



TITLE VI/NONDISCRIMINATION PLAN

FORT BEND COUNTY

401 Jackson St.

Richmond, Texas 77469

Approved by Commissioners Court (Date):

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin by any agency receiving federal assistance. All recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 (Title VI). Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders.

Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibits unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 defined the word “program” to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance.

Fort Bend County, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. Fort Bend County acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

The County must not restrict an individual from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects because of race, color, or national origin.

This plan explains how Fort Bend County incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for the County and an informational resource for the public. The plan will be updated every three (3) years or as needed to reflect changes in Title VI compliance operations.

Therefore, the primary goals and objectives of the Fort Bend County’s Title VI Non-discrimination Plan are:

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

The County's Title VI Plan also establishes procedures to make sure that the County's contractor's and sub-recipients adhere to Federal and State laws and include in all written agreements or contract assurances that the sub-recipient must comply with Title VI and other related statutes. The County, as a recipient of Federal funds in certain programs and activities, shall monitor its sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the County will make a good faith effort to ensure that the sub-recipient corrects any such deficiencies.

Discrimination under Title VI

It is the responsibility of every Fort Bend County employee to prevent, minimize, and eradicate any form of discrimination. There are two types of discrimination prohibited under Title VI and its related statutes: (1) disparate treatment that alleges similarly situated persons are treated differently because of their race, color, or national origin (*i.e.*, intentional discrimination); and (2) disparate impact/effects when a facially neutral policy, procedure, or practice results in different or inferior services or benefits to members of a protected group. The focus of disparate impact is on the consequences of a decision, policy, or practice rather than the intent.

Prohibited forms of discrimination may include, but not be limited to, the following:

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

Fort Bend County's efforts to prevent such discrimination must address, but not be limited to, how a program or activity:

- Impacts the public;
- Provides accessibility;
- Provides equal access to benefits;
- Encourages participation;
- Provides services equitably;
- Initiates contracting and training opportunities;
- Investigates complaints;
- Allocates funding; and
- Prioritizes projects.

Federal Financial Assistance

Title VI states that no program or activity receiving “Federal financial assistance” shall discriminate against individuals based on their race, color, or national origin. Federal financial assistance may include grants and loans of federal funds, the grant or donation of Federal property and interests in property, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and any other federal arrangement, agreement, or contract which purpose is to provide federal assistance.

Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits. Federal financial assistance may be received directly or indirectly.

Authorities

The authorities applicable to Fort Bend County's Title VI program are included, but not limited to the below:

- **Title VI of the Civil Rights Act of 1964, (42 U.S.C. §2000d)** provides that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance."
- **The Civil Rights Restoration Act of 1987**, restored the intent of Title VI and the broad, institution-wide scope and coverage of nondiscrimination statutes to include all programs and activities of federal-aid recipients, sub-recipients, and contractors, whether those programs and activities are federally funded or not.
- **Federal Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.)** provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.
- **Uniform Act of 1970 (42 U.S.C. 4601)** which prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federally assisted programs or activities.
- **Section 504 of the Rehabilitation Act of 1973** which prohibits discrimination based on a disability.
- **49 CFR Part 21** (U.S. Department of Transportation Regulations for the Implementation of Title VI – requires assurances from states that nondiscrimination under any program or activity for which the recipient receives federal assistance from the U.S. DOT, including the Federal Highway Administration will be prevented.)
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age)
- **Airport and Airway Improvement Act of 1982**, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- **23 CFR Part 200** (FHWA's Title VI/Nondiscrimination Regulation)

- **28 CFR Part 50.3** (U.S. Department of Justice Guidelines for the Enforcement of Title VI, Civil Rights Act of 1964)
- **Texas Administrative Code §9.4**, Civil Rights – Title VI Compliance
- **Executive Order No. 12250** Department of Justice Leadership and Coordination of Non-Discrimination Laws
- **Titles II and III of the Americans with Disabilities Act**, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- **The Federal Aviation Administration's Non-discrimination statute** (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- **Title IX of the Education Amendments of 1972**, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

Title VI Policy Statement & Standard DOT Assurances

Policy Statement:

Fort Bend County, 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 be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity administered by Fort Bend County.

The Title VI/nondiscrimination statement approved by the Commissioners' Court, and signed by the County Judge is located as [Attachment 1](#) of this plan.

Standard DOT Assurances:

The U.S. DOT requires that federal financial assistance be provided on the condition that the recipient provides an assurance that its programs and activities will be conducted in compliance with Title VI of the Civil Rights Act of 1964. The requirement is located at 49 CFR 21.7(a). To support the implementation of this requirement, the U.S. DOT provided an assurances agreement in U.S. DOT Order 1050.2A that federal fund recipients and subrecipients must sign as a condition of receiving federal financial assistance.

The assurances agreement provides specific non-discrimination language, Fort Bend County, is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. The County is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, the County has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances and Appendices. The documents are attached as [Attachment 2](#) and [Attachment 3](#).

Organization and Staffing

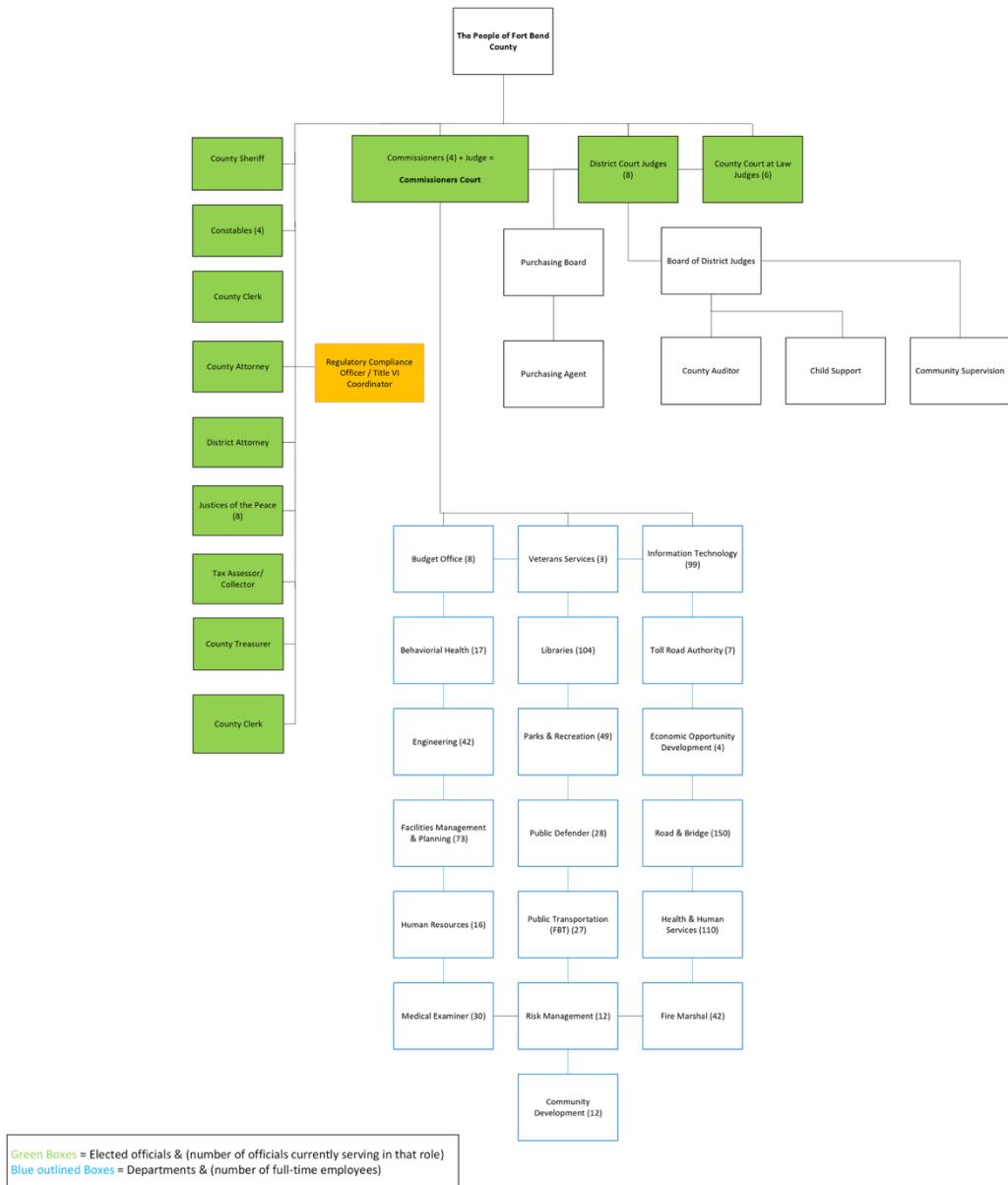
The top agency official, the County Judge, is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Fort Bend County has assigned **Gregory Roberts**, the County's Regulatory Compliance Officer, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Regulatory Compliance Officer is located within the County Attorney's Office. ([Attachment 4](#))

County Organizational Chart



FORT BEND COUNTY ORGANIZATIONAL CHART
11.06.2025



Roles & Responsibilities

Title VI/Nondiscrimination Coordinator:

The Fort Bend County's Title VI/Nondiscrimination Coordinator is the County Regulatory Compliance Officer. The Regulatory Compliance Officer reports to the County Attorney's Office and shall have lead responsibility for coordinating the administration of the Title VI/Non-discrimination program, plan and assurances for Fort Bend County.

The Title VI/Nondiscrimination Coordinator is authorized to ensure compliance with the provisions of the County's statement of nondiscrimination and with the appropriate laws and regulations. The Title VI/Nondiscrimination Coordinator will also ensure implementation of the County's nondiscrimination policy statement and will be responsible for initiating, monitoring, and ensuring the County's compliance with Title VI requirements.

The Title VI/Nondiscrimination Coordinator's (or designee) role and responsibilities include but are not limited to the following:

- 1. Program Administration.** Being the focal point for the Title VI implementation and monitoring of programs and/or activities receiving federal financial assistance. Ensuring that Title VI requirements are included in appropriate policy directives and that the procedures used have built in safeguards to prevent discrimination. Ensure compliance with Title VI assurances, policies, and program objectives.
- 2. Public Dissemination of Information.** Develop and disseminate Title VI program information (and, where appropriate, in languages other than English) to County departments/offices, sub-recipients (including contractors, subcontractors, and consultants) and the general public. The public dissemination program shall involve the posting of the County's Title VI Policy Statement: a) in contracts or other agreements and bid specification packages; b) on the County's website, <http://www.fbctx.gov/titlevi>; c) in certain County buildings. The dissemination to departments/offices will include: a) an annual broadcast to County employees; b) posting on the County's website; c) acknowledgements of the County's Title VI and LEP Plan in the new employee orientation ([Attachment 5](#)).

3. **Annual Work Plan and Accomplishment Report.** Coordination, compilation, and submission of the Annual Work Plan and Accomplishment Report to the Texas Department of Transportation, Office of Civil Rights via TXDOT's Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report Development Guide, as presented in TXDOT's Title VI/Nondiscrimination Technical Assistance Guide for Sub-recipients. The Annual Work Plan and Accomplishment Report is due one year from the date of approval of the Title VI plan and then annually on that same date. Ensure the following areas are adequately addressed in the plan:
 - Title VI complaint procedures
 - Record of Title VI investigations, complaints or lawsuits, and dispositions
 - Plan to involve persons with Limited English Proficiency (LEP)
 - Title VI notices to the public
 - Annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year
4. **Elimination of Violations.** Assisting with the correction of Title VI related problems or discriminatory practices or policies found through self-monitoring and review activities. When deficiencies are found, reasonable procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s).
5. **Complaint Process.** Implementation of procedures for the prompt processing of external Title VI discrimination complaints.
6. **Complaint Resolution.** Overseeing the investigation of external Title VI complaints.
7. **Training Program Development.** Facilitate the development and implementation of training programs on Title VI issues and regulations and other nondiscrimination authorities for County departments/offices, contractors, and sub-recipients. A summary of training conducted will be reported in the annual update.
8. **TXDOT Notice.** Forwarding Title VI complaints filed against Fort Bend County to TXDOT within ten (10) calendar days for investigation.
9. **Data Collection.** Coordinating the collection and maintenance of statistical data on race, color, national origin, English language proficiency and sex of participants in the

beneficiaries of County programs. Most information will be gathered through Census data and maps. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

10. **Title VI Plan Update.** If updated, providing a copy of the Title VI Plan to the Texas Department of Transportation. The County will automatically update and renew its Title VI Assurances every three years or as necessary on the occasion of a change in the County's Title VI Plan administrative structure and staffing or changes to the plan's complaint procedures, etc.

Title VI Coordinator Contact Information:

Fort Bend County Attorney's Office

Gregory Roberts, Regulatory Compliance Officer Title VI/Nondiscrimination Coordinator

401 Jackson St., 3rd Floor Richmond, Texas 77469

Phone: (281) 238-3267

Email: gregory.roberts2@fortbendcountytexas.gov

or titlevi@fortbendcountytexas.gov

County Attorney's Office:

The Fort Bend County Attorney's Office provides legal guidance in the administration and implementation of Title VI compliance.

Other County Departments/Elected Offices:

Fort Bend County Departments and Elected Officials, will coordinate with the Title VI/Nondiscrimination Coordinator to ensure compliance with Title VI requirements for TXDOT.

Department Heads and Elected Officials' responsibilities for Title VI requirements include, but are not limited to the following:

1. Collecting and analyzing data to numerically assess the reach and impact of its program funds
2. Coordinating with Title VI/Nondiscrimination Coordinator to ensure all required information is provided in a timely manner
3. Complying with Limited English Proficiency Plan and Public Participation monitoring and reporting requirements

Purchasing Department:

Fort Bend County's Purchasing Department shall make sure that the notifications in Attachment 2 and Attachment 3 are included in all solicitations for bids for work or material, and as an associated component of the contract, including the following language which should not be incorporated by reference but directly incorporated:

Fort Bend County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Title VI Plan Administration

The Title VI/Nondiscrimination Coordinator shall have lead responsibilities for coordinating the administration of the Title VI and related statutes program, plan and assurances for the sub-recipient.

Dissemination of the County's Title VI Policy:

Fort Bend County disseminates its Title VI Nondiscrimination Policy Statement, Title VI Nondiscrimination Plan, and complaint procedures to the general public on the County's website which also provides access to forms to file external discrimination complaints under Title VI.

Title VI information posters shall be sent to all County Department Heads/Elected Officials to post in a conspicuous location in the departments/offices under their supervision.

[\(Attachment 6\)](#)

The County disseminates Title VI/Nondiscrimination information to County employees via the County website, <http://www.fbctx.gov/titlevi>. New County employees will be informed of the provisions of Title VI, provided a copy of the Title VI/Nondiscrimination Policy Statement, and will be required to sign an Acknowledgement of Receipt during New Employee Orientation. [\(Attachment 7\)](#)

All subcontractors and vendors who receive payments from Fort Bend County, where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 and 49 CFR Part 21. Written contracts shall include nondiscrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

The name of and contact for the Title VI/Nondiscrimination Coordinator is available on the County website, at <http://www.fbctx.gov/titlevi>. Additional information relating to nondiscrimination obligations and information on filing complaints can be obtained from the County's Title VI/Nondiscrimination Coordinator.

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

Data Collection & Analysis:

Statistical data on race, color, national origin, English language proficiency and sex of participants in and beneficiaries of federally funded programs, e.g. impacted citizens and affected communities, will be gathered and maintained by the County on a project-by-project basis.

Fort Bend County Department Heads/Elected Officials will use surveys, questionnaires, and/or Census data and maps to perform the following:

1. Analyze the population benefitting from a project, including analyzing the benefits to traditionally underserved populations, if any;
2. Identify the population burdened by the projects, including traditionally underserved populations;
3. Perform a language needs assessment;
4. Determine how best to disseminate information to the affected populations;
5. Determine how best to prioritize investments; and
6. Analyze the impact of the investment.

Potential Sources of data and analysis tools include:

- Census Data
- American Community Survey
- Forms or Surveys from the public
- Field Observations

The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews:

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

TXDOT Annual Reporting Form:

The Title VI/Nondiscrimination Coordinator will be responsible for coordination, compilation, and submission of the Annual Work Plan and Accomplishments Report to the Texas Department of Transportation, Office of Civil Rights via TXDOT's Title VI/Nondiscrimination Annual Work Plan & Accomplishments Report Development Guide, as presented in TXDOT's Title VI/Nondiscrimination Technical Assistance Guide for Sub-Recipients.

TXDOT Title VI Plan Updates:

If this plan is updated, a copy of the Title VI/Nondiscrimination Plan will be submitted to the Texas Department of Transportation within ninety (90) days from date of approved update. The County will automatically update and renew its Title VI Assurances every three years or as necessary on the occasion of a change of Commissioners' Court members.

Remedial Action:

The County, through the Title VI/Nondiscrimination Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements.

When deficiencies are identified, procedures will be promptly implemented to correct the deficiencies and establish written corrective action(s). The period to determine corrective action(s) and respond in writing to ensure compliance may not exceed 90 days from the date the deficiencies are identified.

Record Keeping:

Any records related to the Title VI/Nondiscrimination Plan shall be maintained for a period of ten (10) years or pursuant to the requirements of the Texas Library Archives Records Retention Schedules, whichever is longer; however, should records be the subject of a grievance, administrative action, litigation or other formal complaint, said records must be maintained for the minimum retention period and thereafter until the final disposition or resolution of the complaint.

Limited English Proficiency (LEP) or Language Access Plan

Purpose:

The purpose of the Limited English Proficiency (LEP) Plan is to clarify the responsibilities of the County and those entities that undertake governmental duties on behalf of the County (including contractors and subcontractors) and to assist them in fulfilling their responsibilities to LEP persons. This plan also serves to show the County's commitment to ensure its departments/offices communicate effectively with Limited English Proficiency individuals and provide persons with limited English proficiency access to all County programs.

An LEP individual is a person who does not speak English as his or her primary language and who has a limited ability to speak, read, write, or understand English.

All County Department Heads/Elected Officials, and those entities that undertake governmental duties on behalf of the County (including contractors and subcontractors) must make a meaningful attempt to provide LEP persons with a means of effective communication.

Overview of Fort Bend County

Population Demographics

Fort Bend County is located along the Gulf Coast region of Texas, within the Houston-The Woodlands- Sugar Land metropolitan area, the fifth-largest metropolitan area in the United States with a population of approximately 7.1 million. According to the US Census in 2020, Fort Bend County's population was estimated at 822,779, which represents 11.55 percent of the total population in the metropolitan area.

Population Growth

The population of Fort Bend County has grown significantly since 1990, as shown in Table 1. Since 1990, the County has grown from 225,421 to 822,779 making it one of the fastest growing counties in the nation. The Houston-Galveston Area Council (H-GAC) further estimates that Fort Bend County's population will continue to grow, adding just over 200,000 people by the year 2030.

Table 1. Population in Fort Bend County

Year	Population	Percent Growth
1990 ^A	225,421	-
2000 ^A	354,452	57%
2010 ^A	585,375	65%
2020 ^A	822,779	41%
2030 ^B	1,042,522	27%

Sources:

^A [U.S. Census](#)

^B *H-GAC Regional Growth Forecast (2017)*

Urban and Rural Fort Bend County

Most of the population of Fort Bend County falls within the Houston urbanized area. In 2010, the Fort Bend County population was 585,375, and 557,277, or 95.2 percent were in the urbanized area. The remaining population 28,098 or 4.8 percent was in rural Fort Bend County. In 2020, 822,779 residents (96.6 percent) of Fort Bend County reside within the Houston urbanized area.

According to the U.S. Census Bureau, the county has a total area of 861.5 square miles and is the 181st largest county in Texas by total area. The average population density was 679.5 persons per square mile as of the 2010 Census increasing to 954.8 persons per square mile in 2020, according to the 2020 US Census. Geographically, large portions of the county are rural; however, cities are growing rapidly.

Diversity

Fort Bend County is one of the most diverse counties in the United States as reflected in racial and ethnic population demographics represented below in Table 2.

Table 2. Population of Fort Bend County by Race and Ethnicity.

Race and Ethnic Group	2017		2020	
	Population	Percent	Population	Percent
Total Population	711,421		822,779	
Hispanic or Latino	171,949	24.17%	198,580	24.14%
Not Hispanic or Latino	539,472	75.83%	624,199	75.86%
White alone	244,43	34.36%	243,726	29.62%
Black or African American alone	143,86	20.22%	167,964	20.41%
Asian alone	136,74	19.22%	181,522	20.06%
Two or more races, not Hispanic or Latino	11,867	1.67%	23,901	2.90%
American Indian and Alaska Native alone	1,351	0.19%	3,862	0.47%
Some Other Race alone	1,091	0.15%	3,827	0.47%
Native Hawaiian and Other Pacific Islander alone	117	0.02%	152	0.02%

Source: [2020 U.S. Census](#); [2017](#)

[ACS 5-Year Estimate](#)

Incorporated Cities

Eighteen incorporated cities fall within the boundaries of Fort Bend County.¹ Table 3 identifies the cities and presents the population and growth from 2010 to 2020. The remaining population in Fort Bend County resides in unincorporated areas of the county or in the small segments of the City of Houston that exist within Fort Bend County.

Table 3. Incorporated Cities in Fort Bend County

City	2010 Population	2020 Population	Percent Growth
Arcola	1,642	1,656	.85%
Beasley	641	641	.0%
Fairchilds	763	1,415	85.5%
Fulshear	1,134	16,856	1,387.4%
Katy	14,102	21,894	55.3%
Kendleton	380	586	54.2%
Meadows Place	4,767	4,767	.0%
Missouri City	67,358	74,259	10.2%
Needville	2,823	3,089	9.4%
Orchard	352	352	.0%
Pearland	91,252	125,828	37.9%
Pleak	1,044	1,815	73.9%
Richmond	11,679	11,627	-0.19%
Rosenberg	30,618	38,282	25%
Simonton	814	647	-20.52%
Stafford	17,693	17,666	-0.15%
Sugar Land	78,817	111,026	40.9%
Weston Lakes	2,226	3,853	73.1%

Source: U.S. Census

¹ A small portion of the City of Houston falls within Fort Bend County, however this data is not included in Table 3.

Access for Persons with Limited English Proficiency

Languages Spoken at Home

To determine the current language/translation needs of the Fort Bend County population at the countywide level, 2023 ACS Census data is used. This data is reported by census tract as households in which a language other than English is spoken at home. A benefit of looking at languages spoken at home is to identify the languages that are most familiar to a person whose nation of origin is not the United States. This information will serve as guidance for Fort Bend County to provide language assistance for growing segments of the population.

The 2023 ACS Census data documents 13 language categories at the household level to present data on the number of households that speak a language and the number of those households that identify as limited English-speaking households. Table 4 presents each language category and the number of households identified for each. As shown in Table 4, Spanish is the language spoken at home by the largest percent of households—nearly 19 percent—after English.

Table 4. Languages Other than English Spoken at Home.

Language	Households	% of Total Households
Fort Bend County	281,259	100%
English only	153,044	54.41%
Spanish	53,335	18.96%
Other Indo-European languages	22,066	7.85%
Chinese (incl. Mandarin, Cantonese)	12,197	4.34%
Other Asian and Pacific Island languages	9,937	3.53%
Other and unspecified languages	8,692	3.09%
Vietnamese	7,945	2.82%
Tagalog (incl. Filipino)	4,296	1.53%
Arabic	3,833	1.36%
Russian, Polish, or other Slavic languages	1,711	0.61
French, Haitian, or Cajun	1,845	1.79%
Korean	1,196	0.43%
German or other West Germanic languages	1,162	0.41%
<i>Source: U.S. Census</i>		

Limited English Proficiency

According to the 2010 and 2020 census data, Fort Bend County has nine (9) languages other than English spoken at home by at least one thousand (1,000) Fort Bend County LEP residents. These languages are as follows: Spanish, Vietnamese, Chinese, Urdu, Malayalam, Tagalog, Gujarati, Hindi, and Arabic.

Language Assistance

Fort Bend County will develop a Language Assistance Plan to ensure meaningful access to LEP persons. Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English because of their national origin. Under Title VI, these individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

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

Four Factor Analysis

- 1) **Number or proportion of LEP persons eligible to be served or likely to be encountered by the County's programs, activities or service:** The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate it must also include all communities that are eligible for services or are likely directly affected by the programs or activities, not only those that live next to a project.
- 2) **The frequency with which LEP individuals engage with the County program, activity, or service;** Fort Bend County staff will assess the frequency with which staff have or could possibly have contact with LEP persons.
- 3) **The nature and importance of the program, activity, or service provided by the County;**
- 4) **The resources available to the County and overall costs to provide the LEP assistance.**

A general four-factor analysis will help the County anticipate and prepare for what may be needed; however, meaningful four-factor analysis can only occur on a project-by-project basis. When preparing to publish a document, launch a campaign, hold a public meeting, etc., a focused four-factor analysis will be conducted to determine what type of language assistance is needed.

Analysis:

The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the County will undertake to ensure access to their programs, activities, or services.

- 1) The County and its departments/offices will use various methods to identify LEP persons with whom they have contact. These may include:
 - a. Current or past experiences with LEP persons encountered by the department's/office's staff:
 - The number and type of such encounters must be periodically analyzed by the department/office to determine the breadth and scope of the language services required.
 - b. Most recent U.S. Census Bureau data:
 - Department/Offices shall analyze data from the most recent U.S. Census Bureau data, regarding languages spoken in Fort Bend County as well as those who self-identified that they spoke English less than “very well”.
 - As documented in the aforementioned section, Spanish is the language other than English most often used by residents of Fort Bend County. Nearly 19 percent of Fort Bend County households speak Spanish at home. According to the 2020 census data, Fort Bend County has nine (9) languages other than English spoken at home by at least one thousand (1,000) Fort Bend County LEP residents. These languages are as follows: Spanish, Vietnamese, Chinese, Urdu, Malayalam, Tagalog, Gujarati, Hindi, and Arabic.
- 2) In addition to research conducted to identify LEP persons in the County, all county departments/offices must also annually compile information regarding the frequency of contact with LEP persons. The more frequent the contact and/or the number of requests for other languages other than English, the more likely that language services for a specific language will be needed.

Actions taken for a department/office that serves a LEP person one time or occasionally will be different from those that serve LEP persons every day.

All County departments/offices will assess the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and in-person inquiries for LEP assistance or materials, requests for language

interpreters or translated material, and may include surveying public meeting attendees.

- 3) Fort Bend County recognizes that within a range of programs and services it provides, the nature of some programs and services may be more important to the LEP persons than others.

To determine the nature and importance of County program, activity, or service provided to LEP persons, County departments/offices are to:

- a. Identify the programs, services, and activities that could have a serious consequence if language barriers prevent LEP persons from accessing those programs, services, or activities.
- b. Determine the potential impacts that inability to access County services, programs, or activities may have on the LEP person.

County departments/offices whose projects have a significant impact on LEP residents may be required by the County to develop a Language Access Plan for the program/project.

- 4) County departments/offices shall assess their available resources that could be used for providing LEP assistance. This must include identifying the following:

- what staff and/or volunteer language interpreters are readily available, see ([Attachment 8](#));
- how much a professional interpreter and translation service would cost;
- which documents should be translated;
- which organizations the department/office could partner with for interpreter and translation services or outreach efforts;
- which financial resources could be used to provide assistance; and
- what level of staff training is needed.

How to Identify a LEP person who needs Language Assistance:

Below are tools that may be used by County departments/offices to help identify persons who may need language assistance:

- Have language identification cards or Census Bureau “I speak cards” at customer service counters in County departments/offices which invite LEP persons to identify their language needs to staff. While staff may not be able to provide translation assistance at the initial contact with an LEP person, the cards are an excellent tool to identify language needs for future contacts. ([Attachment 9](#))
- Posting notices in commonly encountered languages notifying LEP persons of language assistance to encourage LEP individuals to self-identify.

Language Assistance Measures: ([see Guide to Accessing Language Services](#))

To ensure meaningful access to LEP persons who have limited English proficiency, Fort Bend County will enhance current public information about programs, services, and activities in the following ways:

- The Title VI statement of policy and instructions for how to file a discrimination complaint. The complaint form will be provided in all languages that fall under the Safe Harbor Provision.
- Public information materials will be provided with an option for languages other than English.
 - Fort Bend County website will have all vital documents posted in English and the ability to view in multiple languages including the languages identified under the Safe Harbor threshold. These vital documents are also available in print if requested.
 - The recorded information for the telephone number for general information will have a bilingual option in Spanish
- When an interpreter is needed, in person or on the telephone, staff should first determine what language is required. Bilingual staff may be able to assist with communications with LEP persons.

Each department/office should complete the Employee Language Report (attached previously as Attachment 8) and return it to the Title VI/Nondiscrimination Coordinator.

The Coordinator will compile a list of individuals who fluently write or speak a language other than English and distribute to the Department Heads/Elected Officials. If staff cannot assist,

the County shall access available resources through the County's contracted translation vendor service to assist the LEP.

Use of informal interpreters, such as family or friends of the LEP person seeking services, or other customers, **is discouraged**, with minor children generally prohibited from acting as interpreters. The use of informal interpreters shall be allowed at the insistence of the LEP person or in emergencies and shall be documented.

No staff may suggest or require a LEP person to provide an interpreter in order to receive services.

Safe Harbor Provision

DOJ's Safe Harbor Provision outlines the circumstances that can provide a "safe harbor" regarding the translation of written materials for LEP populations. It stipulates that if a recipient provides written translation of vital documents for each eligible language group that constitutes five percent (5%) of its population of persons, or 1,000 persons whichever is less.

Fort Bend County has identified the following as vital documents including:

- Title VI Notice/Policy
- Public Participation Plan
- ADA & Title VI Complaint Form and Procedures

Staff Training

County Department Heads/Elected Officials will fully understand, direct staff to comply, and will implement the Title VI/Nondiscrimination Plan including the LEP Plan and to reinforce its importance.

All staff will be provided with the LEP Plan and will be educated on procedures and services available. LEP Plan information will also be a part of the staff orientation process for new employees. Training topics may include the following:

- Review of the County Title VI Plan
- Attendance at any available Title VI trainings provided by the Texas Department of Transportation, U.S. Department of Transportation or its applicable operating administrations, or the U.S. Department of Justice.

- Viewing the video [Title VI at TxDOT](#), produced by TxDOT. This training provides a general Title VI overview as well as TxDOT specific information.
- Viewing the [Fort Bend County Title VI New Hire and Annual Training](#), produced by Fort Bend County Title VI Coordinator and Human Resources Staff
- Viewing the video [Understanding and Abiding by the Title VI of the Civil Rights Act of 1964](#), produced by the U.S. Department of Justice
- Review of the County LEP Policy and procedures
- Understanding the County's Title VI LEP responsibilities
- Language assistance services offered by Fort Bend County
- Use of LEP Interpreter Services
- Documentation of language assistance requests; and
- How to handle a complaint

The County will maintain records indicating that the applicable staff have received sufficient training on a periodic basis.

Translation Services: ([Attachment 10](#))

Fort Bend County's Title VI/Nondiscrimination Coordinator, in coordination with county departments/offices, will create and maintain a list of bilingual staff (and the languages they speak) to assist with translations.

Written materials routinely provided in English should be provided in the nine (9) languages identified under the Safe Harbor Rule. Documents, meeting notices, flyers, or agendas for which the target audience is expected to include LEP individuals, must be printed in an alternative language based on the known LEP population.

Vital documents or information contained within a document should be translated when a significant number or percentage of LEP population is likely to be affected by the program/activity and it contains information that is critical for obtaining services and/or benefits.

Public service announcements should be provided in regularly encountered languages.

Providing Notice of Available Language Services to LEP Persons:

County departments/offices will post signs that language assistance is available in public areas such as intake areas, customer service areas and other entry points to the department/office.

Statements may be placed in outreach documents indicating that language services are available from the County.

Monitoring and updating the LEP Plan:

The LEP Plan will be re-evaluated on a regular basis. At a minimum, the plan will be reviewed and updated when data from the U.S. Census is available or when the County's Title VI/Nondiscrimination Coordinator begins acquiring statistically significant requests for interpretive or translation services in the County's service area.

Consideration will be given to changes in demographics, types of services, or other needs when determining the frequency of the LEP Plan reevaluations. Each reevaluation should examine all Plan components and assess the following:

- How many LEP persons were encountered and what languages?
- Were their needs met?
- What is the current LEP population in Fort Bend County?
- Has there been a change in the types of languages where translation services are needed?
- Is there still a need for continued language assistance for previously identified Fort Bend County programs? Are there other programs that should be included
- Has the County's or a specific county department's/office's available resources, technology, staff, and financial costs changed?
- Has the County fulfilled the goals of the LEP Plan?
- Are identified sources of assistance still available and viable?

County Department Heads / Elected Officials must maintain the data throughout the calendar year and should complete and return essential data/forms ([Attachment 11](#)) on an annual basis to the Title VI/Nondiscrimination Coordinator. Department Heads/Elected Officials may adopt alternate methods to document LEP encounters provided that such methods comply with this policy, contain the information found in the "LEP Requests Log," and are approved by the County's Title VI Coordinator.

Federal funding recipients and federal agencies may have certain legal obligations to provide their services to non-English speakers, though recent executive orders and regulatory activity have changed (and may continue to change) existing requirements. Language-access obligations for federally funded programs generally arise from Title VI of the Civil Rights Act of 1964 and its regulations and agency guidance.

For recent updates to the language access requirements, please read [Recent Language Access Requirements Guidance](#).

Dissemination of the LEP Plan:

For anyone who may have questions or concerns regarding the County's policies on LEP, a copy of the LEP Plan will be available on the County website at <http://www.fbctx.gov/titlevi>. Copies of the LEP Plan will be provided to any person or agency requesting a copy. Additional questions or comments regarding the plan should be directed to the Fort Bend County Title VI Coordinator at:

Fort Bend County Attorney's Office
Gregory Roberts, Regulatory Compliance Officer
Title VI / Nondiscrimination Coordinator
401 Jackson St., 3rd Floor
Richmond, Texas 77469
Phone: (281)238-3267
Email: titlevi@fortbendcountytexas.gov

Public Participation Plan

Purpose:

This section details how the County notifies the public of development plans and improvement programs.

The purpose and objective of the County's Public Participation Plan are to:

- Provide County departments/offices with a framework to develop meaningful public participation.
- Provide an opportunity for interested parties to identify environmental concerns;
- Encourage public participation opportunities in a wide and varied audience, including traditionally underserved groups;
- Obtain meaningful public input and participation to inform the planning and decision-makers; and
- Inform and educate stakeholders and interested parties.

Public Participation Plan Summary:

The Public Participation Plan (PPP) demonstrates how the County provides opportunities for public review and comment at key decision points during the countywide improvement planning process. The process consists of open discussion of planning documents in local government forums, public meetings, informational exhibits, published advertisements and, if required, a Public Hearing.

Types of Public Participation Procedures:

To ensure a meaningful public participation process, impacted parties must be informed and educated on programs, projects planned, and projects underway.

County departments/offices should comply with any public participation requirements which may be applicable to specific projects that the County department/office is undertaking.

The following strategies are utilized by the County departments/offices to ensure that interested parties receive timely information in a variety of formats. Each department/office will determine the best form of communication for their programs.

Types of additional public participation efforts may include:

1. Commissioners Court Meetings – Citizens may be present during any of the Commissioners' Court meetings. Commissioners' Court usual schedule is to meet on the second and fourth Thursday of each month at 1:00 PM, on the second floor of the Historic Courthouse located at 401 Jackson St. in Richmond, Texas, unless otherwise designated. For more information regarding the schedule please refer to the [county website](http://www.fortbendcountytexas.gov) at www.fortbendcountytexas.gov.

The Commissioners Court meeting offers the public an opportunity to bring topics and issues to Commissioners' Court members' attention. Each regular Commissioners' Court meeting allows citizens three minutes each to speak on a topic.

Citizens can sign up to provide public comment by completing a Public Comment Form and submitting the form to the Court Clerk in conformity with established guidelines.

2. Public Outreach – The methods of gathering and implementing public participation for a planning process may differ widely, depending on the type and scope of a project or program.

Partnerships with Community-based organizations provide the opportunity to connect with specific audiences and are an integral part of identifying and reaching out to underserved groups. County departments/offices can reach out to specific organizations to provide these groups with project information and encourage them to become involved.

Community-based organizations are groups that serve a broad range of community interests. Organizations include senior centers; civic groups; business organizations; community development corporations, churches and other faith-based organizations; service clubs; schools that provide English as a second language programs; service providers for youths, families, and persons with disabilities; and many others.

3. Websites – County departments/offices that have websites that provide for two-way communication can continuously update information about programs and projects.

4. Publications – County departments/offices should maintain a stakeholder list with contact information for organizations and individuals. Electronic newsletters quickly and easily disseminate information to contact lists.
5. Media Campaigns – A comprehensive regional media campaign can be used when outreach is needed to the broader community, if fees are reasonable and the department/office has the available resources.

A media campaign might include press releases; public service announcements; press conferences with community leaders; feature articles; or interviews, depending on the nature of the project and the resources available. To ensure media exposure, the department/office could buy advertisements but should do so strategically to keep costs low.

6. Scheduled Community Meetings – The need for scheduled community meetings during the life of the project or program will vary. A construction project for example could have scheduled meetings during project development, design, at the start of construction, and at various times during construction. Each department/office will make the determination of what is needed.

Selection of Meeting Places: When determining locations and schedules for public meetings, the department/office will:

- Schedule meetings at times and locations that is convenient and accessible for minority, low-income, and Limited English Proficient (LEP) communities.
- Employ different meeting sizes and formats including town hall type meeting formats;
- Coordinate with community organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority, low-income, and/or LEP communities;
- Provide opportunities for public participation through means other than written communication, such as one-on-one interviews.
- Ensure meetings are conducted in locations that are always ADA accessible and convenient to public transit, when possible;

- Provide notice that sign language interpreter requests can be accommodated if requested in advance. Each department will determine the amount of notice required.

7. Social Media - Social media and social networking websites may include Facebook, Twitter, YouTube, and blogs. It is important to choose the social media and networking platforms that have the best chance of reaching the intended audience.
8. State and Regional Organizations – The County receives funding through various state and federal agencies with their own public participation plans. The Texas Department of Transportation (TxDOT) website states “public hearings and meetings allow you to participate in the transportation planning process and help you better understand the road, rail and aviation projects that affect your community.” Further details about the TxDOT public participation process can be found at [Strategic Public Engagement Guidance](#).

Use of Public Comment:

All public input should be derived from as diverse a range of sources as possible. At the department's/office's discretion, as appropriate and whenever possible, public comments may be used to revise work scopes, plans, and programs.

Effectiveness Assessment:

County departments/offices should use the information obtained through its public outreach efforts to review the effectiveness and progress of its programs. In turn, the Public Participation Plan should be updated periodically to ensure compliance with Title VI of the Civil Rights Act of 1964 and relevant executive orders. The Title VI/Nondiscrimination Coordinator will be responsible for coordinating any plan updates.

Translation and Special Accommodation Services

Fort Bend County will hold all community meetings or public hearings in locations easily accessible to the public. Reasonable accommodations will be provided for persons attending meetings or functions. Requests from persons needing special accommodations should be received three (3) business days prior to a function. Public meetings, hearings, etc. will be conducted in English. Requests for language interpreters or other special communication needs should be made at least three (3) business days prior to a function. In addition, all notices and information outlined on the Fort Bend County website can be translated into 80 different languages. Individuals can easily change the content on the website to any of these languages by simply using the language drop down bar located on the top right corner of the webpage.

Title VI Complaint Procedures

Purpose:

The purpose of the discrimination complaint procedures is to describe the process used by Fort Bend County for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the County's program, activities, and services as required by statute.

The complaint procedures apply to the beneficiaries of County programs, activities and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

Filing a Complaint:

Any person who, based on race, religion, color, national origin, sex, age, disability or other applicable protected category believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by Fort Bend County or its sub-recipients, consultants and contractors may bring forth a discrimination complaint under Title VI. Only complaints based on the complainant's protected status will be considered under Title VI.

A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FHWA. Complaints related to the Federal-aid highway program may be filed with TxDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, or the USDOJ.

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

Fort Bend County
Attn: Title VI Coordinator/Regulatory Compliance Officer
401 Jackson St., 3rd Floor
Richmond, Texas 77469

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

Federal Highway Administration – Texas Division
300 E. 8th St.
Austin, TX 78701

Federal Highway Administration
Office of Civil Rights
HCR-20, Room E81-320
1200 New Jersey Avenue, SE
Washington, DC 20590

In cases where the complainant is unable or incapable of providing a written statement, the complainant shall be interviewed and assisted in converting a verbal complaint or appeal into writing. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

The complainant must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. The complaint should include the following information:

- Complainant name, mailing address, and a method of contact (i.e., telephone number, email address, etc.);
- How, when, where and why the alleged discrimination occurred. Include the location, names and contact information of any witnesses; and
- Other information that the complainant deems significant.

Items that would not be considered a formal complaint (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

- An anonymous complaint that is too vague to obtain required information,
- Inquiries seeking advice or information,
- Courtesy copies of court pleadings,
- Courtesy copies of internal grievances.

The External Title VI/ADA Discrimination Complaint Form ([Attachment 12](#)) may be used to submit the complaint information.

Complaint forms are also available in [nine \(9\) languages](#) - Spanish, Arabic, Chinese Simplified, Gujarati, Hindi, Malayalam, Tagalog, Urdu, or Vietnamese at the office of the Fort Bend County Regulatory Compliance Officer, County Attorney's Office or online at <http://www.fbctx.gov/titlevi>.

To request additional information on Fort Bend County's nondiscrimination obligations, to file a Title VI complaint, or to request a complaint form, please submit a written request or complaint to:

Fort Bend County Attorney's Office
Gregory Roberts, Regulatory Compliance Officer
Title VI/Nondiscrimination Coordinator
401 Jackson St., 3rd Floor
Richmond, Texas 77469
Phone: (281)238-3267
Email: titlevi@fortbendcountytx.gov

Complaint Process:

The County Title VI/Nondiscrimination Coordinator will acknowledge receipt of the complaint, and begin an investigation, within fifteen (15) working days of receipt of a complaint alleging discrimination based on race, color, national origin, age, sex or disability. The Title VI/Nondiscrimination Coordinator must also provide appropriate assistance to complainants, including those persons with disabilities, or who may be limited in their ability to communicate in English.

The Title VI/Nondiscrimination Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI/Nondiscrimination Coordinator may, at

his/her discretion, assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Title VI/Nondiscrimination Coordinator. The Title VI/Nondiscrimination Coordinator will interview the complainant and if necessary, assist the person in converting a verbal complaint to writing. All complaints must, however, be signed by the complainant or his/her representative. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.

Transportation related discrimination complaints filed under Title VI with Fort Bend County in which the County or its sub-recipients are named as the respondent shall be forwarded to Texas Department of Transportation, and the Federal Highway Administration, Office of Civil Rights for investigation within 10 calendar days of receipt of the complaint.

The Title VI/Nondiscrimination Coordinator shall make every effort to address all complaints in an expeditious and thorough manner. The Title VI/Nondiscrimination Coordinator will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. The Complaint will be copied, filed and logged. If the complainant fails to provide the requested information on a timely basis, Title VI/Nondiscrimination Coordinator may administratively close the complaint.

Should an investigation be warranted, the Title VI/Nondiscrimination Coordinator will complete the investigation within ninety (90) calendar days of receipt of a complaint. If additional time is needed for investigation, the complainant will be notified. A written investigation report will be prepared by the Title VI/Nondiscrimination Coordinator. This report shall include a summary description of the incident, findings for each issue, and recommended corrective action, if any.

The investigation and recommended decision will be forwarded to the state agency (if sub-recipient) or federal agency (if recipient) for the program or activity involved. If the investigator is unsure which agency to send the investigation, it should be sent to:

U.S. Department of Justice

Civil Rights Division

Federal Coordination and Compliance Section,
NWB 950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
1-888-848-5306

Disposition of Complaint:

A final written response letter will be provided to the complainant and the department/office for the program involved. In a letter notifying complainant that the complaint is not substantiated, the complainant is also advised of his or her right to appeal with the County within five (5) working days from receipt of the closing letter or that they may file a complaint externally with an applicable federal agency. If there is no appeal or no findings, the complaint will be closed. If required, the investigation report will be forwarded to the appropriate state or federal agency.

Complaint Log

Fort Bend County maintains a complaint log to document all activity related to the complaint. Information captured includes: ([Attachment 13](#))

- 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; and
- Other pertinent information.

Conclusion:

The County's Title VI/Nondiscrimination Plan will be reviewed and updated annually or as needed to comply with local, state and federal requirements. In addition, the plan will be published on the County's website and shared with all County employees to ensure effective implementation and compliance.

Summary of Attachments

1. [Attachment 1](#) – Title VI Nondiscrimination Policy Statement
2. [Attachment 2](#) – Assurances
3. [Attachment 3](#) – Appendices
4. [Attachment 4](#) – Order Designating Title VI Coordinator
5. [Attachment 5](#) – Acknowledgement of Receipt - New Employee Orientation
6. [Attachment 6](#) – Title VI Policy Notice Poster
7. [Attachment 7](#) – Acknowledgement of Receipt – New Employee Orientation
8. [Attachment 8](#) – Employee Language Report
9. [Attachment 9](#) – iSpeak Card
10. [Attachment 10](#) – Quick Guide – Language Access Services
11. [Attachment 11](#) – LEP Annual Report
12. [Attachment 12](#) – Title VI Complaint Form
13. [Attachment 13](#) – Title VI Complaint Log

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Title VI and Related Statutes Nondiscrimination Statement

Fort Bend County, 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.

Titulo VI ye Estatutos Relacionados Declaracion de No Discriminacion

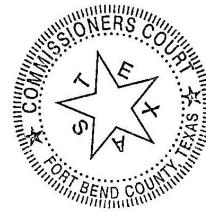
Condado de Tito, como receptor de asistencia financiera Federal y en virtud del tftulo VI de la ley de derechos civiles de 1964 y las estatutos relacionados, asegura que ninguna persona sera par motivos de raza, religion (donde el objetivo principal de la ayuda financiera es proporcionar empleo par 42 U.S.C. § 2000d-3), color, origen nacional, sexo, edad o discapacidad excluidos de la participaci6n en, puede negar las beneficios de, o de lo contrario ser sometido a discriminaci6n en cualquier departamento programas o actividades.

Approved on 24 day of November 2025.

KP George
KP George, Fort Bend County Judge

ATTEST:

Laura Richard
Laura Richard, Fort Bend County Clerk



DOT Order No. 1050.2A

(herein referred to as the "Recipient"), HEREBY

AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled Non-discrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

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

General Assurances

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

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

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

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted U.S. DOT programs:

1. The Recipient agrees that each "activity," facility," or "program," as defined in §§ 21.23(b) and 21.23(e) or 49 C.P.R § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all _____ and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

3. The Recipient will insert the clauses of Appendix A and Appendix E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods.
 - a. the period during which the property is used for a purpose for which the Federal financial

assistance is extended, or for another purpose involving the provision of similar services or benefits; or

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

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

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

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

The Recipient gives this assurance in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. DOT under all

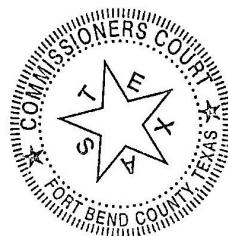
Department of Transportation Programs. This assurance is binding on Texas, other recipients, subrecipients, sub-grantees, contractors, subcontractors and their subcontractors, transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing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

This Title VI/Non-discrimination Assurance was adopted by Fort Bend County Commissioner's Court on 24 day of November, 2025.



KP George, Fort Bend County Judge

ATTEST:




Laura Richard, Fort Bend County Clerk

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

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

another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies, and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Clauses for Deeds Transferring United States Property

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

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

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto _____ and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another

purpose involving the provision of similar services or benefits and will be binding on the _____, its successors and assigns.

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

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

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

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

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to enter or re-enter the lands and

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

facilities thereon, and the above-described lands and facilities will there upon revert to and vest in and become the absolute property of the _____ and its assigns. *

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

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

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, _____ will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. *
- C. With respect to deeds, in the event of breach of any of the above non-discrimination covenants, _____ will there upon revert to and vest in and become the absolute property of _____ and its assigns. *

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

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to -ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

ATTACHMENT 4

STATE OF TEXAS §
§
COUNTY OF FORT BEND §

**ORDER APPOINTING COUNTY TITLE VI COORDINATOR
AND ADA COORDINATOR**

On this the 22nd day of October, 2024, at the regular meeting of the Commissioners' Court of Fort Bend County, Texas, sitting as the governing body of Fort Bend County, upon motion of Commissioner Prestage, seconded by Commissioner Morales duly put and carried;

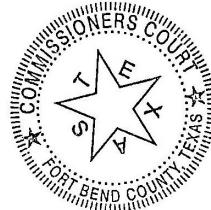
IT IS ORDERED by the Commissioners' Court that the Regulatory Compliance Officer shall replace the Director of Risk Management, previously appointed to this position on April 7th, 2021, to serve as the County's Title VI Coordinator/Civil Rights Liaison and ADA Coordinator to be effective October 22, 2024.

FORT BEND COUNTY

By: Kelli George
KP George, County Judge

ATTEST:

Laura Richard
Laura Richard, County Clerk



FORT BEND COUNTY

Acknowledgement of Receipt: Title VI/Nondiscrimination Policy and Limited English Proficiency (LEP) Plan

Title VI Policy Statement: The County of Fort Bend, 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 be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity administered by the County of Fort Bend.

LEP Policy Statement: It is the policy of the County of Fort Bend to provide timely meaningful access for Limited English Proficiency (LEP) persons to all County programs and activities. Language assistance services shall be provided to persons with LEP whenever a person with LEP requests language assistance services, as set forth in the Title VI Plan.

I hereby acknowledge the receipt of the Fort Bend County Title VI/Nondiscrimination Policy Statement and the LEP Policy Statement stated above. I have read the same and am committed to ensuring that no person is excluded from participation in, or denied the benefits of County programs, activities or services on the basis discussed above. I understand that the entire Title VI/Nondiscrimination Plan (including the County's Limited English Proficiency Plan and Public Participation Plan) and applicable complaint forms can be found online at: www.fortbendcountytexas.gov or are available upon written request to the Title VI/Nondiscrimination Coordinator. I understand that questions, concerns or complaints regarding this policy that I may have or from other employees or citizens may be referred to the Title VI Nondiscrimination coordinator at:

Fort Bend County Attorney's Office
Gregory Roberts, Regulatory
Compliance Officer

Title VI/Nondiscrimination
Coordinator 401 Jackson St., 3rd
Floor Richmond, TX 77469

Ph: (281)238-3267
Email: titleVI@fortbendcountytexas.gov

Employee Name

Employee Number (if available)

Employee Signature

Date

Department/Office



Fort Bend County

Title VI / Nondiscrimination Statement

Fort Bend County is committed to ensuring that no person on the basis of race, color, national origin (limited English proficiency), sex, age, religion, disability, sexual orientation, or veteran status, or any other group of people protected under Federal or State nondiscrimination statutes, laws, regulations, or other requirements, shall be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination or retaliation in any program or activity receiving Federal financial assistance that is administered by Fort Bend County, its subrecipients, and/or its contractors.

Any person or organization believing they have been a victim of discrimination based on race, color, or national origin (limited English proficiency) may file a complaint with the agency in question or with the FBC Title VI Coordinator / Regulatory Compliance Officer.

For more Title VI information, please contact:
FBC Title VI Coordinator / Regulatory Compliance Officer
401 Jackson Street, 3rd Floor
Richmond, Texas 77469
Phone: 281-238-3267
Email: TITLEVI@FBCTX.GOV



Fort Bend County

Title VI / Nondiscrimination Statement

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Email: TITLEVI@FBCTX.GOV
fbctx.gov/comply



مقاطعة فورت بين

الفصل السادس / بيان عدم التمييز

تلزم مقاطعة فورت بیند بضمان عدم استثناء أي شخص من المشاركة على أساس العرق أو اللون أو الأصل القومي (الإجادة الإنجليزية المحدودة) أو الجنس أو العمر أو الدين أو الإعاقة أو التوجه الجنسي أو رتبته كمحارب قديم أو أي مجموعة أخرى من الأشخاص المحميين بموجب التشريعات أو القوانين أو اللوائح أو غيرها من الاشتراطات الفيدرالية وتلك المطبقة في الولاية، أو حرمانه من المزايا، أو تعرضه بخلاف ذلك للتمييز أو الانتقام في أي برنامج أو نشاط يتلقى المساعدات المالية الفيدرالية التي تديرها مقاطعة فورت بیند وأو المستفيدين الفرعين منها وأو المتعاقدون معها

يجوز لأي شخص أو منظمة تعتقد أنها ضحية للتمييز على أساس العرق أو اللون أو الأصل القومي (الإجادة المحدودة للغة الإنجليزية) تقديم شكوى إلى الوكالة المعنية أو مع مسؤول الحقوق المدنية في مقاطعة فورت بیند

للاطلاع على المزيد من المعلومات الواردة في الفصل السادس، يرجى التواصل مع:

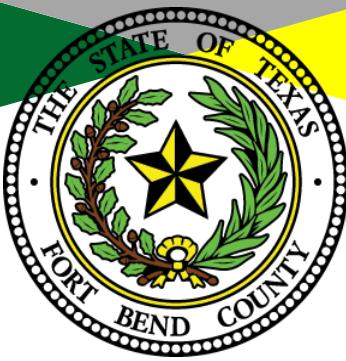
FBC Regulatory Compliance Officer/Title VI Coordinator

401 Jackson St., 3rd Floor

Richmond, Texas 77469

رقم الهاتف: 281-238-3267

البريد الإلكتروني: TitleVI@fortbendcountytexas.gov



本德堡郡

第六章/無歧視聲明

本德堡郡致力確保，任何種族、膚色、國籍（英語水平有限）、性別、年齡、宗教、殘疾、性取向、退伍軍人；或其它任何受聯邦或州政府無歧視法律、法規、法條和其他命令保護下的所有人群，均不得被排除參與、被拒絕受益；或者在接受由本德堡郡及其附屬機構，和/或其承包商管理的；聯邦財政援助的任何計劃或活動中，遭受到歧視或報復。

任何個人或組織，只要認為自己是因其自身種族、膚色或國籍的原因而遭受歧視，都可以向有關單位或本德堡郡民權維護所做投訴。

若欲獲取第六章的更多資訊，請洽：

FBC Regulatory Compliance Officer/
Title VI Coordinator
401 Jackson St., 3rd Floor
Richmond, Texas 77469
281-238-3267
TitleVI@fortbendcountytx.gov



Fort Bend કાઉન્ટી

શીર્ષક VI / બિનભેદભાવ નિવેદન

ફોર્ટ બેન્ડ કાઉન્ટી એ સુનિશ્ચિત કરવા માટે પ્રતિબદ્ધ છે કે જાતિ, રંગ, રાષ્ટ્રીય મૂળ (મર્યાદિત અંગ્રેજી નિપુણતા), લિંગ, ઉંમર, ધર્મ, અપંગતા, જાતીય અભિમુખતા, નિવૃત્તિની સ્થિતિના આધારે અથવા ફેડરલ અથવા રાજ્ય બિન-ભેદભાવના કાનુંનો, કાયદાઓ, વિનિયમો અથવા અન્ય આવશ્યકતાઓ હેઠળ સંરક્ષિત લોકોના કોઈપણ અન્ય જીથના કોઈ વ્યક્તિને ભાગીદારીમાંથી બાકાત રાખવામાં આવશે નહીં, લાભો નકારવામાં આવશે નહીં અથવા અન્યથા ફોર્ટ બેન્ડ કાઉન્ટી, તેના પેટા-પ્રાપ્તકર્તાઓ અને/અથવા તેના કોન્ટ્રાક્ટરો દ્વારા સંચાલિત ફેડરલ નાણાકીય સહાય પ્રાપ્ત કરવાના કોઈપણ પ્રોગ્રામ અથવા પ્રવૃત્તિમાં ભેદભાવ અથવા પ્રતિશોધ લેવા આધિન કરવામાં આવશે નહીં.

કોઈ વ્યક્તિ અથવા સંસ્થા માને છે કે તે જાતિ, રંગ અથવા રાષ્ટ્રીય મૂળ (મર્યાદિત અંગ્રેજી પ્રાવીણ્ય) ના આધારે ભેદભાવનો ભોગ બનેલ છે તો તે સંબંધિત એજન્સી સામે અથવા ફોર્ટ બેન્ડ કાઉન્ટી નાગરિક અધિકારીને ફરિયાદ કરી શકે છે

વધુ શીર્ષક VI માહિતી માટે, કૃપા કરીને સંપર્ક રો:

FBC Regulatory Compliance Officer/
Title VI Coordinator
401 Jackson St., 3rd Floor
Richmond, Texas 77469
281-238-3267
TitleVI@fortbendcountytx.gov



फोर्टबेंड काउंटी

शीषक VI / गैर-भेदभाव संबंधी कथन

फोर्ट बेंड काउंटी, इसकेत प -प्राप्तकर्ताओं और/या इसकेकरों द्वारा प्रशासित होने वाली संघीय वित्तीय सहायता प्राप्त किसी भी कार्यक्रम या गतिविधि में फोर्ट बेंड काउंटी यह सुनिश्चित करने के लिए प्रतिबद्ध है कि नस्ल, रंग, राष्ट्रीय मूलस्रीमित (अंग्रेजी दक्षता), लिंग, आयु, धर्म, विकलांगता, यौन अभिविन्यास, या वयोवृद्धि स्थिति, या संघीय या राज्य गैर-भेदभाव विधियों, कानूनों, विनियमों के तहत संरक्षित लोगों के किसी अन्य समूह के आधार पर या अन्य आवश्यकताओं में, किसी भी व्यक्ति को इसमें भाग लेने से बाहर नहीं रखा जाएगा, इसके लाभों से वंचित नहीं किया जाएगा, या अन्यथा भेदभाव या प्रतिशोध के अधीन नहीं किया जाएगा। कोई भी व्यक्ति या संगठन यह मानते हुए कि वे नस्ल, रंग या राष्ट्रीय मूल (सीमित अंग्रेजी प्रवीणता) के आधार पर भेदभाव का शिकार हुए हैं, एजेंसी कास या फोर्ट बेंड काउंटी नागरिक अधिकारी के पास शिकायत दर्ज करा सकते हैं।

अधिक शीषक VI जानकारी के लिए, कृपया संपर्क करें:

FBC Regulatory Compliance Officer/ Title VI
Coordinator
401 Jackson St., 3rd Floor Richmond, Texas
77469
281-238-3267
TitleVI@fortbendcountytx.gov



Condado de Fort Bend

Declaración de No Discriminación/Título VI

El Condado de Fort Bend se compromete a garantizar que ninguna persona u otro grupo de personas protegido por las leyes, normas u otros requisitos de no discriminación, federales o estatales, queden excluidos de participar, reciban rechazo de beneficios, o sean víctimas de discriminación de otro modo, o de represalias, por motivo de raza, color, nacionalidad (dominio limitado del inglés), sexo, edad, religión, discapacidad, orientación sexual o condición de veterano, en ningún programa o actividad que reciba asistencia financiera federal y sea administrado por el Condado de Fort Bend, sus subdestinatarios o contratistas.

Toda persona u organización que crea que fue víctima de discriminación por motivo de raza, color o nacionalidad (dominio limitado del inglés), podrá presentar una queja ante la agencia en cuestión o ante el Coordinador del Título VI del FBC / Oficial de Cumplimiento Normativo.

Para obtener más información sobre el Título VI, contáctese con:
Coordinador del Título VI del FBC / Oficial de Cumplimiento Normativo
401 Jackson Street, 3rd Floor
Richmond, Texas 77469
Teléfono: 281-238-3267
Correo electrónico: TITLEVI@fortbendcountytexas.gov



Fort Bend County

Titulo VI /

Pahayag sa Hindi Pagdidiskrimina

Naninindigan ang Fort Bend County sa pagtitiyak na walang tao, sa batayan ng lahi, kulay, bansang pinagmulan (limitadong katatasan sa wikang Ingles), kasarian, edad, relihiyon, kapansanan, oryentasyong sekswal, o katayuang beterano, o anumang iba pang grupo ng mga tao na pinoprotektahan sa ilalim ng mga kautusan, batas, regulasyon, o iba pang rekisito ng Federal o Estado, ang hindi isasama sa pakikilahok sa, tatanggihan ng mga benepisyo, o isasailalim sa diskriminasyon o pagganti sa anumang programa o aktibidad na tumatanggap ng pinansyal na tulong mula sa Federal na pinapangasiwaan ng Fort Bend County, ng mga subrecipient nito, at/o mga kontratista nito.

Ang sinumang tao o organisasyon na naniniwala na naging biktima sila ng diskriminasyon batay sa kanilang lahi, kulay, o bansang pinagmulan (limitadong katatasan sa wikang Ingles) ay maaaring maghain ng reklamo sa kinauukulang ahensya o sa Opisyal para sa mga Karapatang Sibil ng Fort Bend County.

Para sa higit na impormasyon tungkol sa Titulo VI,
mangyaring makipag-ugnay sa:

FBC Regulatory Compliance Officer/Title VI Coordinator

401 Jackson Street, 3rd Fl

Richmond, Texas 77469

Phone: 281-238-3267

Email: TITLEVI@FORTBENDCOUNTYTX.GOV



فورٹ بینڈ کاؤنٹی ٹائل VI / نان ڈسکرمنیشن بیان

فورٹ بینڈ کاؤنٹی اس بات کو یقینی بنائے کے لیے پر عزم ہے کہ کوئی بھی شخص نسل، رنگ، نیشنل اوریجن (محدود انگریزی مہارت)، جنس، عمر، مذہب، معذوری، جنسی تعصب، یا ویژن اسٹیٹس، یا فیڈرل یا اسٹیٹ نان ڈسکرمنیشن قوانین، قوانین، ضوابط یا دیگر ریکوائرمنٹس کے تحت پروٹیکٹ لوگوں کا کوئی دوسرا گروپ شرکت کرنے سے نکال دیا جائے گا، فوائد حاصل کرنے سے محروم کیا گیا ہو، یا دوسری صورت میں ڈسکرمنیشن کا نشانہ بنایا جائے یا فورٹ بینڈ کاؤنٹی، اس کے وصول کندگان اور/یا اس کے کنٹریکٹر کے زیر انتظام فیڈرل فانشل اسٹیٹس حاصل کرنے کے کسی بھی پروگرام یا سرگرمی سے روکا جائے۔

کوئی بھی شخص یا آرگناائزیشن جو اس بات پر یقین رکھتے ہیں کہ وہ نسل، رنگ، یا قومیت کی بنیاد پر ڈسکرمنیشن کا شکار ہوئے ہیں وہ ایجنسی کے پاس سوال یا جوابی کارروائی کے لیے شکایت درج کر سکتے ہیں۔

ٹائل VI: کی مزید معلومات کے لیے، براہ کرم رابطہ کریں

FBC Regulatory Compliance Officer

Title VI Coordinator

401 Jackson St, 3rd Fl

Richmond, Texas 77469

فون: 2812383267

titlevi@fortbendcountytexas.gov



Quận Fort Bend

Tuyên bố Title VI / Không Phân biệt Đồi xứng

Quận Fort Bend cam kết đảm bảo sẽ không có người nào trên cơ sở chủng tộc, màu sắc, quốc gia xuất xứ (trình độ Tiếng Anh hạn chế), giới tính, tuổi tác, tôn giáo, tình trạng khuyết tật, thiên hướng tình dục, hoặc tình trạng cựu chiến binh, hoặc bất kỳ nhóm người nào khác được bảo vệ theo các quy chế, luật, quy định và các yêu cầu khác về không phân biệt đối xử của Liên bang và Tiểu bang, bị loại trừ không được tham gia, bị từ chối các quyền lợi, hoặc phải chịu sự phân biệt đối xử hoặc trả đũa trong bất kỳ chương trình hoặc hoạt động nào nhận được sự hỗ trợ tài chính của Liên bang mà được quận Fort Bend, các đơn vị nhận phụ và/hoặc các nhà thầu của quận Fort Bend quản lý.

Bất kỳ cá nhân hoặc tổ chức nào cho rằng họ là nạn nhân của hành động phân biệt đối xử dựa trên chủng tộc, màu da, hoặc quốc gia xuất xứ (tình trạng thông thạo Tiếng Anh hạn chế) có thể gửi đơn khiếu nại đến cơ quan xảy ra vụ việc hoặc đến Cán bộ Phụ trách Dân quyền của Quận Fort Bend.

Để biết thêm thông tin về Title VI, vui lòng liên hệ:
FBC Regulatory Compliance Officer/Title VI Coordinator
401 Jackson Street, 3rd Fl
Richmond, Texas 77469
Phone: 281-238-3267
Email: TITLEVI@FORTBENDCOUNTYTX.GOV



Fort Bend കൗൺടി

ശീർഷകം VI / വിവേചനരഹിത പ്രസ്താവന

ഒരു വ്യക്തിയും വംശം, നിറം, ജനിച്ച രാജ്യം(പരിമിതമായ ഇംഗ്ലീഷ് പ്രാവീണ്യം), ലിംഗഭേദം, പ്രായം, മതം, വൈകല്യം, ലൈംഗിക ആഭിമുഖ്യം, അല്ലകിൽ വെറ്ററൻ സ്കാറ്റ്, അല്ലകിൽ ഫെഡറൽ ഫെഡറൽ അല്ലകിൽ സ്കോറിനും മറ്റ് ആളുകളുടെ ഏതെങ്കിലും വിഭാഗം, പ്രകടക്കുന്നതിൽ നിന്ന് ഒഴിവാക്കപ്പെടുകയോ, ആനുകൂല്യങ്ങൾ നിഷ്പയിക്കപ്പെടുകയോ അല്ലകിൽ ഫെഡറൽ സാമ്പത്തിക സഹായം ലഭിക്കുന്ന ഫോർട്ട് ബെൻഡ് കൗൺടി, അതിനെ ഉപ സ്പീകർത്താക്കൾ, കൂടാതെ/അല്ലകിൽ അതിനെ കരാറുകാർ നിയന്ത്രിക്കുന്ന ഏതെങ്കിലും പ്രോഗ്രാമിൽ വിവേചനത്തിനോ പ്രതികാരത്തിനോ വിധേയമാകപ്പെടുകയോ ചെയ്യുന്നില്ലെന്ന് ഉറപ്പാക്കാൻ ഫോർട്ട് ബെൻഡ് കൗൺടി പ്രതിജ്ഞാബദ്ധമാണ്.

വംശം, നിറം അല്ലകിൽ ജനിച്ച രാജ്യം (പരിമിതമായ ഇംഗ്ലീഷ് പ്രാവീണ്യം) എന്നിവയെ അടിസ്ഥാനമാക്കിയുള്ള വിവേചനത്തിന് ഇരയായി എന്ന് വിശ്വസിക്കുന്ന ഏതൊരു വ്യക്തിക്കും അല്ലകിൽ സംഘടനയ്ക്കും പ്രശ്നമുള്ള ഏജൻസിക്കോ ഫോർട്ട് ബെൻഡ് കൗൺടി സിവിൽ റെറ്റ്‌സ് ഓഫീസർക്കോ പരാതി നൽകാം.

ശീർഷകം VI സംബന്ധിച്ച കൂടുതൽ വിവരങ്ങൾക്ക്, ബന്ധപ്പെടുക:

FBC Regulatory Compliance Officer/Title VI Coordinator

401 Jackson Street, 3rd Fl

Richmond, Texas 77469

Phone: 281-238-3267

Email: TITLEVI@FORTBENDCOUNTYTX.GOV



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.

Fort Bend County 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.

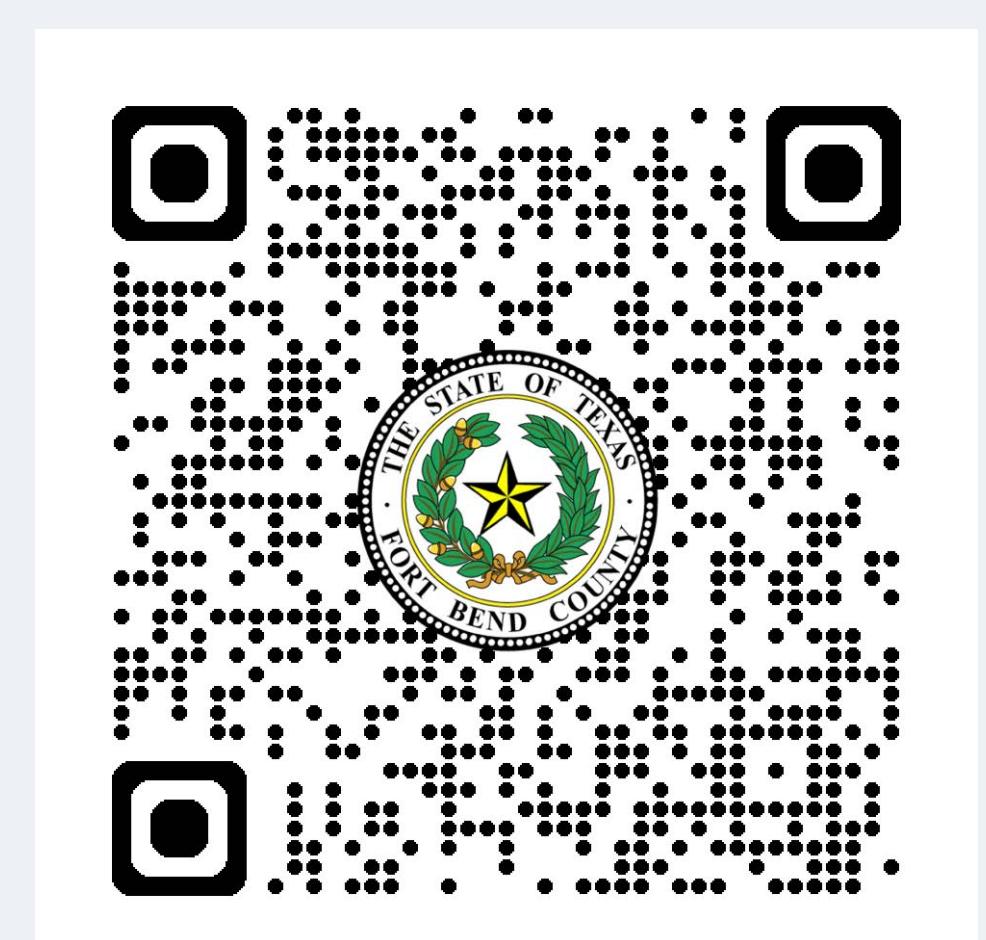
Any person who believes they have been subjected to unlawful discriminatory practices under Title VI has the right to file a formal complaint. Any such complaint must be filed in writing or in person with the Fort Bend County Title VI Coordinator within 180 days following the date of the alleged discriminatory action.

For more information, contact us:

**Regulatory Compliance Officer
Title VI Coordinator**

**401 Jackson St, 3rd Floor
Richmond, Texas 77469
(281) 238-3267**

titlevi@fortbendcountytexas.gov



FORT BEND COUNTY

Acknowledgement of Receipt: Title VI/Nondiscrimination Policy and Limited English Proficiency (LEP) Plan

Title VI Policy Statement: The County of Fort Bend, 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 be otherwise subjected to discrimination or retaliation in any federally or non-federally funded program or activity administered by the County of Fort Bend.

LEP Policy Statement: It is the policy of the County of Fort Bend to provide timely meaningful access for Limited English Proficiency (LEP) persons to all County programs and activities. Language assistance services shall be provided to persons with LEP whenever a person with LEP requests language assistance services, as set forth in the Title VI Plan.

I hereby acknowledge the receipt of the Fort Bend County Title VI/Nondiscrimination Policy Statement and the LEP Policy Statement stated above. I have read the same and am committed to ensuring that no person is excluded from participation in, or denied the benefits of County programs, activities or services on the basis discussed above. I understand that the entire Title VI/Nondiscrimination Plan (including the County's Limited English Proficiency Plan and Public Participation Plan) and applicable complaint forms can be found online at: www.fortbendcountytexas.gov or are available upon written request to the Title VI/Nondiscrimination Coordinator. I understand that questions, concerns or complaints regarding this policy that I may have or from other employees or citizens may be referred to the Title VI Nondiscrimination coordinator at:

Fort Bend County Attorney's Office
Gregory Roberts, Regulatory
Compliance Officer

Title VI/Nondiscrimination
Coordinator 401 Jackson St., 3rd
Floor Richmond, TX 77469

Ph: (281)238-3267
Email: titleVI@fortbendcountytexas.gov

Employee Name

Employee Number (if available)

Employee Signature

Date

Department/Office

Fort Bend County

Employee Language Report

Instructions: Unless otherwise directed, each department/office shall maintain this log throughout the calendar year and submit it to the Regulatory Compliance Officer, Title VI/Nondiscrimination Coordinator, by January 15th of each year. Submit via email at titlevi@fortbendcountytexas.gov.

Voluntary Participation: Please indicate employees who possess language skills other than English and who are willing to assist a Limited English Proficiency (LEP) individual who requires language assistance.

Department: _____ Date: _____

LEP Department Contact: _____

A

Amharic

አለ አማርኛ ነው ጥዃናገዢ.

Arabic

أنا أتحدث اللغة العربية

Armenian

Ես խոսում եմ հայերեն

B

Bengali

আমী ৰাংলা কথা বোলতে পারী

Bosnian

Ja govorim bosanski

Bulgarian

Аз говоря български

Burmese

ကျွန်ုတ်/ကျွန်ုပ် မြန်မာ ဘုံး ပြောတတ် ပါတယ်

C

Cambodian

ខ្មែរយាយភាសាអេខ្មែរ

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

શું ગુજરાતી બોલુણું

H

Haitian Creole

M pale kreyòl ayisyen

Hebrew

אני מדבר עברית

Hindi

मैं हिन्दी बोलता हूँ।

Hmong

Kuv has lug Moob

Hungarian

Beszélek magyarul



Title VI

I Speak...
Language Identification Guide

I

Icelandic

Ég tala íslensku

Ilocano

Agsaonak ti Ilocano

Indonesian

saya bisa berbahasa Indonesia

Italian

Parlo italiano

J

Japanese

私は日本語を話す

K

Kackchiquel

Quin chagüic'ká chábal' ruin' rí

Korean

한국어 합니다

Kurdish

man Kurdii zaanim

Kurmanci

man Kurmaanji zaanim

L

Laotian

ຂ້ອຍບໍ່ໄດ້ພາຍໃນລາຍງ

Latvian

Es runāju latviski

Lithuanian

Ač kalbu lietuviškai

M

Mam

Bán chiyola tuj kíyol mam

Mandarin

我講國語

(Traditional)

我讲国语/普通话

(Simplified)

Mon

၃၅ ပုဒ္ဓ အကျိုး

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

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal

Ayin tí chí wal q' anjob' al

Quiche

In kinch'aw k'uin ch'e quiche

R

Romanian

Vorbesc românește

Russian

Я говорю по-русски

S

Serbian

Ja говорим српски

Sign Language**Slovak**

Hovorím po slovensky

Slovenian

Govorim slovensko

Somali

Waxaan ku hadlaa af-Soomaali

Spanish

Yo hablo español

Swahili

Ninaongea Kiswahili

Swedish

Jag talar svenska

T

Tagalog

Marunong akong mag-Tagalog

Tamil

நான் தமிழ் பேசுவேன்

Thai

ພູດພາສາໄທ

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

Ndithetha isiXhosa

Y

Yiddish

איך רעד יידיש

Yoruba

Mo nso Yooba

Z

Zulu

Ngiyasikhuluma isiZulu

Title VI of the Civil Rights Act of 1964 requires Fort Bend County to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency.

For additional help, contact the Fort Bend County Title VI Coordinator at 281-238-3267 or scan the QR code.



Quick Guide to Accessing Language Services provided by Fort Bend County

Fort Bend County is committed to taking reasonable steps to provide limited English proficient (LEP) persons¹ and individuals who are visually impaired, deaf, or hard of hearing², with meaningful access to its programs, services, and activities. The County may provide interpreting services as well as written translations - **at no cost** to the person needing services.

A limited English Proficient or LEP person is someone who does not speak English as his or her primary language and who has a limited ability to read, speak, write, or understand the English language.

It is important to recognize the need to provide reasonable accommodation for persons with disabilities who may be visually impaired, deaf, or hard of hearing. Examples may include:

- American Sign Language (ASL) Interpreter,
- Providing a document in braille, or
- Printing information in a larger font.

The County has made available a "mix" of language assistance measures: oral (interpretation) and written (translation) provided by qualified contract interpreters and translators.

Third party contractors should send the invoice to the department requesting services. Once reviewed and approved by the Department, a copy should be forwarded by email to the County Judge's Office for payment. The County Judge's Office budget includes funds for language access services. Quotes should be obtained before requesting services. Unusual or exceptionally high quotes require pre-approval from the County Judge's Office.

You may also continue to utilize in-house bi/multilingual staff. This is one of the best and most cost-effective ways to provide interpreter or translation services, especially if a particular language is encountered often. However, special consideration should be given where words that are specific to a given profession are utilized. For example, medical advice should only be translated by someone who is licensed to translate medical information.

For questions concerning access to services, account set-up, or to request "I Speak" posters please contact:

Fort Bend County Regulatory Compliance Officer
P: 281-238-3267; Ext. 83267
E: titlevi@fortbendcountytexas.gov

Policies, procedures, forms, training, and additional information will be shared as it becomes available.

¹ As required under Title VI of the Civil Rights Act of 1964.

² As required under Title II of the Americans with Disabilities Act of 1990.

Fort Bend County

LEP Annual Report

Instructions: Unless otherwise directed, each department/office shall complete this report at the end of each calendar year and submit it to the Regulatory Compliance Officer, Title VI/Nondiscrimination Coordinator, by January 15th of each year. Submit via email at titleVI@fortbendcountytexas.gov.

Dept	Contact Person	Telephone	Report Year
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LEP Encounters

Total Nml	Spanish	Other (specify)
Language <u>most frequently</u> requested: (Select only one - Place an 'x' in the box)		
LEP service <u>most frequently</u> used: (Select only one - Place an 'x' in the box)	Oral Interpretation (in person)	Written Translation
Most frequent method LEP service is rendered: (Select only one - Place an 'x' in the box)	Employee	Contractor
	Community Volunteer	LEP Person's Family/Friend
	Other Method (specify): _____	

LEP Expenditures

Total LEP expenses:	\$				
Spanish:	\$	Other Language (specify):	\$		
Oral Interpretation (in person):	\$	Written Translation:	\$	Telephone Interpretation:	\$

Translation of Documents

Total number of documents translated upon request:		Total number of vital documents translated:	
Types of Documents Translated:	<input type="checkbox"/> Application <input type="checkbox"/> Brochure <input type="checkbox"/> Notice <input type="checkbox"/> Other Document (specify): _____		

LEP Complaints

Total number of <u>complaints</u> :		Number of complaints <u>resolved</u> :	
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Date Filed	Date Resolved	Description

Be sure to attach any written department-specific policies and procedures that support your responses.



FORT BEND COUNTY
TITLE VI DISCRIMINATION COMPLAINT FORM

ATTACHMENT 12

Send Completed Form To:
FBC Title VI Coordinator / Regulatory Compliance Officer
401 Jackson Street, 3rd Floor, Richmond, Texas 77469
Telephone 281.238.3267
TitleVI@fbctx.gov

SECTION 1: COMPLAINANT CONTACT/PERSONAL INFORMATION

1. Name <i>(last, first, middle initial)</i>	2. Phone Number
3. Home Address <i>(street, city, state, zip code)</i>	4. E-mail Address
5. Preferred Method of Contact	6. Best Time to Reach You

SECTION 2: COMPLAINT INFORMATION

7. Location/Department where the alleged act/event occurred.	8. Date the alleged act/event occurred. <i>(mm-dd-yyyy)</i>		
9. If alleged discrimination has been more than 180 calendar days please provide the reason.			
10. You are alleging discrimination on which basis? <i>(check all that apply.)</i>			
Race	Color	National Origin	Limited English Proficiency

11. Please explain what happened to you ***(you may use additional pages if necessary)***. Attach any supporting documents to your complaint.



FORT BEND COUNTY TITLE VI DISCRIMINATION COMPLAINT FORM

SECTION 3: INDIVIDUAL INVOLVED IN ALLEGED DISCRIMINATORY ACT

12. Name (<i>last, first, middle initial</i>)	13. Phone Number
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SECTION 4: NAMES OF WITNESSES WHOM WE MAY CONTACT FOR INFORMATION TO SUPPORT/CLARIFY YOUR COMPLAINT

14. Name of Witnesses	15. Witnesses Phone Number
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SECTION 5: COMPLAINT FILED

16. 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 (DOT) *(mm-dd-yyyy)*
Federal Highway Administration (FHWA) *(mm-dd-yyyy)*
Federal Transit Administration (FTA) *(mm-dd-yyyy)*
U.S. Department of Justice (DOJ) *(mm-dd-yyyy)*
Other: *(mm-dd-yyyy)*

17. Have you discussed the complaint with any Fort Bend County representative? If yes, please provide the name, position, and date of discussion.

18. Briefly explain how you would like to see this complaint resolved? (*you may use additional pages if necessary*).

By checking this box, I certify that I am the individual submitting this document. Unsigned complaints will not be accepted.

19. Signature (*Required*) _____

Date (mm-dd-yyyy)

Fort Bend County Title VI Discrimination Complaint Form

INSTRUCTIONS

PURPOSE: The purpose of this form is to assist you in filing a discrimination complaint. You are encouraged, but not required, to use this form to file your complaint. If you choose to write a letter, it must contain all of the information requested in this form and be signed by you or your authorized representative.

You may send your complaint by mail or email 401 Jackson Street, 3rd Floor, Richmond, TX 77469, TitleVI@fbctx.gov. You **must** submit a signed copy of your complaint. If you send your form by email, be sure to attach the signed copy. Incomplete information or an unsigned form may delay the processing of your complaint. For help completing the form, you may contact the FBC Title VI Coordinator / Regulatory Compliance Officer at 281.238.3267.

FILING DEADLINE: A complaint must be filed within 180 calendar days from the date of the alleged act of discrimination. Complaints sent by mail will be considered filed on the postmark date. Complaints sent by email or fax will be considered filed on the date the complaint is received and acknowledged by the FBC Title VI Coordinator / Regulatory Compliance Officer. If the complainant is not filed on time, the complainant must include a "good cause" explanation for the delay and request a waiver of this filing requirement. Examples of "good cause" may include:

1. You could not reasonably have been expected to know of the discriminatory act within the 180-day period; or
2. You were seriously ill or incapacitated.

FBC Title VI Coordinator / Regulatory Compliance Officer will review the complaint and determine whether the complaint contains enough information about the alleged discrimination to proceed. If the FBC Title VI Coordinator / Regulatory Compliance Officer needs more information in order to clarify the complaint, s/he may contact the complainant. If the complainant fails to provide the requested information in a timely basis, the County may administratively close the complaint.

POLICY: Fort Bend County is committed to ensuring that no person on the basis of race, color, national origin (including limited English proficiency) shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination or retaliation in any program or activity receiving federal financial assistance that is administered by Fort Bend County, its subrecipients and/or its contractors.

PRIVACY ACT STATEMENT (5 U.S.C. § 552a)

AUTHORITIES: Collection of this information is authorized by Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d).

PURPOSE: The information solicited on this form is used for processing complaints of discrimination under the statutes listed in the "Authorities" section of this notice.

DISCLOSURE: Providing this information is voluntary. Failure to complete this form may lead to a delay in processing of the complaint, or rejection of the complaint due to an inadequate basis to continue processing. If your complaint is dismissed you will be notified.

The information you provide in this complaint may be disclosed to outside parties where the County determines that disclosure is: 1) relevant and necessary; 2) necessary for enforcement proceedings against a program that the County finds to have violated laws or regulations; 3) in response to a Congressional office if you have requested that the Congressional office inquire about your complaint or; 4) to the United States Civil Rights Commission in response to its request for information.

For more information or assistance you may contact the Fort Bend County Regulatory Compliance Officer:

FBC Title VI Coordinator / Regulatory Compliance Officer
401 Jackson Street, 3rd Floor
Richmond, Texas 77469
281.238.3267
TitleVI@fbctx.gov

FORT BEND COUNTY
TITLE VI/NONDISCRIMINATION PLAN

ATTACHMENT 13

Fort Bend County

Title VI/Nondiscrimination External Complaint Log

Instructions: Title VI/Nondiscrimination Coordinator shall maintain a log of any external discrimination complaints or lawsuits filed naming Fort Bend County, which alleges discrimination with respect to Title VI concerns.

	Date Complaint Filed	Name of Complainant	Race	Color	Gender	National Origin	Program or Activity	Summary of Allegation(s)	Investigation Dates		Disposition	Disposition Date	Other Pertinent Information (including age, disability, or any corrective action or consent decree)	Complaint sent to granting state/federal agency?	
									Start	Completion				Agency	Date
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															