The logo for Roanoke, Texas, is a circular emblem. The top arc contains the text "The Unique Dining Capital of Texas" and the bottom arc contains "est. 1881". Inside the circle are illustrations of a yellow building, a red building with white columns, and a blue water tower.

# Roanoke

# **TITLE VI PLAN**

PREPARED BY:  
Human Resources Department  
Oct. 2025

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# Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, and disability. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

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

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

# Discrimination Under Title VI

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

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

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

The City of Roanoke efforts to prevent such discrimination must address, but not be limited to, how a program or activity:

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

## Authorities

The authorities applicable to The City of Roanoke 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*);
- **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

## Title VI Policy Statement

It is the policy of the City of Roanoke that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the City of Roanoke as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of the City of Roanoke, including its contractors and anyone who acts on behalf of the City of Roanoke. This policy also applies to the operations of any department or agency to which the City of Roanoke extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

The nondiscrimination statement signed by the City of Roanoke Assistant City Manager is included in this document as **Attachment 1**.

## Standard Department of Transportation Assurances

The U.S. Department of Transportation (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, The City of Roanoke, is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. The City of Roanoke is committed to ensuring the necessary language is used as prescribed in the assurances agreement. In accordance with this requirement, the City of Roanoke has signed the U.S. DOT Standard Title VI/Non- Discrimination Assurances. The document is included in this document as **Attachment 2**.

# Organization and Staffing

The City Manager 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.

The City of Roanoke has assigned Jamie Seil, Human Resources Manager, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Human Resources Manager is located within the Human Resources Department.

The Title VI Coordinator is responsible for:

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

# Primary Program Area Descriptions & Review Procedures

The City of Roanoke engages in the following program areas:

Program Area and General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<p><b><u>Right of Way:</u></b> Issues public right of way (ROW) permits for construction, transportation, business, and other activities.</p> <p>Coordinates relocation of citizens whose property has been acquired for a ROW.</p>	<ul style="list-style-type: none"> <li>• Public ROW permits and relocations should not create unfair burdens.</li> <li>• Collects demographic data from property owners who may be subject to ROW activities.</li> <li>• Ensures property owners impacted by ROW activities are made aware of their right to be free from discrimination on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964.</li> </ul>	<ul style="list-style-type: none"> <li>• Review permits and relocations to ensure nondiscrimination.</li> <li>• Ensure demographic data is part of necessary ROW templates or forms.</li> <li>• Ensure Title VI notice is consistently provided to property owners impacted by ROW activities.</li> </ul>
<p><b><u>Contracting:</u></b> Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.</p>	<ul style="list-style-type: none"> <li>▪ Maintains an open and fair bidding process for all contracts.</li> <li>▪ Ensures Title VI Assurances appendices are included in contracts as specified within the assurances document.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reviews contracts for necessary Title VI language.</li> <li>▪ Reviews any available data on contract recipients to ensure nondiscrimination in contracting.</li> <li>▪ Reviews bidding procedures to ensure nondiscrimination and equal opportunity.</li> </ul>
<p><b><u>Public Engagement:</u></b> Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities.</p>	<ul style="list-style-type: none"> <li>▪ Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions.</li> <li>▪ Collects demographic data from public engagement activities regarding demographics of public participants.</li> <li>▪ Provides language access as needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reviews public engagement activities periodically to determine whether engagement opportunities were offered to all communities.</li> </ul>
<p><b><u>Planning:</u></b> Short-term and long-term planning of transportation projects.</p>	<ul style="list-style-type: none"> <li>▪ Ensures comprehensive public participation to ensure all stakeholders have a chance to voice their opinions.</li> <li>▪ Collects demographic data from public engagement activities regarding demographics of public participants.</li> <li>▪ Provides language access as needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reviews planning decisions to ensure nondiscrimination.</li> <li>▪ Reviews public engagement activities periodically to determine whether engagement opportunities were offered to all communities.</li> <li>▪ Documents language access requests.</li> </ul>

# Data Collection and Analysis

Program Area	Type of Data Collected & Process for Collecting	Purpose for Collecting the Data
<b><u>Right of Way</u></b>	Collects demographic data from property owners who may be subject to right of way activities by including inputs for demographic data on the field title report form.	Ensures right of way activities do not disproportionately affect individuals or groups based on a protected status.
<b><u>Contracting</u></b>	Identifies contractors who are a: <ul style="list-style-type: none"> <li>▪ Disadvantaged Business Enterprise (DBE)</li> <li>▪ Historically Underutilized Business (HUB)</li> <li>▪ Small Business Enterprise (SBE)</li> </ul>	Ensures equal opportunity in contracting to all individuals and groups.
<b><u>Public Engagement</u></b>	Reviews data from the U.S. Census Bureau and other credible sources to determine the demographic make-up of the local community.  Provides demographic questionnaires to public engagement participants and includes demographic questions in public surveys.	Ensures communications and interactions with the public sufficiently reach all local demographics.
<b><u>Planning</u></b>	Reviews data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensures project impacts do not disproportionately impact any individuals or groups based on a protected class status.

Potential sources of data and analysis tools include:

- Census Data
- American Community Survey
- Forms or surveys from the public
- Field observations

# Title VI Complaint Procedures

## Scope of Title VI Complaints

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

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

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

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

## How to File a Formal Title VI Complaint

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

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

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

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

Complaints can also be filed by completing and submitting the City of Roanoke's Title VI Complaint Form available at [humanresources@roanoketexas.com](mailto:humanresources@roanoketexas.com) or by sending an email or letter with the necessary information to:

**Mailing Address:** The City of Roanoke, c/o Human Resources, 500 S. Oak Street, Roanoke, TX 76262

**Email:** [humanresources@roanoketexas.com](mailto:humanresources@roanoketexas.com)

**Phone:** (817) 491-2411

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

Complaints can also be filed directly with the following agencies:

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

Texas Department of Transportation  
Civil Rights Division  
Attn: Title VI Program Manager  
125 E. 11<sup>th</sup> Street, Austin, Texas 78701

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

Complaints received by the City of Roanoke'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, along with a preliminary processing recommendation. The FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

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

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Texas Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.

- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Texas Division Office a written notice that it is dismissing the complaint.
- **Referral/Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by the City of Roanoke. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to TxDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). TxDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

## **Complaint Log**

The City of Roanoke maintains a complaint log to document all activity related to the complaint.

Information captured includes:

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

# Notice of Rights

In accordance with 23 CFR 200.9(a)(12), the City of Roanoke is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of The City of Roanoke Title VI policies and procedures are listed in many places such as City Hall and Public Works lobby and on the City website.

## Notification to Beneficiaries

The City of Roanoke website is continuously updated to ensure Title VI information is readily accessible to the public. The website informs the public of their rights under Title VI and provides information on how to file a complaint. Title VI information available on City of Roanoke website includes:

- The City of Roanoke Title VI/Nondiscrimination Plan
- Title VI and Related Statutes Nondiscrimination Statement
- TxDOT's External Discrimination Complaint Form
- Title VI Poster

# Public Involvement

It is the goal of the City of Roanoke to provide continuous, effective and transparent access to all stakeholders. The City of Roanoke strives to inform all stakeholders about proposed plans and projects, and seeks input when appropriate. The City of Roanoke utilizes the following methods to communicate information regarding upcoming activities and opportunities for public and stakeholder participation in the planning process:

- Newsletter/mailings
- Email blasts
- Media releases
- Social media

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 the City of Roanoke 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. The City of Roanoke specifically uses the following source to identify minority and populations with limited English proficiency:

- *ACS TABLE C16001 – LANGAUGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER*

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

- Holding meetings at different times or on the weekend
- Holding meetings at locations in neighborhood like schools or parks
- Providing virtual options
- Translating documents into languages other than English

# Language Assistance & Limited English Proficiency

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

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

- (1) **Number or proportion of LEP persons eligible to be served or likely to be encountered by the program:** The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate it must also include all communities that are eligible for services or are likely directly affected by the district's programs or activities, not only those that live next to a project.
- (2) **Frequency with which LEP individuals come in contact with the program:** The City encounters LEP individuals on a case-by-case basis as projects and programs evolve. Encounters with LEP individuals are documented by the district Title VI liaison in quarterly reports to the Civil Rights Division. Additionally, the City will review survey results, customer feedback, and group level data which may increase the frequency with which LEP encounters may occur to ensure accurate representation from LEP communities when designing and implementing events, work projects, programs, and/or City services.
- (3) **Nature and importance of the program, activity, or service provided by the program to people's lives:** Some consideration should be given to TxDOT policies, programs, events and projects planned for the next year but generally the nature and importance of LEP encounters should be considered on a project-by-project basis. The City will seek to create strategies that improve accessibility for LEP communities, ensure compliance with legal and regulatory requirements, and empower residents to receive the full spectrum of City services. The City is committed to language access through the provision of opportunities, resources, and support for translation and/or interpretation services to residents, businesses, and staff at any requested time of need, including access to 211 phone line resources during business hours, or through City staff or interpretation service professionals.
- (4) **Resources available to the grantee/recipient or agency, and costs:** TxDOT has both internal and external resources available to assist with translation and interpretation services. The City's website utilizes an embedded Google Translate application, enabling the entire site to be translated into any language supported by the platform.

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

## City of Roanoke Language Analysis & Assistance Plan

The City of Roanoke performed an analysis of the language demographic in 2025. That analysis showed that the City is not required to automatically translate documents, as the demographic does not meet the requirement.

LANGUAGE	ESTIMATE
• <b>Speak only English</b>	<b>7,224</b>
• <b>Spanish:</b>	<b>1,430</b>
○ Speak English "very well"	1,107
○ Speak English "less than very well"	323
• <b>French, Haitian, or Cajun:</b>	<b>15</b>
○ Speak English "very well"	0
○ Speak English "less than very well"	15
• <b>Russian, Polish, or other Slavic Languages:</b>	<b>90</b>
○ Speak English "very well"	90
○ Speak English "less than very well"	0
• <b>Other Indo-European Languages:</b>	<b>147</b>
○ Speak English "very well"	93
○ Speak English "less than very well"	54
• <b>Korean:</b>	<b>118</b>
○ Speak English "very well"	105
○ Speak English "less than very well"	13
• <b>Vietnamese:</b>	<b>24</b>
○ Speak English "very well"	24
○ Speak English "less than very well"	0
• <b>Other Asian &amp; Pacific Island languages:</b>	<b>92</b>
○ Speak English "very well"	84
○ Speak English "less than very well"	8
• <b>Other and unspecified languages:</b>	<b>118</b>
○ Speak English "very well"	118
○ Speak English "less than very well"	0
<b>TOTAL:</b>	<b>9,258</b>

❖ data obtained from the United States Census Bureau 2023 C16001-Language Spoken At Home for the Population 5 Years and Over report

In an effort to provide the best service possible to all customers, the City of Roanoke has a Language Incentive Program for its employees. Through this program, employees that meet sufficient language fluency requirements are incentivized to provide translation services in the Spanish language to customers needing this assistance. These employees are required to demonstrate continued sufficient fluency on a biennial basis, and to provide said translation services upon request for any department.

Should a request be made for translation of written documents, the City of Roanoke will utilize Google Translate to translate requested documents into the specified language.

# Training

The City of Roanoke will ensure that its staff understand Title VI of the Civil Rights Act of 1964 and how it may apply to their work through mandatory training:

- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice
- Any other training that provides education to the participant that, at minimum, covers the same information as the video referenced above

The City of Roanoke will maintain records indicating that staff have received sufficient training on a periodic basis.



## **Title VI and Related Statutes Nondiscrimination Assurances**

The City of Roanoke, Texas ("the City"), as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. § 2000d-3), color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City programs or activities.

  
\_\_\_\_\_  
Jeriahme Miller  
Assistant City Manager  
City of Roanoke, Texas

10-7-25  
\_\_\_\_\_  
Date



## **Title VI and Related Statutes Nondiscrimination Assurances**

The City of Roanoke, Texas ("the Recipient"), as a recipient of Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), HEREBY AGREES THAT it is subject to and will comply with the following:

- **Statutory/Regulatory Authorities:**

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

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 requires to include all programs and activities for 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:

- The Recipient agrees that each "activity", "facility", or "program," as defined in § 21.23(b) and 21.23(c) 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 Regulations.



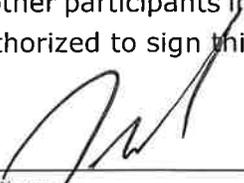
- The Recipient will insert the following notification in all solicitations for bids, Requests for Proposal for work (RFP), or material subject to the Acts and Regulations made in connection with all named programs, and, in adapted form, in all proposals for negotiated agreements regardless of funding 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."*
- The Recipient will insert the clauses of Appendices A and E of this Assurance in every contract or agreement subject to the Acts and Regulations.
- 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.
- 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.
- That where the Recipient receives Federal financial assistance in the form of, 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.
- That the Recipient will include the clauses set forth in Appendices C and 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:
  - for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - for the construction or use of, access to, space, on, over, or under real property acquired or improved under the applicable activity, project, or program.
- 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, 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:
  - 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
  - The period during which the Recipient retains ownership or possession of the property.



- 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.
- 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.

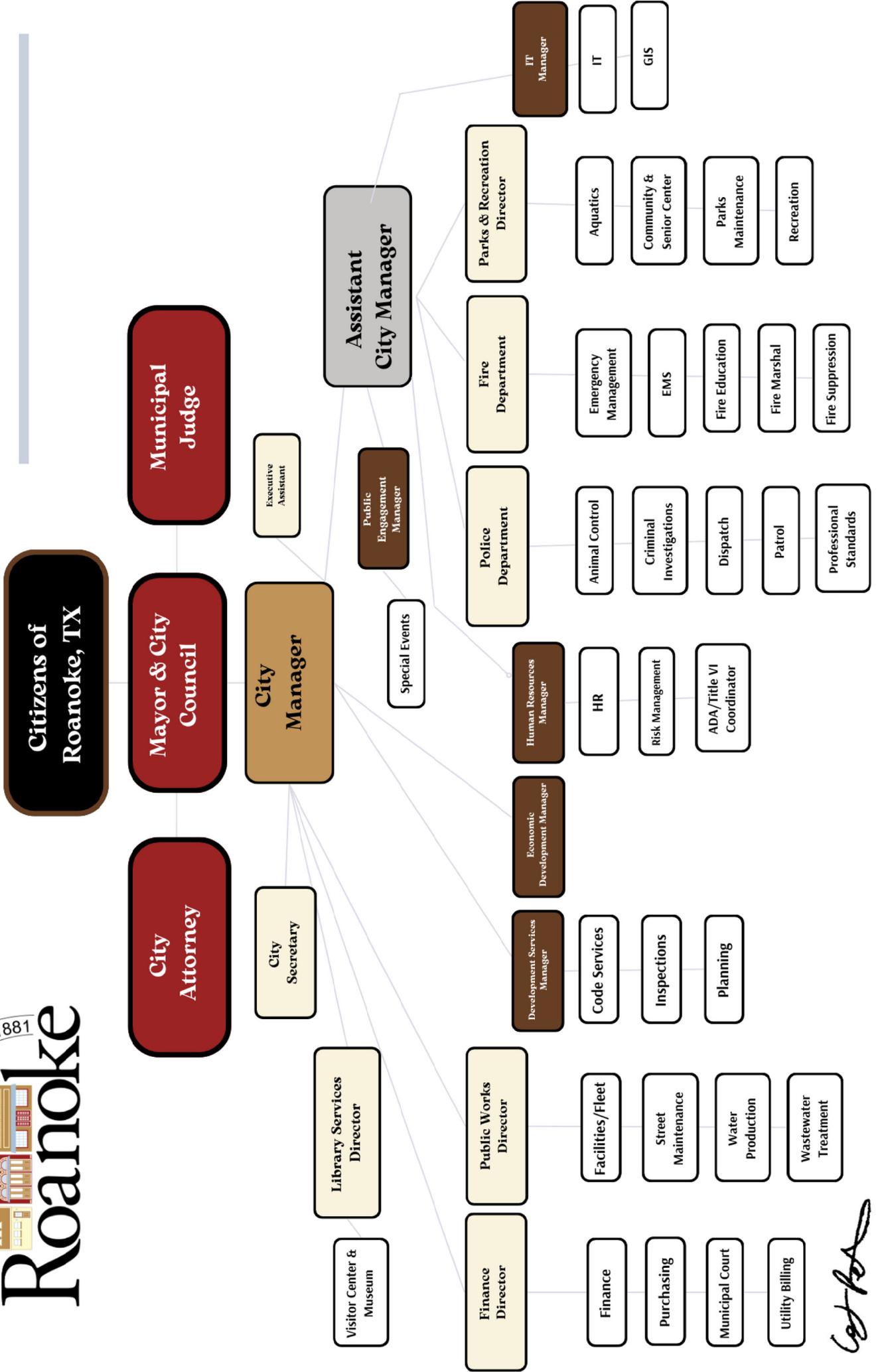
The Recipient gives this assurance in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. DOT under all Department of Transportation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

  
\_\_\_\_\_  
Jeriahme Miller  
Assistant City Manager  
City of Roanoke, Texas

10-7-25  
\_\_\_\_\_  
Date



# ORGANIZATIONAL STRUCTURE



*Cody Petree*

Cody Petree  
City Manager

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.

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601 ), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

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

## Clauses for Deeds Transferring United States Property

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

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

(HABENDUM CLAUSE)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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