



**North Central Texas  
Council of Governments**



**Regional Transportation Council**

# **TITLE VI PROGRAM**

## **2025 - 2027**

Updated May 2025

# **DRAFT**

## What is NCTCOG?

The **North Central Texas Council of Governments** (NCTCOG) is a voluntary association of, by, and for **local governments** within the 16-county North Central Texas Region. The agency was established by state enabling legislation in 1966 to assist local governments in **planning** for common needs, **cooperating** for mutual benefit, and **coordinating** for sound regional development. Its purpose is to strengthen both the individual and collective power of local governments, and to help them recognize regional opportunities, resolve regional problems, eliminate unnecessary duplication, and make joint regional decisions – as well as to develop the means to implement those decisions.

North Central Texas is a 16-county **metropolitan region** centered around Dallas and Fort Worth. The region has a population of more than 8 million (which is larger than 38 states), and an area of approximately 12,800 square miles (which is larger than nine states). NCTCOG has 235 member governments, including all 16 counties, 170 cities, 20 independent school districts, and 29 special districts.

NCTCOG's **structure** is relatively simple. An elected or appointed public official from each member government makes up the **General Assembly** which annually elects NCTCOG's **Executive Board**. The Executive Board is composed of 17 locally elected officials and one ex-officio non-voting member of the legislature. The Executive Board is the policy-making body for all activities undertaken by NCTCOG, including program activities and decisions, regional plans, and fiscal and budgetary policies. The Board is supported by policy development, technical advisory and study **committees** – and a professional staff led by **Todd B. Little**, Executive Director.



NCTCOG's offices are located in Arlington in the Centerpoint Two Building at 616 Six Flags Drive (approximately one-half mile south of the main entrance to Six Flags Over Texas).

### **North Central Texas Council of Governments**

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### **NCTCOG's Department of Transportation**

Since 1974 NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation for the Dallas-Fort Worth area. NCTCOG's Department of Transportation is responsible for the regional planning process for all modes of transportation. The department provides technical support and staff assistance to the Regional Transportation Council and its technical committees, which compose the MPO policy-making structure. In addition, the department provides technical assistance to the local governments of North Central Texas in planning, coordinating, and implementing transportation decisions.

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Prepared in cooperation with the Texas Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

*The contents of this report reflect the views of the authors who are responsible for the opinions, findings, and conclusions presented herein. The contents do not necessarily reflect the views or policies of the Federal Highway Administration, the Federal Transit Administration, or the Texas Department of Transportation.*

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Bowie Hogg, Councilmember, City of Arlington  
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The Honorable Mitch Little, State Representative, District 65, Ex Officio Member

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## INTRODUCTION

Regional transportation planning in North Central Texas is conducted by the federally designated Metropolitan Planning Organization (MPO), composed of the NCTCOG's Executive Board as the MPO Fiscal Agent, the Regional Transportation Council (RTC) as the MPO Policy Committee, and several technical committees. The MPO works with state and local governments, the private sector, and the region's residents to plan coordinated transportation systems designed to move goods and people affordably, efficiently, and safely. Areas served include the Dallas-Fort Worth-Arlington, Denton-Lewisville, and McKinney-Frisco Urbanized Areas and surroundings. Major products produced by the MPO include a long-range Metropolitan Transportation Plan, a shorter-term Transportation Improvement Program, a Congestion Management Process, and a Unified Planning Work Program.

As an MPO, NCTCOG and the RTC must consider Title VI in all phases of planning. Title VI applies equally to all the plans, programs, and activities of transportation planning undertaken by the MPO. MPOs can help local public officials, who represent the broader public, understand how to improve planning and decision making to benefit all members of the region. NCTCOG strives to:

- Enhance analytical capabilities to ensure the long-range transportation plan and the Transportation Improvement Program comply with Title VI.
- Identify residential, employment, and transportation patterns of North Texans so their needs can be identified and addressed, and the benefits and burdens of transportation investments can be fairly distributed.
- Evaluate and, where necessary, improve public involvement processes to eliminate participation barriers, and engage individuals, families, and communities in transportation decision making.

NCTCOG serves as a designated recipient of urban federal funds apportioned by the Federal Transit Administration to the Dallas-Fort Worth Metropolitan Area as allocated by the RTC. RTC allocates federal transportation funds to the region for the Dallas-Fort Worth-Arlington and Denton-Lewisville and McKinney-Frisco Urbanized Areas.

NCTCOG has a Title VI Disability Access Policy and Procedure document. The NCTCOG/RTC Title VI Program is developed to meet specific U.S. Department of Transportation (U.S. DOT) operating administration requirements and is supplemental to NCTCOG procedures.

The following are descriptions of how NCTCOG and the RTC, in its capacity as the MPO, implements Title VI to ensure that no one is discriminated against on the basis of race, color, or national origin.

## GENERAL REQUIREMENTS

### TITLE VI NOTICE TO THE PUBLIC

NCTCOG has developed a Title VI Notice to the Public that informs the public of their rights under Title VI and includes instructions on how to file a complaint. The notice is posted in the NCTCOG lobby and in English and Spanish on the NCTCOG website. Subrecipients opting to adopt NCTCOG's notice will post this notice in all transit-related public spaces, including, but not limited to, transit vehicles, lobbies of administrative offices, and other pick-up and drop-off locations. The notice is included as *Attachment 1*. NCTCOG has also developed a Title VI Policy Statement and Assurances, which is included as *Attachment 2*.

### TITLE VI COMPLAINT PROCEDURES

The Title VI Complaint Procedures are disseminated internally among staff at meetings and trainings. The complaint procedures are posted on the Transportation Department website and are referenced in documentation produced by the department. Subrecipients opting to adopt NCTCOG's complaint procedures will disseminate a copy to their beneficiaries by placing them in transit-related public spaces, including, but not limited to, transit vehicles, lobbies of administrative offices, and other pick-up and drop-off locations. A copy of NCTCOG's Title VI complaint form and procedures are included as *Attachment 3*. The complaint procedures and form are also translated into Spanish and are posted on the Transportation Department website.

The Title VI Complaint Procedures were previously revised for the last Title VI Program Update. The procedures also were updated on the website and where they appear in other documents, including the Public Participation Plan.

### TITLE VI COMPLAINT FORM

The Title VI Complaint Form is included with the Complaint Procedures in *Attachment 3*.

### LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Since the submission of the last Title VI Program to the Federal Transit Administration, no Title VI investigations, complaints, or lawsuits were received by NCTCOG or the RTC related to transit.

### PUBLIC PARTICIPATION PLAN AND A SUMMARY OF OUTREACH EFFORTS MADE SINCE THE LAST TITLE VI PROGRAM SUBMISSION

Informing and involving residents in the transportation planning process is a continuous effort. The Public Participation Plan can be found online at [www.nctcog.org/trans/involve/public-participation-plan](http://www.nctcog.org/trans/involve/public-participation-plan). The Public Participation Plan provides for an open exchange of information and ideas between the public and

transportation decision makers. The Public Participation Plan incorporates several key elements to ensure the process is effective and proactive:

- Clearly defined purpose and objectives for initiating a public dialogue on transportation plans, programs, projects, policies, and partnerships.
- Identification of specifically who the affected public and other stakeholder groups are with respect to the plans, programs, projects, policies, and partnerships under development.
- Identification of techniques for engaging the public in the process, including initiating a community-based organization pilot program that engages the organization to carry out public involvement activities related to transportation issues.
- Notification procedures which effectively target affected groups.
- Education and assistance techniques which result in an accurate and full public understanding of the transportation problem, potential solutions, and obstacles and opportunities within various solutions to the problem.
- Follow-through by public agencies demonstrating that decision makers seriously considered public input.

Evaluation of the public involvement process is ongoing, and the Public Participation Plan is regularly reviewed. The Public Participation Plan was updated in November 2022 following a 45-day public comment period. The plan includes several implementation strategies to ensure all residents have access to information and opportunities to be involved in the transportation planning process.

Since the last Title VI Program Update, the NCTCOG's Transportation department has hosted 22 hybrid public input opportunities and 7 online input opportunities, which followed the department's procedures for notification as outlined in the Public Participation Plan; paper copies of the materials were also available by mail upon request. In addition, the department held multiple in-person open houses for a major planning study (Dallas-Fort Worth High-Speed Rail Study) and a series of in-person public meetings for both a transit assessment project (76104 Transit Assessment Needs Study) and an area transportation improvement study (Forest Hill Drive Transportation Planning Study).

## LANGUAGE ASSISTANCE PLAN

NCTCOG updated the Language Assistance Plan in May 2022 in coordination with the update of the Title VI Program.

The Language Assistance Plan is included as Appendix B (pages 38 through 45) in the Public Participation Plan. The Language Assistance Plan uses the Four Factor Analysis to identify limited English proficient (LEP) persons that need language assistance, outlines how language assistance is available, and describes how staff considers the needs of LEP persons.

In accordance with the Safe Harbor Provision, NCTCOG has analyzed which language groups exceed the 1,000 persons or 5 percent threshold. Because 12 language groups<sup>1</sup> meet the Safe Harbor threshold, it is

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<sup>1</sup> The American Community Survey changed how it reports language groups beginning with 2016 data products. Some languages have been aggregated into larger language groups to address privacy concerns. For more information, see US Census, Note for Language Spoken at Home from the 2016 American Community Survey, [https://www.census.gov/content/dam/Census/programs-surveys/acs/tech-doc/user-notes/2016\\_Language\\_User\\_Note.pdf](https://www.census.gov/content/dam/Census/programs-surveys/acs/tech-doc/user-notes/2016_Language_User_Note.pdf).



not feasible to translate vital documents into all of the languages. Therefore, NCTCOG focuses translation efforts on Spanish, which is the largest language group in the region other than English. NCTCOG also translates materials into other languages when local expertise identifies the need. NCTCOG provides Google Translate capabilities on the Transportation Department webpages. The following vital documents have been translated into Spanish:

- Title VI complaint procedures, flow chart, and complaint form
- Title VI notice to the public
- Flyers and newspaper advertising for public input opportunities, including online opportunities
- Notice of Regional Transportation Council meetings, speaker request card, and public comments information

Notices promoting Transportation Department public input opportunities are provided in English and Spanish. They include a disclaimer indicating that translation services are available if a request is made at least 72 hours before the input opportunity.

#### MEMBERSHIP OF NON-ELECTED COMMITTEES AND COUNCILS

NCTCOG is governed by an Executive Board, which makes fiduciary decisions related to funding. Membership on the Executive Board is limited to elected officials selected by areawide local governments. As the MPO, NCTCOG serves as staff to the Regional Transportation Council (RTC), which is the MPO Policy Committee. Membership on the RTC is limited to local elected officials, officials from modal operators, and appropriate state officials as required by 23 U.S.C. § 134(d). RTC members are selected by areawide local governments and transportation agencies, pursuant to RTC Bylaws. The RTC has created the Surface Transportation Technical Committee (STTC), which advises on transit-related matters. This technical committee is composed of local government staff selected by their respective governments or agencies.

#### HOW AGENCY MONITORS ITS SUBRECIPIENTS FOR COMPLIANCE WITH TITLE VI, AND A SCHEDULE OF SUBRECIPIENT TITLE VI PROGRAM SUBMISSIONS

Subrecipients should provide their Title VI Program when plans have been updated. Subrecipient compliance with Title VI requirements is monitored through various methods, including individual subrecipient Title VI Program reviews, site visits, and/or desk reviews. These efforts happen on an as-needed, annual, and triennial schedule depending on the requirement being investigated.

NCTCOG staff periodically reviews the Title VI programs of its subrecipients and works cooperatively when updates are required. Updates or other modifications may be necessary for several reasons, including new implementation requirements issued by the Federal Transit Administration. In the event of a subrecipient's continued noncompliance with federal standards, NCTCOG may impose sanctions such as the withholding of payments and/or the cancellation, termination, or suspension of a project agreement.

The schedule below identifies the most recent updates to Title VI programs by NCTCOG's subrecipients:

Subrecipient	Last Updated
City/County Transportation (City of Cleburne)	December 2023
Community Services, Inc.	June 2023
Public Transit Services	June 2023
SPAN, Inc.	September 2023
STAR Transit	March 2023

In addition to providing updated plans, subrecipients are required to submit complaints within five days of receipt of the complaint. Subrecipients are also required to post Title VI notices in public areas in a manner that is visible to those receiving service.

#### RESOLUTION OF APPROVED TITLE VI PROGRAM

The Title VI Program was approved by the Regional Transportation Council on [insert date], and by the NCTCOG Executive Board on [insert date]. Documentation providing evidence of these approvals, including the Executive Board resolution, is included as *Attachment 4*.

#### MPO REQUIREMENTS

##### DEMOGRAPHIC PROFILE OF METROPOLITAN AREA

The Metropolitan Planning Area for NCTCOG is a 12-county region composed of Collin, Dallas, Denton, Ellis, Hood, Hunt, Johnson, Kaufman, Parker, Rockwall, Tarrant, and Wise counties. Over the past several decades, the North Central Texas region has grown rapidly and has become increasingly varied. The table below depicts growth in various populations from 2010 to 2023. *Attachment 5* is a map that depicts the location of minority populations in 2019-2023.

	2010	Percent of Total Population	2020	Percent of Total Population	2023	Percent of Total Population
<b>Total Population</b>	6,198,833		7,698,985		7,871,753	
Aggregate Minority Population*	2,988,753	48.2%	3,914,871	50.8%	4,463,101	56.7%
Black or African American	910,633	14.7%	1,221,457	15.9%	1,268,176	16.1%
American Indian or Alaska Native	31,026	0.5%	74,512	1.0%	47,171	0.6%
Asian	319,721	5.2%	607,081	7.9%	612,435	7.8%
Native Hawaiian or Other Pacific Islander	6,363	0.1%	9,439	0.1%	8,829	0.1%
Hispanic or Latino	1,643,252	26.5%	2,243,192	29.1%	2,305,754	29.3%
Some Other Race**	679,732	10.6%	931,571	12.1%	627,920	8.0%
Two or More Races***	180,364	2.8%	1,070,811	13.9%	1,141,061	14.5%
<b>Total Population for Whom Poverty Status is Determined</b>	6,102,989		7,422,810		7,774,495	
Low-Income Population	1,112,615	18.2%	1,134,909	14.7%	1,103,890	14.0%
<b>Total Population Aged 5 Years or Older</b>	5,703,710		6,997,038		7,365,458	
Aggregate Limited English Proficiency Population	765,371	13.4%	883,383	12.6%	873,499	11.9%
Spanish	624,880	11.0%	670,176	9.6%	648,735	8.8%
Asian Languages	89,868	1.6%	122,224	1.7%	126,936	1.7%
Indo-European Languages	35,731	0.6%	57,576	0.8%	61,929	0.8%
Other Languages	14,892	0.3%	33,407	0.5%	35,899	0.5%

(Required by FTA Circular 4702.1B, Chapter VI, Section 2(a))

Sources: 2006-2010 5-Year American Community Survey (ACS) Estimates, 2010 US Census, 2016-2020 5-Year ACS Estimates, 2020 US Census, 2019-2023 5-Year ACS Estimates.

\*The aggregate minority population includes all Non-White individuals who identified their race as Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Some Other Race, or Two or More Races, or who identified their ethnicity as Hispanic or Latino.

\*\*Some Other Race Alone includes individuals who identified as a race not included in the above four race categories.

\*\*\*Two or More Races includes individuals who identified as two or more of the above six race categories.

## HOW MOBILITY NEEDS OF MINORITY POPULATIONS ARE IDENTIFIED AND CONSIDERED WITHIN THE PLANNING PROCESS

The NCTCOG collects and analyzes demographic information to ensure compliance with Title VI of the Civil Rights Act, which prohibits discrimination based on race, color, or national origin. This analysis helps identify and address mobility needs, ensuring equal access to the regional transportation system. The Fair Access in Communities Tool (FACT) maps concentrations of these groups in the region. The 2023 FACT<sup>2</sup> Map and User Guide, which explains its development and usage, can be found on NCTCOG website at [www.nctcog.org/FACT](http://www.nctcog.org/FACT). The FACT tool is used by staff as a preliminary screening tool to identify areas for further analysis. The FACT is available to local governments by request.

## DEMOGRAPHIC MAPS THAT SHOW THE IMPACTS OF THE DISTRIBUTION OF STATE AND FEDERAL FUNDS IN THE AGGREGATE FOR PUBLIC TRANSPORTATION PROJECTS

NCTCOG tracks regional transportation projects through the Transportation Improvement Program (TIP). The TIP is a staged, multiyear program of projects approved for funding by federal, state, and local sources within the Dallas-Fort Worth Metropolitan area. In order to analyze the impact of the distribution of federal and state funds on public transportation projects, NCTCOG summarized the amount spent per county on public transportation projects in the past three fiscal years (2022, 2023, and 2024) and compared these totals to county minority data. Data also is provided on roadway transit funds programmed for fiscal years 2022-2027. Some funds spent on public transportation in the region do not have a spatial reference, and the spatial information NCTCOG does have may not be reflective of the total amount of federal and state funds spent on public transportation. Therefore, in lieu of a map, *Attachment 6* includes charts depicting the percentage of federal and state funds spent in each county compared to the percentage of minority individuals, and a chart depicting the total amount of programmed public transportation federal and state funds. The majority of the programmed federal and state public transportation funds in the past three fiscal years were for projects located in Dallas and Tarrant counties, where about 73 percent of the region's minority population resides. Overall, the federal and state funds spent on public transportation in the past three fiscal years have been located in counties with higher proportions of minority individuals. This indicates that accessibility to public transportation for families and communities continues to be fair.

## ANALYSIS OF THE METROPOLITAN PLANNING ORGANIZATIONS' TRANSPORTATION SYSTEM INVESTMENTS THAT IDENTIFIES AND ADDRESSES ANY DISPARATE IMPACTS

As part of NCTCOG's commitment to provide a transportation system that benefits all populations, a regional analysis is performed during the development of each Metropolitan Transportation Plan to assess the effects of proposed roadway and transit recommendations. This analysis includes performance measures related to accessibility and mobility to determine any disproportionately high or adverse effects on any one population. For transit, the number of jobs accessible by transit is calculated for both groups across multiple network scenarios. To date, no disparate impacts have been found, but future findings would prompt a review and potential changes to recommendations. The Mobility 2050 Social Considerations Chapter and Appendix, can be found on NCTCOG website at [www.nctcog.org/trans/plan/mtp/mobility-2050](http://www.nctcog.org/trans/plan/mtp/mobility-2050).

<sup>2</sup> This Edition of the FACT uses data from the 2019-2023 American Community Survey 5-Year Estimates.

## SUBRECIPIENT PROGRAM ADMINISTRATION

NCTCOG passes Federal Transit Administration (FTA) financial assistance through to subrecipients in a

fair manner using the following types of allocation processes:

*Formula-Based Allocation:* NCTCOG suballocates certain FTA program funds between the Eastern and Western portions of the Dallas-Fort Worth Metropolitan Area based on the same formula used by FTA to apportion the funds. This funding split is determined on an annual basis when FTA apportionments are made available. After the suballocation of funds, small public transportation providers submit a request for funding based on need. The remaining program funds, not requested by the small providers, are then allocated to the metropolitan transit authorities.

*Set Aside:* Funds are available via an allocation process for Job Access/Reverse Commute (JA/RC) and Enhanced Mobility projects. For the Urbanized Area Formula Program, 2 percent of the funds available annually are set aside to be awarded for JA/RC projects that fill a current gap in service within the region. For the Enhanced Mobility Program, funds are first awarded to public transit providers to ensure they can continue to provide existing levels of service, while the remaining funds are then available to be awarded to eligible providers with projects intended to meet the funding program's purpose and where there are current gaps in service.

To provide assistance to potential subrecipients, NCTCOG does the following:

- Post information regarding Title VI policies and complaint procedures on NCTCOG's website and on various bulletin boards in NCTCOG's offices.
- Provide periodic Title VI training to subrecipients through meetings and workshops hosted by NCTCOG.
- Provide technical assistance, including demographic data, to help subrecipients develop Title VI programs and conduct various analyses.
- Reply to questions about potential projects to be submitted through a competitive strategic partnership process in a manner that does not give any potential subrecipient an "edge" over any other applicant.

## LIST OF ATTACHMENTS

Attachment 1: Title VI Notice to the Public

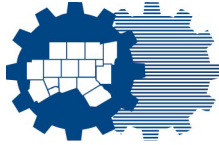
Attachment 2: NCTCOG Title VI Policy Statement and Assurances

Attachment 3: Title VI Complaint Procedures and Form

Attachment 4: Title VI Program Approval Resolution

Attachment 5: 2023 Demographic Profile

Attachment 6: Impacts of Public Transit Projects on Minority Populations



## North Central Texas Council of Governments

### Attachment 1

### **Title VI Notice to the Public**

The North Central Texas Council of Governments (NCTCOG), as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 ensures that no person shall on the grounds of race, , color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Agency programs or activities.

Any person who believes NCTCOG, or any entity who receives federal financial assistance from or through NCTCOG (i.e. sub-recipients, sub-contractors, or sub-grantees), has subjected them or any specific class of individuals to unlawful discrimination may file a complaint of discrimination.

For more information on NCTCOG's nondiscrimination program, and the procedures to file a complaint, please visit [www.nctcog.org/titlevi](http://www.nctcog.org/titlevi)

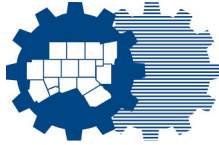
For more information, call (817) 695-9240.

### **Aviso al Público de Título VI**

El Consejo de Gobiernos del Centro-Norte de Texas (NCTCOG), como destinatario de la asistencia financiera federal y según el Título VI de la Ley de Derechos Civiles de 1964 garantiza que ninguna persona, por motivos de raza, color, origen nacional, será excluida de participar en o de obtener los beneficios de los programas o actividades de los organismos o, de lo contrario, estará sujeta a discriminación.

Cualquier persona que crea que NCTCOG o cualquier entidad que recibe asistencia de fondos federales de o a través de NCTCOG (por ejemplo; sub-destinatarios, sub-contratistas, o sub-vencionarios), lo a sujeta o a una clase de individuos específicos a discriminación ilegal puede presentar una denuncia de discriminación.

Para obtener información adicional sobre el programa de no discriminación de NCTCOG y los procedimientos para presentar una denuncia, visite [www.nctcog.org/titlevi](http://www.nctcog.org/titlevi), llame al (817) 695-9240 o envíe un correo electrónico a [titlevi@nctcog.org](mailto:titlevi@nctcog.org).



**North Central Texas Council of Governments**

**Attachment 2a**

**Title VI Policy Statement:**

The North Central Texas Council of Governments (NCTCOG), as a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 ensures that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Agency programs or activities.

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Updated: May 28, 2025

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**Title VI Assurances**

**DOT Order No. 1050.2A**

The **North Central Texas Council of Governments** (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 Transit Administration** or the **Federal Highway Administration**, is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

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

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

**General Assurances**

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

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives Federal financial assistance from DOT, including the **Federal Transit Administration** or 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 nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

**Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted **Department of Transportation** programs:

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

*“The North Central Texas Council of Governments, 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 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. The Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subrecipients, subgrantees, 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 **North Central Texas Council of Governments** also agrees to comply (and require any subrecipients, subgrantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **Department of Transportation** 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 **Department of Transportation**. You must keep records, reports, and submit the material for review upon request to USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The **North Central Texas Council of Governments** gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under **all Department of Transportation programs**. This ASSURANCE is binding on **Texas**, other recipients, subrecipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in **all Department of Transportation programs**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

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Todd B. Little, Executive Director  
North Central Texas Council of Governments

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Date

## APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the **Federal Transit Administration**, and the **Federal Highway Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** 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, the **Federal Transit Administration**, or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the **Federal Transit Administration**, or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it the **Federal Transit Administration** or the **Federal Highway Administration** may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient, the **Federal Transit Administration**, or the **Federal Highway Administration** may direct as a means of enforcing such

## **Attachment 2b**

provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the **North Central Texas Council of Governments** will accept title to the lands and maintain the project constructed thereon in accordance with **all applicable federal statutes**, the Regulations for the Administration of **all Department of Transportation programs**, and the policies and procedures prescribed by the **Federal Transit Administration** or the **Federal Highway Administration** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination 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 **North Central Texas Council of Governments** all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the **North Central Texas Council of Governments** 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 **North Central Texas Council of Governments**, its successors and assigns.

The **North Central Texas Council of Governments**, 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 **North Central Texas Council of Governments** 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 nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

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

APPENDIX C

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE  
ACTIVITY, FACILITY, OR PROGRAM**

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

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the **North Central Texas Council of Governments** 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 Nondiscrimination covenants, the **North Central Texas Council of Governments** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the **North Central Texas Council of Governments** and its assigns.\*

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

APPENDIX D

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED  
UNDER THE ACTIVITY, FACILITY OR PROGRAM**

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

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

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

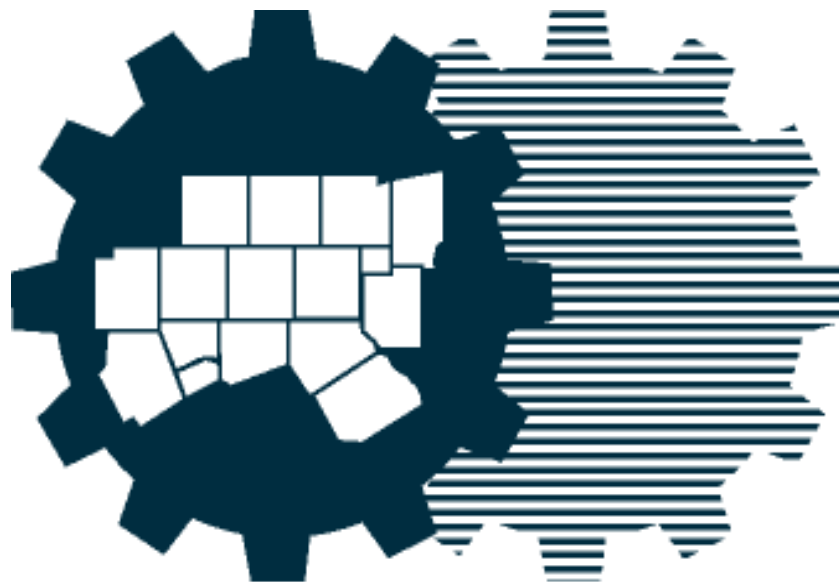


## APPENDIX E

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

### **Pertinent Nondiscrimination 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 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination 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).



North Central Texas Council of Governments  
Transportation Department  
Title VI Complaint Procedures

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## Introduction

The North Central Texas Council of Governments (NCTCOG) serves as the federally designated Metropolitan Planning Organization for the Dallas-Fort Worth region. As a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related Title VI statutes, NCTCOG ensures that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any agency programs or activities. These prohibitions extend from the North Central Texas Council of Governments, as a direct recipient of federal financial assistance, to its sub-recipients (e.g., contractors, consultants, local governments, colleges, universities, etc). All programs funded in whole or in part from federal financial assistance are subject to Title VI requirements. The Civil Rights Restoration Act of 1987 extended this to all programs within an agency that receives federal assistance regardless of the funding source for individual programs.

This policy is intended to establish a procedure under which complaints alleging discrimination in NCTCOG's provisions, services, or NCTCOG activities can be made by persons who are not employees of NCTCOG.

Any person who believes NCTCOG, or any entity who receives federal financial assistance from or through NCTCOG (i.e., sub-recipients, sub-contractors, or sub-grantees), has subjected them or any specific class of individuals to unlawful discrimination may file a complaint of discrimination.

NCTCOG will follow timelines set forth in guidance from the Department of Transportation, Department of Justice, and other funding agencies for processing Title VI discrimination complaints.

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## **When to File**

A complaint of discrimination must be filed within 180 calendar days of the alleged act of discrimination, or discovery thereof; or where there has been a continuing course of conduct, the date on which that conduct was discontinued. Filing means a written complaint must be postmarked before the expiration of the 180-day period. The filing date is the day you complete, sign, and mail the complaint form. The complaint form and consent/release form must be dated and signed for acceptance. Complaints received more than 180 days after the alleged discrimination will not be processed and will be returned to the complainant with a letter explaining why the complaint could not be processed and alternative agencies to which a report may be made.

## **Where to File**

In order to be processed, signed original complaint forms must be mailed to:

North Central Texas Council of Governments  
Transportation Department  
Title VI Coordinator  
P.O. Box 5888  
Arlington, TX 76005-5888

Or hand delivered to:

616 Six Flags Drive  
Arlington, TX 76011

Upon request, reasonable accommodations will be made for persons who are unable to complete the complaint form due to disability or limited-English proficiency. A complaint may also be filed by a representative on behalf of a complainant.

Persons who are not satisfied with the findings of NCTCOG may seek remedy from other applicable state or federal agencies.

## **Required Elements of a Complaint**

In order to be processed, a complaint must be in writing and contain the following information:

- Name, address, and phone number of the complainant.
- Name(s) and address(es) and business(es)/organization(s) of person(s) who allegedly discriminated.
- Date of alleged discriminatory act(s).
- Basis of complaint (i.e., race, color, national origin, sex, age, religion, or disability).
- A statement of complaint.
- Signed consent release form.

## **Incomplete Complaints**

Upon initial review of the complaint, the Title VI Coordinator will ensure that the form is complete and that any initial supporting documentation is provided. Should any deficiencies be found, the Title VI Coordinator will notify the complainant within 10 days. If reasonable efforts to reach the complainant are unsuccessful or if the complainant does not respond within the time specified in the request (30 days), the recipient may close the complainant's file. The complainant may resubmit the complaint provided it is filed within the original 180-day period.

Should the complaint be closed due to lack of required information, NCTCOG will notify the complainant at their last known address. In the event the complainant submits the missing information after the file has been closed, the complaint may be reopened provided it has not been more than 180 days since the date of the alleged discriminatory action.

## **Records of Complaints**

The Title VI Coordinator will keep a record of all complaints received. The log will include such information as:

- Basic information about the complaint such as when it was filed, who filed it, and who it was against.
- A description of the alleged discriminatory action.
- Findings of the investigation.

## **Complaint Process Overview**

The following is a description of how a discrimination complaint will be handled once received by NCTCOG.

### **RECEIPT OF COMPLAINT**

*Complaint is received by NCTCOG:*

Complaints must be in writing and signed by the complainant or their designated representative. If the complainant is unable to complete the form in writing due to disability or limited-English proficiency, upon request reasonable accommodations will be made to ensure the complaint is received and processed in a timely manner. Complainants wishing to file a complaint who do not have access to the Internet or the ability to pick up a form will be mailed a complaint form to complete. Complaints will be forwarded to the Texas Department of Transportation, Office of Civil Rights, Title VI Program Administrator, or other applicable funding agency.

*Complaint is logged into tracking database:*

Complaint forms will be logged into the complaint tracking database; basic data will be maintained on each complaint received, including name of complainant, contact information, name and organization of person(s) who allegedly discriminated, date of alleged discriminatory act(s), basis of complaint (i.e., race, color, national origin, sex, age, religion, or disability), and description of the alleged discriminatory action.

## INITIAL REVIEW AND WRITTEN RESPONSE

### *Initial review:*

Within 10 days of the receipt of the complaint, NCTCOG's Transportation Department Title VI Coordinator will complete an initial review of the complaint. The purpose of this review is to determine if the complaint meets three basic criteria.

1. The complaint will be reviewed for completeness.
2. The program in which the alleged discrimination occurred will be examined to ensure that the complaint was filed with the appropriate agency.
3. Determination of timeliness will be made to ensure the complaint was filed within the 180 calendar day time requirement.

### *Initial written response:*

Within 10 days of the receipt of the complaint, the Title VI Coordinator will provide an initial written response to the complaint appropriate to the criteria of the initial review.

1. If the complaint form is incomplete, the complainant will be notified and asked to furnish the missing information within 30 days. Upon receipt of the requested information, the initial review will resume and a follow-up written response will be provided within 10 days of the receipt of the complete complaint.
2. If a complaint is complete but the program or activity about which the complaint was made is not conducted by NCTCOG or an entity who receives federal financial assistance from or through NCTCOG (i.e., sub-recipients, sub-contractors, or sub-grantees), every attempt will be made to establish the correct agency. Whenever possible, and if consent was granted on the Consent/Release form, the complaint will be forwarded to the appropriate agency. The complaint will then be closed at NCTCOG.
3. If the complaint is complete but the alleged discrimination occurred 180 calendar days or more before the complaint was filed, the complaint will be closed at NCTCOG.

NCTCOG's Title VI Coordinator will confer with the Transportation Department Director on the determination of a complete complaint and on any deferrals to other agencies. Once the Title VI Coordinator completes an initial review of the complaint and determines that the criteria for a complete complaint is met, NCTCOG will forward the complaint and a copy of the written response to the Texas Department of Transportation, Office of Civil Rights, Title VI Program Administrator, or other applicable funding agency.

## INVESTIGATION OF COMPLAINT

### *Fact-finding process:*

The Title VI Coordinator will confer with the Transportation Department Director to determine the most appropriate fact-finding process to ensure all available information is collected in an effort to reach the most informed conclusion and resolution of the complaint. The type of investigation techniques used may vary depending on the nature and circumstances of the alleged discrimination. An investigation may include, but is not limited to:

- Internal meetings with NCTCOG staff and legal counsel.
- Consultation with state and federal agencies.
- Interviews of complainant(s).
- Review of documentation (i.e., planning, public involvement, and technical program activities).
- Interviews and review of documentation with other agencies involved.

- Review of technical analysis methods.
- Review of demographic data.

*Determination of investigation:*

An investigation must be completed within 80 days of receiving the complete complaint, unless the facts and circumstances warrant otherwise. A determination will be made based on information obtained. The Title VI Coordinator, Transportation Department Director, and/or designee will render a recommendation for action, including formal and/or informal resolution strategies, in a report of findings. The findings of the investigation will be logged into the complaint tracking database.

**NOTIFICATION OF DETERMINATION**

Within 14 days of completion and determination of an investigation, the complainant must be notified by the NCTCOG Executive Director of the final decision. The notification will advise the complainant of his/her appeal rights with state and federal agencies if he/she is dissatisfied with the final decision. A copy of this letter, along with the report of findings, will be forwarded to the Texas Department of Transportation, Office of Civil Rights, Title VI Program Coordinator for information purposes, or other applicable funding agency.

# Title VI Complaint Procedures

## RECEIPT OF COMPLAINT

A written discrimination complaint is received, entered into tracking database, and forwarded to funding agency\*.

## INITIAL REVIEW AND WRITTEN RESPONSE

Initial review initiated. Applicable initial written response will be sent to complainant and funding agency within 10 days of when complaint is received.

Complete complaint and consent forms?

Yes

In NCTCOG jurisdiction?

Yes

No more than 180 calendar days since alleged occurrence?

Yes

No

No

No

INITIAL WRITTEN RESPONSE WITHIN 10 DAYS. Confirm receipt of complaint. Request additional information.

INITIAL WRITTEN RESPONSE WITHIN 10 DAYS OF RECEIPT OF COMPLETE COMPLAINT  
Referred to another agency. Complaint closed at NCTCOG. Forward complaint form and written response(s) to funding agency.

INITIAL WRITTEN RESPONSE WITHIN 10 DAYS OF RECEIPT OF COMPLETE COMPLAINT.  
Complaint closed. Forward complaint form and written response(s) to funding agency.

Requested information received within 30 days?

Yes

No

Complaint may be closed.

INITIAL OR FOLLOW-UP WRITTEN RESPONSE WITHIN 10 DAYS OF RECEIPT OF COMPLETE COMPLAINT. Confirm receipt of complete complaint. Forward complaint form and written response(s) to funding agency. Commence to Investigation of Complaint.

## INVESTIGATION OF COMPLAINT

Completed within 80 days of receiving complete complaint unless facts and circumstances warrant otherwise. Determination of whether discrimination occurred summarized and report submitted to head of the Transportation Department.

## NOTIFICATION OF DETERMINATION

Written notification of investigation determination will be sent to complainant and funding agency within 14 days of completion of an investigation.

Did discrimination occur?

No

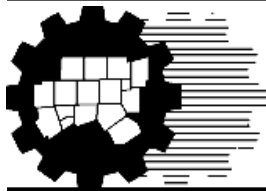
Yes

WRITTEN NOTIFICATION OF DETERMINATION WITHIN 14 DAYS OF COMPLETION OF INVESTIGATION.  
Explains finding of no discrimination and advises complainant of appeal right. The finding will be forwarded to funding agency.

WRITTEN NOTIFICATION OF DETERMINATION WITHIN 14 DAYS OF COMPLETION OF INVESTIGATION.  
Includes proposed course of action to address finding of discrimination. The finding will be forwarded to funding agency.

\*for example TxDOT, FHWA, FTA





## **North Central Texas Council of Governments Complaint Form**

Please read the information on this page of this form carefully before you begin.

The North Central Texas Council of Governments (NCTCOG) serves as the federally designated Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth region. As a recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, NCTCOG ensures that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any agency programs or activities. These prohibitions extend from the North Central Texas Council of Governments, as a direct recipient of federal financial assistance, to its sub-recipients (e.g., contractors, consultants, local governments, colleges, universities, etc.). All programs funded in whole or in part from federal financial assistance are subject to Title VI requirements.

Complaints may be filed using an alternative format if you are unable to complete the written form. Upon request, assistance will be provided.

The filing date is the day you complete, sign, and mail this complaint form. Your complaint must be filed no later than 180 calendar days from the most recent date of the alleged act of discrimination. The complaint form and consent/release form must be dated and signed for acceptance. You have 30 calendar days to respond to any written request for information. Failure to do so will result in the closure of the complaint.

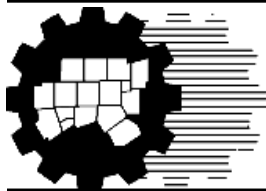
Submit the forms by mail to:

North Central Texas Council of Governments  
Transportation Department  
Title VI Coordinator,  
P.O. Box 5888  
Arlington, TX 76005-5888

Or in person at:

616 Six Flags Drive  
Arlington, TX 76011

If you have any questions or need additional information, please call (817) 695-9240 or e-mail [titlevi@nctcog.org](mailto:titlevi@nctcog.org).



## North Central Texas Council of Governments Complaint Form for Title VI

**1**

First Name

MI

Last Name

Street Address

City

State

Zip Code

Telephone Number

e-mail Address

**2****Who do you believe discriminated against you?**

First Name

MI

Last Name

Name of Business/Organization

Position/Title

Street Address

City

State

Zip Code

Person's Relationship to You

**3****When did the alleged act(s) of discrimination occur?**

Please list all applicable dates in mm/dd/yyyy format.

Date(s)

Is the alleged discrimination ongoing? ☐ Yes ☐ No**4****Where did the alleged act(s) of discrimination occur? (Attach additional pages as necessary.)**

Name of Location

**5****Indicate the basis of your grievance of discrimination:**☐ Race☐ National Origin☐ Color

**6** Describe in detail the specific incident(s) that is the basis(es) of the alleged discrimination. Describe each incident of discrimination separately. Attach additional pages as necessary.

Please explain how other persons or groups were treated differently by the person(s)/ agency who discriminated against you.

Please list and describe all documents, e-mails, or other records and materials pertaining to your complaint.

Please list and identify any witness(es) to the incidents or persons who have personal knowledge of information pertaining to your complaint.

Have you previously reported or otherwise complained about this incident or related acts of discrimination? If so, please identify the individual to whom you made the report, the date on which you made the report, and the resolution. Please provide any supporting documentation.

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**Please provide any additional information about the alleged discrimination.**

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**7** If an advisor will be assisting you in the complaint process, please provide his/her name and contact information.

\_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
Name of Business Position/Title Telephone Number

\_\_\_\_\_  
Street Address City State Zip Code

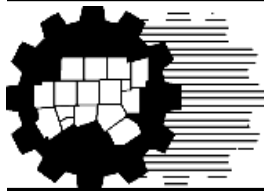
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**8** This complaint form must be signed and dated in order to address your allegations. Additionally, this office will need your consent to disclose your name, if needed, in the course of our investigation. The Discrimination Complaint Consent/Release form is attached. If you are filing a complaint of discrimination on behalf of another person, our office will also need this person's consent.

I certify that to the best of my knowledge the information I have provided is accurate and the events and circumstances are as I have described them. I also understand that if I will be assisted by an advisor, my signature below authorizes the named individual to receive copies of relevant correspondence regarding the complaint and to accompany me during the investigation. By typing your name below, you are signing this document electronically. You agree that your electronic signature is the legal equivalent of your manual signature in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## North Central Texas Council of Governments Complaint Consent/Release Form

Please read the information on this form carefully before you begin.

First Name

MI

Last Name

Street Address

City

State

Zip Code

As a complainant, I understand that in the course of an investigation it may become necessary for the North Central Texas Council of Governments to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of the North Central Texas Council of Governments to honor requests under the Public Information Act. I understand that as a complainant I am protected from retaliation for having taken action or participated in action to secure rights protected by nondiscrimination statutes and regulations which are enforced by the U.S. DOT.

**Please Check one:**

☐

I CONSENT and authorize the North Central Texas Council of Governments (NCTCOG), as part of its investigation, to reveal my identity to persons at the organization, business, or institution, which has been identified by me in my formal complaint of discrimination. I also authorize NCTCOG to discuss, receive, and review materials and information about me from the same and with appropriate administrators or witnesses for the purpose of investigating this complaint. In doing so, I have read and understand the information at the beginning of this form. I also understand that the material and information received will be used for authorized civil rights compliance activities only. I further understand that I am not required to authorize this release and do so voluntarily.

☐

I DENY CONSENT to have the North Central Texas Council of Governments (NCTCOG), reveal my identity to persons at the organization, business, or institution under investigation. I also deny consent to have NCTCOG disclose any information contained in the complaint with any witnesses I have mentioned in the complaint. In doing so, I understand that I am not authorizing NCTCOG to discuss, receive, nor review any materials and information about me from the same. In doing so, I have read and understand the information at the beginning of this form. I further understand that my decision to deny consent may impede this investigation and may result in the unsuccessful resolution of my case.

By typing your name below, you are signing this document electronically. You agree that your electronic signature is the legal equivalent of your manual signature in this document.

Signature

Date

**FOR NCTCOG OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Case #: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Referred: \_\_\_\_\_

Referred to: ☐ TxDOT ☐ FHWA ☐ FTA ☐ FRA ☐ Other \_\_\_\_\_



North Central Texas Council of Governments  
Transportation Department  
El Procedimiento de Quejas  
Título VI

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## Introducción

El North Central Texas Council of Governments (NCTCOG) actúa como la Organización de Planeación Metropolitana designada por el gobierno federal para la región de Dallas-Fort Worth. Como receptora de ayuda económica federal y en virtud del Título VI de la Ley de Derechos Civiles de 1964 y estatutos vinculados al Título VI, el NCTCOG garantiza que ningún individuo quede excluido de la participación, el acceso a los beneficios proporcionados o sea víctima de discriminación en el marco de ningún programa o actividad de ningún organismo con motivo de su raza, color, y nacionalidad. Estas prohibiciones abarcan al North Central Texas Council of Governments, como receptor directo de ayuda económica federal, y sus "subreceptores" (es decir, contratistas, consultores, gobiernos locales, facultades, universidades, etc.). Todos los programas financiados por ayuda económica federal en forma parcial o total se encuentran sujetos a los requisitos establecidos en el Título VI. La Ley de Restauración de Derechos Civiles de 1987 hizo que esto se ampliara a todos los programas de cualquier organismo que recibiese ayuda federal independientemente de la fuente de financiación para programas individuales.

Esta política pretende establecer un procedimiento mediante el cual las personas que no sean empleados de NCTCOG puedan presentar quejas por presunta discriminación en las disposiciones, servicios o actividades de NCTCOG.

Toda persona que crea que NCTCOG, o cualquier entidad que reciba asistencia financiera federal de o a través de NCTCOG (es decir, subreceptores, subcontratistas o subcesionarios), ha sometido a ellos o a cualquier clase específica de individuos a discriminación ilegal puede presentar una queja de discriminación.

Al procesar las quejas por discriminación en virtud del Título VI, el NCTCOG seguirá los plazos establecidos según la guía del Departamento de Transportación, la Administración de Carreteras Federales, Administración Federal de Transportes Públicos y el Departamento de Justicia.

## **Cuando Presentar**

Una queja por discriminación debe presentarse dentro de los 180 días calendario posteriores al presunto acto de discriminación, o a su descubrimiento; o, cuando exista un curso de conducta continuo, la fecha en que dicha conducta fue descontinuada. La fecha de presentación es el día en que usted completa, firma y envía por correo el formulario de queja. El formulario de queja y de autorización/exención debe estar fechado y firmado para su aceptación. Las quejas recibidas más de 180 días después de la presunta discriminación no serán procesadas y serán regresadas al solicitante con una carta explicando por qué la queja no pudo ser procesada y agencias alternativas a las que se puede hacer un reporte.

## **Dónde Presentar**

Para poder procesarse, los formularios de queja originales firmados deben enviarse por correo a:

North Central Texas Council of Governments  
Transportation Department  
Coordinador del Título VI  
P.O. Box 5888  
Arlington, TX 7600-5888

O en persona a:

616 Six Flags Drive  
Arlington, TX 76011

A pedido, se realizarán adaptaciones razonables para las personas que no puedan completar el formulario de queja debido a una discapacidad o habilidad limitada en inglés. Un representante puede presentar una queja en nombre de un solicitante.

Las personas que no estén satisfechas con las conclusiones de NCTCOG pueden solicitar una solución a otras agencias estatales o federales aplicables.



## **Elementos Requeridos de Una Queja**

Para que una queja pueda procesarse, debe ponerse por escrito e incluir la siguiente información:

- Nombre, domicilio y número de teléfono del reclamante.
- Nombre(s), domicilio(es) y empresa(s)/organización(es) de la(s) presunta(s) víctima(s) de discriminación.
- Fecha del presunto acto(s) de discriminación.
- Motivo de la queja (por ejemplo: raza, color, y nacionalidad)
- Una declaración de queja.
- Un formulario de consentimiento de divulgación firmado.

## **Quejas Incompletas**

Después de la revisión inicial de la queja, el Coordinador del Título VI verificará que el formulario esté completo y se asegurará de que toda la documentación de respaldo necesaria en esa etapa se encuentre incluida. En caso de que falten documentos, el Coordinador del Título VI se lo informará al reclamante dentro de los 10 días. Si no resulta posible contactar al reclamante a pesar de haber realizado esfuerzos razonables para hacerlo, o si el reclamante no responde dentro del período especificado en la solicitud (30 días), el receptor podrá dar por finalizado el caso del reclamante. El reclamante puede volver a presentar la queja, siempre y cuando lo haga dentro del período inicial de 180 días.

En caso de que el caso se cierre por falta de información necesaria, el NCTCOG se lo informará al reclamante, para lo cual intentará establecer contacto valiéndose de su última dirección conocida. Si el reclamante brinda la información faltante después del cierre de su caso, el caso podrá volver a abrirse, siempre y cuando no hayan transcurrido más de 180 días desde la fecha del presunto discriminatorio.

## **Registro de Quejas**

El Coordinador del Título VI llevará un registro de todas las quejas recibidas. El registro incluirá información como la siguiente:

- Información básica sobre la queja, tal como cuándo se presentó, quién la presentó y contra quién.
- Una descripción de la presunta acción discriminatorio.
- Conclusiones de la investigación.

## Resumen del Proceso de Quejas

Lo siguiente es una descripción de como una queja discriminatoria deberá ser manejada ya que sea recibida por NCTCOG.

### RECEPCIÓN DE LA QUEJA

#### *El NCTCOG recibe una queja:*

Las quejas deben presentarse por escrito y estar firmadas por el reclamante o un representante designado por este último. Si el reclamante no se encuentra en condiciones de completar el formulario debido a una discapacidad o a conocimientos limitados del idioma inglés y solicita asistencia, se realizarán adaptaciones razonables para garantizar que la queja se reciba y se procese de manera oportuna. Los reclamantes que deseen presentar una queja y no dispongan de acceso a internet o no tengan la posibilidad de ir a recoger un formulario, recibirán un formulario de quejas por correo para que puedan completarlo. Las quejas se enviarán al Departamento de Transporte de Texas, Oficina de Derechos Civiles, Administrador del Programa Título VI u otra agencia de financiación aplicable.

#### *La queja se registra en una base de datos para realizar su seguimiento:*

Los formularios de quejas se registrarán en la base de datos de quejas para realizar su seguimiento. En todas las quejas recibidas se conservarán los datos básicos, que incluyen el nombre del reclamante, su información de contacto, el nombre y la organización de la persona(s) de la presunta discriminación, fecha en que ocurrió del presunto acto (s) discriminatorio, el motivo en el que se basa la queja por discriminación (por ejemplo: raza, color, y nacionalidad), y una descripción de la presunta acción discriminatoria.

### REVISIÓN INICIAL Y RESPUESTA POR ESCRITO

#### *Revisión inicial:*

Dentro de los 10 días siguientes a la recepción de la queja, el Coordinador del Título VI de NCTCOG Transportation Department realizará una revisión inicial de la queja. El objetivo de esta revisión es determinar si la queja cumple con tres criterios básicos.

1. Se controlará que la queja esté completa.
2. Se examinará el programa en el que se haya producido la presunta discriminación para verificar que la queja se haya presentado ante la agencia apropiada.
3. Se definirán los marcos temporales para asegurarse de que la queja se haya presentado dentro del plazo de 180 días calendario, según lo indicado.

#### *Respuesta inicial por escrito:*

Dentro de los 10 días siguientes a la recepción de la queja, el Coordinador del Título VI dará una respuesta inicial por escrito al reclamante, la cual será adecuada en función de los criterios de la revisión inicial.

1. En caso de que el formulario de quejas se encuentre incompleto, se informará al reclamante. A su vez, se le solicitará que proporcione la información faltante dentro de los 30 días posteriores. Una vez recibida la información solicitada, la revisión inicial volverá a comenzar y se brindará una respuesta de seguimiento por escrito dentro de los 10 días siguientes a la fecha de recepción de la queja completa.

2. En caso de que una queja esté completa pero el programa o la actividad la cual se base la queja no esté dirigido/a por el NCTCOG o una entidad que reciba ayuda económica federal del NCTCOG o a través de este último (subreceptores, subcontratistas o subconcesionarios), se realizarán todos los esfuerzos posibles para determinar cuál es la agencia correcta al que se debería remitir el caso. Cuando sea posible, y si se concedió el consentimiento en el formulario de divulgación, la queja se le enviará a la agencia apropiada. La queja finalizará en NCTCOG.
3. Si la queja está completa pero la presunta discriminación ocurrió 180 días calendarios o más antes de que se presentará la queja, dicha queja quedará cerrada en el NCTCOG.

El Coordinador del Title VI de NCTCOG consultará con el Director del Departamento de Transporte para tomar una determinación sobre quejas completas o retrasos por derivación a otras agencias. Una vez que el Coordinador del Title VI finalice la revisión inicial de la queja y determine que cumple con los criterios necesarios para constituir una queja completa, el NCTCOG le enviará la queja y una copia de la respuesta por escrito al Departamento de Transporte Texas, Oficina de Derechos Civiles, Coordinador del Título VI u otra agencia de financiación aplicable.

## INVESTIGACIÓN DE QUEJA

### *Proceso de investigación:*

El Coordinador del Title VI consultará con el Director del Departamento de Transporte para determinar cuál es el proceso de investigación más adecuado para garantizar que se reúna toda la información disponible y poder llegar a una conclusión y posterior resolución de la queja basada en la mayor cantidad de información posible. El tipo de técnicas de investigación utilizadas variará en función del carácter y las circunstancias de la presunta discriminación. Una investigación puede incluir, entre otros:

- Reuniones internas con el personal y el asesor jurídico de NCTCOG.
- Consultas con agencias estatales y federales.
- Entrevistas con quienes presentan la queja.
- Revisión de documentos (p. ej.: planificación, participación pública y actividades técnicas del programa).
- Entrevistas y revisión de documentos con otras agencias involucrados.
- Revisión de los métodos de análisis técnico.
- Revisión de los datos demográficos.

### *Resolución de la investigación:*

La investigación debe finalizar dentro de los 80 días siguientes a la recepción de la queja completa, a menos que los hechos y las circunstancias hagan disponer algo diferente. Se tomará una determinación en base a la información obtenida. El Coordinador del Title VI, el Director del Departamento de Transporte y/o la persona designada presentará una recomendación sobre el curso de acción a seguir. La misma incluirá estrategias de resolución formales y/o informales en un informe de conclusiones. Los resultados de la investigación se registrarán en la base de datos para realizar el seguimiento de las quejas.

#### AVISO DE RESOLUCIÓN

Dentro de los 14 días siguientes a la finalización y resolución de una investigación, el Director Ejecutivo del NCTCOG deberá informar la decisión final al reclamante. El aviso brindará información al reclamante sobre su derecho a apelar ante agencias estatales y federales en caso de no encontrarse satisfecho/a con la decisión final. Con fines informativos u otra agencia de financiación aplicable, se le enviará una copia de esta carta junto con un informe de los resultados de la investigación a Texas Departamento de Transporte, Oficina de Derechos Civiles, Coordinadora del Programa Title VI.

# El Procedimiento de Quejas Titulo VI

RECEPCIÓN DE LA QUEJA

Se recibe una queja de discriminación por escrito, la cual se ingresa a la base de datos para realizar un seguimiento y se envía a la agencia de financiación.

REVISIÓN INICIAL Y RESPUESTA POR ESCRITO

Comienza la revisión inicial. Se le envía una respuesta inicial por escrito al reclamante, según corresponda, y al TxDOT dentro de los 10 días siguientes a la recepción de la queja.

¿Quejas y formularios de consentimiento completos?

Sí

¿En la jurisdicción de NCTCOG?

Sí

¿No más de 180 días de calendario desde la supuesta ocurrencia?

Sí

No

No

No

RESPUESTA INICIAL POR ESCRITO DENTRO DE LOS 10 DÍAS. Confirmación de recepción de la queja. Solicitar información adicional.

RESPUESTA INICIAL POR ESCRITO DENTRO DE LOS 10 DÍAS SIGUIENTES A LA RECEPCIÓN DE LA QUEJA COMPLETA. Se remite a otra agencia. La queja se cerró con NCTCOG. Envío del formulario de queja y la(s) respuesta(s) por escrito a la agencia de financiación.

RESPUESTA INICIAL POR ESCRITO DENTRO DE LOS 10 DÍAS SIGUIENTES A LA RECEPCIÓN DE LA QUEJA COMPLETA. La queja cerrada. Envío del formulario de queja y la(s) respuesta(s) por escrito al a la agencia de financiación.

La información solicitada, ¿se ha recibido dentro de los 30 días?

Sí

No

La queja puede cerrarse.

RESPUESTA INICIAL POR ESCRITO O SEGUIMIENTO DENTRO DE LOS 10 DÍAS SIGUIENTES A LA RECEPCIÓN DE LA QUEJA COMPLETA. Confirmación de recepción de la queja completa. Envío del formulario de queja y la(s) respuesta(s) por escrito al TxDOT. Comienzo de la Investigación de la Queja.

INVESTIGACIÓN DE QUEJAS

Finalizada dentro de los 80 días siguientes a la recepción de la queja completa, a menos que los hechos y las circunstancias hagan disponer algo diferente. Decisión resumida en cuanto a si existió una discriminación y presentación de informe al titular del Departamento de Transporte.

AVISO DE RESOLUCIÓN

Al reclamante y al TxDOT se les enviará un aviso por escrito sobre el resultado de la investigación dentro de los 14 días siguientes a la conclusión de la investigación.

¿Se produjo discriminación?

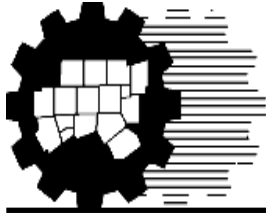
No

Sí

AVISO DE RESOLUCIÓN POR ESCRITO DENTRO DE LOS 14 DÍAS SIGUIENTES A LA CONCLUSIÓN DE LA INVESTIGACIÓN. Explica la decisión de que no existió discriminación e informa al reclamante sobre su derecho a apelar. Se le enviará el resultado a la agencia de financiación.

AVISO DE RESOLUCIÓN POR ESCRITO DENTRO DE LOS 14 DÍAS SIGUIENTES A LA CONCLUSIÓN DE LA INVESTIGACIÓN. Incluye el curso de acción propuesto en función de la decisión de que existió una discriminación. Se le enviará el resultado a la agencia de financiación.

\*por ejemplo TxDOT, FHWA, FTA



## **North Central Texas Council of Governments Formulario de Queja**

Antes de empezar, favor de revisar detenidamente la información de esta página del formulario.

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El North Central Texas Council of Governments (NCTCOG) funciona como la Organización de Planeación Metropolitana (MPO) designada por el gobierno federal para la región de Dallas-Fort Worth. Como beneficiario de asistencia financiera federal y en función del Título VI de la Ley de Derechos Civiles de 1964 y estatutos relacionados, NCTCOG asegura que ninguna persona será excluida de participar, se le negarán los beneficios o será sometida a discriminación de cualquier tipo en programas o actividades de la agencia por razones de raza, color, y nacionalidad. Estas prohibiciones se extienden desde El North Central Texas Council of Governments, como receptor directo de asistencia financiera federal, hasta sus subreceptores (por ejemplo, contratistas, consultores, gobiernos locales, facultades, universidades, etc.). Todos los programas financiados total o parcialmente con asistencia financiera federal están sujetos a los requisitos del Título VI.

Si no puede completar el formulario escrito, puede presentar una queja en un formato alternativo. Se le brindará asistencia si la solicita.

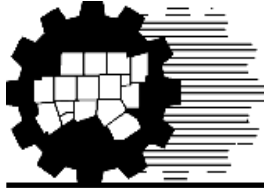
La fecha de presentación es el día en que usted completa, firma y envía por correo el formulario de queja. Su queja debe presentarse no más tarde de 180 días calendario a partir de la fecha del presunto acto de discriminación. El formulario de queja y el formulario de consentimiento/exención deben estar fechados y firmados para su aceptación. Usted tiene 30 días calendario para responder a cualquier solicitud de información por escrito. De lo contrario, se cerrará la queja.

Envíe los formularios por correo a:  
North Central Texas Council of Governments  
Transportation Department  
Titulo VI Coordinadora,  
P.O. Box 5888  
Arlington, TX 76005-5888

O en persona en:

616 Six Flags Drive  
Arlington, TX 76011

Si tiene alguna pregunta o necesita información adicional, favor de llamar al (817) 695-9240 o envíe un correo electrónico [titlevi@nctcog.org](mailto:titlevi@nctcog.org).



## North Central Texas Council of Governments Formulario de Queja del Título VI

**1**

Primer Nombre Inicial del Segundo Nombre Apellido

Domicilio Ciudad Estado Código Postal

Número de Teléfono Correo electrónico

**2** ¿Quién cree que ha discriminado contra usted?

Primer Nombre Inicial del Segundo Nombre Apellido

Nombre de Empresa/Organización Posición/Título

Domicilio Ciudad Estado Código Postal

Su Relación con la Persona

**3** ¿Cuándo ocurrió el presunto acto(s) de discriminación?  
Anote todas las fechas correspondientes en formato mm/dd/aaaa.

Fecha(s)

¿Continúa la supuesta discriminación? ☐ Sí ☐ No

**4** ¿Dónde se cometió el presunto acto(s) de discriminación? (Adjunte páginas adicionales según sea necesario.)

Nombre de la Ubicación

**5** Indique el origen de su queja por discriminación:

- ☐ Raza
- ☐ Origen de Nacionalidad
- ☐ Color

**6** Describa en detalle el incidente o incidentes específicos que forman la base de la supuesta discriminación. Describa cada incidente de discriminación por separado. Adjunte páginas adicionales según sea necesario.

Explique cómo otras personas o grupos fueron tratados diferente por parte de la(s) persona(s)/agencia que discriminó contra usted.

Anote y describa todos los documentos, correos electrónicos u otros datos y materiales relacionados con su queja.

Anote e indique los testigos de los incidentes o las personas que tengan conocimiento personal de la información relacionada con su queja.

¿Ha informado o presentado alguna queja sobre este incidente o actos de discriminación relacionados? De ser así, indique el individuo a quien le informó, la fecha en que lo hizo y la resolución. Proporcione cualquier documentación de apoyo



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Proporcione cualquier información adicional sobre la supuesta discriminación.

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**7** En caso de que un asesor le ayude en el proceso de queja, proporcione su nombre e información de contacto.

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Primer Nombre	Inicial del Segundo Nombre	Apellido
---------------	----------------------------	----------

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Nombre de Empresa	Posición/Título	Número de Teléfono
-------------------	-----------------	--------------------

---

Domicilio	Ciudad	Estado	Código Postal
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**8** Este formulario de queja debe estar firmado y fechado para poder tramitar sus alegaciones. Además, nuestra oficina necesitará su consentimiento para revelar su nombre, si es necesario, en el transcurso de nuestra investigación. Se adjunta el formulario de Consentimiento/Exención de Queja por Discriminación. Si presenta una queja por discriminación por parte de otra persona, nuestra oficina también necesitará el consentimiento de esa persona.

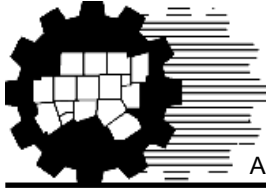
Declaro que, a lo mejor de mi conocimiento, la información que he proporcionado es exacta y los eventos y circunstancias son como los he descrito. También entiendo que, si voy a ser asistido por un asesor, mi firma a continuación autoriza al individuo nombrado a recibir copias de la correspondencia relevante con respecto a la queja y a acompañarme durante la investigación. Al escribir su nombre a continuación, usted está firmando este documento electrónicamente. Está de acuerdo que su firma electrónica es el equivalente legal de su firma manual en este documento.

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Firma

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Fecha



## North Central Texas Council of Governments Formulario de Queja del Título VI

Antes de empezar, favor de revisar detenidamente la información de esta página del formulario

Primer Nombre                      Inicial del Segundo Nombre                      Apellido

Domicilio                                      Ciudad                                      Estado                      Código Postal

Como persona que presenta la queja, comprendo que, durante una investigación, el Consejo de Gobiernos del Centro Norte de Texas podría tener que revelar mi identidad a personas de la organización o institución investigada. También conozco la obligación del Consejo de Gobiernos del Centro Norte de Texas de cumplir con las solicitudes en virtud de la Ley de Información Pública. Entiendo que, como persona que presenta la queja, estoy protegido contra represalias por haber tomado o participado en acciones para proteger los derechos amparados por las leyes y regulaciones antidiscriminatorias del Departamento de Transporte de los Estados Unidos.

### Por Favor Marque Una:

☐ Doy mi consentimiento y autorizo a North Central Texas Council of Governments (NCTCOG), como parte de su investigación, a revelar mi identidad a las personas de la organización, empresa o institución que he indicado en mi queja formal de discriminación. También autorizo a NCTCOG a discutir, recibir y revisar materiales e información sobre mí de la misma y con los administradores o testigos apropiados con el fin de investigar esta queja. Al hacerlo, he leído y entiendo la información al principio de este formulario. También entiendo que el material y la información recibidos se utilizarán únicamente para actividades autorizadas en cumplimiento de derechos civiles. Además, entiendo que no estoy obligado a autorizar esta divulgación y lo hago voluntariamente.

☐ NIEGO EL CONSENTIMIENTO de que North Central Texas Council of Governments (NCTCOG) revele mi identidad a personas de la organización, empresa o institución bajo investigación. También niego el consentimiento para que NCTCOG divulgue cualquier información contenida en la queja con cualquier testigo que haya mencionado en la queja. Al hacerlo, entiendo que no autorizo a NCTCOG a discutir, recibir ni revisar ningún material e información sobre mí de la misma. Al hacerlo, he leído y entiendo la información al principio de este formulario. Además, entiendo que mi decisión de negar el consentimiento puede impedir esta investigación y puede resultar en la resolución sin éxito de mi caso.

Al escribir tu nombre a continuación, estás firmando este documento electrónicamente.  
Aceptas que tu firma electrónica es el equivalente legal de tu firma manuscrita en este documento.

Firma

Fecha

### SÓLO PARA EL USO DE LA OFICINA NCTCOG

Date Complaint Received: \_\_\_\_\_

Case #: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Referred: \_\_\_\_\_

Referred to: ☐ TxDOT ☐ FHWA ☐ FTA ☐ FRA ☐ Other \_\_\_\_\_

ATTACHMENT 4

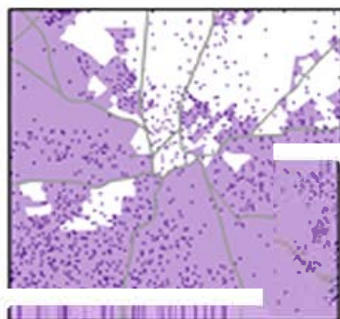
Title VI Program Approval Resolution

(Placeholder)

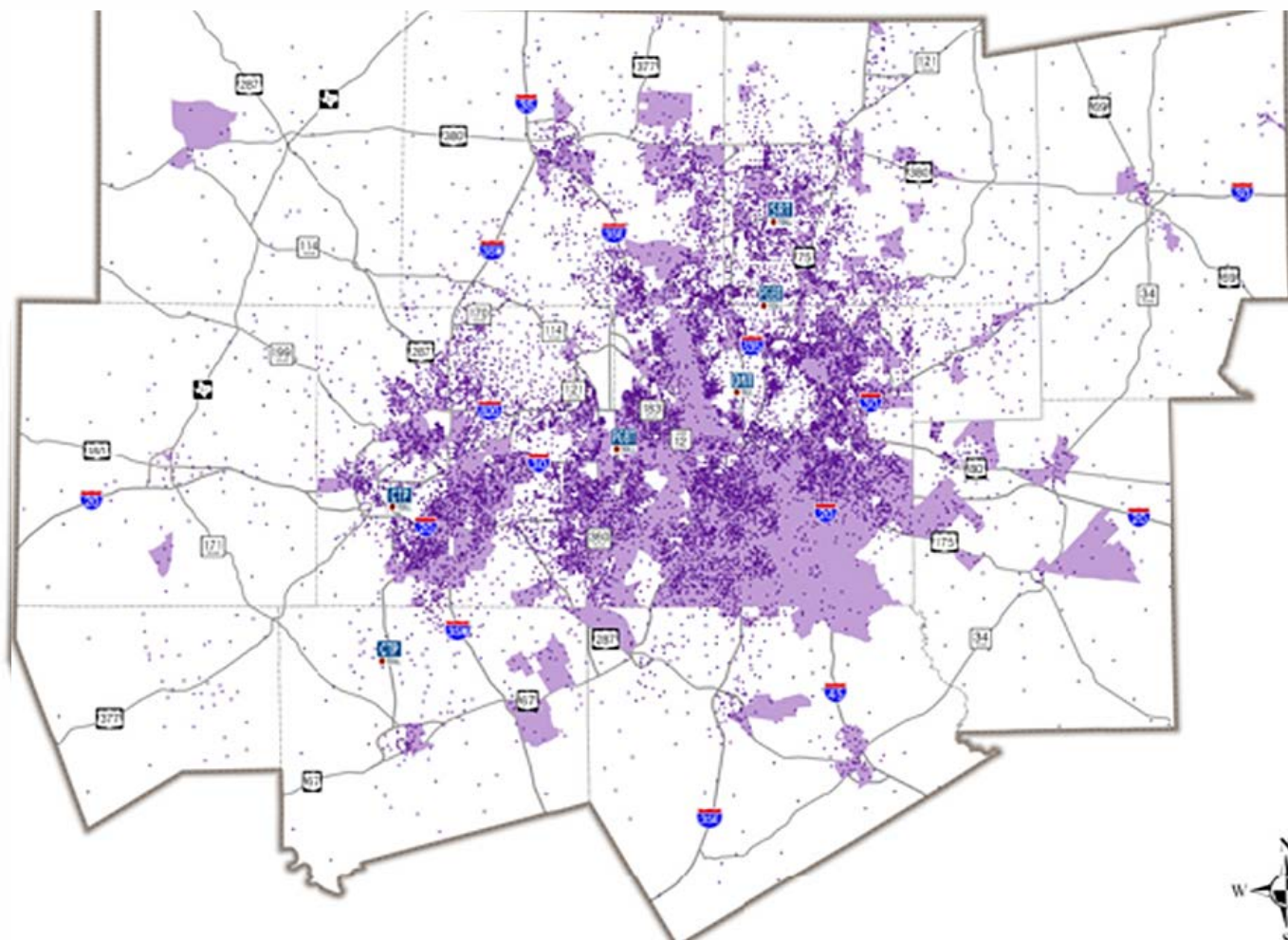
# Total Minority Population

Central Business Districts

Dallas



Fort Worth



- 1 Dot = 300 Individuals from Above Regional Percentage Total Minority Population
- Block Groups Above Regional Percentage Total Minority Population

The Total Minority Population layer from the Fair Access in Communities Tool (FACT) displays Census block groups above the regional percentage for Total Minority population. This population includes individuals who identify their race as any race other than white, or who identify their ethnicity as Hispanic or Latino. By overlaying dot density on gradient maps, absolute numbers and relative concentrations of groups can both be conveyed. The FACT is a preliminary screening tool to identify areas that may need additional analysis when considering protected groups in a plan, project, or program.

Source: 2023 American Community Survey  
5-Year Estimates  
January 22, 2025



<b>Programmed Federal Transit Funds by County: Fiscal Year 2022-2024<sup>1</sup></b>				
	<b>Federal Funds<sup>2</sup></b>	<b>Percentage of Federal Funds</b>	<b>Percentage of Regional Minority Population<sup>3</sup></b>	<b>Federal Funds Attributed to Regional Minority Population</b>
Collin	\$ 19,495,041	3.39%	12.19%	\$ 2,377,267
Dallas	\$ 345,851,570	60.18%	42.54%	\$ 147,121,758
Denton	\$ 52,990,579	9.22%	9.74%	\$ 5,159,311
Ellis	\$ 3,583,496	0.62%	2.07%	\$ 74,116
Hood	\$ -	0.00%	0.27%	\$ -
Hunt	\$ 182,285	0.03%	0.79%	\$ 1,435
Johnson	\$ 1,752,763	0.30%	1.42%	\$ 24,963
Kaufman	\$ 1,727,549	0.30%	1.73%	\$ 29,868
Parker	\$ 2,429,939	0.42%	0.71%	\$ 17,199
Rockwall	\$ 16,090,739	2.80%	0.92%	\$ 148,022
Tarrant	\$ 130,619,931	22.73%	27.20%	\$ 35,524,452
Wise	\$ -	0.00%	0.43%	\$ -
<b>Total</b>	<b>\$ 574,723,893</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 190,478,390</b>

(Required by FTA Circular 4702.1B, Chapter VI, Section 2(a))

Notes:

<sup>1</sup> Table includes federal funding awarded from the Federal Transit Administration (FTA) Sections 5307, 5310, 5337, and 5339 programs to the Dallas-Fort Worth-Arlington, Denton-Lewisville, and McKinney-Frisco Urbanized Areas

<sup>2</sup> County federal funds are estimated based on public transportation agency allocations of service by county

<sup>3</sup> Minority population data is from the 2019-2023 American Community Survey 5-Year estimates

## Attachment 6b

<b>NCTCOG Programmed Public Transportation Funds: Total Federal Funds by Grant Program</b>					
Fiscal Year (FY)		2022	2023	2024	Total
Grant Program	5307	\$ 123,125,063	\$ 123,446,444	\$ 131,037,365	\$ 377,608,872
	5310	\$ 6,004,170	\$ 6,161,936	\$ 1,083,941	\$ 13,250,047
	5337	\$ 52,290,750	\$ 53,111,760	\$ 55,004,740	\$ 160,407,250
	5339	\$ 7,461,149	\$ 7,615,795	\$ 8,380,780	\$ 23,457,724
<b>Total</b>		<b>\$ 188,881,132</b>	<b>\$ 190,335,935</b>	<b>\$ 195,506,826</b>	<b>\$ 574,723,893</b>

(Required by FTA Circular 4702.1B, Chapter VI, Section 2(a))

**Programmed Roadway Transit Funds by County: Fiscal Year 2022-2027<sup>1,2</sup>**

	Federal Funds	Regional Funds	State Funds	Local Funds	Local Contribution	Total Funding	Percentage of Federal, State, and Regional Funds by County	Percentage of Regional Minority Population <sup>3</sup>	Federal Funds Attributed to Regional Minority Population
Collin	\$ 6,386,792	\$ 695,000	\$ -	\$ 727,948	\$ 213,000	\$ 8,022,740	1.27%	12.19%	\$ 778,819
Dallas	\$ 118,769,506	\$ 1,119,102	\$ -	\$ 28,108,500	\$ 18,150,000	\$ 166,147,108	21.51%	42.54%	\$ 50,523,346
Denton	\$ 5,941,600	\$ 800,000	\$ -	\$ 485,400	\$ 1,456,200	\$ 8,683,200	1.21%	9.74%	\$ 578,491
Tarrant	\$ 206,312,972	\$ 19,826,688	\$ -	\$ 46,133,986	\$ 29,868,770	\$ 302,142,416	40.57%	27.20%	\$ 56,110,542
Various	\$ 177,946,232	\$ 19,603,597	\$ -	\$ 20,357,071	\$ 59,345,323	\$ 277,252,223	35.44%	N/A <sup>4</sup>	N/A <sup>4</sup>
<b>Total</b>	<b>\$ 515,357,102</b>	<b>\$ 42,044,387</b>	<b>\$ -</b>	<b>\$ 95,812,905</b>	<b>\$ 109,033,293</b>	<b>\$ 762,247,687</b>	<b>100.00%</b>	<b>N/A<sup>4</sup></b>	<b>N/A<sup>4</sup></b>

(Required by FTA Circular 4702.1B, Chapter VI, Section 2(a))

## Notes:

<sup>1</sup> Table includes all capital public transportation projects in the roadway section of the TIP with federal, state, regional, or local funds/contributions.<sup>2</sup> Programmed funds may not be obligated yet.<sup>3</sup> Minority population data is from the 2019-2023 American Community Survey 5-Year estimates.<sup>4</sup> The "Various" row includes funds programmed to more than one county; therefore, calculations related to the regional minority population cannot be conducted.