

City of Bellaire

Title VI Plan

Nondiscrimination Plan

Fiscal Year 2026

Introduction	1
Discrimination under Title VI	1
Authorities	2
Title VI Policy Statement	2
Standard DOT Assurances.....	3
Organization and Staffing	3
Organizational Chart	4
Limited English Proficiency (LEP) Guidance & Outreach.....	5
Identification of Traditionally Underserved Communities	5
Language Assistance and Limited English Proficiency	6
Primary Program Area Descriptions & Review Procedures	7
Data Collection and Analysis.....	8
Scope of Title VI Complaints	9
How to File a Formal Title VI Complaint	9
Complaint Log	11
Notice of Rights	12
Notification to Beneficiaries	12
Public Involvement.....	12
Training.....	13
Attachments	14
Attachment 1: Title VI/Non-Discrimination Policy Statement	14
Attachment 2: U.S. DOT Title VI/Non-Discrimination Assurances	15
Appendices.....	20
Appendix A	20
Appendix B	22
Appendix C	24
Appendix D.....	26
Appendix E	27
Title VI Complaint Procedures.....	29
Title VI Complaint Forms.....	31
(ENGLISH).....	31
(SPANISH).....	33
(CHINESE).....	35

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.

City of Bellaire, 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. City of Bellaire acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

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

Discrimination under Title VI

It is the responsibility of every City of Bellaire 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.

City of Bellaire 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 City of Bellaire 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 City of Bellaire 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 City of Bellaire as provided by Title VI of the Civil Rights Act of 1964 and related

statutes.

This policy applies to all operations of City of Bellaire, including its contractors and anyone who acts on behalf of City of Bellaire. This policy also applies to the operations of any department or agency to which City of Bellaire 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 City of Bellaire City Manager, Sharon Citino, 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 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, City of Bellaire, is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. City of Bellaire is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, City of Bellaire has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances. The document is attached as **Attachment 2**.

Organization and Staffing

The Bellaire 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.

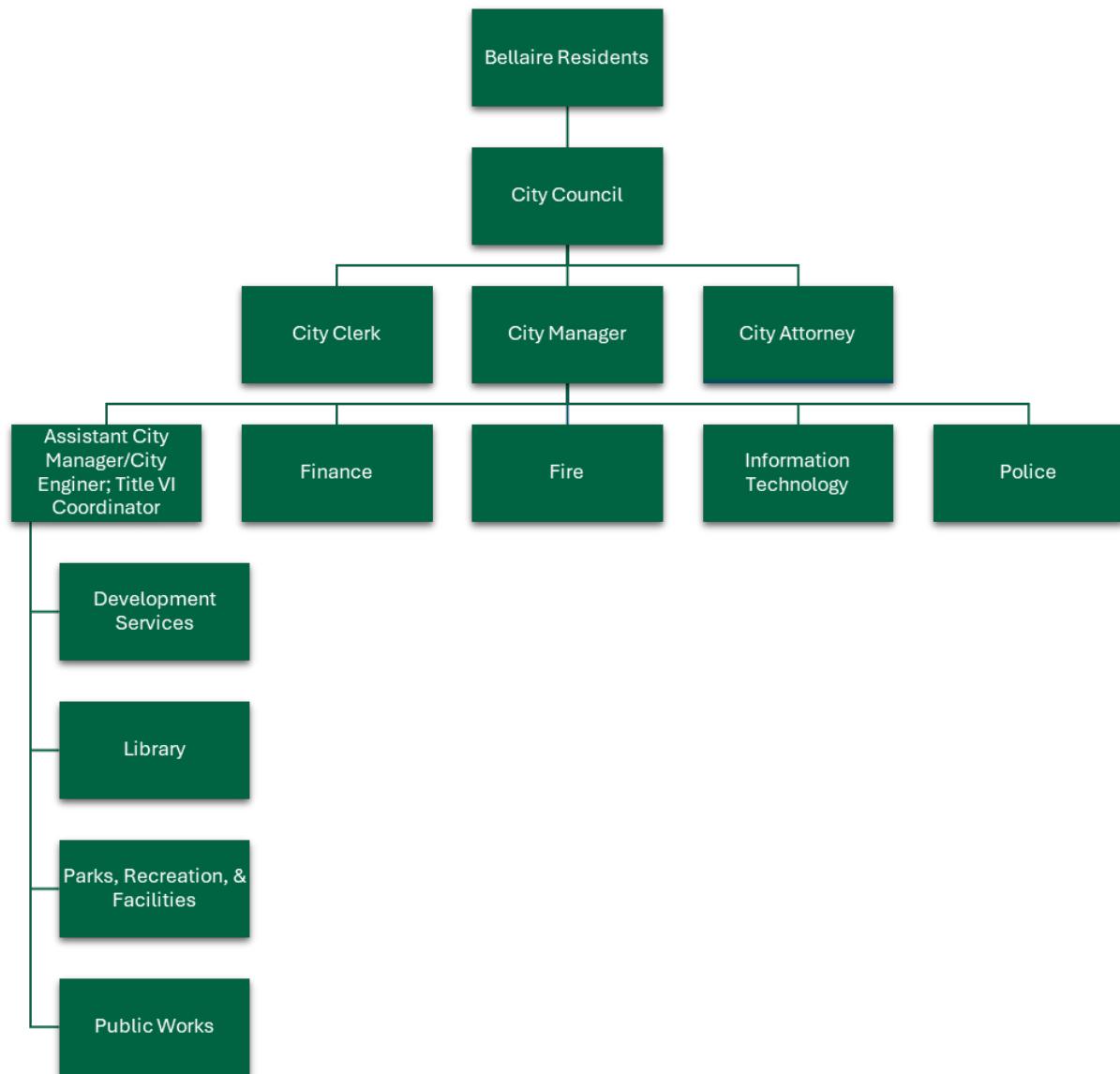
City of Bellaire has assigned Beth Jones, Assistant City Manager/City Engineer, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Assistant City Manager is located within the City Manager's Office.

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 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;

Organizational Chart



Limited English Proficiency (LEP) Guidance & Outreach

Title VI of the Civil Rights Act of 1964 requires recipients of federal financial assistance to take reasonable steps to ensure meaningful access for individuals with Limited English Proficiency (LEP). This applies to all federally funded programs, services, and activities administered by local governments, including the City of Bellaire.

The City of Bellaire reviewed U.S. Census Bureau American Community Survey (ACS) Table B16001 (2015, 5-year estimates) to identify language groups within the community and assess potential Limited English Proficiency (LEP) needs. The data provides insight into which populations may require language access services to fully participate in public decision-making processes.

Language Spoken at Home – Bellaire, TX (Population 5+)

Language Group	Total Speakers	Speak English "Very Well"	Speak English "Less Than Very Well"	% of Total Population	% LEP of Total Population
Spanish	1,456	1,292	164	8.79 %	0.99 %
Chinese	63	63	0	0.38 %	0.00 %
Vietnamese	0	0	0	0.00 %	0.00 %
Tagalog (Filipino)	137	137	0	0.83 %	0.00 %
Other Indo-European	9	0	9	0.05 %	0.05 %
Other Asian/Pacific	73	73	0	0.44 %	0.00 %
African languages	10	0	10	0.00 %	0.06 %

Identification of Traditionally Underserved Communities

Traditionally underserved communities often face barriers to engaging with decision-making entities. These barriers may include scheduling conflicts, lack of transportation to public involvement events, language differences, and limited access to childcare. Recognizing these challenges, the City of Bellaire is committed to ensuring genuine public involvement at all levels. As part of this commitment, the City identifies communities that may be affected by a project in order to plan appropriately and effectively for the potentially impacted groups. Data sources used to support this identification process are outlined in the Data Gathering section. Specifically, the City of Bellaire relies on the following resources to identify minority populations and populations with limited English proficiency (LEP):

- **U.S. Census Bureau, Table P9 – Hispanic or Latino and Not Hispanic or Latino by Race**
- **American Community Survey (ACS), Table B16001 – Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over**

By using these datasets, the City is able to evaluate demographic characteristics, language needs, and other relevant factors to ensure that public involvement strategies are inclusive, equitable, and accessible to all residents.

2020 Census – Table P9 Snapshot: Race and Hispanic/Latino Origin in Bellaire

According to the 2020 U.S. Census, Table P9 provides the breakdown below for the City of Bellaire.

Race / Ethnicity	Number	Percentage of Total Population
White (Non-Hispanic)	10,188	59.23 %
Black or African American (Non-Hispanic)	281	1.63 %
Native American or Alaska Native (Non-Hispanic)	28	0.16 %
Asian (Non-Hispanic)	4,072	23.67 %
Pacific Islander (Non-Hispanic)	9	0.05 %
Some Other Race (Non-Hispanic)	90	0.52 %
Mixed / Multi-racial (Non-Hispanic)	704	4.09 %
Hispanic or Latino (of any race)	1,830	10.64 %
Total	17,202	100 %

Language Assistance and Limited English Proficiency

The City is committed to language access by providing opportunities, resources, and support for translation and interpretation services to residents, businesses and staff alike.

Below are the many accessibility considerations the City is committed to providing:

- Bellaire has a bilingual pay program to ensure encouragement of second language skills so that they are available for community-building conversations and day-to-day needs, without reliance on professionally contracted services when appropriate. The City has a formal process that tests staff interpreters, providing quality assurance for in-house interpretation services.
- Ensuring that city employees have access to resources, including a language interpretation hotline (via Language Line) and/or software, interpretation chatbots and technologies, and funding as needed for contracted services, among other accessibility tools and training solutions.
- Implementing a vital documents program in which forms, applications, and city resources or materials that are deemed vital to quality-of-life services are pre-translated into the top two (2) languages requested at the City.
- Continuous oversight of language access needs, including data inventorying and analysis, for city departments, especially those with regulatory or compliance measures in place or those with a high frequency of customer interactions (such as Police, Fire, Utility, or Municipal Courts).
- The City of Bellaire will document and track encounters with Limited English Proficient (LEP) individuals through a standardized reporting process. Each department with frequent public contact (such as Police, Fire, Utility Billing, Municipal Courts, Library, and Recreation) will maintain logs of LEP interactions and language assistance requests. The Title VI Coordinator will compile this information into an annual summary report. This will help the City with future improvements that might need to be addressed.
- The City's website currently utilizes an embedded Google Translate application, allowing the entire website to be translated into any language supported by the app.

Primary Program Area Descriptions & Review Procedures

The City of Bellaire engages in the following areas:

Program Area and General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Contracting: Develops and manages contracts and contracting opportunities, including specifications, bidding process, and contract execution.	Maintaining an open and fair bidding process for all contracts. Ensure Title VI Assurances appendices are included in contracts as specified within the assurances document.	Reviewing contracts for necessary Title VI language. Reviewing any available data on contract recipients to ensure nondiscrimination in contracting. Reviewing bidding procedures to ensure nondiscrimination and equal opportunity.
Public Engagement giving residents simple, direct ways to share input and stay involved in the local community activities.	Reviewing data from the U.S. Census Bureau and other credible sources to determine the demographic makeup of the local community.	Ensuring communications and interactions with the public sufficiently reach all local demographics.
Planning: Short-term and long-term planning of transportation projects	Ensuring comprehensive public participation to ensure all stakeholders have a chance to voice their opinions. Collecting demographic data from public engagement activities regarding demographics of public participants. Providing language access as needed.	Review planning decisions to ensure nondiscrimination. Review public engagement activities periodically to determine whether engagement opportunities were offered to all communities. Documenting language access requests.
Maintenance: Services roadways and right of ways, including, but not limited to, providing: 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

Program Area	Type of Data Collected & Process for Collecting	Purpose for Collecting the Data
Contracting	Identifying contractors who are certified Minority- and Women-Owned Business Enterprises (M/WBEs)	To ensure equal opportunity in contracting for all individuals and groups, in accordance with the City's procurement policy and applicable laws.
Public Engagement	Collecting data from surveys, public meeting attendance, and community feedback sessions	To ensure all residents, including underserved populations, have meaningful opportunities to participate in decision-making.
Planning	Reviewing demographic data from the U.S. Census Bureau and other credible sources	To ensure projects do not disproportionately impact any individuals or groups based on protected class status.
Maintenance	Reviewing maintenance activities by geography and the demographic makeup of communities receiving services	To ensure no communities are subject to a disparate lack of maintenance services based on protected class status.

Potential sources of data and analysis tools include:

- Census Data
- American Community Survey
- School Districts
- Forms or Surveys from the public
- Community Organizations
- City Council Meetings
- Citizen Advisory Committees
- 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 City of Bellaire, and its contractors on the grounds of race, color, or national origin.

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

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 City of Bellaire 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 encouraged to submit complaints directly to the Texas Department of Transportation (TxDOT).

Complaints can also be filed by completing and submitting City of Bellaire's Title VI Complaint Form available at [compliancecoordinator@bellairetx.gov](https://tx-bellaire6.civicplus.com/1978>Title-VI-Program or <a href=) or by sending an email or letter with the necessary information to:

City of Bellaire

Mailing Address: 7008 S. Rice Ave. Bellaire, TX 77401

Email: compliancecoordinator@bellairetx.gov

Phone: 713-662-8223

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

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 City of Bellaire or other agency receiving the complaint.

Complaints received by City of Bellaire'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 City of Bellaire. 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](#).

Complaint Log

City of Bellaire 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 complete;
- Disposition;
- Disposition date; and
- Other pertinent information.

Notice of Rights

In accordance with 23 CFR 200.9(a)(12), City of Bellaire is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of City of Bellaire Title VI policies and procedures are listed in many places such in the City Hall lobby Police Department lobby, the Library, the Recreation Center, and online.

Notification to Beneficiaries

City of Bellaire 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 Bellaire website includes:

- City of Bellaire Title VI/Nondiscrimination Policy Statement
- Title VI Nondiscrimination Plan
- Title VI Discrimination Complaint Process
- Title VI Discrimination Complaint Form
- TxDOT's publication "Title VI and You" (English and Spanish)

Public Involvement

It is the goal of City of Bellaire to provide continuous, effective and transparent access to all stakeholders. City of Bellaire strives to inform all stakeholders about proposed plans and projects and

seeks input when appropriate. City of Bellaire utilizes the following methods to communicate information regarding upcoming activities and opportunities for public and stakeholder participation in the planning process:

- Direct Mailings
- Media Releases
- Visualization Presentations
- Local Community Public Meetings
- City of Bellaire Website
- Facebook, X (Twitter), Instagram, and Nextdoor

City of Bellaire 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
- Holding Meetings at Locations in Neighborhoods, Schools, or Parks
- Providing Virtual Options
- Translating Documents into Languages Other Than English
- Holding Events Accessible by Public Transportation

Training

City of Bellaire 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 the City of Bellaire Title VI 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.
- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice

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

Attachments

Attachment 1: Title VI/Non-Discrimination Policy Statement

Title VI/Nondiscrimination Policy Statement	(Rev. 04/20) Page 1 of 1
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The City of Bellaire, 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, color, national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Sharon Cline
Signature of Authorized Official

09/10/2025
Date

Attachment 2: U.S. DOT Title VI/Non-Discrimination Assurances

**The United States Department of Transportation (USDOT)
Standard Title VI/Nondiscrimination Assurances**

(Rev. 04/20)
Page 1 of 5

DOT Order No. 1050.2A

The City of Bellaire (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA), 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 of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964);
- 28 C.P.R. section 50.3 (U.S. Department of Justice 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, the 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 U.S. DOT, including the Federal Highway Administration.

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 non-discrimination statutes and requirements to include all programs and activities of 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:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) 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 the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Department of Transportation 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."

3. The Recipient will insert the clauses of Appendix A and Appendix E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. 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.
5. 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.
6. That where the recipient receives Federal financial assistance in the form, 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.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix 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:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. 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, or 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.
 - a. 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

- b. the period during which the Recipient retains ownership or possession of the property.
9. 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.
10. 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.

City of Bellaire

Title of Recipient

Sharon Citino

Signature of Authorized Official

09/24/25

Date

Appendices

Appendix A

Appendix A

(Rev. 07/25
Page 1 of 9

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.

Appendix B

Appendix 8

(Rev. 07/25
Page 3 of 9

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 City of Bellaire

will accept title to the land 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 City of Bellaire

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 City of Bellaire ----- 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
City of Bellaire _____, its successors and assigns.

The City of Bellaire _____, 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 City of Bellaire _____ 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.

Appendix C

Appendix C

(Rev. 07/25)
Page 5 of 9

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, City of Bellaire _____ 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 City of Bellaire
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.

Appendix D

Appendix D

(Rev. 07/25)
Page 7 of 9

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, City of Bellaire 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, City of Bellaire will there upon revert to and vest in and become the absolute property of City of Bellaire 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.

Appendix E

Appendix E

(Rev. 07/05)
Page 8 of 9

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§ 471, Section 47123), 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.P.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).

Title VI Complaint Procedures

Title VI Complaint Procedures



The following procedures cover complaints filed under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Any person who believes they, or any specific class of persons, to be subjected to prohibited discrimination based on race, color or national origin may file a written complaint individually or through a representative. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FHWA. Complaints related to the Federal-aid highway program may be filed with TxDOT, FHWA Division Office, the FHWA Headquarters Office of Civil Rights (HCR), the USDOT Departmental Office of Civil Rights, or the USDOJ. C_it_y_o_f_B_e_ll_a_ir_e will ensure that all complaints are sent to the appropriate authority for disposition.

Complaints alleging violations of Title VI by subrecipients may be filed in writing directly with the following local, state and federal agencies:

City of Bellaire

Attn: Title VI Coordinator
7008 South Rice Avenue
Bellaire, Texas 77401

Additionally, complaints filed against the subrecipient may also be filed with TxDOT or FHWA at:

Texas Department of Transportation
Civil Rights Division
Attn: Title VI Program Administrator
125 E. 11th Street
Austin, TX 78701

Federal Highway Administration - Texas Division
Attn: Civil Rights Specialist
300 E. 8th St.
Austin, TX 78701

Federal Highway Administration
Office of Civil Rights
HCR-20, Room E81-320
1200 New Jersey Avenue, SE
Washington, DC 20590

Complaint and investigation files are confidential. The contents of such files will only be disclosed to

appropriate City of Bellaire

personnel, state and federal authorities in

accordance with Federal and State laws. City of Bell a i r e-----will retain files
in accordance with records retention schedules and all Federal guidelines.

Title VI Complaint Forms

(ENGLISH)

Title VI Complaint Form

(Rev. 04/20)
Page 1 of 2

Please submit completed form to:

City of Bellaire
7008 South Rice Avenue Bellaire, TX 77401

Email: compliancecoordinator@bellairetx.gov
Phone: 713-662-8223

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Main Phone Number: _____ Alternative Phone Number: _____

Email Address: _____

Please indicate the basis of your complaint:

Race _____ National Origin _____
 Color _____ Other Class _____

Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint (*attach additional pages, if necessary*)

Name	Address	Telephone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following?

If yes, please provide the filing dates. Check all that apply.

<input checked="" type="checkbox"/> US Department of Transportation	Date Filed _____
<input checked="" type="checkbox"/> Federal Highway Administration	Date Filed _____
<input checked="" type="checkbox"/> Federal Transit Administration	Date Filed _____
<input checked="" type="checkbox"/> Office of Federal Contract Compliance Programs	Date Filed _____
<input checked="" type="checkbox"/> Texas Department of Transportation	Date Filed _____
<input checked="" type="checkbox"/> US Equal Employment Opportunity Commission	Date Filed _____
<input checked="" type="checkbox"/> US Department of Justice	Date Filed _____
<input checked="" type="checkbox"/> Other _____	Date Filed _____

Have you discussed the complaint with any ---- ~~(N_a_m_e_o_f_R_e_cip_e_nl)~~ representative?

If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature

Date

Por favor, envíe el formulario completo a:

Ciudad de Bellaire
 7008 South Rice Avenue
 Bellaire, TX 77401
 Correo electrónico: compliancecoordinator@bellairetx.gov
 Teléfono: 713-662-8223

Apellido: _____ Nombre: _____

Dirección Postal: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Número de Teléfono Principal: _____ Número de Teléfono Alternativo: _____

Por favor, indique la base de su queja:

 Raza _____ Origen Nacional _____ Color _____ Otra Clase _____

Fecha y lugar de la(s) supuesta(s) acción(es) discriminatoria(s). Incluya la fecha más temprana de discriminación y la fecha más reciente de discriminación.

¿Cómo fue discriminado? Describa la naturaleza de la acción, decisión o condiciones de la supuesta discriminación. Explique lo más claramente posible lo que sucedió y por qué cree que su estado protegido (base) fue un factor en la discriminación. Incluya cómo otras personas fueron tratadas de manera diferente a usted. (Adjunte páginas adicionales, si es necesario).

La ley prohíbe la intimidación o represalias contra cualquier persona porque haya tornado medidas o participado en medidas para asegurar los derechos protegidos por estas leyes. Si siente que ha sido objeto de represalias, aparte de la discriminación alegada anteriormente, explique las circunstancias a continuación. Explique qué medidas tomó que cree que fueron la causa de la supuesta represalia.

Nombres de las personas responsables de la(s) acción(es) discriminatoria(s):

Nombres de personas (testigos, compañeros de trabajo, supervisores u otros) a quienes podemos contactar para obtener información adicional que respalde o aclare su queja (adjunte páginas adicionales, si es necesario):

Nombre	Dirección	Teléfono
1.		
2.		
3.		
4.		

¿Ha presentado, o tiene la intención de presentar, una queja sobre el asunto planteado ante alguno de los siguientes?

Si es así, proporcione las fechas de presentación. Marque todo lo que corresponda.

<input checked="" type="checkbox"/> Departamento de Transporte de EE. UU.	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Administración Federal de Carreteras	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Administración Federal de Tránsito	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Oficina de Programas de Cumplimiento de Contratos Federales	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Departamento de Transporte de Texas	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Comisión de Igualdad de Oportunidades en el Empleo de EE. UU.	Fec.hacdepresentaci6n:	_____
<input checked="" type="checkbox"/> Departamento de Justicia de EE. UU.	Fec.hacdepresentaci6n:	_____
<input type="checkbox"/> Otro:	Fec.hacdepresentaci6n:	_____

Ha discutido la queja con algún **(N_o_m_b_r_e_d_e_l_d_e_s_t_i_n_a_t_a_r_i_o)_____r_e_p_r_e_s_e_n_t_a_n_t_e**?

Si es así, proporcione el nombre, el puesto y la fecha de la discusión.

Explique brevemente qué remedio o acción busca para la supuesta discriminación.

Proporcione cualquier información adicional y/o fotografías, si corresponde, que crea que ayudarán con una investigación.

No podemos aceptar una queja sin firmar. Firme y feche el formulario de queja a continuación.

Firma del demandante

Fecha

第六条投诉表

(修订版 04/20)
第 1 页, 共 2 页

请将填写完整的表格提交至:

,D:!!li□j:Jrp
 7008 South Rice Avenue
 ,D:!!li□tl, 11μVllffMN 77401
 Eg-r-11!□1.&: complia ncecoordinator@bellairetx.gov
 Egj.!: 713-662-8223

姓氏: _____ 名字: _____

邮寄地址: _____

• m = _____ ff: _____ 邮政编码: _____

-i/jfl E@i-!"5□: _____

E@Tll□fit:tl:t: _____

请说明您的投诉依据:

国籍 _____
 其他类别 _____

涉嫌歧视行为的日期和地点。请包括最早的歧视日期和最近的歧视日期。

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 ♦lH♦♦B♦fiii;/Jo

对歧视行为负责的个人姓名:

我们可以联系以获取更多信息以支持或澄清您的投诉的人员（证人、同事、主管或其他人员）的姓名（如有必要，请附加页）

您是否已就此事向以下任何机构提出投诉，或打算提出投诉？

ro•m. •mma •a■. ♦ffi ♦?i?

♦?i!St.gB

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••a/IJJ: _____

联邦合同合规办公室

••a/IJJ: _____

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••a/IJJ: _____

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备案日期: _____

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••a/IJJ: _____

Jt[ill: _____

••a/IJJ: _____

您是否与任何

(收件人姓名)

代表讨论过投诉？

如果是，请提供姓名、职位和讨论日期。

请简要说明您为所称歧视寻求的补救措施或行动。

如果适用，请提供您认为有助于调查的任何其他信息和/或照片。

我们无法接受未签名的投诉。请在下方签署投诉表并注明日期。

投诉人签名

8/IJJ

