

Title VI Compliance Site Review Tool

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Planning Agency – mpo/rpa

Iowa Department of Transportation

800 Lincoln Way

Ames, IA 50010

Revised 03/06/2013

Revised 06/17/2015

Revised 07/14/2016

**I. TITLE VI SITE REVIEW INFORMATION**

Review Date:

Agency:

Location:

**NON PLANNING AGENCY REPRESENTATIVES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Organization

1. **MPO/RPA REPRESENTATIVES:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

1. **MPO/RPA TITLE VI COORDINATOR:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. MPO/RPA PROFILE**

1. **AGENCY INFORMATION:**

Recipient:

Administrative Head Name: Title:

Address:

City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code/County:

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:

Email:

**B. Provide breakdown of the MPO/RPA staff by position, race and gender. Include organizational chart**.

**C. MPO/RPA FEDERAL FUNDS EXPENDITURE OVERVIEW**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work Activity | FTA | STP | PL | SPR | Local Match | Total |
| TPWP |  |  |  |  |  |  |
| TIP |  |  |  |  |  |  |
| PPP |  |  |  |  |  |  |
| LRTP |  |  |  |  |  |  |
| Admin/Systems Mgmt |  |  |  |  |  |  |
| PTP |  |  |  |  |  |  |

# III. TITLE VI CERTIFICATIONS AND ASSURANCES

1. Has the agency signed and submitted its Title VI Assurances? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

**B.** Has the agency submitted its Title VI Program Plan? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_

**C.** What strategies and efforts has your planning process developed for ensuring, demonstrating, and sustaining compliance with Title VI?

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# IV. MPO/RPA DEMOGRAPHIC INFORMATION

1. **POPULATION & DEMOGRAPHIC INFORMATION**: Has the planning process developed a demographic profile of the planning area that includes identification of the locations of socioeconomic groups, including low-income and minority populations? Provide a summary of the planning area demographics.

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# V. PUBLIC NOTIFICATION OF RIGHTS & ACCESSIBILITY

* 1. Is Title VI information publicly displayed and accessible to staff and service beneficiaries?

Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ If yes, please describe mechanism:

* 1. Does all Title VI related information and materials identify the name and contact information to whom complaints should be referred?

Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

* 1. Does the sub-recipient disseminate Title VI information to employees, clients and constituents?

Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ If yes, please describe process: (Provide copy of Title VI Notice to Public)

# VI. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

1. Does the sub-recipient have a Limited English Proficiency (LEP) plan? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_ (Provide copy of LEP plan)

1. What steps has the sub-recipient taken to ensure meaningful access to the benefits, services, information, and other important components of its programs and services to persons with Limited English Proficiency?

Please describe:

# VII. TRANSPORTATION (BOARDS AND COMMISSIONS)

1. List all transportation-related appointed board(s), commission(s), or advisory board(s):

B. Does the planning agency staff or board directly appoint members to these boards and commissions?

Yes \_\_\_ No \_\_\_ If yes, describe the process the planning agency uses to encourage participation by minorities on those committees.

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C. How are the members chosen for the planning agency policy board and technical committee? What are the structures and the responsibilities of each? Are all jurisdictions represented? Are all modes represented?

**RACIAL/ETHNIC BREAKDOWN OF THE TRANSPORTATION-RELATED BOARD(S) AND/OR COMMISSION(S):**

|  |  |
| --- | --- |
| GROUP | NUMBER |
| Male |  |
| Female |  |
| White |  |
| Black or African American |  |
| Am. Indian or Alaskan Native |  |
| Asian |  |
| Native Hawaiian or other Pacific Islander |  |
| Other |  |

# VIII. PUBLIC PARTICIPATION AND OUTREACH

1. Does the MPO/RPA have a Public Participation Plan? Yes \_\_\_\_\_ No \_\_\_\_\_\_

(Provide a copy of the Plan)

1. Please describe the methods used to inform low-income and minority populations of planning efforts for transportation-related services and/or improvements:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List minority and/or community media utilized to ensure notification of public meetings or public review of agency documents for residents in minority and low-income communities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List adverse social, environmental, economic or demographic impacts identified in the planning process:

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E. Please discuss significant ADA issues in the planning area. How has the planning process been utilized to implement ADA requirements and address these issues?

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F. Describe the methods used to collect statistics of public hearing participation by race and gender?

(Provide documentation of data collection.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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G. Is the public involvement process reviewed periodically to determine the effectiveness of full and open access to all? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_ If yes, when was it last reviewed and describe how?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# IX. INVESTIGATION AND COMPLAINT PROCESSES

1. Does your agency have written procedures for responding, recording, and resolving Title VI and ADA investigations complaints, lawsuits? Yes \_\_\_ No\_\_\_ (Provide copy of complaint procedures)

1. Has your agency made the public aware of the right to file a complaint? Yes No

If so, by what mechanism?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Is the Title VI discrimination complaint form posted on the planning agency’s website? Yes \_\_\_ No \_\_\_

Please list website address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list any Title VI or ADA complaints regarding the planning agency or the transportation planning

process during the past six years?

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Were the complaints investigated? Yes No

By whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If “yes” provide a summary of the findings of the investigation, include a copy of the complaint and any correction action taken by the agency.
2. If “no” provide a reason for not investigating the complaint.

# X. Declaration of the Respondent

I declare that I have provided information as part of the Title VI Site Review to the best of my knowledge and believe it to be true, correct, and complete.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Respondent Date**

# XI. Declaration of the administrative head

I declare that I have reviewed and approved the information provided in the Title VI Site Review and to the best of my knowledge believe it to be true, correct, and complete.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

**Administrative Head Date**

**Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Recommendations:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_