

**DES MOINES AIRPORT AUTHORITY
TITLE VI PLAN**

Name and title of chief administrative officer

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*Name and title of designated Title VI Coordinator**

Name: Craig Eveland

Title: Contracts and Reporting Administrator

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**If the Title VI coordinator changes, please contact the Iowa DOT Title VI specialist.*

Name and title of designated Title VI Customer Service Specialist

Name: Mary Benson

Title: Administrative Assistant

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Name and title of designated Title VI Environmental Justice Specialist

Name: Bryan Belt

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Title VI Program

I. Policy statement, authorities and citations


A. Policy of nondiscrimination

The Des Moines Airport Authority, hereinafter referred to as the "Authority", hereby assures that no person shall on the grounds of race, color, national origin, sex, or creed, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, and Section 520 of the Airport and Airway Improvement Act of 1982, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. The Authority further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

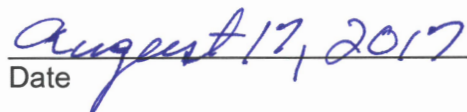
It is also the policy of the Authority to comply with Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Authority also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, the Authority will take reasonable steps to provide meaningful access to services for persons with limited-English proficiency. The Authority will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

The Authority's Contracts Manager is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.



Signature
Kevin J. Foley, Executive Director



Date

II. Standard assurances

49 C.F.R. § 21.7

Pursuant to 49 C.F.R. § 21.7, every application for federal financial assistance or continuing federal financial assistance must provide a statement of assurance and give reasonable guarantee that the program is (or, in the case of a new program, will be) conducted in compliance with all requirements imposed by or pursuant to Part 21 (Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964). Fully executed standard FAA assurances (including Appendices A through E) are attached to this plan. **See Attachment A for assurance statement.**

Contractual Assurance

The Authority includes in all of its contracts, leases, deeds, or other similar documents the civil rights provisions required by the FAA. The Authority also requires these provisions in all subcontracts, subleases, and other agreements at any tier.

Public Notice

The Authority conspicuously displays signs in its office, in the terminal building, and in the Fixed Base Operators' offices notifying the public that discrimination based on race, color, national origin, sex, and creed is prohibited.

III. Organization, staffing and structure

Organizational chart – reporting relationships

See Attachment B for Des Moines Airport Authority Organizational Chart.

Staffing

The Authority's Executive Director is authorized to ensure compliance with provisions of the Authority's policy of nondiscrimination and with the law, including the requirements of 23 C.F.R. § 200 and 49 C.F.R. § 21. The Authority's grants compliance function and Title VI coordination shall be performed by the following staff:

Title VI coordinator

The Authority's Contracts Manager has been designated to perform the duties of the Title VI coordinator (Coordinator) and ensure implementation of the Authority's Title VI Federally Funded Transportation Program pertaining to this plan.

Title VI specialists

Additionally, the Authority has designated Title VI specialists (Specialists) in certain department program areas. The Specialists, designated below, shall work in concert with the Coordinator. These department program areas receive federal assistance through grants or other types of transportation related funding, or are responsible for implementing Authority directives and policies to ensure civil rights compliance and equal opportunity. The Specialists will work with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the objectives of the Title VI plan, meet federal and state reporting requirements, and provide adequate training opportunities for applicable staff.

Specialists will work with the Coordinator to monitor Title VI compliance by contractors, subcontractors, consultants and suppliers under federally funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors. Specialists will work with the Coordinator to obtain statistical data (race, color, national origin, age, gender, gender, LEP and income of populations in service area) of participants in, and beneficiaries of federally funded programs. Each of the Specialists will maintain data relative to their respective program area, designated below. The Coordinator shall use the data to complete annual Title VI reports and for other administrative needs.

Title VI Customer Service Specialist: Staff Administrative Assistant
Title VI Environmental Justice Specialist: Director of Engineering

Title VI coordinator's responsibilities and program administration

As authorized by the Authority's Executive Director, the Coordinator is responsible for initiating, monitoring, and ensuring Authority compliance with Title VI requirements as follows.

- 1. Program administration.** Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives.
- 2. Complaints.** Review written Title VI complaints that may be received by the Authority following the adopted procedural guidelines (see Section IV: Complaint Procedures). Ensure every effort is made to resolve complaints informally at the local or regional level.
- 3. Data collection.** Review the statistical data gathering process periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration. Statistical data on race, color, national origin, age, disability, income level, language spoken, and gender of participants in, and beneficiaries of, programs is to be gathered and maintained by program area.
- 4. Training.** Facilitate training on Title VI issues and regulations as needed for Authority employees; and facilitate Title VI training for appropriate staff, contractors, and tenants.
- 5. Title VI plan update.** Review and update the Authority's Title VI plan as needed or required. Present updates to the plan to the Authority's Executive Director for approval.
- 6. Public dissemination.** Work with Authority staff to develop and disseminate Title VI program information to Authority employees and subrecipients, including contractors, subcontractors, consultants, and subconsultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, and/or inclusion of Title VI language in contracts/agreements, website postings, and informational brochures. Ensure copies of Title VI plan and a paper copy of 49 CFR Part 21 are available for public inspection during normal working hours.
- 7. Limited English Proficiency (LEP).** Administer and monitor the Authority's LEP commitments. The Authority follows Executive Order 13166 in identifying and engaging LEP populations. An LEP person is defined as one who does not speak English as his or her primary language and has a limited ability to read, write or understand English. The Authority's policy for engaging individuals with LEP is to provide translation services to individuals who request them, if reasonable accommodations can be made. The Authority trains staff to recognize individuals in community meetings and forums who may show difficulty or inability to read or write English, and to assist them accordingly.

IV. Discrimination complaint procedures – allegations of discrimination in federally assisted programs or activities

Des Moines Airport Authority adopts the following discrimination complaint procedures for complaints relating to federally assisted transportation-related programs or activities.

Filing a discrimination complaint: Any person who believes that he or she has been or is being subjected to discrimination on the basis of race, color, national origin, gender, or creed by the Des Moines Airport Authority, its tenants, its vendors, or its agents has the right to file a complaint.

Any individual wishing to file a discrimination complaint must be given the option to file the complaint with the Authority, or directly with the Federal Aviation Administration's Office of Civil Rights. Complaints may be filed with both agencies simultaneously.

Information on how to file a Title VI complaint is posted on the Authority's website and on public notices distributed across the airport property. A Title VI complaint form will be made available on the Authority's website (www.dsmaairport.com), or a copy may be requested by contacting the Title VI Customer Service Specialist or Title VI Coordinator at the address on the front page of this document. Information on how to file a Title VI complaint may also be obtained during normal business hours by calling the Authority at (515) 256-5100. **See Attachment C for complaint form.**

Complaint filing timeframe: A discrimination complaint must be filed within 180 calendar days of either:

1. The alleged act of discrimination.
2. Date when the person(s) became aware of the alleged discrimination.
3. Date on which the conduct was discontinued, if there has been a continuing course of conduct.

The Authority or their designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Contents of a complaint: A discrimination complaint must be written. The document must contain the following information:

1. The complainant's name and address, or other means by which the complainant may be contacted.
2. Identification of individual(s) or organization(s) responsible for the alleged discrimination.
3. A description of the complainant's allegations, which must include enough detail to determine if the Authority has jurisdiction over the complaint and if the complaint was timely filed.
4. Specific prohibited bases of alleged discrimination (i.e., race, color, gender, etc.).
5. Apparent merit of the complaint.
6. The complainant's signature or signature of his/her authorized representative.

In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Authority, the complainant shall be interviewed by the Authority's Coordinator. If necessary, the Coordinator will assist the complainant in reducing the complaint to writing and then submit the written version of the complaint to the person for signature.

Complaints against the Authority: Any complaints received against the Authority will be forwarded to the Federal Aviation Administration for investigation. The Authority shall not investigate any complaint in which it has been named in the complaint. The contact information for the FAA is:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591
Phone: (202) 267-3258

Notice of Receipt: All complaints shall be referred to the Authority's Coordinator for review and action. Within 10 days of receipt of the discrimination complaint, the Coordinator shall issue an initial written Notice of Receipt that:

1. Acknowledges receipt of the discrimination complaint.
2. Advises the complainant of his/her right to seek representation by an attorney or other individual of his or her choice in the discrimination complaint process.
3. Contains a list of each issue raised in the discrimination complaint.
4. Advises the complainant of the timeframes for processing the discrimination complaint and providing a determination.
5. Advises the complainant of that he/she may also seek redress of the complaint directly with the FAA Office of Civil Rights.

Notification of the FAA of a complaint: The Authority shall advise the FAA within 15 business days of receipt of the complaint. The notice will contain a copy of the original Title VI complaint filed with the Authority.

Processing a complaint and timeframe: The Title VI Coordinator will receive, manage, and make a determination on all filed complaints. Investigations will generally be completed within 90 days from receipt of a completed complaint form. If more information is needed to resolve a complaint, the title VI Coordinator may contact the complainant and request more information. If the requested information is not received within fourteen (14) calendar days from the date of the request, the Title VI Coordinator may administratively close the complaint. A complaint may also be administratively closed if the complainant no longer wishes to pursue the case.

Notice of Final Action: After the Title VI Coordinator reviews the complaint and completes the investigation, he or she will provide a Notice of Final Action to the complainant. The Notice will include:

1. A statement regarding the disposition of each issue identified in the discrimination complaint and reason for the determination; and
2. An explanation of any corrective action taken.

The Authority's Coordinator shall provide the FAA Office of Civil Rights with a copy of this decision, as well as a summary of findings upon completion of the investigation. Should deficiencies be noted in the

implementation of these discrimination complaint procedures by the Authority, the FAA's Title VI program coordinator will work in conjunction with the Authority's Coordinator to review the information and/or provide technical assistance in the discrimination complaint process and/or investigation.

Recordkeeping: The Authority's Coordinator shall maintain a log of complaints filed that allege discrimination. The log must include:

1. The name and address of the complainant.
2. Basis of discrimination complaint.
3. Description of complaint.
4. Date filed.
5. Disposition and date.
6. Any other pertinent information.

All records regarding discrimination complaints and actions taken on discrimination complaints must be maintained for a period of not less than three years from the final date of resolution of the complaint.

ATTACHMENT A

STANDARD DOT TITLE VI ASSURANCES

Des Moines Airport Authority (hereinafter referred to as the Sponsor) hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all requirements imposed by 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. Without limiting the above general assurance, the Sponsor agrees concerning this grant that:

1. Each "program" and "facility" (as defined in Section 21.23(e) and 21.23(b)) will be conducted or operated in compliance with all requirements of the Regulations.
2. It will insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
3. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
4. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. It will include the appropriate clauses set forth in Appendices B, C and D of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Sponsor with other parties:
 - (a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this project; and
 - (b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.
6. This assurance obligates the Sponsor for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Sponsor or any transferee for the longer of the following periods:
 - (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - (b) the period during which the Sponsor retains ownership or possession of the property.

STANDARD DOT TITLE VI ASSURANCES (cont.)

7. It will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantees that it, other sponsors, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the act, the Regulations, and this assurance.

8. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the Sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

DATED _____

Des Moines Airport Authority
(Sponsor)

(Signature of Authorized Official)

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Aviation Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Aviation Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Aviation Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Aviation Administration** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Aviation Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Federal Aviation Administration as authorized by law and upon the condition that the (**Title of Recipient**) will accept title to the lands and maintain the project constructed thereon in accordance with (**Name of Appropriate Legislative Authority**), for the (**Airport Improvement Program**), and the policies and procedures prescribed by the **Federal Aviation Administration** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (**Title of Recipient**) all the right, title and interest of the U.S. Department of Transportation/Federal Aviation Administration in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto (**Title of Recipient**) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the (**Title of Recipient**), its successors and assigns.

The (**Title of Recipient**), in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the (**Title of Recipient**) will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the Federal Aviation Administration and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the (***Title of Recipient***) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, (***Title of Recipient***) will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the (***Title of Recipient***) will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the (***Title of Recipient***) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (**Title of Recipient**) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, (**Title of Recipient**) will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, (**Title of Recipient**) will there upon revert to and vest in and become the absolute property of (**Title of Recipient**) and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

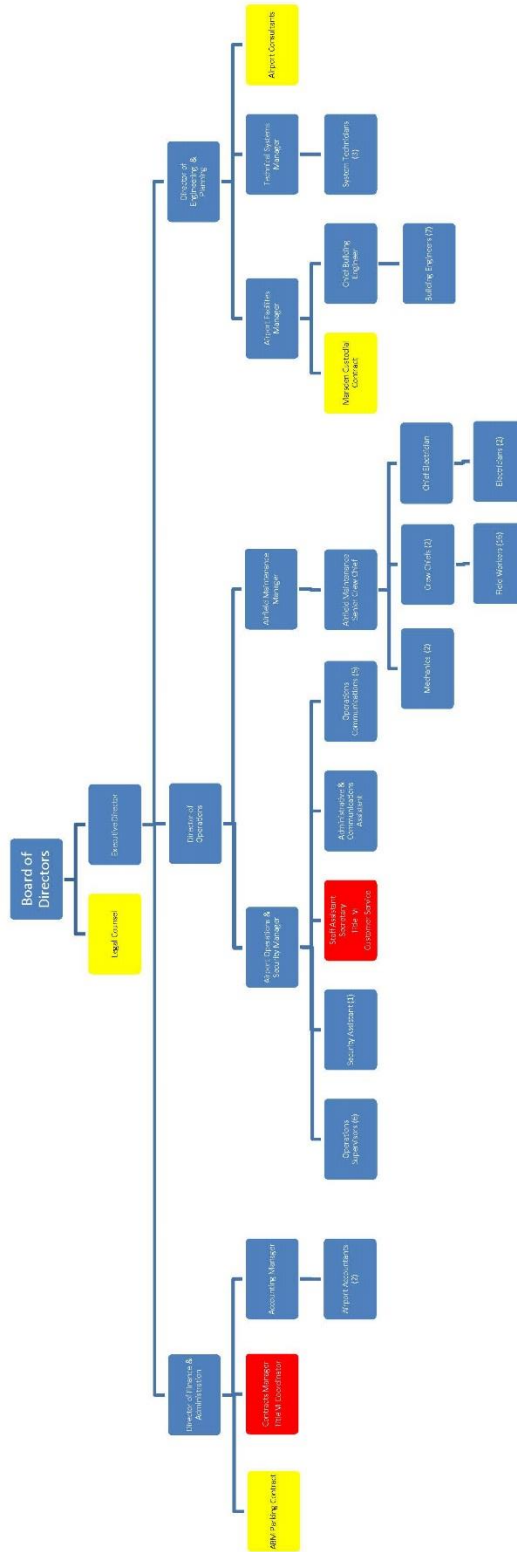
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ATTACHMENT B

Des Moines Airport Authority Organizational Chart (Updated May 11, 2016)

Title VI P.O.C.



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ATTACHMENT C



TITLE VI Complaint Form

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title 42 U.S.C. Section 2000d

Please provide the following information necessary in order to process your complaint. A formal complaint must be filed within 180 days of the occurrence of the alleged discriminatory act. Assistance is available upon request. Please contact Steve Dawson at the Des Moines Airport Authority at 515-256-5006.

Complete this form and return to:

Des Moines Airport Authority
Craig Eveland
Title VI Coordinator
5800 Fleur Drive, Suite 207
Des Moines, IA 50321

Complainant's Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone (Home): _____ (Work): _____

Person(s) discriminated against (if other than complainant)

Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone (Home): _____ (Work): _____

What is the discrimination based on?

- Race
- Color
- Sex
- Creed
- National Origin

Date of the alleged discrimination: _____ Location: _____

Agency or person that was responsible for alleged discrimination:

Describe the alleged discrimination. Explain what happened and whom you believe was responsible (additional sheets of paper may be attached to this form).

List names and contact information of persons who may have knowledge of the alleged discrimination.

What remedy are you seeking?

Have you filed this complaint with any other Federal, State or local agency? If so, whom.

Please sign and date. The complaint will not be accepted if it has not been signed. You may attach any written materials or other supporting information that you think is relevant to your complaint.

Signature

Date

The Title VI Complaint form may be submitted directly to the following agencies:

Title VI Coordinator
Des Moines Airport Authority
5800 Fleur Drive, Suite 207
Des Moines, IA 50321
515-256-5006

Federal Aviation Administration
Office of Civil Rights, ACR-1, Room 1030
800 Independence Ave, SW
Washington, DC 20591