

## Who can file a complaint?

A Title VI complaint may be filed with the Iowa DOT's Civil Rights Bureau by any individual who alleges he/she has been subjected to discrimination or adverse impact under any Iowa DOT program or activity based on race, color, national origin, sex, age, disability, income status or retaliation.

## How do I file a Title VI complaint?

To file a complaint, complete the form online at: [iowadot.seamlessdocs.com/f/TitleVIComplaintForm](http://iowadot.seamlessdocs.com/f/TitleVIComplaintForm)

Email your completed form to:  
[Civil.Rights@iowadot.us](mailto:Civil.Rights@iowadot.us), or

Mail or fax a hard copy to:  
Iowa Department of Transportation  
Civil Rights Bureau  
800 Lincoln Way | Ames, Iowa 50010  
Fax: 515-232-6739

## What information is included in a Title VI complaint?

A signed, written Title VI complaint must be filed within 180 days of the date of the alleged act of discrimination. The complaint must include the following information.

- Your name, address, and telephone number. If you are filing on behalf of another person, include their name, address, telephone number, and your relationship to the complainant (friend, attorney, parent, etc.).
- The name and address of the agency, program or organization that you believe discriminated against you.
- A description of how, when, and why you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination.
- Complaint must be signed and dated.

## What if the recipient retaliates against me for asserting my rights or filing a complaint?

A recipient is prohibited from retaliating against any person because he or she opposed an unlawful policy or practice, made charges, testified, or participated in any complaint action under Title VI. If you believe that you have been retaliated against, immediately contact the Iowa DOT's Civil Rights Bureau.

## What will the Iowa DOT do with my complaint?

All Title VI complaints against Iowa DOT will be forwarded to FHWA for processing and/or investigation. The Iowa DOT will investigate complaints against recipients.

## For additional questions, please contact:

Iowa Department of Transportation  
Civil Rights Bureau  
800 Lincoln Way | Ames, Iowa 50010  
Phone: 515-233-7970  
Fax: 515-232-6739  
Email: [Civil.Rights@iowadot.us](mailto:Civil.Rights@iowadot.us)

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.”

- President John F. Kennedy, in his message calling for the enactment of Title VI, 1963

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

# TITLE VI/ non-discrimination

UNDERSTANDING YOUR RIGHTS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.

“No person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activities receiving Federal financial assistance.”



## What is Title VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance.

## Iowa DOT's Title VI policy

Pursuant to Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987 and other nondiscrimination authorities, it is the policy of the Iowa Department of Transportation (DOT) that discrimination based on race, color, national origin, sex, age, disability or income status shall not occur in connection with any of its programs or activities.

## Authorities

The two main authorities enabling Title VI implementation, compliance and enforcement are the Civil Rights Act of 1964 and Civil Rights Restoration Act of 1987. However, other statutes, laws, regulations, executive orders, and the United States Constitution provide guidance for the effective execution of the objectives of Title VI.

### These include:

- **Federal-Aid Highway Act of 1973**  
*Prohibits discrimination on the basis of sex.*
- **Section 504 of the Rehabilitation Act of 1973**  
*Prohibits discrimination against persons with disabilities.*
- **Americans with Disabilities Act Amendments Act**  
*Prohibits discrimination against persons with disabilities.*
- **Civil Rights Restoration Act of 1987**  
*Restores the broad, institution-wide scope and coverage of non-discrimination statutes to include all programs and activities of Federal-aid recipients, subrecipients and contractors, whether such programs and activities are Federally assisted or not.*

- **Age Discrimination Act of 1975**  
*Prohibits discrimination based on age.*
- **Uniform Relocation Act of 1970**  
*Prohibits unfair treatment of persons displaced or whose property will be acquired as a result of a highway project.*
- **Executive order 12898**  
*Environmental Justice*
- **Executive order 13166**  
*Limited English Proficiency*

## Title VI compliance

Title VI compliance is achieved when the Iowa DOT has effectively implemented all the Title VI requirements or can demonstrate that every good faith effort has been made toward achieving this end.

Pursuant to 23 U.S.C. § 302, the FHWA's primary recipient is the state highway (transportation) agency. The Iowa DOT is the primary recipient. The Iowa DOT and its subrecipients and contractors, are all required to prevent discrimination and to ensure nondiscrimination in all programs and activities whether they are federally funded or not.

Subrecipients of federal assistance include cities, counties, contractors, consultants, suppliers, universities, colleges, transit agencies, and regional and metropolitan planning agencies.

## Programs covered

Federally assisted programs include any transportation project, program or activity for the provision of services and/or other benefits. Such programs include education, training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the Iowa DOT or indirectly through contracts or other arrangements with other agents.

## What discrimination is prohibited under the Title VI?

Discrimination under the Iowa DOT's Title VI program is an action or inaction, intentional or not, through which any intended beneficiary, solely because of race, color, national origin, sex, age, disability, income status, or retaliation, has been otherwise subjected to unequal treatment or adverse impact under any Iowa DOT program or activity.

Discrimination based on the grounds referenced above limit the opportunity for individuals and groups to gain equal access to services and programs. In administering federally assisted programs and activities, the Iowa DOT will not discriminate either directly or through contractual or other means by:

- Denying program services, financial aid or other benefits.
- Providing different program services, financial aid or other benefits, or providing them in a manner different from that provided to others.
- Segregating or separately treating individuals or groups in any manner related to the receipt of any program service or benefit.
- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service or other benefits.
- Denying person(s) the opportunity to participate as a member of a planning, advisory or similar body.
- Denying person(s) the opportunity to participate in a program through the provision of services or affording the opportunity to do so differently from those afforded others.