



Title VI Program for Federal Transit Administration Recipients

June 1, 2024 – May 31, 2027

Public Transportation Division (PTN) Revision Date: July 2025

| | |
|------------------------------------------------------------------------------------------------------------|----|
| Chapter 1: Introduction | 3 |
| Chapter 2: Title VI Policy Statement | 4 |
| Chapter 3: Complaint Procedures and Complaint Form..... | 6 |
| Chapter 4: Transit-Related Title VI Investigations, Complaints and Lawsuit..... | 9 |
| Chapter 5: Promoting Public Participation | 10 |
| Chapter 6: Providing Meaningful Access to LEP Persons..... | 17 |
| Chapter 7: Planning and Advisory Bodies | 24 |
| Chapter 8: Monitoring Subrecipients..... | 25 |
| Chapter 9: Determination of Site or Location of Facilities | 27 |
| Chapter 10: Statewide Transportation Planning Process | 27 |
| Chapter 11: Program Administration..... | 30 |
| Chapter 12: Demographic Profile of the State of Texas | 34 |
| Chapter 13: Distribution of Funds for Public Transportation Purposes and Impacts..... | 35 |
| Appendix 1: Document Approvals..... | 37 |
| Appendix 2: District Maps and Title VI Related Information..... | 39 |
| Appendix 3: Title VI Related Forms | 45 |
| Appendix 4: Language and Literacy Information | 54 |
| Appendix 5: Map Information..... | 56 |
| Appendix 6: Outreach, Monitoring Forms, and Subrecipients | 65 |
| Appendix 7: 5310 Public Participation–Notification Social Media Posts, Presentations and Schedule (2022) . | 75 |
| Appendix 8: 2021-2023 PTN Subrecipients | 77 |

Chapter 1: Introduction

As a direct recipient of federal assistance, the Texas Department of Transportation (TxDOT) is required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964. Additionally, the Civil Rights Restoration Act of 1987 defined the word “program” to make clear that discrimination is prohibited throughout an entire agency, if any part of the agency receives Federal assistance.

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

Regulatory Requirements

The Federal Transit Administration (FTA) provides recipients of FTA financial assistance with guidance and instructions necessary to carry out the U. S. Department of Transportation (USDOT) Title VI regulations (49 CFR Part 21).

Section 12 of FTA's Master Agreement, which provides, in pertinent part, that recipients agree to comply, and assure the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the project, with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq., and with USDOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964,” 49 CFR Part 21. Recipients agree to follow all applicable provisions of the most recent edition of FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” and any other applicable Federal directives that may be issued. Unless FTA states otherwise in writing, the Master Agreement requires all recipients to comply with all applicable Federal directives.

Authorities

The authorities applicable to TxDOT's Public Transportation Division's (PTN's) Title VI program are included below:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- Federal Transit Laws, Title 49, USC, Chapter 53.
- Infrastructure Investment and Jobs Act of 2021 (IIJA)
- 49 CFR § 1.91, (Delegations to Federal Transit Administrator)
- 49 CFR Part 21
- 28 CFR § 42.401 et seq.
- FTA Master Agreement, Section 12
- FTA Annual Certifications and Assurances
- FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, (October 1, 2012)
- Title 43, Texas Administrative Code (TAC), §31.48(c)(1), Project Oversight, Civil Rights
- TxDOT Title VI/Nondiscrimination Plan, Federal Fiscal Year 2024, Civil Rights Division, (September 30, 2023)
- PTN Master Grant Agreements
- PTN Annual Certifications and Assurance

- PTN State Management Plan (SMP) for FTA Section 5310, 5311, and 5339 Grant Programs, (September 1, 2023) (Updated Annually)

FTA and PTN Reporting Requirements

FTA requires that all direct recipients document Title VI compliance by submitting a Title VI Program every three years or as needed. The Title VI Program must be approved by the direct or primary recipient's Board of Directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

PTN's Title VI Program for 2024-2027 has been developed in conformance with FTA Circular 4702.1B. The document will be submitted in FTA's Transit Award Management System (TrAMS) on or before April 1, 2024. The Title VI Program plan will be in effect for three years. It will expire on May 31, 2027.

This Title VI Program incorporates changes in policies and procedures based on the most current FTA Circular for Title VI (4702.1B), the TxDOT Civil Rights Division (CIV) FY 2024 Title VI/Nondiscrimination Plan, Chapter 31 of Title 43 of the Texas Administrative Code, and the FY 2023 PTN State Management Plan (SMP) for Sections 5310, 5311, and 5339 Grant Programs.

Interim Update-2025

This Plan was updated in July 2025 to align with Executive Orders issued earlier in the calendar year relative to Title VI activities, as described below:

On January 21, 2025, Executive Order (EO) 14173 (Ending Illegal Discrimination and Restoring Merit-Based Opportunity) was signed. This EO revoked EO 12898 of February 11, 1994, (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations). To comply with EO 14173 all discussions of policy and procedure related to EO 12898 have been removed.

On March 1, 2025, EO 14224 (Designating English as the Official Language of the United States) was signed. This EO revoked EO 13166 of August 11, 2000 (Improving Access to Services for Persons with Limited English Proficiency). EO 14224 does not require changes, removal, or otherwise stop production of documents, products or other services prepared or offered in languages other than English. Thus, no adjustments have been made to this Plan, but references to EO 13166 have been removed.

The revised plan will be uploaded to TrAMS on July 23, 2025.

Chapter 2: Title VI Policy Statement

TxDOT Policy Statement

Title VI of the Civil Rights Act of 1964 is a Federal law that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance. Since 1964, additional statutes have prohibited discrimination based on sex (Federal-aid Highway Act of 1973), age (Age Discrimination Act of 1975), and disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990). Taken together, these requirements define an over-arching Title VI/Nondiscrimination Program. Additionally, the Civil Rights Restoration

Act of 1987 defined the word “program” to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.

TxDOT FY2024 Nondiscrimination Statement

“The Texas Department of Transportation, 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, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. §2000d-3), color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.”

PTN FY2024 Title VI/Nondiscrimination Plan Approval

PTN’s Title VI Plan and Nondiscrimination Statement was approved by TxDOT’s Executive Director, Marc Williams, on March 10, 2024. *The revised plan was approved by Mr. Williams on July 15, 2025*). A copy of PTN’s approval document can be located in Appendix 1: Document Approvals.

Note: The Nondiscrimination Statements are available, in English and Spanish, in Appendix 2: District Maps and Title VI Related Information.

PTN Certifications and Assurances

In accordance with 49 CFR § 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the Title VI Program in compliance with DOT’s regulations 23 CFR 200.9(a)(1) requires assurances from TxDOT 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 otherwise be subjected to discrimination under any program or activity for which the recipient receives federal assistance from FTA. PTN submitted the required FTA Certifications and Assurances (C&A) in TrAMS on the following dates:

- FY2021 submitted January 28, 2021
- FY2022 submitted February 15, 2022
- FY2023 submitted February 14, 2023

Similarly, PTN collects C&As from subrecipients on an annual basis. For fiscal year 2021, 2022, and 2023, the C&As were collected from subrecipients via PTN’s grant management system, which is the official office of record.

Title VI Notification to the Public

TxDOT’s Title VI Notice to the Public posters are posted in areas of high visibility and places where TxDOT has the most interaction with the public, such as the divisions and district’s main lobby. See Appendix 2: District Maps and Title VI Related Information for the posters and photos of its public area display at the TxDOT Stassney Campus. For specifics, the Title VI notice is available for viewing at the Stassney Headquarters Division Offices; as well as the 25 District offices located throughout the state of Texas. Title VI brochures are provided to the public upon request. *Note: For a list of districts, see Appendix 2: District Maps and Title VI Related Information.*




The contents of each notice include the following:

1. ¹A statement that TxDOT ensures nondiscrimination in programs and activities on the basis of race, color, national origin, sex, age, or disability.
2. A description of the procedures that members of the public should follow to request additional information regarding TxDOT's Title VI program and responsibilities.
3. A description of the procedures that members of the public shall follow to file a Title VI discrimination complaint against the recipient.

Information on Title VI, as well as other pertinent FTA and TxDOT public transportation related information can be accessed on TxDOT PTN's website: <http://www.txdot.gov/inside-txdot/division/public-transportation.html>.

- [External Discrimination Complaint Form](#)
- [Formulario de Denuncia de Discriminación Externa](#)

Resources

- [Title VI Poster \(English\)](#)
- [Title VI Poster \(Spanish\)](#)
- [Limited English Proficiency](#) 
- [TxDOT's Language Assistance Plan](#)
- [FHWA Title VI/Nondiscrimination Program](#) 
- [FHWA Federal-aid Essentials for Local Public Agencies](#) 

The Title VI Notice, as well as TxDOT's Form 2193 External Discrimination Complaint Form, are available on TxDOT's public web page at: <https://www.txdot.gov/inside-txdot/division/civil-rights/title-vi.html>. The forms are available in English, Spanish, Vietnamese, Chinese, and Arabic. Additional resources for Title VI can be found under the Civil Rights Division on TxDOT's main page.

Chapter 3: Complaint Procedures and Complaint Form

The following procedures address complaints filed under the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 against TxDOT or subrecipients of TxDOT's FTA financial assistance grants.

Title VI Complaints

Any person who believes that he or she, individually, or as a member of any specific class has been subject to discrimination, may file a complaint. A complaint may also be filed by a representative on behalf of such a person or group. Title VI complaints must be filed within 180 days of the date of the alleged act of discrimination.

Complaint Submission Process

¹ While Title VI of the Civil Rights Act of 1964 addresses nondiscrimination based on race, color, or national origin, TxDOT has an overall nondiscrimination program and policy statement that includes sex, age and disability.

Complaints alleging Title VI violations by TxDOT or its subrecipients may be filed directly with FTA, TxDOT, or with the subrecipient where the violation occurred.

Directly with FTA

Complaints may be submitted to FTA via email, website submission, or regular mail.

- a. **Email:** File a complaint by completing the FTA complaint form, available at <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/fta-civil-rights-complaint-form>. The complaint form should be emailed to FTACivilRightsCommunications@dot.gov with "FTA Complaint Form" included in the subject line.
- b. **Website Submission:** Users may file a complaint online using FTA's Online Civil Rights Complaint Form. This method can be accessed using this web address: <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>.
- c. **Regular Mail:** Mail the complaint form listed here, <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/fta-civil-rights-complaint-form> to:
Federal Transit Administration
Office of Civil Rights
ATTN: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Directly with TxDOT

Complaints may be submitted to TxDOT via regular mail, website submission, in-person, or by telephone.

- a. **Regular Mail:** Complete the 2193 External Discrimination Complaint Form, which can be accessed here: <https://www.txdot.gov/inside-txdot/division/civil-rights/title-vi.html>. Once completed, mail the form to
Texas Department of Transportation
Civil Rights Division
ATTN: Title VI Program Administrator
125 East 11th Street
Austin, Tx78701

Note: The form can also be faxed to 512-486-5539
- b. **Website Submission:** Submit a complaint using the TxDOT.Gov complaint's page, available here: <https://www.txdot.gov/about/contact-us/complaints.html>. To submit a complaint, select "Civil Rights" and enter the pertinent information.
- c. **In-Person:** Individuals can walk into any TxDOT District Office during business hours to leave a complaint.
 - Office hours for all TxDOT offices, except El Paso, are 8 a.m. to 5 p.m., Central Time, Monday-Friday
 - El Paso District is open from 8 a.m. to 5 p.m., Mountain Time, Monday-Friday.

d. **Telephone:** To submit a complaint using a phone, individuals may contact the TxDOT Civil Rights Division (CIV) at (512) 416-4700. When submitting a telephone complaint, be prepared to present the following information:

- Your name and contact information.
- Information related to your complaint.

If additional assistance is needed to file a complaint, contact the Civil Rights Division at (512) 416-4700.

Directly with a PTN Subrecipient

Users should refer to a subrecipient's Title VI policy for specific instructions related to complaint filing. If assistance is needed with a specific subrecipient, the user may contact that subrecipient directly. For subrecipient contact information, that can be accessed on our website at: <https://www.txdot.gov/discover/texas-transit-agencies.html>

Processing Complaints

All discrimination complaints received by TxDOT districts and divisions (DDs) must be referred to CIV for review and action. Within 10 days of receipt of the complaint, CIV will acknowledge receipt, inform the complainant of action proposed or taken, and forward the complaint to the appropriate regulatory agency. Complainants are provided TxDOT's Title VI flyer, "Title VI: Protecting your civil rights is good business" with current contact information.

FTA has the authority for making all final decisions, including dismissing complaints and issuing letters of findings for complaints concerning the Federal Financial Assistance Grants. The following are four potential outcomes once a complaint is submitted to FTA:

- **Accept:** if a complaint is filed timely, contains sufficient information to support a claim under Title VI, and concerns matters under FTA's jurisdiction, then FTA will send it to the complainant, the respondent agency that 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 FTA 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 to the complaint.
- **Procedural Dismissal:** if a complaint is not filed timely, is not in writing and signed, or features other procedural/practical defects, then FTA will send the complainant and respondent a written notice that it is dismissing the complaint.
- **Referral/Dismissal:** if the complaint is procedurally sufficient but FTA (1) lacks jurisdiction over the subject matter, or (2) lacks jurisdiction over the respondent entity, then FTA will either dismiss the complaint or refer it to another agency that does have jurisdiction. If FTA dismisses the complaint, it will send the complainant and respondent a copy of the written dismissal notice.

Investigative Process

FTA may delegate a Title VI complaint to TxDOT for investigation, as applicable. Within 60 days of receipt of the complaint, CIV will conduct and complete an investigation of the allegation and, based on the information obtained, will render a recommendation for action in a report of findings to FTA. FTA will issue final decisions in all cases, including those complaints investigated by CIV.

Complaint Log

TxDOT Civil Rights Division (CIV) maintains a complaint database to document all activity related to the complaint.

Screen shots of the database are included as Appendix 6 (G): Outreach, Monitoring Forms, and Subrecipients.

Information captured in the database includes the following:

- Complainant's name, and if provided, race, color, and national origin
- Respondent'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
- Other pertinent information

Chapter 4: Transit-Related Title VI Investigations, Complaints and Lawsuit

PTN maintains a list of active investigations conducted by entities other than FTA, lawsuits, and complaints naming TxDOT that allege discrimination based on race, color, or national origin. In a situation where this occurs, PTN will document the following information:

- Date the transit-related Title VI investigation, complaint, or lawsuit was filed.
- A summary of the allegation(s)
- The status of the investigation, complaint, or lawsuit.
- Actions taken by the recipient in response or final findings related to the investigation, complaint, or lawsuit.

Investigations, Complaints, and Lawsuit

| | Date (Month, Day, Year) | Summary (include basis of complaint: race, color or national origin) | Status | Action(s) Taken |
|-----------------------|-------------------------|----------------------------------------------------------------------|--------|-----------------|
| Investigations | | | | |
| 1. | | | | |
| 2. | | | | |
| Complaints | | | | |
| 1. | | | | |
| 2. | | | | |
| Lawsuit | | | | |
| 1. | | | | |
| 2. | | | | |

There have been no public transportation-related Title VI investigations, complaints, or lawsuit naming TxDOT that allege discrimination based on race, color, or national origin, since the approval of the last PTN Title VI Program for state fiscal years 2021, 2022, and 2023.

Chapter 5: Promoting Public Participation

Public Participation Plan

This section includes a summary of the public outreach and involvement activities available to ensure that minority and low-income persons have meaningful access to public transportation activities and services.

TxDOT's Website

TxDOT's website provides information on a full range of activities TxDOT uses to engage Texans in the transportation process, community programs, and TxDOT's strategic partnerships. The TxDOT website can be visited at www.txdot.gov.

TxDOT's Public Involvement Plan

The Public Involvement Plan (PIP) demonstrates how TxDOT provides opportunities for public review and comment at key decision points during the statewide transportation planning process as required by the Infrastructure Investment and Jobs Act of 2021 (IIJA) which replaced the previously authorized funding Fixing America's Surface Transportation (FAST) Act. TxDOT's Transportation Planning and Programming (TPP) Division, Public Involvement Section, continually monitors the PIP and all updates to the PIP will be sent through TPP for content/branding and coordination with FHWA per TxDOT's policies.

In addition, TxDOT's Public Involvement Section has published the Strategic Public Engagement Guidance (SPEG) handbook for reaching out to traditionally underserved groups; the SPEG document is located here:

<https://txdot.sharepoint.com/sites/division-tpp/PublicInvolvement/SitePages/SPEG.aspx>

Public Involvement and Consultative Tools

TxDOT uses multiple methods to communicate information regarding department activities and opportunities for public and stakeholder participation in the statewide planning process. Some methods are:

- Newsletters/Mailings
- Media Releases
- Notices Published in the *Texas Register*
- Visualization Presentations/Techniques
- Local Community Public Meetings
- Statewide Public Hearings
- TxDOT's Interactive Internet Site
- MPO Internet Sites
- Social Media posts such as Facebook and Twitter
- Podcast

Public and Stakeholder Outreach and Visualization Tools

Proactive public involvement and stakeholder outreach is an important part of developing TxDOT's plan and programs. To ensure that all stakeholders are included in the long-range planning process and during the development of the PIP and other plans and programs referenced in it, TxDOT provides opportunities for stakeholders and the public to participate during public meetings and stakeholder working sessions as well as providing the public with access to all planning documents on TxDOT's website.

- Hearings, meetings, and schedules are available at: <http://www.txdot.gov/inside-txdot/get-involved/about/hearings-meetings.html>
- Project-specific documents are available at: <https://www.txdot.gov/inside-txdot/projects.html>
- Statewide transportation news and TxDOT news releases are available at: <http://www.txdot.gov/inside-txdot/media-center.html>

Statewide Long-Range Transportation Plan: Connecting Texas 2050

The Department's updated Statewide Long-Range Transportation Plan (SLRTP) is also known as *Connecting Texas 2050*, which is currently in development and anticipated to be finalized in Spring 2024. The Transportation Planning and Programming Division (TPP) is the lead division within TxDOT for most statewide planning activities. TPP is responsible for conducting public involvement and community outreach efforts associated with the development of the plan. The current SLRTP identified the following key takeaways from the public involvement campaign:

- Sufficient and sustainable funding is critical.
- Continue to balance investment between urban and rural areas.
- Increase investment in technology, ports of entry, freight bottlenecks, and congestion relief.
- More clarity on roles and responsibilities of TxDOT versus regional organizations.
- More and better options for public transportation and active transportation that may require increased coordination and new funding sources to pay for them.
- Mixed opinions about connected and autonomous vehicles (CAVs) on Texas roadways – many cannot wait for the conveniences, whereas others are skeptical about safety and reliability.

The current plan identifies the following target audiences for public engagement:

- Metropolitan and Rural Planning Organizations (MPOs and RPOs)
- Public transportation agencies (Metropolitan, Urban, and Rural)
- Freight shippers and providers of freight services (in coordination with the Texas Freight Mobility Plan stakeholder engagement efforts)
- Private providers of transportation
- Affected state and federal resource agencies
- Affected Tribal Governments
- State and local elected officials (metropolitan and non-metropolitan areas)
- The public and traditionally underserved groups including disabled, low-income, minority, and non-English speaking populations

Connecting Texas 2050 will seek to build on the same foundations as the existing SLRTP with a series of virtual and in-person outreach meetings, including a series of 24 Open House events hosted across the state. The public involvement effort will also include a variety of other outreach methods to reach the maximum number of stakeholders and members of the public.

Development and Administration of the Statewide Transportation Improvement Program (STIP)

The STIP is TxDOT's four-year capital improvement program that lists the projects that are to be completed to meet the goals of the Statewide Long-Range Transportation Plan (SLRTP). Public meetings are held in each district office for the adoption of the STIP and any subsequent revisions. A public hearing is held in Austin for the adoption of the STIP with hearings held for each revision to the STIP. All hearings occur after the completion of the public meetings in the districts.

The Texas Register

The *Texas Register* is the resource that TxDOT uses to publish official announcements to the public. The *publication* includes a copy of the PTN Calls for Projects, as well as a planning notice on the STIP.

PTN Specific Outreach

PTN does specific outreach related to the federal programs the divisions oversee: Sections 5310, 5311, 5339, and 5304.

Section 5310 Public Participation

In accordance with the 43 TAC § 31.31, each project to support public transportation for the elderly and disabled population must be included in the coordinated public transit-human service transportation plan developed in each of the 24 rural transit planning regions. PTN promotes and encourages local participation, especially by seniors and individuals with disabilities or their advocates, in decision-making. PTN established a public outreach process involving local stakeholders. The stakeholder groups include representatives of the following groups:

- Transportation partners
- Passengers and advocates
- Health & Human Services and Workforce agencies, and
- Others, such as emergency management agencies.

PTN also encourages transit districts to serve on mobility management consortiums or other local and regional health and human service transportation planning efforts. A portion of the PTN's Section 5304 funds is allocated each fiscal year for regional coordinated public transportation planning activities of the state's 24 regional planning districts. These coordinated planning activities may result in transportation services and projects funded by Section 5310 grants.

Section 5310 Outreach Efforts

In December 2022 and January 2023, the 5310 Program Manager, with the assistance of PTN Public Transportation Coordinators (PTCs) across the state, coordinated a public outreach effort to provide information about the Enhanced

Mobility of Seniors and Individuals with Disabilities Program. TxDOT's Public Involvement Office (PIO) sent out press releases (English and Spanish) to each of the 25 TxDOT districts across the state. A template of the 2022 Press Release is provided below:

Information about the meetings is as follows:

1. The meetings were held virtually due to ongoing COVID concerns; they were scheduled in the mornings and afternoon via Zoom.
2. Flyers announcing the events, in English and Spanish, are provided as Appendix 7: 5310 Public Participation. A sample from each part of the state is provided— El Paso (West), San Marcos (Central), Weslaco (South) and Tyler (East). The 5310 Program Manager and the TxDOT PIO did not receive requests for translation of the flyers into other languages.
3. Written and online surveys were conducted, which were available in English and Spanish. A sample of the downloadable English and Spanish online surveys are below:

TxDOT FTA 5310 Workshop Survey Complete survey by January 20, 2023

Welcome to the TxDOT Enhanced Mobility of Seniors and Individuals with Disabilities survey! Your opinion matters to us!

The Texas Department of Transportation (TxDOT) is conducting a survey as part of the Enhanced Mobility of Seniors and Individuals with Disabilities public workshop series. The results of the workshops and this survey will be used to inform special transit needs and plan for future programs.

You can access the survey online at: <https://metroquestsurvey.com/tog6x6a>

Or scan the QR Code using your phone or tablet's camera to access the survey.

TxDOT FTA 5310 Program Quick Facts

- The Federal Transit Administration (FTA) provides funding to states through a number of programs. One of these programs is the FTA Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310 program.
- TxDOT has 25 district areas that have public transportation specifically designed to provide transportation services for Senior (65+) and Individuals with Disabilities.
- TxDOT administers funding to local public transportation providers and non-profit groups. These groups provide transportation and mobility services in rural and small urban areas of the state to seniors and individuals with disabilities.
- Coordination among rural and small urban transportation providers and human services is crucial when connecting communities to essential resources. Regionally Coordinated Public Transportation Plans (RCPT) outline a vision for the next five years. Get more information on these plans here: <https://transitplanning.org/>.

Section 1: What is most important to you?

Please rank your top three transit priorities. What transit priorities are most important to you?

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Service areas: Using transit, I am able to get to the places I need to go.</p> <p>Accessibility: I feel the service easy to use.</p> <p>Availability and schedule: The transit service runs often enough and during the hours I need it.</p> | <p>Affordability: The cost of transit rides is reasonable.</p> <p>Convenient: Using transit, I can get to and from my job.</p> <p>Reliability: I can count on transit to arrive on schedule.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

■ Suggest your own priority: Other priority, describe below

Rank your top three items (1, 2, 3 with 1 being the highest)

| Rank 1 (highest) | Rank 2 (middle) | Rank 3 (lowest) |
|---------------------------|---------------------------|---------------------------|
| Service Area | Service Area | Service Area |
| Accessibility | Accessibility | Accessibility |
| Availability and schedule | Availability and schedule | Availability and schedule |
| Affordability | Affordability | Affordability |
| Convenient | Convenient | Convenient |
| Reliability | Reliability | Reliability |
| Suggest your own priority | Suggest your own priority | Suggest your own priority |

Page 1 of 5

TxDOT Talleres del Programa FTA 5310 Más en: <https://www.txdot.gov/projects/projects-studies/statewide-fta-5310.html>

1 **¡Queremos saber su opinión!** BIENVENIDO

2 IDENTIFIQUE PRIORIDADES

3 ENCUESTA DE VIAJE

4 SU EXPERIENCIA

5 CIERRE

¡Bienvenido a la encuesta de TxDOT para la Movilidad Mejorada para Adultos Mayores e Individuos con Discapacidades! Su opinión nos interesa!

El Departamento de Transporte de Texas (TxDOT por sus siglas en inglés) abre esta encuesta como parte de la serie de talleres públicos para la Movilidad Mejorada para Adultos Mayores e Individuos con Discapacidades. Los resultados de la encuesta serán utilizados para informar la planificación de los programas.

Queremos saber su opinión!

Por favor tómese unos minutos para decirnos que piensa acerca de los servicios relacionados con el programa de TxDOT FTA 5310: Movilidad Mejorada para Adultos Mayores e Individuos con Discapacidades


English

→ Siguiente

TxDOT tiene 25 áreas de distrito que tienen transporte público específicamente diseñado para Adultos Mayores (65+) e Individuos con Discapacidades.

Confidencialidad • Sobre MetroQuest

4. Discussions were facilitated by the 5310 Program Manager based on the regional plans and stakeholder comments were captured by Mentimeter (a live poll application), the public engagement team, and transcription services. Comments from event attendees were documented and shared on TxDOT's website for public access. Additionally, the 5310 FY2023 application score teams took feedback from these events into consideration while scoring applications for 5310 projects. Feedback cards were also made available in English and Spanish. They were provided online and could be accessed and submitted whether you attended the virtual meetings or not, this is true for all outreach materials.



TEXAS DEPARTMENT OF TRANSPORTATION

Enhanced Mobility of Seniors and Individuals with Disabilities (FTA §5310) Public Virtual Workshop - Comment Card

(PLEASE PRINT)

Virtual Public Workshop Comment Period
Dec. 1, 2022 - Jan. 19, 2023

NAME: _____

COUNTY YOU RESIDE IN OR PROVIDE SERVICE: _____

REPRESENTING: ☐ Transit Provider ☐ Transportation Service User ☐ Other: _____


DATE OF MEETING ATTENDED (if applicable): _____

(Texas Transportation Code, §201.811(a)(5)): check each of the following boxes that apply to you:
☐ I am employed by TxDOT
☐ I do business with TxDOT
☐ I could benefit monetarily from the project or other item about which I am commenting

PLEASE SHARE YOUR EXPERIENCE WHEN USING TRANSIT SERVICES: _____

Comments may also be submitted using the link to the Online Comment Form or Online Survey which are available at tdot.gov, keywords "FTA 5310" by January 19, 2023, to be included as part of the official public record.

To mail, please fold along dotted lines with this page on the inside, affix postage, and tape closed (do not staple).


TEXAS DEPARTMENT OF TRANSPORTATION

**Programa Federal §5310 – Movilidad Mejorada para Adultos Mayores y
Personas con Discapacidades
Talleres Públicos – Formulario para Comentarios**

(FAVOR DE IMPRIMIR)

Periodo de comentarios para los Talleres
Públicos Virtuales
1 de diciembre de 2020 – 22 de enero de
2021

¿Cuál es su nombre? _____

¿En cuál condado reside o presta servicio de transporte? _____

¿A quién representa?

☐ Proveedor de Servicios de Transporte ☐ Usuario del Servicio de Transporte ☐ Otro: _____

¿Cuál es la fecha del taller al que asistió? (si corresponde): _____

(Código de Transporte de Texas, §201.811 (a) (5): marque cada una de las siguientes casillas que apliquen para usted:

☐ Soy empleado de TxDOT

☐ Hago negocios con TxDOT

☐ Me podría beneficiar financieramente del proyecto o algún otro elemento sobre el cual estoy comentado

Comparta su experiencia al utilizar los servicios de transporte: _____

También puede enviar sus comentarios utilizando el enlace al Formulario de Comentarios en línea o la Esquema en línea disponibles en tddot.gov, buscar palabras clave "774.5310". Envíe sus comentarios antes del 22 de enero de 2021 para que sean incluidos en el registro público oficial.

Para enviar por correo, doble a lo largo de las líneas punteadas con esta página en el interior, pague el franqueo y cierre con cinta adhesiva (no engrape).

Beginning in December 2022 and running through January 2023, the 5310 Program Manager conducted virtual public meetings across the state. The public was notified of the event using press releases, Social Media postings, and flyers posted in public areas such as buses and transit locations. In addition, the TxDOT Project Page and PTN web page were updated to advertise these events (<https://www.txdot.gov/inside-txdot/projects/studies/statewide/fta-5310.html>).

The meetings were held as virtual events using the Zoom Workplace platform. Each meeting had interpreters and live transcriptionists. The agendas were available in English and Spanish, a sample of which is provided below. The meetings were recorded for internal use to capture comments. Copies of the presentation are posted online and are available in English, Spanish, and plain text. In addition, interested participants can request a hard copy of the presentation. For the visually impaired, a USB drive that is compatible with a screen reader will be provided. A sample of the flyers are provided in English and Spanish below.

Federal Transit Administration Program §5310
Enhanced Mobility of Seniors and Individuals with Disabilities

FUNDING FOR ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

VIRTUAL PUBLIC WORKSHOP

Live virtual workshop:
Thursday, Dec. 1, 2022
10 a.m. CT

These regional workshops provide an opportunity to learn about rural public transportation for seniors and individuals with disabilities from local transit providers. The public is encouraged to attend.

Counties included:

Bowie, Camp, Cass, Delta, Fannin, Franklin, Grayson, Harrison, Hopkins, Hunt, Lamar, Marion, Morris, Panola, Rains, Red River, Titus, and Upshur.

Ways you can participate

Join us at www.txdot.gov/41a5310

Live web and telephone-based workshop

- Log onto the virtual public workshop
- Provide input in real-time

Scan this QR code with your phone or tablet for the program website and details on how to access the workshop

At your convenience

- Online survey
- Online comment form
- Email to PTN_ProgramMgmt@txdot.gov
- Leave a voicemail message at (512) 314-3137
- Mail comments to
TxDOT Public Transportation Division
Attn: PTN - 5310 Section
125 E. 11th Street
Austin, TX 78701

Comments must be received by Thursday, Jan. 19, 2023 to be included in the record.

Special Accommodations: The virtual workshop will be conducted in English. If English is not your primary language and you have difficulty communicating effectively in English, you may need an interpreter or document translator; one will be provided to you upon request. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you are a person with a disability who requires an accommodation to attend the virtual workshop, please contact Lisa Johnson, Public Transportation Division, at (512) 486-5960 or by email at PTN_ProgramMgmt@txdot.gov no later than 4:00 p.m. CT, Monday, Nov. 28, 2022. Please be aware that advance notice is requested as some accommodations may require time for the Texas Department of Transportation to arrange.

Programa §5310 de la Administración Federal de Tránsito
Movilidad Mejorada para Adultos Mayores e Individuos con Discapacidades

FINANCIAMIENTO PARA MOVILIDAD MEJORADA PARA ADULTOS MAYORES E INDIVIDUOS CON DISCAPACIDADES

TALLER PÚBLICO VIRTUAL

Taller virtual en vivo:
Jueves, 1 de diciembre 2022
10 a.m. CT

Estos talleres regionales proveen una oportunidad para aprender de proveedores locales de tránsito acerca del transporte rural para adultos mayores e individuos con discapacidades. Se alienta al público a participar.

Incluyendo los condados

Bowie, Camp, Cass, Delta, Fannin, Franklin, Grayson, Harrison, Hopkins, Hunt, Lamar, Marion, Morris, Panola, Rains, Red River, Titus y Upshur.

Formas de participar

Acompáñenos en www.txdot.gov/41a5310

Taller en línea en vivo y por teléfono

- Inicie sesión en el taller virtual en vivo
- Provea su opinión en tiempo real

Escanee este código QR con su teléfono o su tableta para la página web y detalles para acceder al taller

A su conveniencia

- Encuesta en línea
- Formulario de comentarios en línea
- correo electrónico a PTN_ProgramMgmt@txdot.gov
- Dejando un mensaje de voz al (512) 314-3137
- comentarios por correo a
TxDOT Public Transportation Division
Attn: PTN - 5310 Section
125 E. 11th Street
Austin, TX 78701

Los comentarios deben ser recibidos antes del jueves, 19 de enero, 2023 para ser incluidos en la documentación

Adaptaciones Especiales: El taller virtual será conducido en inglés. Si inglés no es su idioma principal y tiene dificultad para comunicarse efectivamente en inglés, usted puede requerir un intérprete o traductor de documentos; se le proveerá uno si es solicitado. Si tiene alguna discapacidad o necesita asistencia, adaptaciones especiales pueden hacerse para la mayoría de las necesidades. Si usted es una persona con una discapacidad que requiere adaptación especial para acudir a un taller virtual, por favor contacte a Lisa Johnson, División de Transporte Público, al (512) 486-5960 o por correo electrónico a PTN_ProgramMgmt@txdot.gov a más tardar a las 4:00 p.m. Tiempo del Centro, en noviembre 15, 2022. Por favor tenga en cuenta que el aviso avanzado es requerido por que algunas adaptaciones pueden requerir tiempo para ser gestionadas por el Departamento de Transporte de Texas.

**Note: If requested, TxDOT has the ability to translate this form into other languages as needed.*

Section 5311 Public Participation

Public involvement and participation for the planning and programming for the Section 5311 formula program occurs during the TxDOT STIP public involvement process.

Section 5339 Public Participation

Public involvement and participation for the planning and programming for the Section 5339 formula program occurs during the TxDOT STIP public involvement process.

Coordinated Call for Projects

The public participation process continues in the biennial “coordinated call for projects” process for the:

- Section 5304 Statewide and Nonmetropolitan Transportation Planning
- Section 5311 Discretionary Program
- Section 5311(b)(3) Rural Transportation Assistance Program
- Section 5311(f) Intercity Bus Program

For the coordinated call for projects, the public is informed and involved via the *Texas Register*.

PTN uses address lists to make e-mail announcements to local planning partner entities, along with notifications to Advocacy/Nonprofit/Nongovernmental organizations interested in public transportation.

Notifications and recorded webinars are posted on TxDOT's internet website at: PTN Publications (<https://www.txdot.gov/inside-txdot/forms-publications/publications/public-transportation.html>).

Section 5304 Regionally Coordinated Transportation Planning Program

The purpose of the regionally coordinated transportation planning program is to plan for a more efficient and effective network of public transportation services for people in Texas to get to destinations as desired, especially people with low incomes, individuals with disabilities, individuals 65 and older, children, veterans, and others who are more likely to be dependent on public transportation.

This planning effort stems from federal and state mandates that call for a coordinated local effort to address fragmented, duplicative, and possibly inefficient provision of transportation services.

Local, Stakeholder-Driven Process

Texas has adopted a decentralized, stakeholder-driven approach. The state is divided into 24 planning regions, each of which have a lead agency. These lead agencies are responsible for working with all regional stakeholder steering committees or groups that develop, adopt, and monitor a unique public transit-human services transportation plan. These stakeholder groups are identified by the lead agencies and comprise of diverse representatives including transportation providers, transportation planners, human services providers, individuals with disabilities, individuals 65 and older, veterans, advocates for children, and others. There is an active effort to recruit a lead agency for the region whose position is vacant. Lead agencies must provide a list of stakeholders to TxDOT to ensure adequate representation of the different demographics, particularly those who are required to be involved so that the plan meets the requirements for funding from Section 5310. For the region without a lead agency, TxDOT has contracted the Texas Transportation Institute (TTI) to complete these activities. TxDOT is compiling and will supply TTI with a contact list of local stakeholder groups that includes human services providers, individuals with disabilities, individuals 65 and older, veterans, advocates for children, NAACP, organizations that serve Spanish language speaking community, and refugee services among others. These groups will be invited to quarterly meetings to present the progress of the plan. Meeting advertisements will include the statement that special accommodations for the meetings will be available with advance notice to TTI of one week.

Stakeholders in each region collaborate every five years to develop or update a public transit-human services transportation plan for their region. This involves conducting an inventory of available transportation resources, assessing unmet transportation needs, inefficiencies and gaps in service, and prioritizing strategies for resolving these unmet needs, inefficiencies, and gaps.

Lead Agencies

Lead agencies conduct open meetings of their stakeholder and/or steering committees. Information regarding the Regionally Coordinated Transportation Planning process is maintained on a special website and can be visited at <https://transitplanningtx.org/>

Chapter 6: Providing Meaningful Access to LEP Persons

TxDOT's Departmental Language Assistance Plan

TxDOT's Language Assistance Plan (LAP) has been developed to assist TxDOT's districts and divisions (DDs) in their efforts to ensure information and services are accessible to LEP individuals by providing guidance on translation, interpretation, and outreach services for LEP individuals seeking access to TxDOT programs. TxDOT's Civil Rights Division (CIV) will monitor the language assistance policies and procedures at least annually to evaluate its effectiveness in serving LEP individuals and modify it accordingly. CIV will provide guidance on how DDs can document their LAP and apply the four-factor framework, which is consistent with the USDOT LEP Guidance, and how to develop an LEP plan. CIV will coordinate with DDs on an annual basis to re-evaluate the changes in demographics, services and programs, and other factors that should be considered when determining LEP needs. This annual assessment will help guide DD's in determining what changes, if any, are needed to update its LEP plan.

TxDOT's LAP is available on TxDOT's Web site at <http://ftp.dot.state.tx.us/pub/txdot-info/ocr/language-assistance-plan.pdf>.

Providing Notice to LEP Individuals

TxDOT provides notice that language services are available free of charge by sharing this information in a language LEP individuals will understand. Dependent upon which region of the state and the need identified, divisions and districts shall undertake the following measures to ensure notice is being provided:

- Post materials in intake areas and other entry points so LEP individuals can learn how to access those language services.
- Make the LEP individual aware that he/she has the option of having an interpreter without charge or using his/her own interpreter.
- Attach onto documents, in the most common languages, that language services are available from TxDOT.
- Use a telephone voicemail menu in the most common languages encountered.
 - The menu shall provide information about available language assistance services and how to receive those services.
- Work with community-based organizations and other stakeholders to inform LEP individuals of TxDOT services, including the availability of language assistance services.
- Provide notices in local newspapers in languages other than English.

PTN's Language Assistance Plan (LAP)

The purpose of this Language Assistance Plan is to meet FTA requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin. PTN works with subrecipients to provide a safe, reliable network of transportation options for people who use alternatives to driving alone. The division provides financial, technical, and coordination assistance to the rural and urban public transit providers throughout Texas. PTN's interactions with the public are limited in scope since the division primarily distributes FTA funding to its subrecipients for public transportation purposes; therefore, PTN does not have the same level of involvement with the general public as our subrecipients do on a daily basis. As a direct recipient of federal funding, PTN's role in the transportation process is as follows:

1. Distribute federal funding based on formula and other metrics to subrecipients.
2. Evaluate subrecipient projects/budgets for compliance with FTA regulations and request funding in TrAMS.
3. Provide compliance oversight of subrecipients to ensure federal and state regulations are met.
4. Comply with FTA regulations that are applicable at the state level.

Based on PTN's role, public interactions are limited to the outreach and public involvement activity requirements related to the FTA 5310, Enhanced Mobility of Seniors and Individuals with Disabilities program. In these instances, PTN will set up workshops for the public so they can participate in the process. At these events, PTN will translate vital documents to the LEP populations that exceed Safe Harbor regulations; as well as other languages as requested. LEP estimates for vital document translation services are evaluated at the district level. When translating documents, PTN contracts with a 3rd party entity to provide translation services which include American Sign Language and Computerized Access Real-time Translation (CARTS). For document translation services, PTN works with TxDOT's Public Involvement Officers (PIO) to translate documents internally; in situations where the PIO can't translate the document internally, PTN will contract with PIO Contractors for the necessary services.

Statewide Assessment Using the Four-Factor Analysis

The Four Factor Analysis is an individualized assessment that balances the following four factors: (1) demographics; (2) frequency; (3) nature and importance; and (4) available resources and costs. PTN will take reasonable steps to ensure meaningful access to the information and services the Texas small urban, rural transit and elderly and disabled program agencies provide.

PTN Four Factor Analysis

As a recipient of federal financial assistance, PTN and its subrecipients comply with Title VI of the Civil Rights Act of 1964 and its implementing regulations. TxDOT's compliance with transit LEP requirements is met by the actions of their subrecipients.

Factor 1 – Demographics: Statewide and Agency Specific

The decision to provide language assistance services includes an assessment of the number or proportion of LEP persons from a *language group* served or encountered by Texas transit agency service areas and statewide. The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed.

Achieving Accurate Demographic Assessments

For the assessment to be accurate, it must also include all communities that are eligible for services or are likely to be directly affected by PTN's programs or activities. PTN may determine the linguistic characteristics of a subrecipient's LEP population in its service area by:

- Examining the subrecipient's prior experiences with LEP individuals.
- Analyzing the information available from a variety of resources such as the: Federal Interagency Working Group on Limited English Proficiency (<https://www.lep.gov/>) Extracting U.S. Census Bureau data.

For a statewide overview, PTN staff reviewed the 2017-2021 American Community Survey U.S. Census Report and determined that approximately 9.4 million persons in the State of Texas [35%] of the population speak a language other than English. Of those, 3.5 million persons, approximately 37% have limited English proficiency and speak English "not well" or "not at all."

The following data is based on the 2017-2021 American Community Survey (ACS) data for the State of Texas, the survey shows that Spanish is the most spoken secondary language:

Table 1. Statewide Estimates

| Population Statistic | Population Size | Speak English less than "very well" | Percent speak English less than "very well" |
|------------------------------------|-----------------|-------------------------------------|---------------------------------------------|
| Spanish | 7,717,053 | 2,955,978 | 38.3% |
| Other Indo-European languages | 627,133 | 152,601 | 24.3% |
| Asian and Pacific Island languages | 809,812 | 343,753 | 42.4% |
| Other languages | 288,577 | 79,840 | 27.7% |

**Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates*

Based on these statewide results, PTN has determined Spanish and Asian and Pacific Island languages are the LEP population subgroups in most need of translation services within the state as they are the groups likely to be served or likely affected or encountered by PTN and our subrecipients during transportation activities. Building off 2015 ACS survey data, Chinese and Vietnamese populations were shown to be the Asian and Pacific Island language subgroups determined to have population sizes that meet the Safe Harbor Provision requirements in certain parts of the state.

LEP Population Estimates

TxDOT is comprised of 25 districts; maps of these districts are provided in Appendix 2: District Maps and Title VI Related Information.

To determine the areas PTN would likely encounter these LEP populations, PTN used 2020 Census Data for each of TxDOT's 25 regions. PTN then estimated the minority population increases, for each area, by multiplying the percent increase by the number of language speakers identified in that district's 2015 ACS data to estimate new population totals (See Table 2.). With these population totals, PTN multiplied the population estimates by the percentages shown under Table 1 for an estimated population count, these results are shown in Table 3. With that estimate, PTN then multiplied the remaining population by the estimated number of Texans likely to use public transportation, which is 7 percent according to the Texas A&M Transportation Institute. That information is contained in Table 3. PTN had to use estimates because the new ACS and Census Data releases do not go to the language level detail the 2015 ACS report presented.

Table 2. Population Estimates

| TxDOT District | Texas Population 2020 Census Data | Texas Population 2015 ACS Data | Difference | % Increase | Chinese Pop. 2015 | Chinese Pop. 2020 Population Estimate | Vietnamese Pop. 2015 | Vietnamese Pop. 2020 Population Estimate | Spanish Pop. 2015 | Spanish Pop. 2020 Estimate |
|----------------|-----------------------------------|--------------------------------|------------|------------|-------------------|---------------------------------------|----------------------|------------------------------------------|-------------------|----------------------------|
| Abilene | 266,921 | 244,002 | 22,919 | 8.59% | 622 | 675 | 130 | 141 | 41,051 | 44,576 |
| Amarillo | 388,323 | 357,183 | 31,140 | 8.02% | 739 | 798 | 1,690 | 1,826 | 66,196 | 71,504 |
| Atlanta | 318,978 | 300,894 | 18,084 | 5.67% | 460 | 486 | 351 | 371 | 28,283 | 29,886 |
| Austin | 2,413,274 | 1,873,299 | 539,975 | 22.38% | 15,593 | 19,082 | 13,529 | 16,556 | 399,093 | 488,391 |
| Beaumont | 600,759 | 539,042 | 61,717 | 10.27% | 710 | 783 | 4,490 | 4,951 | 64,634 | 71,274 |
| Brownwood | 125,642 | 119,567 | 6,075 | 4.84% | 16 | 17 | 47 | 49 | 13,342 | 13,987 |
| Bryan | 483,084 | 418,264 | 64,820 | 13.42% | 3,792 | 4,301 | 915 | 1,038 | 62,795 | 71,221 |
| Childress | 34,299 | 36,077 | (1,778) | -5.18% | - | - | 11 | 10 | 5,859 | 5,555 |
| Corpus Christi | 586,539 | 550,454 | 36,085 | 6.15% | 920 | 977 | 1,270 | 1,348 | 198,115 | 210,303 |
| Dallas | 5,082,634 | 4,168,618 | 914,016 | 17.98% | 34,124 | 40,261 | 36,921 | 43,561 | 938,049 | 1,106,739 |
| El Paso | 888,720 | 786,414 | 102,306 | 11.51% | 1,249 | 1,393 | 541 | 603 | 548,164 | 611,267 |
| Fort Worth | 2,657,650 | 2,219,508 | 438,142 | 16.49% | 6,680 | 7,781 | 27,938 | 32,544 | 425,052 | 495,126 |
| Houston | 6,953,874 | 5,732,509 | 1,221,365 | 17.56% | 71,403 | 83,944 | 95,869 | 112,707 | 1,677,554 | 1,972,196 |
| Laredo | 410,496 | 374,805 | 35,691 | 8.69% | 302 | 328 | 53 | 58 | 321,415 | 349,361 |
| Lubbock | 486,931 | 441,974 | 44,957 | 9.23% | 1,146 | 1,252 | 552 | 603 | 115,557 | 126,226 |
| Lufkin | 306,075 | 288,902 | 17,173 | 5.61% | 505 | 533 | 217 | 229 | 35,787 | 37,795 |
| Odessa | 417,184 | 348,700 | 68,484 | 16.42% | 942 | 1,097 | 521 | 607 | 132,149 | 153,842 |
| Paris | 397,376 | 346,497 | 50,879 | 12.80% | 7,005 | 7,902 | 6,789 | 7,658 | 125,406 | 141,463 |
| Pharr | 1,404,035 | 1,223,184 | 180,851 | 12.88% | 770 | 869 | 428 | 483 | 983,619 | 1,110,317 |
| San Angelo | 163,226 | 152,732 | 10,494 | 6.43% | 139 | 148 | 235 | 250 | 37,593 | 40,010 |
| San Antonio | 2,654,290 | 2,215,978 | 438,312 | 16.51% | 5,583 | 6,505 | 5,084 | 5,924 | 751,512 | 875,612 |
| Tyler | 704,800 | 633,785 | 71,015 | 10.08% | 543 | 598 | 1,183 | 1,302 | 81,969 | 90,228 |
| Waco | 815,764 | 687,493 | 128,271 | 15.72% | 1,148 | 1,329 | 1,523 | 1,762 | 99,980 | 115,701 |
| Wichita Falls | 245,420 | 230,585 | 14,835 | 6.04% | 197 | 209 | 447 | 474 | 24,450 | 25,928 |
| Yoakum | 339,211 | 316,058 | 23,153 | 6.83% | 736 | 786 | 893 | 954 | 74,450 | 79,532 |

Table 3. Estimated LEP populations per TxDOT District

| TxDOT District | Chinese Pop. estimate that speak English less than well | Chinese Pop. % likely to use public transportation | Vietnamese Pop. estimate that speak English less than well | Vietnamese Pop. % likely to use public transportation | Spanish Pop. estimate that speak English less than well | Spanish Pop. % likely to use public transportation |
|----------------|---------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|
| Abilene | 286 | 20 | 60 | 4 | 17,073 | 1,195 |
| Amarillo | 338 | 24 | 774 | 54 | 27,386 | 1,917 |
| Atlanta | 206 | 14 | 157 | 11 | 11,447 | 801 |
| Austin | 8,091 | 566 | 7,020 | 491 | 187,054 | 13,094 |
| Beaumont | 332 | 23 | 2,099 | 147 | 27,298 | 1,911 |
| Brownwood | 7 | 0 | 21 | 1 | 5,357 | 375 |
| Bryan | 1,824 | 128 | 440 | 31 | 27,278 | 1,909 |
| Childress | - | - | 4 | 0 | 2,128 | 149 |
| Corpus Christi | 414 | 29 | 572 | 40 | 80,546 | 5,638 |
| Dallas | 17,070 | 1,195 | 18,470 | 1,293 | 423,881 | 29,672 |
| El Paso | 591 | 41 | 256 | 18 | 234,115 | 16,388 |
| Fort Worth | 3,299 | 231 | 13,799 | 966 | 189,633 | 13,274 |
| Houston | 35,592 | 2,491 | 47,788 | 3,345 | 755,351 | 52,875 |
| Laredo | 139 | 10 | 24 | 2 | 133,805 | 9,366 |
| Lubbock | 531 | 37 | 256 | 18 | 48,345 | 3,384 |
| Lufkin | 226 | 16 | 97 | 7 | 14,475 | 1,013 |
| Odessa | 465 | 33 | 257 | 18 | 58,922 | 4,125 |
| Paris | 3,350 | 235 | 3,247 | 227 | 54,180 | 3,793 |
| Pharr | 369 | 26 | 205 | 14 | 425,251 | 29,768 |
| San Angelo | 63 | 4 | 106 | 7 | 15,324 | 1,073 |
| San Antonio | 2,758 | 193 | 2,512 | 176 | 335,359 | 23,475 |
| Tyler | 253 | 18 | 552 | 39 | 34,557 | 2,419 |
| Waco | 563 | 39 | 747 | 52 | 44,313 | 3,102 |
| Wichita Falls | 89 | 6 | 201 | 14 | 9,930 | 695 |
| Yoakum | 333 | 23 | 404 | 28 | 30,461 | 2,132 |

Results

Based on these results, PTN will continue to ensure public documents and vital documents are translated into Spanish throughout the state; as well as Chinese and Vietnamese in the TxDOT districts where the population size of persons eligible to be served or likely to be affected or encountered by PTN or its subrecipient's operations exceeds the Safe Harbor Threshold. These districts include:

1. Dallas
2. Houston

For other languages, PTN will continue to notify the public that translation services are available; TxDOT can translate public materials using in-house resources and 3rd party contractors. See Appendix 3: Title VI Related Forms for Spanish, Chinese, and Vietnamese versions of the following vital documents:

1. Title VI Notice to the Public
2. Title VI Complaint Form
3. Complaint Procedure

Factor 2 – Frequency of Contact

PTN staff reviewed the contact frequency with which PTN staff, Headquarters (HQ) and PTC field staff have, or could have, with LEP persons. The PTCs are more likely to encounter LEP persons than HQ staff. In general, PTN staff will likely encounter LEP persons through public meetings, customer service interactions, and through the complaint process.

LEP Interaction

In high Spanish speaking areas, we have bilingual PTCs who can translate information or communicate with Spanish-only speaking individuals. For languages other than Spanish, PTN will utilize a language assistance line to ensure other LEP populations have access to the same materials.

The table below is a summary of instances where PTN had to provide translation services from FY21 – FY23.

| LEP Data 2021-2023 | FY21 | FY22 | FY23 |
|----------------------------------------------------------------------------|-------|---------|---------|
| # of LEP Encounters | 1 | 8 | 4 |
| How many different languages groups are represented in the LEP encounters? | 1 | 0 | 0 |
| # of written translation services provided | 0 | 4 | 0 |
| # of in-person interpretation services provided | 0 | 0 | 4 |
| # of telephone interpretation services provided | 1 | 4 | 0 |
| Cost of written translation services provided | \$790 | \$1,542 | 0 |
| Cost of in-person telephone interpretation services provided | 0 | \$1,620 | \$4,323 |
| # of LEP complaints received | 0 | 0 | 0 |
| # of LEP complaints resolved | 0 | 0 | 0 |

Summary:

For the previous three years, PTN has had multiple LEP encounters. The majority of these encounters have occurred during public meetings where in-person translation services were requested.

1. 2021: PTN spent \$790 on written translation services.
2. 2022: PTN spent \$3,162 on written translation services and in-person and telephone interpretation services.
3. 2023: PTN Spent \$4,323 on in-person and telephone interpretation services.

Based on this information, PTN staff is responsive to LEP requests for language services; therefore, the populations we serve are not underserved due to language barriers.

Factor 3 - Nature and Importance

PTN's language assistance plan is used to ensure LEP individuals have access to information publicly shared by TxDOT and its subrecipients. It is important that LEP individuals have access to the activity, information, service, or program

being shared. In many parts of rural Texas, those communities depend on public transportation as a means of completing their daily life activities: grocery store visits, doctor's appointments, work drop-offs, and other necessities. PTN's subrecipients handle the daily interactions with transit riders, including low income, older adults, persons with disabilities, and Limited English Proficiency populations.

Factor 4 - Available Resources and Cost

TxDOT Districts and Divisions have a purchase order for language assistance services when needed. TxDOT contracts with 3rd party entities through our procurement division in situations where translation services are needed. In the past three years, PTN has spent \$8,275 on language assistance requests. TxDOT continues to budget for translation services and would not have any financial difficulties ensuring these translation services continue into the future. For PTN, when information is disseminated to the public, PTN staff works with TxDOT's District Public Involvement Officers (PIO) to translate documents internally; or externally if the PIO officer can't translate the document. Translation services include American Sign Language (ASL) and Computerized Access Real-time Translation (CARTS).

Language Assistance Plan Updates

PTN periodically monitors, evaluates, and updates its Language Assistance Plan (LAP) to ensure document translation standards match current population trends. This includes annually re-evaluating changes in demographics, services, programs, and other factors that should be considered when determining LEP needs.

When an LAP update is needed, PTN will update their Title VI plan to incorporate the updates and resubmit the plan to FTA for approval. Depending on the complexity of the update, PTN will notify their staff and subrecipients of the change using the following methods:

Minor Update:

1. Email: A short email will be drafted describing the change and how it will impact operations. Once the communication has been vetted by the appropriate parties, the email will be distributed to PTN staff and its subrecipients.
2. Webinar: PTN will present a brief presentation outlining changes in specifics.

Major Update:

1. PTN Division Semi-annual Meetings: In these instances, communication will be sent via email and followed up with an in-person presentation at the semi-annual meeting.
2. PTN Workshops: In situations where an update occurs outside of the semi-annual's frequency, PTN will host a webinar for staff and subrecipients to attend. At this webinar, PTN will describe the changes in length and outline steps for this information to be incorporated into daily operations.

Providing Notice to LEP Persons

When providing notices to the public, PTN will continue to translate outreach and presentation documents into Spanish as that sub-population of the state has the largest need for translation services. Document translation services will also be available for Chinese and Vietnamese LEP populations as well in the appropriate locations. Once translated, these documents will be available in the following locations, at a minimum, prior to the event:

1. TxDOT's website
2. Social media platforms
3. Event flyers
4. Print media (if applicable)

Depending on the event, PTN may use other outreach tools as needed which are the “I Speak” and “Accommodations Statement”. These tools provide LEP persons the opportunity to request services in their specific languages. The “I Speak” document contains the phrase “I speak” in 71 different languages. LEP persons that speak one of these languages may use this card to help PTN staff identify the translation services needed. The “Accommodations Statement” document is used to publicize an event is occurring at a specific time, and that if language translation services are needed to participate in the event, they may contact PTN to request the appropriate services. The current statement includes translations of this summary in English, Spanish, Vietnamese, Chinese, and Arabic. These documents can be located in Appendix 6 (A) and (B): Outreach, Monitoring Forms, and Subrecipients.

Chapter 7: Planning and Advisory Bodies

Advising the Public of Matters Before the Texas Transportation Commission

Public transportation grants are awarded for projects by the Texas Transportation Commission (TTC) in open meetings. Public comments and testimony may be considered. TTC posts meeting agendas and provides information on the TxDOT website.

TxDOT periodically changes, updates, and revises its rules and administrative procedures in the TAC. Changes are developed, reviewed, and discussed in open meetings with the public, stakeholders, the Public Transportation Advisory Committee (PTAC), and the TTC. Changes are posted to the *Texas Register* before being considered for adoption by TTC. The public is encouraged to attend and comment on any proposed rule changes. Changes implemented since the previous Title VI plan's submission are:

- Updated 43 TAC §31.36, Section 5311 Grant Program, addressed an increase in Section 5311 Grant Program funding at the federal level from the Infrastructure Investment and Jobs Act.
- Updates to the federal 5311 program rule also addressed census impacts on funding allocations and provided flexibility in distributing federal emergency relief funding.
- Additionally, the rule update set forth a baseline funding allocation and applied a new distribution approach to program growth, providing both stability and necessary adjustments that reflect the needs and challenges of a growing state.

- The most recent changes to the parts of the TAC related to public transportation safety programs (43 TAC Ch. 31, Subchapter C — Federal Programs) became effective on November 16, 2022.
- The most recent changes to the parts of the TAC related to TxDOT's State Safety Oversight program (43 TAC Ch. 7, Subchapter E — Fixed Rail Guideway System State Safety Oversight Program) became effective on February 19, 2020

Planning and Advisory Bodies

PTN provides administrative and technical support to the Public Transportation Advisory Committee (PTAC) but does not select the membership. PTAC is a nine-seat committee with three seats each appointed by the Governor, the Lieutenant Governor, and the Speaker of the House of Representatives of Texas. PTAC's primary responsibilities include:

- Advising the commission on the needs of the state's public transportation providers
- Advising the commission on the allocation of public transportation funds
- Commenting on rules involving public transportation

PTAC advises TTC on matters related to PTN and the Texas transit agencies. PTAC offers another avenue of public involvement, and PTAC meetings are open to the public.

Chapter 8: Monitoring Subrecipients

Compliance Reviews

PTN monitors each subrecipient's Title VI plan to ensure compliance with FTA Circular 4702.1B, Title VI, and other FTA regulations every three years at a minimum. PTN staff conducts compliance reviews of each subrecipient's Title VI plan using an internal PTN form. There are two versions of this document to account for the differences between planning-only and transit agencies.

PTN will refer to their Title VI checklist for compliance with the following areas:

- | | |
|----------------------------------|------------------------------------------------------------------------|
| 1. Notice to the Public | 6. Committee and Councils |
| 2. Complaint Procedures and Form | 7. Subrecipient monitoring (the subrecipient's Third-Party Contractor) |
| 3. Title VI Investigations | 8. Equity Analysis Facility |
| 4. Public Participation Plan | 9. Board Approval |
| 5. Language Assistance Plan | 10. Fixed Route Requirements *If applicable. |

Additionally, this review includes determining whether the subrecipient is using the latest census data, whether PTN was notified within 10 days of a Title VI complaint, confirming whether a plan was updated as outlined by the subrecipient's requirements, website forms are posted properly, and if their vital document translations match their Language Assistance Plan determination and Limited English Proficiency population.

PTN Monitoring

Separate from the plan reviews that occur every three years, PTC's monitor subrecipients bi-annually to ensure compliance with federal and state regulations related to the type of federal funding they received. During this review, the PTCs will verify the following subrecipient information to ensure federal compliance:

1. Transit Service Changes.
2. Confirm whether the subrecipient has received Title VI complaints since the previous monitoring.
3. Website review to ensure Title VI related information is posted properly.
4. Confirm required forms (Notice to the public) are posted as described in their Title VI plan and the 4702.1b.
5. Confirm subrecipient's monitoring of third-party contractors.

Outside of this monitoring, the PTCs track subrecipient changes that could trigger an interim Title VI plan update; these situations include but are not limited to fare changes, facility construction, and route changes.

Title VI Complaints

Subrecipients are required to notify their assigned Public Transportation Coordinator (PTC) within 10 working days of any transit-related Title VI complaints submitted to their agency. PTN HQ's Communication Manager will share the information with the PTN Compliance Title VI subject matter expert and follow-up appropriately with TxDOT CIV. PTN's Information Officer may also follow up with the subrecipient's PTC to obtain follow-up information.

Appendix 5 illustrates the variety of languages spoken reflective of the 5311, 5339 and 5307 transit agencies across each district transit area. Also included are maps for the 5304 and Planning programs.

Title VI Subrecipient Assistance:

PTN Compliance developed a Title VI template to assist subrecipients in the development of their Title VI Program. The template is an optional resource subrecipients can use if needed. The template follows FTA Circular 4702.1B and is located on PTN's Publications web page here: <https://www.txdot.gov/inside-txdot/forms-publications/forms/public-transportation.html>.

In addition to this assistance, PTN helps subrecipients with the following:

1. Language Translation Services
2. Spanish Translation (Whether verbal or in writing)
3. Title VI Technical Assistance

Third-Party Contractors

Subrecipients who employ contractors and subcontractors to run service on their behalf are responsible for monitoring their vendors for Title VI compliance. In these instances, PTN will review that subrecipient's Title VI plan to ensure they document this process for ensuring their contractors are following the Title VI Program and complying with Title VI.

Complaints of Discrimination

If requested by FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by PTN, the division shall request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis.

Chapter 9: Determination of Site or Location of Facilities

Title 49 CFR § 21.9(b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

PTN provides FTA pass through funds for subrecipients for facilities. PTN does not build facilities, however, PTN subrecipients may build facilities as part of their grant program. Subrecipients are required to conduct their own public outreach when planning to relocate or purchase a new building for public transit use. This information will be included in their individual Title VI plan. Additionally, PTN provides a sample of FTA Region 6’s Categorical Exclusions Worksheet. The worksheet assists subrecipients in complying with the National Environmental Policy Act. The worksheet will also help identify C or D List Categorical Exclusions and provide grantees with a template for documenting a D List Categorical Exclusion. A copy of the sample form can be found on the PTN website: (<https://www.txdot.gov/inside-txdot/forms-publications/forms/public-transportation.html>).

Chapter 10: Statewide Transportation Planning Process

Statewide Planning Activities, Plans, and Programs

The following information outlines statewide planning activities and plans, programs developed and administered by TPP. Activities such as those listed require the analysis of statewide demographic profiles that provide the identification and location of socioeconomic groups including low-income and minority populations. The Economically Disadvantaged Counties Program (EDCP) and the Border Colonia Access Program (BCAP) not only identify but serve the specific needs of low-income and minority populations. TxDOT self certifies that the statewide planning process is done in compliance with applicable requirements, as referenced below. A copy of the self-certification is provided in Appendix 1: Document Approvals.

Development of Travel Demand Models

TxDOT collects travel survey data throughout the State of Texas for the development of local and regional travel demand models prepared by TxDOT. The purpose of the household travel survey is to collect information on the number of trips, trip purpose, and identify any common patterns of travel by households on an average weekday, during the school year, within the urban study area. Data collected from the survey will serve as input to local and/or regional

travel demand models that forecast future travel patterns on the study area's roads and highways. The survey data, along with the model, assists MPOs and MPO-member entities in transportation planning and development of local and regional transportation improvement programs.

Data Collected

The survey collects data and demographic information about the household and its members, such as: age, gender, income range, employment, student status, etc. Other household data collected relates to the number and types of vehicles available for travel. Over a 24-hour period, data is collected on the number and type of trips each member of the household performs. This data is used to develop trip production rates that are input into the travel demand model.

Participants in the Survey

Households are randomly selected via a mailed postcard requesting their participation in the travel survey. The household uses the contact information from this postcard to sign up via web or phone. Participation is voluntary.

How Surveys are Conducted

Households that agree to participate in the survey are directed to either download an APP on their Smartphone or use an online travel diary to capture their travel. If needed, a household may also use the CATI (Computer Assisted Telephone Interview) system to provide their travel data via phone. After each member of the household has completed their travel day inputs, the survey is complete.

When Surveys are Conducted

A Households' travel date is assigned to a weekday when public schools are in session.

Development and Administration of the Statewide Long - Range Transportation Plan (SLRTP)

Demographic and socioeconomic data is collected statewide for the development of the SLRTP. 23 U.S.C, § 135, 23 CFR § 450.216, and 43 TAC § 16.54 define the basic federal and state regulatory framework for the development of the SLRTP, as noted in 23 CFR § 450.216(a), the state must develop a plan with:

“...a minimum 20-year forecast period at the time of adoption, that provides for the development and implementation of the multi-modal transportation system for the State. The long-range statewide transportation plan shall consider and include, as applicable, elements and connections between public transportation, nonmotorized modes, rail, commercial motor vehicle, waterway, and aviation facilities, particularly with respect to intercity travel”.

The SLRTP must also:

- Include capital, operations and management strategies, investments, procedures, and other measures to ensure the preservation and most efficient use of the existing transportation system.
- Reference to other transportation plans, programs, studies, and policies that were relevant to the development of the SLRTP.
- Include safety and security elements.

- Be developed in cooperation and consultation with Metropolitan Planning Organizations (MPOs) and nonmetropolitan officials responsible for transportation, and State, Tribal, and local agencies responsible for land use.
- Include a discussion of potential environmental mitigation activities.
- Have been made available for public review to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties with a reasonable opportunity to comment on the SLRTP (23 CFR § 450.216)

Demographic and Socioeconomic Data

Demographic and socioeconomic data is collected statewide to better assess the multi-modal demands and needs of the users of the transportation system in Texas. Effectively meeting the transportation needs of the state requires consideration of changes in population, employment, and economic trends. Demographic and socioeconomic data from the following sources were used in the development of the SLRTP and identification of transportation needs:

- U.S. Bureau of the Census
- Texas State Data Center
- Texas Comptroller of Public Accounts
- American Community Survey (annual sample of U.S. households)
- HIS Global Insight

The latest SLRTP for Texas, known as the Texas Transportation Plan 2050 (TTP 2050), was adopted by TTC on August 27, 2020, to serve as TxDOT's long-range, performance-based transportation plan. TTP addresses the statewide planning requirements under the current federal surface transportation act, the FAST Act, which replaced the previously authorized Moving Ahead for Progress in the 21st Century Act (MAP-21), and Title 43, Texas Administrative Code, Chapter 16.

TTP 2050 guides planning and programming decisions for the development, management, and operation of the statewide, multimodal transportation system in Texas over the next 30 years.

TTP 2050 includes:

- Public and stakeholder input
- The goals of the 2019-2023 Strategic Plan and builds upon the existing work produced for the Statewide Long-Range Transportation Plan 2040
- Existing and future system conditions and supporting data sources for all modes.

TTP 2050 was developed through a collaborative process of MPOs and communities, as well as city, county, transit, stakeholder, and private company officials.

Development and Administration of the Statewide Transportation Improvement Program

FTA regulations have several requirements related to metropolitan and statewide planning. This document incorporates metropolitan and rural area Transportation Improvement Program (TIP) into a 2021-2024 Statewide Transportation Improvement Program (STIP) as required under Title 23, US Code, Section 135 - Statewide and Nonmetropolitan Transportation Planning.

The STIP is TxDOT's four-year capital improvement program that lists the projects that are to be completed to meet the goals of the SLRTP.

Chapter 11: Program Administration

TxDOT PTN provides FTA funds, including the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) program and the Formula Grants for Rural Areas (Section 5311) program, to subrecipients without regard to race, color, or national origin, and assures that minority populations are not being denied the benefits of or excluded from participation in these programs.

Section 5311 Rural Public Transportation

TxDOT follows a formula in the Texas Administrative Code, as approved by the TTC (43 TAC § 31.36). The allocation to rural transit districts follows set-asides for intercity bus service and state administration. If a portion of a rural transit service area is declared an urbanized area, or the service area is otherwise altered, TxDOT and the rural transit district negotiate an adjustment of funds as appropriate.

43 TAC § 31.36(g) states that TxDOT must ensure the fair and equitable distribution of funds within the state. After funds are subtracted for state administrative expenses, TxDOT allocates Section 5311 funds to local subrecipients in the following manner and order.

Intercity Bus Allocation

Unless the chief executive officer of the state or the executive officer's authorized designee certifies to the Secretary of the USDOT that the intercity bus service needs of the state are being adequately met, TxDOT will allocate not less than 15% of the annual Section 5311 federal apportionment for the development and support of intercity bus transportation facilities and services providing access and connections to rural areas. If it is determined that all or a portion of the set-aside monies is not required for intercity bus service, those funds will be applied to the formula apportionment process. Procedures for determining if a certificate of adequacy is warranted are as follows:

- (A) The department will review all data on intercity bus service availability, including outstanding requests from intercity operators and rural transit districts, and levels of service.
- (B) The department will consult with affected intercity bus service providers and rural transit districts.
- (C) The department will consult with other state agencies that have jurisdiction with respect to intercity bus regulation and seek their recommendations as to the adequacy of current service.

(D) Based on the findings of subparagraphs (A), (B), and (C) of this paragraph, the commission, the chief executive officer of the state or the executive officers authorized designee may certify to the adequacy of intercity bus service.

Need and Performance Allocation

Excluding the amounts allocated as described in the previous paragraph for Intercity Bus Allocation, the balance of the annual Section 5311 federal apportionment, plus the remaining balance of previous Section 5311 federal apportionments, not to exceed \$20,104,352, will be allocated to transit providers as described below. (43 TAC § 31.36(g)(2))

The need-based allocation is 65% considering population weighted at 75% and on land area weighted at 25% by using the latest census data available from, and as defined by, the U.S. Census Bureau for each rural area relative to the sum of all rural areas. (43 TAC § 31.36(g)(2)(A))

The performance-based allocation is 35%. The subrecipient is eligible for funding under this subparagraph if it is in good standing with the department and has little or no deficiencies and no unresolved findings of noncompliance. The commission will award the funding by giving equal consideration to local funds per operating expense, ridership per vehicle revenue mile, and vehicle revenue miles per operating expense. These criteria may be calculated using the subrecipient's annual audit for the previously completed fiscal year, data from other sources, or from the department's records. (43 TAC § 31.36(g)(2)(B))

Funding Stability

43 TAC § 31.36(g)(2)(C) allows for funding stability in distribution of 5311 funds as follows: Subject to the available apportionment, no award to a transit district under this paragraph will be less than 90% of the award to that transit district for the previous fiscal year. All allocations are subject to revision to comply with this standard.

If a rural transit district experiences a negative impact in its performance factor calculations due to the acquisition or loss of service area, a natural disaster, such as wind, fire, flood, or unforeseen anomaly, the department may mitigate that impact with an alternate calculation addressing the specific situation. This calculation may be repeated in subsequent years at the discretion of the department.

Discretionary Allocation

If the amount of the Section 5311 federal apportionments exceeds the maximum amount that may be allocated under paragraph (2) above, (relative to need, performance, and funding stability), a part of that excess, not to exceed 10% of the amount computed by subtracting from the annual Section 5311 federal apportionment, the funds for state administrative expenses and funds allocated for intercity bus transportation will be available to the commission for award at any time during the fiscal year on a pro rata basis, competitively, a combination of both pro rata and competitive, or as a one-time award to address changes in transit district boundaries. Consideration for the award of these additional funds may include, but is not limited to, coordination and technical support activities, compensation for unforeseen funding anomalies, assistance with eliminating waste and ensuring efficiency, maximum coverage in the

provision of public transportation services, adjustment for reductions in purchasing power, furtherance of the department's goals, and reductions in air pollution. An award under this subparagraph will not be considered for the purpose of applying the funding stability allocation process under paragraph (2)(C) above in succeeding fiscal years. (43 TAC § 31.36(g)(3))

Total Vehicle Mile Allocation

Any amount of the annual Section 5311 federal apportionment that is not otherwise allocated under this subsection will be allocated to rural transit areas, with the amount allocated to a rural area based on the proportion of total vehicle miles for that rural area to the total of total vehicle miles for all rural areas. (43 TAC § 31.36(g)(4))

Adjustments to Allocation

If part of a transit district's service area is changed due to declaration by the U.S. Census Bureau or the service area is otherwise altered, the department and that subrecipient shall negotiate an appropriate adjustment in the funding year or any subsequent year, as appropriate.

If a previously designated urbanized area is declared rural by the United States Census Bureau, a public transportation subrecipient serving that area must apply for funds in accordance with 49 TAC § 31.36(g)(6).

Application and Contract

Prior to receiving funds, a subrecipient must complete and comply with all application requirements, rules, and regulations applicable to the Section 5311 program. A completed application must be submitted in a form prescribed by the department and document the need and demand for public passenger transportation services. A contract shall be for no less than 12 months unless authorized by the department. (43 TAC § 31.36(g)(6))

Section 5310 Seniors and Individuals with Disabilities

After the State administrative expenses are set aside, funds will be allocated on a formula basis as follows, in accordance with 43 TAC § 31.31(g):

- For urbanized areas with a population less than 200,000, 25% of the available funds will be allocated equally, using department district boundaries of the districts that include such an area. To allocate the remaining 75%, the department will:
 - Calculate the population of seniors and individuals with disabilities in each of those urbanized areas using the latest census figures available from the U.S. Census Bureau; and
 - Divide each urbanized area's population of seniors and individuals with disabilities by the state's total population for urbanized areas with less than 200,000 in population to determine that urbanized area's formula allocation.

For rural areas, 25% of the available funds will be allocated equally, using department district boundaries of the districts that include such an area. To allocate the remaining 75%, the department will:

- Calculate the population of seniors and individuals with disabilities in each department district using the latest census figures for counties available from the United States Census Bureau; and
- Divide each department district's subtotal of the population of seniors and individuals with disabilities by the state total of that population in rural areas to determine the district's formula allocation.

For urbanized areas with 200,000 population or more for which the department is the designated recipient, funds will be allocated to the respective urbanized area based on the federal apportionment as published in the Federal Register.

Residual Funds

For urbanized areas with populations of less than 200,000 and rural areas. On completion of the project selection, if any portion of the allocation is not needed, the commission or the executive director may distribute the balances, as appropriate, to satisfy unmet needs in other areas of the state. This action may require the department to transfer funds, at the state level, between urbanized and rural areas to fully obligate the state's apportionment.

Urbanized Areas with Populations of 200,000 or More

On completion of the project selection procedures, any unallocated funds for urbanized areas with populations of 200,000 or more will remain in that urbanized area until allocated at a future date.

Section 5304 State Planning and Research Program

The Department has a multi-year funding strategy that includes periodic project calls for those seeking planning financial assistance from the Section 5304 Program. These funds may be used to assist small urban and rural transit agencies and regional transportation planning agencies to develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services to further meet the transportation needs of local residents using current program resources. Funds may also be used to support operational effectiveness and efficiency studies or training and educational programs.

Section 5339 Bus & Bus Facilities Infrastructure Investment Program (49 U.S.C.)

The Grants for Bus and Bus Facilities Program (49 U.S.C. 5339) provide Federal resources available to States and designated recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities.

The federal Section 5339 program funds are distributed by FTA through formula allocations and competitive grants. After fiscal year federal formula apportionments are announced by FTA, TxDOT allocates the funds using Texas Administrative Code (TAC) rule, 31 TAC § 31.30. Per this rule, each recipient shall receive a proportional share of available funding based on the total vehicle miles reported to the department on an annual basis with no recipient receiving less than one percent of the amount available. The mileage is reported by recipients using the TxDOT PTN 128 Texas Transit Operational Report.

Depending on the funding designation, TxDOT's role differs. For rural funds, TxDOT is the Designated Recipient (DR). As the DR, TxDOT is responsible for requesting the funds in TrAMS, FTA's grant management system, and distributing the

funds. TxDOT distributes the funds bi-annually to rural transit districts. TxDOT monitors subrecipients for compliance with local, state, and federal program rules, as well as seeking reimbursement from FTA. Additionally, TxDOT allocates Transportation Development Credits (TDC) to all eligible projects to meet the federal match requirements.

For small urban 5339 funds, TxDOT runs the required 31 TAC § 31.30 formula and authorizes the small urban transit districts to apply directly with the FTA for the funds, due to their status as direct recipients under the FTA §5307 program. As with rural recipients, TDC funds are available for eligible projects but must be requested from TxDOT.

*Note: An area's designation —urban or rural —is based on federal census data.

Discretionary opportunities are available through FTA for various 5339 related projects such as: zero-emission vehicles, facility construction and fleet replacement. FTA grants under this category are awarded on a competitive basis to achieve a range of program goals.

Chapter 12: Demographic Profile of the State of Texas

Texas is the second most populated state in the nation with approximately 29 million people, according to the 2020 Census Data. Participants in the Census identified themselves according to the following, by race and/or ethnicity:

Race alone in combination with one or more other Races:

- White – 79% (This category is further broken down by 40% Hispanic or Latin and 60% not Hispanic or Latin)
- Black only: 11.8%
- Asian only: 5.4%
- American Indian and Alaska Native: 0.3%
- Native Hawaiian and Other Pacific Islander: 0.1%
- Two or More Races: 3%

Maps provided in Appendix 5: Map Information provide illustrations on demographic information for the following programs:

- Sections A and B: Sections 5311 and 5339
- Section D: 5304 Planning Agencies by Minority Percentages (2020)
- Section E: 5304 Planning Regions by Language
- Section H: Urbanized Areas by Minority Percentages (2020)
- Section I: TxDOT Districts by Minority Percentages

Chapter 13: Distribution of Funds for Public Transportation Purposes and Impacts

For fiscal years 2021-2023, PTN allocated federal public transportation operating and capital financial assistance to subrecipients that provided public transportation to eligible populations located within the State of Texas.

The distribution of public transportation financial assistance by PTN in Fiscal Years 2021, 2022, and 2023 for both minority and non-minority populations is provided in the table below. Based on transit providers' varying sizes in populations and service areas for each source of funds, the analyses of distribution and impacts are performed on a per capita basis, comparing minority to non-minority populations. Minority populations were determined to include persons who responded to the 2010 Census as being all race categories other than white and as being Hispanic or Latino. The analyses were performed for financial assistance to agencies with specific service areas for which population data could be assigned.

**Note: These calculations used 2010 Census data; PTN will begin estimating discriminatory impacts using FY 2020 census data beginning with FY 2024 funding.*

Fiscal Year 2021: Summary of Analyses

Based on the analyses for Fiscal Year 2021, PTN determined that there appears to be no discriminatory impacts from the distribution of funds as it pertains to minority populations.

| FY21 | | Award | Weight | White Ave Per Cap | Minority Ave Per Cap | Total Ave Per Cap | | |
|---------------------------------------------------------------------|------------------------------------|--------------------------|----------------|----------------------|-------------------------|----------------------|-------------|------------|
| | 5304 | \$ 1,771,736.00 | 1.27% | \$0.17 | \$0.15 | \$0.32 | | |
| | 5310 | \$ 10,243,584.00 | 7.35% | \$0.26 | \$0.25 | \$0.51 | | |
| | 5311 | \$ 116,407,950.00 | 83.52% | \$6.67 | \$5.19 | \$11.86 | | |
| | 5311 - Discretionary | | 0.00% | - | - | - | Competitive | |
| | 5311 - RTAP | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - ARP | \$ 51,806.00 | 0.04% | - | - | - | Formula | |
| | 5311 - ICB | \$ 8,247,766.00 | 5.92% | - | - | - | Competitive | |
| | 5311 - Formula | \$ 36,306,703.00 | 26.05% | - | - | - | Formula | |
| | 5311 - CARES Act | \$ 67,935,000.00 | 48.74% | - | - | - | Formula | |
| | 5311- ICB Supplemental Call | \$ 550,000.00 | 0.39% | - | - | - | Competitive | |
| | 5311 - American Rescue Plan Act | \$ 3,316,675.00 | 2.38% | - | - | - | Formula | |
| | 5339 | \$ 10,947,799.00 | 7.86% | \$3.48 | \$1.96 | \$5.44 | White | Minority |
| Totals | | \$ 139,371,069.00 | 100.00% | \$5.62 | \$4.38 | \$9.97 | 56% | 44% |
| * \$1,867,552 of 5311 funds were allocated to GCTD / Not new funds. | | | | | | | | |
| * \$1,028,228 of 5339 funds were allocated to GCTD/ Not new funds | | | | | | | | |

(Sources: 2010 Census; Texas Transportation Commission Minute Orders for Public Transportation Funds, FY 2021)

**Gulf Coast Transit district (GCTD) assumed responsibility as a rural transit district replacing Gulf Coast Center.*

Fiscal Year 2022 Summary of Analyses

Based on the analysis for Fiscal Year 2022, PTN determined that there appears to be no discriminatory impacts from the distribution of funds as it pertains to minority populations.

| FY22 | | Award | Weight | White Ave Per Cap | Minority Ave Per Cap | Total Ave Per Cap | | |
|--------|------------------------------------|------------------|---------|----------------------|-------------------------|----------------------|-------------|----------|
| | 5304 | \$ 1,207,500.00 | 1.45% | \$0.03 | \$0.03 | \$0.06 | | |
| | 5310 | \$ 9,018,092.00 | 10.83% | \$0.30 | \$0.28 | \$0.58 | | |
| | 5311 | \$ 42,645,552.00 | 51.21% | \$0.73 | \$1.06 | \$1.79 | | |
| | 5311 - Discretionary | \$ 6,911,415.00 | 8.30% | - | - | - | Competitive | |
| | 5311 - RTAP | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - ARP | \$ - | 0.00% | - | - | - | Formula | |
| | 5311 - ICB | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - Formula | \$ 35,734,137.00 | 42.91% | - | - | - | Formula | |
| | 5311 - CARES Act | \$ - | 0.00% | - | - | - | Formula | |
| | 5311- ICB Supplemental Call | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - American Rescue Plan Act | \$ - | 0.00% | - | - | - | Formula | |
| | 5339 | \$ 30,411,311.00 | 36.52% | \$2.16 | \$1.36 | \$3.52 | White | Minority |
| Totals | | \$ 83,282,455.00 | 100.00% | \$0.65 | \$0.76 | \$1.40 | 47% | 54% |

(Sources: 2010 Census; Texas Transportation Commission Minute Orders for Public Transportation Funds, FY 2022)

Fiscal Year 2023: Summary of Analyses

Based on the analysis for Fiscal Year 2020, PTN determines no discriminatory impacts from the distribution of funds as it pertains to minority populations.

| FY23 | | Award | Weight | White Ave Per Cap | Minority Ave Per Cap | Total Ave Per Cap | | |
|--------|------------------------------------|------------------|---------|----------------------|-------------------------|----------------------|-------------|----------|
| | 5304 | \$ 920,000.00 | 1.59% | \$0.02 | \$0.02 | \$0.04 | | |
| | 5310 | \$ 13,425,493.00 | 23.13% | \$0.42 | \$0.39 | \$0.82 | | |
| | 5311 | \$ 43,687,678.00 | 75.28% | \$0.90 | \$1.30 | \$2.20 | | |
| | 5311 - Discretionary | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - RTAP | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - ARP | \$ - | 0.00% | - | - | - | Formula | |
| | 5311 - ICB | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - Formula | \$ 43,687,678.00 | 75.28% | - | - | - | Formula | |
| | 5311 - CARES Act | \$ - | 0.00% | - | - | - | Formula | |
| | 5311- ICB Supplemental Call | \$ - | 0.00% | - | - | - | Competitive | |
| | 5311 - American Rescue Plan Act | \$ - | 0.00% | - | - | - | Formula | |
| | 5339 | \$ - | 0.00% | - | - | - | White | Minority |
| Totals | | \$ 58,033,171.00 | 100.00% | \$0.77 | \$1.07 | \$1.84 | 42% | 58% |

(Sources: 2010 Census; Texas Transportation Commission Minute Orders for Public Transportation Funds, FY 2023)

Appendix 1: Document Approvals

A. Document acknowledging and approving TxDOT PTN's Title VI Program (2024-2027)

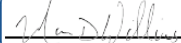
DocuSign Envelope ID: 3576C75C-DE15-4478-9F27-2CF6F87ABDAA



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

Subject: The Public Transportation Division (PTN) Title VI Program Approval by Texas Department of Transportation (TxDOT) Executive Director

In accordance with the Federal Transit Administration Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients (October 1, 2012), I approve the Texas Department of Transportation Public Transportation Division's Title VI Program for Federal Transit Administration Recipients. This plan will go into effect June 1, 2024 – May 31, 2027.

DocuSigned by:

0E1B35AE191749E
Marc D. Williams, P.E.
Executive Director

3/10/2024

Date

B. Document acknowledging and approving TxDOT PTN's Revised Title VI Program (July 2025)

DocuSign Envelope ID: 22A9C66C-1751-4DA1-B804-B538D3FAE0E4



125 E 11th St | Austin, Texas 78701
512.463.8588
txdot.gov

Subject: The Public Transportation Division (PTN) Title VI Program Approval of revisions made July 2025 by Texas Department of Transportation (TXDOT) Executive Director.

In accordance with the Federal Transit Administration Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration Recipients, I approve revisions to the PTN Title VI Program (2024-2027), as described on page 4, section "Interim Update-2025".

DocuSigned by:

0E1B35AE191749E
Marc D. Williams, P.E.
Executive Director

7/15/2025

Date

C. FTA and FHWA Joint Approval of FY 2023-2026 STIP

To access the entire document, click here: <https://ftp.txdot.gov/pub/txdot/tpp/stip/2023-2026/federal-approval-letter.pdf>



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION 819 TAYLOR STREET, ROOM 14A02
FORT WORTH, TEXAS 76102-9003
FEDERAL HIGHWAY ADMINISTRATION 300 E. 8TH STREET, ROOM 826
AUSTIN, TEXAS 78701

November 18, 2022

Refer to: HPP-TX

Re: Joint Approval of FY 2023-2026 Statewide
Transportation Improvement Program (STIP)

Marc Williams
Executive Director
Texas Department of Transportation
125 E. 11th Street
Austin, Texas 78701

Attention: Humberto Gonzalez Jr.

Mr. Williams:

We have reviewed the TxDOT approved FY 2023-2026 Statewide Transportation Improvement Program (STIP) submitted electronically on November 1, 2022. Supplemental information was provided to Federal Partners on October 3, and November 7, 2022 which identified projects let from the FY 2021-24 STIP. Supplemental information regarding the Development Authority clarifying and documenting assumptions was provided to the Federal Partners on November 5th. Additionally, discussions with TxDOT on November 17th resolved questions on the Category 3, non-traditional funding (local contributions) and available grouped project available funds shown as part of the Fiscal Constraint demonstration in the FY 2023-26 STIP. The updated documentation is available on the FY 2023-2026 eSTIP Portal. Based on material provided and the information noted above, the Federal Partners are satisfied that the FY 2023-2026 initial STIP is fiscally constrained.

Portions of the FY 2023-2026 STIP for the Dallas-Fort Worth, El Paso, Houston-Galveston, San Antonio non-attainment/maintenance areas, and the Beaumont-Port Arthur orphan area have been reviewed for consistency with their currently conforming Transportation Plans. Based upon this review, we hereby find that the TIPs for these areas conform, except as otherwise noted in the enclosed project specific comments.

In accordance with 23 CFR 450.218, the FY 2023-2026 STIP includes the Transportation Improvement Programs (TIP) for each of Texas' Metropolitan Planning Organizations (MPO). We jointly find that the State of Texas and its twenty-three MPOs have generally complied with the joint statewide and metropolitan planning regulations issued by FTA and FHWA pursuant to Title 23 United States Code (USC) Sections 134 and 135, and the Federal Transit Act under Title 49 USC, as certified within the STIP documentation.

Based upon our review and the attached Federal Planning Finding, the FY 2023-2026 STIP is hereby approved subject to the enclosed comments. Please note STIP approval for projects that are not federally funded is not intended to provide federal endorsement or action. The Federal partners look forward to continuing to work with TxDOT and Texas' MPOs on the successful implementation of this STIP. We thank TxDOT-TPP staff for their effort to complete the review and approval of the 2023-2026 STIP.

Please contact Ms. Lynn Hayes, FTA at (817) 978-0565, or Ms. Genevieve Bales, FHWA at (512) 536-5941 should you have any questions concerning this action.

Sincerely yours,

DAVID EDMUND BARTELS
Digitally signed by DAVID EDMUND BARTELS
Date: 2022.11.18
18:38:10 -0500
David Bartels, Director
Planning and Program Development
Federal Transit Administration
Region VI

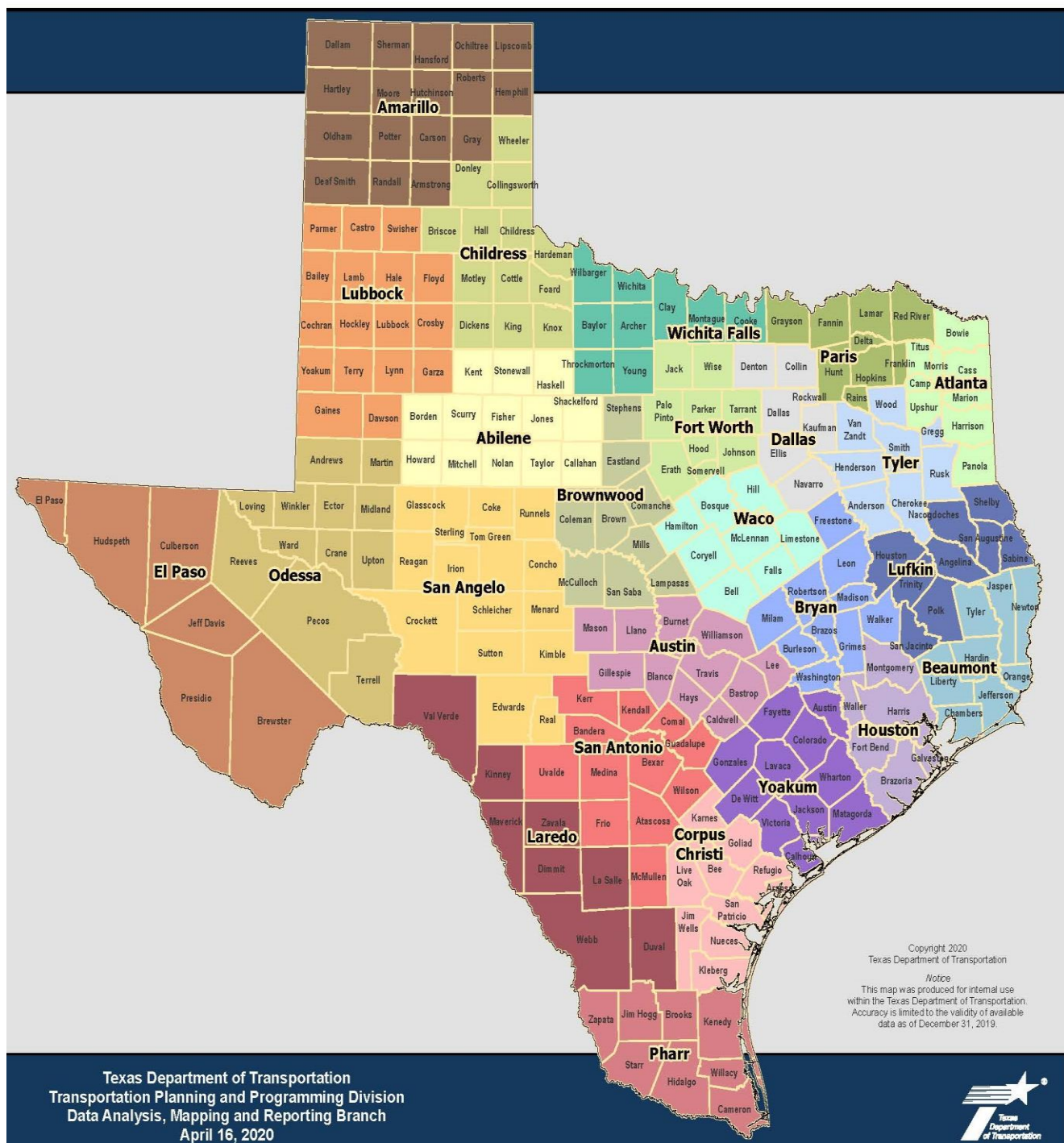
Michael T. Leary
Michael T. Leary, Director
Planning and Program Development
Federal Highway Administration
Texas Division

Enclosure

cc:
Lynn Hayes, FTA, Region VI
Lori Morel, TxDOT TPP
Kelly Kirkland, TxDOT PTN
FHWA-HA-TX, HB-TX, HAM-TX, HPP-TX

Appendix 2: District Maps and Title VI Related Information

A. TxDOT Districts (2020)



B. TxDOT Title VI Requirements for Subrecipients

TxDOT has a nondiscrimination program and policy statement that includes sex, age, and disability.

Title VI Requirements for Subrecipients



Recipients of Federal financial assistance are required to comply with various nondiscrimination laws and regulations. The requirements extend to subrecipients such as cities, counties, consultants, contractors, suppliers, universities, colleges, planning agencies, and subcontractors of those subrecipients who receive federal financial assistance through the Texas Department of Transportation (TxDOT). The following information, while not comprehensive, highlights steps subrecipients should take to achieve compliance with TxDOT's Title VI program. Additional information, including examples, can be found in the [Title VI Subrecipient Compliance Assessment Tool Technical Assistance Guide](#).

Nondiscrimination Policy Statement

A policy statement that assures nondiscrimination to the effect that no person shall on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity must be signed by the head of the agency and circulated internally and to the general public.

Nondiscrimination Assurances

Subrecipients must sign the U.S. DOT Standard Title VI Assurances. General nondiscrimination language from the assurances must be included in all solicitations for bid or requests for proposals. The clauses of Appendix A and Appendix E must be included in every contract or agreement that you enter into. Form FHWA-1273 must also be physically attached to all federal-aid construction contracts of \$10,000 or more.

Nondiscrimination Coordinator

A Title VI Coordinator must be designated, who has a responsible position in the organization with access to the head of the agency.

Nondiscrimination Plan

Subrecipients must have a Title VI Nondiscrimination plan that communicates how the agency implements its nondiscrimination policies.

External Discrimination Complaints

A list of all external discrimination complaints and lawsuits filed against the agency must be maintained. The information in this list should include: the identification of each complainant by race, color, sex, or national origin; the name of the complainant; the nature of the complaint; the dates the complaint was filed and the investigation was completed; the disposition and date; and other pertinent information. Your external discrimination complaint processing procedures should also include a timeline for submitting a complaint.

Limited English Proficiency (LEP)

Responsible steps must be taken to ensure meaningful access to the benefits, services, information, and other important portions of your programs and activities for individuals who are LEP.

Public Participation

Subrecipients should provide an opportunity for public involvement and full access to the decision making process in each stage of the planning and development of transportation projects. Efforts must be documented in a Public Participation Plan.

Data Collection and Analysis

Procedures must be developed for the collection of statistical data (race, color, national origin, sex, disability, and age) of participants in and beneficiaries of your programs (e.g., impacted citizens, and affected communities).

Annual Reporting

Subrecipients must develop an annual work plan to document how the agency is effectively implementing its Title VI/Nondiscrimination responsibilities.

TxDOT Title VI Notice

TxDOT has a nondiscrimination program and policy statement inclusive of race, color, and national origin (Title VI) as well as sex, age, and disability.



Title VI

Protecting your civil rights is good business

It is our policy to ensure that no person in the United States of America shall on the grounds of race, color, national origin, sex, age or disability be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of our programs and activities.

The Department assures full compliance with Title VI of the Civil Rights Acts of 1964, the Civil Rights Restoration Act of 1987 and related statutes and regulations in all programs and activities.

Any person who believes they have been subjected to unlawful discriminatory practices under Title VI has the right to file a formal complaint. Any such complaint must be filed in writing or in person with the Texas Department of Transportation, Civil Rights Division within 180 days following the date of the alleged discriminatory action.

Contact Us:

Civil Rights Division
125 East 11th Street
Austin, Texas 78701-2483

(512) 416-4700
CivilRights@TxDOT.gov



www.txdot.gov

C. TxDOT Title VI Notice (Spanish poster)

TxDOT has a nondiscrimination program and policy statement inclusive of race, color, and national origin (Title VI) as well as sex, age, and disability.



Título VI

Proteger sus derechos civiles es un buen negocio

Es nuestra política garantizar que ninguna persona en los Estados Unidos de América sea excluida de la participación en, se le niegue el beneficio de, o de otra manera sea sometida a la discriminación bajo cualquiera de nuestros programas y actividades por motivos de raza, color, origen nacional, sexo, edad o discapacidad.

El Departamento asegura el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1967 y los estatutos y normas conexas dentro de todos los programas y actividades.

Cualquier persona que crea que ha sido sometida a prácticas discriminatorias ilegales bajo el Título VI tiene el derecho de presentar una denuncia formal. Cualquier denuncia de este tipo debe presentarse por escrito o en persona ante la División de Derechos Civiles del Departamento de Transporte de Texas dentro de los 180 días siguientes a la fecha de la presunta acción discriminatoria.

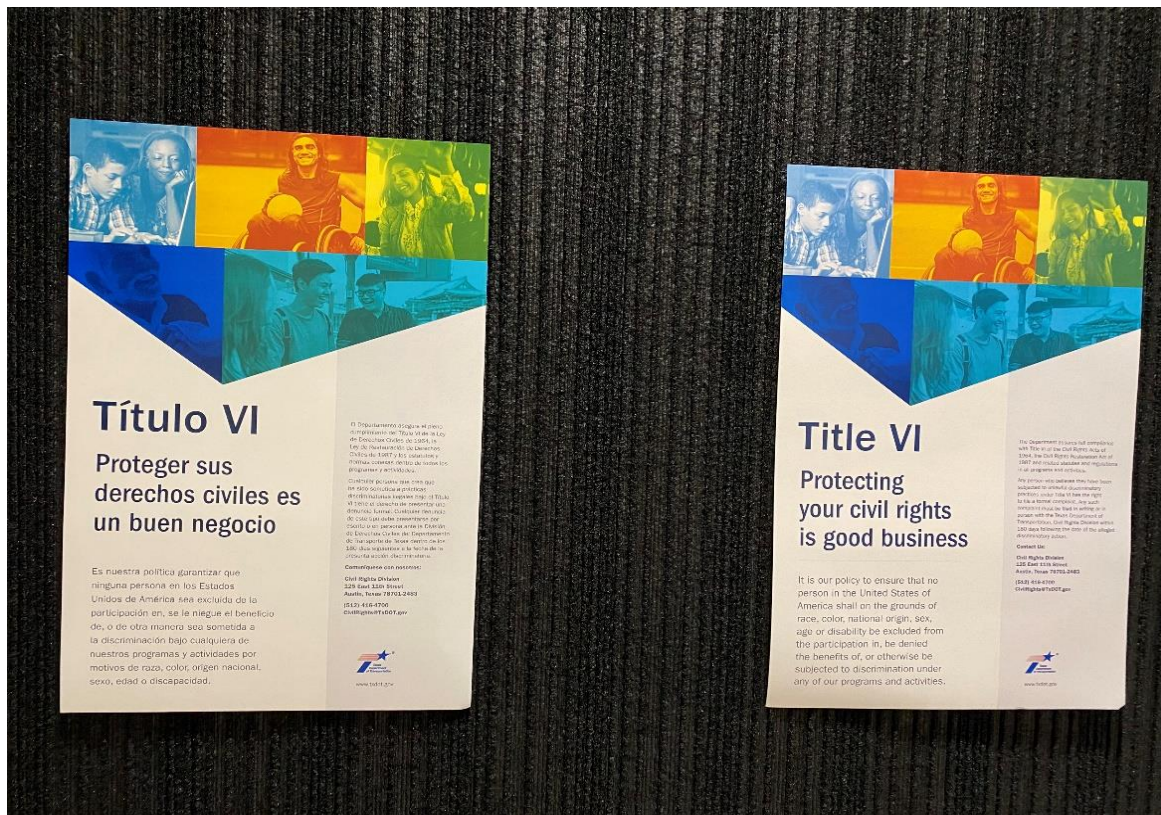
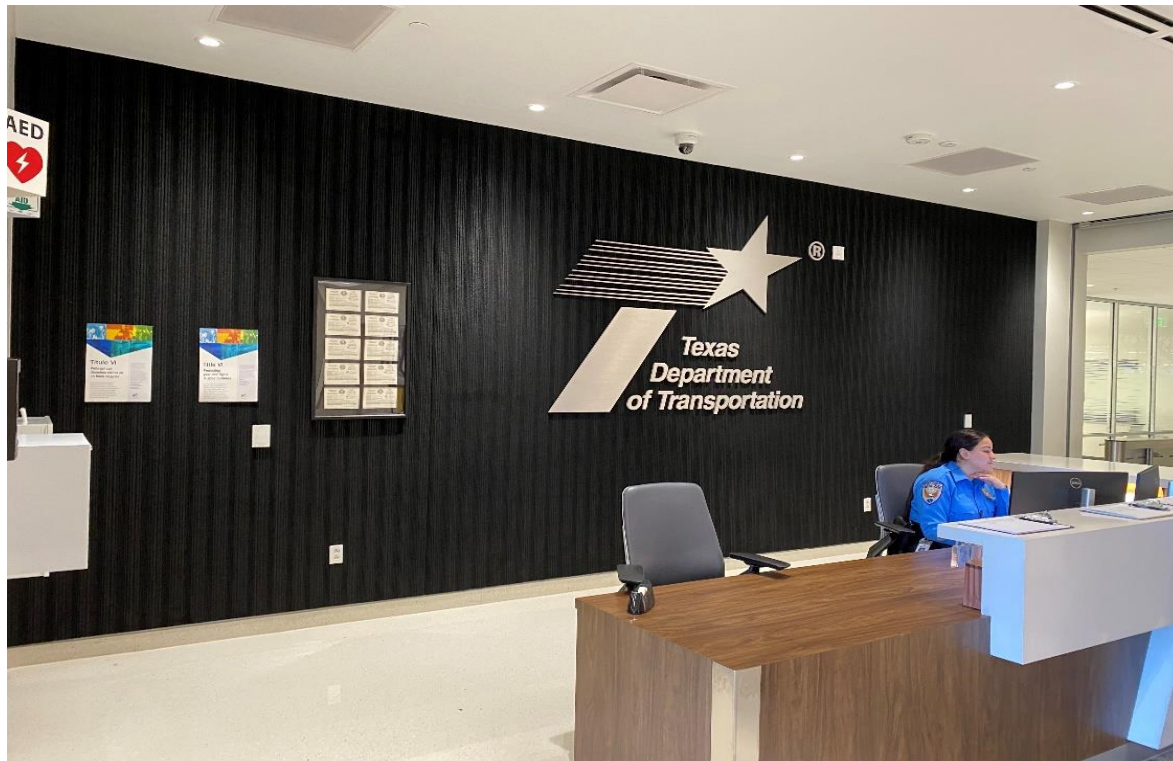
Comuníquese con nosotros:

Civil Rights Division
125 East 11th Street
Austin, Texas 78701-2483
(512) 416-4700
CivilRights@TxDOT.gov



www.txdot.gov

D. TxDOT Title VI Stassney HQ Lobby Display



Appendix 3: Title VI Related Forms

A. Title VI Complaint Form

A copy of TxDOT's Complaint Form-2193 is available in English, Spanish, Vietnamese, Chinese (simplified), and Arabic here: <https://www.txdot.gov/about/programs/civil-rights/title-vi-nondiscrimination.html>.

(Note: English and Spanish versions shown below.)



Title VI and ADA Complaint Form

Form 2193
(Rev. 06/24)
Page 1 of 4

Last Name: _____ First Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Alternative Phone Number: _____
Email: _____

Please indicate the basis of your complaint:

- ☐ Race _____ ☐ National Origin _____
☐ Color _____ ☐ Disability _____

Date and place of alleged discriminatory actions. Please include the earliest date of discrimination and the most recent date 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 which you believe was the cause for the alleged retaliation.

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



Title VI and ADA Complaint Form

Form 2193
(Rev. 06/24)
Page 2 of 4

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 | Email: | Telephone |
|----|------|--------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- ☐ U.S. Department of Transportation _____
☐ Federal Highway Administration _____
☐ Federal Transit Administration _____
☐ Office of Federal Contract Compliance Programs _____
☐ U.S. Equal Employment Opportunity Commission _____
☐ U.S. Department of Justice _____
☐ Other _____

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

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



Title VI and ADA Complaint Form

Form 2193
(Rev. 06/24)
Page 3 of 4

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

For ADA Complaints only, please provide the following information:

If applicable, please provide a description and the exact location of the non-accessible feature.

Street Name: _____

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

Street Name: _____

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

☐

Please provide comments, suggestions, or other information that may assist us in providing a better service to you.



Title VI and ADA Complaint Form

Form 2193
(Rev. 06/24)
Page 4 of 4

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

Complainant's Signature

Date

Submit Form

You can also fax this form to 512-486-5539 or mail it to:
Texas Department of Transportation
Civil Rights Division
125 E. 11th Street
Austin, TX 78701

FOR OFFICE USE ONLY

Date Complaint Received: _____ Case #: _____

Processed by: _____ Date Referred: _____

Referred to: ☐ USDOT ☐ FHWA ☐ FTA ☐ OFCCP ☐ Other _____

Title VI Complaint Form - Spanish



**Formulario de Denuncia de
Discriminación Externa**

Form 2193-S
(Rev. 06/24)
Page 1 of 4

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

Indica por favor la(s) base(s) de su queja:

- ☐ 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):



Formulario de Denuncia de Discriminación Externa

Form 2193-S
(Rev. 06/24)
Page 2 of 4

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

¿Ha hablado sobre la queja con algún representante de TxDOT? 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.

| |
|--|
| |
|--|



Formulario de Denuncia de Discriminación Externa

Form 2193-S
(Rev. 06/24)
Page 3 of 4

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

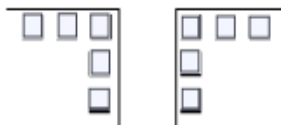
Por favor incluya la siguiente información solo para las Denuncias de Discriminación:

Si es pertinente, favor de incluir una descripción y el local exacto donde no se tiene accesibilidad.

Nombre de la calle:



Nombre de la calle:



Por favor incluya comentarios, sugerencias y cualquier otra información que nos pueda ayudar en proveerle un mejor servicio..



Formulario de Denuncia de Discriminación Externa

Form 2193-S
(Rev. 06/24)
Page 4 of 4

No podemos aceptar una queja sin firma. Favor de incluir su firma y la fecha a continuación:

Firma del Demandante

Fecha

Enviar formulario

También puede enviar este formulario por fax a 512-486-5539 o enviar forma firmada al:
Departamento de Transporte del Estado de Texas
Sección de Derechos Civiles
125 E. 11th Street
Austin, TX 78701

FOR OFFICE USE ONLY


Date Complaint Received: _____ Case #: _____

Processed by: _____ Date Referred: _____

Referred to: ☐ USDOT ☐ FHWA ☐ FTA ☐ OFCCP ☐ Other _____

C. Title VI Complaint Form (TxDOT.gov)

Appendix 9 captures all complaints and not just those for Civil Rights. Once the complaint is filed, it will be routed to TxDOT Civil Rights Division. The form can be accessed here: <https://www.txdot.gov/contact-us/form.html?id=>



TEXAS DEPARTMENT OF TRANSPORTATION

A - Z Site Index | Contact Us | Español

Driver | Business | Government | Inside TxDOT | Careers

Contact Us

Office hours for TxDOT offices are Monday-Friday, 8 a.m. to 5 p.m. Central Time (Mountain Time, El Paso District only). To contact us by phone or by mail, [click here](#).

In case of emergency
CALL 9-1-1

* Is this a complaint? ☐ Yes ☐ No (Read about TxDOT's [complaint process](#).)

* Contact Reason:

Civil Rights

Please select...

Civil Rights

Construction

Crash reports/records

Customer Service

Drainage

Human Resources

Intersection safety

Legislative/Policy

Lighting

How would you prefer to contact us?
☐ E-Mail ☐ Phone

Your contact information

Salutation:

Title:

* First Name:

* Last Name:

* E-mail Address:

* Confirm E-mail Address:

Mailing Address:

53

Appendix 4: Language and Literacy Information

A. Languages Spoken at Home

The 2022 American Community Survey – Languages: Data is the most current available.

| | A | B |
|----|-----------------------------------------------------------------------------------------|---------------------------|
| 1 | ***Population 5 years of age and over | |
| 2 | Total Population Estimate*** | 28,147,854 |
| 3 | Language | Number of Speakers - 2022 |
| 4 | English | 18,256,559 |
| 5 | Spanish | 7,973,826 |
| 6 | Vietnamese | 226,568 |
| 7 | Chinese | 189,073 |
| 8 | Arabic | 113,525 |
| 9 | Urdu | 98,503 |
| 10 | Hindi | 96,075 |
| 11 | Yoruba, Twi, Igbo | 94,602 |
| 12 | French | 92,675 |
| 13 | Tagalog | 92,169 |
| 14 | Telugu | 83,752 |
| 15 | Korean | 75,305 |
| 16 | German | 65,703 |
| 17 | Nepali, Marathi | 61,892 |
| 18 | Tamil | 50,088 |
| 19 | Gujarati | 48,297 |
| 20 | Malayam, Kannada | 47,759 |
| 21 | Swahili | 40,328 |
| 22 | Russian | 36,832 |
| 23 | Portuguese | 36,766 |
| 24 | Persian | 34,577 |
| 25 | Amharic, Somali | 32,138 |
| 26 | Ilocano, Samoan, Hawaiian | 28,118 |
| 27 | Bengali | 23,568 |
| 28 | Japanese | 21,561 |
| 29 | Thai, Lao | 21,455 |
| 30 | Yiddish | 18,180 |
| 31 | Ukrainian | 15,770 |
| 32 | Italian | 14,061 |
| 33 | Mon-Khmer, Cambodian | 13,320 |
| 34 | Punjabi | 11,117 |
| 35 | Hebrew | 9,116 |
| 36 | Polish | 9,038 |
| 37 | Serbo-Croatian | 8,013 |
| 38 | French Creole/Haitian | 7,598 |
| 39 | Greek | 6,184 |
| 40 | Armenian | 1,152 |
| 41 | Hmong | 699 |
| 42 | Navajo | 273 |
| 43 | TOTAL SPECIFIED | 28,056,235 |
| 44 | TOTAL UNSPECIFIED | 91,619 |
| 45 | SOURCE: | |
| 46 | LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER | |
| 47 | Universe: Population 5 years and over more information | |
| 48 | 2022 American Community Survey 1-Year Estimate | |

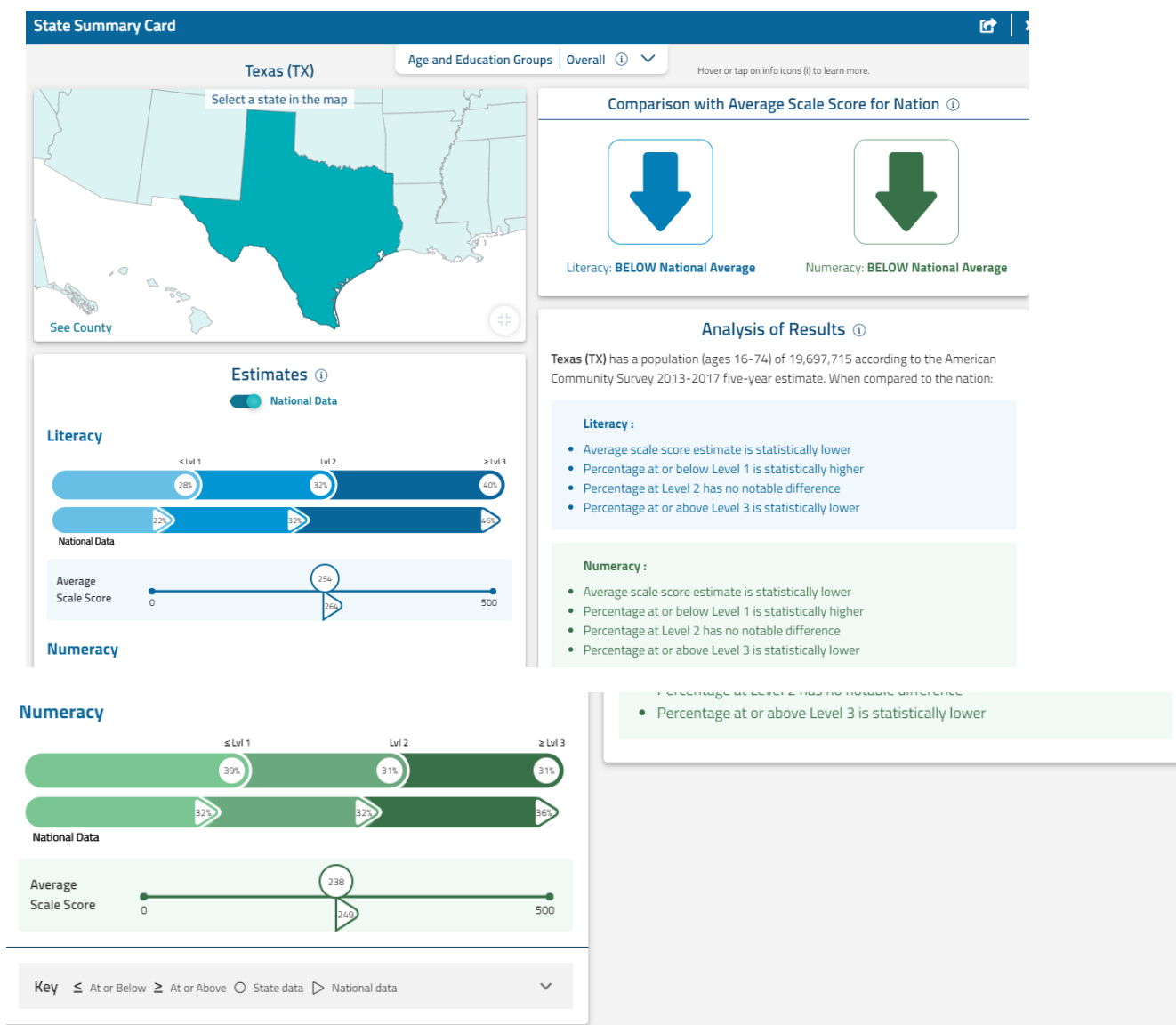
B. Literacy Data

International Assessment of Adult Competencies (PIAAC), U.S. Skills Map: State and County Indicators of Adult Literacy and Numeracy. US Literacy Rate Statistics for 2023 (Trends & Data)

Literacy Statistics-Top 10 States with the Lowest Literacy Rates in 2023:

Let's now have a look at the 10 states with the most illiterate rates.

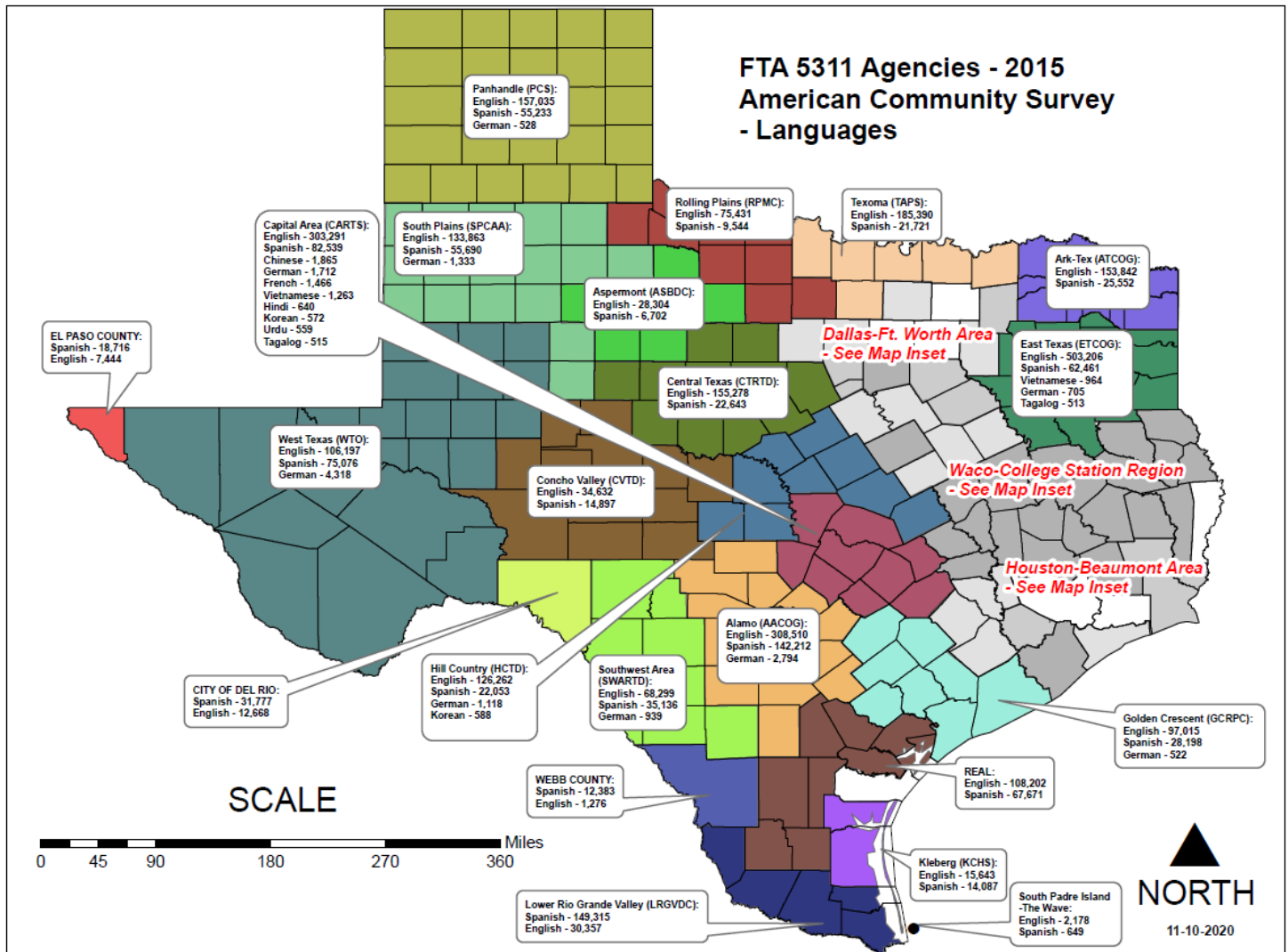
| State | Literacy Rates | Numeracy Rate | Illiteracy Rate | Population with a bachelor's degree |
|------------|----------------|---------------|-----------------|-------------------------------------|
| New Mexico | 70.9% | 60.5% | 29.1% | 16% |
| California | 71.6% | 64% | 28.4% | 22.1% |
| Texas | 71.8% | 61.5% | 28.2% | 21.2% |



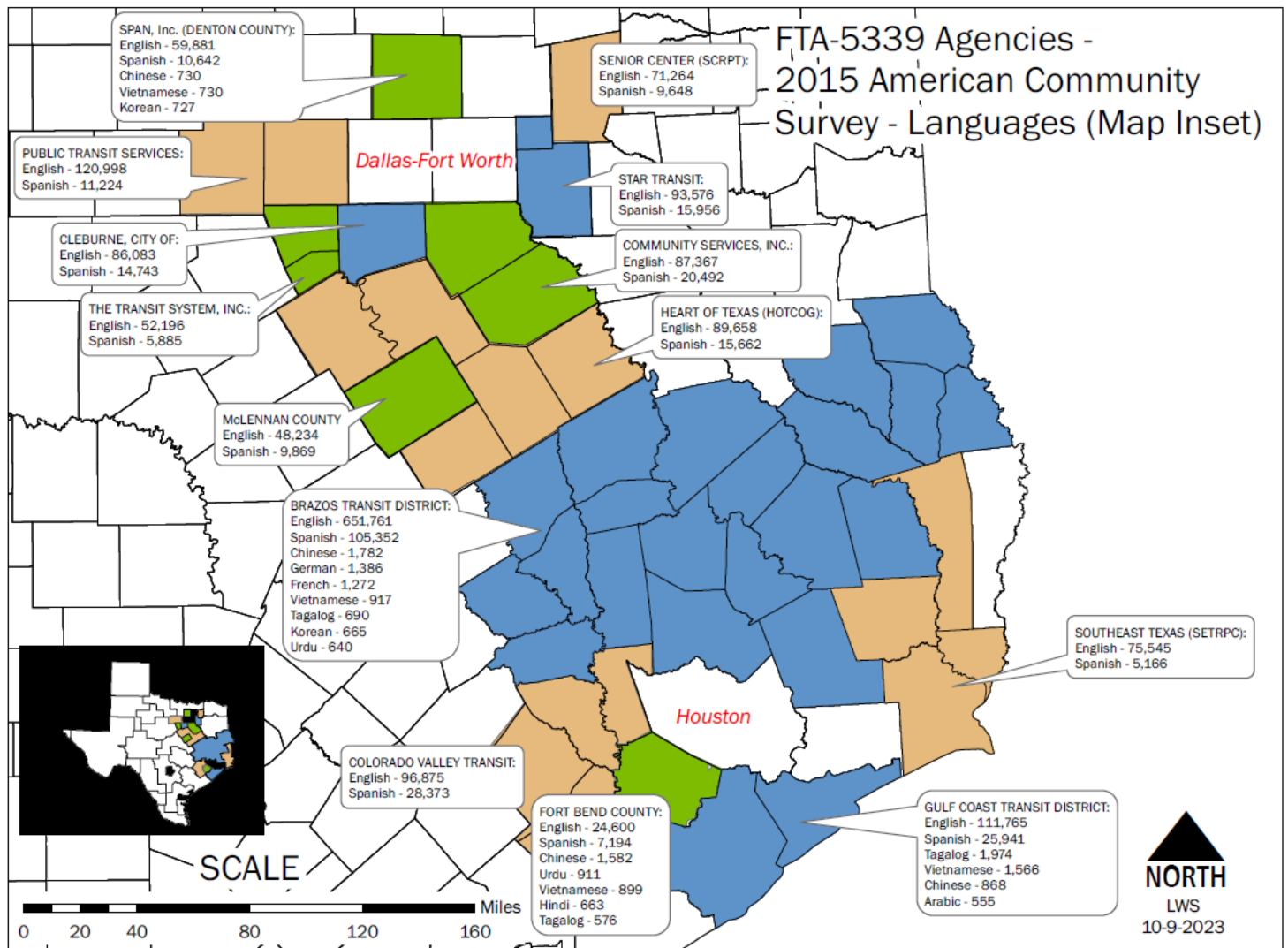
Appendix 5: Map Information

A. PTN Subrecipients – FTA Section 5311

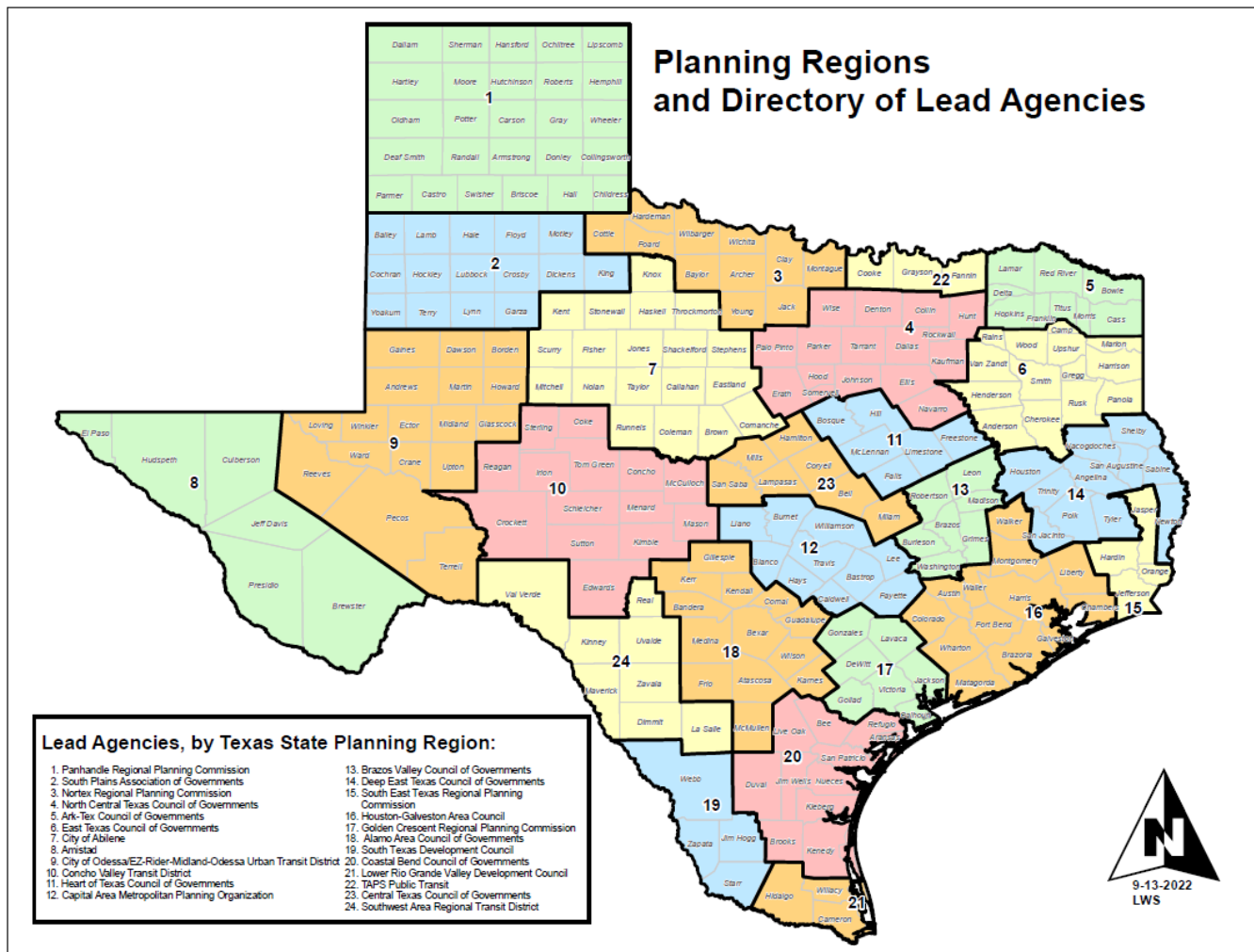
The following map provides data for the FTA Section 5311 Formula Program. The same data is applicable to the FTA Section 5339 Program. The 2015 American Community Survey – Languages: Data is the most current available.



B. PTN Subrecipients 5339 Formula Program



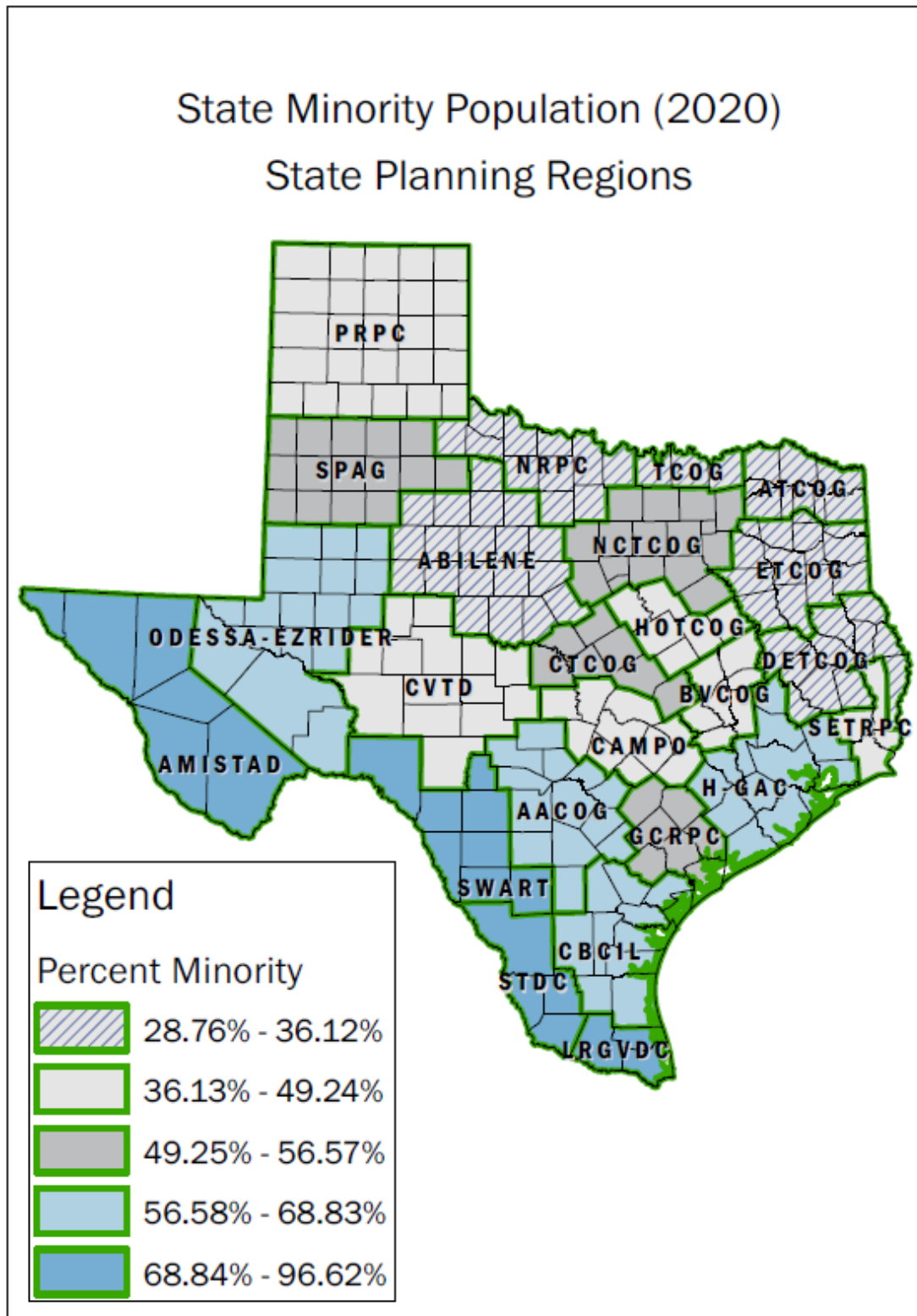
c. 5304 Planning Agencies (2020)



Planning Agency List:

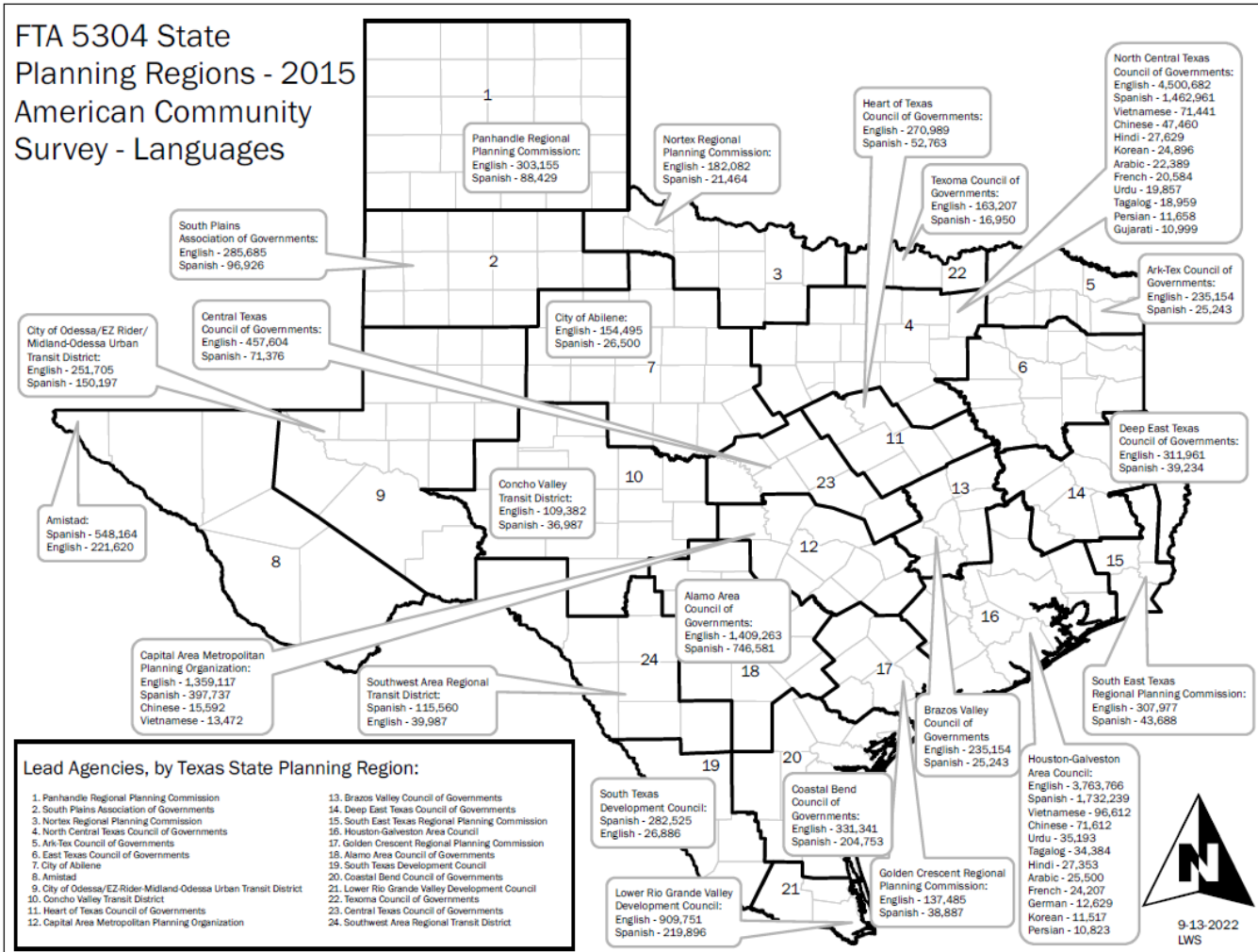
- | | |
|-----------------------------------------------------|---------------------------------------------------|
| 1. Panhandle Regional Planning Commission | 13. Brazos Valley Council of Governments |
| 2. South Plains Association of Governments | 14. Deep East Texas Council of Governments |
| 3. Nortex Regional Planning Commission | 15. South East Texas Regional Planning Commission |
| 4. North Central Texas Council of Governments | 16. Houston-Galveston Area Council |
| 5. Ark-Tex Council of Governments | 17. Golden Crescent Regional Planning Commission |
| 6. East Texas Council of Governments | 18. Alamo Area Council of Governments |
| 7. Abilene, City of | 19. South Texas Development Council |
| 8. Project Amistad | 20. Coastal Bend Council of Governments |
| 9. Permian Basin Regional Planning Commission | 21. Lower Rio Grande Valley Development Council |
| 10. Concho Valley Transit District | 22. TAPS Public Transit |
| 11. Heart of Texas Council of Governments | 23. Central Texas Council of Governments |
| 12. Capital Area Metropolitan Planning Organization | 24. Southwest Area Regional Transit District |

D. PTN Subrecipients, 5304 Planning Agencies by Minority Percentage (2020)



E. 5304 Planning Regions by Language

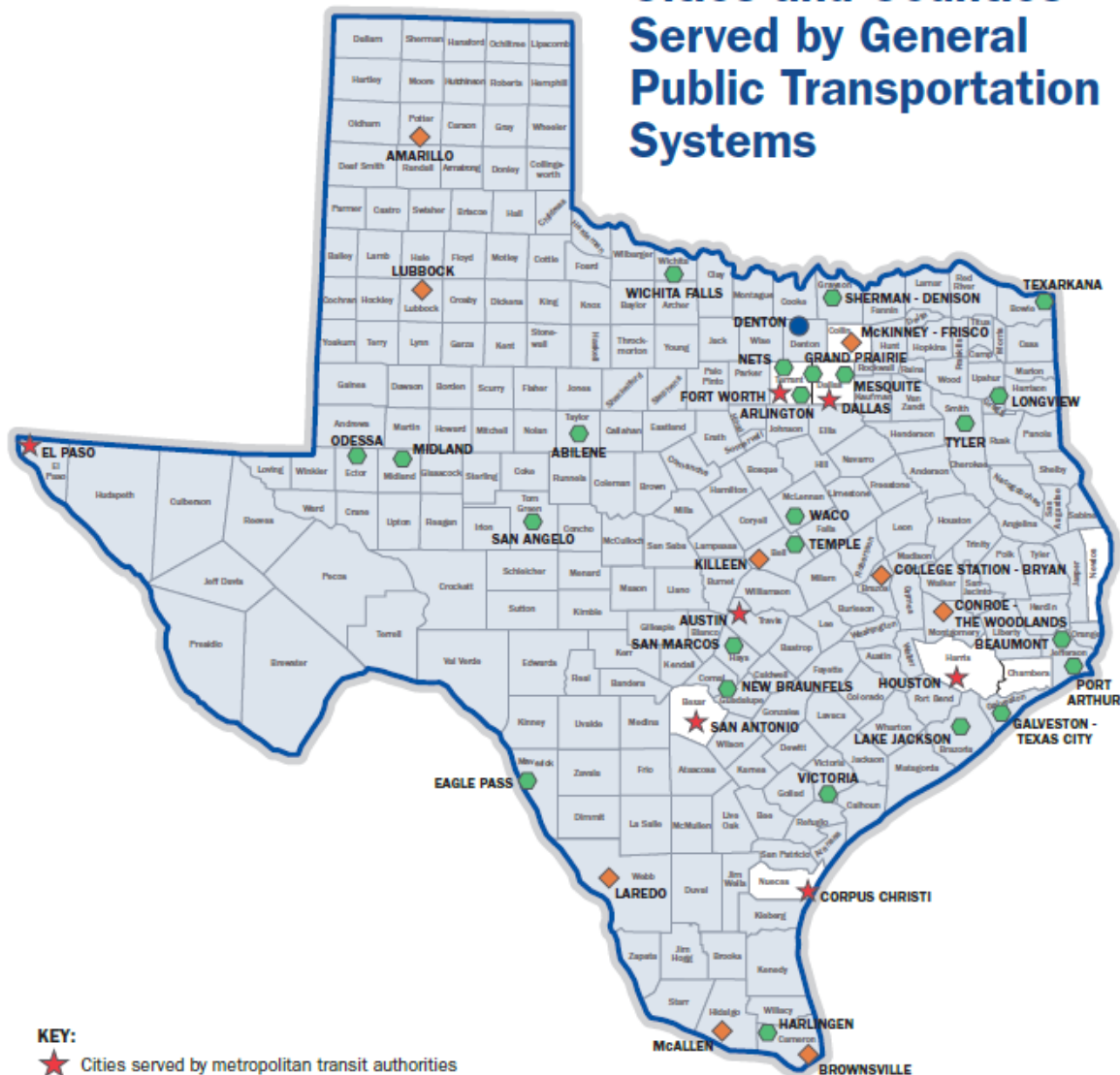
The 2015 American Community Survey – Languages: Data is the most current available.



F. Cities & Counties Served by General Public Transportation Systems



Cities and Counties Served by General Public Transportation Systems

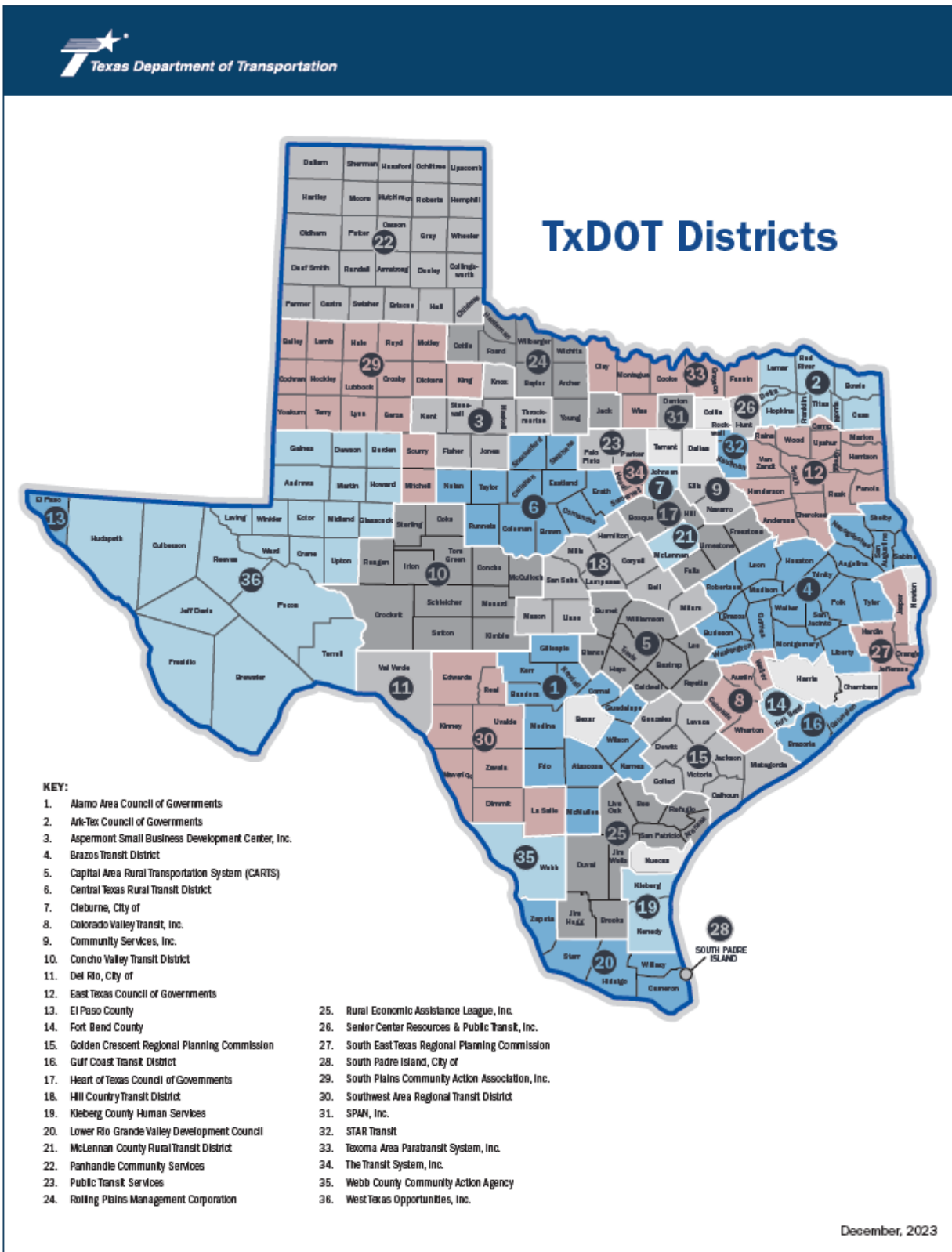


KEY:

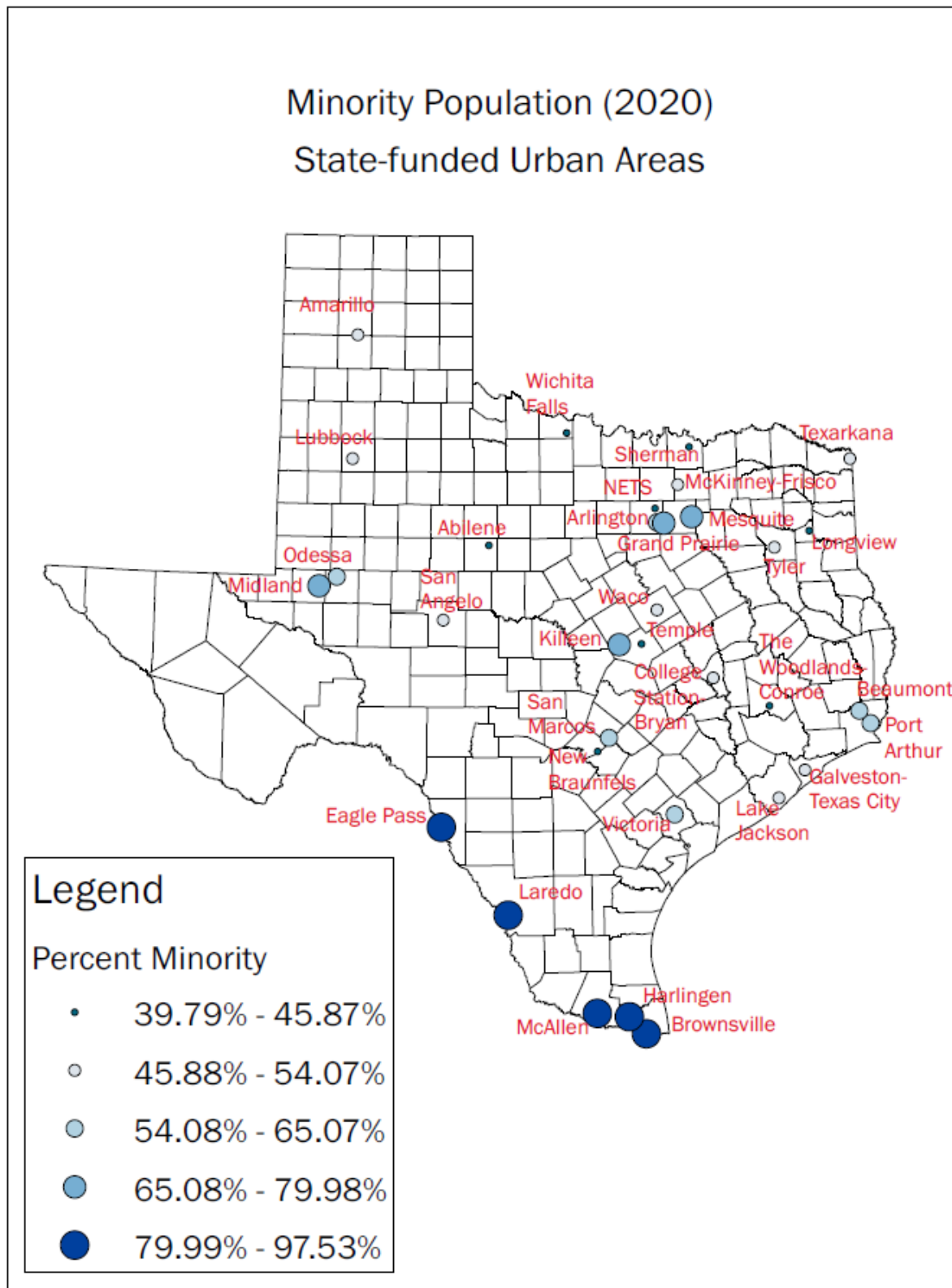
- ★ Cities served by metropolitan transit authorities
- Cities/Counties served by coordinated county transportation authority
- ◆ Cities served by large urban area transit districts
- Cities served by small urban area transit districts
- Counties served by rural transit districts

December, 2023

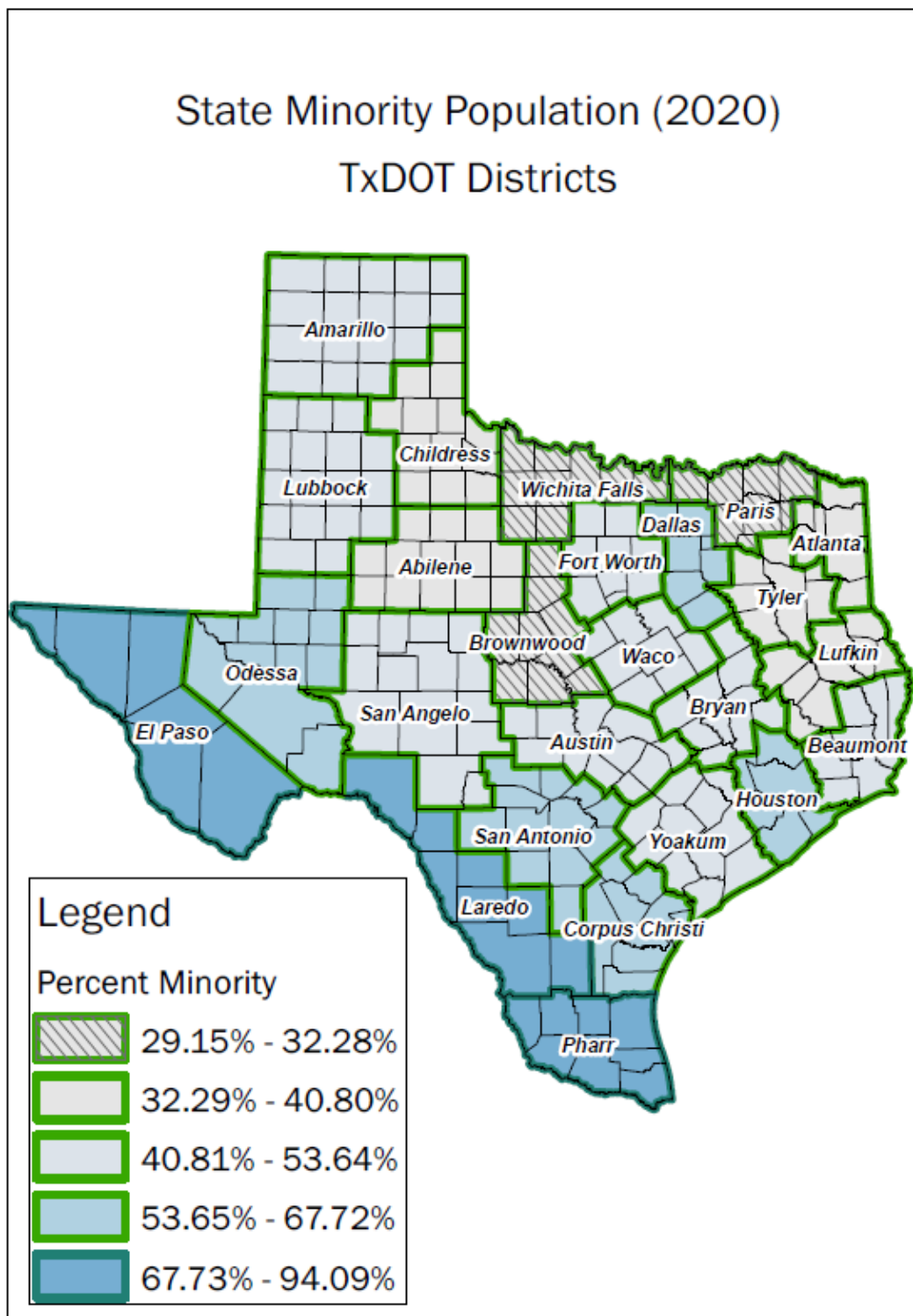
G. Rural Public Transportation Systems



H. Urbanized Areas by Minority Percentages (2020)



I. TxDOT Districts by Minority Percentages (2020)



Appendix 6: Outreach, Monitoring Forms, and Subrecipients

A. Outreach Tools: Accommodations Statement

Accommodations Statement

Note: Please do not adjust paragraph alignment of any statements

English

The **event name** will be conducted in English. If you need an interpreter or document translator because English is not your primary language or you have difficulty communicating effectively in English, one will be provided to you. If you have a disability and need assistance, special arrangements can be made to accommodate most needs. If you need interpretation or translation services or you are a person with a disability who requires an accommodation to attend and participate in [the event name], please contact **contact name (PIO/or other appropriate contact), District or Division Name, at phone number with area code**, no later than 4 p.m. CT, **[specific date that is at least three business days before the event]**. Please be aware that advance notice is required as some services and accommodations may require time for the Texas Department of Transportation to arrange.

Spanish

El **nombre del evento** se llevará a cabo en inglés. Si usted necesita un intérprete o un traductor de documentos porque su idioma principal no es el inglés o tiene alguna dificultad para comunicarse eficazmente en inglés, se le proporcionará uno. Si usted tiene alguna discapacidad y necesita ayuda, se pueden hacer arreglos especiales para atender la mayoría de las necesidades. Si usted necesita servicios de interpretación o traducción o usted es una persona con alguna discapacidad que requiera una adaptación para asistir a y participar en (nombre del evento), por favor póngase en contacto con **nombre del contacto (PIO/u otro contacto apropiado), nombre del Distrito o División**, al número **número telefónico con código de área**, a más tardar a las 4:00 p.m. hora central, **[fecha específica que sea por lo menos tres días hábiles antes del evento]**. Por favor sepa que es necesario dar aviso con anticipación, ya que el Departamento de Transporte de Texas podría necesitar un cierto tiempo para coordinar determinados servicios y adaptaciones.

Vietnamese

[event name] sẽ diễn ra bằng tiếng Anh. Bạn sẽ được hỗ trợ thông dịch hoặc phiên dịch tài liệu nếu như có nhu cầu, trong trường hợp tiếng Anh không phải là ngôn ngữ mẹ đẻ của bạn hoặc do bạn gặp khó khăn trong việc giao tiếp bằng tiếng Anh một cách hiệu quả. Nếu bạn cần được hỗ trợ vì lý do khuyết tật, chúng tôi sẽ có những sắp xếp phù hợp để đáp ứng đại đa số các trường hợp. Nếu bạn cần sử dụng dịch vụ phiên dịch hoặc biên dịch, hoặc cần sự hỗ trợ đặc biệt khi tham dự **[event name]** vì lý do khuyết tật, vui lòng liên hệ với **[contact name (PIO/or other appropriate contact)], [District or Division Name]**, qua **[phone number with area code]** hoặc **[email address]** trước 4 giờ chiều theo múi giờ miền Trung, **[specific date that is at least three business days before the event]**. Xin lưu ý rằng cần thiết phải thông báo trước, vì Bộ Giao thông Vận tải Texas có thể sẽ cần thời gian để sắp xếp và điều chỉnh một số dịch vụ. Xin liên hệ **[phone number with area code]** hoặc **[email address]** để đưa ra yêu cầu về các điều chỉnh đặc biệt hoặc yêu cầu về biên/phiên dịch.

Simplified Chinese

[event name] 将以英语进行。如果您因为英语不是您的母语或您难以用英语进行有效沟通而需要口译员或笔译员，我们将为您提供一名译员。如果您有残疾并且需要帮助，我们可以做出特殊安排来满足您的大多数需求。如果您需要口译或笔译服务，或者您是需要便利设施来出席和参加 **[event name]** 的残障人士，请在不迟于中部时间 **[specific date that is at least three business days before the event]** 下午4点之前通过 **[phone number with area code]** 或 **[email address]** 联系 **[District or Division Name]** 的 **[contact name (PIO/or other appropriate contact)]**。请注意，由于德克萨斯州交通部可能需要时间安排某些服务和便利设施，因此需要提前通知。

如果您需要特殊便利设施或口译/笔译服务，请致电 **[phone number with area code]** 或联系 **[email address]** 申请。

Arabic

سيتم إجراء **[event name]** باللغة الإنجليزية. إذا كنت بحاجة إلى ترجمان أو مترجم مستندات لأن اللغة الإنجليزية ليست لديك الأم أو كنت تواجه صعوبة في التواصل بطلاقة باللغة الإنجليزية، فسيتم توفير مترجم لك. إذا كنت من أصحاب الهمم وتحتاج إلى مساعدة، فمن الممكن إجراء ترتيبات خاصة لتلبية معظم الاحتياجات. إذا كنت بحاجة إلى خدمات ترجمان أو مترجم أو كنت تخشاً من أصحاب الهمم وتحتاج إلى مكان إقامة لكي تتمكن من الحضور والمشاركة في **[event name]**، يرجى التواصل مع **[contact name (PIO/or other appropriate contact)]**، على **[phone number with area code]** أو **[email address]** قبل الساعة **[District or Division Name]**. عسراً بتوقيت المنطقة الزمنية الوسطى، **[specific date that is at least three business days before the event]**. يرجى العلم بأنه يجب تقديم إخطار مسبق لأن بعض الخدمات والترتيبات المتعلقة بالإقامة قد تتطلب وقتاً حتى تقوم وزارة النقل في تكساس باتخاذ ما يلزم من الإجراءات. يرجى الاتصال بـ **[phone number with area code]** أو التواصل عن طريق **[email address]** لطلب تسهيلات خاصة أو إذا كنت بحاجة إلى ترجمان/ مترجم.

B. Outreach Tools | Speak... Language Identification Guide

A

Amharic
አኔ አማራጽ ነው ምናንረው.

Arabic
أنا أتحدث اللغة العربية

Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা কথা বলতে পারি

Bosnian
Ja govorim bosanski

Bulgarian
Аз говоря български

Burmese
ကျွန်တော်/ကျွန်းမ မြန်မာလို ပြောတတ်ပါတယ်

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)

Catalan
Parlo català

Croatian
Govorim hrvatski

Czech
Mluvím česky

D

Danish
Jeg taler dansk

Dari
من دری حرف می زنم

Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea

French
Je parle français

G

German
Ich spreche Deutsch

Greek
Μιλώ τα ελληνικά

Gujarati
હું ગુજરાતી બોલું છું

H

Haitian Creole
M pale kreyòl ayisyen

Hebrew
אני מדבר עברית

Hindi
मैं हिंदी बोलता हूँ ।

Hmong
Kuv has lug Moob

Hungarian
Beszélék magyarul



Title VI

I Speak...

Language Identification Guide

I

Icelandic
Ég tala íslensku

Ilocano
Agsaonak ti Ilokano

Indonesian
saya bisa berbahasa Indonesia

Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Kachchiquel
Quín chagüic'ká chábeal'ruin'ri

Korean
한국어 합니다

Kurdish
man Kurdî zanîm

Kurmanji
man Kurmanjî zanîm

L

Laotian
ຂ້ອຍປາກົດພາສາລາວ

Latvian
Es runāju latviski

Lithuanian
Aš kalbu lietuviškai

M

Mam
Bán chiyola tuj kíyol mam

Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)

Mon
ဒဲးပဉ်ဒါတုင်သုတ်

N

Norwegian
Jeg snakker norsk

P

Persian
من فارسی صحبت می کنم.

Polish
Mówię po polsku

Portuguese
Eu falo português do Brasil (for Brazil)
Eu falo português de Portugal (for Portugal)

Punjabi
ਮੈ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal
Ayin ti chí wai q' anjob' al

Quiche
In kinch'aw k'uin ch'e quiche

R

Romanian
Vorbesc românește

Russian
Я говорю по-русски

S

Serbian
Ja govorim srpski

Sign Language


Slovak
Hovorím po slovensky

Slovenian
Govorim slovensko

Somali
Waxaan ku hadlaa af-Soomaali

Spanish
Yo hablo español

Swahili
Ninasomea Kiswahili

Swedish
Jag talar svenska

T

Tagalog
Marunong akong mag-Tagalog

Tamil
நான் தமிழ் பேசுவேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою

Urdu
میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n Siarad

X

Xhosa
Nathetha isiXhosa

Y

Yiddish
איך רעד יידיש

Yoruba
Mo nso Yooba

Z

Zulu
Ngqesikhuluma isiZulu

Executive Order 13166 requires TxDOT to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and — as also required by Title VI of the Civil Rights Act of 1964 — to ensure that recipients of federal financial assistance do the same.

The contents of this guide were prepared from the following sources: U.S. Department of Homeland Security; U.S. Department of Justice Bureau of Justice Assistance; Ohio Office of Criminal Justice Services.

Find additional Limited English Proficiency resources at LEP.gov.

C. PTN Review Checklists for Subrecipient Title VI Programs

TITLE VI PROGRAM REVIEW CHECKLIST

TITLE VI PROGRAM REVIEW CHECKLIST

| | |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Transit Agency: | Date of Plan: Expires: |
| PTC: | Compliant: <input type="checkbox"/> Y <input type="checkbox"/> N Date: |
| Reviewer: | If no, date sent for revision: |
| Demand Response <input type="checkbox"/> Fixed Route <input type="checkbox"/> | Revision due date: |
| Purchase of Service <input type="checkbox"/> | Compliant: <input type="checkbox"/> Y <input type="checkbox"/> N Date: |
| Approved in eGrants: | |

CHECKLIST PURPOSE

This checklist is a tool for the review of Title VI Programs for compliance with TxDOT PTN and FTA Title VI requirements.

Due Dates

All Title VI program must be submitted within 60 days of prior to expiration. Six months' notice to subrecipient Approved period is for 3 years

Title VI Requirements for All Recipients of Funding:

| 1. Description of Service (Ref: TxDOT PTN Title VI Program) | Status |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Does the plan include a description of transit service that includes the: | |
| a. Geographic area or service area the sub-recipient operates in? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Service they provide and how they provide it? (Example: fixed-route, deviated route, demand response service, purchase of service) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Number of transit-related employees | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. Number of revenue service vehicles | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 2. Notice to the Public (Ref: FTA C 4702.1B, pg. III-4 and Appendix B) | Status |
| a. Is a copy of the Title VI Notice included in the plan? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Does the plan state the Notice to the Public will be posted: | |
| i. On the agency's website <input type="checkbox"/> | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. At the reception desk, and <input type="checkbox"/> | |
| iii. In public meeting rooms. <input type="checkbox"/> | |
| iv. Public areas of agency's office <input type="checkbox"/> | |
| v. Notice at stations or stops and or inside transit vehicles <input type="checkbox"/> | |
| a. For planning or non-transit agencies, select <input type="checkbox"/> N/A | |

| 3. Complaint Procedures and Form (Ref: FTA C4702.1B, pg. III-5 and Appendices C & D) | Status |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| g. Does the complaint form have the sentence "If information is needed in another language, contact XXX-XXX-XXXX" in both English and the language spoken by LEP populations that meet the Safe Harbor threshold? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 4. Transit-related Title VI Investigations, Complaints and Lawsuits (Ref: FTA C4702.1B, pg. III-5 and Appendix E) | Status |
| a. Does the plan contain a table or list of any public transportation-related Title VI investigations? The list shall include the following: date of the investigations, complaints or lawsuits filed, a summary of the complaint, the status, and action taken/final outcomes | <input type="checkbox"/> Y <input type="checkbox"/> N |
| (If there are no investigations, complaints, or lawsuits, then the plan should include a blank table or text explaining that there are none. This will convey to the reviewer that this required information has not been omitted.) | |
| 5. Public Participation Plan (Ref: FTA C4702.1B, pg. III-5; and FTA C4703.1, Environmental Justice Policy) | Status |
| a. Does the Title VI Plan include a public participation plan that includes an outreach plan to engage minority and limited English populations? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Is there a summary of outreach efforts made since the last Title VI Program submission? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |

| 6. Language Assistance Plan (Ref: FTA C4702.1B, pg. III-6 thru III-9 and Appendix C and TxDOT PTN Title VI Program) | Status |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Four Factor Analysis | |
| a. Did the agency complete a Four Factor Analysis? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Was the Four Factor Analysis completed using the most current Census data or more current data as the basis of the demographic analysis in the four-factor analysis? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Does the Four Factor Analysis address the following questions: | |
| 1) Number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient. At a minimum include: | <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> How LEP persons interact w/ the agency | |
| <input type="checkbox"/> Identification of LEP communities. | |
| <input type="checkbox"/> Literacy skills of LEP populations. | |
| <input type="checkbox"/> Whether LEP persons are underserved due to language barriers | |
| 2) Frequency with which LEP persons come into contact w/ the program (examples can include: bus service, ticket purchases, public meetings, customer service, surveys) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3) Nature and importance of the program, activity or service provided by the program to people's lives (providing meaningful access of services for LEP persons) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4) Resources available for LEP outreach, as well as the cost associated w/ outreach. | <input type="checkbox"/> Y <input type="checkbox"/> N |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| c. Does the Notice to the Public include: | |
| i. Statement agency operates programs w/out regard to race, color, or national origin. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. Description of procedures members of the public should follow to request additional information on Title VI Program. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iii. Description of procedures members of the public should follow to file a Title VI discrimination complaint against the agency. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iv. Does the Notice to the Public have the sentence "If information is needed in another language, contact XXX-XXX-XXXX" in both English and the language spoken by LEP populations that meet the Safe Harbor threshold? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. Does the Notice to the Public state that an individual may submit a complaint to the transit agency, FTA, and TxDOT PTN? (Must be all three with addresses) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Agency information | |
| ii. Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483; | |
| iii. Federal Transit Administration, Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102 or Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590 | |
| Comments: | |

| 3. Complaint Procedures and Form (Ref: FTA C4702.1B, pg. III-5 and Appendices C & D) | Status |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Complaint Procedures: | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. Does the plan include complaint procedures that include a process for: | |
| <input type="checkbox"/> Investigating complaints and <input type="checkbox"/> Tracking complaints? | |
| b. Does the complaint procedures state: | |
| i. Complaint procedures are available on the transit provider's website? <input type="checkbox"/> | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. Transit provider's website address? <input type="checkbox"/> | |
| iii. Does the complaint procedures have the sentence "If information is needed in another language, contact XXX-XXX-XXXX" in both English and the language spoken by LEP populations that meet the Safe Harbor threshold? <input type="checkbox"/> | |
| iv. Complaints may be made no more than 180 days after the alleged incident. <input type="checkbox"/> | |
| c. Does the complaint procedure state that agency will notify their PTC by email or fax of any Title VI-related complaints received within 10 working days of the receipt of the complaint, including a paper or electronic copy of the complaint form? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Complaint Form: | |
| d. Does the plan include a copy of the complaint form? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| e. Is the complaint form posted on their website? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| f. Does the complaint form list the three classes protected? Race, color and national origin. The form needs to allow more than one of the protected classes to be marked. | <input type="checkbox"/> Y <input type="checkbox"/> N |

| 6. Language Assistance Plan (Ref: FTA C4702.1B, pg. III-6 thru III-9 and Appendix C and TxDOT PTN Title VI Program) | Status |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Language Assistance Plan | |
| d. Is a copy of the recipient's Language Assistance Plan is included within Title VI Plan? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| e. Does the Language Assistance Plan include the Four Factor Analysis? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Describe how the recipient provides language assistance services by language: <input type="checkbox"/> | |
| ii. Describe how the recipient provides notice to LEP persons about the availability of language assistance: <input type="checkbox"/> | |
| iii. Describe how the recipient monitors, evaluates and updates the language access plan, and <input type="checkbox"/> | |
| iv. Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations. <input type="checkbox"/> | |
| f. Did the Language Assistance Plan identify any foreign languages that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or affected by the agency's services? (Demographic Table) If yes, these identified languages met the Safe Harbor threshold, and all identified vital documents should be translated into identified foreign languages. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| g. As a result of the Four Factor Analysis, did the agency determine an effective LEP plan included the translation of vital documents? <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> NA <input type="checkbox"/> Y <input type="checkbox"/> N |
| If yes, does the Language Assistance Plan provide a list of all vital documents that will be translated into required foreign languages? | |
| Vital written documents include, but are not limited to, consent and complaint forms; intake and application forms with the potential for important consequences; written notices of rights; notices of denials, losses, or decreases in benefits or services; and notices advising LEP individuals of free language assistance services | |
| h. If a Safe Harbor foreign language has been identified, does the submitted plan at least contain the following documents translated into the foreign language? | <input type="checkbox"/> N/A |
| i. Notice to the Public <input type="checkbox"/> | |
| ii. Complaint Procedure <input type="checkbox"/> | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iii. Complaint Form <input type="checkbox"/> | |
| i. If a Safe Harbor Threshold language has been identified, does the English version of the forms below contain the phrase in the foreign language: "If information is needed in another language, then contact [phone number]?" | <input type="checkbox"/> N/A <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. Notice to the Public <input type="checkbox"/> | |
| iii. Complaint Procedure <input type="checkbox"/> | |
| iv. Complaint Form <input type="checkbox"/> | |
| Comments: | |

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 7. A Table Depicting the Membership of Non-elected Committees and Councils (Ref: FTA C4701.1B pg. III-9 and Appendix F) | Status |
| a. Does the agency have a non-elected transit-related committee or council? 1) If yes, then the plan must contain: i. A table depicting the membership of non-elected transit related committee/council, and <input type="checkbox"/> ii. A description of efforts made to encourage the participation of minorities on such committees. <input type="checkbox"/> 2) If no, then the plan should include a blank table or text explaining that the agency doesn't have a non-elected transit-related committee of council. <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 8. Providing Assistance to and Monitoring Sub-recipients (Ref: FTA 4701.1B, pg. III-10) | Status |
| a. Does the agency provide funding to sub-recipients? i. If yes, does the plan include a section stating how the agency will monitor sub-recipients? ii. If no, does the plan include a statement that the agency has no sub-recipients? This will convey to the reviewer that you are aware of the requirement in your program. <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 9. Title VI Equity Analysis for Facilities (Ref: FTA C4702.1B, pg. III-11) n/a | Status |
| a. Was a Title VI equity analysis included with Title VI plan? If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility. <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 10. Transit Provider Approval (Ref: FTA C4702.1B, pg III-1) | Status |
| a. Is a copy of plan approval documentation contained in the Title VI plan? Title VI Programs shall be updated at least once every three years and approved by the sub-recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions. Guidance: Copy of a signed Board Member Meeting Minutes, Resolution, or other appropriate documentation showing approval of Title VI program must be included with the plan <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |

Part Two: Requirements for Fixed Route Transit Providers All fixed-route transit providers must submit: ☐ NA

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 11. Fixed Route Requirements (Ref: FTA Circular 4702.1B Chapter IV and Appendices G and H) | Status |
| a. Does Provider offer fixed route service? If yes, this section must be completed. <input type="checkbox"/> Y <input type="checkbox"/> N | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. System-wide service standards and system-wide services policies, whether existing or new Must address how services is distributed across the transit system Must ensure that the manner of the distribution affords user access to these assets | |
| c. Service Standards Requirement: i. Vehicle load for each mode <input type="checkbox"/> ii. Vehicle headway for each mode <input type="checkbox"/> iii. On time performance for each mode <input type="checkbox"/> iv. Service availability for each mode <input type="checkbox"/> | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. Service policies: i. Transit amenities for each mode <input type="checkbox"/> ii. Vehicle assignment for each mode <input type="checkbox"/> | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |

TITLE VI PROGRAM REVIEW CHECKLIST (PLANNING ONLY)

TITLE VI PROGRAM REVIEW CHECKLIST (PLANNING ONLY)

| | |
|-----------------|------------------------------------------------------------------------------|
| Transit Agency | Date of Plan: _____ Expires: _____ |
| PTC: _____ | Compliant: <input type="checkbox"/> Y <input type="checkbox"/> N Date: _____ |
| Reviewer: _____ | First Review _____ Second Review _____ Third Review _____ |
| Planning (5304) | Approved in eGrants: _____ |

CHECKLIST PURPOSE

This checklist is a tool for the review of Title VI Programs for compliance with TxDOT PTN and FTA Title VI requirements.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1. Introduction (Ref: TxDOT PTN Title VI Program) | Status |
| Does the plan include a description of transit service that includes the: | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 1. Geographic area or service area the sub-recipient operates in? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2. Does the Plan state their agency follows requirements outline in FTA C4702.1B and or FTA C4703.1? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 3. Does the signature(s) on the Title VI approval documents match the signature of authority document in eGrants? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 4. Has the agency's Title VI Program been updated within the last three (3) years and approved by the sub-recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 5. Is the subrecipient a direct recipient of FTA funds? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. If yes, STOP REVIEW, FTA will be conducting the Title VI review. Ask for results once agency receives. | |
| Comments: _____ | |
| 2. Notice to the Public (Ref: FTA C 4702.1B, pg. III-4 and Appendix B) | Status |
| a. Is a copy of the Title VI Notice to the Public included in the plan? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. If yes, does the Notice to the Public include: | |
| b. Have a statement stating that the agency operates programs w/out regard to race, color, or national origin? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. A description of procedures members of the public should follow to request additional information on Title VI Program? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. A description of procedures members of the public should follow to file a Title VI discrimination complaint against the agency? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Does the Notice to the Public state that an individual may submit a complaint to the transit agency, FTA or TxDOT PTN? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| e. Does the notice include the contact information for Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483; or Federal Transit Administration, Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102 or Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: _____ | |
| 3. Complaint Procedures and Form (Ref: FTA C4702.1B, pg. III-5 and Appendices C & D) | Status |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Complaint Procedures: | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. Does the plan include complaint procedures that include a process for investigating complaints and tracking complaints about the planning process? | |
| b. Does the complaint procedures state: | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Complaint procedures are available on the transit provider's website? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. Complaint form is available on the transit provider's website? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iii. Transit provider's website address? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iv. Complaints may be made no more than 180 days after the alleged incident? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Does the complaint procedure state that agency will notify their PTC by email or fax of any Title VI-related complaints received within 10 working days of the receipt of the complaint, including a paper or electronic copy of the complaint form? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. Does the plan include an English version and foreign language complaint form and complaint procedures? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: _____ | |
| 4. Transit-related Title VI Investigations, Complaints and Lawsuits (Ref: FTA C4702.1B, pg. III-5 and Appendix E) | Status |
| a. Does the plan contain a table or list of any public transportation-related Title VI investigations, complaints, or lawsuits filed about the planning process with the agency since the time of the last Title VI plan submission? (If there are no investigations, complaints, or lawsuits, then the plan should include a blank table or text explaining that there are none. This will convey to the reviewer that this required information has not been omitted.) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: _____ | |
| 5. Public Participation Plan (Ref: FTA C4702.1B, pg. III-5; and FTA C4703.1, Environmental Justice Policy) | Status |
| a. Does the Title VI Plan include a public participation plan that includes an outreach plan to engage minority and limited English populations in the planning process? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Is there a summary of outreach efforts made since the last Title VI Program submission? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: _____ | |
| 6. Language Assistance Plan (Ref: FTA C4702.1B, pg. III-6 thru III-9 and Appendix M and TxDOT PTN Title VI Program) | Status |
| Four Factor Analysis | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 1. Did the agency complete a Four Factor Analysis? | |
| a. Did the agency analyze the demographic data and maps to identify minority populations with the non-urbanized areas of the state based on the 2010? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Does the census review show to have 5% of minority in the area? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. If yes, does the English version of the Notice to the Public, Complaint Form, and Complaint procedures state in the foreign language identified "If information is needed in another language, then contact [phone number]?" | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Does the plan have procedures that address mobility needs of minority populations and how those needs will be addressed in the planning process? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Does the plan explain how the recipient provides local service providers and agencies with data to assist them in identifying minority populations in their service area? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| d. Does the plan include processes to eliminate language, mobility, and other obstacles to allow the minority populations to participate fully in the process? | <input type="checkbox"/> Y <input type="checkbox"/> N |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| e. Does the plan include the nature of importance of the program, activity or service to people's lives? (providing meaningful access to services for LEP persons) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| f. Does the plan include the frequency with which LEP persons should come into contact with the program? (examples can include: bus service, ticket purchases, public meetings, customer service, surveys) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| g. Does the plan state the resources available for LEP outreach, as well as the cost associated w/ outreach? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2. Is a copy of the recipient's Language Assistance Plan included within Title VI Plan? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| a. Does the plan describe how language assistance will be provided to LEP persons affected by future planning? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Does the plan explain the training program for employees to assist LEP populations? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Does the plan contain translation of vital documents? (Notice to the Public, Complaint Form, & Complaint Procedures, etc.) | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 7. A Table Depicting the Membership of Non-elected Committees and Councils (Ref: FTA C4701.1B pg. III-9 and Appendix E) | |
| a. Does the agency have a non-elected transit-related committee or council? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 1) If yes, then the plan must contain: | |
| i. A table depicting the membership of non-elected transit related committee/council, and | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. A description of efforts made to encourage the participation of minorities on such committees. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| 2) If no, then the plan should include a blank table or text explaining that the agency doesn't have a non-elected transit-related committee of council. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |
| 8. Providing Assistance to and Monitoring Sub-recipients (Ref: FTA 4701.1B, pg. III-10 & FTA 4703.1, pg 4) | |
| a. Does the agency provide funding to sub-recipients? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| i. Does the plan describe how the planning will be monitored, evaluated and updated as it progresses and is completed? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| ii. If yes, does the plan include a section stating how the agency will monitor sub-recipients? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| iii. If no, does the plan include a statement that the agency has no sub-recipients? This will convey to the reviewer that you are aware of the requirement in your program. | <input type="checkbox"/> Y <input type="checkbox"/> N |
| b. Does the plan have a scheduled timelines that subrecipient Title VI plans are due and how the plans are monitored, evaluated and updated as it progresses and is completed? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| c. Does the agency ensure that recipients do not use DOT fund to subsidize discrimination based on race, color, or national origin? | <input type="checkbox"/> Y <input type="checkbox"/> N |
| Comments: | |

D. TxDOT Title VI Digital Guide



Title VI Program Liaison Digital Guide

Title VI Basics

Title VI is a law that:

- Protects the public from discrimination in all federally-funded programs and activities.
- Affords protection on the grounds of race, color, or national origin.

Resources:

- [TxDOT Title VI/Nondiscrimination Poster](#)
- [TxDOT CIV Title VI/Nondiscrimination Plan](#)
- [TxDOT CIV Title VI/Nondiscrimination Work Plan & Accomplishment Report](#)

What is Limited English Proficiency (LEP)?

- Limited ability to read, speak, write or understand English.
- [Translation and interpretation services are available to every office through the Procurement Division.](#)

Resources:

- [TxDOT CIV Language Assistance Plan](#)
- [Limited English Proficiency and Language Essentials](#)
- www.lep.gov



What are our responsibilities?

- Attend Civil Rights division (CIV) quarterly meetings
- Assist CIV in Title VI program review surveys and activities
- Promote awareness of TxDOT's Title VI Program
- Monitor and implement any corrective actions necessary for Title VI compliance
- Assist CIV in monthly LEP data collection
- Refer Title VI complaints and allegations to CIV
- Serve as designated contact for Title VI

What is the Title VI Discrimination Complaint Process?

1. Talk to the person
2. Identify the issue
3. Contact the [Title VI Administrator](#) in CIV
4. Document details of the complaint
5. [Complete External Discrimination Complaint Form 2193 \(if required\)](#)
6. TxDOT has 10 calendar days to report complaint to FHWA

Resources:

- [TxDOT CIV External Discrimination Complaint Form \(English and Spanish\)](#)

Civil Rights Division (CIV):
Keywords: Nondiscrimination, Title VI
(512) 416-4700
TitleVI@TxDOT.gov

E. TxDOT Title VI Discrimination Complaint Requirements – Data Entry Form

Complainant Info tab

Title VI Discrimination Complaint Requirements Data Entry Form

General Information:

Date Complaint Filed with CIV: Complaint Number:

Complainant Name:

Respondent Name:

Complainant Info

Complainant Info:

Name of Business:

Race:

Street:

City: State: ZIP:

Phone Number:

Alt Phone Number:

E-mail:

Notes:

Respondent Info tab

Title VI Discrimination Complaint Requirements Data Entry Form

General Information:

Date Complaint Filed with CIV: Complaint Number:

Complainant Name:

Respondent Name:

Respondent Info

Respondent Info:

Name of Business:

Position Title: Race:

Street:

City: State: ZIP:

Phone Number:

Alt Phone Number:

E-mail:

Notes:

Advisor Info

Title VI Discrimination Complaint Requirements Data Entry Form

General Information:

Date Complaint Filed with CIV: Complaint Number:

Complainant Name:

Respondent Name:

Advisor Info

Advisor Info:

Advisor Name:

Name of Business: Position Title:

Street:

City: State: ZIP:

Phone Number:

Alt Phone Number:

E-mail:

Notes:

Issue

Title VI Discrimination Complaint Requirements Data Entry Form

General Information:

Date Complaint Filed with CIV: Complaint Number:

Complainant Name:

Respondent Name:

Issue

Issue:

Basis:

Race Color National Origin Low-Income Retaliation

Gender Age Disability Religion No Basis Identified

Alleged Discrimination:

Dates: to Ongoing:

Location:

Street: City: State: Zip:

Description of alleged discrimination:

Activity Status tab

| Title VI Discrimination Complaint Requirements Data Entry Form | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| General Information: | |
| Date Complaint Filed with CIV: <input type="text"/> | Complaint Number: <input type="text"/> |
| Complainant Name: <input type="text"/> | |
| Respondent Name: <input type="text"/> | <input type="text"/> |
| First <input type="text"/> | Middle <input type="text"/> Last <input type="text"/> |
| Complainant Info Respondent Info Advisor Info Issue Action/Status Notes/Specialist | |
| Date CIV Sent Complaint Form: <input type="text"/> | <input type="checkbox"/> CIV Recommendation: <input type="text"/> |
| CIV's Jurisdiction to Investigate: <input type="text"/> | <input type="text"/> |
| Complaint Forwarded to FHWA: <input type="text"/> | |
| Date Investigation Completed: <input type="text"/> | |
| Date Findings due to FHWA: <input type="text"/> | FHWA Disposition: <input type="text"/> |
| Date Findings Forwarded to FHWA: <input type="text"/> | <input type="text"/> |
| FHWA Disposition Date: <input type="text"/> | |
| Status: <input type="text"/> | |
| Follow-up with FHWA Required: <input type="text"/> | |
| Follow-up with Complainant Required: <input type="text"/> | |

Notes/Specialist

| Title VI Discrimination Complaint Requirements Data Entry Form | |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| General Information: | |
| Date Complaint Filed with CIV: <input type="text"/> | Complaint Number: <input type="text"/> |
| Complainant Name: <input type="text"/> | |
| Respondent Name: <input type="text"/> | <input type="text"/> |
| First <input type="text"/> | Middle <input type="text"/> Last <input type="text"/> |
| Complainant Info Respondent Info Advisor Info Issue Action/Status Notes/Specialist | |
| Notes: | |
| <input type="text"/> | |
| Specialist Assigned to Complaint: <input type="text"/> | |

F. PTN Annual Compliance Review, PTN 129

7. TITLE VI

If a Subrecipient outsources some or all of its transit service and responsibilities, the questions below may apply to the Third-Party Contractors.

Pursuant to FTA C 4702.1B and the TxDOT-PTN Title VI Program, subrecipients shall prohibit discrimination on the grounds of race, color, and national origin, in the delivery of public transit services.

| Title VI Plan | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Has the Subrecipient implemented any service area changes for transit service since the date of most the recent plan approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, contact PTN Compliance for guidance and next steps.</i> <i>Note: Service changes could require a Title VI Program Plan update and review by PTN.</i> | | |
| 2. Have there been any revisions to the Subrecipient's Title VI Program plan currently in eGrants? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, contact PTN Compliance for guidance and next steps.</i> <i>Note: TVI Program plans expire three (3) years from the date the board approved the plan.</i> | | |
| Complaints | YES | NO |
| 3. Did the Subrecipient receive any Title VI complaints in the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No a. If yes, did the Subrecipient provide the PTC a copy of Title VI complaints within 10 business days? <i>Ref. PTN Title VI Program</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Website Review | YES | NO |
| 4. Does the Subrecipient's website contain the following information as required by FTA Circular 4702.1B? | | |
| a. Title VI Notice to the Public | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Complaint Procedures | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Complaint Form | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Date website review conducted: <input type="text"/> | | |
| 6. Web address of required Title VI items: <input type="text"/> | | |
| | | |
| Public Notice Posting Review | YES | NO |
| 7. Has the Subrecipient posted the Title VI Notice to the public in the following places as required by FTA Circular 4702.1B? a. Reception desk, public meeting rooms, or buses and website? | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments: <input type="text"/> | | |

Appendix 7: 5310 Public Participation – Notification Social Media Posts, Presentations, and Schedule (2022)

5310 Public Participation Website: <https://www.txdot.gov/projects/projects-studies/statewide/fta-5310.html>

- This website includes the webinar schedules, presentation videos (in English and Spanish), virtual meeting access instructions, and meeting materials.
 - Meeting Materials: Users can access the materials by clicking on the region of their choice. All materials are available in English and Spanish.

| Transit Agency Social Post template | |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAY | @TxDOT |
| 1-2 days before scheduled meeting | We want to hear from you, how can we address transit needs for seniors and individuals with disabilities? Join us for a virtual public workshop with TxDOT on (insert date here) https://www.txdot.gov/inside-txdot/projects/studies/statewide/fta-5310.html |

Graphic:

Workshop Presentations

Public Workshop Presentation 2022 5310 Program for Seniors...

TxDOT

Presentación: Talleres Públicos, Programa 5310 para Adultos...

TxDOT

*Note: Regional public workshops were held in December 2022 and January 2023. The comment period for the virtual public workshops closed on January 19, 2023. By clicking on the regions, you can access all the meeting materials for each district and join the meeting or you can join the meeting by clicking directly on “Join the meeting” hyperlink.

Schedule

| Region ▾ | Date ▾ | Link to join meeting ▾ | Call to join ▾ |
|-----------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Atlanta & Paris | 12/01/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 80086639 passcode: 16219158 |
| Dallas & Fort Worth | 12/02/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 82011737786 passcode 41075767 |
| Bryan & Lufkin | 12/06/22 1 p.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 82011737786 passcode: 80086639 |
| Beaumont & Houston | 12/07/22 1 p.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 88065817395 passcode 16091097 |
| El Paso & Odessa | 12/08/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 84612769153 passcode 11696756 |
| Childress & Wichita Falls | 12/08/22 1 p.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 82029123921 passcode 41121034 |
| Brownwood & Waco | 12/12/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 88642229794 passcode 22425412 |
| Brownwood & San Angelo | 12/12/22 1 p.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 83451991658 passcode 82550259 |
| Tyler | 12/13/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 88498888244 passcode 42556994 |
| Austin | 12/14/22 1 p.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 88536127556 passcode 94922485 |
| Corpus Christi & Yoakum | 12/15/22 10 a.m. | Join the meeting  passcode: txdot123 | 346-248-7799, meeting ID: 82970149120 passcode 11601029 |

Appendix 8: 2021-2023 PTN Subrecipients

| | | |
|-----------------------------------|------------------------------------|----------------------------------|
| Abilene, City of | El Paso, County of | Permian Basin Regional Planning |
| Alamo Area Council of | Fort Bend County | Commission |
| Governments | Galveston, City of | Port Arthur, City of |
| All Aboard America! | Golden Crescent Regional | Project Amistad |
| Amarillo, City of | Planning Commission | Public Transit Services |
| Ark-Tex Council of Governments | Grand Prairie, City of | Rolling Plains Management |
| Arlington, City of | Greyhound Lines, Inc. | Corporation |
| Aspermont Small Business | Gulf Coast Transit District | Rural Economic Assistance |
| Development Center, Inc. | Heart of Texas Council of | League, Inc. |
| Beaumont, City of | Governments | San Marcos, City of |
| Bluebonnet Trails Community | Hill Country Transit District | Senior Center Resources and |
| Services | Houston-Galveston Area Council | Public Transit, Inc. |
| Brazos Transit District | Jim Hogg County | Smith County |
| Brazos Valley Council of | Kleberg County Human Services | South East Texas Regional |
| Governments | Laredo, City of | Planning Commission |
| Brownsville, City of | Longview, City of | South Padre Island, City of |
| Capital Area Metropolitan | Lower Rio Grande Valley | South Plains Association of |
| Planning Organization | Development Council | Governments |
| Capital Area Rural Transportation | Lubbock, City of | South Plains Community Action |
| System (CARTS) | McKinney, City of | Association, Inc. |
| Central Texas Council of | McLennan County Rural Transit | South Texas Development Council |
| Governments | District | Southwest Area Regional Transit |
| Cleburne, City of | Meals on Wheels Montgomery | District |
| Coastal Bend Center for | County | SPAN, Inc. |
| Independent Living | Mesquite, City of | STAR Transit |
| Coastal Bend Council of | Mounting Horizons | Starr County |
| Governments | NDMJ Ltd. Transportation | Texarkana Urban Transit District |
| Colorado Valley Transit, Inc. | Nortex Regional Planning | Texas Transit Association |
| Community Services, Inc. | Commission | Texoma Area Paratransit System, |
| Concho Valley Economic | North Richland Hills-NETS, City of | Inc. |
| Development District, Inc. | Odessa, City of | Texoma Council of Governments |
| Concho Valley Transit District | Panhandle Community Services | The Transit System, Inc. |
| Deep East Texas Council of | Panhandle Independent Living | Tyler, City of |
| Governments | Center | Webb County Community Action |
| Del Rio, City of | Panhandle Regional Planning | Agency |
| East Texas Council of | Commission | West Texas Opportunities, Inc. |
| Governments | | Wichita Falls, City of |