirements. The table below identifies required plan elements. Subrecipients may be required to provide additional information. Sample templates are available on the [Transit Title VI/ADA website](#).

Required Title VI/Non-Discrimination Plan Elements	
FTA Requirements	FHWA Requirements
<ol style="list-style-type: none"> <li>Evidence of Policy Approval</li> <li>Contact Information and Program Administration</li> <li>Policy Statement</li> <li>Public Notice of Nondiscrimination</li> <li>Complaint Procedure</li> <li>Complaint Form</li> <li>Recording and Reporting Civil Rights Investigations, Complaints, and Lawsuits</li> <li>Public Involvement Plan</li> <li>Limited English Proficiency (LEP) Plan</li> <li>Demographics of non-elected boards, advisory councils, or committees</li> <li>Service Policy (<i>for Fixed Route Service only</i>)</li> <li>Service Standards (<i>for Fixed Route Service only</i>)</li> <li>Facility Location Equity Analysis (<i>Construction Projects only</i>)</li> </ol>	<ol style="list-style-type: none"> <li>Resolution Approving Plan</li> <li>Contact Information and Program Administration</li> <li>Policy Statement</li> <li>Non-Discrimination Assurances</li> <li>Public Notice of Nondiscrimination</li> <li>Complaint Procedure</li> <li>Complaint Form</li> <li>Recording and Reporting Civil Rights Investigations, Complaints, and Lawsuits</li> <li>Public Involvement Plan</li> <li>Limited English Proficiency (Plan)</li> <li>Demographics of non-elected boards, advisory councils, or committees</li> <li>Analysis of Demographic Data</li> </ol>

### Need Help?

For more information, contact:

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<sup>1</sup> [FTA Circular 4702.1B](#) - Title 6 Requirements and Guidelines for Federal Transit Administration Recipients