

**BURNET COUNTY, TEXAS**

**Title VI / Nondiscrimination Plan**

*Prepared pursuant to Title VI of the Civil Rights Act of 1964 and the Texas Department of  
Transportation Subrecipient Plan Template*

**Approved by Commissioners Court:** July 27, 2026

**Plan valid through:** July 27, 2029

## 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.

Burnet County, 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. Burnet County acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

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

## Discrimination Under Title VI

It is the responsibility of every Burnet County employee to prevent, minimize, and eradicate any form of discrimination. There are two 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 not be 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 or 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.

Burnet County's 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 Burnet County's 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 C.F.R. 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 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
- 28 C.F.R. 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 Burnet County 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 Burnet County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of Burnet County, including its contractors and anyone who acts on behalf of Burnet County. This policy also applies to the operations of any department or agency to which Burnet County 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 Burnet County Judge is included as Attachment 1.

## **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 C.F.R. §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 nondiscrimination language that Burnet County is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. Burnet County is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, Burnet County has signed the U.S. DOT Standard Title VI/Nondiscrimination Assurances. The document is attached as Attachment 2.

## Organization and Staffing

The Burnet County Judge as the chief executive officer of Burnet County and presiding officer of the Commissioners Court, 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 nondiscrimination is required of all county employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Burnet County has assigned Jackie Haynes to perform the duties of the Title VI Coordinator and ensure implementation of the County's Title VI program.

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on the County's behalf;
- Ensuring relevant County staff receive necessary Title VI training;
- Ensuring prompt processing of Title VI complaints and referral to the Texas Department of Transportation;
- 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.

An organizational chart showing the Title VI Coordinator's relationship to the County Judge is attached as [\[Attachment / Appendix reference\]](#).

## Primary Program Area Descriptions & Review Procedures

Burnet County engages in the following program areas:

| Program Area and General Description                                                                                                                                                                          | Title VI/Non-Discrimination Concerns and Responsibilities                                                                                                                                              | Review Procedures for Ensuring Non-Discrimination                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Right of Way:<br>Issues public right of way permits for construction, transportation, business, and other activities. Coordinates relocation of citizens whose property has been acquired for a right of way. | Public right of way permits and relocations should not create unfair burdens on any person or group based on race, color, or national origin.<br><br>Ensuring property owners impacted by right of way | Reviewing permits and relocations to ensure nondiscrimination.<br><br>Collecting demographic data from property owners who may be subject to right of way activities. |

|                                                                                                                                                              |                                                                                                                                                                                                              |                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                              | activities are made aware of their right to be free from discrimination under Title VI of the Civil Rights Act of 1964.                                                                                      | Ensuring Title VI notice is consistently provided to property owners impacted by right of way activities.                                                                                                                                          |
| Contracting:<br>Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.             | Maintaining an open and fair bidding process for all contracts.<br><br>Ensuring Title VI Assurances appendices are included in contracts as specified within the assurances document.                        | Reviewing contracts for necessary Title VI language.<br><br>Reviewing any available data on contract recipients to ensure nondiscrimination in contracting.<br><br>Reviewing bidding procedures to ensure nondiscrimination and equal opportunity. |
| Planning:<br>Short-term and long-term planning of transportation projects.                                                                                   | Ensuring comprehensive public participation so that all stakeholders have a chance to voice their opinions.                                                                                                  | Reviewing planning decisions to ensure nondiscrimination.<br><br>Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities.<br><br>Documenting language access requests.   |
| Public Engagement:<br>Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities. | Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions.<br><br>Disseminating Title VI information to the public to ensure they are aware of their rights. | Reviewing public engagement activities periodically to determine whether engagement opportunities were offered to all communities.<br><br>Documenting language access requests.                                                                    |
| Maintenance:<br>Services roadways and rights of way, including repair, signage, and drainage.                                                                | Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.                                                                                                  | Reviewing resources provided to the community and determining whether any protected-class communities have disproportionately benefited or been harmed by the delivery of maintenance services.                                                    |

## Data Collection and Analysis

Burnet County collects and analyzes data on the race, color, national origin, disability, age, sex, and other demographic information of participants and beneficiaries of its programs and activities. The following table describes the data collected in each program area and the purpose for collecting it.

| Program Area      | Type of Data Collected & Process for Collecting                                                                                                                                                                                                                        | Purpose for Collecting the Data                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Right of Way      | Collecting demographic data from property owners who may be subject to right of way activities by including inputs for demographic data on field title report forms.                                                                                                   | Ensuring right of way activities do not disproportionately affect individuals or groups based on a protected class status. |
| Contracting       | Identifying 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>                                         | Ensuring equal opportunity in contracting to all individuals and groups.                                                   |
| Planning          | Reviewing data from the U.S. Census Bureau and other credible sources to determine the demographic makeup of the local community.                                                                                                                                      | Ensuring project impacts do not disproportionately affect any individuals or groups based on a protected class status.     |
| Public Engagement | Reviewing data from the U.S. Census Bureau and other credible sources to determine the demographic makeup of the local community.<br><br>Providing demographic questionnaires to public engagement participants and including demographic questions in public surveys. | Ensuring communications and interactions with the public sufficiently reach all local demographics.                        |
| Maintenance       | Reviewing maintenance activities by geography and demographic makeup of communities receiving the maintenance services.                                                                                                                                                | Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.                |

Potential sources of data and analysis tools include:

- U.S. Census Data
- American Community Survey
- School Districts

- 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 Burnet County and its contractors on the grounds of race, color, or national origin. The scope of Title VI covers all internal and external activities of Burnet County.

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; and
- 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 Burnet County or its contractors may file a Title VI complaint. Discrimination complaints must be received no more than 180 days after the alleged incident.

Complaints should be in writing and signed, and may be filed by mail, fax, in person, or email. 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 departments 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 ongoing.

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

Complaints can also be filed by completing and submitting Burnet County's Title VI Complaint Form, available on the County's website and from the Title VI Coordinator's office, or by sending an email or letter with the necessary information to:

### **Burnet County Title VI Coordinator**

Jackie Haynes

Mailing Address: 220 S. Pierce St., Burnet, TX 78611

Email: [jlhaynes@burnetcountytexas.org](mailto:jlhaynes@burnetcountytexas.org)

Phone: (512) 756-3472

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.

The Burnet County Title VI Complaint Form can be found at [burnetcountytexas.org](http://burnetcountytexas.org)

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. 11th 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 Burnet County or the other agency receiving the complaint.

Complaints received by Burnet County'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 FHWA's jurisdiction, then HCR will send 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 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.

Complaints are not investigated by Burnet County. 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.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964 on the FHWA website.

## **Complaint Log**

Burnet County maintains a complaint log to document all activity related to each 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 complete;
- Disposition;
- Disposition date; and
- Other pertinent information.

## **Notice of Rights**

In accordance with 23 C.F.R. §200.9(a)(12), Burnet County is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of Burnet County's Title VI policies and procedures are posted in the following locations: Burnet County Courthouse lobby; Commissioners Court agenda postings; County website

## **Notification to Beneficiaries**

Burnet County's website, [www.burnetcountytexas.org](http://www.burnetcountytexas.org), 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 the County's website includes:

- Burnet County Title VI/Nondiscrimination Plan;
- Title VI Nondiscrimination Agreement;
- Title VI and Related Statutes Nondiscrimination Statement (English and Spanish);
- Title VI Nondiscrimination Assurances;
- TxDOT's External Discrimination Complaint Form (English and Spanish);
- Title VI Poster; and
- Burnet County Title VI Complaint Form (English and Spanish).

## **Public Involvement**

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

- Commissioners Court agendas and public meetings;
- Burnet County website;
- Media releases;
- Notices published as required under the Texas Open Meetings Act; and
- Social media platforms used by the County.

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, and other factors. Genuine public involvement takes place at all levels, and so Burnet County 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 for this purpose are listed in the Data Collection section above. Burnet County specifically uses the following sources to identify minority populations and populations with limited English proficiency:

- U.S. Census Table P9 – Hispanic or Latino and Not Hispanic or Latino by Race; and
- ACS Table B16001 – Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.

Burnet County 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 weekends;
- Holding meetings at accessible locations, including community centers, schools, and parks;
- Providing virtual options where feasible;
- Translating documents into languages other than English where needed; and
- Holding events accessible by public transportation where available.

## **Language Assistance and 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 County's programs or activities, not only those living adjacent to a specific project.

- (2) Frequency with which LEP individuals come in contact with the program: Consider how frequently encounters with LEP individuals may occur.
- (3) Nature and importance of the program, activity, or service provided by the program to people's lives: Consider the significance of the program to LEP individuals' access to services and benefits.
- (4) Resources available to the County, and costs: Burnet County will seek to utilize available resources for translation and interpretation services when warranted by the four-factor analysis.

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 or activity-by-activity basis. When preparing to publish a document, launch a campaign, or hold a public meeting, a focused four-factor analysis should be conducted to determine what type of language assistance is needed.

## Training

Burnet County 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 training:

- Review of Burnet County's Title VI/Nondiscrimination 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; and
- Viewing the video "Understanding and Abiding by Title VI of the Civil Rights Act of 1964" produced by the U.S. Department of Justice.

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