

**City of West Sacramento  
Title VI and  
Limited English Proficiency (LEP) Plan**



**Adopted by Resolution 23-39 by the City Council on 7/19/2023**

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## Introduction

The City of West Sacramento (hereinafter referred to as the City) has adopted this Title VI Plan to ensure that the City is in compliance with the provisions of Title VI of the Civil Rights Act of 1964. This program was developed to guide the City in its administration and management of Title VI-related activities.

Title VI prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Discrimination on the basis of gender, age, and disability is prohibited under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

Federal-aid recipients, subrecipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities, and services whether these programs, activities and services are federally funded or not. The City of West Sacramento Title VI Coordinator(s) are responsible for providing leadership, direction, and policy to ensure compliance with Title VI and environmental justice principles.

Title VI is a mechanism that directs the federal financial assistance, which drives or promotes economic development. By legislative mandate, Title VI examines the following public policy issues:

- Accessibility for all persons
- Accountability in public funds expenditures
- Disparate impact
- Economic empowerment
- Environmental justice
- Infrastructure development
- Minority participation in decision making
- Program service delivery
- Public and private partnerships built in part or whole with public funds
- Site and location of facilities

Title VI was enacted to ensure equal distribution of federal funds regardless of race, color, or national origin. Because of this, Title VI:

- Encourages the participation of minorities as members of planning or advisory bodies for programs receiving federal funds.
- Prohibits discriminatory activity in a facility built in whole or part with federal funds.
- Prohibits entities from denying an individual any service, financial aid, or other benefit because of race, color, or national origin.
- Prohibits entities from providing a different service or benefit or providing these in a different manner from those provided to others under the program.
- Prohibits entities from requiring different standards or conditions as prerequisites for serving individuals.
- Prohibits locating facilities in any way that would limit or impede access to a federally funded service or benefit.
- Prohibits segregation or separate treatment in any manner related to receiving program services or benefits.

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- Requires assurance of nondiscrimination in purchasing of services.
- Requires entities to notify the respective population about applicable programs.
- Requires information and services to be provided in languages other than English when significant numbers of beneficiaries are of limited English-speaking ability.

Title II of the Americans with Disabilities Act (ADA) protects qualified individuals with disabilities. It requires accessibility to protected individuals to all programs and services offered by the City of West Sacramento. Title II applies to State and local government entities, and, in subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

#### **Additional Authorities in Summary**

The City of West Sacramento establishes the Title VI plan not only on the adoption of a local policy, but by long standing federal law.

#### **Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352 (1964), codified as 42 U.S.C. §§2000d through 2000d-4]:**

Title VI of the Civil Rights Act of 1964 prohibits the discrimination in, or the denial of benefits under, any program or activity receiving federal financial assistance on grounds of race, color or national origin.

#### **The Civil Rights Restoration Act of 1987, [Pub. L. 100-259, Sec. 6 (1988), codified as 42 U.S.C. §2000d-4a] :**

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of federal aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not.

#### **Federal Aid Highway Act of 1973, [Pub. L. 93-87 (1973), codified as 23 U.S.C. §324]:**

The Federal Aid Highway Act of 1973 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

#### **Age Discrimination Act of 1975, [Pub. L. 94-135 (1975), codified as 42 U.S.C. §6102]:**

The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**Americans with Disabilities Act of 1990, Subchapter 2, Part A [Pub. L. 101-336 (1990); codified as 42 U.S.C. §§12131-12134]:**

The Americans with Disabilities Act of 1990 provides that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a state or a local government.

**Section 504 of the Rehabilitation Act of 1973 [Pub. L. 93-112 (1973), codified as 29 U.S.C. §794]:**

Section 504 of the Rehabilitation Act of 1973 provides that no qualified handicapped person, shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.

**23 CFR Part 200:**

23 CFR 200 are administration regulations promulgated by the Federal Highway Authority that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**49 CFR Part 21:**

49 CFR 21 are administration regulations promulgated by the US Department of Transportation that specify the Title VI implementation requirements for state departments of transportation at state and local levels.

**Executive Order No. 12898:**

Executive Order 12898 regards federal actions to address Environmental Justice in minority populations and low-income populations. (Environmental justice seeks equal protection from environmental and public health hazards for all people regardless of race, income, culture and social class. Additionally, environmental justice means that no group of people including racial, ethnic or socioeconomic groups should bear a disproportionate share of the negative environmental consequences resulting from industrial, land-use planning and zoning, municipal and commercial operations or the execution of federal, state, local and municipal program and policies).

**Executive Order No. 13166:**

Executive Order 13166 regards the improvement of access to services for persons with Limited English Proficiency.

## Definitions

As used in this Title VI Plan, the following mean:

**Affected Parties:** persons protected against discrimination because of race, color, national origin, sex, age, disability, or income by the Title VI Requirements, and the City of West Sacramento's Non-Discrimination Policy.

**American Community Survey:** The American Community Survey is an ongoing survey conducted by the United States Census Bureau. This ACS provides vital information on an annual basis about our nation and its people. Local communities depend on information from the American Community Survey, as well as the 2020 Census, to decide where schools, highways, hospitals, and other important services are needed. The data collected through the American Community Survey (ACS) and the 2020 Census help determine how to distribute more than \$675 billion of federal spending each year.

**Contractor:** a person or entity who has entered into an agreement with the City that is subject to the Title VI Requirements.

**Limited English Proficiency (LEP):** Limited English Proficiency (LEP) refers to individuals who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively.

**Locating and siting actions:** a recommendation by City staff or decision by the City staff or the City Council that will result in the construction of a public facility that could have adverse environmental impacts on the surrounding area.

**Meaningful access:** the provision of communicative assistance by the City necessary to allow affected persons to participate in governmental services/activities.

**Proposed Project:** a project that receives federal funds and is subject to the Title VI Requirements.

**Subrecipient:** a person or entity that receives federal funds from the City to be used by the entity to further the objectives of the federal grant. The City is the recipient of the grant, and the person or entity is a subrecipient of those grant funds. An example of a subrecipient relationship would be where the City grants federal funds to a non-profit corporation that the corporation uses to provide assistance for low-income households to pay utility bills.

**Title VI Assurances:** conditions imposed upon contractors or subrecipients as a result of federal funding being directly or indirectly provided to the contractor or subrecipient.

**Title VI Requirements:** the nondiscrimination provisions contained in Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Federal Aid Highway Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 and Executive Order 13166.

## **Appendices**

### **City Council Resolution, Appendix A**

The City includes in this plan, the Resolution adopting a Title VI Policy to prohibit discrimination in programs and services and in activities receiving federal financial assistance.

### **Non-discrimination Policy, Appendix B**

The City includes in this plan, the adoption of a non-discrimination policy. This policy is referenced in Appendix B and is therefore adopted by the City as part of the Title VI Plan.

### **Non-discrimination Notice, Appendix C**

The City uses the general non-discrimination policy to reflect the adopted policy and to support all activities and services provided by the City of West Sacramento.

### **Equal Employment Opportunity Statement, Appendix D**

This statement is included on the City's job application forms. **Title VI Complaint Form**

### **English/Spanish, Appendix E**

The City uses the attached complaint forms to receive Title VI complaints. The forms will be translated into Spanish and digitized using Cognito Forms and made available on the City's website.

### **Staffing and Organization for Implementation of this Title VI Plan**

The City Manager is ultimately responsible for ensuring the City's compliance with Title VI Requirements, including, but not limited to, monitoring City programs, preparing required reports and undertaking such other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21 (Appendix D- Complaint Form). To ensure compliance, a Program Coordinator who will work in conjunction with Department Directors or his/her designee as necessary to ensure required compliance. The City Manager may designate supervised employees to be additional Title VI Coordinators for individual Departments as necessary.

### **Management of the Title VI Plan**

The Program Coordinator or his/her designee is responsible for the overall management of the Title VI Plan, under the direct supervision of the City Manager to include the following responsibilities:

- Process and research complaints regarding compliance with the Title VI Plan that are received by the City.

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- Maintain permanent records, which include, but are not limited to copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.
- Work with Department Directors or his/her designee to review City programs or projects receiving federal funding for matters regarding Title VI compliance and reporting and coordinate with relevant and appropriate staff and/or the City Attorney to compile statistical data related to race, color, national origin, sex, age, disability, and income of participants in, and beneficiaries of, federally funded programs to ensure compliance with the Title VI Plan Requirements (e.g. relocatees, affected citizens, and impacted communities).
- Coordinate training with Department Directors related to Title VI Requirements for City staff who are responsible for Title VI Plan compliance.
- Make recommendations to the City Manager on ways to achieve compliance with Title VI Plan requirements.
- Develop information regarding this Title VI Plan for dissemination to the general public and, where appropriate, use the LEP Program to ensure dissemination of the information to affected populations.
- Ensure that individuals who will be affected by locating and siting actions obtain meaningful access to the public awareness/involvement process.
- Identify deficiencies in complying with the Title VI Plan Requirement and make recommendations to the City Manager for remedial actions to be taken to promptly resolve such deficiencies.
- Annually prepare a Title VI Plan Compliance Report that documents progress, accomplishments, impediments, and goals in fulfilling this Title VI Plan.
- Disseminating the City of West Sacramento Title VI Plan to City employees and publishing on the City's website.
- Identify and promote opportunities for City staff to receive Title VI training.

### **Departmental Responsibility**

Each Department Director is responsible for Title VI compliance, with support from the Title VI Coordinator, for individual projects. Compliance activities include, but are not limited to:

- Ensuring that all aspects of a project's planning process and operations comply with the Title VI Plan Requirements.
- Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid highway fund contracts administered through the City.
- Ensuring that Affected Parties have meaningful access to a project's planning processes.
- Assisting the Title VI Coordinator in gathering and organizing data and reviewing programs or projects receiving federal funding for the Title VI Plan Report.
- Reviewing the Department work programs, policies, and other directives to ensure compliance with the Title VI and ADA Compliance Plan Requirements.
- Verifying the level of participation of Affected Parties at public outreach meetings.
- Maintaining a list of Interpretation Service Providers.



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- Reviewing the City of West Sacramento Title VI Plan with Department employees and coordinate with appropriate federal and state transportation agencies to periodically provide staff with training opportunities regarding nondiscrimination.
- Maintaining a list of employees who have received Title VI training.
- Ensuring that City contractors and sub-recipients are aware of the City's Title VI Policy.
- Working with staff involved with consultant contracts and the sub-recipients found to be noncompliant to resolve the deficiency status.
- Familiarizing themselves and staff with Federal and state nondiscrimination regulations and procedures in respective subject areas.
- Work with the City Attorney to ensuring proper Title VI Language is in all contracts.
- Supervising staff activities pertaining to nondiscrimination regulations and procedures set forth in federal guidance and in accordance with the City's Title VI Plan.
- Reviewing important issues related to nondiscrimination with the Title VI Coordinator, as needed.

### **Title VI information Dissemination**

Title VI information posters shall be prominently and publicly displayed at City of West Sacramento offices. The name of the Title VI Coordinator and supporting information is available on the City's website at West Sacramento <https://www.cityofwestsacramento.org/>. Additional information relating to nondiscrimination obligations can be obtained from the Title VI Coordinator.

### **Subcontracts and Vendors**

All subcontractors and vendors who receive payments from the City of West Sacramento, where funding originates from any federal assistance, are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

### **Title VI Plan: Areas of Practice Policy and Public Notice**

The City adopts within this plan a Non-Discrimination Policy. **Appendix B.**

The City adopts within this plan a Non-Discrimination Notice. **Appendix C.**

The City adopts within this plan an Equal Employment Opportunity Statement. **Appendix D.**

The City adopts within this plan a Discrimination Complaint Form. **Appendix E.**

### **Elimination of Discrimination**

The City will continue its practice of identifying discrimination based on race, color, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, and any other category protected by State or Federal law, and where such discrimination is found to exist, implementing programs or practices to eliminate the discrimination.

## **Public Dissemination of Information**

The Title VI Plan and Program Coordinator or his/her designee shall assist City staff in the creation and dissemination of Title VI Program information and materials to City employees, subrecipients, contractors, Affected Parties, and the general public. Public dissemination efforts may include posting public statements setting forth the City's non-discrimination policy; inclusion of Title VI Assurances in City contracts and grants; and publishing the City's Non-Discrimination Policy Statement on the City's website; including the notice and policy into all adopted plans and program documents.

## **Title VI Assurances in Contracts and Grants**

Contracts and procurement are integrated into each department. Department Directors in conjunction with the City Attorney will ensure that all federally funded contracts administered by the City contain Title VI Assurances. In the event that the City distributes federal funds to another entity through grants or other agreements, the Department Director administering the grant or agreement will ensure that such grants and agreements contain the Title VI Assurances. The Department's project administrator or grant administrator, or his or her designee will monitor the performance of the contract or grant for compliance. The Department Director will coordinate efforts to ensure that the requirements of Title VI are met throughout the entire contracting and grant performance process.

## **Data collection**

Statistical data on Affected Parties will be compiled by each Department Director or his/her designee and provided to the Title VI Plan and Program Coordinator or his/her designee. The data compilation process will be reviewed regularly to ensure the data is sufficient to meet the requirements of this Title VI Plan.

## **Site and Facility Location**

The City shall not make selection of a site or location of a facility for participants in and beneficiaries of the City's federal aid programs if that selection could exclude individuals from participation in, or deny them benefits of, or subject them to discrimination on grounds of race, color or national origin, or could substantially impair the accomplishment of the objectives of the non-discrimination policy.

## **Environmental Justice in Minority and Low-Income Populations**

In accordance with Executive Order 12898, titled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," the City will develop strategies to review, consider, and address disproportionately high and adverse human health or environmental effects on minority and low-income populations, and will 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.

## **Authority**

**Executive Order (EO) 13166** -Improving Access to Services or Persons with LEP (August 11, 2000) sets forth the compliance standards that recipients of federal funds must follow to ensure

that the program and activities they normally provide in English are accessible to LEP persons and thus does not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, as amended, and its implemented regulations. Recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

### **Planning-specific activities:**

The City is committed to gathering input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the planning process. As a result of the long-range transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in processes, how and when a specific transportation project is implemented.

### **Title VI Program Review and Report**

Department Directors or his/her designee will conduct Title VI Program Reviews to assess the Department's effectiveness in ensuring compliance with the Title VI Requirements which shall be submitted to the Title VI Plan and Program Coordinator on or before November 30th of each year. The Title VI Program review shall include a list of Departmental programs or projects subject to the Title VI Requirements; a summary of any complaints of violations of the Title VI requirements and how each complaint was resolved; a summary of the statistical data, a summary of any Title VI training provided; and a general assessment of the Title VI compliance by the Department.

The Title VI Plan and Program Coordinator shall prepare a Title VI Annual Report to be submitted to the City Manager on or before December 31st of each year. The Report will be based on the Title VI Program Reviews and shall include an executive summary; a list of programs subject to the Title VI Requirements; a summary of any complaints of violations of the Title VI requirements and how each complaint was resolved; a summary of the statistical data, a summary of any Title VI training provided; a general assessment of the Title VI compliance by the Department; an evaluation of administrative procedures and staffing; review of operational guidelines for Department staff, contractors and subrecipients; and assessment of resources available to ensure compliance with the Title VI Requirements.

Reports and shall contain an assessment of the accomplishments during the preceding year; a list of recommended changes to the programs subject to the Title VI Requirements; and a list of recommended goals and objectives for the upcoming year.

### **Prevention**

The City will actively seek to prevent Title VI deficiencies or irregularities. In taking such action, the Department Director will work with the Title VI Plan and Program Coordinator or designee to create an action plan within 90 days of the date that the need for preventive or remedial action is identified by City staff. A copy of the action plan will be provided to the Department Director and the City Manager and retained by the Title VI Plan and Program Coordinator. When the Department Director reasonably believes a contractor or subrecipient has violated a Title VI Requirement, the Department Director will follow the following process:

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The project or grant administrator and the Department Director will meet with the contractor or subcontractor to conduct an initial review of the facts supporting a finding that a violation of the Title VI Requirements has occurred or is occurring.

If, after the initial review, the Department Director in conjunction with the City Attorney concludes that the contractor or subrecipient has violated the Title VI Requirements, the contractor or subrecipient will be given a reasonable time, not to exceed 90 days from the date notice is provided to the contractor or subrecipient, to voluntarily correct noncompliance.

The City will seek to obtain the cooperation of the contractor or subrecipient in correcting non-compliance and will offer to provide technical assistance needed by the contractor or subrecipient to obtain voluntary compliance with the Title VI Requirements.

A follow-up review will be conducted within 180 days of the date notice is provided to the contractor or subrecipient to ensure that the violation of the Title VI Requirements has been corrected. If after the review, the contractor or subrecipient has failed to correct the violation, the City Manager may take appropriate action (e.g., withhold funds, cancel contract) required to comply with the City's obligation under the federal grant.

When a contractor or subrecipient has failed or has refused to comply with Title VI requirements within the 180-day period after the initial review, the Department Director will submit two copies of the file to the appropriate state or federal agency, along with a recommendation that the file be reviewed for a determination of whether the contractor or subrecipient has violated the Title VI Requirements.

## TITLE VI COMPLAINT PROCESS

Any person who believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination in their receipt of benefits and/or services from the City, or on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income, may file a complaint. The complaint form is included in **Appendix E** of this document and will be made available on the City's website and in paper form at City facilities.

Every effort will be made to obtain early resolution of complaints. The option of information mediation meeting(s) between the Title VI Plan and Program Coordinator or his or her designee, City staff, contractors, subrecipients and Affected Parties may be utilized for resolution.

The following procedures cover all complaints filed under Title VI. These procedures do not deny the right of the complainant to file a complaint with state or federal agencies or to bring private action based on the complaint.

1. Any person, group of persons, or entity that believes they have been subjected to discrimination under the Title VI requirements may file a written complaint using the form provided in **Appendix E** of this document with the Title VI Plan and Program Coordinator. The complaint must be filed within 180 days of the alleged discriminatory act or occurrence.
2. Upon receipt of the complaint, the Title VI Plan and Program Coordinator will confer with the City Attorney to determine whether the City has jurisdiction over the complaint, whether the complaint contains the necessary information, what additional information is needed, and whether further investigation is needed.
3. Upon finding the City has jurisdiction over the complaint the Program Coordinator will forward to the City Manager, Department Director or his or her designee and any relevant staff.
4. The Title VI Plan and Program Coordinator will provide the respondent the opportunity to respond in writing to the allegations of the complaint. The respondent shall have fifteen working days from receipt of notification to provide a response to the allegation in the complaint.
5. If the complaint is against a contractor or subrecipient, the City shall have fifteen days from receipt of the complaint to advise the appropriate state or federal agency of the receipt of complaint and statutes of the investigation.
6. Within sixty days of the receipt of the complaint the Title VI Plan and Program Coordinator, or Department Director shall prepare a written investigative report. The report shall include narrative description of the incident, identification of persons interviewed, findings, and recommendations for resolution and corrective action. The written report will be sent to the City Attorney.
7. The City Attorney will review the report and meet with the City Manager, Title VI Plan and Program Coordinator, Department Director or his or her designee to determine the appropriate action.
8. When the investigative report is complete and appropriate action has been determined, the complainant and respondent shall receive a copy of the report, statement of appropriate action, and notification of appeal rights.
9. Within fifteen working days of the complainant and respondent receiving a copy of the report

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and determination of appropriate action, the Title VI Plan and Program Coordinator, Department Director or his or her designee will meet with each party to discuss the determination of appropriate action as well as the findings made in the investigative report.

10. Within sixty working days of receipt of the original complaint, a copy of the complaint and the City's investigative report and determination of appropriate action will be provided to the appropriate federal or state agency for comments.
11. Within fifteen working days of receiving comments from the federal or state agency, the Title VI Plan and Program Coordinator, Department Director or his or her designee will meet with all parties to discuss comments provided by the responding agencies.
12. After receiving comments from the federal or state agency, the City Manager shall review the comments and adopt a final decision that includes taking appropriate actions to address any comments provided by a federal or state agency. The final decision shall be provided to all parties of the proceedings and shall include a statement that a party has a right to appeal the decision if the party produces evidence of new facts that were not previously considered and could not have been reasonably discovered during the investigation.
13. If a party is not satisfied with the results of the investigation or the resolution of the complaint, the party may appeal the City Manager's decision to the appropriate federal or state agency, by filing a request for an appeal no later than 180 days after the date of the City Manager's final decision.

**APPENDIX A: RESOLUTION 23-39 TO ADOPT A TITLE VI POLICY**

RESOLUTION BY THE CITY OF WEST SACRAMENTO CITY COUNCIL ADOPTING A TITLE VI PLAN TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**WHEREAS**, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

**WHEREAS**, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of "federal financial assistance" and what entities are affected and controlled by Title VI; and

**WHEREAS**, the City of West Sacramento has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

**WHEREAS**, the interpretation and application are not intuitive or readily understood, requiring an understanding of what "federal financial assistance" might be in any particular situation and what persons or entities must comply with Title VI; and

**WHEREAS**, a policy and procedure for reporting violations will provide guidelines for the City, City Departments and private persons and companies doing business with the City and receiving federal financial assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Sacramento that:

1. The attached "Title VI Policy" is hereby adopted as the official policy of the City of West Sacramento for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.
2. That the City Manager shall have authority to amend this policy as necessary to comply with applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

Adopted by the City Council of the City of West Sacramento on this 19<sup>th</sup> day of July 2023.

## **APPENDIX B: TITLE VI NON-DISCRIMINATION POLICY**

It is the policy of the City of West Sacramento to ensure that no person shall, on the grounds of race, color, national origin, Limited English Proficiency, income-level, sex, age, religion, disability, marital status, medical condition, sexual orientation, gender identity, or any other category protected by State or Federal law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City of West Sacramento program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the City of West Sacramento to comply, at a minimum, with Title VI and related requirements:

- Denying to any individual of any standard service, financial aid, or other program benefit without good cause.
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program.
- Subjecting a person to segregation or separate treatment in any part of a program.
- Restricting in the enjoyment of any advantages, privileges, or other benefits enjoyed by others.
- Using methods of Administrations, which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination.
- Applying different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities.
- Using acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.
- Allowing discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.



## **APPENDIX C: NON-DISCRIMINATION NOTICE AND ACCESSIBILITY RIGHTS**

The City of West Sacramento complies with Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities under State and Federal law, and will not exclude from participation in, deny the benefits of, or subject to discrimination any person based on **race, color, national origin, limited English Proficiency, income-level, sex, age, or disability (or religion, where applicable)**, under any programs or activities conducted or funded by the City of West Sacramento.

Any person who believes they have been wronged by a discriminatory act (action or inaction) of the City of West Sacramento or its funding recipients, has the right to file a complaint with the City of West Sacramento. For instructions on how to file a complaint, or additional information regarding the City of West Sacramento's nondiscrimination obligations, please contact:

**City of West Sacramento**  
**Capital Projects Department**  
110 West Capitol Ave, 1<sup>st</sup> Floor  
West Sacramento, CA 95691  
916-617-4980  
[TitleVI@cityofwestsacramento.org](mailto:TitleVI@cityofwestsacramento.org)  
<https://www.cityofwestsacramento.org>

The Discrimination Complaint Form is included in **Appendix E** of this document and will be made available on the City's website. You can file a complaint in person or by mail, fax, or email. The Program Coordinator will assist persons requesting accommodation in filling out the form.

You can also **file a civil rights complaint** with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Compliant Portal, at the following link: <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf> or by mail or phone at:

**U.S. Department of Health and Human Services**  
200 Independence Avenue, SW Room 509F, HHH Building  
Washington, D.C. 20201  
1-800-368-1019  
1-800-537-7697 (TDD)

**APPENDIX D: EQUAL EMPLOYEMENT OPPORTUNITY STATEMENT**

The City of West Sacramento is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ancestry, age, , color, disability (mental and physical), , exercise of the right to family care and medical leave, ethnicity, gender, gender expression, gender identity, marital status, medical condition, national origin, political affiliation, race (including characteristics historically associated with race), religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, military or veteran status, or genetic information. The City of West Sacramento is committed to providing access and reasonable accommodation for individuals with disabilities in employment.

**APPENDIX E: DISCRIMINATION COMPLAINT FORM IN ENGLISH AND SPANISH**

<p><b>RETURN COMPLAINT FORM TO:</b>                  City of West Sacramento  <b>Title VI Plan and Program Coordinator</b>                  1001 West Capitol Ave                  1<sup>st</sup> Floor                  West Sacramento, CA                  95691                  916-617-4980</p>
<p><b>FOR OFFICE USE ONLY</b></p>
<p>Date Complaint Received: _____</p>
<p>Processed by: _____</p>
<p>Case #: _____</p>
<p>Date Referred: _____</p>

<p><b>Any person who believes that he/she has been subjected to discrimination based upon race, color, creed, sex, age, national origin, or disability may file a written complaint with the City of West Sacramento, within 180 days after the discrimination occurred.</b></p>			
<p>Last Name: _____</p>	<p>First Name: _____</p>	<p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	
<p>Mailing Address: _____</p>	<p>City _____</p>	<p>State _____</p>	<p>Zip _____</p>
<p>Home Telephone: _____</p>	<p>Work Telephone: _____</p>	<p>E-mail Address _____</p>	
<p>Identify the Category of Discrimination:</p> <p> <input type="checkbox"/> RACE                      <input type="checkbox"/> COLOR                      <input type="checkbox"/> NATIONAL ORIGIN                      <input type="checkbox"/> SEX  <input type="checkbox"/> CREED (RELIGION)   <input type="checkbox"/> DISABILITY                      <input type="checkbox"/> LIMITED ENGLISH PROFICIENCY                      <input type="checkbox"/> AGE                 </p> <p><i>*NOTE: Title VI bases are race, color, national origin. All other bases are found in the "Nondiscrimination Assurance" of the FTA Certifications &amp; Assurances.</i></p>			
<p>Identify the Race of the Complainant</p> <p> <input type="checkbox"/> Black                      <input type="checkbox"/> White                      <input type="checkbox"/> Hispanic                      <input type="checkbox"/> Asian American  <input type="checkbox"/> American Indian                      <input type="checkbox"/> Alaskan Native                      <input type="checkbox"/> Pacific Islander                      <input type="checkbox"/> Other _____                 </p>			
<p>Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.</p>			
<p>Names of individuals responsible for the discriminatory action(s):</p>			

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. **(Attach additional page(s), if necessary).**

The law prohibits intimidation or **retaliation** against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

**Name**

**Address**

**Telephone**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- CA Department of Transportation \_\_\_\_\_
- Federal Transit Administration \_\_\_\_\_
- US Department of Transportation \_\_\_\_\_
- US Department of Justice \_\_\_\_\_
- Federal or State Court \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any West Sacramento representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

\_\_\_\_\_  
**COMPLAINANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

West Sacramento, California

Formulario de queja por discriminación

**DEVUELVA EL FORMULARIO DE QUEJA A:**

La ciudad de  
West Sacramento  
**Coordinador del Plan y el Programa del Título VI**  
1001 West Capitol Ave 1<sup>st</sup> Floor  
West Sacramento, CA 95691  
916-617-4980

SOLO PARA USO INTERNO

Fecha de recepción de la queja: \_\_\_\_\_

Procesado por: \_\_\_\_\_

No. de caso: \_\_\_\_\_

Fecha de la remisión: \_\_\_\_\_

**Cualquier persona que crea que fue sujeto de discriminación por motivos de raza, color, credo, sexo, edad, país de origen o discapacidad puede presentar una queja por escrito ante la ciudad de West Sacramento, en un período de 180 días después de la discriminación.**

Apellido:		Nombre:		<input type="checkbox"/> Hombre
				<input type="checkbox"/> Mujer
Dirección de correo postal:			Ciudad	Estado
				Código postal
Teléfono de casa:	Teléfono de trabajo:	Dirección de correo electrónico		

Identifique la categoría de discriminación:

- RAZA                       COLOR                       PAÍS DE ORIGEN                       SEXO  
 CREDO (RELIGIÓN)    DISCAPACIDAD                       POCO DOMINIO DEL INGLÉS                       EDAD

*\* NOTA: Las bases del Título VI son raza, color, país de origen. Todas las demás bases están en la "Garantía de no discriminación" de las Certificaciones y garantías de FTA.*

Identificar la raza del denunciante

- Blanco                       Hispano                       Asiático americano  
 Negro                       Nativo de Alaska                       De otras islas del Pacífico  
 Indio americano

Fecha y lugar de las presuntas acciones discriminatorias. Incluya la última fecha de discriminación y la fecha más reciente de discriminación.

Nombres de las personas responsables de las acciones discriminatorias:

¿Cómo lo discriminaron? Describa la naturaleza de la acción, decisión o condiciones de la presunta discriminación. Explique lo más claramente posible lo que sucedió y por qué cree que su estado de protección (base) fue un factor en la discriminación. Incluya cómo trataron a otras personas de manera diferente a usted. **(Adjunte más páginas, si es necesario).**

La ley prohíbe la intimidación o las **represalias** contra cualquier persona porque haya tomado medidas o haya participado en acciones para garantizar los derechos protegidos por estas leyes. Si cree que se tomaron represalias contra usted, aparte de la discriminación declarada arriba, explique las circunstancias abajo. Explique qué acción tomó y cuál cree que fue la causa de la presunta represalia.

Nombres de personas (testigos, compañeros de trabajo, supervisores u otros) a quienes podemos contactar para obtener más información para respaldar o aclarar su queja: (Adjunte más páginas, si es necesario).

**Nombre**

**Dirección**

**Teléfono**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

¿Presentó o tiene la intención de presentar una queja con respecto al asunto planteado ante alguna de las siguientes autoridades? Si la respuesta es Sí, escriba las fechas de presentación. Marque todas las opciones que correspondan.

- Departamento de Transporte de California \_\_\_\_\_
- Administración Federal de Tránsito \_\_\_\_\_
- Departamento de Transporte de EE. UU. \_\_\_\_\_
- Departamento de Justicia de EE. UU. \_\_\_\_\_
- Tribunal federal o estatal \_\_\_\_\_
- Otro \_\_\_\_\_

¿Ha hablado sobre la queja con algún representante de West Sacramento? Si la respuesta es Sí, escriba el nombre, el cargo y la fecha en la que hablaron.

Dé cualquier otra información que crea que podría ayudar con una investigación.

Explique brevemente qué recurso o acción está buscando por la presunta discriminación.

**\*\* NO PODEMOS ACEPTAR UNA QUEJA QUE NO ESTÉ FIRMADA. FIRME ABAJO EL FORMULARIO DE QUEJA Y ESCRIBA LA FECHA:**

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<hr/> <b>FIRMA DEL DEMANDANTE</b>	<hr/> <b>FECHA</b>
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## Limited English Proficiency (LEP) Plan

### Introduction

This *Limited English Proficiency Plan* has been prepared to address the City of West Sacramento responsibilities as a recipient of federal funds as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et se, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including the City of West Sacramento, which receives federal grant funding as a subrecipient through the Sacramento Area Council of Governments (SACOG) from the U.S. Department of Transportation (U.S. DOT), and from state agencies.

### Plan Summary

The City of West Sacramento has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the City of West Sacramento. As defined in Executive Order 13166, 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 how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the City of West Sacramento undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City of West Sacramento program, activity or service.
2. The frequency with which LEP persons come in contact with City of West Sacramento services, programs, or activities.
3. The nature and importance of programs, activities or services provided by the City West Sacramento to the LEP population.
4. The resources available to the City of West Sacramento and overall cost to provide LEP assistance.

A summary of the results of the City of West Sacramento four-factor analysis is in the following section.

### U.S. DOT Four-Factor LEP Analysis

1. *The number or proportion of LEP persons in the service area who may be served or are likely to encounter a City of West Sacramento program, activity or service.*

The Census Bureau has a range of four classifications of how well people speak English. The

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classifications are “very well,” “well,” “not well” and “not at all.” For planning purposes, the City of West Sacramento is considering people that speak English “not well” or “not at all” as Limited English Proficient persons.

Table 1 shows the languages spoken at home for all persons five years old and older, with number and percentage of persons broken out by County and language within the City of West Sacramento.

**Table 1: LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER**  
(Source: American Community Survey)

Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	49,960	±492	(X)	(X)	17.6%	±3.1
Speak only English	29,742	±1,854	59.5%	±3.6	(X)	(X)
Speak a language other than English	20,218	±1,823	40.5%	±3.6	43.5%	±5.1
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	11,078	±1,531	22.2%	±3.1	44.9%	±7.7
5 to 17 years old	2,684	±684	5.4%	±1.4	28.1%	±15.3
18 to 64 years old	7,480	±963	15.0%	±1.9	50.7%	±6.9
65 years old and over	914	±249	1.8%	±0.5	46.2%	±12.1
Other Indo-European languages	6,333	±914	12.7%	±1.8	46.7%	
5 to 17 years old	1,402	±502	2.8%	±1.0	40.5%	±23.1
18 to 64 years old	4,136	±604	8.3%	±1.2	41.3%	±7.9
65 years old and over	795	±289	1.6%	±0.6	85.8%	±10.3
Asian and Pacific Island languages	2,617	±536	5.2%	±1.1	31.5%	±8.1
5 to 17 years old	123	±99	0.2%	±0.2	22.8%	±26.7
18 to 64 years old	2,109	±481	4.2%	±1.0	26.0%	±7.5
65 years old and over	385	±143	0.8%	±0.3	64.4%	±18.5
Other languages	190	±155	0.4%	±0.3	21.1%	±15.6
5 to 17 years old	43	±50	0.1%	±0.1	0.0%	±50.2
18 to 64 years old	127	±113	0.3%	±0.2	31.5%	±16.6
65 years old and over	20	±30	0.0%	±0.1	0.0%	±73.6
CITIZENS 18 YEARS AND OVER						
All citizens 18 years old and over	33,907	±1,061	(X)	(X)	11.1%	±2.1
Speak only English	23,011	±1,351	67.9%	±3.2	(X)	(X)
Speak a language other than English	10,896	±1,093	32.1%	±3.2	34.6%	±4.7
Spanish	5,355	±911	15.8%	±2.7	34.8%	±7.2
Other languages	5,541	±711	16.3%	±2.1	34.5%	±6.0

#### 2. The frequency with which LEP persons come in contact with City of West Sacramento services, programs, or activities.

The City of West Sacramento assessed the frequency with which staff have, or could have, contact with LEP persons. The following “touch points” and frequencies have been identified:

PRIMARY TOUCH POINTS	FREQUENCY
West Sacramento On-Demand (Via) Driver	Frequently
Customer Service Agents/City Staff	Frequently
Recreation Center Staff	Often - Frequently
Printed Materials	Often - Frequently
Interior Signage	Frequently
City Website	Often
Social Media	Occasionally

<b>SECONDARY TOUCH-POINTS</b>	<b>FREQUENCY</b>
Print Media	Infrequent
Broadcast Media	Infrequent
Public Relations Media	Occasionally

The City's Human Resources Division retains a list which lists all City staff which are certified translators for various languages. City staff do not regularly receive requests for translation through Federally funded programs/projects, though the outreach components of said programs/projects do typically have multi-lingual resources. Further, if translation services are needed, staff will provide said translation in a timely manner.

- 3. The nature and importance of programs, activities or services provided by the City of West Sacramento to the LEP population.*

The largest geographic concentration of LEP individuals in the City of West Sacramento area is Spanish. The West Sacramento On-Demand (Via) drivers are most likely to encounter LEP individuals along with City customer service personnel. As stated above, City staff do not regularly receive requests for translation, but if translation services are needed, staff will provide said translation in a timely manner.

- 4. The resources available to the City of West Sacramento and overall cost to provide LEP assistance.*

The City of West Sacramento assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations that the City of West Sacramento could partner with for outreach and translation efforts. Based on the four-factor analysis, the city developed its LEP Plan as outlined in the following section.

### **Limited English Proficiency (LEP) Plan Outline**

There are five areas that comprise the City of West Sacramento's LEP Plan:

1. Identifying LEP individuals who need language assistance
2. Language assistance measures
3. Training Staff
4. Providing Notice to LEP persons
5. Monitoring and updating the LEP Plan

#### **a. Identifying LEP individuals who need language assistance**

How the City of West Sacramento may identify an LEP person who needs language assistance:

- Examine city customer service and West Sacramento On-Demand records for language assistance requests that have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- When the City of West Sacramento sponsors an event, have a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to informally gauge each attendee's ability to speak and understand English.
- Have Census Bureau Language Identification Flashcards available at City of West Sacramento events near the registration table. Individuals self-identifying as persons not

proficient in English may not be able to be accommodated with translation assistance at the event, but it will assist in identifying language assistance needs for future events.

- Have Language Identification Flashcards on all transit vehicles to assist staff in identifying specific language assistance needs of passengers. If such individuals are encountered, staff will be instructed to try to obtain contact information to give to the Operations Manager for follow-up. CSA's will also be instructed to obtain contact information from LEP individuals they encounter, either in person or over the phone, recording passengers' request for language assistance in the customer service database.

#### **b. Language Assistance Measures**

There are numerous language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which the City of West Sacramento staff responds to LEP persons, whether in person, by telephone or in writing.

How the City of West Sacramento will assist an LEP person who needs language assistance:

- The City of West Sacramento will network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on City programs and services.
- The City will strive to make bilingual assistance available at community events.
- Placement of statements in notices and publications that interpreter services are available for key meetings, with seven day advance notice.
- Survey staff annually on their experience concerning any contacts with LEP persons during the previous year.
- Maintain a list of staff proficient in languages other than English.
- Provide Language Identification Flashcards at public meetings.
- Post the City of West Sacramento Title VI Policy, Title VI Complaint Form, and LEP Plan on the agency website.
- Post the City of West Sacramento Title VI Policy in English and Spanish in the City Hall 1<sup>st</sup> floor lobby in a highly visible location.
- Provide the Title VI Complaint Form in a printed format in English and Spanish in the City Hall 1<sup>st</sup> floor lobby in a highly visible location.
- When an interpreter is needed, for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance services from the list which lists all City staff which are certified translators for various languages.

#### **c. Staff Training**

How the City of West Sacramento will train staff on its role and responsibilities in providing meaningful access to services for LEP persons:

- Develop curriculum and corresponding PowerPoint to educate City of West Sacramento and contractor staff on the Title VI LEP requirements for providing meaningful access to services for LEP persons.
- Provide staff with a description of language assistance services offered by the City of West Sacramento.
- Provide staff with specific procedures to be followed when encountering an LEP person, including how to handle a potential Title VI LEP complaint.
- Instruct staff on the use of U.S. Census Bureau Language Identification Flashcards (**See Attachment 1**)

#### **d. Providing Notice to LEP Persons**

How the City of West Sacramento will provide Notice to LEP Persons, both oral and written

communications:

- 
- Signs “Title VI is the Law” to be posted in the entry areas.
- At service counters Language Identification cards regarding the availability of interpreting services free of charge.
- Website, documents, community meeting notices, and brochures will be offered or printed in alternative languages upon request free of charge.
- Staff will inform LEP persons that language assistance is available and is free of charge.

#### **e. Monitoring and updating the LEP plan**

This plan is designed to be flexible and should be viewed as a work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and also to monitor changes in demographics and types of services. The City of West Sacramento will update the LEP as required by state and federal law. At a minimum, the plan will be reviewed and updated when new data becomes available, or when it is clear that higher concentrations of LEP individuals are present in the City of West Sacramento.

How the City of West Sacramento will examine and update the LEP Plan:

- Record and report on the number of LEP persons encountered annually
- Determine how the needs of LEP persons have been addressed
- Determine the current LEP population in the service area and whether the need for translation services has changed
- Determine whether interpretation/translation services have been effective and sufficient to meet the need
- Determine whether the City of West Sacramento’s financial resources are sufficient to fund language assistance resources needed
- Determine whether the City of West Sacramento (and its agents/contractors) have fully complied with the goals of this LEP Plan
- Determine whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals

#### **Dissemination of the City of West Sacramento LEP Plan**

The City of West Sacramento’s LEP Plan will be disseminated to customers and the community through a link to the LEP Plan and the Title VI Plan included on the city website, [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org)

The City of West Sacramento’s LEP Plan will also be shared with human service organizations in its service area. Any person or agency with internet access will be able to access and download the plan from the city website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost.

LEP individuals may request copies of the plan in translation which the City of West Sacramento will provide, if feasible.

Questions or comments regarding the LEP Plan may be submitted to the City of West Sacramento’s Title VI Coordinator at:

**Title VI Coordinator**  
City of West Sacramento  
1110 West Capitol Avenue  
West Sacramento, CA 95691

34- West Sacramento Title VI and LEP Program

Phone: 916-617-4980

Email: [TitleVI@cityofwestsacramento.org](mailto:TitleVI@cityofwestsacramento.org)

## Attachment 1 U.S. Census Bureau Language Identification Flashcard



U.S. DEPARTMENT OF COMMERCE  
 Economics and Statistics Administration  
 U.S. CENSUS BUREAU

### LANGUAGE IDENTIFICATION FLASHCARD

Hello, I'm from the U.S. Census Bureau. Is someone here now who speaks English and can help us? If not, please write your phone number and someone will contact you in English.	01. English
Buenos días (Buenas tardes), soy de la Oficina del Censo de los Estados Unidos. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, por favor, anote su número de teléfono y alguien se comunicará con usted en español.	02. Español/ Spanish
Përshëndetje, unë vij nga Zyra e Regjistrimit të Popullsisë së Sh.B.A-së. A ndodhet dikush tani këtu që flet anglisht dhe mund të na ndihmojë? Nëse jo, ju lutemi shkruani numrin e telefonit tuaj dhe dikush do t'ju kontaktojë në gjuhën shqipe.	03. Shqip/ Albanian
እንደምንት ፣ ከአሜሪካ የሕዝብ ቆጠራ ቢሮ ነኝ ። እሁን እንግሊዘኛ ቋንቋ የሚናገር እና ሊረዳን የሚችል ሰው አለ? ከሌለ እባክትን የስልክ ቁጥርን ይጻፉልንና በአማርኛ የሚያናግርት ይኖራል።	04. ተፎሽሮቁሽሶ/ Amharic
مرحبًا، أنا من مكتب الإحصاء الأمريكي. هل يوجد منا الآن شخص يتحدث الإنجليزية ويمكنه مساعدتنا؟ إذا كان لا يوجد، فلارجاء آتابة رقم هاتفكم وسيصل بكم أحد الأشخاص بلغة العربية.	05. العربية/ Arabic
Բարև Ձեզ, Ես ԱՄՆ-ի Մարդահամարի Բյուրոյից եմ: Ներկա՞ է արդյոք մեկը, որը խոսում է Անգլերեն և կարող է մեզ օժննել: Եթե ոչ, մտրեք Ձեր հեռախոսի համարը և Ձեզ հետ կկապվեն Հայերենով:	06. Հայերեն/ Armenian
হ্যালো, আমি ইউ.এস. সেন্সাস বিউরো থেকে এসেছি। এখানে এখন এমন কেউ আছেন কি যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারেন যদি তেমন কেউ না থাকে, আপনার ফোন নম্বর লিখে দিন এবং আপনার সঙ্গে একজন বাংলায় যোগাযোগ করবেন।	07. বাংলা/ Bengali
Разрешете да ви се представя, аз съм служител на Бюрото по преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, моля, напишете своя телефонен номер, за да може някой от нашите служители да ви се обади на български.	08. български/ Bulgarian

<p>* နူသယူဝ်မသာ အုန့် ၊ ယနညျကျ ကြမနကေး၊၊ သာနသညန. နမန ညသတ တသ၊စနရူ နညျဂျ ညေဝ် ခညေ. နူစ ကျိ ညသအယ စုနရူန တမအန ပသကမ စုသညန ညကာဘနမ ညေ၊ သာနသညန တူ ခသညအခေအ ပသက ငည နညျဂျ.</p>	<p>09. မြန်မာ/ Burmese</p>
<p>សូម ខ្ញុំមកពីការិយាល័យជំរឿនប្រជាជនសហរដ្ឋអាមេរិក ខ្ញុំ ឬ ៗ ជំនេសុស ពុទ្ធព ។ តើមាននរណាទៅ មិនដែលចេះនិយាយភាសាអង់គ្លេសហើយអាចជួយយើងបាន ទេ ? ប្រសិនបើមិនទាន់ទេ សូមសរសេរ លេខទូរស័ព្ទរបស់អ្នកមក ហើយនរណាម្នាក់នឹងទាក់ទងអ្នកជាភាសាខ្មែរ ។</p>	<p>10. ភាសាខ្មែរ/ Cambodian</p>
<p>您好。我是为美国人口普查局工作的。您这里有没有会说英语的人可以帮助我们？如果没有，请写下您的电话号码，然后将有人用中文与您联系。</p>	<p>11. 中文/ Chinese (Simplified)</p>
<p>您好。我是为美國人口普查局工作的。請問您這里有沒有會說英語的人可以幫助我們？如果沒有，請寫下您的電話號碼，之後將有人使用中文與您聯絡。</p>	<p>12. 中文/ Chinese (Traditional)</p>
<p>Dobar dan, ja sam iz Američkog biroa za cenzus. Ima li ovdje nekoga tko govori engleski i može nam pomoći? Ako nema, molim Vas da napišete svoj broj telefona, pa ćemo stupiti s Vama u kontakt na hrvatskom jeziku.</p>	<p>13. hrvatski/ Croatian</p>
<p>Dobrý den, jsem z Amerického úřadu pro sčítání lidu (U.S. Census Bureau). Je zde někdo, kdo hovoří anglicky a může nám pomoci? Pokud ne, napište prosím své telefonní číslo a někdo Vás bude kontaktovat v češtině.</p>	<p>14. čeština/ Czech</p>
<p>سلام، من در دفتر نفوس شماری، در ایالات متحده امریکا ایفای وظیفه مینمایم. آیا همراه شما، ممین لحظه کسی است که با لسان انگلیسی آشنایی داشته باشد و ما را کمک کرده بتواند؟ اگر نیست، پس لطفاً نمبر تیلیفون تانرا بدیهیتاً به لسان هندی با شما در تماس شویم.</p>	<p>15. دری/ Dari</p>
<p>Kudual, ʒen ye raan de maktam de kuɛn de koc de Amerika. Noŋ raan ye jam ɛ thoŋ de Lingliθ lɛu bɛ wok kony ɛ kɛ looiku? Na liu, ke yi gɔɔr telepundu ku anɔŋ raan bɛ yiin col ɛ thuɔŋjɛŋ.</p>	<p>16. Thuɔŋjɛŋ/ Dinka</p>
<p>Hallo, ik ben van het Amerikaanse Census Bureau. Is er iemand hier die Engels spreekt en ons kan helpen? Als dat niet zo is, wilt u dan uw telefoonnummer opschrijven? Dan zal iemand telefonisch contact met u opnemen in het Nederlands.</p>	<p>17. Nederlands/ Dutch</p>



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<p>سلام. من یک کارمند اداره سرشماری ایالات متحده هستم. آیا کسی حالا اینجا هست که به زبان انگلیسی صحبت میکند و میتواند به ما کمک کند؟ اگر کسی نیست، لطفاً شماره تلفنتان را بنویسید، و یک نفر به زبان فارسی با شما تماس خواهد گرفت.</p>	<p>18. فارسی/ Farsi</p>
<p>Bonjour, je travaille pour le Bureau de Recensement des États-Unis. Y a-t-il quelqu'un ici qui parle anglais et puisse nous aider ? Sinon, notez votre numéro de téléphone pour que quelqu'un puisse vous contacter en Français.</p>	<p>19. Français/ French</p>
<p>Guten Tag, ich komme im Auftrag des Bundesbüro zu Durchführung von Volkszählungen. Kann ich mit jemandem sprechen, der Englisch spricht und der uns helfen kann? Wenn nicht, schreiben Sie bitte Ihre Telefonnummer auf und es wird sich jemand in deutscher Sprache mit Ihnen in Verbindung setzen.</p>	<p>20. Deutsch/ German</p>
<p>Γειά σας, Είμαστε από την Υπηρεσία Απογραφής των ΗΠΑ. Είναι κανείς εδώ αυτή τη στιγμή που μιλάει Αγγλικά να μας εξυπηρετήσει; Αν όχι, παρακαλώ σημειώστε το τηλέφωνό σας και θα επικοινωνήσει κάποιος μαζί σας στα ΕΛΛΗΝΙΚΑ.</p>	<p>21. Ελληνικά/ Greek</p>
<p>Bonjou, mwen se anpwlaye biwo resansman ameriken. Èske m ka pale ak yon moun nan kay la ki konn pale anglè ? Si pa gen moun nan kay la ki pale anglè, tanpri ekri nimewo telefòn ou pou yon moun kki pale kreyòl ayisyen rele w.</p>	<p>22. kreyòl ayisyen/ Haitian Creole</p>
<p>שלום, אני ממושרד מפקד האוכלוסין של ארצות הברית. האם יש כאן מישהו ברגע זה שמדבר אנגלית ויכול לעזור לנו? במידה ולא, אנא כתבו את מספר הטלפון שלכם ומישהו ייצור קשר אתכם בשפה העברית.</p>	<p>23. עברית/ Hebrew</p>
<p>हेलो, मैं यू.एस. जनगणना ब्यूरो से हूँ। क्या अभी यहाँ ऐसा कोई व्यक्ति है जो अंग्रेजी बोलता हो और हमारी मदद कर सकता हो? यदि नहीं, तो कृपया अपना फोन नंबर लिखें और कोई व्यक्ति आपसे हिन्दी में संपर्क करेगा।</p>	<p>24. हिन्दी/ Hindi</p>
<p>Nyob zoo. Kuv tuaj hauv Teb Chaws Asmeskas Chaw Suav Pej Xeem tuaj. Puas muaj leej twg nyob hauv tsev uas txawj lus Askiv thiab pab tau peb? Yog tsis muaj, thov sau koj tus xov tooj tseg, mam li muaj ib tug neeg hais lus Hmoob hu tuaj rau koj.</p>	<p>25. Hmoob/ Hmong</p>
<p>Jó napot kívánok, az Egyesült Államok Népszámlálási Hivatalától vagyok. Van a közelben valaki, aki beszél angolul, és segíteni tud nekünk? Ha nem, kérem, írja le a telefonszámát, és kapcsolatba fogunk lépni Önnel magyarul.</p>	<p>26. Magyar/ Hungarian</p>

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<p>Hello, taga Census Bureau ako ng U.S. Adda kadi kadakayo nga makapagsarita ti English ken mabalin nga tumulong kaniami? Nu awan paki surat yo iti numero iti telepono yo ta adda iti tumawag kaniayo nga ag Ilocano.</p>	<p>27. Ilocano/ Ilocano</p>
<p>Salve, chiamo da parte del Census Bureau degli Stati Uniti. C'è qualcuno che parla inglese ed è in grado di aiutarci? In caso negativo, scriva il numero di telefono e sarà contattato da qualcuno che parla Italiano.</p>	<p>28. Italiano/ Italian</p>
<p>こんにちは。私は米国勢調査局の係員です。こちらには英語を理解できこの調査にご協力いただける方がいらっしゃいますか？もしない場合は、あなたのお電話番号をお書きいただければ、日本語を話す係員が連絡をいたします。</p>	<p>29. 日本語/ Japanese</p>
<p>안녕하세요. 저는 미국 인구조사국에서 일하고 있습니다. 영어를 사용하시는 분 중에 저희를 도와 주실 수 있는 분이 여기 계십니까? 없으신 경우, 전화번호를 적어주시면 한국어를 할 수 있는 직원이 연락을 드릴 것입니다.</p>	<p>30. 한국어/ Korean</p>
<p>ສະບາຍດີ, ຂ້າພະເຈົ້າ ມາຈາກສຳນັກງານສຳຫຼວດພົນລະເມືອງ ແຫ່ງສະຫະລັດອາເມລິກາ. ມີໃຜຢູ່ທີ່ນີ້ ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ່? ຖ້າບໍ່ມີ, ກະລຸນາຂຽນເລກ ໂທລະສັບຂອງທ່ານ ແລະ ພວກເຮົາ ຈະຕິດຕໍ່ທ່ານ ເປັນພາສາລາວ.</p>	<p>31. ພາສາລາວ/ Laotian</p>
<p>Sveiki, aš esu iš JAV Gyventojų surašymo biuro. Ar čia dabar yra kas nors, kas kalba angliškai ir galėtų mums padėti? Jei ne, prašome užrašyti savo telefono numerį ir su jumis susisieks lietuvių kalba.</p>	<p>32. Lietuvių/ Lithuanian</p>
<p>ഹലോ, ഞാൻ യു എസ് സെൻസസ് ബ്യൂറോയിൽ നിന്നാണ്. ഇംഗ്ലീഷ് സംസാരിക്കുന്ന ആരെങ്കിലും ഇപ്പോൾ ഇവിടെയുണ്ടോ ഞങ്ങളെ സഹായിക്കാൻ? ഇല്ലെങ്കിൽ, നിങ്ങളുടെ ടെലിഫോൺ നമ്പർ എഴുതി നൽകുക. മലയാളത്തിൽ സംസാരിക്കുന്ന ആരെങ്കിലും താങ്കളെ ബന്ധപ്പെടും.</p>	<p>33. മലയാളം/ Malayalam</p>
<p>Yá'át'ééh, Neeznáá nináháháágo Bíla'ashdla'ii náóltah bił haz'ą́ bá naashnish. Háidaa'ish k'óó Bilagáanaa biq zaad yee yá'ti'ígíí hóló? 'Ádingo 'éí nibésh bee hane'é níhá 'ádfííííí dóó t'áá háida t'áá Diné Bizaad yee yá'ti'ígíí nich'í' náhodoolnih.</p>	<p>34. Diné Bizaad/ Navajo</p>
<p>नमस्ते, म अमेरिकाको जनगनना अफिसबाट आएको । यहाँ अंग्रेजी बोल्न जान्ने अन्त हामीलाई मदत गर्नसक्ने कोहि मान्छे छन ? नभा, तपाईंको फोन नम्बर लेखिदिनु अनि कसैले तपाईंसित नेपाली भाषामा कुरा गर्नेछन् ।</p>	<p>35. नेपाली/ Nepali</p>

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<p>ਹੈਲੋ, ਮੈਂ ਯੂ.ਐੱਸ. ਜਨਗਣਨਾ ਬਿਊਰੋ ਵਲੋਂ ਆਇਆ/ਆਈ ਹਾਂ। ਕੀ ਇਥੇ ਕੋਈ ਅੰਗਰੇਜ਼ੀ ਬੋਲ ਸਕਦਾ ਹੈ ਅਤੇ ਸਾਡੀ ਮਦਦ ਕਰ ਸਕਦਾ ਹੈ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣਾ ਟੈਲੀਫੋਨ ਨੰਬਰ ਲਿਖ ਦਿਉ ਅਤੇ ਕੋਈ ਤੁਹਾਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਸੰਪਰਕ ਕਰੇਗਾ।</p>	<p>36. ਪੰਜਾਬੀ/ Panjabi</p>
<p>Dzień dobry. Jestem z Amerykańskiego Biura Spisu Ludności. Czy ktoś tutaj mówi po angielsku i mógłby nam pomóc? Jeżeli nie, proszę napisać swój numer telefonu, a ktoś skontaktuje się z Państwem po polsku.</p>	<p>37. Polski/ Polish</p>
<p>Olá, sou do Serviço de censo dos Estados Unidos. Alguém aqui fala inglês e pode nos ajudar? Caso contrário, escreva seu telefone e alguém vai entrar em contato com você em português.</p>	<p>38. Português/ Portuguese</p>
<p>Bună ziua, sunt de la Biroul de Recensământ al S.U.A. Este cineva aici, în acest moment, care vorbește engleză și ne poate ajuta? Dacă nu, vă rog scrieți-vă numărul de telefon și cineva vă va contacta telefonic în română.</p>	<p>39. Română/ Romanian</p>
<p>Здравствуйте! Я представляю Бюро переписи населения Соединенных Штатов. Присутствует здесь кто-нибудь, кто говорит по-английски и мог бы помочь нам? Если нет, то, пожалуйста, напишите свой телефонный номер, чтобы наши сотрудники могли побеседовать с вами по-русски.</p>	<p>40. русский/ Russian</p>
<p>Добар дан, ја сам из Америчког бироа за попис становништва. Да ли овде има некога ко говори енглески и може да нам помогне? Ако нема, молим Вас да напишете свој број телефона, па ћемо контактирати с Вама на српском језику.</p>	<p>41. српски/ Serbian</p>
<p>Hallo, Waxaan anigu ka tirsanahay Xafiiska Tirakoobka Mareykanka. Halkan ciddi ma Joogta hadda oo ku hadasha Ingiriisiga oo na caawin karta? Haddi kalese, fadlan qor lambarka talafoonkaaga markaasna qof ayaa kugulasoo xidhiidhi doona adiga Soomaalliga.</p>	<p>42. Soomaali/ Somali</p>
<p>Halo, nimetoka Shirika la Sensa la Merika Je, kuna mtu hapa sasa anayezungumza Kiingereza na anaweza kutusaidia? Ikiwa hakuna, tafadhali andika nambari yako ya simu na mtu atawasiliana na wewe kwa Kiswahili.</p>	<p>43. Kiswahili/ Swahili</p>
<p>Hello, Ako'y galing sa U.S. Census Bureau. Mayroon ba ditong marunong magsalita ng Ingles at makakatulong sa amin ngayon? Kung wala, pakisulat ang telepono ninyo at may tatawag sa inyo sa Tagalog.</p>	<p>44. Tagalog/ Tagalog</p>

<p>สวัสดีครับ/ค่ะ ผม/ดิฉันเป็นเจ้าของหน้าที่จากสำนักงานสัมมนาประชากรสหรัฐ มีใครพอจะพูดภาษาอังกฤษเพื่อช่วยแปลไดบ้างหรือเปล่า ครับ/ค่ะ ถ้าไม่มีช่วยแจ้งเบอร์โทรศัพท์เพื่อที่เราจะสามารถติดต่อกลับมาใหม่ได้เป็นภาษาไทย</p>	<p>45. ไทย/ Thai</p>
<p>ሃሎው፡ ካብ ቤት ጽሕፈት ምቕጣር ሕዝብ ከካይሪ ኣየ ኣነ። ሕጂ ኣንግሊዝኛ ምህራፊብን ክሕግዘኒ ምእኩልን ሰብ ኣብዚ ኣሎድ? ኣንተዘይኮነ፡ ብክብረትኩም ቁጽሪ ቴሌፎንኩም ጽሓፉም ኣደሰብ ብትግርኛ ክሃረብኩም ኣዩ።</p>	<p>46. ትግርኛ/ Tigrinya</p>
<p>Merhaba, A.B.D. İstatistik Bürosu'ndanım. Orada İngilizce konuşan ve bize yardım edebilecek birisi var mı? Yoksa, lütfen telefon numaranızı yazın, sizinle Türkçe dilinde temasa geçilecek.</p>	<p>47. TÜRKÇE/ Turkish</p>
<p>Привіт, Ми з США. Сенсес Бюро. Тут є хтось, хто володіє англійською мовою і може допомогти нам? Якщо ні, будь ласка, запишіть ваш телефонний номер і з вами зв'яжуться на українській мові.</p>	<p>48. українська мова/ Ukrainian</p>
<p>بیلو، میں امریکی مردم شماری بیورو سے ہوں۔ کیا یہاں کوئی ایسا شخص ہے جو انگریزی بولتا ہو اور ہماری مدد کر سکتا ہو؟ اگر نہیں، تو براہ کرم اپنا فون نمبر لکھوائیں اور کوئی شخص آپ سے اردو زبان میں رابطہ کرے گا۔</p>	<p>49. اردو / Urdu</p>
<p>Xin chào, tôi là nhân viên của Cục Thống Kê Dân Số Hoa Kỳ. Ở đây hiện có ai biết nói tiếng Anh và có thể giúp chúng tôi không? Nếu không, xin vui lòng ghi lại số điện thoại của quý vị. Chúng tôi sẽ liên lạc lại với quý vị bằng tiếng Việt.</p>	<p>50. Tiếng Việt/ Vietnamese</p>
<p>האלאו, איך בין פון די יונייטעד סטעיטס צענזוס ביורא. איז פאראן דא איינער וואס רעדט ענגליש און קען אונז העלפן? אויב נישט, ביטע שרייבט אראפ אייער טעלעפאן נומער און איינער וועט זיך פארשטענדליגן מיט אייך אויף אידיש.</p>	<p>51. אידיש / Yiddish</p>