

RESOLUTION ADOPTING A TITLE VI COMPLIANCE PLAN FOR UPTOWN HOUSTON

WHEREAS, the federal government enacted Title VI of the Civil Rights Act of 1964, as amended, to prevent discrimination on the grounds of race, color, or national origin and to ensure that individuals are not excluded from participation in, denied benefits of, or otherwise subjected to discriminations under any program or activity receiving federal financial assistance;

WHEREAS, Uptown Houston has previously adopted and maintained Title VI Compliance Plan in accordance with 49 CFR Part 21;

WHEREAS, the proposed Title VI Compliance Plan attached hereto intended to meet such requirements as a recipient of federal funding and this plan is required to be updated and approved every three years; and

WHEREAS, Uptown Houston desires to submit the Title VI Compliance Plan to the FTA for review and approval by those agencies or their representatives prior to final implementation;

NOW, THEREFORE, BE IT RESOLVED BY THE UPTOWN HOUSTON BOARD OF DIRECTORS THAT:

Section 1. Uptown Houston hereby approves the Title VI Compliance Plan attached hereto as attached which plan shall be submitted for review and approval by the FTA or such other agencies as required.

Section 2. The Title VI Compliance Plan shall be administered and enforced by the officers, agents and employees of Uptown Houston in accordance with the terms set forth therein.

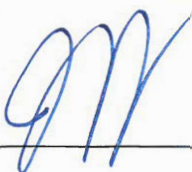
Section 3. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED this the 25th day of March 2026.



Chairman Board of Directors

ATTEST:



Secretary, Board of Directors

(SEAL)



UPTOWN

HOUSTON

TITLE VI PROGRAM
Civil Rights Act of 1964

Updated March 2026

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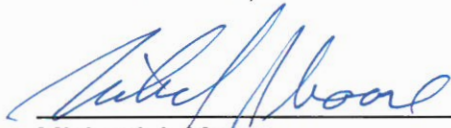
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Policy Statement

Harris County Improvement District #1/Uptown Tax Increment Reinvestment Zone #16 ("Uptown Houston") assures that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and in accordance with Title VI regulations (49 Code of Federal Regulations (CFR) part 21) consistent with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration and any future updates, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which federal aid funds are used (Federally Funded Program). Uptown Houston will integrate Limited English Proficient (LEP) Persons (70 FR 74087) Recipients' Responsibilities into their programs and activities in Spanish and other languages upon request.

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 42 USC 2000d, 49 CFR part 21 and FTA C 4702.1B).



Michael J. Moore
Uptown Houston District President
Uptown TIRZ / UDA Administrator

March 25, 2026

Date

Introduction

Uptown Houston developed this Title VI Program to address the requirements of the FTA Circular 4702.1B, Title VI Requirements and Guidelines for FTA Recipients. Uptown Houston has developed all of the necessary procedures and processes to be in compliance with Title VI regulations, including a complaint process and a Title VI notice to the public.

The City of Houston designated Uptown as a TIRZ in 1999. The Uptown TIRZ developed a plan that mitigates traffic congestion, encourages new development, and grows the area's tax base. The Uptown Development Authority is a non-profit, local government corporation created to act as a funding and contracting conduit for the Uptown TIRZ. The Development Authority acts on behalf of the TIRZ in issuing bonds, letting contracts, and hiring consultants in connection with various TIRZ Projects. Uptown Houston encompasses both organizations and is the grantee for federal funding.

The Civil Rights Coordinator is the District Counsel, Stephen Wood, for Uptown Houston. The Civil Rights Coordinator is responsible for the overall management of the Title VI Program and any Americans with Disabilities Act (ADA) compliance. Uptown Houston District President, Michael J. Moore, is responsible for ensuring the implementation of Uptown Houston's Title VI Program.

Uptown Houston's Board of Directors reviewed and approved the Title VI Program. A copy of the resolution approving the program is provided within.

Notify Beneficiaries of Protection under Title VI

Uptown Houston has posted the following notice to the public at Uptown Houston offices and on Uptown Houston's website.

Title VI Public Notice

Uptown Houston hereby gives public notice that it is Uptown Houston's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Uptown Houston. Any such complaint must be in writing or by phone and filed with Uptown Houston Civil Rights Coordinator within one hundred-eighty (180) days following the date of the alleged discriminatory occurrence. Civil Rights Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling 713-621-2011. Individuals may get more information about the Title VI Program by calling 713-621-2011 or by emailing uptown@uptown-houston.com.

If you like more information on Title VI, please visit Uptown Houston website (<http://www.uptown-houston.com/>) or contact Uptown Houston via phone 713-621-2011, via email to uptown@uptown-houston.com, or via mail to: 1980 Post Oak Boulevard, Suite 1700, Houston, TX 77056. This notice is to be posted in the offices of Uptown Houston and on Uptown Houston website (<http://www.uptown-houston.com/>).

Uptown Houston will provide translations of all requested documents or provide a translator at any public meetings at no cost.

If information is needed in another language, contact Uptown Houston at 713-621-2011.

Aviso Público referente al Título VI

Por medio de la presente, Uptown Houston le notifica al público su política de garantizar el pleno cumplimiento del Título VI del Acta de Derechos Civiles de 1964 de la Ley de Restauración de Derechos Civiles de 1987 y de los estatutos y reglamentos relacionados a tales leyes, en todos los programas y actividades del Uptown Houston. El Título VI establece que ninguna persona en los Estados Unidos de América puede ser excluida por motivos de raza, color, o nacionalidad de participar en, ser negado los beneficios de, o ser sujeto de otro modo a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal.

Si usted cree haber sido perjudicado por una práctica discriminatoria e ilegal bajo el Título VI puede presentar una queja formal ante Uptown Houston. Las quejas pueden hacerse por escrito o por teléfono. Estas deben ser presentadas ante el Coordinador del Derechos Civiles del Uptown Houston dentro de los ciento ochenta (180) días siguientes a la fecha de la ocurrencia discriminatoria alegada. Los Formularios de Quejas de Derechos Civiles se pueden obtener en esta oficina sin costo alguno para el reclamante llamando al 713-621-2011. Las personas pueden obtener más información sobre el Programa del Título VI llamando al 713-621-2011 o enviando un correo electrónico a uptown@uptown-houston.com.

Para obtener más información acerca del Título VI, visite nuestra página web (<http://www.uptown-houston.com/>), llámenos al teléfono 713-621-2011, escríbanos por correo electrónico (uptown@uptown-houston.com), o envíenos un correo postal: 1980 Post Oak Boulevard, Suite 1700, Houston, TX 77056. Este aviso será publicado en las oficinas y en la página web (<http://www.uptown-houston.com/>).

Uptown Houston proporcionará traducciones de todos los documentos solicitados o proveerá un traductor en cualquier reunión pública sin costo alguno.

Si se necesita información en otro idioma, póngase en contacto con Uptown Houston a 713-621-2011

Since Houston METRO operates transit in Uptown Houston, Houston METRO's Title VI notice is posted on transit stops and buses. That notice is not included in this program.

Civil Rights Complaint Procedures and Complaint Form

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act (ADA) of 1990, as amended, relating to any transportation or program or activity receiving federal financial assistance administered by Uptown Houston or its sub-recipients and contractors. The program is also conducted in accordance with FTA Circular 4702.1B as well as the FTA Circular 4710.1, ADA Guidance. Uptown Houston's Civil Rights Compliant Form is provided in **Attachment A**. These procedures apply to complaints filed against a program and/or activity funded by either the Federal Highway Administration (FHWA), FTA, and other federal offices.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process. The Civil Rights Coordinator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities. Intimidation and retaliation of any kind is prohibited per Title 49 CFR Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Uptown Houston has authority for accepting complaints for investigation, but complainants may also file complaints with TxDOT or the Federal Transit Administration within 180 days of the alleged offense. If you would like to file with TxDOT, please send a written complaint to TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. If you would like to file with FTA, please send a written complaint to FTA Region VI, 819 Taylor Street, Room 8A36, Fort Worth, TX 76102. These procedures are part of an administrative process, which do not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Procedure

Any individual, group or individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Uptown Houston. A formal complaint must be filed within 180 calendar days of the alleged occurrence, or within 180 days of when the alleged discrimination became known to the complainant.

The complainant must meet the following requirements.

1. Submit a complaint in writing and signed by the complainant(s).

2. Present the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination, the date on which that conduct was discontinued or the latest instance of the conduct).
3. Present a detailed description of the issues including name(s) and position(s) of involved persons.

Allegations received by email will be acknowledged and processed once the identity of the complainant(s) and the nature of the complaint are verified. The complainant is required to mail a signed, original copy of the email transmittal in order for Uptown Houston to be able to process the complaint. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return to Uptown Houston for processing.

Complaints will be accepted based on the following:

1. If complaint has been filed in timely manner;
2. If complaint/allegations involve a covered basis such as race, color, national origin or disability; and
3. If complaint/allegations involve a program or activity of a federal-aid recipient, sub-recipient, or contractor or, in the case of ADA allegations, an entity open to the public.

A complaint may be dismissed for the following reasons:

1. Complainant requests the withdrawal of the complaint;
2. Complainant fails to respond to repeated requests for additional information needed to process complaint; or
3. Complainant cannot be found after reasonable attempts.

Once Uptown Houston decides to proceed with the investigation, the complainant will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a reference code that will correspond to Uptown Houston's records identifying its basis of alleged harm: race, color, national origin or disability. If Uptown Houston proceeds with an investigation of the complaint, the Civil Rights Coordinator will provide the individuals identified in the complaint the opportunity to respond to the allegations in writing. The identified individuals will have another ten (10) calendar days from the date of Uptown Houston's written notification of acceptance of the complaint to furnish his/her response to the allegations.

Within 40 calendar days of the acceptance of the complaint, the Civil Rights Coordinator will prepare an investigative report for the Uptown Houston District President. The report shall include a narrative description of the incident, identification of persons interviewed, and findings and recommendations. The President will have ten (10) calendar days to review and provide comments to the Civil Rights Coordinator.

After the Civil Rights Coordinator address any comments from the President about the preliminary investigative report, the report and its findings will be forwarded to Uptown

Houston's legal consultant for review. The legal consultant will review the report and associated documentation and will provide input within ten (10) calendar days. There will be a period of ten (10) calendar days for the legal consultant to discuss the report and any recommendations with the President, and have the Civil Rights Coordinator address any modifications as needed.

Uptown Houston's final investigative report and a copy of the complaint will be forwarded to the Complainant and the FTA Regional Office within 60 calendar days of the acceptance of the complaint. Uptown Houston will notify all parties of its findings.

Transit-Related Title VI Investigations, Complaints and Lawsuits

There were no transit-related Title VI investigations, complaints, and/or lawsuits in the past three (3) years.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1	None			
2				
3				
Lawsuits				
1	None			
2				
3				
Complaints				
1	None			
2				
3				

Promoting Inclusive Public Participation

It is the goal of Uptown Houston to establish a public participation process that is inclusive, transparent, efficient, and purposeful for citizens/constituents to become engaged in planning activities. All minority socioeconomic groups will be included in the planning process.

Uptown Houston maintains an ongoing public participation process for all construction projects. The Board of Directors meetings are posted and open to the public to ensure opportunities for involvement by concerned stakeholders. The projects are discussed in detail at the public meetings which occur before construction initiates.

Meeting are held in-person as well as virtually to accommodate the public to attend all meetings that pertain to capital project. All meeting notices provide information for attending virtually as depicted below.

Meetings are also recorded and available on Youtube for the public for both the TIRZ and the Uptown District board meetings. Meetings may be close captioned in multiple language for translation efforts.



February 26, 2025 TIRZ/UDA Board Meeting

Uptown Houston

Subscribe

0 0 Share Ask Save Download



February 26, 2025 TIRZ/UDA Board Meeting

Uptown Houston has multiple outlets to contact staff with questions, concerns and complaints. Citizens/constituents can reach out to Uptown Houston staff through their website, phone, in-person, or Facebook page account. Uptown Houston maintains an active social media presence and notifies citizens/constituents on upcoming project through multiple mediums.

Special Emphasis Program Areas

Uptown Houston staff will annually update and coordinate Uptown Houston's future plans for transportation improvement programs and projects. Projects included in the update are the result of evaluation and prioritization of needs in various transportation areas. The evaluation process includes input from Uptown Houston staff, cities, local jurisdictions and organizations, citizen groups, and private individuals.

In addition, Uptown Houston utilizes a comprehensive transportation planning process which incorporates input from the public. The process further entails the monitoring and collection of varied data pertaining to transportation issues.

Limited English Proficiency (LEP) Persons Meaningful Access – Four Factor Analysis

Factor 1 Assessing the Number or Proportion of LEP Persons Served or Encountered in Eligible Service Population

(a) How LEP persons interact with the recipient's agency

Since Uptown Houston does not provide transit services, LEP individuals would come in contact with Uptown Houston during the planning, procurement, and construction of federally approved transit and pedestrian capital projects.

(b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group

In the past, Uptown Houston has used the American Community Survey (ACS) of Language Spoken at Home by Ability to Speak English (Table B16001); however, this table has not been updated since 2015. But since this data is out of date, Uptown Houston analyzed more recent tables that have similar data. If a grouped category hits the Safe Harbor Threshold, Uptown Houston will do more analysis to determine if there is a specific language hitting the Safe Harbor Threshold.

Table C16001, Language Spoken at Home, provides similar information with fewer languages identified. but Spanish does meet the Safe Harbor threshold in the 2024 data, the most recent data available. The percentage of Spanish-speaking individuals who report speaking English “less than well” is over 1,000 individuals and 7.4% of the total population, meeting the Safe Harbor Threshold. No other languages met the Safe Harbor threshold.

LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER					
Language Spoken at Home	Speak English "very well"	Speak English "less than well"	Total Number	Percent of Total Language Sub-Group	Speaking Less than Well Percent of Total Population
Total population			19,174		
Speak only English			10,244	53.43%	
Spanish or Spanish Creole	2,980	1,419	4,399	22.94%	7.40%
French (incl. Haitian, Cajun)	221	0	221	1.15%	0.00%
German	246	0	246	1.28%	0.00%
Russian, Polish, or other Slavic languages	308	35	343	1.79%	0.18%
Other Indo-European languages	1166	333	1499	7.82%	1.74%
Korean	137	24	161	0.84%	0.13%
Chinese	292	156	448	2.34%	0.81%
Vietnamese	317	110	427	2.23%	0.57%
Tagalog	27	0	27	0.14%	0.00%
Other Asian and Pacific Island languages	131	238	369	1.92%	1.24%
Arabic	429	27	456	2.38%	0.14%
Other and unspecified languages:	221	113	334	1.74%	0.59%
LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER Survey/Program: American Community Survey					
Universe: Population 5 years and over Year: 2024 Estimates: 5-Year Table ID: C16001					
US Census Tracts: 4211.01; 4317.01; 4318.01; 4318.03; 4318.04; 4319.01; 4319.02; 4320.04					

For Table B16004, Age by Language Spoken at Home by Ability to Speak English, all language groups identified do not meet the threshold for the 2024 data set.

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER		
	Language Spoken at Home	Speak English "Less Than Well"
English	10,244	
Spanish	4,399	583
Indo-European languages	2,309	43
Asian and Pacific Island languages	1,432	67
Other Language	790	0
Total Population	19,174	693
AGE BY LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER Survey/Program: American Community Survey Universe: Population 5 years and over Year: 2024 Estimates: 5-Year Table ID: B16004		
US Census Tracts: 4211.01; 4317.01; 4318.01; 4318.03; 4318.04; 4319.01; 4319.02; 4320.04		

Based on the data above, Uptown Houston has determined that only Spanish has hit the Safe Harbor threshold.

(c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice

Uptown Houston has not monitored the literacy rates of LEP populations in the past; however, Uptown Houston will provide requested translations either written or orally in any language in order to serve the LEP population effectively. Uptown Houston will monitor any requests for translations.

(d) Whether LEP persons are underserved by the recipient due to language barriers

Presently, there are no known language barriers that cause LEP persons to be underserved. Uptown Houston will notify LEP persons of their rights and will monitor complaints about barriers.

Factor 2: Assessing the Frequency with Which LEP Individuals Come into Contact with your programs, activities, and services

Uptown Houston does not provide transit services but rather utilizes FTA funds to construct pedestrian infrastructure that enhances people's ability to easily access the transit services provided by Metropolitan Transit Authority of Harris County (METRO). So, the most likely instances that LEP persons would encounter the projects conducted by Uptown Houston are during procurement or construction. Uptown Houston makes the fact known during all procurement activities, advertising efforts, public meetings, and other instances that documents, instructions and other important materials can be translated at no cost to the user. Very rarely does any of the construction require detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In the instance where there are disruptions, Uptown Houston works with METRO to address any concerns while keeping LEP persons in mind.

Uptown Houston has not received any request for translations in the past three years and no phone calls that need a translator have been managed in-house.

Factor 3: Assessing the Nature and Importance of Program, Activity or Service

As stated in the Factor 2 analysis, Uptown Houston does not provide transit services but does utilize FTA funds for the construction of bus and pedestrian infrastructure. The construction of bus rapid transit infrastructure, sidewalks, ADA ramps, pedestrian lighting and signalization provides benefit to all users of transit services but does not have any unique impact on LEP persons. Uptown Houston can translate all important documents and instructions in Spanish and any other language upon request. Uptown Houston has no direct control or decision-making concerning transit services within Uptown Houston.

Factor 4: Assessing the Resources Available to Transit and Costs

Uptown Houston offers many opportunities for LEP persons to fully access information regarding the construction projects. Uptown Houston staff can translate oral conversations as well as written documentation from English to any requested language, or vice versa. All vital information, including public notices of programs, meetings, and contracting opportunities as well as any construction delay or detour notices, will provide a notice that the information can be translated into Spanish or any other language upon request. Uptown Houston does not anticipate translation requests into other languages, but will accommodate other language translation requests, if needed. Costs for any requested translations (either due to staff time or other translation services) and printing of translated documents might range from up to \$500 a year. All costs are absorbed into Uptown Houston's annual budget.

Language Assistance Plan (LAP) Implementation Plan

Task 1 – Identifying LEP Persons Who Need Language Assistance

Number or Proportion of LEP Persons Served or Encountered in Eligible Service Population

According to the American Community Surveys included in the LEP Four Factor Analysis, only Spanish was identified as meeting the Safe Harbor threshold of 1,000 individuals or 5% of the population.

Frequency with Which LEP Individuals Come Into Contact with your Programs, Activities and Services

Uptown Houston does not provide transit services but rather utilizes FTA funds to construct pedestrian infrastructure that enhances people's ability to easily access the transit services provided by Metropolitan Transit Authority of Harris County (METRO). So, the most likely instances that LEP persons would encounter the projects conducted by Uptown Houston are during procurement or construction. Uptown Houston makes the fact known during all procurement activities, advertising efforts, public meetings, and other instances that documents, instructions and other important materials can be translated at no cost to the user. Very rarely does any of the construction require detours or significant changes to accessing public transportation, so there is minimal disruption for transit users. In the instance where there are disruptions, Uptown Houston works with METRO to address any concerns while keeping LEP persons in mind.

Task 2 - Language Assistance Measures

Uptown Houston will provide for a range of language assistance options, including notices to LEP person in a language they can understand regarding their right to free language assistance.

Uptown Houston will make best efforts to increase opportunities for public involvement, particularly by historically underserved populations including LEP individuals by publishing notices of public meetings in as many varied mediums as possible, including social media and traditional newspapers. Uptown Houston will also distribute flyers in English and Spanish. Uptown Houston will provide translation services for public documents and competent interpreters at public hearings as requested.

Uptown Houston has adopted the following policy regarding language assistance for federally funded programs:

- A. There will be at least one Spanish-speaking employee at every public contact event when such a request is made in advance of meeting.
- B. Employment opportunities on federally funded programs will be advertised with a notice that the advertisement can be translated upon request.
- C. Uptown Houston will publish informational brochures, flyers, etc., regarding Uptown Houston federally funded programs in English and may translate to other languages upon request.

- D. American Sign Language interpreters will be available for face to face meetings with Uptown Houston staff regarding Federally Funded Programs upon advance request.
- E. Uptown Houston will utilize all resources available to them to provide translation services when requested no matter the language.

Task 3 – Providing Notice to LEP Persons

The Title VI Notice to the Public will be posted at Uptown Houston offices and on the website. The Title VI Notice to the Public has included a statement about translation availability at no cost and the full notice has already been translated into Spanish.

Task 4 – Monitoring and Evaluating Language Access Plan

Uptown Houston will monitor the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process. Uptown Houston will document interactions with LEP individuals in field activities and community meetings, including follow-up responses, in an internal log that includes the date, the requested language, and the actions taken to accommodate the request. Sign-in sheets for community meetings will request language preference. The Language Access Plan will be updated every three years.

Task 5 – Training Staff

Uptown Houston will provide training for staff to ensure they are knowledgeable and aware of LEP policies and procedures, Uptown Houston Title VI Program and are trained to work effectively in the facilitation of the process. All new staff members will be informed of the Title VI Program and all language assistance measures Uptown Houston employees are required to perform.

Minority Representation on Planning and Advisory Boards

Uptown Houston TIRZ/ Development Authority Board of Directors is the governing board of the TIRZ. The TIRZ is governed by a nine-member board composed of individuals who own property within the TIRZ or are the employees or agents of TIRZ property owners. TIRZ board members are appointed by the City of Houston (6), HISD (1), the State Representative for the area (1), and the State Senator for the area (1). The Development Authority is governed by a board of directors that has the same membership as the TIRZ Board.

A twelve-member Uptown Houston Board of Directors appointed by the Texas Commission on Environmental Quality (TCEQ) governs the Uptown Houston District. Board members must be landowners, long-term tenants, or agents of landowners.

It is important for Uptown Houston to have boards that represent its cultural and racial populations. If any position opens up on either board, Uptown Houston will encourage participation from any interested individuals.

	White	Hispanic	African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Other
US Census Population	46.3%	20.6%	12.5%	0.2%	15.8%	0.1%	4.5%
Uptown Houston TIRZ/ UDA Board of Directors	77.8%	0.0%	22.2%	0.0%	0.0%	0.0%	0.0%
Uptown Houston Board of Directors	83.4%	8.3%	8.3%	0.0%	0.0%	0.0%	0.0%

Monitoring of Sub Recipients

Uptown Houston does not have any sub recipients who receive federal financial assistance.

Determination of Site or Location of Facilities

No facilities have been constructed within Uptown Houston in the past three years. Any construction of transit facilities receiving federal financial assistance within Uptown Houston will perform a Title VI site equity analysis during the planning stage with regard to the location of the facility.

System-Wide Service Standards and Policies Service Standards

Uptown Houston does not provide fixed-route transit services.

Attachment A - Civil Rights Complaint Form

Uptown Houston is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, or disability, as provided by Title VI of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA), as amended. Civil Rights complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Civil Rights Coordinator by calling 713-621-2011. The completed form must be returned to Civil Rights Coordinator, 1980 Post Oak Boulevard, Suite 1700, Houston, TX 77056.

Your Name:	Phone:
Street Address:	Email:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason for the alleged discrimination took place?

- | | | |
|--------------------------------|--|---|
| ☐ Race | ☐ National Origin | ☐ Disability (ADA) |
| ☐ Color | ☐ Limited English Proficiency | ☐ Other |

Date of Incident: _____

Name/ID of Individuals Involved: _____

Vehicle ID/Route Name: _____

Please describe the alleged discrimination incident. Provide the names and title of all Uptown Houston employees involved if available. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

Have you filed a complaint with any other federal, state or local agencies? (Circle one) Yes / No If so, list agency / agencies and contact information below:

Agency:

Contact Name:

Street Address, City, State & Zip

Phone

Agency:

Contact Name:

Street Address, City, State & Zip

Phone

Complainants Signature:

Date:

Date Received:
Review By:

Formulario de Quejas de Derechos Civiles

Uptown Houston está comprometida a garantizar que ninguna persona sea excluida de participar o se le sean negados los beneficios de sus servicios sobre la base de raza, color, origen nacional u discapacidad, conforme a lo dispuesto por el Título VI del Acta de Derechos Civiles de 1964 y Americans with Disabilities Act (ADA). Las quejas conforme al Derechos Civiles deben ser presentadas dentro de los 180 días siguientes a la fecha de la supuesta discriminación.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, por favor póngase en contacto con el Administrador de Derechos Civiles llamando al 713-621-2011. El formulario completo deberá ser devuelto a la siguiente dirección: Administrador de Derechos Civiles, 1980 Post Oak Boulevard, Suite 1700, Houston, TX 77056.

Nombre:	Teléfono:
Dirección residencial:	Teléfono Alternativo:
	Ciudad, Estado, y Código Postal:
Persona(s) contra la(s) que se discriminó (si no se trata de la persona que presenta la queja):	
Dirección residencial, Ciudad, Estado, y Código Postal:	

¿Cuál de los siguientes casos describe mejor la razón de la presunta discriminación?

- | | | |
|--------------------------------|---|---------------------------------------|
| ☐ Raza | ☐ Origen nacional | ☐ Discapacidad |
| ☐ Color | ☐ Conocimiento limitado del inglés | ☐ (ADA) |
| | | ☐ Otro |

Fecha del incidente: _____

Nombre/ID of individuos involucrados: _____

Identificación del vehículo/Nombre de la ruta: _____

Por favor describa el presunto incidente discriminatorio. Proporcione los nombres y puestos de todos los empleados del Uptown Houston que estuvieron involucrados, si están disponibles. Explique lo qué fue lo que sucedió y quién considera que fue responsable. Por favor use el reverso de este formulario si requiere espacio adicional.

[illegible]

¿Ha presentado usted una queja ante alguna otra agencia federal, estatal o local?

(Marque con un círculo) **Si / No**

Si la respuesta es “Si,” indique a continuación la agencia o agencias y la información de contacto:

Agencia:

Nombre de

Dirección, Ciudad, Estado, Código

Teléfono:

Agencia:

Nombre de

Dirección, Ciudad, Estado, Código

Teléfono:

Firma de quien presenta la queja

Fecha

Date Received:
Review By:

Attachment B – Procedimientos de Queja y Formulario de Queja

Estos procedimientos cubren todas las quejas presentadas conforme al Título VI de la Ley de Derechos Civiles de 1964, según enmendada, en relación con cualquier transporte, programa o actividad que reciba asistencia financiera federal administrada por Uptown Houston o subcontratantes y contratistas. El programa también se lleva a cabo de acuerdo con la Circular 4702.1B y la Circular 4710.1 de FTA. El formulario de queja de Uptown Houston se encuentra en el Apéndice A. Estos procedimientos se aplican a las quejas presentadas contra un programa o actividad financiada por la Administración Federal de Carreteras (FHWA), FTA y otras oficinas federales.

Se hará todo lo posible para obtener una resolución temprana de las quejas. La opción de reuniones informales de mediación entre las partes afectadas y el investigador puede utilizarse para la resolución, en cualquier etapa del proceso. El Coordinador del Título VI hará todo lo posible para buscar una resolución de la queja. Las entrevistas iniciales con el reclamante y el demandado solicitarán información con respecto a las oportunidades de remedio y solución específicamente solicitadas. La intimidación y las represalias de cualquier tipo están prohibidas por el Título 49 CFR Parte 21.11 (e).

Los procedimientos no niegan el derecho del reclamante a presentar quejas formales con otras agencias estatales o federales ni a buscar un abogado privado para las quejas que aleguen discriminación. Uptown Houston tiene autoridad para aceptar quejas de investigación, pero los denunciantes también pueden presentar quejas ante TxDOT o la Administración Federal de Tránsito (FTA) dentro de los 180 días posteriores al presunto delito. Si desea presentar una queja con TxDOT, envíe la queja por escrito a TxDOT Public Transportation, 3712 Jackson Avenue, Building 6, 5th floor, Austin, Texas 78731. Si desea presentar una queja con FTA, envíe la queja por escrito al FTA Región VI, 819 Taylor Street, habitación 8A36, Fort Worth, TX 76102. Estos procedimientos son parte de un proceso administrativo, que no proporciona remedios que incluyen daños punitivos o remuneraciones compensatorias para el demandante.

PROCEDIMIENTOS

Cualquier persona, grupo de personas o entidad que crea que ha sido víctima de discriminación por motivos de raza, color u origen nacional—tal como lo prohíben las disposiciones de Uptown Houston de no discriminación del Título VI—puede presentar una queja por escrito. Una queja formal se debe presentar dentro de los 180 días posteriores a la supuesta ocurrencia, o cuando la supuesta discriminación fue conocida por el reclamante.

La queja será tratada de la siguiente manera:

1. Deber ser por escrito y firmado por el denunciante(s).
2. Presentar la fecha del presunto acto de discriminación (fecha en que los reclamantes tuvieron conocimiento de la supuesta discriminación; o la fecha en que se interrumpió esa conducta; o la última instancia de la conducta).

3. Presentar una descripción detallada de los problemas, incluyendo los nombres y títulos de trabajo de todas las partes involucradas en la queja.

Las acusaciones o alegaciones recibidas por fax o correo electrónico serán reconocidas y procesadas siempre y cuando la(s) identidad(es) del (de los) reclamante(s) y la intención de queja sean firmadas por el (los) reclamante(s). Se requiere que el demandante envíe por correo una copia original firmada del fax o transmisión por correo electrónico al Uptown Houston para que Uptown Houston pueda procesarlo. Las acusaciones o alegaciones recibidas por teléfono serán escritas y provistas al reclamante para ser confirmadas o revisadas antes de ser procesadas. El reclamante recibirá un formulario de queja que deberá ser completada, firmada y devuelta al Uptown Houston para ser procesada.

La aceptación de una queja dependerá de los siguientes factores:

1. Si la queja es presentada a tiempo;
2. Si las alegaciones involucran una queja del Título VI de raza, color u origen nacional; o
3. Si las alegaciones involucran un programa o actividad de un receptor, subreceptor o contratista de ayuda federal o, en el caso de las alegaciones de ADA, una entidad abierta al público.

Una queja puede ser desestimada por las siguientes razones:

1. El reclamante solicita el retiro de la queja; o
2. El reclamante no responde a las repetidas solicitudes de proveer información adicional necesarias para procesar la queja; o
3. El reclamante no puede ser localizado después de varios intentos.

Una vez que Uptown Houston decida proceder con la investigación, se le notificará por escrito al demandante la determinación dentro de diez (10) días calendarios. Se le asignará un número de caso a la queja y se registrará en los registros de Uptown Houston identificando su razón de ser (raza, color, u origen nacional) y el presunto daño causado. En los casos en que Uptown Houston asuma la investigación de la denuncia el Coordinador del Derechos Civiles le brindará al demandante la oportunidad de responder a las alegaciones por escrito. El demandante tendrá diez (10) otros días calendarios a partir de la fecha en la que Uptown Houston le notificó la aceptación de la queja, para proporcionar su respuesta a las alegaciones.

Dentro de los 40 días calendarios de la aceptación de la queja, el Coordinador del Derechos Civiles preparará un informe de investigación para el presidente del Uptown Houston. El informe incluirá una descripción narrativa del incidente, identificación de las personas entrevistadas, hallazgos y recomendaciones para la disposición. El presidente tendrá diez (10) días calendarios para evaluar y proporcionar comentarios al Coordinador del Derechos Civiles.

Después de que el Coordinador del Derechos Civiles aborde cualquier comentario del presidente sobre el informe de investigación preliminar, el informe y sus conclusiones serán remitidas al personal legal del Uptown Houston para su revisión. El personal legal revisará el informe y la documentación asociada y proporcionará su opinión dentro de diez (10) días calendario. Habrá un período de diez (10) días calendario para que el personal legal discuta el informe y las recomendaciones con el presidente, y haga que el Coordinador de Derechos Civiles aborde las modificaciones según sea necesario.

El informe de investigación final del Uptown Houston y una copia de la queja serán enviadas a FTA dentro de los 60 días calendarios posteriores a la aceptación de la queja. Uptown Houston notificara a las partes sobre sus conclusiones preliminares.