



# CITY OF HOUSTON

## The City of Houston Does Not Discriminate in Programs or Services Public Notice of Title VI Program & Complaint Process

### TITLE VI PROGRAM NONDISCRIMINATION POLICY STATEMENT

The City of Houston (City) provides this public notice of its policy to assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. The City assures that no person shall, on the grounds of race, color, national origin, sex, age, disability, low-income, or Limited English Proficiency (LEP), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any City program, activity or service which receives federal financial assistance. The City works hard to treat all equally in its programs, activities and services, whether or not those programs, activities and services are federally funded.

In the event the City distributes federal aid funds to another entity, the City will include Title VI-required language in all written agreements and will monitor those entities for compliance.

The City is also committed to compliance with Executive Order 12898, titled "Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations," to help prevent environmental discrimination in its programs and services that impact low-income and minority populations.

### DEFINITION OF FEDERAL FINANCIAL ASSISTANCE AND RECIPIENTS AFFECTED

"Federal financial assistance" is defined as any federal dollars that are assigned to the City to support any program, activity or service by way of grant, loan or contract, other than a contract of insurance or guaranty.

### SPECIFIC FORMS OF DISCRIMINATION PROHIBITED

The City prohibits such discrimination in connection with:

- the denial of services, financial aid, or other benefits provided under a program;
- distinctions in the quality, quantity, or manner in which the benefit is provided;
- segregation or separation of individuals in any part of the program;
- restriction in the enjoyment of any advantages, privileges, or other benefits of any part of the program;
- different standards or requirements for participation;
- methods of administration which, directly or indirectly or through contractual relationships, would defeat or impair the accomplishment of effective nondiscrimination;
- discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with federal funds; and
- discrimination in any employment resulting from a program or services, the primary purpose of which is to provide employment.

It is impermissible for a recipient or other person to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the DHS regulation implementing Title VI (6 C.F.R. § 21.11(e)).

### PUBLIC PARTICIPATION

The City encourages all residents to participate in the development and planning of priorities, strategies, and funding allocations related to its programs and activities, and welcomes the involvement of low and moderate-income individuals, minorities, individuals with disabilities, and members of vulnerable populations.

Public meetings provide for public contribution. The City publishes the date, time and location of locations that provide for the greatest participation by stakeholders of proposed projects, programs and activities. The City provides access to meeting information in digital and printed copy. For these public meetings, the City also provides translation and interpretation services upon request. Providing reasonable advance notice, interested individuals may contact the department hosting the public meeting or call 311 for these translation and interpretation services.

### COMPLAINT PROCESS

Any person who believes he or she has, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level, or Limited English Proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence. The City provides many ways to address concerns. Use the Title VI contact information below.

**File the Complaint Form:** <https://www.houstontx.gov/obo/title-vi.html>

**Email:** TitleVI@houstontx.gov

**Call:** 832-393-0607

Any person who desires more information regarding the City of Houston's Title VI Program can visit the City of Houston Title VI website, <https://www.houstontx.gov/obo/title-vi.html>, or contact the Title VI Program Coordinator listed below.

### City of Houston Title VI Coordinator:

Ky D. Willson  
611 Walker Street, 7<sup>th</sup> Floor  
Houston, Texas 77002

**For 24/7 assistance with any City of Houston program or activity,  
you may call 311 for the Houston Services Helpline.**

