

Insert Logo or Agency Name

Title VI Annual Reporting

Federal Fiscal Year _____

This reporting format will be used for reporting Title VI activities of subrecipients. The Annual Report is to be submitted by October 15th of each year to the city of Phoenix.

1). Complaints: Identify Title VI complaints filed, if any. Provide a summary of each with basis, status, actions taken.

AGENCY has not had any Title VI complaints, investigations, or lawsuits.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

2.) Public Participation: List any activities during the reporting period such as Public announcements and/ or communications for meetings, hearings, service frequency changes, project notices. Include the following:

1. How were special language needs assessed?
2. What outreach efforts did you utilize to ensure that minority, low-income, and LEP populations groups were provided opportunity to participate in those outreach activities? (Examples: provided materials in other languages, met with local social service agencies, advertised on website or publication)

3.) Transit Related Facilities: Identify if the recipient constructed a facility, such as vehicle storage facility, maintenance facility, operation center, etc. the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

AGENCY has not constructed any transit facility since the last Title VI update.

4.) Title VI Notice: At a minimum recipient shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. and transit vehicles.

AGENCY confirms that the minimum Title VI Notice requirements have been met.

Reporting Summary submitted by:

Name and Title

Date

Signature