



FTA Title VI Program

Board Approved Date: 09/24/2026

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Subrecipient Profile

Subrecipient: **Heart of Iowa Regional Transit Agency / HIRTA**

Administrative Head: **Julia Castillo, CEO**

Subrecipient Title VI Coordinator: **Brooke Ramsey, COO**

Address: **2824 104th St.**

City/State/Zip Code: **Urbandale, IA 50322**

Phone: **1-877-686-0029**

Email: **info@ridehirta.com**

Website: www.ridehirta.com

Has the subrecipient signed and submitted its Title VI Assurances? **YES**

General Requirements

- ✓ Attach a copy of Title VI notice to the public. The Title VI notice should include:
Attached
 - A statement that the agency operates programs without regard to race, color, or national origin
 - A description of the procedures that members of the public should follow in order to request additional information on the Title VI obligations.
 - A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.
- ✓ Include a list of the locations where the notice is posted:
- ✓ Attach a copy of the instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form. **Attached**
- ✓ Provide the link to the transit agency website where Title VI complaint procedure and the complaint form are posted. www.ridehirta.com
- ✓ List and describe all public transportation-related Title VI investigations, complaints or lawsuits filed in the last three years. Please only include only those that pertain to allegations of discrimination on the basis of race, color, and/or national origin.

Title VI Complaints, Investigations, and Lawsuits

Investigations	Date Filed	Summary	Status	Actions Taken
None				
Complaints	Date Filed	Summary	Status	Actions Taken
None				
Lawsuits	Date Filed	Summary	Status	Actions Taken
None				

- ✓ Attach a public participation plan that includes an outreach plan to engage minority and limited English proficient populations. Include a summary of outreach efforts made in the last three years. **Attached**
- ✓ Attach a copy of the plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance. **Attached**
<https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>
 - What steps has the agency taken to ensure meaningful access to the benefits services, and other important components of its programs and services to persons with limited English proficiency? **Social Media, HIRTA website language translation options, Title VI Notices and Complaint forms in English and Spanish. Limited English Proficiency (LEP) Plan. Bilingual staff and language assistance service.**
- ✓ List all non-elected committees and councils, the membership of which is selected by the agency: **N/A**
- ✓ Describe the process the agency uses to encourage the participation of minorities on such committees: **For any committees where members are not selected by HIRTA, we encourage those selecting members to use the racial and ethnic composition of the service area to help ensure representation. Meetings are held at accessible locations and times, with translation services available upon request.**

Racial/Ethnic Breakdown of the Non-Elected Committees and Councils:

Group	Number
Male	N/A
Female	N/A
White	N/A
Black or African American	N/A
American Indian or Alaskan Native	N/A
Asian	N/A
Native Hawaiian or other Pacific Islander	N/A
Other	N/A

- ✓ If the transit agency has subcontractors, describe the efforts made to ensure subcontractors are complying with Title VI. Include a schedule of Title VI Program submissions from that subcontractor. **NONE**
- ✓ If the transit agency has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility to ensure the location is selected without regard to race, color, or national origin. **ATTACHED**
- ✓ Attach a copy of board meeting minutes, resolution, or other documentation showing the board of directors or appropriate governing entity has reviewed and approved the Title VI Program. **ATTACHED**

Attachments

1. Title VI Notification
2. Title VI Complaint Process
3. Requesting Additional Information on Title VI Obligations
4. Public Participation Plan
5. Limited English Proficiency Plan
6. Title VI Equity Analysis on Waukee Facility
7. Title VI Equity Analysis on Boone Bus Barn
8. Board Minutes approving Title VI program

9.

Declaration of the Respondent

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

Signature of Respondent: 

Date: 09/24/26

Declaration of the Administrative Head

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

Signature of Administrative Head: 

Date: 09/24/26