

## What information is included in a Title VI complaint?

A signed, written Title VI complaint must be filed within 180 days of the date of the alleged act of discrimination. The complaint must include the following information:

- Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number and your relation to the complainant (e.g., friend, attorney, parent, etc.).
- The name and address of the agency, program or organization that you believe discriminated against you.
- A description of how, why and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination.
- Your signature.

## What will TxDOT do with my complaint?

Upon receipt, the TxDOT Office of Civil Rights will determine which agency has jurisdiction to handle the complaint. If TxDOT does not have jurisdiction to handle the complaint, it will be forwarded to the appropriate agency. The allegations will be investigated and an attempt will be made to resolve any violations if found. If efforts to resolve any violations are unsuccessful, enforcement proceedings may be initiated to bring the recipient into compliance.

## Is there speech or hearing impairment assistance for filing a complaint?

Upon request, assistance will be provided if you are limited English proficient or disabled. Any complaint may be filed using an alternate format, e.g., computer disk, audio tape or in Braille. If you have a speech or hearing impairment, dial Texas Relay at 1-800/735-2988 or 711.

To file a Title VI complaint, you may obtain the necessary forms online by visiting:

[www.TxDOT.gov](http://www.TxDOT.gov)

or by contacting the Office of Civil Rights at the phone number listed below.

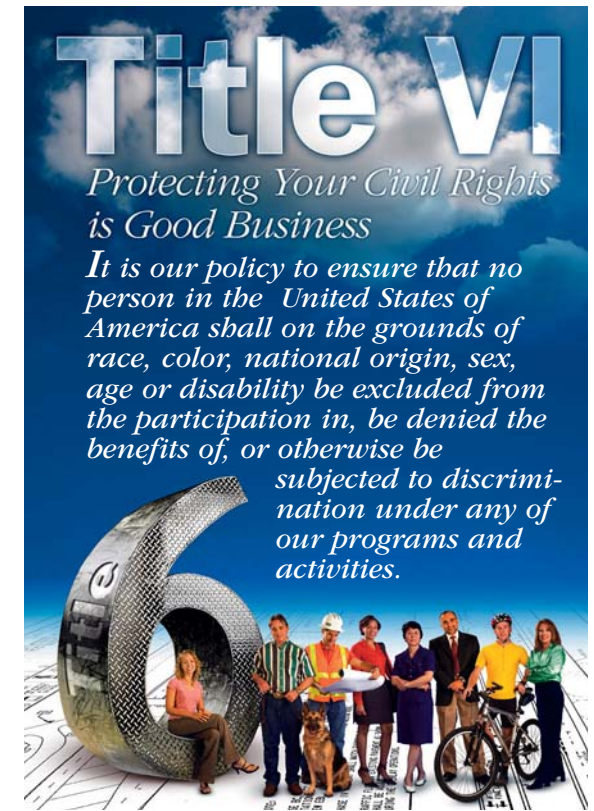
Mail the Title VI Complaint Form and Discrimination Complaint Consent/Release Form to:

**Texas Department of Transportation  
Office of Civil Rights  
125 E. 11th Street  
Austin, TX 78701**

**Phone: 1-866/480-2518  
Fax: 512/416-4751**



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TxDOT General Services Division



**"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination."**

President John F. Kennedy,  
in his message calling for the enactment  
of Title VI, 1963

# Title VI and you...

**This brochure is designed to help you understand your rights under Title VI of the Civil Rights Act of 1964.**

## What is Title VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. However, the Federal Highway Administration's (FHWA) reference to Title VI includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

## TxDOT's Title VI Policy

Pursuant to Title VI of the Civil Rights Act of 1964 as amended, the Civil Rights Restoration Act of 1987 and other nondiscrimination authorities, it is the policy of the Texas Department of Transportation (TxDOT) that discrimination based on race, color, national origin, sex, age or disability shall not occur in connection with any of its programs or activities.

TxDOT's efforts to prevent discrimination will address, but not be limited to, a program's impact upon access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects and the functions of planning, project development, design, right-of-way acquisition, construction and research.

## Authorities

The two main authorities enabling Title VI implementation, compliance and enforcement are the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. However, other statutes, laws, regulations, executive orders and the United States Constitution provide guidance for the effective execution of the objectives of Title VI. These include:

- Federal-Aid Highway Act of 1973
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Uniform Relocation Act of 1970
- Executive orders 12898 and 13166

## Title VI Compliance

Title VI compliance is a situation where TxDOT has effectively implemented all the Title VI requirements or can demonstrate that every good faith effort has been made toward achieving this end.

Pursuant to 23 USC 302, the FHWA's primary recipient is the State Highway (Transportation) Agency. In Texas, TxDOT is that primary recipient. TxDOT (and its subrecipients and contractors) irrespective of tier, is required to prevent discrimination and ensure nondiscrimination in all programs and activities whether they are federally funded or not.

Subrecipients of federal assistance include cities, counties, contractors, consultants, suppliers, universities, colleges, transit and planning agencies.



## Programs Covered

Federally assisted programs include any highway, project, program or activity for the provision of services and/or other benefits. Such programs include education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by TxDOT or indirectly through contracts or other arrangements with other agents.

## What discrimination is prohibited under TxDOT's Title VI program?

**Discrimination under our Title VI program is an action or inaction, intentional or not, through which any intended beneficiary, solely because of race, religion, color, national origin, sex, age, disability or retaliation has been otherwise subjected to unequal treatment or impact, under any TxDOT program or activity.**

Discrimination based on the grounds referenced above limit the opportunity for individuals and groups to gain equal access to services and programs. In administering federally assisted programs and activities, TxDOT cannot discriminate either directly or through contractual or other means by:

- Denying program services, financial aids or other benefits;
- Providing different program services, financial aids or other benefits, or providing them in a manner different from that provided to others;
- Segregating or separately treating individuals or groups in any manner related to the receipt of any program service or benefit;
- Restricting in any way the enjoyment of any advantage or privilege enjoyed by others receiving any program service or other benefits;
- Denying person(s) the opportunity to participate as a member of a planning, advisory or similar body;
- Denying person(s) the opportunity to participate in the program through the provision of services, or affording the opportunity to do so differently from those afforded others.

## Who may file a Title VI complaint?

A Title VI complaint may be filed by any individual or individuals who allege they have been subjected to discrimination or adverse impact under any TxDOT program or activity based on race, religion, color, national origin, sex, age, disability or retaliation.