





**Title VI Policy and Plan  
Adopted November, 2025  
by the  
Board of Commissioners**

  
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**Joe Martinez, Place 1  
President**

  
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**Duvie Woods, Place 2  
Secretary**

  
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**Jose Morales, Place 3  
Board Member**

Port Isabel-San Benito Navigation District  
250 Industrial Road  
Port Isabel, Texas 78578  
(956) 943-7826  
[www.portofportisabel.com](http://www.portofportisabel.com)

*NOTA: Si necesita ayuda en español para acceder a esta Política y Plan del Título VI, comuníquese con el Coordinador del Título VI a [administration@pisbnd.com](mailto:administration@pisbnd.com) o al (956) 943-7826 Ext. 1.*

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## **I. INTRODUCTION**

This document serves as the Title VI Policy and Plan as adopted or revised by the Board of Commissioners of the Port Isabel-San Benito Navigation District (“District”). Its adoption date and subsequent revision dates are indicated on the front cover of this document.

The District Administration Office will provide a copy of this document to every new Commissioner elected to the Board of Commissioners for the new Commissioner’s review. The District Administration Office will provide a copy of this document to every new employee for the new employee’s review.

The contact information for the Title VI Coordinator as of the adoption of this Policy and Plan is as follows:

Ms. Julia Barrera, Administrative Assistant  
Port Isabel-San Benito Navigation District  
250 Industrial Drive  
Port Isabel, Texas 78578  
administration@pisbnd.com  
(956) 943-7826 Ext. 1

## **II. DEFINITIONS**

“Administration Building”	Principal office of the Navigation District located at 250 Industrial Drive, Port Isabel, TX 78578
“District”	Port Isabel-San Benito Navigation District
“District website”	<a href="http://www.portofportisabel.com">www.portofportisabel.com</a>
“DOT”	U.S. Department of Transportation
“FHWA”	Federal Highway Administration
“Plan”	The policies, procedures, and plans set forth in this document to comply with the nondiscrimination mandate of Title VI for entities that receive federal or state financial assistance.
“TXDoT”	Texas Department of Transportation

### III. STATEMENT OF TITLE VI POLICY

The Port Isabel-San Benito Navigation District (“District”) is eligible to be a recipient of state or federal financial assistance to fulfill its mission to support maritime commerce, industrial development, and business and trade growth. When it receives such assistance, the Navigation District works diligently to fulfill all terms, conditions, and responsibilities related to the state or federal investment. A significant responsibility is to ensure compliance with nondiscrimination laws and regulations.

Under this Title VI Policy and Plan (“Plan”), the Navigation District provides assurance that it abides by and promotes compliance with the nondiscrimination letter and spirit of Title VI of the Civil Rights Act of 1964 which provides 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 receiving Federal financial assistance.”<sup>1</sup>*

The Navigation District will follow and monitor the policies and procedures delineated in this Plan to ensure compliance in its operations and activities.

The District will coordinate Title VI implementation with its obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to ensure that all programs, services, and activities are accessible and nondiscriminatory for individuals with disabilities.

### IV. TITLE VI PLAN

The following sections constitute the Title VI Plan to ensure compliance with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964.

This Title VI Policy and Plan (“Plan”) will be accessible to the public through the following methods:

1. Review of the Plan at the Administration Building.
2. Request the District to provide a paper copy of the Plan at the District’s expense.
3. Access the Plan at the [District’s website](#).
4. Request that the Title VI Coordinator email the Plan to the requestor - [administration@pisbnd.com](mailto:administration@pisbnd.com)

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<sup>1</sup> Federal statute codified at 42 U.S.C. §§ 2000d, et seq. Regulations governing nondiscrimination in federally funded programs of the U.S. Department of Transportation are located at 49 C.F.R. Part 21.

## V. KEY ROLES TO IMPLEMENT THE PLAN

The Port Director/General Manager of the Navigation District, in consultation with the Board of Commissioners, designates an employee in the Administration Department as the Title VI Coordinator. The Coordinator’s role is to receive and process complaints submitted to the Navigation District alleging the occurrence of discrimination or expressing concerns about the potential Title VI discrimination at the Navigation District.

Below is a delineation of the roles of these principal parties. The names of the District employees that have been assigned to these roles are indicated in parenthesis as of the date of adoption of this Policy (or as revised in subsequent versions):

*Exhibit 1-Roles of Principal Parties*

Party	Role of Party	Party Reports to:
Board of Commissioners	Adopt, revise, and update the Plan	Navigation District Population
Port Director/General Manager  (Interim, Victor Barrera, Board President)	<ul style="list-style-type: none"> <li>- Designate Administration Department employees as Title VI Coordinator.</li> <li>- Monitor compliance with Title VI by District employees.</li> <li>- Monitor compliance contractors and subcontractors under projects involving federal or state financial assistance.</li> <li>- Recommend Plan revisions in the Board of Commissioners in consultation with the Title VI Coordinator.</li> <li>- Ensure compliance with the District’s Title VI Public Participation Plan.</li> <li>- Review Title VI training materials offered by TXDoT or DOT or enroll and complete training workshop(s); submit a memorandum to the Title VI Policy and Plan file verifying completion of this annual requirement.</li> </ul>	Board of Commissioners

<p>Title VI Coordinator</p> <p>Julia Barrera, Administrative Assistant</p>	<ul style="list-style-type: none"> <li>- Assist a complainant requesting assistance in the process to submit a Complaint Form (e.g., persons with disabilities, non-English speakers).</li> <li>- Receive and process complaints submitted alleging prohibited discrimination.</li> <li>- Prepare a confidential file of the complaint for review by the Port Director/General Manager and presentation to the Board of Commissioners.</li> <li>- Manage the confidential storage of all Complaint Forms and related documentation and files.</li> <li>- Manage the publication and posting of Title VI Policy and Plan compliance notice.</li> <li>- Maintain a log of complaints received, the discriminatory practices identified, and the outcome of the complaints processing.</li> <li>- Maintain a log of recommendations for Title VI Policy and Plan revisions.</li> <li>- Monitor the District's compliance with the Title VI Public Participation Plan.</li> <li>- Review Title VI training materials offered by TXDoT or DOT or enroll and complete training workshop(s); submit a memorandum to the Title VI Policy and Plan file verifying completion of this annual requirement.</li> </ul>	<p>Port Director/General Manager</p>
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## Title VI Policy & Plan Organization Chart



## VI. SOLICITATION FOR BIDS AND REQUESTS FOR PROPOSALS

The District requires that contractors (and its subcontractors) hired by the District abide by Title VI in the performance of services or improvements that are funded through state or federal assistance. Accordingly, the District will include the following notification in all solicitations for bids or RFPs for work or material:

*“The Port Isabel-San Benito Navigation District, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and 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 Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in 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.”*

### Contracts with Contractors

The District will ensure that US DOT Order 1050.2A and Appendices A-E (see Attachments) are incorporated in all contracts, subcontracts, and agreements for performance or services that are subject to Title VI. Order 1050.2A provides assurances by the District that it will comply with the nondiscrimination statutory and regulatory authorities listed therein. Appendices A through E list additional assurances and additional instructions when U.S. property or other real property is involved in the funded activity by the District.

If the District's work involves Federal Highway Administration funding, the District will ensure that FHWA Form-1273-*Required Contract Provisions Federal-Aid Construction Contracts* is incorporated in contracts that receive federal assistance. See Attachments.

The District will incorporate these contract requirements in its District Purchasing Policies and Procedures.

## **VII. PROCESSING OF COMPLAINTS**

### **a) Submission of Complaints to the District**

A complainant submits a written complaint with the Title VI Coordinator by submitting a completed Title VI Complaint Form (see Attachment). The complainant is instructed to submit the complaint in one of the following methods:

1. Deliver the complaint in hard copy to the Title VI Coordinator at the Administration Office Building in a sealed envelope labeled "Title VI Complaint".
2. Mail the complaint to the Title VI Coordinator at the Administration Office address: 250 Industrial Drive; Port Isabel, TX 78888.
3. Submit the complaint to the Title VI Coordinator via the email address of [administration@pisbnd.com](mailto:administration@pisbnd.com) monitored by the Title VI Coordinator.
4. Complete an online complaint form in English (ENG) or Spanish (SPA). The responses will be monitored by the Title VI Coordinator.

### **b) Processing of Complaints by the District**

If the Complaint Form is not complete, the Title VI Coordinator must review the complaint and inform the complainant to provide any missing information within 10 business days.

If the Complaint Form is complete, the Title VI Coordinator will prepare a confidential file containing the complaint and supporting documentation and submit it to the Port Director/General Manager and Navigation District's Counsel.

The Complaint is next discussed in Executive Session by the Board of Commissioners and the Port Director/General Manager. The purpose is to ensure that the Board conducts a full deliberation on the matter on the appropriate response to the complainant, whether additional fact-finding is necessary, and what corrective action, if necessary, to respond to the complainant is advisable.

To comply with TXDoT requirements described in the following section, the Title VI Coordinator will implement the procedure to refer the matter to the state or federal civil rights offices indicated, as applicable.

**c) Submission of Complaints to Agencies**

The District through this Title VI Policy and Plan commits to ensure that:

*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.*

Complaints received alleging violations of Title VI by the District may be filed directly with the District or with the state or federal agency listed below:

Port Isabel-San Benito Navigation District  
Attn: Title VI Coordinator  
250 Industrial Drive  
Port Isabel, Texas 78578

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

Federal Highway Administration – Texas Division  
300 E. 8th Street  
Austin, Texas 78701

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

Complaint records will be maintained as confidential to the extent permitted by the Texas Public Information Act (Gov't Code Ch. 552) and applicable federal privacy laws. Sub recipients will retain files in accordance with Federal and State guidelines for records retention.

#### Content of Complaints

The complaint received should contain the following information:

- Name, address, and phone number of the complainant;
- Name(s) of alleged discriminating official(s);
- Basis of complaint (i.e., race, color, national origin, sex);
- Date of alleged discriminatory act(s);
- A statement of the complaint; and
- Other agencies (state, local or federal) where the complaint has been filed

#### Referral of Complaints to TXDoT

The District is responsible for processing Title VI external discrimination complaints received. All discrimination complaints received by the agency will be referred to TxDOT's Civil Rights Division for further review and action. TxDOT processes complaints consistent with FHWA's Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964 guidance.

Within 10 days of receipt of the complaint, TxDOT will inform the FHWA Division Office, which will forward the complaint to the FHWA Headquarters Office of Civil Rights (HCR) for review and further investigation if accepted. FHWA has the authority for making all final decisions, including dismissing complaints and issuing letters of findings for complaints involving the Federal Highway Program. Depending on the investigating agency, complaints may take up to 60 days to be resolved when the investigation has been delegated to TxDOT by the Federal Highway Administration (FHWA), in accordance with 23 CFR §200.9(b)(3).

#### Complaints Log

The Title VI Coordinator will maintain and monitor an internal District Title VI Log and ensure its accuracy. The log will record all complaints, investigations, and lawsuits filed with the District or directly with the state or federal funding agencies. The Title VI Coordinator will record all activities and actions that take place with or in response to filed complaints, investigations, and lawsuits. The District will retain all Title VI complaint files and related

documentation for at least three years, or longer if required by TSLAC or applicable federal guidelines.

### VIII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

This LEP Policy addresses the Navigation District’s responsibilities as a recipient of federal financial assistance as they relate to the needs of limited English proficiency individuals. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin. A Spanish version of this plan can be found at the [District website](#) (see attachments).

#### Census Data on LEP Population

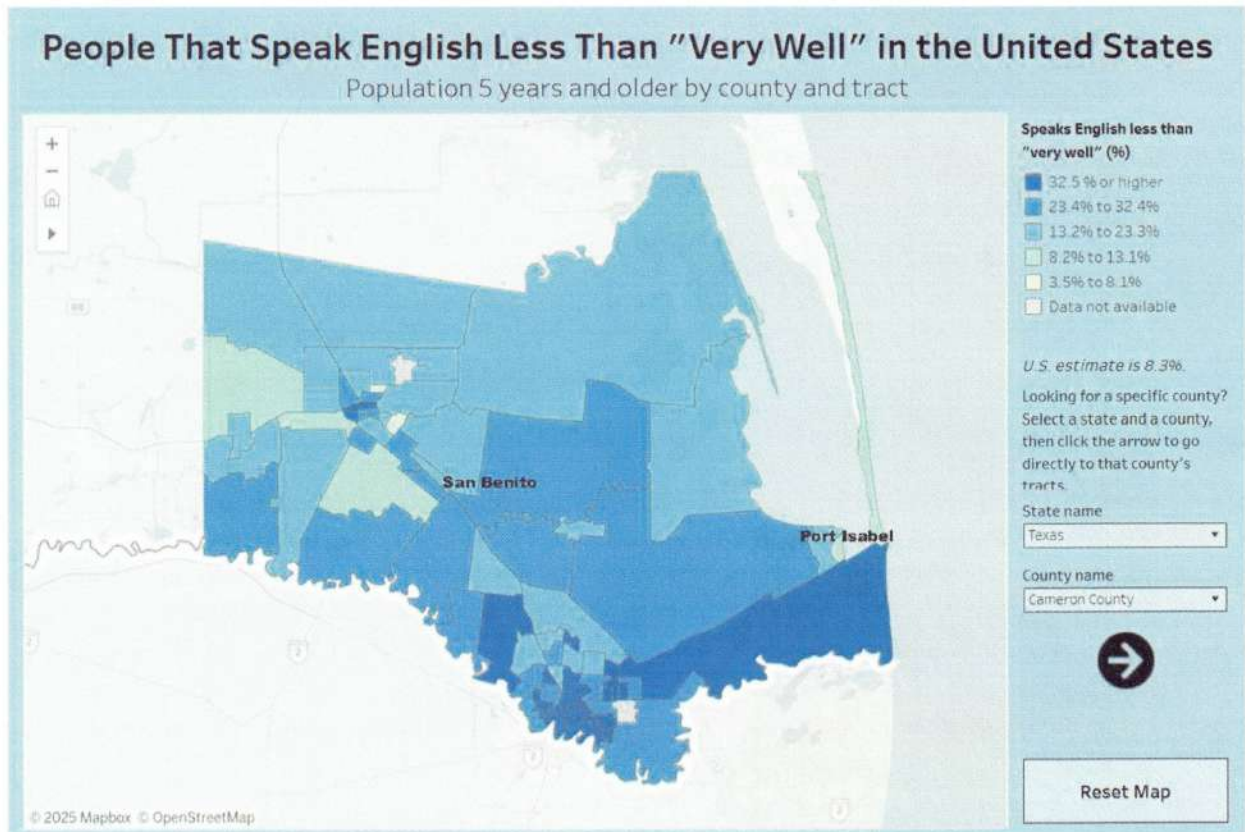
The Navigation District’s geographic boundaries include the City of Port Isabel, the City of San Benito, and other small communities in Cameron County. The exhibit below identifies relevant demographic data about the population served by the District. The table includes data for all of Cameron County as port employees, suppliers, and others also reside outside of the District’s geographic boundaries.

*Exhibit 3 – LEP and Hispanic Demographic Data*

<b>Demographic Category</b>	<b>Port Isabel</b>	<b>San Benito</b>	<b>Cameron County</b>	<b>Texas</b>
Spanish Spoken at Home	52.1%	59.8%	70%	28.1%
Speak English Less Than “Very Well”	24.1%	21.9%	23.4%	10.7%
Hispanic	84.7%	90.5%	89.3%	39.5%
Mexican	81.7%	86.2%	84.2%	32.2%

The following U.S. Census map illustrates the high LEP population in the principal District cities of Port Isabel and San Benito, as well as other rural areas in the District region.

*Exhibit 4 – LEP Population in Cameron County, Texas*



Source: U.S. Census, 2014-2018 ACS 5-Year Estimates (April 8, 2020).

As shown above, approximately 25% of the population in the Navigation District has limited English proficiency. In comparison, the Texas' LEP rate is only 11%. This high percentage of LEP residents requires the District to take measures to prevent potential acts of discrimination based on English language proficiency, in order to ensure compliance with the nondiscrimination requirements of Title VI.

### Monitoring Population Data

The District will monitor population data to stay current with the characteristics of the population, particularly the degree of LEP population. The Port Director and Title VI Coordinator will identify and evaluate the need for LEP services, assistance, and translation through the collection of population information. Examples of data sources:

- U.S. census data on Limited English Proficiency Population in the Navigation District Region,
- Population data generated by other Governmental Agencies and other entities that generate relevant data,

- Information data collected at Navigation District public meetings, translation requests services, and other services provided by the District.

This data will assist the District in understanding and informing the following:

- The percentage of Limited English Proficient (LEP) individuals within the District’s service population.
- The frequency with which LEP individuals interact with the District’s programs or activities.
- The extent to which translation or interpretation services are requested by participants or members of the public, to help plan for the provision of such services.
- The resources the District may need to allocate or budget for language assistance services.

The District will review the sources of population data on the LEP population and population in general to ensure it accounts for trends or significant changes that may affect its ability to comply with Title VI. New sources of population data, if any, that are consulted will support the efforts to use demographic data on the District community for effective outreach and public participation.

The District will update its data on the profile of Navigation District population when pursuing new funding opportunities and new development projects. This review will enable the District to evaluate the potential impact (both positive and negative) on population segments that may lack the means to access information on District proposals and deliberations.

**Translation of Documents**

The Annual Review of LEP needs described above will guide the Navigation District on the extent of need for translation of documents, public notices, and public deliberations.

Public Notices

The Attachments include the bilingual Public Notice that the District will post at the entrance of the Administration Building and on its website on Title VI compliance.

Additional methods to facilitate access to District activities, programs, and policies are described below in the Public Participation Plan.

Solicitation for Bids and Requests For Proposals

The Navigation District will comply with LEP requirements attached to funding opportunities and awards. Interested parties may request translation services to access information for contracts, subcontracts, and agreements for performance or services that are subject to Title VI (i.e acquisition solicitation documents, live translation in District meetings). Translation services may be available upon request by filling an online form that will be available at the [District website](#). Translation services are subject to funding availability. The District will insert the following Spanish-language notice in its website and public notices:

*NOTA: si necesita asistencia en español para participar en esta convocatoria, comuníquese su solicitud al Distrito de Navegación a [administration@pisbnd.com](mailto:administration@pisbnd.com), al (956) 943-7826 o a través del siguiente formulario.*

The Title VI Coordinator will maintain a record of the provided translation services through an electronic log.

The Title VI Coordinator, under the supervision of the Port Director, will determine the scope of distribution of documents in languages other than English. In general, the scope of distribution may be prescriptive (e.g., as requested by public comment processes for permits or as requested by program/project agreements) or may be voluntary at the discretion of the District to ensure LEP populations are informed and consulted. Examples include:

- Notices for programs or projects that may disproportionately affect or impact segments of the community.
- Notices for programs or projects that introduce new infrastructure within or outside of the Navigation District that are subject to the federal NEPA and other environmental regulatory requirements and that trigger a public comment process.
- Environmental cleanup projects within or outside of the Navigation District that may be subject to multiple local, state and/or federal level regulatory agency review and a public comment process.

### **Title VI Complaint Form – Spanish-Language Version**

The Attachments provide the Spanish-Language Version of the Title VI Complaint Form that will be provided upon request at the Administration Building or that can be accessed and completed online on the [District website](#).

## **IX. PUBLIC PARTICIPATION PLAN**

The District is committed to solicit input from minority populations in the District to ensure nondiscrimination in the District's programs, projects, and activities. To fulfill this commitment, the District will promote the following actions:

District Meetings. The District will insert the following Spanish-language notice in its public meeting notices. The notice offers to the LEP public that if they require assistance in Spanish to participate in the public meeting that they communicate their request to the Navigation District at the email or telephone number indicated.

*NOTA: si necesita ayuda en español para participar en esta reunión pública, comuníquese su solicitud al Distrito de Navegación a [administration@pisbnd.com](mailto:administration@pisbnd.com), al (956) 943-7826 o a través del siguiente formulario.*

Comment Periods. The District will conduct public comment periods as required for any project funding or regulatory process. The District will include in its public solicitation for comments the same instruction to the public to request assistance from the Navigation District for individuals with limited English proficiency.

Major Investment Projects. The District will solicit community feedback on projects that are anticipated to have substantial public interest. The District will host open house meetings to explain the proposal under development to the extent allowed by the nature and status of the project.

Stakeholders Distribution List. The Title VI Coordinator will maintain an email distribution list of individuals and entities that wish to be notified of public meetings or public notices. The Coordinator will distribute meeting notices and other public notices to individuals and entities that request to be notified by electronic mail.

The distribution list will include demographic and residence information about the requestors to obtain additional demographic data on public participants.

## **Environmental Justice**

Incorporated in this Public Participation Plan is the District's commitment to prevent, mitigate, and correct any adverse disproportionate burdens or environmental effects of the District's programs, activities, and policies on underserved communities, such as those with substantial LEP, low-income, and minority populations.

The Title VI Coordinator and Port Director/General Manager will assess whether any potential disproportionate harm could result on these specific communities within the Navigation District geographic area. Data collected by the U.S. Environmental Protection Agency (EPA), the U.S. Department of Commerce, and other relevant State and Federal agencies may help inform on a case-by-case basis to evaluate this concern during the development of the project and before any final decision is made by the District to proceed.

The District is committed to comply with the National Environmental Policy Act (NEPA) and other applicable state and federal statutes and regulations that are designed to safeguard against disproportionate harmful impact on vulnerable communities such as those with substantial LEP, low-income, and minority populations.

### **Annual Reviews**

The District will conduct an annual review on the LEP Plan and the Public Participation Plan to discuss and adopt necessary improvements to both. The Title VI Coordinator and Port Director/General Manager may make recommendations to the Board of Commissioners based on the effectiveness of both Plans during the previous 12 months to support the District's ability to comply with Title VI.

## **XI. PUBLIC ACCESS PLAN**

As described in the LEP Plan, the District will ensure that the Title VI Policy and Plan is made available to the public in the following methods:

- The Attachments provide the bilingual Public Notice that the District will post at the entrance of the Administration Building
- The bilingual Public Notice will be posted on the District's website.

Other illustrative actions that may support the District's efforts include:

- Post the bilingual Public Notice at the city halls located in the Navigation District jurisdictional boundaries.
- Post the bilingual Public Notice at county offices.
- Publish the Public Notice in any public reports issued by the District related to project or District status.
- Insert the Public Notice in all recruitment materials submitted to business prospects for business development purposes.
- Create a form to request translation services for documents, materials, and in-person meetings.

## **ATTACHMENTS**

1. Title VI Public Notice (English and Spanish)
2. Title VI Complaint Form (English)
3. Title VI Complaint Form (Spanish)
4. Title VI Log-Complaints, Investigations, & Lawsuits
5. Translation Request Services Form (Spanish)
6. Translation Request Services Log
7. Standard Title VI/Nondiscrimination Assurances (DOT Order No. 1050.2A)
8. DOT Appendices A, B, C, D, and E
9. FHWA Form-1273-Required Contract Provisions Federal-Aid Construction Contracts
10. Title VI Plan (Spanish)