CITY OF HOUSTON

John Whitmire, Mayor

TITLE VI/NONDISCRIMINATION PLAN

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TITLE VI NONDISCRIMINATION POLICY STATEMENT

Title VI Program Policy Statement[1]

The City of Houston ("COH" or the "City") is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR), Part 21, 49 CFR Part 303, and all related Nondiscrimination authorities. City of Houston assures that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or service, whether those programs, activities and services are federally funded or not. In the event the City of Houston distributes Federal aid funds to another entity, the City of Houston will include Title VI language in all written agreements and will monitor for compliance.

The City of Houston assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency.

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the City of Houston that persons filing a complaint of discrimination should have the right to do so without fear of retaliation, interference, intimidation, coercion, or reprisal.

Definition of Federal Financial Assistance and Recipients Affected

Federal financial assistance is defined as any Federal dollars that are assigned to the City of Houston to support any program, activity or service by way of grant, loan or contract, other than a contract of insurance or guaranty.

Specific Forms of Discrimination Prohibited

The City of Houston's efforts to prevent discrimination include, but are not limited to prohibiting:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation of persons in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program or services, the primary purpose of which is to provide employment.

[1] Appendix A

City of Houston Programs and Services Covered by Title VI Program

The City of Houston Title VI Plan applies to all of the entity's programs, activities and services, regardless of funding source. Some sections deal with specific requirements (e.g., FAA, TxDOT, US DOT, FHWA, FMCSA, FTA, and DHS funded programs).

The City of Houston has a signed Standard DOT Title VI Assurances Dot 1050.2A and will ensure that Subrecipients, sub-grantees, contractors, successors, transferees and/or assignees sign an assurance document.

Further, a Title VI Coordinator has been appointed who will be responsible for monitoring and ensuring the City's compliance with Title VI Program requirements. Additionally, sufficient responsibility and authorization have been delegated to the Title VI Coordinator and the Department Directors to effectively implement the Agency's Title VI Program.

The City of Houston will provide a notice of beneficiary rights under Title VI on the City of Houston's website, https://www.houstontx.gov/obo/title-vi.html.

ASSURANCES

U.S. Department of Transportation Standard Assurances[2]

The City of Houston's Title VI Assurances are submitted to the US Department of Transportation (USDOT) annually, or when a new mayor takes office during the federal fiscal year.

CITY OF HOUSTON CODE OF ORDINANCES AND ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES 2-11 [05.16.2014] – LANGUAGE ACCESS

> *Purpose - (2.1) Establish policies for providing information about City services, programs, and activities to residents and visitors with Limited English Proficiency (LEP).*

Limited English Proficiency, hearing and visually impaired residents receive supportive translation and ASL services via:

- Multilingual City of Houston staff members.
- The Language Line.
- City of Houston vendors who provide ASL and other language and communication assistance services.

[2] Appendix B

CITY CODE OF ORDINANCE, CHAPTER 15, ARTICLE V, SECTION 15-81 DECLARATION OF POLICY

Minority, Women and Small Business Enterprises

It is the policy of the City to stimulate growth of local minority, women and small business enterprises by encouraging the full participation of the business enterprises in various phases of city contracting, as set forth in this article. The purpose and objectives of this article are (a)(4) to increase opportunities for such local firms to serve as contractors, in addition to acting as subcontractors to others, where applicable, in an effort to remedy discriminatory practices and eliminate statistical disparities in city contracting. (b) this article is intended to be remedial in nature and to continue only until its purposes and objectives are achieved.

CITY CODE OF ORDINANCE, CHAPTER 15, ARTICLE VI, SECTION 15-90 DECLARATION OF POLICY

Persons with Disabilities Enterprises

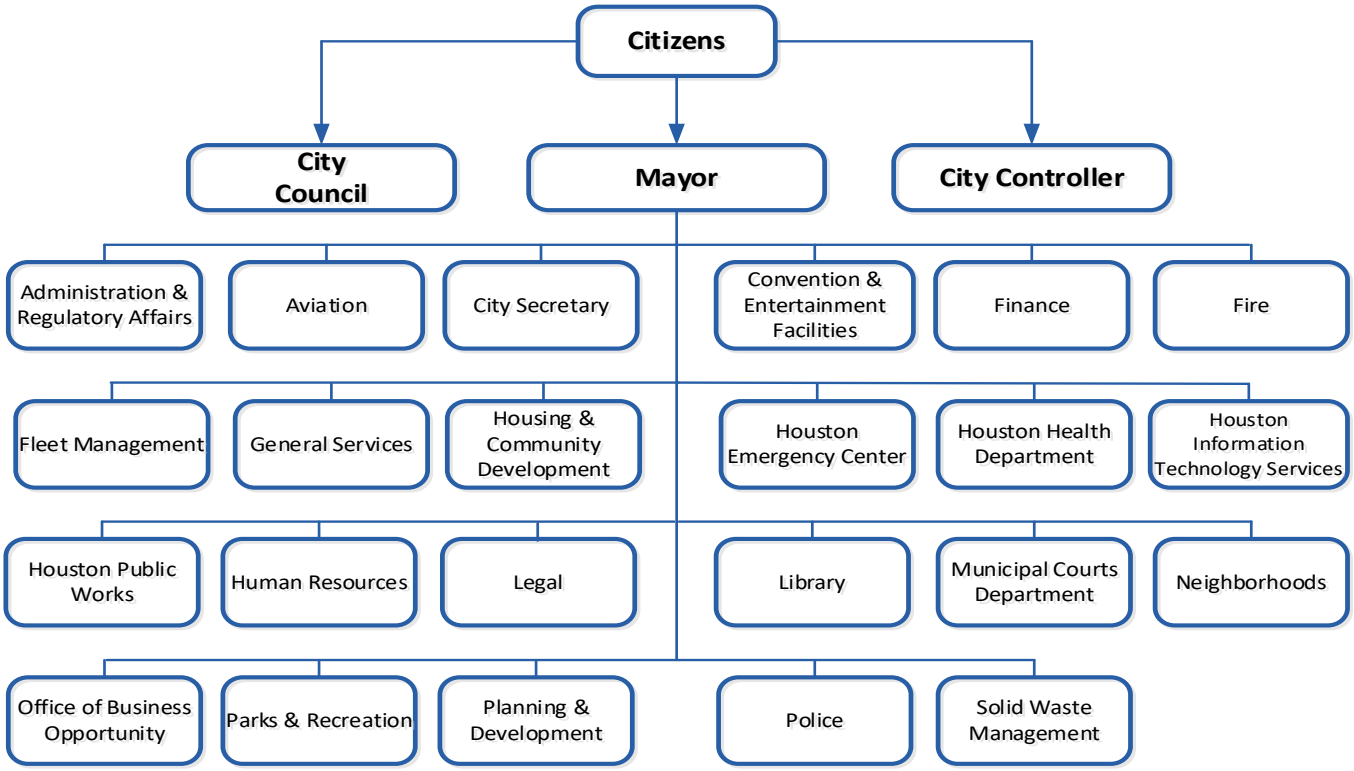
It is the policy of the City to stimulate the growth of local business enterprises owned, controlled and managed by persons with disabilities by encouraging the full participation of such businesses on all phases of its procurement activities and affording them a full and fair opportunity to compete for all City contracts.

CODE OF FEDERAL REGULATIONS (CFR), PART 26

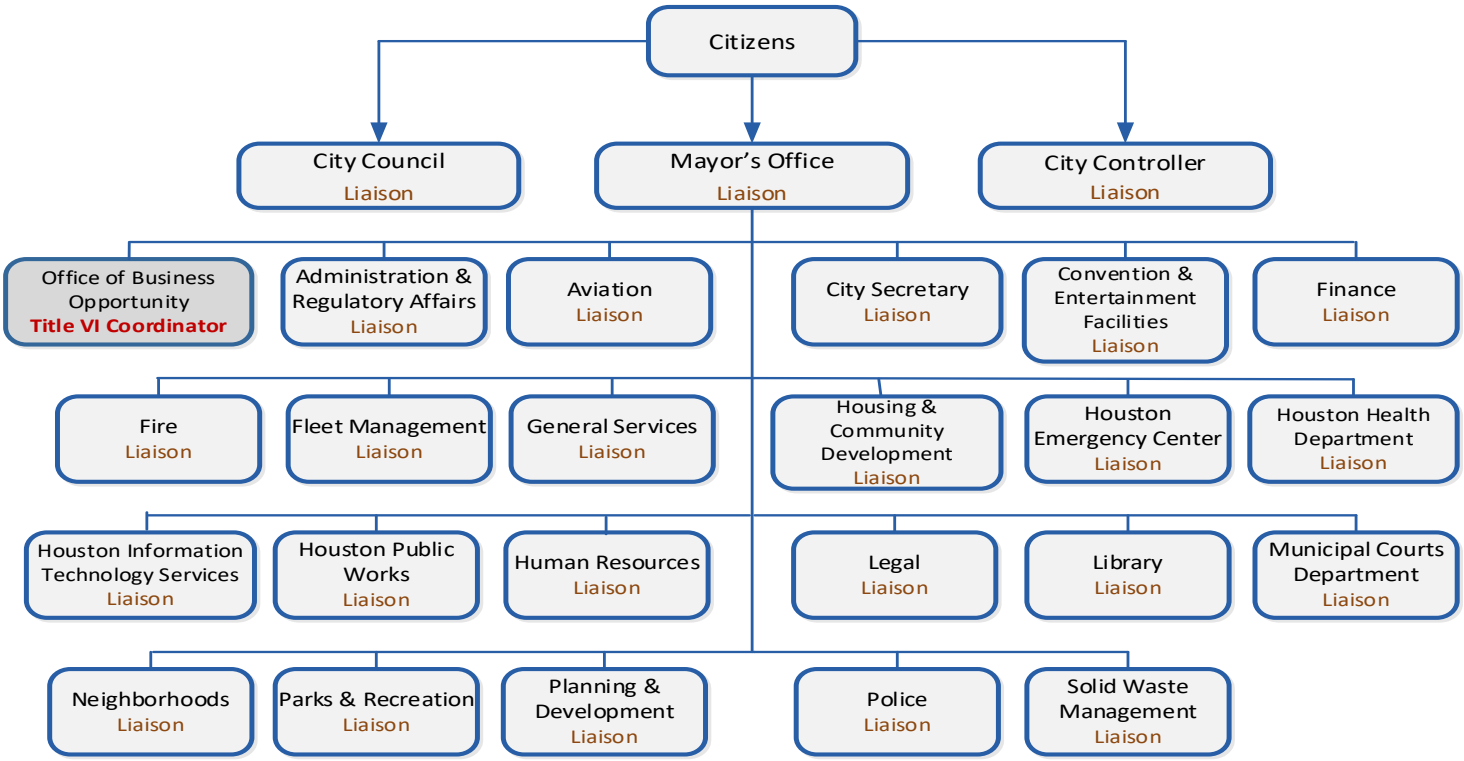
Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs

To ensure nondiscrimination in the award and administration of City of Houston highway, transit, and airport financial assistance programs funded by the Department of Transportation and Federal Aviation Administration, in addition to creating a level playing field on which disadvantaged business enterprises can compete fairly for DOT assisted contracts.

CITY OF HOUSTON ORGANIZATIONAL STRUCTURE



CITY OF HOUSTON TITLE VI DEPARTMENT LIAISONS



TITLE VI COORDINATOR'S RESPONSIBILITIES

As authorized by the Mayor, City of Houston, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring the City of Houston's compliance with Title VI requirements as follows:

PROGRAM ADMINISTRATION: Administer the Title VI Program and coordinate implementation of the Plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI Program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required, to the Mayor, City of Houston.

COMPLAINTS: Review written Title VI complaints that may be received by the City of Houston following the adopted procedural guidelines. Ensure every effort is made to resolve complaints informally at the local level.

TRAINING: Conduct or facilitate training on Title VI requirements, regulations, and/or issues for the City of Houston's Title VI Liaisons, City employees, contractors, subcontractors, and Subrecipients.

PUBLIC DISSEMINATION: Work with City of Houston staff to develop and disseminate Title VI Program information to City of Houston employees and Subrecipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include posting official statements, inclusion of Title VI language in contracts and contract documents[3] or other agreements, website postings, and/or other publications such as informational brochures, ensuring the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English.

ELIMINATION OF DISCRIMINATION: Work with the Houston Public Works Department, Houston Airport System, Houston Police Department and other City of Houston departments and offices to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in any City of Houston processes.

[3] Appendix C

TITLE VI ANNUAL WORK PLAN

The City's Annual Work Plan related to Title VI compliance includes the following initiatives:

Annual Program Activities

- Review and update as needed, the Title VI Nondiscrimination Plan, all relevant forms and website.
- Update DOT Assurances.
- Submit updated Title VI Nondiscrimination Plan to appropriate State and/or Federal agencies.
- Conduct meeting with all City of Houston Department Title VI Liaisons.
- In collaboration with Department Title VI Liaisons:
  - [a] Confirm the posting of the Public Notice of Title VI Program Rights in all public access areas of City facilities.
  - [b] Facilitate the distribution of the Title VI Program Policy Statement to City of Houston departmental employees.
  - [c] Data collection, analysis, and reporting.
- Prepare Accomplishment Report.

Bi-Annual – Tri-Annual Program Activities

- Conduct Subrecipient Reviews.

Continuous Program Activities

- Monitor Title VI activities and conduct reviews, as necessary.
- Assist subrecipients to ensure compliance with Title VI.
- Provide guidance and technical assistance to City Department Title VI Liaisons and other City of Houston employees, contractors, subcontractors, etc.
- Address all Title VI complaints and allegations.
- Conduct training(s) on the City's Title VI Nondiscrimination Program.
- Participate in meetings and events to provide information on the City's Title VI Nondiscrimination Program.
- Promote awareness of the City's Title VI Nondiscrimination Program.

LANGUAGE ACCESS SERVICES

The City of Houston's Language Access requirements are governed by its Administrative Procedure 2-11. This citywide procedure establishes policies for providing information about City services, programs, and activities to residents and visitors with Limited English Proficiency (LEP) and applies to all City of Houston departments. The policy states in part that:

- When feasible, the City shall provide essential public information for a minimum of the top 5 commonly used languages utilized by the City's culturally diverse population.
- Language assistance will be provided through the use of competent bilingual staff interpreters, or interpretation or translation services.
- All interpreters, translators, and other resources needed to comply with this policy shall be provided without cost to the LEP individual being served and that constituents and visitors will be informed that the services are free of charge.
- All departments that provide services directly to the public shall provide information about LEP services by developing and implementing department or agency-specific language access plans. Departments are responsible for conducting regular reviews of its language access resources and plans and update them as necessary.
- City employees who routinely have direct interaction with the public shall be trained in language access policies and procedures that shall include protocols for assisting LEP populations. City employees shall also be trained on efficient communication techniques, the effective use of an interpreter, and on how to properly interact with LEP individuals.

The policy also provides an LEP individual assistance procedure that City employees are to apply when assisting LEP individuals, whether in person or via phone and may be adjusted given the actual circumstances.

- Identification – City employees should identify the language of communication needs of the LEP individual.
- Interpreters – City departmental employees should first use their in-house staff fluent in the respective language, if available, to interpret. Departments shall maintain a list of bilingual or multilingual employees. The list should contain the employees' name, the language they speak and their phone number.
- Family/Friends – LEP individuals who prefer to use a family member, or friend as an interpreter, may do so if they request it.
- Language Line – When a department bilingual employee is not available, staff may use the Language Line through the City's 3-1-1 Service Line Division. A.P. 2-11 provides guidance to City employees on the process of use when telephone interpretation via the Language Line is required.

The Houston Police Department will adhere to the requirements of FMCSA ELP (English Language Proficiency) Guidance Roadside Policy (MC-SEE-2026-0002).

DISSEMINATION OF TITLE VI INFORMATION

Notification to Beneficiaries

The City of Houston provides a Public Notice of Title VI Program Rights[4] afforded via the City of Houston's Title VI Program including the statement that the City of Houston, its departments, staff and/or contractors do not discriminate with regard to race, color, national origin, sex, age, or disability.

The City posts the Public Notice of Title VI Program Rights in all of its publicly accessed facilities and on its Title VI website notifying the public of protections against discrimination afforded to them under the City's Title VI Nondiscrimination Program.

The public may request additional information regarding the City of Houston's nondiscrimination obligations by contacting the City of Houston Title VI Coordinator, using the contact information as listed on the notification.

The public can also obtain information on the process of submitting a discrimination complaint against the City of Houston using any of the following sources:

1. City of Houston Title VI Website, https://www.houstontx.gov/obo/title-vi.html.
2. A City of Houston Department Title VI Liaison.
3. Title VI Coordinator at the contact information indicated below.
4. State or Federal agency as reflected on the City's Title VI website.

Norma Meadows, Title VI Coordinator
City of Houston
611 Walker St., 7th Floor | Houston, TX 77002
Phone: 832-393-0161 | Email: TitleVI@houstontx.gov

Title VI Web Page

The Title VI webpage is designed to ensure Title VI information is readily accessible to the public. The website informs the public of their rights under Title VI and provides information on how to file a complaint. The information available on the Title VI website, https://www.houstontx.gov/obo/title-vi.html includes:

- The City of Houston Title VI Nondiscrimination Program Plan
- Title VI and Related Statutes Nondiscrimination Policy Statement
  (Versions include English, Spanish, Traditional Chinese, Vietnamese, Korean, Hindi, Urdu, French and Arabic)
- Title VI Nondiscrimination Assurances (DOT Order No. 1050.2A)
- City of Houston External Discrimination Complaint Form *(English and Spanish)*
- Public Notice of Title VI Program Rights *(Versions include English, Spanish, Traditional Chinese, Vietnamese, Korean, Hindi, Urdu, French and Arabic)*
- Title VI Requirements for Subrecipients
- City of Houston Language Access Services
- Title VI Community Participation Plan

[4] See Appendix D

PUBLIC PARTICIPATION

City of Houston has implemented a Public Participation Plan in compliance with all federal laws and regulations throughout the public participation process, including adherence to Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

As recipients of federal financial assistance, the City of Houston provides an opportunity for public involvement and full access to the decision-making process in each stage of the planning and development of a project. The Capital Improvement Plan (CIP) addresses the infrastructure needs for the City of Houston. In addition to the CIP, Build Houston Forward is the City of Houston's initiative to improve the quality of life and mobility for residents of the city by rebuilding our drainage and street infrastructure.

The federal requirement for notification to beneficiaries and participants includes written documents (i.e., plans, reports, pamphlets, brochures, etc.), information posted on websites, and posters provided on-site. Each project must have a detailed dissemination of Title VI Program obligations and notification to the public of the protections against discrimination afforded to them by Title VI Program requirements.

[1] **Dissemination of Information**. In coordination with City departments, develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. The City shall disseminate this information to the public via accessible printed and electronic media, including posting on the Applicant's website;

[2] **Contents of Notification**. At a minimum, the notification should include the following:

[a] Statement that the City does not discriminate with regard to race, color, national origin, sex, age, or disability;
[b] Procedures to be followed by the public to request additional information regarding the City's Nondiscrimination obligations; and

[3] **Identify Procedures**. The procedures that are to be followed by the public to file a discrimination complaint with the City of Houston, include providing the public with the name of a City contact representative, address, and telephone number/e-mail address.

The City of Houston conducts public meetings on the City's Annual Capital Budget in each Council district. These meetings provide the public with the opportunity to participate in the capital budget process by contributing comments and suggestions about services needed and improvements. The City of Houston's inclusive public participation plan adheres to the following:

- All meetings of the Council and of all committees are open to the public and the rules of the Council provide that the public shall have a reasonable opportunity to be heard at any such meetings in regard to any matter to be considered. These meetings take place every Tuesday of every week, unless it is a public holiday. The meetings take place at City Hall, 901 Bagby Street, Anna Russell Council Chambers (2nd Floor), Houston, Texas.
- The City of Houston, its prime contractors, and other delegates conduct stakeholder meetings to provide information and collect feedback from interested parties. The meeting locations are coordinated with stakeholders to ensure maximum participation.
- The City of Houston, its prime contractors and other delegates' public meetings are to provide information and collect feedback from individuals that have public comments. The meetings take place in public venues in the respective communities and neighborhoods for which the project is undertaken. The meetings are scheduled on weekday evenings after 6:00 pm.
- The City of Houston also publishes web based and mail notices to notify the public and to collect public comments.

DATA COLLECTION, ANALYSIS, AND REPORTING

The City of Houston recognizes the importance of identifying and addressing any trends or patterns of discrimination in its programs, services, and activities. Collecting, analyzing, and maintaining statistical data on race, color, national origin, sex, age, etc., are effective mechanisms to verify the distribution of federal program funding to beneficiaries.

In accordance with its Title VI Nondiscrimination Program, the City of Houston will, on an annual basis, collect Title VI Nondiscrimination related data and analyze such data to ensure that all of its programs, services, facilities, and projects are effectively meeting the needs of all persons without discrimination.

Data Collection

Potential sources of data collection for the City of Houston's Title VI Program include, but are not limited to:

- US Census Data
- Forms or Surveys
- Data from School Districts

Reporting

The Title VI Coordinator will work with City Department Title VI Liaisons to identify data needs on an annual basis. Data analysis summary results will be included as a part of the City's Title VI Accomplishment Report.

Analysis

Title VI collected data is to be analyzed for the purpose of identifying any patterns of discrimination or the potential for discrimination. Corrective action, as appropriate, will be taken by the City of Houston.

In determining compliance with the City's Title VI Program, consideration for the following will be given:

- The eligible population to be served by race, color and national origin.
- The way in which services are or will be provided, any related data necessary to determine whether any persons are or will be denied such services on the basis of their protected class identified by the Title VI Act of 1964.
- Where determination of location is involved, the requirements and steps used or proposed to guard against unnecessary impact on persons on the basis of race, color, and national origin.
- The location of existing or proposed facilities connected with the program, and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination.

The types of analysis to address compliance with the City's Title VI program include, but are not limited to:

- Strategies for information dissemination.
- Percent of benefits allocated to persons below the poverty line versus persons above the poverty line.
- Distribution of benefits such as dollars, facilities, projects, etc., by groups and communities.
- Allocation of funds by mode such as highway, bus, etc.

- Projected population increases versus planned facilities and type of facilities.
- Impact of investments on race, color, national origin, sex, age and disability groups.
- Transportation needs of all persons within boundaries of plans or projects.
- Persons included in the decision-making process.

SUBRECIPIENT COMPLIANCE REVIEWS

The City of Houston (COH) passes federal aid received from various federal organizations to local government agencies, non-profit agencies, and private entities to carry out authorized programs and activities. Agencies and entities receiving federal aid, referred to as "subrecipients," must comply with regulatory requirements enacted to ensure compliance with Title VI of the Civil rights Act of 1964 and related legal authorities.

As part of its oversight responsibilities and in accordance with 23 CFR § 200.9(b)(7), the City of Houston conducts periodic reviews of subrecipients to monitor Title VI compliance.[5] These reviews ensure Title VI compliance and an opportunity to provide technical assistance to subrecipients. Subrecipients may include, but are not limited to, cities, counties, consultants, non-construction contractors, suppliers, universities, colleges, planning agencies, and other recipients of federal financial assistance.

COH reserves the right to conduct a review of any subrecipient. However, generally subrecipients will be selected based on a number of factors including:

- Pre-existing areas of deficiency in its Title VI Program.
- Receipt of a Title VI complaint involving the subrecipient.
- Feedback from the local community.
- Amount of federal funding.

COH will conduct reviews every 2-3 years and will also determine the need for more in-depth subrecipient reviews.

The following process will be followed when subrecipients are selected for review:

[1] **Notification**. The subrecipient receives a notification letter and/or email stating it has been selected for review. The notification includes an itemized list of information and documentation to be submitted to the COH within thirty (30) calendar days.

[2] **Desk Audit**. COH's Title VI Coordinator reviews material submitted by subrecipient. The Title VI Coordinator prepares an initial report of findings, including deficiencies requiring corrective action and non-mandatory recommendations to strengthen the subrecipient's Title VI Program.

[3] **On-Site Review & Interview**. Depending on the findings of the desk audit, a request for an on-site review may be made, including inspection of the subrecipient's facilities and interview(s) with relevant personnel. If an on-site review is necessary, the subrecipient will be notified via email and/or certified mail within 15 calendar days of the acceptance date of all necessary documents.

[4] **Compliance Review Report**. COH will issue a Compliance Review Report within 15 calendar days following the completion of an on-site review. If no on-site review is conducted, COH will issue a Compliance Review Report to the subrecipient within 15 calendar days of the acceptance date of

[5] Appendix E

all necessary documents. The Compliance Review Report will detail any identified deficiencies in the subrecipient's Title VI Program and include a proposed Corrective Action Plan.

[5] **Corrective Action Review Meeting**. COH's Title VI Coordinator will schedule a meeting with subrecipient to review the final report and proposed Corrective Action Plan. Subrecipient will have an opportunity to provide input regarding the proposed timeline for corrective action. The subrecipient must complete all proposed corrective actions within 90 calendar days of the Corrective Action Review Meeting.

[6] **Follow-Up Monitoring**. COH will determine whether any follow-up monitoring is necessary to ensure ongoing compliance with Title VI compliance.

[7] **Training**. COH's Title VI Coordinator is available to conduct training on an as needed basis or when requested by subrecipients on the requirements for compliance with Title VI.

TRAINING

The Title VI Coordinator shall coordinate with the designated Department Directors and Title VI Liaisons to determine the training needs of each department within the City of Houston. Focus will be given to identified high volume public contact staff. The Title VI Coordinator or designee shall be responsible for training identified personnel, which will include a summary of the background of the Title VI Program, the COH's requirements to adherence to provisions of Title VI, Title VI Policy and Assurances, and the processes and procedures for handling Title VI issues and complaints. In collaboration with the Language Access Manager, coordinated training on the COH's Language Access Procedures and interaction with Limited English Proficient individuals may also be conducted.

The City of Houston will provide Title VI training yearly and as needed; will also distribute its Policy Statement annually.

RECORDS

Requirement to Keep a Record of Title VI Investigations and Lawsuits

The City of Houston shall prepare and maintain a list of any active investigations conducted by entities, lawsuits, or complaints naming City of Houston or its Subrecipients that allege discrimination on the basis of race, color, national origin, sex, age, or disability. This list shall include the name of complainant, identification of demography (i.e., race, color, national origin, etc.), allegations, complaint date, date of the Report of Investigation, determination made, and any other relevant information as deemed appropriate in response to the investigation or complaint.

Access to Records

The City of Houston shall provide upon written request all records relating to the effective implementation of the Title VI Nondiscrimination Program requirements by the U.S Department of Transportation and subsidiary divisions (FMCSA, FTA, FAA, FHWA) and other State and Federal agencies (TxDOT, DHS, etc.) to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

COMPLAINT PROCESS

Discrimination in City of Houston Services, Programs, and Activities Under Title VI and Related Laws

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color, or national origin in government services, programs and activities. In accordance with Title VI and related regulations and directives, the City of Houston prohibits discrimination in its (or its subrecipients') services, programs and activities based on race, color, national origin, sex, age, or disability. Prohibited discrimination includes but is not limited to: (1) exclusion from; (2) denial of participation in; (3) denial of benefits from; or (4) otherwise being subjected to discrimination in connection with any City of Houston service, program or activity.

Any person who believes he or she has been subjected to such discrimination in a City of Houston service, program, or activity, or who believes he or she has been subjected to retaliation as a result of filing a Title VI-related grievance, may file a complaint with the City of Houston Title VI Coordinator at https://www.houstontx.gov/obo/title-vi-complaint.html.

How are complaints filed?

Complainants must complete a Title VI Complaint Form[6] and submit it to the Title VI Coordinator electronically, by mail, or in person within 180 days of a discriminatory incident or awareness of an incident(s).

The complaint should include the complainant's name, address, phone number, and signature.
The complaint should describe the alleged discriminatory act that violates Title VI law in detail.

To be accepted, the complaint must:

- Be based on discrimination as described above;
- Allege that the discrimination was committed by the City of Houston, its employees, a subrecipient (contractor/subcontractor), or concessionaire of the City of Houston; and
- Be filed within 180 days of the alleged discrimination (or at the time the complainant became aware).

These complaint procedures do not prohibit complainants from filing complaints with other State or Federal agencies.

The City of Houston handles complaints of disability discrimination in its services, programs and activities through the City-wide Americans with Disabilities Act (ADA) Coordinator, and that complaint process is available online on the City of Houston's website. If inadvertently filed through the Title VI Coordinator, disability complaints will be referred directly to the ADA Coordinator.

The Title VI Coordinator has the discretion and authority to request updated or final dispositions on all complaints referred to the ADA Coordinator.

[6] Appendix F

How are complaints processed?

Each department is responsible for documenting complaints and forwarding them to the Title VI Coordinator as soon as practical, preferably within 24 business hours of receipt.

For all complaints received, either directly or through City departments, the Title VI Coordinator will:

- Determine the completeness of the complaint form.
- Determine whether the complaint meets the submission timeline requirements.
- Determine if additional information is required.
- Determine if the City of Houston has jurisdiction of the complaint.
- Log the complaint into the Title VI Office Logbook (available upon written request for review by the US Department of Transportation and all other State and Federal agencies).
- Assign a tracking number and open a new file.
- Contact the complainant to acknowledge receipt of the complaint, generally within seven (7) working days.
- Determine whether the complaint meets the requirements for acceptance.
- If not accepted, provide complainant notice of dismissal.
- If accepted, forward it to the City of Houston's Office of the Inspector General (OIG) for investigation.

Absent unusual circumstances, OIG expects to complete its investigation within 180 working days of receipt of the complaint. OIG will submit its findings to the Title VI Coordinator and communicate to the complainant and respondent(s). All decisions issued by OIG and the Title VI Office are final. If a complaint is sustained, the City of Houston will resolve with appropriate corrective action.

Upon completion and if applicable, the Title VI Coordinator will make any required notifications to the appropriate State or Federal agency.

Files may not be reopened once a final decision has been issued, though complainants may file new complaints or complaints with other State or Federal agencies.

What Are the Outcomes of Filing a Complaint?

This is an administrative process that provides access to corrective action but does not provide for compensatory or punitive damages. Upon receipt and review of the complaint, there are four potential outcomes.

[1] **Acceptance**. If a complaint is filed timely, it contains sufficient information to support a claim under Title VI and related laws and assurances, and concerns matters within the jurisdiction of the City of Houston, generally, the Title VI Coordinator will accept it and issue written notice to the complainant.

[2] **Preliminary Review**. If a complaint appears to be missing information, the Title VI Coordinator will gather additional information from the complainant and/or respondent prior to deciding whether to accept, dismiss or refer the complaint.

[3] **Procedural Dismissal**. If a complaint is not filed in a timely manner, is not in writing and signed, lacks any required information, or is not directly related to the City's Title VI Nondiscrimination Program, the Title VI Coordinator will dismiss the case and issue written notice to the complainant and the respondent.

[4] **Referral/Dismissal**. If the complaint is procedurally sufficient but is not within the City's jurisdiction, the Title VI Coordinator will dismiss the case, refer it to the appropriate State or Federal agency, and issue written notice to the complainant and the respondent.

As an alternative to filing locally with the City of Houston, complainants may always file with appropriate State or Federal agencies within 180 days of the discriminatory or retaliatory event, as listed below:

[a] **Federal Aviation Administration (FAA)**
Office of Civil Rights
ACR – 1, Room 1030
800 Independence Avenue SW
Washington, DC 20591
Phone: 202-267-8087

[b] **Texas Department of Transportation (TxDOT)**
Civil Rights Division
125 East 11th Street
Austin, Texas 78701
Email: CivilRights@TxDOT.gov
Phone: 512-416-4700; Fax: 512-486-5539

[c] **US Department of Transportation (USDOT)**
Federal Highway Administration Office of Civil Rights
Title VI Program Coordinator
East Building, 5th Floor - 1200 New Jersey Ave. SE HCR-40, Room E81-101
Washington, DC 20590
Phone: 202-366-0693; Fax: 202-366-1599; TTY: 202-366-5751

[d] **US Department of Transportation (USDOT) Federal Transit Administration**
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR 1200 New Jersey Avenue, SE,
Washington, DC 20590
Email: FTACivilRightsCommunications@dot.gov
Phone: 888-446-4511

[e] **US Department of Justice**
Federal Coordination and Compliance Section – NWB
Civil Rights Division
4CON, 950 Pennsylvania Avenue, NW
Washington, DC 20530 (888) 848-5306
English and Spanish (Ingles y Español): 202-307-2222 (voice); 202-307-2678 (TDD)

[f] **US Department of Homeland Security**
Office of Civil Rights & Civil Liberties
Compliance Branch, Mail Stop #0190
2707 MLK, Jr. Avenue SE
Washington, DC 20528
Phone: 202-401-1474; Tollfree – 1-866-644-8360; Fax: 202-401-4708

APPENDICES

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APPENDIX A

City of Houston Title VI Nondiscrimination Policy Statement

CITY OF HOUSTON

TITLE VI POLICY STATEMENT

The City of Houston (COH) is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR), Part 21, 49 CFR, Part 303, and all related Nondiscrimination authorities. [1] City of Houston assures that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or service, whether those programs, activities and services are federally funded or not. In the event the City of Houston distributes Federal aid funds to another entity, the City of Houston will include Title VI language in all written agreements and will monitor for compliance.

The City of Houston assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency.

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the City of Houston that persons filing a complaint of discrimination should have the right to do so without fear of retaliation, interference, intimidation, coercion, or reprisal.

Specific Forms of Discrimination Prohibited

City of Houston's efforts to prevent discrimination include, but are not limited to prohibiting:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation of persons in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program or services, the primary purpose of which is to provide employment.

City of Houston Programs and Services Covered by Title VI

The City of Houston's Title VI Plan applies to all of the entity's programs, activities and services, regardless of funding source.

John Whitmire, Mayor
City of Houston, Texas

6/11/26
Date

[1] Related regulations and directives including the following:

- *Section 504 of the Rehabilitation Act of 1973,* which prohibits discrimination based on disability.
- *Title IX of the Education Amendments Act of 1972,* which prohibits discrimination based on sex in education programs or activities.
- *Age Discrimination Act of 1975,* which prohibits discrimination based on age.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19,* which prohibits discrimination based on religion in social service programs.

SPANISH

CIUDAD DE HOUSTON

DECLARACIÓN DE POLÍTICA DEL TÍTULO VI

La Ciudad de Houston (COH) ha asumido el compromiso de cumplir con el Título VI de la Ley de Derechos Civiles de 1964, 49 CFR (Código Federal de Reglamentaciones), Parte 21, 49 CFR Parte 303, y todas las no discriminación autoridades. [1] La Ciudad de Houston garantiza que no se excluirá a ninguna persona de participar en los beneficios y que estos no se podrán negar por motivos de raza, color, país de origen, sexo, edad, ni discapacidad. Además, nadie podrá ser discriminado en ningún programa, actividad o servicio de la ya sea que dichos programas, actividades o servicios estén financiados o no por el gobierno federal. En caso de que la Ciudad de Houston distribuya fondos de ayuda federal a otra entidad, incluirá textos del Título VI en todos los acuerdos por escrito y supervisará su cumplimiento.

La Ciudad de Houston garantiza que se tomarán todas las medidas necesarias para proporcionar acceso significativo a todas las personas cuyo dominio del inglés es limitado.

Las represalias están prohibidas al amparo del Título VI de la Ley de Derechos Civiles de 1964 y por las autoridades relacionadas, federales y estatales, en materia de no-discriminación. La Ciudad de Houston tiene la política de que quienes interpongan una queja por discriminación deberán tener el derecho de hacerlo sin temor a retaliación, interferencia, intimidación, coerción, ni represalia alguna.

Formas Específicas de Discriminación que están Prohibidas

Los esfuerzos de la Ciudad de Houston por prevenir la discriminación son, entre otros, prohibir lo siguiente:

- Denegar servicios, ayuda financiera u otros beneficios otorgados como parte de un programa.
- Hacer diferencias en la calidad, cantidad o forma en que se otorga un beneficio dado.
- Segregar o separar personas en cualquier parte del programa.
- Restringir el disfrute de cualesquiera ventajas, privilegios, u otros beneficios ofrecidos a otras personas.
- Diferenciar las normas o requisitos de participación.
- Métodos de administración que directa o indirectamente, o a través de relaciones contractuales, desvirtuarían o perjudicarían el logro eficaz de la no discriminación.
- Discriminación en toda actividad o servicio relacionado con una carretera, infraestructura o establecimiento construido o reparado parcial o totalmente con fondos federales.
- Discriminación en cualquier empleo resultante de un programa o servicios cuyo propósito principal sea brindar empleo.

Programas y Servicios de la Ciudad de Houston al Amparo del Título VI

El Plan del Título VI de la Ciudad de Houston se aplica a todos los programas, actividades y servicios de la entidad, independientemente de su fuente de financiamiento.

John Whitmire, Alcalde
Ciudad de Houston, Texas

6/11/26
Fecha

[1] Reglamentaciones y directrices relacionadas, que incluyen las siguientes:

- *La Sección 504 de la Ley de Rehabilitación de 1973,* que prohíbe la discriminación por discapacidad.
- *Título IX de la Ley de Enmiendas a la Educación de 1972,* que prohíbe la discriminación por sexo en programas o actividades educativas.
- *La Ley de Discriminación por Edad de 1975,* que prohíbe la discriminación por edad.
- *Reglamentación 6 del Departamento de Seguridad Nacional de los Estados Unidos, CFR, parte 19,* que prohíbe la discriminación por religión en los programas de servicio social.

APPENDIX B

U.S. DOT Standard Title VI/Nondiscrimination Assurances

DOT Order No. 1050.2A

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The **City of Houston** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Motor Carrier Safety Administration (FMCSA)**, is subject to and will comply with the following:

Statutory/Regulatory 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);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Title IX of the Education Amendments of 1972, as amended, (20 U.S.C. § 1681 *et seq.*), (prohibits discrimination on the basis of sex in education programs or activities);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability);
- 49 C.F.R. Part 21, including any amendments thereto (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
- 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On The Basis Of Handicap In Programs Or Activities Conducted By The Department Of Transportation*);
- 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
- 49 C.F.R. Part 303 (FMCSA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from DOT, including the FMCSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurances, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FMCSA Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 49 C.F.R. Part 21.23 (b) and 21.23 (e), including any amendments thereto, will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations;

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with the FMCSA Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   > "*The **(City of Houston)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, or disability, in consideration for an award.*";

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations;

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient;

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith;

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property;

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

    a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient 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 Recipient, or any transferee for the longer of the following periods:

    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, **City of Houston** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FMCSA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FMCSA**. You must keep records, reports, and submit the material for review upon request to **FMCSA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

City of Houston gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the Department of Transportation under the **FMCSA Program**. This ASSURANCE is binding on [insert State], other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **FMCSA Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Houston

by _____
John Whitmire, Mayor

DATED 4/7/2026

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 Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, or disability, 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 as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21, including any amendments thereto.

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, national origin, sex, age, or disability.

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 FMCSA 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 FMCSA, 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 FMCSA 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 FMCSA 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.

CLAUSES FOR DEEDS TRANSFERING UNITED STATES PROPERTY

APPENDIX B

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 Department of Transportation as authorized by law and upon the condition that the **City of Houston** will accept title to the lands and maintain the project constructed thereon in accordance with (***Name of Appropriate Legislative Authority***), the Regulations for the Administration of **Federal Motor Carrier Safety Administration (FMCSA) Program,** and the policies and procedures prescribed by the **FMCSA** of the Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, including any amendments thereto, 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 **City of Houston** all the right, title and interest of the Department of Transportation 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 **City of Houston** 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 **City of Houston**, its successors and assigns.

The **City of Houston** 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, national origin, sex, age, or disability, 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 **City of Houston** 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, Department of Transportation, subtitle A, Office of the Secretary, part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation, including any amendments thereto, 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 Department of Transportation 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 effectuate the purpose of Title VI.)

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

APPENDIX C

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **City of Houston** 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 Department of Transportation 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, national origin, sex, age, or disability, 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, **City of Houston** 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 **City of Houston** 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 **City of Houston** and its assigns.*

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

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

APPENDIX D

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by **City of Houston** 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, national origin, sex, age, or disability, 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, national origin, sex, age, or disability, 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, **City of Houston** 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, **City of Houston** will there upon revert to and vest in and become the absolute property of City of Houston and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to effectuate 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:

- Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d *et seq.*), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. Part 21.1 *et seq.*, including any amendments thereto, and 49 C.F.R. part 303;
- 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);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 *et seq.*) (prohibits discrimination on the basis of disability); and 49 C.F.R. 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 (Pub. L. 97-248 (1982)), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (102 Stat. 28) ("*....which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964.*");
- 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 Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. 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);
- 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*).

APPENDIX C

City of Houston Contract Document Sample

participation, and Code of Ordinances Chapter 15, Article VI, § 15-90 *et seq.,* relating to PDBE contract participation (collectively, the "Business Enterprise Program" or "MWSBE"). City of Houston, Tex. Ordinance 2013-0428, May 8, 2013.

B. POLICY

It is the policy of the City to encourage the full participation of Minority Business Enterprises, Women Business Enterprises, and Small Business Enterprises, and Persons with Disabilities Business Enterprises, in all phases of its procurement activities and to afford them a full and fair opportunity to compete for City contracts at all levels.

C. POLICY ELEMENTS

1. The Contractor agrees to ensure that MWSBE firms have a full and fair opportunity to participate in the performance of City contracts. In this regard the Contractor shall make all reasonable Good Faith Efforts to meet the Contract Goals for this Contract.

2. The Contractor and any Subcontractor shall not discriminate on the basis of race, color, religion, national origin, or sex in the performance of City contracts.

3. Contractor's performance in meeting the Participation Plan Percentage will be monitored during the construction phase of the Contract by the Office of Business Opportunity ("OBO") and the Contracting Department (the "Department").

D. PERCENTAGE GOALS

The MWSBE goals and PDBE goals, if any, for the Work are specified in Document 00800, "Supplementary Conditions."

E. CONTRACTOR RESPONSIBILITIES

1. **Prior to Award:**
The Bidder shall submit MWSBE documents in accordance with the requirements of Document 00410, "Bid Form Part A."

a. In accordance with the Code of Ordinances and the OBO Good Faith Efforts Policy (Attachment A), the Department shall approve an "Apparent Low Bidder's MWSBE Participation Plan," Document 00470 (the "Bidder's Plan" or "Plan"), within three business days of

APPENDIX D

City of Houston Public Notice of Title VI Program Rights

CITY OF HOUSTON

Public Notice of Title VI Program Rights

TITLE VI PROGRAM POLICY STATEMENT

The City of Houston (COH) is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 Code of Federal Regulations (CFR), Part 21, 49 CFR Part 303, and all related Nondiscrimination authorities. City of Houston assures that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or service, whether those programs, activities and services are federally funded or not. In the event the City of Houston distributes Federal aid funds to another entity, the City of Houston will include Title VI language in all written agreements and will monitor for compliance.

The City of Houston assures every effort will be made to provide meaningful access to persons with Limited English Proficiency.

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the City of Houston that persons filing a complaint of discrimination should have the right to do so without fear of retaliation, interference, intimidation, coercion, or reprisal.

DEFINITION OF FEDERAL FINANCIAL ASSISTANCE AND RECIPIENTS AFFECTED

Federal financial assistance is defined as any federal dollars that are assigned to the City of Houston to support any program, activity or service by way of grant, loan or contract, other than a contract of insurance or guaranty.

SPECIFIC FORMS OF DISCRIMINATION PROHIBITED

City of Houston's efforts to prevent discrimination include, but are not limited to prohibiting:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation of persons in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program or services, the primary purpose of which is to provide employment.

The City of Houston gives public notice of its' policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

PUBLIC PARTICIPATION

The City of Houston encourages residents to participate in the development and planning of priorities, strategies, and funding allocations related to its programs and activities.

Public meetings provide for public contribution. Meetings are published with the date, time and location that provides for the greatest participation by stakeholders of proposed projects, programs and activities. Access to meeting information and proposed changes may be obtained in digital and printed copy.

Participation in public meetings is free of linguistic, cultural, economic or historic barriers. Translation and interpretation services are available upon request for public meetings. The department hosting the public meeting may be contacted for this request or individuals may contact the City's 3-1-1 Service Helpline for assistance with translation and interpretation services.

TITLE VI COMPLAINT PROCESS

Any person who desires more information regarding the City of Houston's Title VI Program can visit the City of Houston Title VI website, *https://www.houstontx.gov/obo/title-vi.html,* or contact the Title VI Program Coordinator listed below.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, or disability, has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence. Any person who believes he or she has been subjected to retaliation as a result of filing a Title VI related grievance also has the right to file a formal complaint. Any such complaint must also be in writing and submitted within 180 days following the date of the alleged occurrence.

File the Complaint Form: https://www.houstontx.gov/obo/title-vi.html
Email: TitleVI@houstontx.gov
Call: 832-393-0600 (option 5)
City of Houston Title VI Coordinator: Norma Meadows
611 Walker Street, 7th Floor
Houston, Texas 77002

Amended May 2026

For 24/7 assistance with any City of Houston program or activity, you may contact the 3-1-1 Houston Service Helpline.

CIUDAD DE HOUSTON

Aviso público sobre Derechos del programa en el Título VI

DECLARACIÓN DE POLÍTICA DEL TÍTULO VI

La Ciudad de Houston (COH) se compromete a cumplir el Título VI de la Ley de Derechos Civiles de 1964, el Título 49, parte 21, del Código Federal de Reglamentaciones (CFR), el Título 49, parte 303 del CFR, y las disposiciones pertinentes en materia de no discriminación. La Ciudad de Houston garantiza que ninguna persona será excluida de participar en los beneficios y que estos no podrán negarse por motivos de raza, color, país de origen, sexo, edad, discapacidad, bajos ingresos ni dominio limitado del inglés (LEP). Asimismo, ninguna persona podrá ser discriminada en ningún programa, actividad o servicio de la Ciudad de Houston. La Ciudad de Houston asegura que se hará todo lo posible para garantizar que no haya discriminación en ninguno de sus programas, actividades y servicios, ya sea que dichos programas, actividades o servicios estén financiados o no por el gobierno federal. En caso de que la Ciudad de Houston distribuya fondos de ayuda Federal a otra entidad, incluirá textos del Título VI en todos los acuerdos por escrito y supervisará su cumplimiento.

La Ciudad de Houston también se compromete a garantizar que se hará todo lo posible para evitar la discriminación de las poblaciones de bajos ingresos y las minorías como consecuencia de cualquier impacto de sus programas o actividades. Asimismo, la Ciudad de Houston garantiza que se hará todo lo posible para proporcionar un acceso significativo a personas con dominio limitado del idioma inglés.

Las represalias están prohibidas de acuerdo con lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964 y las disposiciones federales y estatales pertinentes en materia de no discriminación. La Ciudad de Houston aplica la política de que las personas que presenten una queja por discriminación deben tener el derecho de hacerlo sin temor a amenazas, interferencias, intimidaciones, coacciones o represalias.

DEFINICIÓN DE ASISTENCIA FINANCIERA FEDERAL Y BENEFICIARIOS AFECTADOS

La asistencia financiera federal se define como los fondos del gobierno federal que se asignan a la Ciudad de Houston para apoyar cualquier programa, actividad o servicio mediante una subvención, préstamo o contrato, que no sea un contrato de seguro o garantía.

FORMAS ESPECÍFICAS DE DISCRIMINACIÓN QUE ESTÁN PROHIBIDAS

Los esfuerzos de la Ciudad de Houston por prevenir la discriminación incluyen, de manera no limitativa, prohibir lo siguiente:

- Denegar servicios, ayuda financiera u otros beneficios otorgados como parte de un programa.
- Hacer diferencias en la calidad, cantidad o forma en que un beneficio se otorga.
- Segregar o separar personas en cualquier parte del programa.
- Restringir el disfrute de cualesquiera ventajas, privilegios, u otros beneficios otorgados a otras personas.
- Diferentes normas o requisitos de participación.
- Métodos administrativos que directa o indirectamente, o bien, a través de relaciones contractuales, frustren o impidan el logro eficaz de la no discriminación.
- Discriminación en toda actividad o servicio relacionado con carreteras, infraestructura o instalaciones construidas o reparadas, parcial o totalmente, con fondos federales.
- Discriminación en cualquier empleo resultante de un programa o servicios cuyo propósito principal sea brindar empleo.

La Ciudad de Houston publicael aviso de su política para mantener y garantizar el pleno cumplimiento de los requisitos de no discriminación especificados en el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades antidiscriminatorias relacionadas. El Título VI y las autoridades antidiscriminatorias relacionadas, estipulan que en los Estados Unidos de América no se excluirá a nadie de participar de los beneficios y que estos no podrán negársele, por motivos de raza, color, país de origen, sexo, edad, discapacidad, nivel de ingresos o dominio limitado del inglés. Así mismo, nadie podrá ser objeto de discriminación en ningún programa o actividad que reciba asistencia financiero federal.

PARTICIPACIÓN PÚBLICA

La Ciudad de Houston, exhorta a los residentes a participar en el desarrollo y planeación de prioridades, estrategias y asignaciones de fondos en relación a sus programas y actividades. La ciudad enfatiza la participación de personas con ingresos bajos a moderados, personas con discapacidad, miembros de poblaciones vulnerables y organizaciones que brinden servicio a estos residentes.

Las reuniones públicas permiten la contribución pública. Las reuniones se publican con la fecha, la hora y la ubicación que permita la mayor participación de las partes interesadas en los proyectos, programas y actividades propuestos. El acceso a la información sobre la reunión y los cambios propuestos, se puede obtener de manera digital y en una copia impresa.

La participación en reuniones públicas está libre de barreras lingüísticas, culturales, económicas o históricas. Hay servicios de traducción e interpretación disponibles, solicitud mediante, para las reuniones públicas. El departamento que organiza la reunión pública puede ser contactado para esta solicitud, o los individuos pueden contactar a la Línea de ayuda de la ciudad al 311, para recibir el apoyo de servicios de traducción e interpretación.

PROCESO DE QUEJA DEL TÍTULO VI

Toda persona que desee obtener más información sobre programas de la Ciudad de Houston según el Título VI, puede visitar el sitio web en *https://www.houstontx.gov/obo/title-vi.html,* o comunicarse con la Coordinadora de Programas del Título VI indicada a continuación.

Tendrá derecho a presentar una queja formal toda persona que crea que ha sido objeto de discriminación, ya sea individualmente o como miembro de una clase específica de personas, por motivos de raza, color, país de origen, sexo, edad, discapacidad, nivel de ingresos o dominio limitado del inglés. Toda queja de este tipo debe realizarse por escrito y presentarse dentro de los 180 días siguientes a la fecha del hecho alegado. Cualquier persona que crea que ha sido objeto de represalias, como resultado de presentar un reclamo en relación al Título VI, también tiene derecho de presentar una queja formal. Toda queja de este tipo también debe realizarse por escrito y presentarse dentro de los 180 días siguientes a la fecha del hecho alegado.

Presente el Formulario de Quejas: https://www.houstontx.gov/obo/title-vi.html
Correo electrónico: TitleVI@houstontx.gov
Llame al: 832-393-0600
Coordinadora del Título VI de la Ciudad de Houston: Norma Meadows
611 Walker Street, 7th Floor
Houston, Texas 77002

abril de 2026

Para obtener asistencia 24/7 con cualquier programa o actividad de la Ciudad de Houston, puede llamar al 311 para comunicarse con la Línea de Ayuda de Servicios de Houston.

APPENDIX E

City of Houston Title VI Subrecipient Reviews Checklist

City of Houston Title VI Subrecipient Reviews

COMPLIANCE REVIEW PROCESS

The City of Houston (COH) passes federal aid received from various federal organizations to local government agencies, non-profit agencies, and private entities to carry out authorized programs and activities. Agencies and entities receiving federal aid, referred to as "subrecipients," must comply with regulatory requirements enacted to ensure compliance with Title VI of the Civil Rights Act of 1964 and related legal authorities.

As part of its oversight responsibilities and in accordance with 23 CFR § 200.9(b)(7), the City of Houston conducts periodic reviews of subrecipients to monitor Title VI compliance. These reviews ensure Title VI compliance and an opportunity to provide technical assistance to subrecipients. Subrecipients may include, but are not limited to, cities, counties, consultants, non-construction contractors, suppliers, universities, colleges, planning agencies, and other recipients of federal financial assistance.

COH reserves the right to conduct a review of any subrecipient. However, generally subrecipients will be selected based on a number of factors including:

- Pre-existing areas of deficiency in its Title VI Program.
- Receipt of a Title VI complaint involving the subrecipient.
- Feedback from the local community.
- Amount of federal funding.

COH will conduct reviews every 2-3 years and will also determine the need for more in-depth subrecipient reviews.

The following process is followed when subrecipients are selected for review:

[1] **Notification**. The subrecipient receives a notification letter and/or email stating it has been selected for review. The notification includes an itemized list of information and documentation to be submitted to the COH within thirty (30) calendar days.

[2] **Desk Audit**. COH's Title VI Coordinator reviews material submitted by subrecipient. The Title VI Coordinator prepares an initial report of findings, including deficiencies requiring corrective action and non-mandatory recommendations to strengthen the subrecipient's Title VI Program.

[3] **On-Site Review & Interview**. Depending on the findings of the desk audit, a request for an on-site review may be made, including inspection of the subrecipient's facilities and interview(s) with relevant personnel. If an on-site review is necessary, the subrecipient will be notified via email and/or certified mail within 15 calendar days of the acceptance date of all necessary documents.

[4] **Compliance Review Report**. COH will issue a Compliance Review Report within 15 calendar days following the completion of an on-site review. If no on-site review is conducted, COH will issue a Compliance Review Report to the subrecipient within 15 calendar days of the acceptance date of all necessary documents. The Compliance Review Report will detail any identified deficiencies in the subrecipient's Title VI Program and include a proposed Corrective Action Plan.

[5] **Corrective Action Review Meeting**. COH's Title VI Coordinator will schedule a meeting with subrecipient to review the final report and proposed Corrective Action Plan. Subrecipient will have an opportunity to provide input regarding the proposed timeline for corrective action. The subrecipient must complete all proposed corrective actions within 90 calendar days of the Corrective Action Review Meeting.

[6] **Follow-Up Monitoring**. COH will determine whether any follow-up monitoring is necessary to ensure ongoing compliance with Title VI compliance.

[7] **Training**. COH's Title VI Coordinator is available to conduct training on an as needed basis or when requested by subrecipients on the requirements for compliance with Title VI.

HELPFUL TITLE VI PROGRAM INFORMATION FOR SUBRECIPIENTS

The COH's Title VI Program is governed by several legal and regulatory authorities that include but are not limited to the list below.

Legal/Regulatory Authority	Summary of Authority
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*	Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
Federal-Aid Highway Act of 1973, 23 U.S.C. § 324 *et seq.*	Prohibits discrimination on the basis of sex in programs and activities receiving federal financial assistance.
Age Discrimination Act of 1975, 42 U.S.C. § 6101 *et seq.*	Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 *et seq.*	Prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.
Uniform Relocation Act of 1970, 42 U.S.C. § 4601 *et seq.*	Requires fair treatment of persons displaced by federal-aid programs and projects.
49 C.F.R. Part 21	Nondiscrimination in Federally Assisted Programs of the Department of Transportation.
23 C.F.R. Part 200	Title VI Program and Related Statues – Implementation and Review Procedures.
49 C.F.R. Part 303	Federal Motor Carrier Safety Administration's (FMCSA) Title VI Program requirements for FMCSA Federal assistance recipients.
Federal Aviation Administration's Nondiscrimination Statute 49 U.S.C. § 47123	Prohibits recipients of FAA financial assistance from engaging in discrimination based on race, color, national origin, and sex.

TITLE VI PROGRAM CHECKLIST FOR SUBRECIPIENTS

Every three years, on a date determined by the respective federal funding sources, the City of Houston (COH), as a recipient of federal financial assistance, is required to submit information that assesses its compliance with the Title VI Act of 1964. Subrecipients of financial aid are also required to submit information to the COH, as their primary recipient that receives federal funds directly, assessing its compliance with the Title VI Program, on a schedule to be determined by the COH.

To ensure compliance with the requirements of Title VI, it is imperative that subrecipients implement a system of policies, procedures, and actions prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability. A critical element of the compliance monitoring and review process is documentation. COH requires that policy decisions, data analysis/collections, compliance actions, compliance procedures, and notable outcomes be documented.

To assist subrecipients in preparation for the monitoring and review of their compliance with the Title VI Program, COH provides the following information for guidance. Policies, procedures and actions prohibiting discrimination should, at a minimum, include:

- ❒ A Title VI Plan. Develop and maintain a Title VI Plan explaining how the agency complies and implements Title VI throughout its programs and activities.
- ❒ A Title VI/Nondiscrimination Policy Statement. This commits the agency to nondiscrimination in its programs, services, and activities.
- ❒ A Public Notice of Rights Under Title VI. This notice informs members of the general public of the protections against discrimination afforded them by Title VI. A list of locations where the notice is posted should also be included.
- ❒ A Title VI Coordinator. Appointment of a Title VI Coordinator/Nondiscrimination Coordinator to conduct the agency's Title VI responsibilities and oversight. The Title VI Coordinator must have sufficient authority and access to the head of the agency to ensure compliance. Contact information for the Title VI Coordinator must also be provided.
- ❒ Title VI/Nondiscrimination Assurances. US DOT Standard Title VI Assurances signed by the head of the agency at least once every three years or within ninety (90) days of the accession of a new head of agency.
- ❒ A Title VI Complaint Process. Must outline procedures for processing and tracking Title VI discrimination complaints and the necessary complaint form.
- ❒ Evidence of Title VI training provided and/or received.
- ❒ A collection of analysis of data to ensure nondiscrimination in programs and activities. Develop and implement procedures for collection of statistical data (race, color, religion, sex, national origin, disability, etc.) of participants in, and beneficiaries of, the agency's programs and activities.
- ❒ A nondiscrimination in the public participation process. Process to ensure public engagement activities are accessible and do not discriminate based on race, color, national origin, sex, or disability.
- ❒ Inclusion of necessary Title VI/Nondiscrimination Assurance language from the Title VI Assurances in contracts and solicitations.

COH also recommends that subrecipients create and regularly update a Title VI Annual Goals and Accomplishment Report to identify Title VI goals for the upcoming year and accomplishments for the prior year.

Amended May 2026

APPENDIX F

City of Houston Title VI Complaint Form

TITLE VI COMPLAINT FORM
CITY OF HOUSTON

Completed forms may be mailed, faxed or emailed to:

Attention: Norma Meadows
Title VI Coordinator
Office of Business Opportunity
611 Walker St, 7th Floor
Houston, TX 77002
Email: TitleVI@houstontx.gov
Fax: 832-393-0626

SECTION I					
Name		Address			
City		State		Zip Code	
Email Address		Phone#		Phone #	
Accessible Format Requirement? ❑ LARGE PRINT ❑ TDD ❑ Audio Tape ❑Other					

SECTION II	
Are you filing this complaint on your own behalf? ❑YES *(If "YES", go to Section III)* ❑NO	
If you answered "NO", provide the name and relationship of the person submitting this for you.	
Name:	Relationship:
Please explain the reason you are completing this form for the complainant:	
Have you received permission from the complainant to submit on his/her behalf? ❑YES ❑NO	

SECTION III
Have you previously filed a Title VI complaint with the City of Houston? ❑ YES ❑NO

SECTION IV	
Have you filed this same complaint with any other federal, state, local agency? Federal, State Court? ❑YES ❑NO	
If yes, check ALL that apply ❑Federal Agency ❑State Agency ❑Local Agency ❑Federal Court ❑State Court	
Provide the contact person's information at the agency(ies). List any additional information below:	
Name:	Title:
Agency:	Phone #
Physical Address/City/ST/Zip Code:	Email Address:

SECTION V			
Provide the name of the company or agency you are filing the complaint against.			
Name of Company/Agency		Phone#	
Contact Person's Name		Title	

I affirm that I have read the above and it is true to the best of my knowledge. _____ (Initials)

TITLE VI COMPLAINT FORM
CITY OF HOUSTON

Completed forms may be mailed, faxed or emailed to:

Attention: Norma Meadows
Title VI Coordinator
Office of Business Opportunity
611 Walker St, 7th Floor
Houston, TX 77002
Email: TitleVI@houstontx.gov
Fax: 832-393-0626

SECTION VI
I believe I have experienced discrimination based upon the following: ❑ Age ❑ Color ❑ Creed ❑ National Origin ❑ Race ❑ Religion ❑ Sex
Date of the discriminatory act (mm/dd/yyyy): Time: Location:

Clearly explain what happened and why you believe you were discriminated against. List the name(s) and contact information of each person(s) involved, including the offending party/parties and witnesses. Include as much details as possible. Please attach any additional written explanation(s) and/or supporting documentation to this complaint.

I affirm that I have read the above claim and it is true to the best of my knowledge.

Complainant's Signature _____ Date _____

Received By _____ Date Received _____ Department _____

FORMULARIO DE QUEJA DEL TÍTULO VI
CIUDAD DE HOUSTON

Los formularios completados pueden enviarse por correo, fax o correo electrónico a:

Atención: Norma Meadows
Coordinador del Título VI
Oficina de Oportunidades de Negocio
611 Walker St, 7th Floor
Houston, TX 77002
Correo electrónico: TitleVI@houstontx.gov
Fax: 832-393-0626

SECCIÓN I					
Nombre		Dirección			
Ciudad		Estado		Código Postal	
Correo electrónico		Teléfono#		Teléfono#	
¿¿Requiere formato accesible? ❑ LETRA GRANDE ❑ TDD ❑ Cinta de audio ❑ Otro					

SECCIÓN II	
¿Está presentando esta queja en su propio nombre? ❑SÍ (Si responde "SÍ", vaya a la Sección III) ❑NO	
Si respondió "NO", proporcione el nombre y la relación de la persona que presenta esto en su nombre:	
Nombre:	Relación:
xplique la razón por la cual está completando este formulario para el denunciante:	
¿Ha recibido permiso del denunciante para presentar en su nombre? ❑SÍ ❑NO	

SECCIÓN III
¿Ha presentado previamente una queja del Título VI ante la Ciudad de Houston? ❑ SÍ ❑NO

SECCIÓN IV	
¿Ha presentado esta misma queja ante alguna otra agencia federal, estatal o local? ¿Tribunal federal o estatal? ❑SÍ ❑NO	
Si respondió sí, marque TODAS las que correspondan: ❑Agencia Federal ❑Agencia Estatal ❑Agencia Local ❑Tribunal Federal ❑Tribunal Estatal	
Proporcione la información de contacto de la persona en la(s) agencia(s):	
Nombre:	Cargo:
Agencia:	Teléfono#:
Dirección:	Correo electrónico:

Declaro que he leído lo anterior y que es verdadero según mi leal saber y entender. _____(Iniciales)

FORMULARIO DE QUEJA DEL TÍTULO VI
CIUDAD DE HOUSTON

Los formularios completados pueden enviarse por correo, fax o correo electrónico a:

Atención: Norma Meadows
Coordinador del Título VI
Oficina de Oportunidades de Negocio
611 Walker St, 7th Floor
Houston, TX 77002
Correo electrónico: TitleVI@houstontx.gov
Fax: 832-393-0626

SECCIÓN V			
Nombre de la empresa o agencia contra la cual presenta la queja:			
Nombre de la empresa/agencia		Teléfono#	
Nombre de la persona de contacto		Cargo	

SECCIÓN VI
Creo haber experimentado discriminación basada en: ❑ Edad ❑ Color ❑ Creencia ❑ Origen nacional ❑ Raza ❑ Religión ❑ Sexo
Fecha del acto discriminatorio (mm/dd/aaaa): Hora: Lugar:

Explique claramente qué ocurrió y por qué cree que fue discriminado(a). Incluya nombres e información de contacto de todas las personas involucradas, incluyendo las partes denunciadas y testigos. Adjunte documentación adicional si es necesario.

_____

_____

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_____

Certifico que he leído la reclamación anterior y que es verdadera según mi leal saber y entender.

_____ _____
Firma del Denunciante Fecha

_____ _____ _____
Recibido por Fecha de recepción Departamento