

INSTRUCTIONS FOR COMPLETING AGENCY REPORT OF FINDINGS OF NON-COMPLIANCE

1. Recipient Name: The reporting agency will provide the name of the recipient of federal assistance against which the funding has been made.
2. Date of Finding: The reporting agency will provide the date on which each finding was made by the agency civil rights office.
3. & 4. Location of Recipient: The reporting agency will provide the location of the recipient of federal assistance against which the finding has been made. Both the city and state in which the recipient resides should be specified. Specified City means any urban municipal area.
5. Federal Program: The reporting agency will provide the common name of the program under which the recipient receives Federal funds (e.g., Food Stamps, AFDC, CETA, etc).
6. Basis Code: The reporting agency will indicate the grounds on which the finding of discrimination was based, using the following numerical codes:
 - 01 - Race or Color
 - 02 - National OriginOnly one code need be reported per finding.
7. Status Code: The reporting agency will indicate a stage of resolution for each finding using the following codes:
 - 01 - Pending negotiation
 - 07 - Under negotiation
 - 08 - Scheduled for hearing
 - 09 - Referred to DOJ for litigation
 - 10 - Fund termination proceeding initiated
 - 11 - Resolved
8. Type Code: The reporting agency will indicate the type of discrimination found using the following codes:
 - 01 - Services
 - 02 - Employment
 - 03 - Both services and employmentSee 28 C.F.R., 42.402 (1) of the Attorney General's Coordination Regulations for a definition of employment discrimination as it relates to Title VI. All other types of discrimination should be classified as "services" discrimination.
9. Reporting Agency: The reporting entity will fully identify itself. One report may be submitted for an entire Department (i.e. Department of Commerce) or several reports may be submitted by the various component grant agencies of that Department (i.e., Economic Development Agency, Department of Commerce). In either case, full identification is requested.
10. Date of Report: The reporting agency will specify the date on which the report was forwarded to the AAG.
11. Name and Title Reporting Official: Each report should specify an official in the reporting agency, who: (a) is responsible for the accuracy of data contained in the report, and; (b) will act as liaison with DOJ concerning questions pertaining to the contents of the report.
12. This is reserved for DOJ internal use and should be left blank.