



City of Farmersville Title VI Program Plan

March 11, 2025

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Equal Employment Opportunity Non-Discrimination Policy

It is the policy of the City of Farmersville to provide equal employment opportunity for all qualified persons, regardless of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, or any other category protected by state or federal employment law. Our commitment includes ensuring a non-discriminatory workplace where individuals are valued for their differences, as well as their similarities.

Every City employee, and every person engaged in business with the City, have an ongoing responsibility to create a non-discriminatory work environment through their personal conduct.

Responsibility for the implementation of the City of Farmersville Equal Employment Opportunity Non-Discrimination Policy rests with the City Manager. However, all department heads are responsible for carrying out this policy within their department.



Nondiscrimination Statement

The City of Farmersville ensures compliance with Title VI of the Civil Rights Act of 1964, as amended to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, or gender identity.

Policies and Regulations

In accordance with Title VI, the City of Farmersville assures that no person 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 City-provided services whether those services and activities are federally funded or not.

Through the years, the Department of Justice expanded Title VI and added the following non-discrimination categories: age, sex, creed, low-income and minority communities, disadvantaged business enterprises, and limited English speakers.

City Overview

The City of Farmersville is located in Tulare County in the central portion of the San Joaquin Valley. It is located on the south side of State Route 198, a major east/west highway that serves central California. The City is home to approximately 11,500 residents and is governed by five City Council Members. The City has approximately 32 employees within 5 departments.

Demographics

Compared to the national average for minority populations, the City ranks significantly higher than the national average with approximately 75% of the City's population comprised of Hispanic or Latino residents. The City is also ranked higher than the national average of people living below the poverty line.

Organization, Staffing, and Responsibilities

Title VI Coordinator

The City of Farmersville's Title VI Coordinator is responsible for the overall program implementation of Title VI and performs a lead and participatory role in the development and implementation of Title VI program compliance. The Title VI Coordinator is appointed by, and reports to, the City Manager. The Title VI Coordinator provides guidance and technical assistance on Title VI matters and has overall program responsibility for developing program procedures, which include:

- Promptly processing and resolving Title VI complaints;
- Collecting demographic data (race, color, national origin, sex, age, and disability) of participants in and beneficiaries of the City's Federal-aid programs, activities, and services;
- Resolving areas of deficiency;
- Conducting periodic Title VI review of procedures;
- Ensuring that Title VI requirements are included in policy directives and that the procedures used have built-in safeguards to prevent discrimination; and
- Coordinating Title VI information for public dissemination, where appropriate, in languages other than English.

Title VI Responsibilities

The City will develop a wide range of procedures to meet the general requirements of Title VI. They include the following:

- Posting Title VI notifications at public counters, Internet, etc.;
- Publishing brochures in multiple languages;
- Addressing and filing Title VI discrimination complaints;
- Training staff on Title VI law and requirements;
- Providing access to LEP populations;
- Providing information and outreach to ensure Disadvantaged Business Enterprise (DBE) involvement;
- Providing contract opportunities to minority businesses;
- Meeting environmental justice regulations; and
- Adhering to service standards.

This Title VI Implementation Plan includes guidelines for meeting FAA, FHWA, and FTA requirements.

Programmatic Activities

Public Participation Plan

The City will ensure that projects, programs, and services delivered by its departments reflect the opinions of the City of Farmersville's citizens and are sensitive to the various demographic backgrounds. The City will include the following activities to further public participation:

1. The City will develop and post a Notice to the Public that, as a recipient/sub-recipient of Federal-aid funds, its Federal-aid programs are equal opportunity programs and that federal law prohibits discrimination.
2. The City will develop and disseminate a Title VI and related statutes information brochure to its customers that informs the customers that the City administers programs subject to the nondiscrimination requirements of Title VI, summarizing those requirements, noting the availability of Title VI information, stating persons' rights under the law, and briefly explaining the procedures for filing a complaint. This brochure will be available to members of the general public and other parties or individuals participating in or otherwise benefitting from Federal-aid programs. The brochures will also be provided in Spanish.
3. The brochure will be made available in mediums other than the written word upon request and will be periodically reviewed and revised as appropriate. Where feasible, the brochure and other materials relevant to Title VI and related statutes will be prominently displayed in reasonable numbers and places.
4. Where a significant number or proportion of the population eligible to be served or likely to be directly affected by a Federal-aid program needs service or information

in a language other than English in order to be effectively informed of or to participate in the program, the City will take reasonable steps, considering the scope of the program and the size and concentration of such population, to provide information in appropriate languages to such persons. This procedure will apply to written material of the type which is ordinarily distributed to the public.

Complaint Procedures

The City will take appropriate steps to ensure that no employee, agent, contractor, or vendor of the City intimidates, retaliates, threatens, coerces, or discriminates against any individual for the purpose of interfering with any right or privilege to file a complaint, or because an individual has filed a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing arising thereunder. If any Federal-aid program beneficiary believes that they have been discriminated against on the basis of race, color, national origin, sex, age, or disability, they may exercise their right to file a complaint with the City. Any person who believes they have been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. Any such complaint must be filed in writing with the Title VI Coordinator within 180 days following the date of the alleged discriminatory action. The law prohibits intimidation or retaliation of any kind.

Complaints must be filed in writing and should be directed to:

City of Farmersville
Title VI Coordinator
909 W. Visalia Road
Farmersville, CA 93223

Complainants may submit their complaint to the City Clerk or to an external federal agency, such as the FAA, FHWA, and FTA. However, should a complaint be filed with the City and the federal agency simultaneously, the federal complaint will supersede the City's complaint, and the City's complaint procedures will be suspended pending the federal agency's findings. Every effort will be made to obtain a timely resolution of complaints.

The following procedures will be followed to investigate formal Title VI complaints:

1. The complaint must meet the following requirements:
 - a. The complaint shall be in writing and signed by the complainant. In cases where the complainant is unable, or incapable of providing a written statement, a verbal complaint may be made. The Title VI Coordinator, or designee, will interview the complainant and assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his or her representative.
 - b. The complaint shall include the date of the alleged act of discrimination, date when the complainant became aware of the alleged discrimination, the date on which the conduct was discontinued, or the latest instance of conduct.
 - c. The complaint shall present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.

- d. Federal and State law requires complaints to be filed within 180 calendar days of the alleged incident.
2. Within 14 business days of receiving the complaint, the Title VI Coordinator, or his or her designee, will determine its jurisdiction, sufficiency, need for additional information, and investigate the merit of the complaint. The complainant will receive an acknowledgment letter informing him or her whether the City has accepted or rejected the complaint.
3. Once the Title VI Coordinator approves the complaint for investigation, the complainant will receive a complaint number, and the complaint will be logged identifying complainant's name, factual allegations, and alleged harm, race, color, and national origin.
4. If more information is needed to evaluate the claim, Title VI Coordinator, or his or her designee, may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Coordinator. If the coordinator is not contacted by the complainant or does not receive the additional information within 10 business days, the City may terminate the investigation and close the complaint.
5. In cases where the City investigates the complaint, within 90 calendar days of the complaint, the Title VI Coordinator, or its designee will issue either: (1) a closure letter or (2) a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the complaint will be closed. A LOF summarizes the allegations, informs the complainant that the City found the complaint to have merit, and it advises the complainant that it will take appropriate corrective action to remedy the matter.
6. A complainant may file an appeal with the appropriate federal agency for their decision if unsatisfied with the decision.
7. The City will maintain a list of Title VI complaints it receives.

Training

The City will provide training on Title VI and its related statutes, including the Executive Order on Limited English Proficiency, for department directors and staff with frequent public contact in the administration of Federal-aid programs.

Limited English Proficiency Plan

It is important for the City to identify the demographics and specific language needs of its residents and businesses to comply with Title VI. Based on recent U.S. Census data, most of the City of Farmersville's population speaks a language other than English.

In accordance with Executive Order 13166, "Improving Access to Services For Persons with Limited English Proficiency," We already do this the City will develop an evaluation and

implementation program to ensure that Limited English Proficiency (LEP) persons who are served by Federal-aid programs administered by the City are provided, free of charge, meaningful access to programs, services, and information without unduly burdening the fundamental activities of the City.

As appropriate, and absent any existing federal or State requirements, the City will conduct an LEP Needs Assessment using a four-factor analysis to identify the need to provide reasonable steps to ensure meaningful access by Limited English Proficiency (LEP) persons to Federal-aid programs administered by the City.

Disadvantaged Business Enterprise

The City is committed to increasing the participation of Disadvantage Business Enterprises (DBE) in construction projects and ensuring nondiscrimination in the award and administration of contracts. A DBE is a for-profit small business, which is at least 51% owned by one or more socially and economically disadvantaged individuals. Qualified DBEs are minority, women-owned businesses, including firms owned by disadvantaged and disabled veterans.

The City will make a committed effort to provide business opportunity information and outreach to ensure DBE involvement.

Environmental Justice in Minority and Low-Income Populations

In accordance with Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," the City will develop strategies to address disproportionately high and adverse health or environmental effects on minority and low-income populations to promote nondiscrimination in Federal-aid programs substantially affecting human health and the environment, and to provide minority and low-income communities access to public information and an opportunity for public participation in matters relating to human health or the environment.

The City will provide Title VI training to employees, managers, contractors, and any individuals who come in contact with Title VI related functions and activities. These trainings are offered at minimum every two years. The following components will be covered to ensure compliance:

1. Review of Public Works' Title VI Policy and Programmatic Activity;
2. Advise of the types of language assistance services offered to the public;
3. Teach how to handle a potential complaint; and
4. Policy and Resolution available at City Hall.
5. Advise where to seek assistance for Title VI questions and concerns.

Title VI Construction Contract Provisions

The City's Public Works Department will include the provisions indicated in the "Administering Agency-State Agreement for Federal-Aid Projects Master Agreement" in contracts and agreements, where applicable, between the City and contractors.

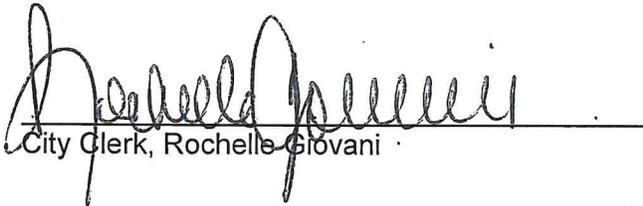
Program Assessment

The City will perform a periodic assessment of each of the Public Participation/Outreach and Programmatic Activity areas in relation to the major Federal-aid Programs to determine the City's effectiveness in ensuring that no person is, on the basis of race, color, national origin, sex, disability, or age, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination under any Federal-aid program or activity it administers. If Title VI compliance issues are identified, they will be addressed by immediate action and revision to the Title VI plan as appropriate.



Mayor Tina Hernandez

3/25/2025
Date



City Clerk, Rochelle Giovanni

3-25-2025
Date