



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Mallika Ramachandran, Engineering Manager - 259-8194

SUBJECT: Approval of Napa County Department of Public Works Title VI Implementation Program Plan.

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign the Napa County Department of Public Works Title VI of the Civil Rights Act of 1964 Implementation Program Plan which is a requirement for agencies receiving federal financial assistance.

EXECUTIVE SUMMARY

Director of Public Works requests approval of and authorization for the Chair to sign the Napa County Department of Public Works Title VI Implementation Program Plan.

Federally funded programs require Napa County to have a Title VI of the Civil Rights Act of 1964 Program and Implementation Plan. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d). 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. Napa County Public Works Department (Department) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI.

On February 6, 2018, the Board awarded an agreement to Moore Iacofano Goltsman, Inc. to assist Public Works to develop and implement the Title VI of the Civil Rights Act of 1964 Program and Implementation Plan. The plan was developed to guide the Department in its administration and management of Title VI related activities for the public and vendors. The draft plan was circulated for internal comments and the plan was submitted to Caltrans on

February 27, 2018. On March 21, 2018 the first of a series of upcoming trainings were conducted. On June 29, 2018 Caltrans requested the County submit the final signed Title VI Implementation Program Plan. The plan has to be approved by the Board.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Federally funded programs require Napa County to have a Title VI of the Civil Rights Act of 1964 Program and Implementation Plan. On February 6, 2018, the Board awarded an agreement to Moore Iacofano Goltsman, Inc. to assist Public Works to develop and implement the Title VI of the Civil Rights Act of 1964 Program and Implementation Plan. The draft plan was circulated for internal comments and the plan was submitted to Caltrans on February 27, 2018. On March 21, 2018, the first of a series of upcoming trainings were conducted. On June 29, 2018, Caltrans requested the County submit the final signed Title VI Implementation Program Plan. The plan has to be approved by the Board.

The Title VI Implementation Program Plan encompasses the following: Title VI Training, Title VI Information Poster, Annual Accomplishments Report, Title VI Complaint Procedures (Spanish Translation), Data Collection Procedures, Limited English Proficiency Plan (LEP) (Four Factor Analysis).etc

The Title VI Implementation Program Plan requires:

- | Posting of the Title VI Implementation Program Plan in English and Spanish on County's website
- | Posting of Title VI posters in English and Spanish in highly visible locations and made available online
- | Implementation of the Language Assistance Measures such as bilingual staff and language lines
- | Providing training to Napa County Public Works rank/file employees every 2 years and managers/supervisors annually, and to newly hired or promoted staff within 6 months of hire
- | Data collection every three years to monitor the Limited English Proficiency (LEP) Plan and make needed revisions to the plan and staff training
- | Preparing and submitting the Annual Accomplishment and Goals Report to funding agencies such as California Department of Transportation (Caltrans)

Director of Public Works requests approval of and authorization for the Chair to sign the Napa County Department of Public Works Title VI Implementation Program Plan.

SUPPORTING DOCUMENTS

A . Title VI Implementation Program Plan

B . APPENDIX

CEO Recommendation: Approve

Reviewed By: Helene Franchi