

ADVISORY COMMITTEE ON TRANSPORTATION EQUITY CHARTER

1. **Committee Official Designation:** Advisory Committee on Transportation Equity.
2. **Authority:** The Committee is established under the authority of the U.S. Department of Transportation (DOT), in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. The establishment of the Committee is in the public interest.
3. **Objective and Scope of Activities:**
 - a. The objective of this Committee is to provide independent advice and recommendations to the Secretary of Transportation about comprehensive, interdisciplinary issues related to civil rights and transportation equity in the planning, design, research, policy, and advocacy contexts from a variety of transportation equity practitioners and community leaders. The Committee will only undertake tasks assigned to it by the Secretary, or his or her designee.
 - b. The Committee will operate in the context of the four DOT Equity Objectives, as defined in the Department's Strategic Plan:
 - Expanding Access – increasing social and economic opportunity for historically overburdened and underserved communities by providing affordable, multi-modal transportation options and the development of a transportation cost burden measure.
 - Power of Community – ensuring that individuals and communities have greater voice in transportation decisions that affect them.
 - Interventions – committing to ensure that historically overburdened and underserved communities benefit from access to a generational investment in the nation's infrastructure through direct, hands-on technical support for transportation projects with local impact.
 - Wealth Creation – removing barriers to building capital, expanding business networks, and attaining new skills and experience for small and disadvantaged businesses through increased USDOT contracting opportunities.
 - c. The main objectives of the Committee are to provide advice and recommendations to inform the Department's efforts to:
 - Implement the Agency's Equity Action Plan and Strategic Plan, helping to institutionalize equity into Agency programs, policies, regulations, and activities;
 - Strengthen and establish partnerships with overburdened and underserved communities who have been historically underrepresented in the Department's outreach and engagement, including those in rural and urban areas;
 - Empower communities to have a meaningful voice in local and regional transportation decisions; and

- Ensure the compliance of Federal funding recipients with civil rights laws and nondiscrimination programs, policies, regulations, and activities
- d. The Committee will make timely recommendations to the Secretary on pressing equity concerns using indicators of transportation's effect on community vitality such as economic development, connectivity, and public engagement to track best practices on advancing transportation equity.
 - e. The Committee will submit a report to the Secretary once every two (2) years. The report shall identify Agency priority activities, evaluate their impact on advancing equity, and provide recommendations to promote a more equitable transportation system and further the Agency's Equity Objectives.
 - f. The Committee will make recommendations that provide timely, comprehensive, inclusive advice to the Secretary on transportation-related public policy issues that advance equity in transportation and help the Agency to achieve its Equity Objectives.
 - g. The Advisory Committee on Transportation Equity will engage directly with the internal Equity Council, its leadership team, and its subcommittees, as appropriate. Any such meetings will be open to the public, consistent with FACA.
4. **Descriptions of Duties:** The Committee shall:
 - a. Include evaluation of the Department's work in using the principles above to achieve Equity Objectives when carrying out its strategic, research, technological, regulatory, community engagement, and public policy activities related to transportation equity.
 - b. Act solely in an advisory capacity and will not exercise program management responsibilities. Decisions directly affecting implementation of transportation policy will remain with the Secretary.
 5. **Agency to Whom the Committee Reports:** The Committee shall report to the Secretary of Transportation through the Departmental Office of Civil Rights.
 6. **Support:** The Departmental Office of Civil Rights will provide necessary funding, logistics, and administrative support for the Committee, in coordination with the Office of the Under Secretary of Transportation for Policy.
 7. **Estimated Annual Operating Costs and Staff Years:** It is estimated that the Committee's operating costs are estimated to be \$200,000, plus salary and expenses for staff directly involved with the Committee. The Departmental Office of Civil Rights and the Office of the Under Secretary for Policy shall provide staff support as necessary for the Committee.
 8. **Designated Federal Officer:**
 - a. The Secretary shall appoint a full-time Federal employee to serve as the Advisory

Committee on Transportation Equity coordinator who will act as the Designated Federal Officer (DFO) for this advisory committee and shall ensure that administrative support is provided for all activities.

- b. The Designated Federal Officer shall:
- Call meetings of the Committee, and any subcommittees, after consultation with the Chair and determine where they are to be held;
 - Formulate and approve an agenda, in consultation with the Chair, for each meeting;
 - Notify all Committee members of the date, time, place, and agenda for any meeting;
 - Provide administrative support for all meetings of the Committee;
 - Attend each Committee and subcommittee meeting;
 - Maintain all Advisory Committee on Transportation Equity files and records; and
 - Adjourn any meeting when it is determined to be in the public interest and chair meetings when directed to do so by the Secretary
- c. Timely notice of Committee meetings must be published in the Federal Register at least 15 calendar days before the meeting.

9. **Estimated Number and Frequency of Meetings:**

- a. The Committee will meet at least four times each year. A minimum of two (2) Committee meetings shall be held in person, unless extenuating circumstances do not permit such in-person meetings. Additional meetings shall be held virtually. All meetings will provide accommodations to support meaningful engagement of committee members and the public.
- b. Each meeting shall be open to the public. Persons wishing to appear before the Committee must make prior arrangements to do so. Written materials may be submitted to the Committee at any time. Meetings may be closed to the public only as authorized by § 10(d) of FACA, as implemented by 41 CFR Parts 101-6 and 102-3, the Government in the Sunshine Act (5 U.S.C. § 552b(c)), and DOT Order 1120.3C.

10. **Duration:** Continuing.

11. **Termination:** This charter shall terminate two years after its date of filing, unless renewed in accordance with the Federal Advisory Committee Act and other applicable requirements.

12. **Membership and Designation:**

- a. The Committee will comprise no more than 25 voting members. To ensure that a wide cross-section of views are represented, membership will include a balanced representation of equity practitioners from academia, community groups, industry/business, non-government organizations, State and local governments,

disability and veteran organizations, and Tribal governments and indigenous groups. To the extent practicable, members of the Committee shall have expertise in related areas such as transportation equity in planning and policy, or at the intersections of civil rights, housing, health care, disability access, small business, and environmental justice. To ensure that the Advisory Committee is balanced and that multiple perspectives are represented, more than one member may be appointed to represent a particular interest. All committee members must have familiarity, background, and/or expertise relating to historically underserved and overburdened communities.

- b. Members of the Advisory Committee on Transportation Equity may be selected to serve either as representative members of an organization or as members appointed solely for their expertise. Members appointed solely for their expertise who are not full-time employees of the U.S. government will serve as Special Government Employees (SGE). Committee members will serve two-year terms and may serve no more than two consecutive terms. All members serve at the pleasure of the Secretary and may be replaced at any time for any reason, including non-participation. Members may continue to serve until their replacement has been appointed.
 - c. The Chair and Vice Chair of the Committee will be appointed by the Secretary, after receiving recommendations from the Director of the Departmental Office of Civil Rights, in consultation with the Under Secretary of Transportation for Policy, from among the selected members. Their terms of service will not exceed the duration of this charter, and they may be reselected for one additional term.
 - d. Members of the Committee who are not full-time employees of the U.S. Government serve without compensation but may be allowed reimbursement for qualifying travel expenses and per diem in lieu of subsistence and other expenses, in accordance with the Department's civilian travel regulations.
 - e. Members of the Committee who are full-time employees of the U.S. Government serve without additional compensation but may be allowed transportation and per diem in lieu of subsistence and other expenses, in accordance with the Department's civilian travel regulations.
13. Subcommittees: The Department has the authority to establish subcommittees. Subcommittees shall not work independently of the chartered Advisory Committee on Transportation Equity and shall report all of their recommendations and advice to the full Committee for deliberation and discussion. Subcommittees must not provide advice or work products directly to the Department.
 14. **Recordkeeping:**
 - a. The records of the Committee, formally and informally established subcommittees, and other subgroups of the committee shall be handled in accordance with General Records Schedule 6.2, and other approved Agency records disposition schedules.

- b. These records shall be available for public inspection and copying, subject to the Freedom of Information Act (5 U.S.C. § 552) and DOT's regulations governing the protection of sensitive security information (49 CFR Part 15). The records, reports, transcripts, minutes, and other documents that are made available to or prepared for or by the Committee are available for public inspection at www.regulations.gov under Docket Number **DOT-OST-2022-XXXX**.
15. **Filing Date:** This committee is effective [REDACTED], 2022, which is the filing date of this renewed charter. The Committee will remain in existence for two years after this date unless sooner terminated or renewed