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 lowa 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

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