

Title VI Accomplishments and Goals Report

Fiscal Year 2024

August 30, 2024

The Title VI Coordinator is required to establish goals for the Title VI Program, monitor progress toward achieving those goals, and report on program accomplishments on an annual basis. This annual report covers the period from July 1, 2023 through June 30, 2024 (Fiscal Year 2024). The report is made available to the public on the program's website, www.sandiego.gov/TitleVI.

Fiscal Year 2024 Accomplishments

Program accomplishments in the reporting period include:

- The Compliance Department assumed responsibilities of the Title VI Program on July 1, 2023.
- The Compliance Department updated program information for the public (website, public notice, complaint form).
- The Compliance Department developed the City's Title VI Implementation Plan, which includes formal complaint procedures, and has made it available to the public on the program's website.
- The Compliance Department, with help from the Executive Team and Department Directors, established a Citywide group of Title VI Department Liaisons to help ensure compliance with Title VI requirements across the organization. Department Liaisons serve as lead contacts within each respective City department for Title VI communications and provide support to the Title VI Coordinator in ensuring compliance with Title VI.
- The Compliance Department partnered with the Communications Department to create a new public notice and translate it from English into six other languages. Posters of the public notice are available to the public on the program's website and were also printed and distributed to Department Liaisons across the City. With the help of Department Liaisons, the new public notice was posted in highly visible locations within City facilities that serve the public.
- The Compliance Department substantially developed and piloted a Title VI training for City employees and partnered with the Human Resources Department to plan a rollout of the training to all City employees in Fall 2024.

The training will be mandatory for all employees, and employees will be required to complete the training every two years.

- The Compliance Department created a page on the City's employee intranet site, CityNet, so that all City employees can access helpful Title VI resources, including resources to help facilitate the provision of language assistance services to the public.

Fiscal Year 2025 Goals

Program goals for the next reporting period (July 1, 2024 through June 30, 2025) include:

1. Work with the Human Resources Department to ensure the Title VI training is provided to all City employees every two years, beginning in Fall 2024.
2. Work with City departments to review the Title VI assurances included in City contract documents and agreements for federally funded projects.
3. Work with relevant City departments to develop a Language Access Plan for the City that complies with Title VI requirements.

This report will be updated after June 30, 2025 to reflect program activities in Fiscal Year 2025.