



TITLE VI DISCRIMINATION COMPLAINT PROCEDURES

It is the policy of the City of Burleson (“City”) to employ its best efforts to ensure that all programs, services, activities and benefits are implemented without discrimination. This document outlines the steps for investigating complaints alleging discrimination on the basis of race, color, or national origin (language), in transportation related projects. Any person who believes that they, individually or as a member of any specific class of persons, have been subjected to discrimination on the basis of race, color, or national origin (language), may file a written complaint with the City of Burleson. Furthermore, the City prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because they have filed a complaint to secure rights protected by Title VI. Complaints to the City may be through regular or registered mail, email, by fax or delivered in person. Complaints should be sent to the Title VI Coordinator or to the City Manager’s Office, City of Burleson, 141 W Renfro St, Burleson, Texas 76028.

Complaints filed against the City will be reported to the Texas Department of Transportation and the Texas Department of Transportation will forward the information to the Federal Highway Administration for continued handling and investigation 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 Processing: All external discrimination complaints filed under Title VI for race, color, or national origin (language), against the City in which the City or its sub-recipients are named as the respondent will be forwarded to the Texas Department of Transportation for investigation within 10 calendar days.

In order to have the complaint considered, the complainant must file the complaint no later than 180 calendar days after the alleged discrimination, unless the discrimination is ongoing, or the time for filing is extended by the FHWA.



To the greatest extent possible, all complaints written in a language other than English will be translated and responded to in the same language that it was received.

Discrimination complaints for any other protected basis (other than race, color, national origin/language) should be reported to the City by contacting 817-426-9640. These complaints will be reviewed internally by the City.



Tommy Ludwig, City Manager
City of Burleson, Texas

10-20-25
Date