

BURLESON COUNTY, TEXAS
ADMINISTRATIVE POLICY MANUAL

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Supersedes:

ROLES & RESPONSIBILITIES

Title VI/Nondiscrimination Coordinator:

The County of Burleson's Title VI/Nondiscrimination Coordinator is its County Treasurer/Human Resource Director or designee. The County Treasurer is an elected official according to the Texas State Constitution. The County Treasurer position reports to the Burleson County citizens and shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances for the County of Burleson.

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

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

1. Program Administration. Being the focal point for the Title VI implementation and monitoring of programs and/or activities receiving federal financial assistance. Ensuring that Title VI requirements are included in appropriate policy directives and that the procedures used have built in safeguards to prevent discrimination. Ensure compliance with Title VI assurances, policies, and program objectives.
2. Public Dissemination of Information. Develop and disseminate Title VI program information (and, where appropriate, in languages other than English) to County departments/offices, sub-recipients (including contractors, subcontractors, and consultants) and the general public. The public dissemination program shall involve the posting of the County's Title VI Policy Statement: a) in contracts or other agreements and bid specification packages; b) on the County's website, www.co.burleson.tx.us; c) in certain County buildings. The dissemination to departments/offices will include: a) an annual broadcast to County employees; b) Posting on the County's website; c) Acknowledgements of the County's Title VI and LEP Plan in the new employee orientation (Attachment 04).
3. Annual Work Plan and Accomplishment Report. Coordination, compilation, and submission of the Annual Work Plan and Accomplishment Report to the Texas Department of Transportation, Office of Civil Rights via TXDOT's Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report Development Guide, as presented in TXDOT's Title VI/Nondiscrimination Technical Assistance

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Guide for Sub-Recipients. The Annual Work Plan and Accomplishment Report is due one year from the date of approval of the Title VI plan and then annually on that same date. Ensure the following areas are adequately addressed in the plan:

- Title VI complaint procedures
 - Record of Title VI investigations, complaints or lawsuits, and dispositions
 - Plan to involve persons with Limited English Proficiency (LEP)
 - Environmental Justice Plan
 - Title VI notices to the public
 - Annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year
4. Elimination of Violations. Assisting with the correction of Title VI related problems or discriminatory practices or policies found through self-monitoring and review activities. When deficiencies are found, reasonable procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s).
 5. Complaint Process. Implementation of procedures for the prompt processing of external Title VI discrimination complaints.
 6. Complaint Resolution. Overseeing the investigation of external Title VI complaints.
 7. Training Program Development. Facilitate the development and implementation of training programs on Title VI issues and regulations and other nondiscrimination authorities for County departments/offices, contractors, and sub-recipients. A summary of training conducted will be reported in the annual update.
 8. TXDOT Notice. Forwarding Title VI complaints filed against the County of Burlesonto TXDOT within 10 calendar days for investigation.
 9. Data Collection. Coordinating the collection and maintenance of statistical data on race, color, national origin, English language proficiency and sex of participants in the beneficiaries of County programs. Most information will be gathered through Census data and maps. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.
 10. Title VI Plan Update. If updated, providing a copy of the Title VI Plan to the Texas Department of Transportation. The County will automatically update and renew its Title VI Assurances every three years or as necessary on the occasion of a change in the County's Title VI Plan administrative structure and staffing or changes to the plan's complaint procedures, etc.

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Title VI Coordinator Contact Information:

Burleson County Treasurer's Office
Stephanie Jennings Smith, County
Treasurer/Human Resource Director
Title VI/Nondiscrimination Coordinator
100 West Buck Street Suite #404
Caldwell, Texas 77836
Phone: (979)567-2305
Fax: (979)567-2366
Email: ssmith@burlesoncounty.org

Departments/Elected Offices:

The County of Burleson Departments and Elected Offices, will coordinate with the Title VI/Nondiscrimination Coordinator to ensure compliance with Title VI requirements for TXDOT. Department Heads and Elected Officials' responsibilities for Title VI requirements include, but are not limited to the following:

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

Purchasing Procedure:

The Burleson County Auditor's office shall make sure that the notifications in Attachment 02, Appendixes A and E are included in all solicitations for bids for work or material, and as an associated component of the contract, including the following language which should not be incorporated by reference but directly incorporated:

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The County of Burleson, 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 clauses in Attachment 02, Appendix B shall be inserted as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

The clauses in Attachment 02, Appendix C shall be included, where applicable, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the County of Burleson with other parties for the subsequent transfer of real property acquired or improved under the programs administered by the County of Burleson.

The clauses in Attachment 02, Appendix D shall be included, where applicable, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the County of Burleson with other parties for the construction or use of or access to space on, over, or under real property acquired, or improved under the programs administered by the County of Burleson.

Attachment 03, Form FHWA 1273, must be attached to all construction contracts funded under Title 23 (Federal Highway Administration) for \$10,000 or more.