

## **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.

All Complaints should have the following information:

- The name, address, and phone number of the complainant;
- The name(s) and address(es) of the alleged discriminating official(s);
- The basis of the complaint (i.e., race, color, or national origin);
- The date of alleged discriminatory act(s); and
- The complainant's signature.

The City of Taylor 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:

The City of Taylor  
Attn: Title VI Coordinator  
400 Porter Street  
Taylor, TX 76539

Additionally, complaints filed against the City 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 personnel, state, and federal authorities in accordance with Federal and State laws. The City will retain files in accordance with records retention schedules and all Federal guidelines.