



Mayor John Wright

***The City of Angleton***

**Title VI Plan**

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## 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.

The City of Angleton, 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. The City of Angleton acknowledges that it is subject to and will comply with the Federal Highway Administration's Title VI Assurances.

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

## Discrimination under Title VI

It is the responsibility of every City of Angleton 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.

The City of Angleton's efforts to prevent such discrimination must address, but not be limited to, how a program or activity:

- Impacts the public.
- Provides accessibility.
- Provides equal access to benefits.
- Encourages participation.
- Provides services equitably.
- Initiates contracting and training opportunities.
- Investigates complaints.
- Allocates funding, and
- Prioritizes projects.

## Authorities

The authorities applicable to the City of Angleton 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 the City of Angleton 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 Angleton as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of the City of Angleton, including those of its contractors and any individuals acting on behalf of the City of Angleton. This policy also applies to the operations of any department or agency to which the City of Angleton 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 Mayor John Wright 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 provide 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; the City of Angleton is required to include this language in bid solicitations, requests for proposals, contracts, and real estate agreements. The City of Angleton is committed to ensuring the necessary language is used as prescribed in the assurance agreement.

In accordance with this requirement, the City of Angleton has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances. These Assurances can be found in **Attachment 2**.

## Organization and Staffing

The Mayor is ultimately responsible for ensuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes. The Mayor has directed that all city employees, contractors, and agents must adhere to non-discrimination requirements, as outlined in 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

The City of Angleton has assigned the Director of Human Resources to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Title VI Coordinator is located within the Human Resources Department.

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 the Texas Department of Transportation.
- Developing procedures for the collection and analysis of statistical data.
- Developing a program to conduct Title VI reviews of program areas, and
- Developing Title VI information for dissemination internally and externally.

# Primary Program Area Descriptions & Review Procedures

The City of Angleton engages in the following program areas:

<b>Program Area and General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
<p>Right of Way: The Public Works Department reviews and approves city projects, with the approval of the city council. This includes infrastructure. They ensure compliance with safety standards, review studies, and collaborate with agencies like TXDOT and HGAC to plan for future needs, serving Angleton residents.</p> <p>Developments are reviewed and approved by the Director of Development Services with input from the Planning and Zoning Commission and City Council.</p>	<p>The current ordinances contain no provision for right-of-way management.</p>	<p>City staff allow the impacted entities to participate in the drafting of the ordinance by holding meetings to review and allow comments and suggestions submitted.</p> <p>City staff accept review comments and suggestions made by entities. They may create or revise plans to accommodate the entities who need to use the public right-of-way to provide services to the public while allowing the city to ensure public safety is maintained and to minimize inconvenience; to protect the City’s infrastructure investment; facilitate work within the public right-of-way, and to fairly and responsibly protect the public health, safety, and welfare.</p>
<p>Contracts and Purchasing: Develop and manage contracts and contracting opportunities, including specifications, bidding process, and contract execution.</p>	<p>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.</p>	<p>Risk Management reviews the contracts for necessary Title VI Reviewing contracts for necessary Title VI language.</p> <p>Title VI Assurances are included in all contracts.</p>
<p>Maintenance: Public Works services roadways and rights-of-way, including, but not limited to, providing repairs, drainage, signage, and ice removal.</p>	<p>Ensure no communities are subject to a disparate lack of maintenance services based on a protected class.</p>	<p>Public Works Department and Development Services contracted the city’s third-party engineer review to ensure that no protected class communities have disproportionately benefited or been harmed by the delivery of maintenance services.</p>

<b>Program Area and General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
Public Engagement: Coordinates public engagement activities for planning and project development, as well as relationship-building engagement activities.	Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions.	<p>Periodic review of public engagement activities to determine whether engagement opportunities were offered to all communities.</p> <p>The City hosts all of its council meetings on Facebook Live. The council invites citizen comments at each meeting.</p>
Recreation: Coordinates recreation activities for senior adults.	Disproportionate impact of recreational activities for all.	The City's Recreation Center provides senior activities that are published in the Center's quarterly "Playbook". Activities are posted to the public and the general Brazoria County area, and if translation is needed, a service is available to provide it.
Limited English Proficiency (LEP)	Languages in the community spoken other than English.	<p>Sign interpretation and language translators, as well as other special assistance, is made available through the City Secretary's office and must be requested 48 hours in advance by contacting the City Secretary's Office at 972-516-6020.</p> <p>Bilingual staff are identified, and a list of those employees is maintained in HR for assistance with translation.</p>

## Data Collection and Analysis

Program Area	Types of Data Collected & Process for Collecting	Purpose for Collecting the Data
Right-of-Way	Collecting demographic data from property owners who may be subject to right-of-way activities by including inputs for demographic data on the appropriate form(s), such as race and socioeconomics.	Ensuring right-of-way activities do not disproportionately affect individuals or groups based on a protected class status.
Contracting	Identifying contractors who are a Disadvantaged Business (DBE), Historically Underutilized Business (HUB), or Small Business Enterprise (SBE).	Ensuring equal opportunity in contracting to all individuals and groups.
Planning	Reviewing data from the US Census Bureau and other credible sources to determine the demographic makeup of the local community, such as language and race.	Ensuring that project impacts do not disproportionately affect any individuals or groups based on their protected class status.
Public Engagement	<p>Reviewing data from the US Census Bureau and other credible sources to determine the demographic makeup of the local community.</p> <p>Providing demographic questionnaires to public engagement participants and including demographic questions in public surveys.</p>	Ensuring communications and interactions with the public sufficiently reach all local demographics.

Potential sources of data and analysis tools include:

- Census Data
- American Community Survey
- School Districts
- Forms or Surveys from the public
- Citizen Advisory Committees; Town Hall Meetings
- Field Observations

# Title VI Complaint Procedures

## Scope of Title VI Complaints

No person or group 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 the City of Angleton, and its contractors on the grounds of race, color, or national origin.

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

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 a protected class stated above by the City of Angleton 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 processing agency extends the filing time.

Complaints should be made in writing, signed, and may be filed by mail, fax, in person, or email. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions.
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address.
- The basis of the complaint (e.g., race, color, national origin, etc.).
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated against.
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance, and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

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

Complaints can also be filed by completing and submitting the City of Angleton's Title VI Complaint Form, available at City Hall, or on the City of Angleton Website under Human Resources, by emailing [cmartin@angleton.tx.us](mailto:cmartin@angleton.tx.us), or by sending a letter with the necessary information to:

The City of Angleton  
**Attn:** Title VI Coordinator  
**Mailing Address:** 121 S. Velasco St., Angleton, TX 77515  
**Email:** [cmartin@angleton.tx.us](mailto:cmartin@angleton.tx.us)  
**Phone:** 979-849-4364

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 phone and send a written complaint to the complainant for correction and signature.

Complaints may also be filed directly with the following agencies:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil  
Rights HCR-20, Room E81-320  
1200 New Jersey Avenue, SE.  
Washington, DC 20590  
**Email:** [CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Texas Department of  
Transportation Civil Rights  
Division  
Attn: Title VI Program Manager  
125 E. 11<sup>th</sup> 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 the City of Angleton or other agency receiving the complaint.

Complaints received by the City of Angleton'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 recommendation for processing. The FHWA Texas Division Office will forward the complaint to the FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer a Title VI complaint. 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 to 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 dismisses 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 a copy of the written dismissal notice to the complainant, respondent, and FHWA Division Office. For referrals, the FHWA will send a written referral notice, along with a copy of the complaint, to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

The City of Angleton does not investigate complaints. 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

The City of Angleton maintains a complaint log to document all activities related to complaints. 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 completed;
- Disposition;

- Disposition date; and
- Other pertinent information.

## **Notice of Rights**

In accordance with 23 CFR 200.9(a)(12), the City of Angleton is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of the City of Angleton Title VI policies and procedures is listed in many places, such as the City website at [www.angleton.tx.us](http://www.angleton.tx.us), and the Title VI Poster is displayed in front of City Hall.

## **Notification to Beneficiaries**

The City of Angleton 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 the City of Angleton website includes:

- The City of Angleton Title VI/Nondiscrimination Plan, including the Language Assistance Plan
- Title VI Nondiscrimination Agreement
- Title VI and Related Statutes Nondiscrimination Statement
- Title VI Nondiscrimination Assurances
- TxDOT's External Discrimination Complaint Form

## **Public Involvement**

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

- NEWSLETTER/MAILINGS
- EMAIL BLASTS
- ONLINE ENGAGEMENT PLATFORMS SUCH AS FACEBOOK
- MEDIA RELEASES: for example, The Facts newspaper
- NOTICES PUBLISHED IN THE TEXAS REGISTER
- VISUALIZATION PRESENTATIONS/TECHNIQUES

- LOCAL COMMUNITY PUBLIC MEETINGS
- THE CITY OF ANGLETON WEBSITE

Traditionally underserved communities can find it more challenging to engage with decision-making entities due to scheduling conflicts, lack of transportation to public involvement events, language barriers, lack of childcare, etc. Genuine public involvement takes place at all levels, and so the City of Angleton aims to identify communities that may be affected by a project in order to plan appropriately and effectively for the potentially impacted groups. Sources of data used were listed above in the Data Collection and Analysis section. The City of Angleton specifically uses the following sources to identify minority populations with limited English proficiency.

- US CENSUS TABLE P9 – HISPANIC OR LATINO AND NOT HISPANIC OR LATINO BY RACE
- ACS TABLE B16001 – LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

The City of Angleton will use the following techniques to ensure that all members of the community have the opportunity to participate in the decision-making process:

- PROVIDING VIRTUAL OPTIONS-such as Facebook Live, and
- TRANSLATING DOCUMENTS INTO LANGUAGES OTHER THAN ENGLISH

## Language Assistance and Limited English Proficiency

Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English as a result of their national origin. Under Title VI, these individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Per USDOT LEP guidance, as outlined on FHWA’s Civil Rights website, recipients of federal funds are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors.

- (1) **Number or proportion of LEP persons eligible to be served or likely to be encountered by the program:** The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate, it must also include all communities that are eligible for services or are likely directly affected by the district’s programs or activities, not only those that live next to a project.
- (2) **Frequency with which LEP individuals come in contact with the program:** Consider how frequent encounters with LEP individuals may occur. Encounters with LEP individuals are documented by the district Title VI liaison in quarterly reports to the Civil Rights Division.

Additionally, consider events or work projects in the next year, which may increase the frequency with which LEP encounters may occur.

**(3) Nature and importance of the program, activity, or service provided by the program to people's lives:** Some consideration should be given to TxDOT policies, programs, events, and projects planned for the next year, but generally, the nature and importance of LEP encounters should be considered on a project-by-project basis.

**(4) Resources available to the grantee/recipient or agency, and costs:** TxDOT has both internal and external resources available to assist with translation and interpretation services.

A general four-factor analysis will help anticipate and prepare for what may be needed; however, meaningful four-factor analysis can only occur on a project-by-project basis. When preparing to publish a document, launch a campaign, hold a public meeting, etc., a focused four-factor analysis should be conducted to determine what type of language assistance is needed.

### **Plan Summary**

The City of Angleton has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to individuals with limited English proficiency who wish to access services. LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines the procedures for identifying individuals who may require language assistance, the methods for providing assistance, staff training requirements, and the procedures for notifying Limited English Proficient (LEP) individuals that assistance is available.

To prepare this Plan, the sub-recipient used the four-factor LEP analysis, which considers the following factors:

1. The number or proportion of LEP persons in the service area that the City or its programs may serve.
2. The frequency with which LEP persons come in contact with the sub-recipient's services.
3. The nature and importance of services provided by the sub-recipient to the LEP population.

## **Four-Factor Analysis & Language Access Plan**

### **Purpose**

The sub-recipient has developed the following Language Access Plan (LAP) for Limited English Proficiency (LEP) persons.

### **City of Angleton Four-Factor Analysis**

The following Four-Factor Analysis will serve as a guide for determining which language assistance measures the sub-recipient will undertake to ensure access to their Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), and other federally funded programs for Limited English Proficient (LEP) persons.

The number of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who the recipient would serve if the person received education and outreach, and the recipient provided sufficient language services).

The City of Angleton utilized data from the 2015 American Community Survey (ACS) 5-Year Estimates, specifically the "Language Spoken at Home" and "Ability to Speak English" categories for the Population 5 Years and over. Based on this data, the sub-recipient exceeds the 1,000 or 5% LEP persons' threshold for the Spanish language, as is required to provide services to Spanish-speaking persons.

### **Language Assistance Measures**

To better serve the individuals lacking English proficiency, the City will strive to offer the following measures:

1. City staff will take reasonable steps to provide LEP clients who have difficulty communicating in English the opportunity for meaningful access.
2. The following resources will be available to accommodate LEP persons:
  - Interpreters for the Spanish language will be made available and provided within 3-5 days of a request.
  - Language interpretation will be accessed for all other languages through a telephone interpretation service within 3-5 days of a request.

### **Staff Training**

The following training will be provided for all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for the City of Angleton will be required to follow the Title VI LEP guidelines.

**Source:** American Community Survey (ACS) 2023 5-Year Estimates

LANGUAGE SPOKEN AT HOME	
Speak English Very Well	94.2%
English only	19,429
Language other than English	6,369
Speak English less than "very well"	461
Spanish	6,152
Speak English less than "very well"	461
Other Indo-European languages	50
Speak English less than "very well"	0
Asian and Pacific Islander languages	107
Speak English less than "very well"	0
Other languages	60
Speak English less than "very well"	0

Language Spoken at Home for the Citizen Population 5 Years and over, who Speak English Less Than "Very Well" for the City: 2023

**Source:** American Community Survey (ACS) 2023 5-Year Estimates (data not available in 1 or 3-year estimates)

	Angleton, Texas	
	Estimate	Margin of Error
<b>Total:</b>	18,031	±233
<b>Speak only English</b>	14,106	±733
<b>Spanish or Spanish Creole:</b>	3,761	±665
Speak English "very well"	2,336	±535
Speak English less than "very well"	1,425	±371
<b>French (incl. Patois, Cajun):</b>	17	±18
Speak English "very well"	8	±20
Speak English less than "very well"	9	±13
<b>French Creole:</b>	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
<b>Italian:</b>	8	±14
Speak English "very well"	8	±14
Speak English less than "very well"	0	20
<b>Portuguese or Portuguese Creole:</b>	9	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
<b>German:</b>	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
<b>Yiddish:</b>	0	±20

## **Translation of Documents**

When staff prepare a document or schedule a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

## **Monitoring and Updating the LEP Plan**

The City will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when data from the 2020 U.S. Census is available and when the City Secretary's Office begins to experience and log requests for interpretive or translation services. Updates will include the following:

- The documented number of LEP person contacts encountered annually.
- Have the needs of LEP persons been addressed?
- The current LEP population in the service area.
- The need for translation services changed.
- Have local language assistance programs been adequate and sufficient to meet the needs?
- Are the City's financial resources sufficient to fund the language assistance resources needed?
- Does the City fully comply with the goals of this LEP Plan?
- Documented complaints received concerning the City's failure to meet the needs of LEP individuals.
- Maintain a Title VI complaint log, including LEP, to determine issues and the basis of complaints.

## **Dissemination of Angleton's LEP Plan**

- Post signs in English and Spanish at conspicuous and accessible locations notifying LEP persons of the LEP Plan and how to access language services. Post the LEP Plan itself on the City website in English and Spanish.
- State on agendas and public notices, in the language that LEP persons would understand, that documents are available in that language upon request from the City Secretary's Office.
- Continue to monitor and log any requests for translated documents or interpretive services.

For more information regarding the City's policies on LEP, a copy of the LEP Plan can be found on our website at <http://www.Angleton.tx.us>.

A copy of the Plan document may be requested from:

City of Angleton-Title VI Coordinator  
121 South Velasco Street  
Angleton, Texas 77515  
Tel (979)-849-4364

## Training

The City of Angleton 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 training provided:

Review of the City of Angleton 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

Training will be provided no less than once every two years.

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