

## Exhibit 1 - Title VI Committee Description

### Purpose

To comply with the Nondiscrimination Laws and Assurance between the Iowa Department of Transportation (Department) and the Federal Highway Administration (FHWA) to conduct compliance reviews of sub-recipients in the State of Iowa, the Department has developed standard processes and procedures to assess local agency compliance with the requirements of the Americans with Disabilities Act (ADA) Program, Disadvantaged Business Enterprise (DBE) Program and the Title VI Program.

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### Background

In 2008 FHWA conducted a National Civil Rights Baseline Assessment Review (CRBA) of the Department's Title VI, ADA, DBE, SIEEO and Contract Compliance Programs. The CRBA "FHWA has found deficiencies in Iowa DOT's development and implementation of the Title VI program:

1. Inadequate staffing 23 CFR Part 200.9 (b) (1) and (2)
2. Failure to conduct Title VI reviews of sub-recipients 23 CFR Part 200.9 (a)(4), (b)(3)-(7)."

The Civil Rights Coordinator and Title VI Committee members have primary responsibilities of implementing civil rights programs for the Department.

### **Committee Organization**

The Title VI Committee members have been selected based on their technical expertise in each of the program office. All members are expected to contribute and participate. All decisions of the Committee will be made using the consensus model of attending members.

### **Responsibilities of the Committee**

- Members will provide support, coordination, input and information on the processes, procedures and operations of their areas of representation to ensure the best possible decision making in the development and completion of compliance reviews.
- Members will devote the time and thought necessary to provide valuable guidance and input to the lead reviewer, and work effectively to help reconcile issues or areas of concern. This requires responding to requests from the Lead Reviewer by a specified due date.
- Members will provide research, analysis and recommendations to facilitate the effectiveness of the compliance reviews, such as developing review instruments, interview questions and ongoing efficiencies (continuous process improvements).
- Members will attend regularly scheduled meetings to ensure progress in meeting Committee objectives.
- Members will adhere to the CRBA Corrective Action Plan (currently under development).

### **Deliverables and Target Completion Dates**

- Meeting agendas will be circulated to the members prior to each meeting.
- Action items will be recorded and status reported at the subsequent meetings.
- The meeting schedule will be bi-monthly on the third Thursday of the scheduled meeting month from 9:00 a.m. until 12:00 p.m. If no discussion topics are available, meeting may be cancelled.
- The Title VI Committee is expected to be active and to ensure Title VI implementation of Nondiscrimination Laws and Assurances in their respective Program Office.

- The Title VI Specialist is working on a selection plan that would include desk audits for small cities that received minimal Federal funds and a schedule for onsite reviews for larger cities, counties, and agencies that receive larger amounts of Federal funding from the Department. Title VI Committee members may participate in the sub-recipient reviews.

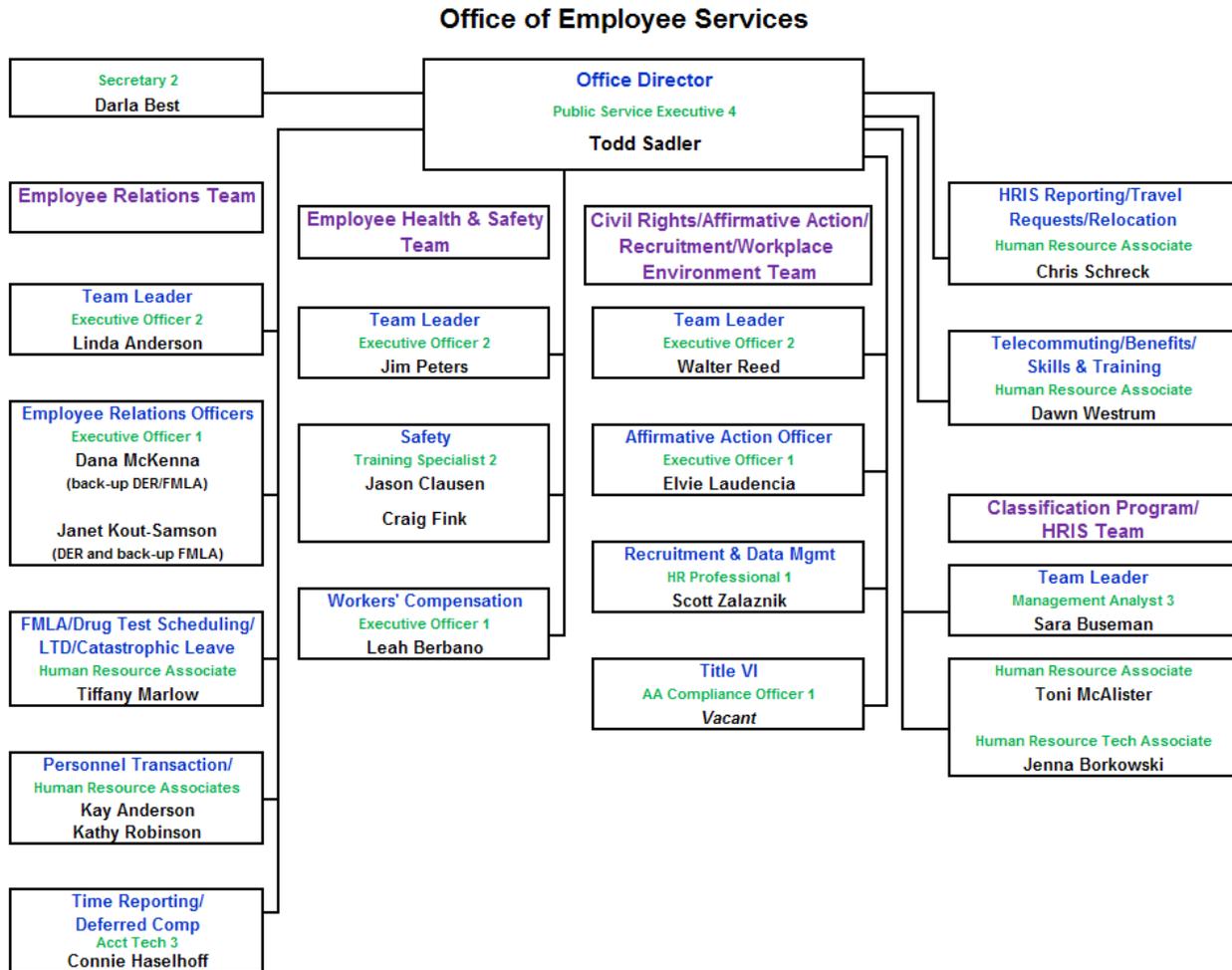
### **Ground Rules and Expectations**

- Full participation and cooperation is expected of each Committee member.
- Each Committee member is expected to keep their Office Director or Supervisor apprised of program developments, issues and status throughout the term of this Committee.
- Discussions are to be open, honest and respectful.
- Independent thought and analysis is encouraged.
- Offering opposing views or support in a discussion is required to ensure all aspects of a topic are covered.

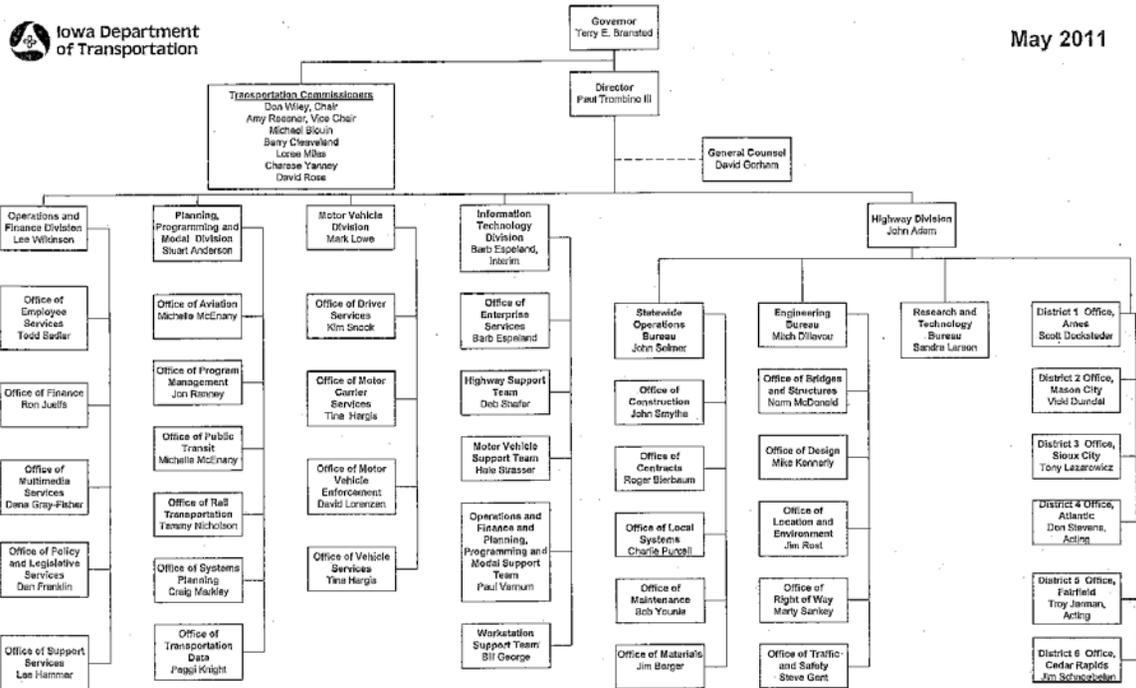
### **District Engineers/Division Director Responsibilities**

- Appoint Title VI Liaisons to administer this program in their respective areas.
- Encourage DBE participation in their program areas.
- Develop procedures to advise sub-recipients of all nondiscrimination laws and implementing regulations.
- Maintain current and continuous records documenting the implementation of nondiscrimination activities.
- Ensure staffing levels and budget appropriations are adequate to accomplish nondiscrimination commitments within their program areas.

## Exhibit 2 - Organizational Chart



# Exhibit 3 – Department Organizational Structure



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