



Title VI Non-Discrimination Plan

**City of Hutchins
321 N Main Street
Hutchins, TX 75141**

August 4, 2025

Amended: October 6, 2025



TITLE VI PLAN

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 assures 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 benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders.

Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients and contractors whether those programs and activities are federally funded or not.

The City of Hutchins must not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

Therefore, the primary goals and objectives of City of Hutchins’s Title VI Non-Discrimination Plan are:

1. To assign responsibilities and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and pertinent directives;
2. To ensure that people affected by the City’s programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, or national origin;
3. To prevent discrimination in City programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create an illegal adverse impact on any person because of race, color, or national origin.
5. To establish procedures to annually review Title VI compliance of specific program areas within the City of Hutchins;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in a City-provided service, project, program or activity.

Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, or national origin.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Hutchins’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the encompassing functions of planning, project development and delivery, right-of-way acquisition, construction, and research.

The City of Hutchins has developed this Title VI Plan to assure that services, programs, and activities are offered, conducted, and administered fairly, without regard to race, color, or national origin of the participants or beneficiaries of federally-funded programs, services, or activities.

TITLE VI POLICY STATEMENT

It is the policy of the City of Hutchins, Texas to provide reasonable assurances that it will comply with the requirements and provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d-4) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A. Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person who resides in, or does business with, the City of Hutchins on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of or otherwise be subjected to discrimination under any of our programs or activities.

Any person who believes he or she has been discriminated against should contact:

Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org


James Quin, City Administrator
City of Hutchins

09/24/25
Date

Declaración de Política del Título VI

Es política de la Ciudad de Hutchins, Texas brindar garantías razonables de que cumplirá con los requisitos y disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. 2000d-4) y todos los requisitos. impuesto por o de conformidad con el Título 49, Código de Regulaciones Federales, Departamento de Transporte, Subtítulo A. Oficina del Secretario, Parte 21, No discriminación en programas con asistencia federal del Departamento de Transporte - Vigencia del Título VI de la Ley de Derechos Civiles de 1964 y otras directivas pertinentes, con el fin de que, de acuerdo con la Ley, los Reglamentos y otras directivas pertinentes, ninguna persona que resida o haga negocios con la Ciudad de Hutchins por motivos de raza, color u origen nacional, ser excluido de la participación, se le negarán los beneficios o de otro modo estar sujeto a discriminación en cualquiera de nuestros programas o actividades.

Cualquier persona que crea que ha sido discriminada debe comunicarse con:

Mamun Yusuf
Director de Obras Públicas
Ciudad de Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org


James Quin, City Administrator
City of Hutchins

09/26/25
Date

TITLE VI NOTICE TO THE PUBLIC

Notifying the Public of Rights Under Title VI

CITY OF HUTCHINS

- The City of Hutchins 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 Hutchins.
- For more information on the City of Hutchins's civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org

Or visit our office at:

321 N Main Street
Hutchins, TX 75141

For transportation-related Title VI matters, a complaint may also be filed directly with TXDOT's Office of Civil Rights to:

Texas Department of Transportation, Civil Rights Division,
125 East 11th Street, Austin, Texas 78701 or fax to 512-486-5539.

- If information is needed in another language, contact 972-225-6121.
- Si se necesita información en otro idioma, comuníquese con 972-225-6121.

The **City of Hutchins** Notice to the Public is posted in the following locations:

1. Municipal Office Building Notice Board
2. Atwell Public Library

Title VI Notice to the Public in Spanish

Notificación al Público de Derechos Bajo el Título VI

CIUDAD DE HUTCHINS

- El ciudad de Hutchins opera sus programas y servicios sin distinction de raza, color y origen nacional, segun 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 con el ciudad de Hutchins.
- Para obtener más información sobre el programa de derechos civiles o lost obligaciones Titulo VI de ciudad de Hutchins, o para obtener más información sobre los procedimientos para, o a presentar una queja, se pone en contacto con:

Mamun Yusuf
Director de Obras Públicas
Ciudad de Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email: myusuf@cityofhutchins.org
O visite nuestra oficina en:

321 N Main Street
Hutchins, TX 75141

Para asuntos del Título VI relacionados con el transporte, también se puede presentar una queja directamente ante la Oficina de Derechos Civiles de TXDOT para:

Departamento de Transporte de Texas, División de Derechos Civiles,
125 East 11th Street, Austin, Texas 78701 o por fax al 512-486-5539.

- Si se necesita información en otro idioma, comuníquese con 972-225-6121.

ADMINISTRATION

The Title VI Coordinator shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances for the City of Hutchins.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, or national origin (including Limited English Proficiency), he/she may exercise his/her right to file a complaint with the City's Title VI Coordinator. Every effort will be made to resolve complaints informally and at the lowest level first.

Data Collection: The Community Development Division within the City of Hutchins will continue to gather statistical data associated with its programs and services. Statistical data on race, color, national origin, English language proficiency and sex of participants in and beneficiaries of City programs, e.g. impacted citizens and affected communities is not currently collected citywide at this time; however as part of this plan the city will start implementing measures to gather this data in particular any programs and projects involving federal funds. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Reviews will be conducted based on the annual summary of Title VI activities, accomplishments and issues. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance with Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure equal participation in all programs and activities at all levels. The City will conduct reviews annually by the end of the calendar year.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those sub-recipients of Federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the sub-recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update to TxDOT.

Title VI Plan Updates: The City will automatically update and renew its Title VI Assurances every three years or as necessary on the occasion of a change of City Administrator.

Remedial Action: The City, through the Office of the Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

TITLE VI HOW TO FILE A FORMAL COMPLAINT

Scope of Title VI Complaints

No person or groups of persons shall, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City of Hutchins, and its contractors on the grounds of race, color, or national origin.

The scope of Title VI covers all internal and external activities of the City of Hutchins.

The following types of actions are prohibited under Title VI protections (See 49 C.F.R. 21.5):

- Excluding individuals or groups from participation in programs or activities
- Denying program services or benefits to individuals or groups
- Providing a different service or benefit or providing them in a manner different from what is provided to others
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program
- Retaliation for making a complaint or otherwise participating in any manner in an investigation or proceeding related to Title VI of the Civil Rights Act of 1964.

How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes stated above by the City of Hutchins or its contractors may file a Title VI complaint.

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

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint 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 (e.g., race, color, national origin, etc.);

- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

Complainants are encouraged to submit complaints directly to the Texas Department of Transportation (TxDOT.)

Complaints can also be filed by completing and submitting City of Hutchins' Title VI Complaint Form available at the City of Hutchins' website or by sending an email to: myusuf@cityofhutchins.org or by sending an email or letter with the necessary information to:

City of Hutchins

Mailing Address: P. O. Box 500, Hutchins, Texas 75141

Email: myusuf@cityofhutchins.org

Phone: (972) 225-6121

If necessary, the complainant may call the phone number above and provide the allegations by telephone. The Title VI Coordinator will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature.

Complaints can also be filed directly with the following agencies:

Federal Highway Administration

U.S. Department of Transportation Office of Civil Rights

HCR-20, Room E81-320

1200 New Jersey Avenue, SE

Washington, DC 20590

Email: CivilRights.FHWA@dot.gov

Texas Department of Transportation

Civil Rights Division

Attn: Title VI Program Manager

125 E. 11th Street

Austin, Texas 7870

After submitting a complaint, the complainant will receive correspondence informing them of the status of the complaint within ten (10) business days from the City of Hutchins or other agency receiving the complaint.

Complaints received by the City of Hutchins' 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).

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.

Complaints are not investigated by the City of Hutchins. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to TxDOT OCR, who 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

The City of Hutchins maintains a complaint log to document all activity related to the complaint. Information captured includes:

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



Title VI Complaint Form

Section I:					
Name (first and last):					
Address:					
Home Phone:			Cell Phone:		
E-Mail Address:					
Accessible	Format	Large Print		Audio Tape	
Requirements?		TDD		Other	
Section II:					
Are you filing this complaint on your own behalf?				Yes*	No
*If you answered "yes" to this question, go to Section III.					
If not, please supply the name and relationship of the person for whom you are complaining:					
Please explain why you have filed for a third party:					
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.				Yes	No
Section III:					

I believe the discrimination I experienced was based on (check all that apply):

Title VI: ☐ Race ☐ Color ☐ National Origin

Other (specify): _____

Date of Alleged Discrimination (Month, Day, Year): _____

Location of Alleged Discrimination: _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Civil Rights related complaint with the City of Hutchins?

Yes

No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes

☐ No

If yes, check all that apply:

☐ Federal Agency: _____

☐ Federal Court _____

☐ State Court _____

☐ State Agency _____

☐ Local Agency _____

If marked Yes in Section V, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

**Mamun Yusuf
Director of Public Works
City of Hutchins
321 N Main Street
Hutchins, TX 75141
971-225-6121 ext. 113
Email : myusuf@cityofhutchins.org**

NOTE: Must be submitted as soon as possible but no later than 180 calendar days after the alleged violation.



Formulario de queja del Título VI

Sección I:			
Nombre (nombre y apellido):			
DIRECCIÓN:			
Teléfono de casa:		Teléfono móvil:	
Dirección de correo electrónico:			
¿Requisitos de formato accesible?	letra grande		Cinta de audio
	TDD		Otra
Section II:			
¿Está presentando esta queja en su propio nombre?		Sí*	No
*Si respondió "sí" a esta pregunta, pase a la Sección III.			
De lo contrario, proporcione el nombre y la relación de la persona por quien presenta la queja:			
Explique por qué ha presentado una solicitud en nombre de un tercero:			
Confirme que ha obtenido el permiso de la parte agraviada si presenta la presentación en nombre de un tercero.		Sí	No
Sección III:			

Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda): Título VI: ☐ Raza ☐ Color ☐ Origen Nacional Otra especificar): _____ Fecha de la presunta discriminación (mes, día, año): _____ Ubicación de la presunta discriminación: _____ Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si las conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario. _____ _____ _____ _____		
Sección IV		
¿Ha presentado anteriormente una queja relacionada con los derechos civiles ante la ciudad de Hutchins?	Sí	No
Sección V		
¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal? ☐ Sí ☐ No En caso afirmativo, marque todo lo que corresponda: ☐ Agencia Federal: _____ ☐ Corte federal _____ ☐ Agencia del estado _____ ☐ Tribunal estatal _____ ☐ Agencia Local _____		
Si marcó Sí en la Sección V, proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la queja.		
Nombre: _____		
Título: _____		
Agencia: _____		

DIRECCIÓN:
Teléfono:
Sección VI
Nombre de la agencia la queja es contra:
Persona de contacto:
Título:
Número de teléfono:

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Firma y fecha requeridas a continuación

_____	_____
Firma	Fecha

Envíe este formulario en persona a la dirección que aparece a continuación o envíelo por correo a:

**Mamun Yusuf
 Director of Public Works
 City of Hutchins
 321 N Main Street
 Hutchins, TX 75141
 971-225-6121 ext. 113
 Correo electrónico: myusuf@cityofhutchins.org**

NOTA: Debe presentarse lo antes posible pero a más tardar 180 días calendario después de la presunta infracción.

LIST OF TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

The **City of Hutchins** Title VI/Nondiscrimination Coordinator shall maintain a log of any external discrimination complaints or lawsuits filed naming the City of Hutchins, which alleges discrimination concerning Title VI concerns. The log shall include information on each complainant to include:

- The identity of the complainant
- The recipient
- The race, color, national origin, or other of the complainant
- The nature of the complaint
- The dates the complaint was filed
- A summary of the allegation
- The date the investigation was completed
- The disposition
- The date of the disposition, including whether the parties to a lawsuit have entered into a consent decree
- Any other pertinent information (such as age or disability)

USDOT Nondiscrimination Assurances and Appendices



The United States Department of Transportation (USDOT)

Standard Title VI/Nondiscrimination Assurances

DOT Order No. 1050.2A

The City of Hutchins (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, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 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.P.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 city 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 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 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.

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 Department of Transportation programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 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 material subject to the Acts and the Regulations made in connection with all Department of Transportation programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Hutchins, 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 Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, 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 E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

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

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

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

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

a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

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

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

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

b. the period during which the Recipient retains ownership or possession of the property.

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

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

By signing this ASSURANCE, the City of Hutchins 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 USDOT 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 USDOT. You must keep records, reports, and submit the material for review upon request to USDOT, 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 City of Hutchins 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. Department of Transportation under all Department of Transportation programs. This ASSURANCE is binding on Texas, other recipients, sub-recipients, 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 authorized to sign this ASSURANCE on behalf of the Recipient.

City of Hutchins


James Quin, City Administrator

Dated 09/26/25

APPENDIX A

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

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, 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 Non-discrimination 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 the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, 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 the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration 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, 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 Hutchins 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 Department of Transportation programs, and the policies and procedures prescribed by the Federal Highway Administration 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 Hutchins 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 Hutchins 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 Hutchins, its successors and assigns.

The City of Hutchins, 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 Hutchins 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].*

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

APPENDIX C

CLAUSES FOR TRANSFER OF 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 City of Hutchins 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 Non-discrimination covenants, City of Hutchins will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Hutchins 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 Hutchins and its assigns.*

(*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.)

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 City of Hutchins 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 Hutchins will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the City of Hutchins will there upon revert to and vest in and become the absolute property of the City of Hutchins and its assigns.*

(*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.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

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 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, or national origin);
- 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).

PUBLIC PARTICIPATION PLAN

Sub recipients of federal financial assistance must provide an opportunity for public involvement and full access to the transportation decision making process in each stage of planning and development of a transportation project. It is essential that all segments of the population be afforded the opportunity to understand and articulate concerns with any project that affects them and their way of life.

The City of Hutchins welcomes and values public involvement. TXDOT and its recipients believe that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires our agency to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits our agency's processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps the City of Hutchins better understand and reflect the full range of community values and livability standards.
- Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Increased public involvement results in more meaningful and better interactions between City personnel and citizens. This interaction aids everyone.
- The City of Hutchins proactively involves the stakeholders and the public and considers feedback received from stakeholders and the public.

The City of Hutchins embraces several specific goals:

- Provide for open and continual communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use City of Hutchins resources to inform the public of activities and receive public input.
- Consult with other local, regional or state agencies in coordinating projects and solutions.
- Respond quickly and transparently to concerns expressed about City of Hutchins activities to educate the public.
- Review and update the public involvement strategy and process as needed, continually evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

Ongoing Efforts

- All information posted on the City website can be translated in nine languages through Google translate. Information on the website includes but is not limited to public meetings, budget information, events, programs, City information, policies, ordinances, activities, grants, guidelines, public safety and contact information.
 - The City also has a calendar of events maintained on the public website, which includes information on public meetings being held.
 - The City of Hutchins has webforms residents to submit questions or requests that once received, are sent to the correct department for further assistance.
 - The City makes available to the public several sources of GIS data in the form of maps used in the planning process to enhance public understanding of proposed projects.
- The City of Hutchins will complete the Consolidated Plan every five years in order to receive federal Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan describes its efforts to ensure non-discrimination in its public participation process, to include addressing public comment. The City particularly encourages participation of persons with special needs and/or persons who are often underrepresented in the public process, e.g. low income, persons of color, non-English speaking persons, persons with disabilities, persons who are homeless. The Plan is implemented to ensure public input across all City services, including transportation needs.

Notification of Public Participation Activities

To promote inclusive public participation, the City of Hutchins will employ the following, as appropriate:

1. Provide for early engagement by the public.
2. To reach the broadest regional coverage, public meeting notices may be sent to newspapers.
3. For projects affecting a specific set of residents or businesses, direct mail outs to those individuals including owners and renters notifying them of upcoming public meetings to attend to provide their input.
4. Provide email addresses for project managers or ways to send in public input on the project or program.
5. Host public meetings, workshops, and other events designed to gather public input on program/project planning and construction.
6. Select accessible meeting locations and times (and varied geographically if applicable)
7. Employ different meeting sizes and formats as applicable
8. Use social media in addition to other resources as a way to gain public involvement
9. Use the City's webpage to inform the entire community of how it can access information and provide input.
10. Consider radio, television or newspaper ads on stations and in publications that serve LEP populations.
11. Consider expanding traditional outreach methods as needed by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

12. The City sponsors, attends and participates in other community events to promote its services to the public.

LIMITED ENGLISH PROFICIENCY PERSONS ACCOMMODATIONS

As a recipient or sub-recipient of federal US DOT funding, the City of Hutchins is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) persons is defined as persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The City of Hutchins's policy for engaging Limited English Proficient Individuals is to provide translation services to individuals who request them, if reasonable accommodations can be made. In addition, the City of Hutchins proactively identifies communities with high concentrations of Limited English Proficient persons and employs tactics and strategies to effectively engage them in the planning process.

The City of Hutchins Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served
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One language meets the Safe Harbor threshold—Spanish. The City of Hutchins is home to 2,780 people (46.0% of the population) who speak Spanish at home. Based on the 2023 American Community Survey, about 27% of the population speaks English less than very well.

Item # 2 – Description of how Language Assistance Services are Provided, by Language
--

City of Hutchins has identified, developed, and uses the following:

- a) Based on the limited population of Spanish speakers who also speak English less than very well, the City of Hutchins designates the following as Vital Documents which will be

translated to Spanish: Title VI Policy Statement, Title VI Notice to the Public, Title VI Complaint Form, and Title VI Complaint Procedures.

- b) The City of Hutchins has many local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with its LEP responsibilities.
- c) The City of Hutchins provides testing and a stipend to police officers and firefighters who are bilingual or multilingual who use their skills in the community.
- d) Any other need for translated documents or interpretation services will be provided on an as-needed basis. That is, anyone requesting specific information in a non-English language will be provided it upon request. The agency will use its internal resources to meet this need, when available. Otherwise, the city will reach out to external partner agency resources, or hire a translator or interpreter as needed.
- e) The City of Hutchins website has translation services available for Spanish by default. Google Translate can be utilized to translate into nine languages.
- f) The City strives to hire bilingual employees in various public-facing departments and customer service roles.

Item #3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service
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In order to ensure that LEP individuals are aware of the City of Hutchins language assistance measures, the City of Hutchins provides the following:

- Title VI Program including the Language Assistance Plan is made available on website and contains “If you need assistance or information in another language, please contact 979-209-5040. This message is provided in every language identified as meeting the safe harbor threshold which is currently just Spanish.
- Front line personnel in various departments are sought out during the hiring process to have Spanish speaking skills.

Item #4 – Description of how the Language Assistance Plan is Monitored and Updated
--

The City of Hutchins will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in the City of Hutchins.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the City.
- Determination as to whether the need for translation services has changed.

- Determine whether the City of Hutchins has complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the City of Hutchins's failure to meet the needs of LEP individuals.

Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons

The following training will be provided to the City of Hutchins staff:

- Information on the City of Hutchins's Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- How to handle or where to send a potential Title VI / LEP complaint.

Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

LANGUAGE ASSISTANCE AND LIMITED ENGLISH PROFICIENCY

Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English as a result of their national origin. Under Title VI, these individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Per USDOT LEP guidance, as outlined on FHWA's Civil Rights website, recipients of federal funds are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors.

(1) Number or proportion of LEP persons eligible to be served or likely to be encountered by the program: The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate it must also include all communities that are eligible for services or are likely directly affected by the district's programs or activities, not only those that live next to a project.

(2) Frequency with which LEP individuals come in contact with the program: Consider how frequently encounters with LEP individuals may occur. Encounters with LEP individuals are documented by the district Title VI liaison in quarterly reports to the Civil Rights Division. Additionally, consider events or work projects in the next year, which may increase the frequency with which LEP encounters may occur.

(3) Nature and importance of the program, activity, or service provided by the program to people's lives: Some consideration should be given to TxDOT policies, programs, events and projects planned for the next year but generally the nature and importance of LEP encounters should be considered on a project-by-project basis.

(4) Resources available to the grantee/recipient or agency, and costs: TxDOT has both internal and external resources available to assist with translation and interpretation services. A general four-factor analysis will help anticipate and prepare for what may be needed; however meaningful four-factor analysis can only occur on a project-by-project basis. When preparing to publish a document, launch a campaign, hold a public meeting, etc., a focused four-factor analysis should be conducted to determine what type of language assistance is needed

PRIMARY PROGRAM AREA DESCRIPTIONS & REVIEW PROCEDURES

Program Area and General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Right of Way: Issues public right of way permits for construction, transportation, business, and other activities. Coordinates relocation of citizens whose property has been acquired for a right of way.	Public right of way permits and relocations should not create unfair burdens. Collecting demographic data from property owners who may be subject to right of way activities. Ensuring property owners impacted by right of way activities are made aware of their right to be free from discrimination on the basis of race, color, or national origin under Title IV of the Civil Rights Act of 1964.	Reviewing permits and relocations to ensure nondiscrimination. Ensure demographic data is part of necessary right of way templates or forms. Ensure Title VI notice is consistently provided to property owners impacted by right of way activities.
Contracting: Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.	Maintaining an open and fair bidding process for all contracts. Ensure Title VI Assurances appendices are included in contracts as specified within the assurances document.	Reviewing contracts for necessary Title VI language. Reviewing any available data on contract recipients to ensure nondiscrimination in contracting. Reviewing bidding procedures to ensure nondiscrimination and equal opportunity.
Planning: Short-term and long-term planning of transportation projects.	Ensuring comprehensive public participation to ensure all stakeholders have a chance to voice their opinions. Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed.	Review planning decisions to ensure nondiscrimination. Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.
Public Engagement: Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities.	Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions. Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed. Disseminating Title VI information to the public to ensure they are aware of their rights to be free from discrimination.	Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.

Maintenance: Services roadways and right of ways, including, but not limited to, providing: Repair Signage Drainage Snow and ice removal

Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.

Reviewing resources provided to the community and determining whether any protected class communities have disproportionately benefited or been harmed by the delivery of maintenance services.

DATA COLLECTIONS AND ANALYSIS

Program Area	Type of Data Collected & Process for Collecting	Purpose for Collecting the Data)
Right of Way	Collecting demographic data from property owners who may be subject to right of way activities by including inputs for demographic data on the field title report form.	Ensuring right of way activities do not disproportionately affect individuals or groups based on a protected class status.
Contracting	Identifying contractors who are a: Disadvantaged Business Enterprise (DBE) Historically Underutilized Business (HUB) Small Business Enterprise (SBE)	Ensuring equal opportunity in contracting to all individuals and groups.
Planning	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring project impacts do not disproportionately impact any individuals or groups based on a protected class status.
Public Engagement	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community. Providing demographic questionnaires to public engagement participants and including demographic questions in public surveys.	Ensuring communications and interactions with the public sufficiently reach all local demographics.
Maintenance	Reviewing maintenance activities by geography and demographic makeup of communities receiving the maintenance services	Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.

Potential sources of data and analysis tools include:

- Census Data
- Forms or Surveys from the public
- MPO Committees (e.g., Citizen Advisory Committees)
- Field Observations

PROGRAM VISIBILITY

Community Outreach is a requirement of Title VI recipients and sub-recipients shall seek out and consider viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on composition of the affected population, the public involvement process, and the resources of the recipient.

The City of Hutchins does not have a formal outreach procedure in place however we have made the following community outreach efforts:

- Title VI plan will be located on the City of Hutchins's website for review and at the Atwell Public Library and the policy statement will be posted in the Municipal Office Building on the public notices board.
- The City of Hutchins's website can be translated into Spanish or other languages.
- City election notices are provided in Spanish.
- All City of Hutchins City Council meetings are open to the public and follow the Texas Open Meetings Act.
- Federal and State required employment notices are posted in the City's Human Resources Department and other high profile locations. All notices are posted in both English and Spanish.

PROVIDING ASSISTANCE TO AND MONITORING SUBRECIPIENTS

1. Does City of Hutchins provide funding to subrecipients?

☒ No, the agency does not have subrecipients.

The Community Development Department handles federal funds and they annually document all of that through the Consolidated Action Plan.

ANNUAL WORK PLAN AND ACCOMPLISHMENT REPORT PROCESS

1. The City's Title VI Plan will be communicated to each City department head who will review the plan with appropriate employees.
2. The City's Title VI Plan and Policy Statement will be published on the City's website. The Policy Statement will also be posted in conspicuous locations.
3. The City of Hutchins will provide language assistance when requested.
4. City department heads and select other employees will be trained and made aware of the LEP procedure and the Title VI complaint procedure.
5. The following data will be periodically collected and reviewed by the Title VI Coordinator and transmitted upon request to TXDOT:
 - a. LEP Needs: Number of requests for language assistance formally requested and the outcome of the request.
 - b. Complaints: Number of Title VI complaints received, nature of the complaints and resolution of the complaints.
 - c. Right of Way / Eminent Domain: Number of such actions and diversity of individuals affected.

TRAINING

City of Hutchins will ensure that its staff understand Title VI of the Civil Rights Act of 1964 and how it may apply to their work. The following options are available for providing training:

Review of the City of Hutchins Title VI Plan

- Attendance at any available Title VI trainings 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 *City of Hutchins* will maintain records indicating that staff have received sufficient training on a periodic basis.

ORGANIZATIONAL CHART

FY 2023-2024 Organizational Chart REVISED 02/19/2024 City of Hutchins

