

**BURLESON COUNTY, TEXAS**  
**ADMINISTRATIVE POLICY MANUAL**

Procedure: T6NDP.0  
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Date Authorized: 10/01/2024  
Supersedes:

**ANNUAL WORK PLAN & ACCOMPLISHMENT REPORT PROCESS**

1. The County of Burleson Title VI/Nondiscrimination Plan will be communicated to each County Department Head/Elected Official who will review the plan with their department/office employees.
2. The County's Title VI Plan and Policy Statement will be published on the County's website. The Policy Statement will also be posted in conspicuous locations in County buildings.
3. Appendix A through E of the Assurances (Attachment 02) including the Form FHWA 1273 (Attachment 03) will be included in all County contracts as outlined in the Title VI/Nondiscrimination Plan.
4. Procedure for responding to individuals with Limited English Proficiency will be implemented.
5. All County employees will be made aware of the LEP procedure and the Title VI complaint procedure.
6. All County departments/offices will be made aware of the procedure for compliance with environmental justice.
7. The following data will be collected and reviewed in the annual report produced by the Title VI/Nondiscrimination Coordinator and transmitted in the annual report submitted to TXDOT:
  - a. Complaints – The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - b. LEP Needs – Number of requests for language assistance or number of instances in which language assistance was required, and the outcome of these requests.
  - c. Environmental Justice – Environmental Justice efforts engaged in for the year, and any mitigation measures, including public participation efforts.
8. The County's Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report will be submitted to TXDOT annually (Based on the date of approval of the Title VI plan). The Report will provide an updated status on an annual basis of the County's implementation and monitoring of the Title VI/Nondiscrimination Plan.