



A resolution adopting the Title VI Plan and Compliance Program.

Whereas the City of Victoria, Texas, as a recipient of federal funds is required to comply with nondiscrimination laws and regulations;

Whereas the City of Victoria, Texas, is dedicated to nondiscrimination in all programs, services, and activities, in accordance with Title VI of the Civil Rights Act of 1964 and related federal laws;

Whereas a Title VI/Nondiscrimination Plan must be adopted or updated every three years to receive federal funding;

Whereas this plan has been developed in accordance with the requirements of TxDOT, FHWA, and FTA;

Whereas this plan details the City's policies, procedures, and practices to ensure compliance with federal nondiscrimination standards;

Now therefore, be it resolved by the City Council of the City of Victoria:

1. The City Council for the City of Victoria hereby adopts the Title VI Plan and Compliance Program.
2. This resolution shall become effective immediately upon adoption.

Passed, this the 2nd day of September, 2025

Ayes: 7

Nays: 0

Abstentions: 0

Approved and adopted, this the 2nd day of September, 2025

Duane Crocker,
Mayor of the City of Victoria

Allison Lacey

Allison E. Lacey,
City Attorney

April Hilbrich

April Hilbrich,
City Secretary





RESOLUTION NO. 2025-14

A RESOLUTION BY THE VICTORIA METROPOLITAN PLANNING ORGANIZATION POLICY APPROVING THE TITLE VI/NONDISCRIMINATION COMPLIANCE PROGRAM

WHEREAS, the Victoria MPO, as a recipient of federal funds, is required to comply with nondiscrimination laws and regulations; and

WHEREAS, the Victoria MPO is dedicated to nondiscrimination in all programs, services, and activities, in accordance with Title VI of the Civil Rights Act of 1964 and related federal laws; and,

WHEREAS, a Title VI/Nondiscrimination Plan must be adopted or updated every three years to receive federal funding; and

WHEREAS, this plan has been developed in accordance with the requirements of TxDOT, FHWA, and FTA; and

WHEREAS, this plan details the MPO’s policies, procedures, and practices to ensure compliance with federal nondiscrimination standards;

NOW, THEREFORE, BE IT RESOLVED BY THE VICTORIA MPO POLICY ADVISORY COMMITTEE:

Section 1. The Policy Advisory Committee hereby adopts the Title VI/Nondiscrimination Plan and Compliance Program; and,

Section 2. This resolution shall be effective immediately.

ADOPTED: SEPTEMBER 23, 2025

I hereby certify that this resolution was adopted by the Policy Advisory Committee of the Victoria Metropolitan Planning Organization in special session:

DocuSigned by:
Jan Scott
BY: _____
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JAN SCOTT, CHAIR

DocuSigned by:
Maggie Bergeron
BY: _____
3141E38C1E8D422...
**MAGGIE BERGERON, AICP
MPO ADMINISTRATOR**



TITLE VI/ NONDISCRIMINATION PLAN

The City of Victoria, Texas
Victoria MPO



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Introduction

The City of Victoria¹ is committed to compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; and all related regulations and statutes. Furthermore, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal-aid recipients, regardless of whether any program or activity involved federal funds. Collectively, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination. Collectively, these laws require recipients and subrecipients of federal funds to ensure all programs, services, and activities are delivered to the public without discrimination.

The City of Victoria, as a recipient of federal financial assistance, assures full compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, Part 21, and all related regulations and statutes. And that no person shall be denied the benefits of or be subjected to discrimination under any City of Victoria, on the grounds of race, color, national origin, sex, age, creed, or English proficiency, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any City of Victoria program, activity, or service. The City of Victoria further assures every effort will be made to ensure non-discrimination in all its programs, activities, and services, whether those programs, activities, and services are federally funded or not. In the event the City of Victoria distributes Federal aid funds to another entity, the MPO will include Title VI language in all written agreements and will monitor for compliance.

The City of Victoria is also committed to ensuring every effort will be made to prevent discrimination against low-income and minority populations because of any impact of its programs or activities. Additionally, the City of Victoria assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency.

The City of Victoria fosters a planning environment that values diverse perspectives and prioritizes equitable transportation solutions. This commitment extends to ensuring compliance with all Title VI requirements and related federal and state laws, providing meaningful access to transportation programs for limited English proficient populations, engaging traditionally underserved communities in transportation planning, and addressing complaints, resolving discrimination concerns. This plan explains how the City of Victoria incorporates those requirements and related legal authorities into its operations. The plan will be used as a reference for the City of Victoria and an informational resource for the public. The Title VI Plan will be updated every three years, or as needed, to reflect the changes in the Title VI Compliance Operations.

¹ The City of Victoria is the fiscal agent for the Victoria Metropolitan Planning Organization (MPO) and, per the Planning Agreement between the Texas Department of Transportation (TxDOT), the City of Victoria, Texas, and the Victoria MPO, is the entity in which the MPO defers Legal, Human Resources, Information Technology (IT), Purchasing, Contracting, Finance, and some other administrative resources. Therefore, the Victoria MPO will follow the City of Victoria's Title VI Plan and Compliance Program. Throughout this document, when the city is mentioned, it also includes the MPO.

Chapter 1: Legal and Policy Framework

- *Federal Transit Administration (FTA) Title VI Certifications and Assurances*

As a recipient of federal funding from the Federal Transit Administration (FTA), the City of Victoria certifies its compliance with all applicable requirements. The City of Victoria pledges the following assurances:

1. Nondiscrimination in Transit Programs – No individual is excluded from participation in, denied benefits of, or subjected to discrimination under any transit program.
2. Title VI Implementation – A Title VI Program will be developed and maintained that includes policies, procedures, and monitoring mechanisms.
3. Public Participation and LEP Access –Minority and LEP populations will be engaged in the transportation planning process and provided with accessible materials and translation services.
4. Compliance Reporting –All required reports, data, and analyses to will be submitted to the FTA to demonstrate Title VI compliance.
5. Contract Compliance – All contracts, subcontracts, and agreements contain Title VI assurances and nondiscrimination clauses.
6. Complaint Resolution –A process for receiving, investigating, and resolving Title VI complaints will be maintained as related to transit programs.

- *Federal Highway Administration (FHWA) Title VI Certifications and Assurances*

As a recipient of federal highway funding through the Texas Department of Transportation (TxDOT) and the FHWA, the City of Victoria complies with all requirements outlined in Title VI and related federal regulations. The city makes the following assurances:

1. Equitable Access to Highway Programs – All individuals have equal access to federally funded highway planning and programs.
2. Title VI Coordination and Oversight – A Title VI Coordinator will be designated to monitor compliance and address concerns.
3. Public Involvement and Environmental Justice – Environmental justice principles will be integrated into transportation planning and actively engage underserved communities.
4. Data Collection and Analysis – Demographic data and conduct analyses will be collected to identify and address potential disparities in transportation investments.
5. Title VI in Contracting – All contractors and sub-recipients comply with Title VI requirements through contract provisions and monitoring.
6. Complaint Investigation Procedures –A process for investigating and resolving Title VI complaints related to highway programs will be maintained.

The City of Victoria reaffirms its dedication to inclusion in transportation planning. The City of Victoria will continue implementing policies and procedures that promote equity, monitor compliance, and engage diverse communities in shaping the region’s transportation future.

City of Victoria Title VI Policy Statement

The City of Victoria is committed to compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; and all related regulations and directives. The MPO assures that no person shall be denied service. The City of Victoria further assures that every effort will be made to ensure non-discrimination in all its programs, activities, and services, whether those programs, activities, and services are federally funded or not. In the event the City of Victoria distributes Federal aid funds to another entity, the MPO will include Title VI language in all written agreements and will monitor for compliance.

The City of Victoria is also committed to ensuring every effort will be made to prevent the discrimination of low-income and minority populations because of any impact of its programs or activities in any program, service, activity, or operation of the City of Victoria. In addition, the City of Victoria assures every effort will be made to provide meaningful access to persons who have Limited English Proficiency (LEP), to Improve Access to Services.

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 Victoria that people 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

The City of Victoria'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 that 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 service, the primary purpose of which is to provide employment.

City of Victoria Programs and Services Covered by Title VI

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

Jesús Garza, City Manager
City of Victoria, Texas
Signed as authorized by resolution 2025-179

Date

Chapter 2: Organization and Staffing

Effective administration of the Title VI Plan requires clear roles, responsibilities, and coordination among staff, partner agencies, and the public. The Title VI program is administered through a structured framework that includes the City Council, Title VI Coordinator, and City Staff. Each entity plays a critical role in compliance.

The City of Victoria is the governing body responsible for overall policy direction and decision-making. Transportation plans, projects, and funding decisions adhere to Title VI principles. The Board's responsibilities include approving the Title VI plan and ensuring implementation by reviewing reports and complaints to promote equitable transportation solutions.

City of Victoria City Council

- Duane Crocker, Mayor
- Dr. Andrew Young, Super District 5, Mayor Pro-Tem
- Rafeal DeLaGarza III, District 1
- Steven Kidder, District 2
- April L. Butler, District 3
- Jan Scott, District 4
- Mark Loffgren, Super District 6

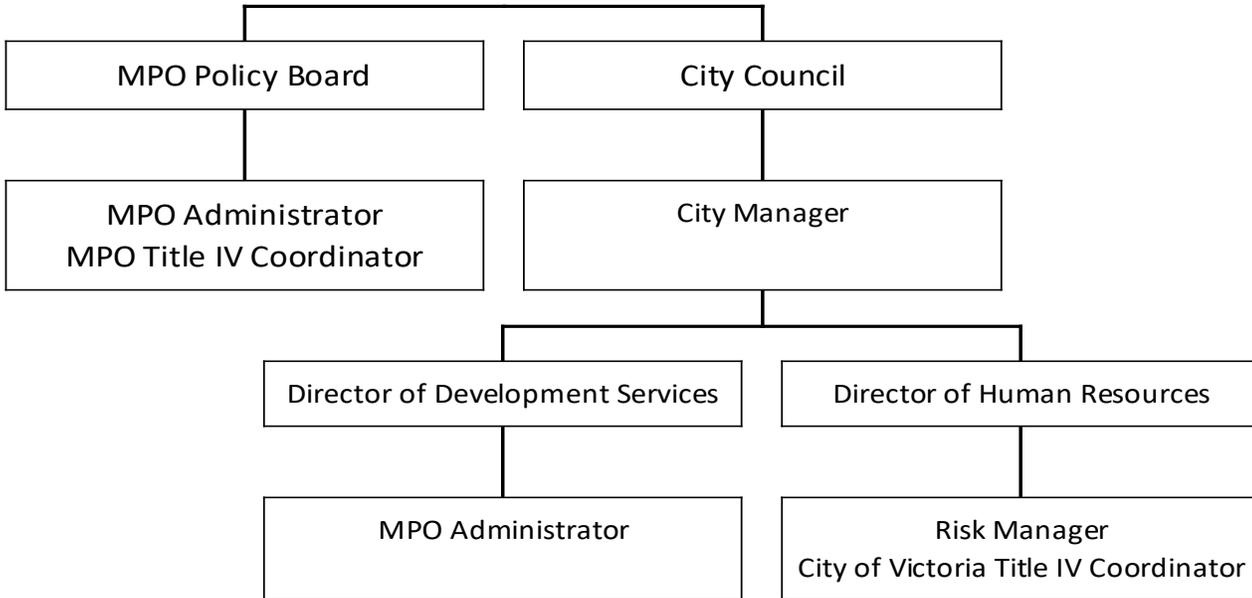
The Title VI Coordinator, Brian Haney, is the Human Resources Risk Manager and is responsible for implementing, enforcing Title VI policies, and serving as the primary point of contact for related matters. The coordinator assures compliance by developing, monitoring, and administering the Title VI plan. Coordinator responsibilities include investigating and resolving complaints, conducting training, and collecting and analyzing demographic data. Additionally, the coordinator prepares and submits required reports to the Texas Department of Transportation (TxDOT) and federal agencies.

Staff and partner agencies are essential in implementing Title VI requirements. By integrating Title VI principles into transportation planning and project development, the City of Victoria ensures that public participation efforts are accessible to diverse populations. The City of Victoria collaborates with TxDOT, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), local governments, and community organizations to certify Title VI compliance.

The City of Victoria established monitoring and enforcement mechanisms. Regular evaluation of programs and review of public participation efforts ensure engagement. Concerns are addressed promptly and adhere to Title VI practices.

City of Victoria fosters a fair and equitable transportation planning process. The City of Victoria will continue to uphold its Title VI responsibilities and ensure that individuals have equal access to transportation programs and services.

City of Victoria/Victoria MPO Organizational Structure



Chapter 3: Title VI Program Area Review Procedures

The City of Victoria reviews programs, policies, and activities to identify and address potential discriminatory impacts and promote equitable service delivery to all populations in compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws and regulations.

The City of Victoria operates across multiple program areas, including transportation planning, project funding, and public engagement. Each program area must integrate Title VI compliance into its activities to prevent discrimination based on race, color, national origin, sex, age, disability, or income status. The Title VI Coordinator is responsible for overseeing compliance within all program areas.

Staff continuously review Title VI programs, policies, and activities to ensure compliance with Title VI requirements. Collecting demographic data on the populations affected by programs and analyzing data to determine if any group is disproportionately affected by policies or funding decisions.

Meaningful participation is imperative to the delivery of public services. The City of Victoria agrees to conduct outreach to ensure meaningful involvement of all communities, provide materials in multiple languages as Limited English Proficiency (LEP) guidelines require, hold public meetings in accessible locations, and provide accommodations for persons with disabilities.

If a Title VI violation is identified, the Title VI Coordinator develops a corrective action plan with specific measures and timelines to submit to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) as required. The City of Victoria makes reports available to the public and interested stakeholders to maintain transparency.

The City of Victoria will review and update the Title VI Program Procedures every three years or as necessary to ensure continued compliance with changes to federal regulations. By implementing these review procedures, the City of Victoria reaffirms its commitment to providing equitable transportation planning and investment for all residents in the City of Victoria.

Chapter 4: Subrecipient Review Procedures

The City of Victoria works to prevent discrimination in awarding contracts, subcontracts, and funding decisions. Contracts and procurement activities comply with Title VI of the Civil Rights Act of 1964 and related laws.

The City of Victoria follows all applicable federal, state, and local laws and regulations governing contracts, including:

- 49 CFR Part 21 - Title VI compliance in federally funded programs.
- 49 CFR Part 26 - Disadvantaged Business Enterprise (DBE) program
- TxDOT's DBE and Small Business Programs

The City of Victoria encourages the adoption of fair and open competitive procurement opportunities, including Requests for Proposals (RFPs) and Request for Qualifications (RFQs). Procurement decisions are based on objective criteria, ensuring no preferential treatment. Contract selection processes are transparent and documented to prevent bias. Every contract and subcontract must contain impartiality clauses, ensuring contractors agree to comply with Title VI requirements. Contractors must also certify that they will not engage in discriminatory employment or business practices. Title VI must be incorporated into all contracts and agreements to protect against discriminatory practices.

The City of Victoria encourages the participation of Disadvantaged Business Enterprises (DBEs), Minority-Owned Businesses (MBEs), and Women-Owned Businesses (WBEs) in contracting opportunities. City of Victoria established the DBE participation goals following FTA, FHWA, and TxDOT guidelines. Outreach efforts are conducted for small and minority owned businesses.

City of Victoria encourages DBEs and minority-owned businesses in procurement opportunities. Technical assistance and resources are available to help small companies to navigate the bidding process. Public notices about contracting opportunities are translated into multiple languages when applicable for Limited English Proficiency (LEP) access.

The City of Victoria, also as the fiscal agent for the Victoria MPO, regularly monitors, evaluates, and reports on its contracting and procurement activities. All contracts are reviewed for compliance with regulations, and subcontracting arrangements are examined to confirm that DBE participation goals are met. Any individual or business that believes they have been subjected to discriminatory practices in the contracting process may file a Title VI complaint.

Corrective actions are taken if complaints are investigated and discriminatory practices are identified. Data on the demographics of awarded contracts is collected for equitable funding distribution. Periodic reviews assess the effectiveness of any efforts to ensure equity in funding decisions. The City of Victoria proactively encourages transportation funding to be equitably distributed across communities. Funding decisions are reviewed for potential adverse impacts on historically disadvantaged populations. Priority will be given to projects that improve access to transportation services for underserved areas. Funding decisions are documented and publicly accessible. Stakeholders and community representatives are engaged in the funding decision process. The City of Victoria is committed to Title VI compliance and equitable transportation planning by implementing these policies and procedures.

Chapter 5: Data Collection & Analysis Methods

The City of Victoria developed procedures to collect and analyze statistical data of the agency's programs and activities. Addressing potential disparities in transportation planning ensures that policies comply with Title VI of the Civil Rights Act of 1964. Data collection and review permit the identification of disproportionate impacts on minority, low-income, and limited English proficiency (LEP) populations.

The City of Victoria collects data related to demographics of the Victoria region, public participation, transportation investments, Transit accessibility, and any Title VI complaints and resolutions. Data collection and reporting efforts align with federal requirements set by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Texas Department of Transportation (TxDOT).

The City of Victoria employs various methods to collect and analyze data related to Title VI compliance, including U.S. Census Bureau data (Decennial Census, American Community Survey), TxDOT and MPO collected survey data, City of Victoria collected survey data, and local government reports. Demographic data is mapped at the tract level for all of Victoria County using Geographic Information System (GIS) tools to identify areas with high concentrations of historically disadvantaged populations.

Data regarding participation is gathered during public meetings. The City of Victoria evaluates how transportation investments affect different communities to prevent disparate impacts. Staff maps transportation project locations relative to minority and low-income populations, compares funding allocations between various demographic groups, assesses transit service coverage for equitable access, and reviews past project selections to identify investment trends.

Finally, the City of Victoria, generally through the MPO, assesses whether transportation projects disproportionately impact low-income and minority communities by conducting impact assessments for major projects to identify potential displacement risks. The City of Victoria continuously monitors compliance through performance measures and other indicators. Periodically, the City of Victoria updates its Title VI Plan based on new census and community survey data and from equity impact analyses, including the four-factor analysis, completed by the MPO.

- *Four Factors Analysis*

The Four-Factor Analysis is a framework designed to ensure meaningful access for Limited English Proficient (LEP) individuals under Title VI of the 1964 Civil Rights Act. For the City of Victoria, this analysis incorporates demographic and language data to assess the language assistance needs within its service area.

To enhance its Four-Factor Analysis, the City of Victoria examined data from the U.S. Census Bureau's American Community Survey (ACS) 5-Year Estimates from 2019 to 2023. This dataset is only available at the Census Tract level, but it provides the most detailed insights on English Proficiency throughout the City and offers comprehensive information about the City's residents' primary languages spoken at home and their levels of English proficiency in the MPO's service area, specifically Victoria County.

These tools guide the City of Victoria's decisions regarding language assistance priorities and outreach strategies.

1. **Factor #1:** The number or proportion of LEP persons served or encountered in the eligible service population ("this includes those who would be served or encountered by the grantee if they received adequate education and outreach, and if the grantee provided sufficient language services).
2. **Factor #2:** The frequency with which LEP people encounter the program.

- 3. **Factor #3:** The nature and importance of the program, activity, or service provided by the program.
- 4. **Factor #4:** The resources available and the costs to the recipient.

Factor 1: Number or Proportion of LEP Individuals

The City of Victoria examined the distribution of Limited English Proficient (LEP) populations using the U.S. Census Bureau’s American Community Survey (ACS) *Language Spoken at Home for the Population 5-Years and Over 5-Year Estimates for 2019–2023*, along with local demographic knowledge for the City and County of Victoria.

A summary of language groups and their alignment with the Safe Harbor Threshold (defined as 1,000 individuals or 5% of the total population) is provided in Tables 1 and 2: Safe Harbor Languages Table for the City and County..

Table 1: Safe Harbor Language Table

Currently, only Spanish-speaking individuals who report speaking English “less than very well” meet the Safe Harbor threshold in the City of Victoria region. Other groups, including those who speak Chinese and Vietnamese, have been identified but do not meet the established threshold for the automatic translation of vital documents. City of Victoria

Language	Estimated Number of LEP Individuals in Victoria County	Percent of Victoria County Population Estimated to be an LEP Individual	Meets Safe Harbor Threshold
Spanish	3,917	4.6%	Yes
Chinese (including Mandarin, Cantonese)	295	0.3%	No
Vietnamese	125	0.1%	No

Exhibit 1: Safe Harbor Language Table for Victoria County, Texas

Language	Estimated Number of LEP Individuals in the City of Victoria	Percent City of Victoria Population Estimated to be an LEP Individual	Meets Safe Harbor Threshold
Spanish	3,278	5.4%	Yes

Chinese (including Mandarin, Cantonese)	295	0.5%	No
Vietnamese	125	0.2%	No

Exhibit 2 Safe Harbor Language Table for the City of Vitoria, Texas

To assist in identifying the concentration and frequency of transportation project planning, programming, or outreach activities, the City of Victoria created two maps showing Spanish speakers and Spanish speakers who identify as LEP individuals within Victoria County, Texas.

Figure 1 below shows the population aged 5 years or older who speak Spanish at home by Census tract, based on the American Community Survey’s (ACS) 2023 5-Year ACS data. The map indicates a higher concentration of Spanish spoken at home in the southern and eastern parts of Victoria County. The highest concentration of Spanish spoken at home among those who identify as speaking English less than “very well” is in Census tract 16.08, located within the east central portion of Victoria County. Additionally, when reviewing Exhibit 2, the highest concentration of LEP Spanish speakers is inside the City of Victoria in the east central and southern portions of the City of Victoria.

Spanish Spoken at Home by Census Tract in Victoria County, Texas, 2023 5-Year ACS Data

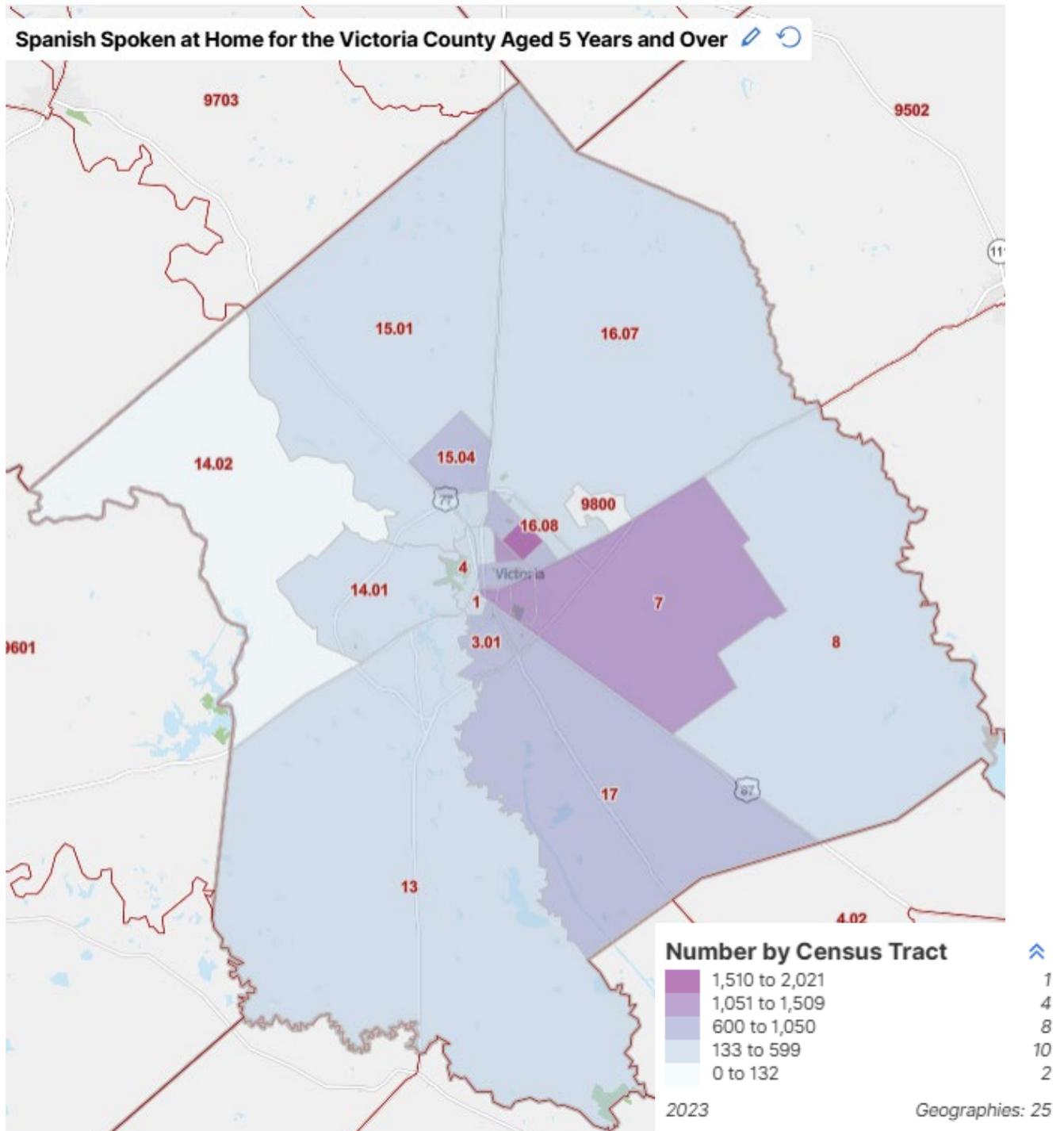


Figure 1

Speaks English Less Than “Very Well,” Spanish Speaking Population by Census Tract in Victoria County, Texas, 2023 5-Year ACS Data

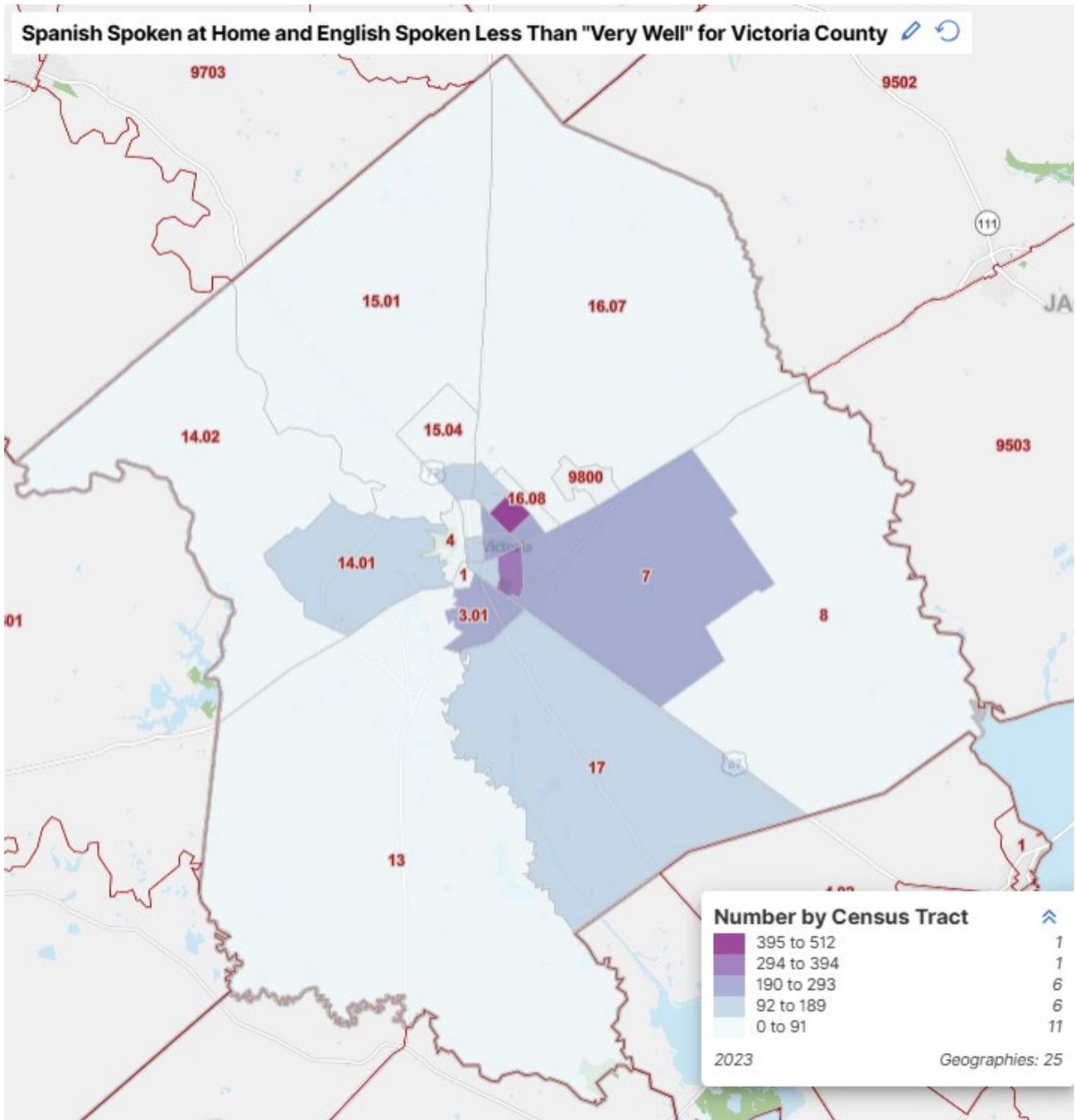


Figure 2

Figure 2, above, displays the MPO’s population, aged five and over, who speak Spanish at home and speak English less than “very well.” The blue and purple census tracts in Figure 2 indicate that there are higher concentrations of LEP individuals in the east, central, and southern portions of Victoria County, with a minor concentration located in western Victoria County.

Factor 2: Frequency of Contact with LEP Individuals

The City of Victoria reviews its level of interaction with Limited English Proficient (LEP) individuals to assess and improve language access. While most participants engage in English, the City of Victoria recognizes the importance of making its programs and services accessible to all, regardless of language ability.

Public Meetings

To date, the City of Victoria has not received any formal requests for interpreters or translations at public meetings. However, the City ensures key notices are made available in Spanish and maintains readiness to accommodate interpretation needs.

Surveys

All public surveys conducted are available in English and Spanish, and translations into other languages are provided upon request. While no LEP-specific survey requests have been submitted to date, the City of Victoria and MPO remains committed to expanding accessibility and outreach as needed.

Key Planning Documents

Core documents are available for translation into any requested language. As of this report, the City of Victoria has not received any translation requests for these documents but is fully prepared to respond promptly when such needs arise.

Translation and Interpretation Resources

The City of Victoria maintains access to a list of certified translators through the City Secretary's Office.

LEP Interaction Tracking

All interactions related to language access, including translation requests, public inquiries, and outreach responses, are formally logged. These records help the City of Victoria identify trends, monitor gaps in service, and plan for the evolving needs of the region's LEP populations.

Factor 3: Nature and Importance of the Program or Service

The City of Victoria plays a critical role in planning and coordinating transportation infrastructure and services across Victoria County. For Limited English Proficient (LEP) individuals, these services are especially important, as they directly impact access to employment, education, healthcare, and essential community resources.

Importance to LEP Populations

Many LEP individuals rely heavily on public transportation or pedestrian/bicycle infrastructure due to lower rates of vehicle ownership and income. The City of Victoria, through the MPO's planning efforts influence:

- Transit accessibility and routing
- Road safety improvements
- Walkability and ADA compliance
- Monetary allocations for underserved communities

If LEP individuals are not engaged or informed, they risk being excluded from decision-making processes that shape the transportation systems they rely on most.

Vital Programs and Documents

The City of Victoria, through several MPO programs and planning documents are considered vital because they significantly influence transportation policy and project delivery:

- **Metropolitan Transportation Plan (MTP):** A long-range, 25-year strategic blueprint for regional transportation projects. Public input on this plan determines long-term investments.
- **Transportation Improvement Program (TIP):** A short-range, 4-year list of prioritized, funded projects. LEP engagement is essential to ensure equitable distribution of resources.
- **Public Participation Plan (PPP):** Defines how the MPO interacts and communicates with the public, including LEP communities.
- **Annual Listing of Projects:** Details where federal transportation funds are spent.
- **Public notices:** Announcements about planning meetings, comment periods, and service changes must be accessible to LEP individuals to ensure meaningful participation. The MPO understands that not engaging LEP individuals can lead to unfair outcomes and missed chances to enhance transportation equity. Therefore, it emphasizes inclusive practices in outreach, document translation, and planning collaboration.

Factor 4: Resources Available and Costs

The City of Victoria is committed to providing meaningful access to its programs and services for individuals with Limited English Proficiency (LEP). While direct requests for LEP accommodation have been limited, the City of Victoria maintains the capacity to respond effectively to language needs upon request, ensuring that all community members have an opportunity to participate in regional transportation planning.

Budget and Staffing

The MPO allocates part of its administrative and outreach resources to support LEP services as part of its broader commitment to inclusive public participation. In addition to internal capabilities, the MPO benefits from shared resources provided by the City of Victoria, including access to contracted translation services and technical support through the City's Communications Department.

To ensure readiness, the City of Victoria:

- Maintains a list of qualified translators through the City of Victoria.
- Coordinates with city and community partners to offer language assistance based on identified needs.

Language Assistance Services

The City of Victoria provides several language support strategies upon request to assist LEP individuals and ensure meaningful access to programs and materials:

- **Translated Documents:** Vital documents, such as public meeting notices, complaint forms, the Title VI Plan, and key planning documents will be translated into Spanish or other languages upon request.
- **Interpretation Services:** Interpretation services for public meetings and events are available upon request with reasonable advance notice.
- **Online Accessibility:** The website includes translation tools that allow users to view content in their preferred language upon selection.

Cost Considerations and Ongoing Needs

Although the current demand for LEP services is low, the City of Victoria acknowledges that language needs may evolve. All LEP-related interactions and service requests are formally tracked to assess usage trends, identify service gaps, and inform future planning. The City of Victoria remains committed to maintaining responsive, cost-effective strategies that uphold meaningful access for all community members when requested

Chapter 6: Training Procedures

Upon adopting the Title VI plan, the Human Resources Risk Manager will become responsible for implementing and monitoring the plan as the Title VI Coordinator. The duties and responsibilities assigned to this position shall include, but are not limited to, the following.

1. Assisting program personnel in correcting Title VI issues or discriminatory practices and policies identified through self-monitoring and review activities.
2. Serving as the main contact for Title VI implementation and oversight of programs and activities that receive federal funding.
3. Ensuring that Title VI requirements are incorporated into policy directives and that the procedures have inherent safeguards to prevent discrimination.
4. Implementation of procedures for handling Title VI external discrimination complaints.
5. Attendance at training on Title VI and other nondiscrimination authorities.
6. Efforts to coordinate the development and implementation of Title VI and related statutes.
7. Developing Title VI information for public dissemination, and, where appropriate, in languages other than English.

The City of Victoria will ensure that its staff, Council members, and relevant stakeholders understand Title VI of the Civil Rights Act of 1964 and how it may apply to the work, programs, activities, or other aspects that it oversees. Specialized training will be provided for employees with direct responsibilities in program compliance, complaint resolution, and community outreach.

The following options are available for providing Training:

- Review of the City of Victoria's Title VI Plan
- Attendance at any available Title VI training provided by the Texas Department of Transportation, U.S. Department of Transportation, or its applicable operating administrations, or the U.S. Department of Justice.
- Viewing the video Understanding and [Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice.

The Title VI Coordinators will keep records of all Title VI training sessions hosted by the coordinator. Training participation reports will be submitted to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as needed. Training materials will be updated regularly to reflect changes in laws. The Title VI training opportunities enhance awareness, enhance implementation, and promote equitable service delivery.

Chapter 7: Complaint Procedures

- *Scope of Complaints*

The City of Victoria established a clear and accessible process for receiving, investigating, and resolving Title VI complaints. No person or group of people shall be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City of Victoria, and its contracts on the grounds of race, color, or national origin. Title VI covers all internal and external activities for the City of Victoria.

Any person(s) or organization(s) who believe they have been discriminated against on the basis of the protected classes stated above by the City of Victoria or its contractors may file a Title VI complaint, which is available on the website and at the City of Victoria's Human Resources and Planning Services offices. Alternative formats and language assistance will be provided upon request. A representative or advocate acting on behalf of a complainant can also submit a complaint. Alternative formats and language assistance are available upon request.

Complaints should be submitted in writing and signed and can be submitted by mail, fax, in-person, or email.

Discrimination complaints must be received no more than 180 days after the alleged incident unless the processing agency extends the time for filing.

A complaint should include as much detail as possible to support the claim, but at a minimum, it should contain the following information:

- A written explanation of the alleged discriminatory actions.
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address.
- The basis of the complaint, i.e., race, color, national origin, etc.,).
- The names of specific persons and respondents, such as agencies or organizations accused of discrimination.
- Sufficient information to understand the facts leading to the complainant to believe that discrimination occurred in a program or activity.
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

- *How to File a Formal Title VI Complaint*

Complaints may be submitted to the City of Victoria Title VI Coordinator by mail, email, phone, or in person.

Mail: City of Victoria, Human Resources Department **Email:** bhaney@victoriatx.gov

Attn: Title VI Coordinator, Risk Manager

P.O. Box 1758

Victoria, Texas 77902

Phone: (361) 485-3500

In-person: City of Victoria Human Resources Office

700 Main Center, Ste 120

702 North Main Street

Victoria, Texas

Once a Title VI complaint is received, the City of Victoria follows a structured process to investigate and resolve the issue fairly and promptly. Within 10 business days of receiving a complaint, the Title VI Coordinator will send a written acknowledgment to the complainant, review the complaint for completeness and jurisdiction, and

notify the complainant if additional information is required. If the complaint does not fall under Title VI jurisdiction, the complainant will be notified in writing, and the appropriate agency may refer to the case.

Conducting a thorough and impartial investigation, the City of Victoria will review relevant policies and procedures, interview the complainant and witnesses, and analyze demographic data to assess potential disparities. Investigations will be completed within 60 calendar days of receiving a complete complaint. Once the investigation is complete, the City of Victoria prepares a report summarizing findings, evidence, and conclusions. The City of Victoria will issue a Letter of Finding to the complainant, stating whether a Title VI violation occurred and outlining corrective actions to be taken.

Additionally, complaints received by the City of Victoria’s Title VI Coordinator are forwarded to the TxDOT Office of Civil Rights (OCR). TxDOT OCR will forward the complaint to the FHWA Texas Division Office, along with a preliminary processing recommendation. The FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

- *Filing a Formal Complaint with FHWA, FTA, or TxDOT*

A complainant may also file a complaint with the following state or federal agencies within 180 days of the alleged discriminatory act.

Office of Civil Rights: Phone: Website:	Federal Highway Administration (FHWA) Office of Civil Rights 1200 New Jersey Ave, SE (202) 366-0693 https://highways.dot.gov/civil-rights
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Federal Transit Administration (FTA) Phone: Website:	Federal Transit Administration (FTA) Office of Civil Rights 1200 New Jersey Ave, SE Washington, DC 20590 (888) 446-4511 https://www.transit.dot.gov/civilrights
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Texas Department of Transportation (TxDOT) Phone: Website:	Texas Department of Transportation (TxDOT) Civil Rights Division 125 East 11th Street Austin, TX 78701 (512) 463-8588 https://www.txdot.gov/about/divisions/civil-rights-division.html
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FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA’s jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Texas Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary Review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional

information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.

- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Texas Division Office a written notice that it is dismissing the complaint.
- **Referral/Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

The City of Victoria does not investigate complaints. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to TxDOT OCR, which would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). TxDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

- *Complaint Log*

By ensuring a prompt and thorough investigation of Title VI concerns, the City of Victoria upholds the commitment to fairness in transportation planning and decision-making and maintains a fair, transparent, and accessible complaint resolution process. The City of Victoria maintains a Title VI Complaint Log that includes:

- Complainant's name, and if provided, race, color, and national origin;
- Respondent's name;
- Basis(es) of the discrimination complaint;
- Date the discrimination date was filed;
- Date the investigation was complete;
- Disposition;
- Disposition Date; and,
- Other pertinent information.

An example of the Complaint Log can be found in Appendix I: Title VI Complaint Log. As part of reporting, an annual summary of complaints and resolutions is submitted to TxDOT, FHWA, and FTA.

The City of Victoria posts the Title VI Complaint Procedures and Complaint Form on its website and provides information at public meetings, community centers, and transit hubs. The City of Victoria's publications, like the Language Assistance Plan, include Title VI rights and complaint procedures.

Chapter 8: Dissemination of Title VI Information

Methods for disseminating the forms are published in the Public Participation Plan (PPP) and posted on the webpage. The City of Victoria maintains a dedicated Title VI webpage with policy statements, complaint procedures, and contact information for the Title VI Coordinator. Relevant documents are available in multiple languages as required by Limited English Proficiency (LEP) guidelines. The Title VI Complaint Form is Appendix F Civil Rights Complaint Form English, and the Title VI Complaint Form in Spanish is Appendix G Formulario de Queja de Derechos Civiles Español

Title VI nondiscrimination notices will be displayed at City offices, online, and at public meeting locations. Notices include information on how to file a Title VI complaint and where to obtain additional resources.

Employees, contractors, and subrecipients will receive Title VI information during onboarding and training sessions. The City of Victoria reviews the Title VI dissemination efforts periodically to assess effectiveness and make necessary improvements to ensure compliance and accessibility.

Chapter 9: Public Involvement and Limited English Proficiency

- *Public Involvement and Engagement*

In accordance with regulations, agencies receiving federal funding must ensure meaningful access for individuals with limited English proficiency. The MPO analyzes U.S. Census data, American Community Survey (ACS) reports, and local demographic studies to identify regional LEP populations. Public engagement is vital for developing equitable transportation solutions that serve all community members, including minority groups, low-income populations, and those with limited English skills. For the Victoria Metropolitan Planning Organization (MPO), integrating these principles into transportation policies and projects guarantees that all residents, regardless of race, income, or national origin, benefit from fair and inclusive transportation decisions.

The Public Participation Plan (PPP) is the foundation for outreach and engagement efforts, ensuring early and continuous public involvement in the planning process. It provides clear and accessible information about transportation plans and projects while employing diverse outreach strategies to engage traditionally underserved populations. The PPP is available on the MPO and City's webpages at [Victoria MPOs Public Participation Plan](#)² and the [City's Citizen Participation Plan](#).

The City of Victoria, through the MPO and the Community Development Block Grant (CDBG) Citizen Participation Plan, reviews and updates the PPP annually to enhance engagement strategies and ensure compliance with Title VI requirements. Public involvement opportunities are structured to be fair and inclusive. Partnering with local organizations, faith-based groups, and advocacy groups broadens outreach efforts. Staff also work to identify communities facing participation barriers.

The City of Victoria utilizes multiple communication methods to reach diverse audiences, including:

- Public meetings,
- Multilingual printed and digital materials,
- Social media, and traditional media such as newspapers,
- Radio,
- Television; and
- Partnerships with local community groups and organizations that interact with and engage targeted and diverse audiences, which help to disseminate information effectively.

- *Limited English Proficiency (LEP)*

All public meetings are accessible to individuals with disabilities and LEP residents. Meetings are scheduled at various times and locations to accommodate different schedules and geographic areas. The City of Victoria provides language interpretation services, translated materials, and assistive listening devices as needed. To encourage participation beyond public meetings, the MPO distributes surveys in multiple languages, both online and in print, along with interactive mapping tools and comment forms to collect community feedback.

Key documents and flyers are translated into non-English languages, and interpretation services are available at public meetings when requested in advance. Notices on the website and public meeting materials inform individuals of available language assistance services. Staff members receive training in assisting LEP individuals through translation and interpretation services to ensure compliance with federal and state language access requirements.

² Chapters 6 and 7 of the City of Victoria's PPP list all types of Public Involvement Opportunities and Communication Modes.

The City of Victoria regularly evaluates engagement metrics, such as meeting attendance and survey responses, to improve public participation and language access efforts. It also assesses the effectiveness of language assistance services through feedback from LEP populations and adjusts strategies based on community input and best practices.

Chapter 10: Review of Federal Directives

The City of Victoria upholds federal laws to ensure fair and equitable access to transportation planning and services. Title VI of the Civil Rights Act of 1964 is the cornerstone of these efforts, prohibiting discrimination in federally funded programs and activities. Additionally, the City of Victoria adheres to other regulations designed to prevent discrimination and promote inclusivity, including:

1. 49 CFR Part 21 – Regulations issued by the U.S. Department of Transportation (USDOT) to enforce Title VI in federally assisted programs.
2. 23 CFR Part 200 – Federal Highway Administration (FHWA) guidelines for implementing Title VI requirements.
3. Americans with Disabilities Act (ADA) of 1990 – Prohibits discrimination against individuals with disabilities and provides equal access to public services.

In accordance with the federal requirements outlined above, the City of Victoria has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances, which are attached and shown in Appendix E

Chapter 11: Compliance & Enforcement Procedures

The City of Victoria actively monitors, evaluates, and updates its Title VI policies and procedures to ensure full compliance with federal and state regulations. This ongoing assessment and oversight guarantee the effective implementation of Title VI programs. The City of Victoria is dedicated to maintaining continuous adherence to Title VI of the Civil Rights Act of 1964 and related regulations.

The City of Victoria assesses Title VI implementation using measurable performance indicators, such as fairness in funding distribution, demographic data of public engagement, Title VI complaints and resolutions, and the effectiveness of language access services for LEP individuals.

The Title VI Coordinator regularly conducts internal audits to ensure compliance with policies and to identify any gaps or areas for improvement. The Title VI Plan is a living document that must be updated to reflect changes in federal or state regulations, demographic shifts related to transportation equity, and feedback from stakeholders and community advocacy groups.

The City of Victoria remains committed to:

1. Ensuring equality in all programs and activities.
2. Regularly evaluating and enhancing Title VI policies.
3. Engaging diverse communities in the transportation planning process.
4. Maintaining transparency and accountability in compliance efforts.

By implementing these monitoring, reporting, and updating procedures, the City of Victoria upholds its dedication to equity, inclusion, and compliance with Title VI regulations.

Chapter 12 Notice of Title VI Rights

The Notice of Title VI rights is posted to the city's website in both English and Spanish. Google Translate application is available for any other translation needs.

The City of Victoria hereby issues public notice that it is the Agency's policy to fully comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI states that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, denied the benefits of, or otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the Agency receives federal financial assistance.

Anyone who believes they have been harmed by an unlawful discriminatory practice under Title VI has the right to submit a formal complaint to the City of Victoria. Such a complaint must be submitted to the Title VI Coordinator within 180 days of the alleged discriminatory act. Title VI discrimination Complaint Forms may be obtained from the staff, on the webpage www.victoriatx.gov/1428/Title-VI , or emailed to bhaney@victoriatx.gov.

Any questions or comments regarding this plan should be directed to the City of Victoria's Title VI Coordinator:
Brian Haney, Human Resources Risk Manager/Title VI Coordinator
Physical address: 702 North Main Street
Mailing Address: P.O. Box 1758
Victoria, Texas 77902
(361) 485-3500
bhaney@victoriatx.gov

Notice to Beneficiaries of Protection Under Title VI

- The City of Victoria operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Victoria.
- For more information on the City of Victoria's civil rights program and the procedures to file a complaint, contact (806) 378-4219, email bhaney@victoriatx.gov or visit our administrative office at 702 North Main Street, Victoria, Texas 77901. For more information, visit www.victoriatx.gov/1428/Title-VI.
- If information is needed in another language, contact (361) 485-3500.

Aviso a los beneficiarios de la protección en virtud del Título VI

- La Ciudad de Victoria opera sus programas y servicios sin distinción de raza, color, origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante la Ciudad de Victoria.
- Para obtener más información sobre el programa civil del Ciudad de Victoria de los derechos y los procedimientos para presentar una queja, comuníquese con (361) 485-3360, correo electrónico bhaney@victoriatx.gov o visite nuestra oficina administrativa en 702 North Main Street, Victoria, Texas 77901. Para obtener más información, visite www.victoriatx.gov/1428/Title-VI.
- Si se necesita información en otro idioma, comuníquese con (361) 485-3500.

Standard Title VI Nondiscrimination Assurances:

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A

The City of Victoria, (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through The Texas Department of Transportation), 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 based on race, color, and national origin).
- 49 C.F.R. Part 21 (entitled Non-discrimination in Federally Assisted Programs of The Department of Transportation-Effectuation of Title VI of The Civil Rights Act Of 1964).
- 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

By 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, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from the DOT, including the City of Victoria."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress concerning 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 nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is federally assisted.

Victoria Metropolitan Planning Organization (MPO) Designation

The Victoria Metropolitan Planning Organization adopts the City of Victoria's Title VI Plan and will adhere to all commitments outlined within. The Notice of Title VI rights will be disseminated to the public in English and Spanish on the city's website, via the City of Victoria page. The Google Translate Application is available for all other translation needs.

The Victoria MPO hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the Agency receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Victoria or the Victoria MPO. Any such complaint must be filed with the Title VI Coordinator within 180 days following the date of the alleged discriminatory occurrence. Title VI discrimination Complaint Forms may be obtained from the City or MPO staff, on the webpage www.victoriatx.gov/1428/Title-VI , or emailed to mbergeron@victoriatx.gov. Any questions or comments regarding this plan should be directed to the Victoria MPO's Title VI Coordinator:

Maggie Bergeron, MPO Administrator/Title VI Coordinator
City of Victoria
Physical address: 702 North Main Street
Mailing Address: P.O. Box 1758
Victoria, Texas 77902
(361) 485-3360
mbergeron@victoriatx.gov

Victoria MPO Title VI Policy Statement and Assurances

The Victoria MPO, through its fiscal agent, the City of Victoria is committed to compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 21; and all related regulations and directives. The City of Victoria assures that no person shall be denied service. The City of Victoria further assures every effort will be made to ensure non-discrimination in all its programs, activities, and services, whether those programs, activities, and services are federally funded or not. In the event the City of Victoria distributes Federal aid funds to another entity, the City of Victoria will include Title VI language in all written agreements and will monitor for compliance.

The City of Victoria is also committed to ensuring every effort will be made to prevent the discrimination of low-income and minority populations because of any impact of its programs or activities in any program, service, activity, or operation of the City of Victoria. In addition, City of Victoria assures every effort will be made to provide meaningful access to persons who have Limited English Proficiency, in accordance with Executive Order 13166, Improving Access to Services

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 Victoria that people 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

The City of Victoria 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 part with Federal funds.
- Discrimination in any employment resulting from a program or services, the primary purpose of which is to provide employment.

Victoria Metropolitan Planning Organization Programs and Services Covered by Title VI

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

DocuSigned by:

Jan Scott

Jan Scott, Policy Board Chair
Victoria Metropolitan Planning Organization
City of Victoria, Texas

9/24/2025

Date

General Assurances

By 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, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from the DOT, including the City of Victoria."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress concerning 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 nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is federally assisted.

Signed by:

Jesús A. Garza

Jesús Garza, City Manager
City of Victoria, Texas
Signed as authorized by Resolution 2025-179

9/25/2025

Date

Signed Title VI/Nondiscrimination Policy Statement

City of Victoria, TX

The City of Victoria, Texas, as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Signed by:



3D31E37FA14D4F3...

Signature of Authorized Official

9/5/2025

Date

Signed Title VI/Nondiscrimination Policy Statement

Victoria MPO

The Victoria Metropolitan Planning Organization (MPO), as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

DocuSigned by:

Jan Scott

E366901E20A9419...

Signature of Authorized Official

9/24/2025

Date

Appendix A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or FHWA 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 FHWA, 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 Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA 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 FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix B

Clauses for Deeds Transferring United States Property

The following clauses will be included in deeds effecting or recording the transfer of real property, Page 3 of 9 structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Victoria, Texas will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all DOT programs, and the policies and procedures prescribed by FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Victoria, Texas the all the right, title and interest of the U.S. 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 the City of Victoria, Texas, 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 Victoria, Texas, its successors and assigns.

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

³Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

Appendix C

Clauses for Transfer or Real Property Acquired or Improved Under the Activity, Facility, or Program

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

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. 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, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the City of Victoria, Texas 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.⁴
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Victoria, Texas 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 Victoria, Texas and its assigns.⁴

⁴Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

Appendix D

Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, Facility, or Program

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, the City of Victoria, Texas 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.⁵
- C. With respect to deeds, in the event of breach of any of the above non-discrimination covenants, the City of Victoria, Texas will there upon revert to and vest in and become the absolute property of the City of Victoria, Texas and its assigns.[†]

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 nondiscrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- 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, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities

⁵ Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 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 E-1

The United States Department of Transportation (USDOT)

Standard Title VI/Nondiscrimination Assurances

The City of Victoria, Texas (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), 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, and national origin);
- 49 C.P.R. Part 21 (entitled Non-discrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 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, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from U.S. DOT, including the Federal Highway Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination 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 Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted U.S. DOT programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) or 49 C.P.R. § 21 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 materials subject to the Acts and the Regulations made in connection with all City of Victoria, Texas, contracts and subcontracts, and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
"The Recipient, 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, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of Appendix A and Appendix E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

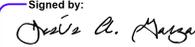
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States affecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient 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 programs 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, the Recipient 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 U.S. DOT 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 U.S. DOT. You must keep records, reports, and submit the material for review upon request to U.S. DOT, 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.

The Recipient 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 U.S. DOT under all Department of Transportation Programs. This assurance is binding on Texas, other recipients, subrecipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing below is/are authorized to sign this assurance on behalf of the Recipient.

City Manager

Title of Recipient

Signed by:


Signature of Authorized Official

9/5/2025

Date

Appendix E-2

The United States Department of Transportation (USDOT) Standard Title VI/Nondiscrimination Assurances

The Victoria Metropolitan Planning Organization (MPO) (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), 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, and national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 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, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from U.S. DOT, including the Federal Highway Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination 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 Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted U.S. DOT programs:

11. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) or 49 C.F.R. § 21 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.
12. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or materials subject to the Acts and the Regulations made in connection with all City of Victoria, Texas, contracts and subcontracts, and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
"The Recipient, 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, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
13. The Recipient will insert the clauses of Appendix A and Appendix E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

14. 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 affecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
15. 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.
16. 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.
17. 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.
18. 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.
19. The Recipient will provide for such methods of administration for the programs 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.
20. 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, the Recipient 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 U.S. DOT 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 U.S. DOT. You must keep records, reports, and submit the material for review upon request to U.S. DOT, 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.

The Recipient 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 U.S. DOT under all Department of Transportation Programs. This assurance is binding on Texas, other recipients, subrecipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing below is/are authorized to sign this assurance on behalf of the Recipient.

Policy Board Chair

Title of Recipient

DocuSigned by:

E588901EE0A9419...
 Signature of Authorized Official

9/24/2025

Date

Appendix F

Title VI Complaint Form

Please mail, upload, email, or personally deliver the completed form to the City's Title VI Coordinator, Brian Haney:

Mail the Form to:
The City of Victoria, TX
Attn: Brian Haney
P.O. Box 1758
Victoria, TX 77902

Upload form to: www.victoriatx.gov/1428/Title-VI
Email: bhaney@victoriatx.gov
Personally Deliver: 702 N. Main St, Victoria, TX 77901

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Main Phone Number: _____ Alternative Phone Number: _____

Email Address: _____

Please indicate the basis of your complaint:

<u>Race</u>	<u>National Origin</u>
<u>Color</u>	<u>Other Class</u>

Date and place of alleged discriminatory action(s). Please include the earliest and most recent dates of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).

The law prohibits intimidation or retaliation against anyone because he/she has either taken action or participated in action to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took that you believe was the cause of the alleged retaliation.

Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint (attach additional pages, if necessary):

	Name	Address	Telephone
1.			
2.			
3.			
4.			

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following?

- | | |
|---|-------------------|
| U.S. Department of Transportation | Date Filed: _____ |
| Federal Highway Administration | Date Filed: _____ |
| Federal Transit Administration | Date Filed: _____ |
| Office of Federal Contract Compliance Program | Date Filed: _____ |
| Texas Department of Transportation | Date Filed: _____ |
| U.S Equal Employment Opportunity Commission | Date Filed: _____ |
| U.S. Department of Justice | Date Filed: _____ |
| Other _____ | Date Filed: _____ |

Have you discussed the complaint with any other representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature

Date

Appendix G

Formulario de denuncia de discriminación externa

Mail the Form to:

The City of Victoria, TX
Attn: Brian Haney
P.O. Box 1758
Victoria, TX 77902

Upload form to: www.victoriatx.gov/1428/Title-VI**Email:** bhaney@victoriatx.gov**Personally Deliver:** 702 N. Main St, Victoria, TX 77901

Apellido: _____ Nombre: _____
Dirección: _____
Ciudad: _____ Estado: _____ Código Postal: _____
Teléfono: _____ Teléfono Alternativo: _____
Correo Electrónico: _____

Please indicate the basis of your complaint:

Raza

Edad

Color

Discapacidad

Fecha y lugar de la(s) presunta(s) acción(es) discriminatoria(s). Favor de incluir la primera fecha de la presunta discriminación y la fecha más reciente de la presunta discriminación.

¿Cómo se discriminó contra usted? Describa la naturaleza de la acción, decisión o las circunstancias de la presunta discriminación. Explique, de la manera mas clara posible, que sucedió y porqué cree usted que su estatus protegido fue un factor en la discriminación. Incluya como otras personas fueron tratadas de distinta manera que usted. (Adjunte hojas adicionales de ser necesario).

La ley prohíbe intimidación o represalias contra cualquier persona ya sea por tomar acción o por participar en la toma de acción para asegurar los derechos protegidos por estas leyes. Si usted siente que se han tomado represalias en su contra, aparte de la presunta discriminación mencionada anteriormente, favor de explicar las circunstancias a continuación. Explique la acción que usted tomó que cree sea la causa de la presunta represalia.

Nombre de los individuos responsables de la(s) acción(es) discriminatoria(s):

Nombre de personas (testigos, compañeros de trabajo, supervisores u otros) a quienes podamos contactar para obtener información adicional para respaldar o aclarar su queja: (Adjunte hojas adicionales de ser necesario).

	Nombre	Correo Electrónico	Teléfono
1.			
2.			
3.			
4.			

¿Alguna vez ha presentado, o tiene la intención de presentar, una queja con respecto a esta situación con cualquiera de las organizaciones que se mencionan a continuación? De ser así, favor de proporcionar las fechas en que se presentaron. Marque todas las que apliquen.

Departamento de Transporte de los EE.UU	fecha de presentación	_____
Administración Federal de Carreteras	fecha de presentación	_____
Administración de Transporte Federal de los	fecha de presentación	_____
Oficina de Programas de Cumplimiento de Contratos Federales de los	fecha de presentación	_____
Departamento de Transporte de Texas	fecha de presentación	_____
Comisión para la Igualdad de Oportunidades en el Empleo	fecha de presentación	_____
Tribunal Federal o Estatal de los	fecha de presentación	_____
Otros _____	fecha de presentación	_____

¿Ha hablado sobre la queja con algún otro representante? De ser así, favor de proporcionar el nombre y puesto de la persona y la fecha en la que tuvo la conversación.

Explique brevemente que remedio, o acción está usted buscando por la presunta discriminación.

Favor de proporcionar cualquier información adicional y/o fotografías, si son pertinentes, que usted crea ayudaran el la investigación.

No podemos aceptar quejas sin firmar. Por favor, firme y feche el formulario de queja a continuación.

Firma del Denunciante

Fecha

Appendix H-1: Title VI Complaint Procedures

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Any person who believes they, or any specific class of persons, to be subjected to prohibited discrimination based on race, color, or national origin may file a written complaint individually or through a representative. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FHWA. Complaints related to the Federal-aid highway program may be filed with TxDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, or the USDOJ. The City of Victoria, Texas will ensure that all complaints are sent to the appropriate authority for disposition.

Complaints alleging violations of Title VI by subrecipients may be filed in writing directly with the following local, state and federal agencies:

The City of Victoria, Texas

Attn: Brian Haney, Title VI Coordinator
P.O. Box 1758
Victoria, TX 77902

Additionally, complaints filed against the subrecipient may also be file with TxDOT or FHWA at:

Texas Department of
Transportation
Civil Rights Division
Attn: Title VI Program
Administrator
125 E. 11th St.
Austin, TX 78701

Federal Highway
Administration – Texas
Division
Attn: Civil Rights Specialist
300 E. 8th St.
Austin, TX 78701

Federal Highway
Administration
Office of Civil Rights
HCR-20, Room E81-320
1200 New Jersey Ave., SE
Washington, D.C. 20590

Complaint and investigation files are confidential. The contents of such files will only be disclosed to the appropriate City of Victoria, Texas personnel, state and federal authorities in accordance with Federal and State laws. City of Victoria, Texas, will retain files in accordance with records retention schedules and Federal guidelines.

Appendix H-2: Title VI Complaint Procedures

The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Any person who believes they, or any specific class of persons, to be subjected to prohibited discrimination based on race, color, or national origin may file a written complaint individually or through a representative. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FHWA. Complaints related to the Federal-aid highway program may be filed with TxDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, or the USDOJ. the Victoria MPO will ensure that all complaints are sent to the appropriate authority for disposition.

Complaints alleging violations of Title VI by subrecipients may be filed in writing directly with the following local, state and federal agencies:

The Victoria MPO

Attn: Maggie Bergeron, Title VI Coordinator
P.O. Box 1758
Victoria, TX 77902-1758

Additionally, complaints filed against the subrecipient may also be file with TxDOT or FHWA at:

Texas Department of
Transportation
Civil Rights Division
Attn: Title VI Program
Administrator
125 E. 11th St.
Austin, TX 78701

Federal Highway
Administration – Texas
Division
Attn: Civil Rights Specialist
300 E. 8th St.
Austin, TX 78701

Federal Highway
Administration
Office of Civil Rights
HCR-20, Room E81-320
1200 New Jersey Ave., SE
Washington, D.C. 20590

Complaint and investigation files are confidential. The contents of such files will only be disclosed to the appropriate Victoria MPO personnel, state and federal authorities in accordance with Federal and State laws. Victoria MPO will retain files in accordance with records retention schedules and Federal guidelines.

