



City of Wharton
2016
Title VI/Nondiscrimination
Annual Work Plan &
Accomplishment Report

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Introduction

The City of Wharton, as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. § 2000d-3), color, national origin, sex, age or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any City programs or activities.

This report updates the Texas Department of Transportation (TxDOT) on an annual basis regarding how the City of Wharton is monitoring the implementation of the Title VI/Nondiscrimination Plan. In accordance with Title 23 Code of Federal Regulations (CFR) 200.9 and FHWA's Title VI/Nondiscrimination Program, this report documents the City of Wharton's Title VI Program accomplishments for fiscal year (FY) 2016 and goals for FY 2017.

Title VI/Nondiscrimination Component

This section contains the Title VI/Nondiscrimination accomplishments of the City of Wharton's Title VI/Nondiscrimination Department that are not included in the following sections: *Internal Monitoring Program, External Monitoring Program, Title VI/Nondiscrimination Training Summary, Title VI/Nondiscrimination Complaints Summary, or Limited English Proficiency.*

Title VI Assurances

In FY 2017, the Standard DOT Assurances will be signed by the Mayor and are located in the City of Wharton's FY 2017 *Title VI/Nondiscrimination Plan*.

Dissemination of Title VI Information

In FY 2017, the City of Wharton will print Title VI brochures for all Department Heads (DH) requesting this information. Copies of the brochure will be located on the City of Wharton's website and in the City of Wharton's *FY 2017 Title VI/Nondiscrimination Plan*. Title VI information available on the City of Wharton's website includes:

- City of Wharton's *Title VI/Nondiscrimination Plan*
- City of Wharton's *Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report*

Title VI Liaisons

Personnel from each department will serve as Title VI liaisons and responsible for ensuring Title VI compliance in their respective area through policy and procedure enforcement and monitoring. At the beginning of each fiscal year, the Title VI Coordinator will notify each DH requesting the designation of one or two employees to serve as the Title VI liaison(s) for the fiscal year.

Internal Monitoring Program

This section describes FY 2016 accomplishments and FY 2017 goals related to internal monitoring, including the data collection and limited English proficient (LEP) component, of the City of Wharton's Title VI program.

Title VI Reviews Conducted During FY 2016

Title VI reviews are performed annually.

Title VI Data Collection/Analysis/Reporting

Each DH will be contacted annually to submit a data analysis report that includes a description of how Title VI factors were addressed, where data was obtained, and the results.

Limited English Proficiency

Each DH will be responsible for implementing the adopted LEP plan for providing language assistance to address the identified needs of the LEP population it serves. Annually, each DH must reevaluate the changes in demographics, services and programs, and other factors that should be considered when determining LEP needs. Monitoring and evaluating the accessibility and quality of language assistance needs of LEP persons ensures that LEP persons can meaningfully access agency programs and activities. This annual assessment will help guide DHs in determining what changes, if any, are needed to update the LEP plan. Annually, the Title VI Coordinator will notify each DH via memorandum to submit an LEP annual report documenting the number of LEP individuals served and the type of service provided. The Title VI Coordinator will work with DHs throughout the year to ensure the LEP requirements are met and reported annually.

FFY 2017 Goals

- Explore training opportunities to ensure compliance with Title VI, specifically in collecting Title VI/Nondiscrimination-related data and analyzing the data to identify and address any trends/patterns of discrimination;
- Work with DHs in collecting and analyzing data to identify and address any trends/patterns of discrimination in their respective departments; and
- Ensure operating or informational manuals include the required Title VI information and procedures to implement these requirements, including ensuring employees and subrecipients meet these requirements.

External Monitoring Program

This section describes accomplishments in FY 2016 and goals for FY 2017 for ensuring DHs compliance with Title VI.

DH's Reviews Conducted During FFY 2016

The review process includes notification, the issuance of a report of findings, and recommendations, if applicable.

Results of Reviews Conducted During FFY 2016

All reviews in FY 2016 were determined to be following the Title VI Plan after the implementation of recommendations made by the Title VI Coordinator.

Recommendations made to the DH's included the following:

- Designate a liaison responsible for monitoring Title VI activities in their department.
- Become familiar with the Title VI/Nondiscrimination Plan adopted by the City.
- Provide an annual report that provides data for the implementation of the Title VI/Nondiscrimination Plan.

FY 2017 Goals

The following describes the City of Wharton's goals for the coming year:

- The Title VI Coordinator will continue to conduct Title VI reviews with each DH.

Title VI/Nondiscrimination Training Summary

This section provides an overview of training activities of the City of Wharton's Title IV Plan for FY 2016.

Training provided by the City of Wharton

The Title VI Coordinator will provide annual training to each DH reviewing the Plan and steps to implement.

Training attended by the City of Wharton

None

Title VI/Nondiscrimination Complaints Summary

In FY 2016, the City of Wharton did not receive any internal or external discrimination complaints.

Environmental Justice

The City of Wharton utilizes data from the U.S. Census Bureau, public outreach (scoping meetings, public meetings, and public hearings), information on poverty guidelines from the Department of Health and Human Services, and local agency coordination (including, but not limited to MPOs, local elected officials, county government, etc.) to establish demographic characteristics and trends. The data is used to identify and engage traditionally underserved populations, including those covered under existing Environmental Justice (EJ) policies, as well as populations with Limited English Proficiency (LEP).

Limited English Proficiency

All Department Heads and Title VI program liaisons are responsible for ensuring that meaningful services to LEP persons are provided in their respective departments. In developing an LEP Plan, the City of Wharton conducted a Four Factor Analysis and used the results of the analysis to determine which language assistance services were appropriate. The analysis helped identify the needs of the LEP population it serves. In addition, each DH is required to annually monitor and report any deficiencies. This annual report assists DHs to accurately identify and address the changing needs of their LEP communities which, in turn, can help inform the Title VI Coordinator whether there should be changes to the quantity or type of language assistance services.

	LEP Annual Report	Responses/Comments
LEP Encounters	Total number of encounters:	Unknown for 2016
	Language most frequently requested:	Spanish
	LEP service most frequently used:	Oral: Most used, unknown count
		Translation App:
		Telephone:
	Most frequent method LEP service is rendered:	Employee:
		Contractor:
Community Volunteer:		
Family/Friend:		
Other:		
LEP Expenditures	Total LEP expenses:	\$ 500
		Spanish: \$ 500
		Other Language: \$
		Oral Interpretation: \$
		Written Translation: \$ 500
Telephone Interpretation: \$		
Translation of Documents	Total number of documents translated upon request:	0
	Total number of vital documents translated:	3
	Types of documents translated:	Application:
		Brochure:
Notice: 3		
Other:		
Complaints	Total Number of Complaints:	0
	Number of complaints resolved:	N/A
	Complaint Information:	N/A

Action Plan (2017)

Create and Administer Internal Title VI Training

Action Step	Timeline	Participants	Results
Schedule 2017 Title VI Training & Assessment	10/17 – 12/17	Department Heads Liaisons Title VI Coordinator	
Update Brochures & Posters	8/17 – 9/17	Title VI Coordinator	
Update Website	8/17 – 10/17	Title VI Coordinator	

Create and Administer External Title VI Training

Action Step	Timeline	Participants	Results
Schedule 2017 Title VI Training & Assessment	10/17 – 12/17	Department Heads Liaisons Title VI Coordinator	
Update Brochures & Posters	8/17 – 9/17	Title VI Coordinator	
Update Website	8/17 – 10/17	Title VI Coordinator	
Review/Update the Title VI Plan	9/17 – 11/17	Department Heads Title VI Coordinator	

As Mayor of the City of Wharton and on behalf of the Wharton City Council, I hereby certify that the City Council reviewed and approved the above City of Wharton 2016 Title VI/Nondiscrimination Annual Work Plan & Accomplishment Report on 06/12/2017.



 Tim Barker, Mayor

6.12.17

 Date