

IOWA DEPARTMENT OF TRANSPORTATION

To MPOs, RPAs
From Garrett Pedersen
Office Systems Planning
Subject Title VI Documentation Requirements for MPOs and RPAs

This memorandum provides guidance for MPOs and RPAs related to Title VI documentation requirements. As subrecipients of Federal funds, planning agencies are required to provide the Iowa DOT with the following documentation, which can be found in template form on the [Planning Resource Guide](#) under the 'Title VI' heading:

1. [signed Standard Iowa DOT Title VI Assurances](#)
2. [signed Title VI Plan](#)

The Title VI Assurances and Title VI Plan document should be signed by the executive director of the agency.

The Title VI Assurances and Title VI Plan document shall be updated whenever there are substantive organizational or policy changes that affect how the agency complies with the Title VI requirements, or when the agency's Public Participation Plan is updated, whichever is less.

Title VI documents should be sent to Nikita Rainey, the Iowa DOT Title VI Specialist, by December 31, 2012. Electronic submittals may be sent via e-mail to Nikita.Rainey@dot.iowa.gov. Hard copies may be sent to:

Nikita Rainey
Title VI Specialist
Office of Employee Services
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

If you have questions, please contact Garrett Pedersen at 515-239-1210.

cc: District Transportation Planners
Stuart Anderson
Craig Markley
Craig O'Riley
Charlie Purcell
Walter Reed
Nikita Rainey
Kim Anderson
Tracy Troutner