



TITLE VI PROGRAM

CIVIL RIGHTS ACT OF 1964

HOUSTON DOWNTOWN MANAGEMENT DISTRICT

Updated August 2026

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Policy Statement

The Houston Downtown Management District (hereinafter referred to as “HDMD”) assures that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. HDMD is committed to ensuring equal and meaningful access to all federally funded programs, promoting full and fair participation in transportation-based decision making, and providing clear communication to all residents including persons with limited English proficiency.

HDMD developed this Title VI Program to address the requirements of the Federal Transit Administration (FTA) Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration and Federal Highway Administration (FHWA)’s Title VI/Nondiscrimination Regulation (23 CFR Part 200). HDMD has developed the necessary procedures and processes to be in compliance with Title VI regulations, including a complaint process and a Title VI notice to the public. While HDMD does not provide transit, the management district does receive federal funding to design and construct public facilities and infrastructure from FTA and FHWA. HDMD is committed to non-discrimination through the provided programs.

Authorities

The authorities applicable to HDMD Title VI/Nondiscrimination Program include:

- 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 CFR Part 21 (entitled Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964);
- FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration and any future updates;
- Limited English Proficient (LEP) Persons (70 FR 74087) Recipients’ Responsibilities;
- 23 CFR Part 200 (FHWA’s Title VI/Nondiscrimination Regulation);
- 28 CFR Part 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964); and,
- Texas Administrative Code §9.4, Civil Rights – Title VI Compliance

Standard DOT Assurances

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

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

In accordance with this requirement, HDMD has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances in the document attached as **Attachment D**.

Title VI Public Notice

HDMD will post the following notice to the public on the HDMD's website and HDMD offices. Since Houston Metro runs the area's transit program, Metro's Title VI notice is listed on transit stops and buses.

Title VI Public Notice

The Houston Downtown Management District (HDMD) hereby gives public notice that it is the HDMD's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with HDMD. Any such complaint must be in writing or by phone and filed with HDMD within one hundred-eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained at no cost to the complainant by calling 713-650-3022. Individuals may get more information about the Title VI Program by calling 713-650-3022 or by emailing operations@downtownhouston.org.

If you like more information on Title VI, please visit the HDMD website (<https://downtownhouston.org/>) or contact the HDMD via phone 713-650-3022, via email to operations@downtownhouston.org, or via mail to: 1221 McKinney Street, Suite 4250, Houston, Texas 77010. This notice is to be posted on the HDMD website (<https://downtownhouston.org/>).

The HDMD will provide translations of all requested documents or provide a translator at any public meetings at no cost.

If information is needed in another language, contact the HDMD at 713-650-3022.

Título VI Aviso Público

Por medio de la presente, Houston Downtown Management District (HDMD) le notifica al público su política de garantizar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964 de la Ley de Restauración de Derechos Civiles de 1987 y de los estatutos y reglamentos relacionados a tales leyes, en todos los programas y actividades de HDMD. El Título VI establece que ninguna persona en los Estados Unidos de América puede ser excluida por motivos de raza, color, o nacionalidad de participar en, ser negado los

beneficios de, o ser sujeto de otro modo a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal.

Si usted cree haber sido perjudicado por una práctica discriminatoria e ilegal bajo el Título VI puede presentar una queja formal ante HDMD. Las quejas pueden hacerse por escrito o por teléfono. Estas deben ser presentadas ante el Coordinador del Título VI de HDMD dentro de los ciento ochenta (180) días siguientes a la fecha de la ocurrencia discriminatoria alegada. Los Formularios de Queja de Discriminación del Título VI se pueden obtener sin costo alguno para el reclamante llamando al 713-650-3022. Las personas pueden obtener más información sobre el Programa Título VI llamando al 713-650-3022 o enviando un correo electrónico a operations@downtownhouston.org.

Para obtener más información acerca del Título VI, visite nuestra página web (<https://downtownhouston.org/>), llámenos al teléfono 713-650-3022, escríbanos por correo electrónico (operations@downtownhouston.org), o envíenos un correo postal: 1221 McKinney Street, Suite 4250, Houston, Texas 77010. Este aviso será publicado en la página web (<https://downtownhouston.org/>).

HDMD proporcionará traducciones de todos los documentos solicitados o proveerá un traductor en cualquier reunión pública sin costo alguno.

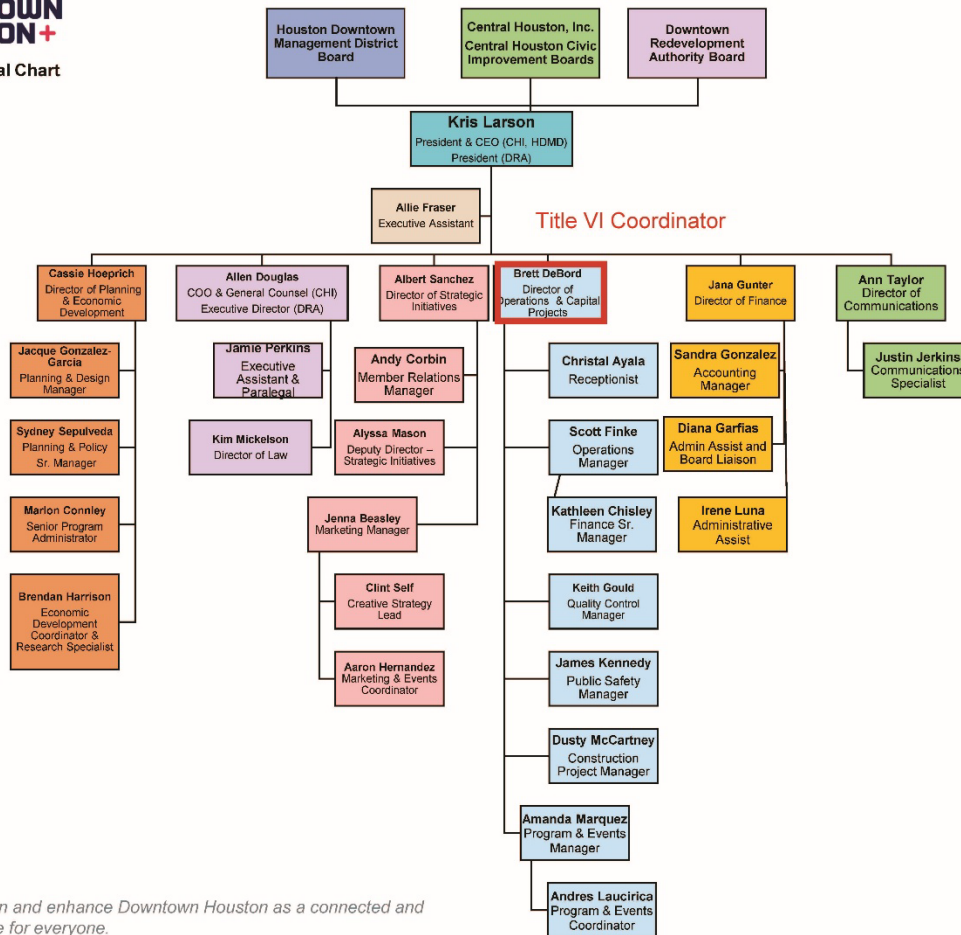
Si se necesita información en otro idioma, póngase en contacto con HDMD a 713-650-3022.

Organization and Staffing

Kris Larson, President and CEO, is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21. HDMD has assigned Brett DeBord, Director of Operations & Capital Projects, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program.

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on HDMD's behalf;
- Ensuring relevant HDMD staff receive necessary Title VI training;
- Ensuring prompt processing of Title VI complaints;
- Conducting Title VI reviews of program areas; and
- Developing Title VI information for dissemination internally and externally.
- Developing procedures for the collection and analysis of statistical data.



We champion and enhance Downtown Houston as a connected and thriving place for everyone.

Title VI/Civil Rights Complaint Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, as amended, relating to any transportation or program or activity receiving federal financial assistance administered by the HDMD or sub-recipients and contractors.

There are two separate procedures depending on the funding associated with the project. HDMD receives federal funding from FTA as well as TxDOT/FHWA. HDMD will follow the process based on the funding of the project. The complainant will be notified of which process HDMD will follow once a complaint has been received.

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. The HDMD has authority for accepting complaints for investigation, but complainants may also file complaints with TxDOT, FHWA or the FTA within 180 days of the alleged offense.

- Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights HCR-20, Room E81-320
1200 New Jersey Avenue, SE Washington, DC 20590
Email: CivilRights.FHWA@dot.gov

- Texas Department of Transportation Civil Rights Division
Attn: Title VI Program Manager
125 E. 11th Street Austin, Texas 78701
- FTA Region VI
819 Taylor Street, Room 8A36, Fort Worth, TX 76102.

Procedures – FTA

The complaint procedure is for projects funded through the FTA and is also conducted in accordance with FTA Circular 4702.1B.

Any individual, group or individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the HDMD (see **Appendix A**). A formal complaint must be filed within 180 calendar days of the alleged occurrence, or when the alleged discrimination became known to the complainant. These procedures are part of an administrative process, which does not provide remedies that include punitive damage or compensatory remuneration for complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The Title VI Coordinator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

The complainant must meet the following requirements. The Complaint shall be:

- a. In writing;
- b. Signed;
- c. Dated for the alleged act of discrimination; and
- d. Contain a detailed description of the issues including name(s) and job(s).

Allegations received by email will be acknowledged, but the complainant is required to mail a signed, original copy of the email transmittal to the HDMD in order for the HDMD to be able to process it. All correspondence to the HDMD for processing should be addressed to the “Houston Downtown Management District” and should have “Attn: Title VI” on the outside. Allegations received by telephone will be transcribed and provided to the complainant for confirmation or revision before processing. A transcribed complaint form will be forwarded to the complainant for him/her to complete, sign and return to the HDMD for processing.

Complaints will be accepted based on the following:

1. If complaint has been filed in a timely manner;
2. If complaint/allegations involve a covered basis such as race, color, national origin or disability; and
3. If complaint/allegations involve a program or activity of a federal-aid recipient, sub-recipient, or contractor.

Complaints may be dismissed for the following reasons:

1. Complainant requests the withdrawal of the complaint;
2. Complainant fails to respond to repeated requests for additional information needed to process complaint; or
3. Complainant cannot be located after reasonable attempts.

Once the HDMD decides to proceed with the investigation, the complainant will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a reference code that will correspond to the HDMD's records identifying its basis of alleged harm: race, color, or national origin.

In cases where the HDMD engages in investigation of the complaint, the Title VI Coordinator will provide the individuals identified in the complaint with the opportunity to respond to the allegations in writing. The identified individuals will have ten (10) calendar days from the date of the HDMD's written notification of acceptance of the complaint to furnish his/her response to the allegations.

Within 30 calendar days of the acceptance of the complaint, the Title VI Coordinator will prepare an investigative report for the President/CEO. The report shall include a narrative description of the incident, identification of persons interviewed, and findings and recommendations. The President/CEO will have ten (10) calendar days to review and provide comments to the Title VI Coordinator.

After the Title VI Coordinator address any comments from President/CEO about the preliminary investigative report, the report and its findings will be forwarded to the HDMD's legal consultant for review. The legal consultant will review the report and associated documentation and will provide input within ten (10) calendar days.

The HDMD's final investigative report and a copy of the complaint will be forwarded to the Complainant and the FTA within 60 calendar days of the acceptance of the complaint. The HDMD will notify all parties of its findings.

Procedures – FHWA/TxDOT

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes stated above by HDMD or its contractors may file a Title VI complaint. Discrimination complaints must be received no more than 180 days after the alleged incident unless the time for filing is extended by the processing agency. Complainants are encouraged to submit complaints directly to the TxDOT. Complaints can also be filed by completing and submitting the Title VI Complaint Form.

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

Complaints received by HDMD's Title VI Coordinator are forwarded to the TxDOT Office of Civil Rights (OCR). TxDOT OCR will forward the complaint to the FHWA Texas Division Office. The

FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Texas Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Texas Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by HDMD. FHWA HCR is responsible for investigating all complaints.

Title VI Investigations, Complaints and Lawsuits

There were no Title VI investigations, complaints, and/or lawsuits in the past three (3) years.

	Date <i>(Month, Day, Year)</i>	Summary <i>(include basis of complaint: race, color, or national origin)</i>	Status	Action(s) Taken
Complaints				
1	None			
2				
3				
Investigations				
1	None			
2				
3				
Lawsuits				
1	None			
2				
3				

Promoting Inclusive Public Participation

It is the goal of HDMD to establish a public participation process that is inclusive, transparent, efficient, and purposeful for citizens/constituents to become engaged in planning and capital project activities. No minority or socioeconomic groups will be excluded in the planning process.

HDMD has developed the 2021-2025 Service & Improvement Plan and Assessment Plan that details the services provided by the district, and improvements made in support of the District's goals. This documentation provides an outline of projects that are a focus of HDMD and where funding should be spent. The document was adopted after HDMD received valid signed petitions in support from at least 50% of owners of taxable value and/or 50 persons owning property within the District, held a public meeting for stakeholder input, and then was approved by the Board of Directors. The document is available online for the public.

HDMD provides public notice of all meetings through multiple means, including social media, newsletters, and other means. HDMD uploads an agenda on their website as well as provides notice of the meetings and project changes on their social media. HDMD will ensure that bilingual staff will be at meetings to translate when requested in advance. HDMD provides multiple methods for individuals to provide comments and feedback. HDMD is active on their Facebook account and provides information regarding meetings as well as construction closures on that platform as well as on their Investment Map. Translations features are available on the platforms. Anyone needing translation into a language other than English may click this feature to provide translations.

It is the goal of HDMD to provide continuous, effective and transparent access to all stakeholders. HDMD strives to inform all stakeholders about proposed plans and projects and seeks input when

appropriate. HDMD utilizes the following methods to communicate information regarding upcoming activities and opportunities for public and stakeholder participation in the planning process:

- Notifications on website
- In-Person Board meetings and occasional Zoom/Virtual access for public input
- Social media platforms (Facebook)
- Other online engagement platforms

Traditionally underserved communities can find it more difficult to engage with decision making entities due to scheduling conflicts, lack of transportation to public involvement events, language barriers, lack of childcare, etc. Genuine public involvement takes place at all levels and so HDMD aims to identify communities that may be affected by a project in order to plan appropriately and effectively for the potentially impacted groups. Sources of data used were listed above in the Data Gathering section. HDMD specifically uses the following sources to identify minority and populations with limited English proficiency.

- US Census/American Communities Surveys
 - Table S1602, Limited English Speaking Households
 - Table B16002, Detailed Household Language by Household Limited English Speaking Status
 - Table C16001, Language Spoken at Home

HDMD will use the following techniques to ensure that all members of the community have the opportunity to participate in the decision-making process:

- Hold community engagement meetings at various times and locations
- Hold meetings at locations along transit access
- Providing virtual attendance options, if necessary
- Providing translations in LEP languages upon request

Data Collection and Analysis

HDMD utilizes data and other resources to ensure compliance with the Title VI program throughout the lifecycle of any federal or state funded project. Potential sources of data and analysis tools include:

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

HDMD reviews the data collected above to determine the appropriate activities to ensure fair and equal participation. HDMD reviews demographics to ensure projects do not disproportionately impact any individuals or groups based on a protected class status. HDMD ensures communication and interactions with the public sufficiently reach all local demographics.

Primary Program Area Descriptions & Review Procedures

HDMD utilizes federal and state funds (FTA, FHWA, and TxDOT) to develop vehicular and pedestrian infrastructure projects that enhance people's ability to easily access the transportation services. So, the most likely instances that people would encounter the projects conducted by HDMD are during procurement, public engagement, or construction. HDMD makes the fact known during all procurement endeavors, advertising efforts, public meetings, and other instances where documents, instructions, and other important materials can be translated at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there is minimal disruption for individuals. In instances where there are disruptions, HDMD will work to address any concerns while keeping all persons in mind. HDMD will disseminate Title VI information to the public, property owners, and businesses to ensure they are aware of their rights to be free from discrimination. HDMD will ensure that all projects should not create unfair or undue burdens to any protected groups. HDMD will ensure that Title VI language and assurances are included in contract containing federal or state funding, as appropriate. HDMD will follow the complaint process based on the project funding on a project-to-project basis. Any differences in the Title VI program based on FTA and FHWA regulations will be followed based upon the individual funding source of the project in question.

HDMD will ensure that all employees understand the responsibilities of this program and review the activities listed herein for possible discrimination. The Director of Operations & Capital Projects will work with HDMD staff to review vital documentation that is compliant with this program for all federal and state funded projects as part of the review process. The Director of Operations & Capital Projects will provide training along with this Title VI plan to all staff involved in federal and state funded projects to be stewards of the program.

Limited English Proficiency (LEP) Persons – Four Factor Analysis

Factor 1 Assessing the Number or Proportion of LEP Persons served or Encountered in Eligible Service Population

(a) How LEP persons interact with the recipient's agency

LEP individuals would come in contact with the HDMD during the planning, design, public outreach, procurement, and construction of federally approved transit and pedestrian capital projects, including transit stops, sidewalks, and other mobility projects.

(b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group

For a review of the households, HDMD looked at Table S1602, Limited English Speaking Households, and Table B16002, Detailed Household Language by Household Limited English Speaking Status, to determine how many households in the area are considered LEP-speaking households. Both tables showed that there are very few households (less than 3%) have identified their household as a Limited English Speaking household.

LIMITED ENGLISH SPEAKING HOUSEHOLDS		
	Total	Limited English-speaking households
All households	10,111	252
Spanish	1,604	163
Other Indo-European languages	1,007	0
Asian and Pacific Island languages	445	36
Other Language	160	53
U.S. Census Bureau. "Limited English Speaking Households." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1602		
US Census Tracts: 1000.01, 4102.02, 4106.02, 5101, 9802, 9807		

DETAILED HOUSEHOLD LANGUAGE BY HOUSEHOLD LIMITED ENGLISH SPEAKING STATUS		
	Limited English speaking household	Not a limited English speaking household
English	N/A	6,895
Spanish	163	1,441
French, Haitian, or Cajun	0	228
German or other West Germanic languages	0	118
Russian, Polish, or other Slavic languages	0	79
Other Indo-European languages	0	582
Korean	0	0
Chinese (incl. Mandarin, Cantonese)	24	208
Vietnamese	0	59
Tagalog (incl. Filipino)	0	10
Other Asian and Pacific Island languages	12	132
Arabic	53	0
Other Languages	0	107
Total Population	252	9,859
U.S. Census Bureau. "Detailed Household Language by Household Limited English Speaking Status." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16002		
US Census Tracts: 1000.01, 4102.02, 4106.02, 5101, 9802, 9807		

Table C16001, Language Spoken at Home, provides a breakdown of the language spoken at home by different languages. The percentage of Spanish-speaking individuals who report speaking English “less than well” is 5.86% of the total management HDMD population or 1,540 individuals, which again meets the Safe Harbor threshold. No other languages met the Safe Harbor threshold based on this table.

LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER							
Language Spoken at Home	Speak English "very well"		Speak English "less than well"		Total		
	Number "very well"	Percent	Number "less than well"	Percent	Total Number	Percent of Total Language Sub-Group	Speaking Less than Well Percent of Total Population
Total population					26,285		
Speak only English					18,608	70.79%	
Spanish	3,834	71.34%	1,540	28.66%	5,374	20.45%	5.86%
French, Haitian, or Cajun	345	96.91%	11	3.09%	356	1.35%	0.04%
German or other West Germanic languages	166	100.00%	0	0.00%	166	0.63%	0.00%
Russian, Polish, or other Slavic languages	81	100.00%	0	0.00%	81	0.31%	0.00%
Other Indo-European languages	867	95.59%	40	4.41%	907	3.45%	0.15%
Korean	0	0.00%	0	0.00%	0	0.00%	0.00%
Chinese (incl. Mandarin, Cantonese)	207	81.18%	48	18.82%	255	0.97%	0.18%
Vietnamese	94	90.38%	10	9.62%	104	0.40%	0.04%
Tagalog (incl. Filipino)	8	100.00%	0	0.00%	8	0.03%	0.00%
Other Asian and Pacific Island languages	197	94.26%	12	5.74%	209	0.80%	0.05%
Arabic	7	9.33%	68	90.67%	75	0.29%	0.26%
Other and unspecified languages:	128	90.14%	14	9.86%	142	0.54%	0.05%
U.S. Census Bureau. "Language Spoken at Home for the Population 5 Years and Over." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table C16001							
US Census Tracts: 1000.01, 4102.02, 4106.02, 5101, 9802, 9807							

(c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice

HDMD has not monitored the literacy rates of LEP populations in their native languages; however, HDMD will provide both written and spoken translations in order to serve the LEP population effectively. HDMD will continue to provide written translations in Spanish for “vital” documents but will document when requested to translate information orally. Requests for oral translations in any other languages will be documented as well.

(d) Whether LEP persons are underserved by the recipient due to language barriers

Presently, there are no known language barriers that cause LEP persons to be underserved. HDMD will notify LEP persons of their rights and will monitor complaints about barriers.

Factor 2: Assessing the Frequency with Which LEP Individuals Come into Contact with your programs, activities, and services

HDMD does not provide transit services but rather utilizes FTA funds to develop pedestrian infrastructure that enhances people's ability to easily access the transit services provided by Houston METRO. The most likely instances that LEP persons would encounter the projects conducted by HDMD is during the procurement or construction of pedestrian infrastructure. HDMD makes the fact known during all procurement endeavors, advertising efforts, public meetings, and other instances that documents, instructions, and other important materials can be translated at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In instances where there are disruptions, HDMD works with Houston METRO to address any concerns while keeping LEP persons in mind and provide notifications and proper signage to address the detours. No translations have been requested in the past. All vital documents, such as forms and public notices, will be translated into Spanish.

Factor 3: Assessing the Nature and Importance of Program, Activity or Service

As stated in the Factor 2 analysis, HDMD does not provide transit services but does utilize FTA funds for the construction of pedestrian infrastructure. The construction of sidewalks, ADA ramps, pedestrian lighting, and signalization provides benefit to all users of transit services but does not have any unique impact on LEP persons. HDMD will translate all important "vital" documents and instructions in Spanish and can translate any other language upon request. Vital documentation may mean detour instructions, public notices for construction projects, instruction on filing Title VI complaints, and other documentation. HDMD has no direct control or decision making of the transit services.

Factor 4: Assessing the Resources Available to Transit and Costs

HDMD offers many opportunities for LEP persons to fully access information regarding the construction projects. HDMD staff can proficiently translate oral conversations as well as written documentation from English to Spanish, or vice versa. All vital information, including public notices of meetings, planning, and contracting opportunities as well as any construction delay or detour notices, will be translated into Spanish. HDMD recognizes that non-Spanish speaking LEP persons also live within the service area. HDMD does not anticipate many other translation requests, but will accommodate any request, if needed. Costs for any requested translations (either due to staff time or other translation services) and printing of translated documents might cost up to \$1,000 a year. All costs are absorbed into the HDMD's annual budget.

LAP Implementation Plan

Task 1 – Identifying LEP Persons Who Need Language Assistance

Number or Proportion of LEP Persons Served or Encountered in Eligible Service Population

According to the American Community Surveys included in the LEP Four Factor Analysis, only Spanish was identified as meeting the Safe Harbor threshold of 1,000 individuals or 5% of the population. Across all three tables, Spanish LEP speakers represented around 5% of the reviewed with minimal LEP percentage in other languages.

Frequency with Which LEP Individuals Come Into Contact with your Programs, Activities and Services

HDMD does not provide transit services but rather utilizes FTA funds to develop pedestrian infrastructure that enhances people's ability to easily access the transit services provided by Houston METRO. The most likely instances that LEP persons would encounter the projects conducted by HDMD is during the procurement or construction of pedestrian infrastructure. HDMD makes the fact known during all procurement endeavors, advertising efforts, public meetings, and other instances that documents, instructions, and other important materials can be translated at no cost to the user. Very rarely does any of the construction require any detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In instances where there are disruptions, HDMD works with Houston METRO to address any concerns while keeping LEP persons in mind and provide notifications and proper signage to address the detours. No translations have been requested in the past. All vital documents, such as forms and public notices, will be translated into Spanish.

Task 2 - Language Assistance Measures

HDMD will provide language assistance options, including notices to LEP persons in a language they can understand regarding their right to free language assistance. HDMD will provide translation services for public documents and competent interpreters at public hearings when requested.

HDMD will make their best efforts to increase opportunities for public involvement, particularly by historically underserved populations including LEP individuals by publishing notices of public meetings in as many varied mediums as possible.

Specific Activities for Limited English Proficiency Individuals

HDMD has adopted the following policy regarding language assistance for federally funded programs:

- A. There will be at least one Spanish-speaking employee at a public contact event or board meeting, when a request is made in advance of the event or meeting.

- B. HDMD will ensure that if at any time an employee or an appointed substitute is not available to provide language assistance, HDMD will contract with outside agency to assist with translation for languages other than Spanish upon advance request.
- C. Public notices on federally funded programs will be advertised in different languages, including English and Spanish.
- D. HDMD will publish informational brochures, flyers, etc., regarding the HDMD FTA-funded programs are written in English and Spanish and may be translated to other languages upon request.
- E. American Sign Language interpreters will be available for face-to-face meetings with HDMD staff regarding FTA-Funded Programs upon advance request.

Task 3 – Providing Notice to LEP Persons

The Title VI Notice to the Public will be posted on the HDMD website. The Title VI Notice to the Public has included a statement about translation availability at no cost and the full notice has been translated into Spanish.

Task 4 – Monitoring and Evaluating Language Access Plan

HDMD will monitor the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process. HDMD will document interactions with LEP individuals in field activities and community meetings, including follow-up responses, in an internal log that includes the date, the requested language, and the actions taken to accommodate the request. Sign-in sheets for community meetings will request language preference. The Language Access Plan will be updated every three years along with the triennial Title VI update.

Task 5 – Training Staff

HDMD has provided training for staff to ensure they are knowledgeable and has been provided with this Title VI plan. In the future, all new staff members will be informed of the Title VI Program, and all language assistance measure HDMD employees are required to perform.

Training

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

- Review of the Title VI Plan
- Attendance at any available Title VI trainings provided by the Texas Department of Transportation, U.S. Department of Transportation or its applicable operating administrations, or the U.S. Department of Justice.
- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice

HDMD will maintain records indicating that staff have received sufficient training on a periodic basis.

Minority Representation on Planning and Advisory Boards

HDMD has a Board of Directors comprised of area stakeholders and/or business owners. It is important for HDMD to have a diverse board that represents all areas of the HDMD and represents a diverse cultural and racial population. The Board breakdown is provided below and there are two (2) open positions currently. All appointments to the Board will consider the representation of the management district and encourage minority representation.

	White	Hispanic	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other
US Census Population	45%	22%	23%	<1%	6%	<1%	3%
Board of Directors	49%	18%	22%	0%	11%	0%	0%

Monitoring of Sub Recipients

The HDMD does not have any sub recipients who receive federal financial assistance.

Determination of Site or Location of Facilities

No facilities have been constructed within the HDMD in the past three years. Any construction of transit facilities receiving federal financial assistance within the HDMD will perform a Title VI site equity analysis during the planning stage regarding the location of the facility.

Requirement to Set System-Wide Service Standards and Policies Service Standards

The HDMD does not provide fixed-route transit services.

Attachment A – Title VI Complaint Form- FTA

Houston Downtown Management District (HDMD) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

SECTION 1: TYPE OF COMMENT (Choose One)							
☐ RACE	☐ COLOR	☐ NATIONAL ORIGIN/ LIMITED ENGLISH PROFICIENCY					
SECTION 2: CONTACT INFORMATION							
Salutation (Mr/Mrs./Ms).							
Name							
Street Address							
City, State, ZIP Code							
Telephone							
E-mail Address							
Accessible Format	LARGE PRINT		TDD/RELAY		AUDIO		OTHER
SECTION 3: COMMENT DETAILS							
Project							
Date & Time of Occurrence							
Name of Individuals Involved or Description of Individuals							
Location of Incident							
Description of Incident							
SECTION 4: FOLLOW UP							
May we contact you if we need more details or information?					Yes		No
What is the best way to reach you?			Phone		E-mail		Mail

*Houston Downtown, 1221 McKinney Street, Suite 4250, Houston, Texas 77010, 713-650-3022,
operations@downtownhouston.org*

Formulario de Quejas de Título VI - FTA

Houston Downtown Management District (HDMD) está comprometida a garantizar que ninguna persona sea excluida de participar o se le sean negados los beneficios de sus servicios sobre la base de raza, color, u origen nacional, conforme a lo dispuesto por el Título VI del Acta de Derechos Civiles de 1964. Las quejas conforme al Título VI deben ser presentadas dentro de los 180 días siguientes a la fecha de la supuesta discriminación.

SECCIÓN I: TIPO DE COMENTARIO (Elija solo una opción)							
☐ Raza	☐ Color	☐ Origen nacional / Conocimiento limitado del inglés					
SECCIÓN II: INFORMACIÓN DE CONTACTO							
Título (Señor/Señora)							
Nombre							
Dirección							
Ciudad, Estado, Código Postal							
Teléfono							
Dirección de Correo/E-mail							
Requisito de Accesibilidad	Letra grande		Servicio de Relevos de TDD		Grabación de Audio		Otro
SECCIÓN III: DETALLES ACERCA DEL COMENTARIO							
Proyecto							
Fecha y hora de ocurrencia							
Nombre de individuos involucrados o información descriptiva de individuos							
Lugar del Incidente							
Descripción del Incidente							
SECCIÓN IV: SEGUIMIENTO							
¿Podemos contactarlo si necesitamos más detalles o información?					Si	No	
¿Cuál es la mejor manera de contactarlo?			Por Teléfono		Por E-mail		Por Correo Postal

Houston Downtown, 1221 McKinney Street, Suite 4250, Houston, Texas 77010, 713-650-3022,
operations@downtownhouston.org

Title VI and ADA Complaint Form

Form 2193
(Rev. 09/25)
Page 1 of 3

Mail the signed form to Texas Department of Transportation, Civil Rights Division, 125 East 11th Street, Austin, Texas 78701, fax to 512-486-5539, or email to civilrights@txdot.gov

Last Name _____ **First Name** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Alternative Phone Number:** _____

Email: _____

Please indicate the basis of your complaint:

☐ Race _____ ☐ National Origin _____

☐ Color _____ ☐ Disability _____

Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

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

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional pages, if necessary).

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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

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

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

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

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

For ADA Complaints only, please provide the following information:

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

☐

☐

☐

☐

☐

☐

(Street Name)

☐

☐

☐

(Street Name)

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

☐

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

Complainant's Signature

Date

Authorized Representative for the Complainant's Name

Authorized Representative for the Complainant's Signature

Date

FOR OFFICE USE ONLY

Date Complaint Received: _____

Case #: _____

Processed by: _____

Date Referred: _____

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

Formulario de Denuncia de Discriminación Externa

Form 2193-S
(Rev. 09/25)
Page 1 of 4

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

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

- ☐ Raza _____ ☐ Edad _____
☐ Color _____ ☐ Discapacidad _____

Fecha y lugar de la(s) presunta(s) acción(es) discriminatoria(s). Favor de incluir la primera fecha de la presunta discriminación y la fecha más reciente de la presunta discriminación.

¿Cómo se discriminó contra usted? Describa la naturaleza de la acción, decisión o las circunstancias de la presunta discriminación. Explique, de la manera mas clara posible, que sucedió y porqué cree usted que su estatus protegido fue un factor en la discriminación. Incluya como otras personas fueron tratadas de distinta manera que usted. (Adjunte hojas adicionales de ser necesario).

La ley prohíbe intimidación o represalias contra cualquier persona ya sea por tomar acción o por participar en la toma de acción para asegurar los derechos protegidos por estas leyes. Si usted siente que se han tomado represalias en su contra, aparte de la presunta discriminación mencionada anteriormente, favor de explicar las circunstancias a continuación. Explique la acción que usted tomó que cree sea la causa de la presunta represalia.

Nombre de los individuos responsables de la(s) acción(es) discriminatoria(s):

Nombre de personas (testigos, compañeros de trabajo, supervisores u otros) a quienes podemos contactar para obtener información adicional para respaldar o aclarar su queja: (Adjunte hojas adicionales de ser necesario).

	Nombre	Correo Electrónico	Teléfono
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

¿Alguna vez ha presentado, o tiene la intención de presentar, una queja con respecto a esta situación con cualquiera de las organizaciones que se mencionan a continuación? De ser así, favor de proporcionar las fechas en que se presentaron. Marque todas las que apliquen.

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

¿Ha hablado sobre la queja con algún representante de TxDOT? De ser así, favor de proporcionar el nombre y puesto de la persona y la fecha en la que tuvo la conversación.

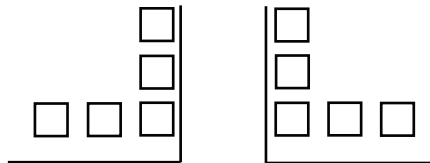
Explique brevemente que remedio, o acción está usted buscando por la presunta discriminación.

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

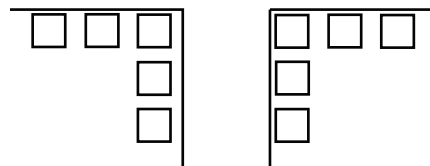
Por favor incluya la siguiente información solo para las Denuncias de Discriminación:

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

Nombre de la calle: _____



Nombre de la calle: _____



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

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

Firma del Demandante

Fecha

Representante autorizado en nombre del Demandante

Representante autorizado para la firma del Demandante

Fecha

Puede enviar este formulario por correo electrónico a civilrights@txdot.gov, por fax al 512-486-5539 o por correo postal al:
Departamento de Transporte del Estado de Texas
Sección de Derechos Civiles
125 E. 11th Street
Austin, TX 78701

FOR OFFICE USE ONLY

Date Complaint Received: _____

Case #: _____

Processed by: _____

Date Referred: _____

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

Attachment B – Board of Directors Approval of Title VI Program

RESOLUTION ADOPTING A TITLE VI COMPLIANCE PLAN FOR HOUSTON DOWNTOWN MANAGEMENT DISTRICT

WHEREAS, on April 10, 2025, the Houston Downtown Management District (hereinafter referred to as "HDMD") adopted a Title VI Compliance Plan in accordance with 49 CFR Part 21;

WHEREAS, the proposed updated Title VI Compliance Plan attached hereto is intended to meet such requirements; and

WHEREAS, HDMD desires to submit the Title VI Compliance Plan to the FTA for review and approval by those agencies or their representatives prior to final implementation:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HDMD THAT:

Section 1. HDMD hereby approves the Title VI Compliance Plan attached hereto which the plan shall be submitted for review and approval by the FTA or such other agencies as required.

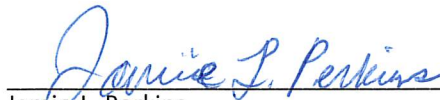
Section 2. The Title VI Compliance Plan shall be administered and enforced by the officers, agents and employees of HDMD in accordance with the terms set forth therein.

Section 3. This resolution shall be effective immediately upon

adoption. PASSED AND APPROVED this the 10th day of April 2025.


Leslie G. Ashby, Board Chair
Houston Downtown Management District

ATTEST:


Jamie L. Perkins
Assistant Secretary, Board of Directors

(SEAL)



Attachment C – Procedimientos de Queja y Formulario de Queja

Estos procedimientos cubren todas las quejas presentadas conforme al Título VI de la Ley de Derechos Civiles de 1964, según enmendada, en relación con cualquier transporte, programa o actividad que reciba asistencia financiera federal administrada por HDMD o subcontratantes y contratistas.

Existen dos procedimientos distintos según la financiación asociada con el proyecto. HDMD recibe financiación federal de la FTA, así como de TxDOT/FHWA. HDMD seguirá el proceso correspondiente según lo indique la agencia o agencias encargadas de la financiación del proyecto. Se informará a la persona reclamante sobre el proceso que seguirá HDMD una vez recibida la reclamación.

Los procedimientos no niegan el derecho del reclamante a presentar quejas formales con otras agencias estatales o federales o a buscar un abogado privado para las quejas que aleguen discriminación. HDMD tiene autoridad para aceptar quejas de investigación, pero los demandantes también pueden presentar quejas ante TxDOT, FHWA o la FTA dentro de los 180 días posteriores al presunto delito.

- Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights HCR-20, Room E81-320
1200 New Jersey Avenue, SE Washington, DC 202590
Correo Electrónico: CivilRights.FHWA@dot.gov
- Texas Department of Transportation Civil rights Division
Attn: Title VI Program Manager
125 E.11th Street Austin, Texas 78701
- FTA Region VI
819 Taylor Street, Room 8A36, Fort Worth, TX 76102

Procedimientos - FTA

El procedimiento de reclamos es para proyectos financiados por el FTA y también realizada de acuerdo con el Circular 4702.1B del FTA.

Cualquier individuo, grupo o individuos o entidad que crea que ha sido víctima de discriminación prohíba por las disposiciones de no discriminación del Título VI—puede presentar una queja por escrito ante el HDMD (ver Apéndice A). Una queja formal debe ser presentada dentro de los 180 días posteriores a la supuesta ocurrencia, o cuando la supuesta discriminación fue conocida por el reclamante. Estos procedimientos son parte de un proceso administrativo, que no proporciona remedios que incluyen daños punitivos o remuneraciones compensatorias para el demandante.

Se hará todo lo posible para obtener una resolución temprana de las quejas al nivel más bajo posible. El Coordinador del Título VI hará todo lo posible para buscar una resolución de la queja.

Las entrevistas iniciales con el reclamante y el demandado solicitarán información con respecto a las oportunidades de remedio y solución específicamente solicitadas.

El denunciante debe cumplir con los siguientes requisitos. La Queja será:

1. Por escrito;
2. Firmado;
3. Fechado para el presunto acto de discriminación; y
4. Contener una descripción detallada de los problemas, incluyendo nombre(s) y trabajo(s).

Las acusaciones recibidas por correo electrónico serán reconocidas, pero el demandante deberá enviar por correo una copia original y firmada del correo electrónico al HDMD para que este pueda procesarla. Toda la correspondencia al HDMD para su procesamiento debe dirigirse al “Houston Downtown Management District” y debe tener “Attn: Title VI” en el exterior. Las alegaciones recibidas por teléfono se transcribirán y se proporcionarán al denunciante para su confirmación o revisión antes de su procesamiento. Se enviará un formulario de queja transcrito al demandante para que complete, firme y regrese al HDMD para su procesamiento.

La aceptación de una queja dependerá de los siguientes factores:

1. Si la queja es presentada a tiempo;
2. Si las alegaciones involucran una base cubierta como raza, color u origen nacional; o discapacidad; y
3. Si las alegaciones involucran un programa o actividad de un receptor, subreceptor o contratista de ayuda federal.

Una queja puede ser desestimada por las siguientes razones:

1. El reclamante solicita el retiro de la queja; o
2. El reclamante no responde a las repetidas solicitudes de proveer información adicional necesarias para procesar la queja; o
3. El reclamante no puede ser localizado después de varios intentos.

Una vez que HDMD decida proceder con la investigación, se le notificará por escrito al demandante la determinación dentro de diez (10) días calendarios. La denuncia recibirá un código de referencia que corresponderá a los registros del HDMD identificando la base del supuesto daño: raza, color u origen nacional.

En los casos en que HDMD participe en la investigación de la queja, el Coordinador del Título VI proporcionará a las personas identificadas en la denuncia la oportunidad de responder a las alegaciones por escrito. El individuo identificado tendrá diez (10) días calendarios a desde la fecha de la notificación por escrito del HDMD de aceptación de la queja para responder a las acusaciones.

Dentro de los 30 días calendarios de la aceptación de la queja, el Coordinador del Título VI preparará un informe de investigación para el presidente/la presidenta. El informe incluirá una descripción narrativa del incidente, identificación de las personas entrevistadas, hallazgos y

recomendaciones. El presidente/la presidenta tendrá diez (10) días calendarios para revisar y proporcionar comentarios al Coordinador del Título VI.

Después de que el Coordinador del Título VI aborde cualquier comentario del presidente/ la presidenta sobre el informe de investigación preliminar, el informe y sus conclusiones serán remitidas al asesor legal de HDMD para su revisión. El asesor legal revisará el informe y la documentación asociada y proporcionará su opinión dentro de diez (10) días calendario.

El informe de investigación final de HDMD y una copia de la queja serán enviados al demandante y al FTA dentro de los 60 días calendarios posteriores a la aceptación de la queja. HDMD notificará a las partes sobre sus conclusiones.

Procedimientos – FHWA/TxDOT

Cualquier persona(s) u organización(s) que crea que ha sido discriminado sobre la base de las clases protegidas mencionadas anteriormente por HDMD o sus contratistas pueden presentar una queja del Título VI. Las quejas de discriminación deben ser recibidas no más de 180 días después del supuesto incidente a menos que el tiempo para la presentación sea extendido por la agencia de procesamiento. Se anima a los denunciantes a presentar quejas directamente a TxDOT. Las quejas también pueden presentarse rellenando y presentando el Formulario de Queja del Título VI.

Después de presentar una queja, el demandante recibirá correspondencia informándole del estado de la queja dentro de los diez (10) días hábiles desde que HDMD u otra agencia reciba la queja.

Las quejas recibidas por el Coordinador del Título VI de HDMD se envían a la Oficina de Derechos Civiles de TxDOT (OCR). TxDOT OCR enviara la queja a la Oficina de la División de Texas de la FHWA. La Oficina de la División de Texas de la FHWA enviara la queja a la Oficina de Derecho Civiles de la Sede de la FHWA (HCR).

FHWA HCR es responsable de todas las decisiones sobre si aceptar, desestimar o transferir quejas bajo el Título VI. Existen cuatro posibles resultados para tramitar quejas:

- **Aceptar:** Si una queja es presentada a tiempo, contiene suficiente información para apoyar una reclamación bajo el Título VI, y se refiere a asuntos bajo la jurisdicción de la FHWA, entonces HCR enviara al demandante, la agencia demandada y la Oficina de la División de Texas de la FHWA una notificación por escrito que ha aceptado la queja para investigación.
- **Revisión preliminar:** Si no está claro si las alegaciones de la queja son suficientes para apoyar una reclamación bajo el Título VI, entonces HCR puede (1) desestimarla o (2) participar en una revisión preliminar para obtener información adicional del demandante y/o demandado antes de decidir si aceptar, desestimar o remitir la queja.
- **Desestimación Procesal:** Si una queja no se presenta a tiempo, no está por escrito y firmada, o presenta otros defectos procesales/prácticos, entonces HCR enviara al

demandante, demandado y la Oficina de la División de Texas de FHWA una notificación por escrito que está desestimando la queja.

- Remisión/Despido: Si la queja es procesalmente suficiente, pero FHWA (1) carece de jurisdicción sobre el tema o (2) carece de jurisdicción sobre la entidad demandada, entonces HCR desestimara la queja o la remitirá a otra agencia que tenga jurisdicción. Si HCR desestima la queja, enviara al demandante, al demandado y a la Oficina de la División de la FHWA una copia de la notificación de despido por escrito. Para las derivaciones, la FHWA enviara un aviso de referencia por escrito con una copia de la queja a la agencia federal correspondiente y otra copia a la Oficina Departamental de Derechos Civiles del USDOT.

Las quejas no son investigadas por HDMD. FHWA HCR es responsable de investigar todas las quejas.

Attachment D – DOT Order No. 1050.2A

The United States Department of Transportation (USDOT) Standard Title VI/Nondiscrimination Assurances

DOT Order No. 1050.2A

Houston Downtown Mgmt Dist.
The _____ (herein referred to as the "Recipient"),
HEREBY AGREES THAT, as a condition to receiving any Federal financial
assistance from the U.S. Department of Transportation (DOT), through the
Federal Highway Administration (FHWA), is subject to and will comply with
the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 28 C.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 U.S. DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these 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 U.S. DOT programs:

1. The Recipient agrees that each "activity," facility," or "program," as defined in §§ 21.23(b) and 21.23(e) or 49 C.P.R § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all TxDOT-funded projects and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all*

bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

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

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods.
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the programs as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this assurance, the Recipient also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the U.S. DOT access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the U.S.

DOT. You must keep records, reports, and submit the material for review upon request to U.S. DOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

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

Houston Downtown Management District

Title of Recipient

Signed by:

733561C81ED34C8...

Signature of Authorized Official

07/30/2026

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 non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies, and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the

Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

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 Houston Downtown Mgmt Dist. will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all DOT programs, and the policies and procedures prescribed by FHWA of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42

U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto Houston Downtown Mgmt Dist. the all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Houston Downtown Mgmt Dist. 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 Houston Downtown Mgmt Dist., its successors and assigns.

The Houston Downtown Mgmt Dist., 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 Houston Downtown Mgmt Dist. will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [,] and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of

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

Transportation and its assigns as such interest existed prior to this instruction].*

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

Appendix C: Clauses for Transfer or Real Property Acquired or Improved Under the Activity, Facility, or Program

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

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

the same as if the (lease, license, permit, etc.) had never been made or issued.*

- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, Houston Downtown Mgmt Dist. 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 Houston Downtown Mgmt Dist. and its assigns. *

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

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

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, Houston Downtown Mgmt Dist. will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities

thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

- C. With respect to deeds, in the event of breach of any of the above non-discrimination covenants, Houston Downtown Mgmt Dist. will there upon revert to and vest in and become the absolute property of Houston Downtown Mgmt Dist. and its assigns.

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

Appendix E

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the

Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, 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).