

Title VI Accomplishments and Goals Report

Fiscal Year 2025

September 18, 2025

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, 2024, through June 30, 2025 (Fiscal Year 2025), and is made available to the public on the program's website, www.sandiego.gov/TitleVI.

Fiscal Year 2025 Accomplishments

Program accomplishments in the reporting period include:

- The Compliance Department worked with relevant departments to complete and submit the 2025 Caltrans Title VI Program Assessment.
- The Compliance Department worked with the Human Resources Department to roll out a Title VI training course for all City employees in February of 2025. The training covered the responsibilities of City employees under Title VI of the Civil Rights Act of 1964, especially when handling complaints and requests for language assistance from the public. The training will be taken by City employees every two years.
- The Compliance Department worked with relevant City departments to substantially develop a Language Access Plan for the City to comply with Title VI requirements. The Compliance Department is working to incorporate Department feedback into the plan, and will solicit a legal review of the document prior to making the plan available online.
- In conjunction with the development of a citywide Language Access Plan, the Compliance Department conducted a Limited English Proficiency (LEP) Assessment (also referred to as a Four Factor Analysis).
- The Compliance Department participated in meetings with other local and state jurisdictions to track and understand changing federal guidance and requirements related to Title VI (e.g., to understand the impacts of Executive Order 14224, "Designating English as the Official Language of the United States" which revoked Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency").

- The Compliance Department updated its Title VI Complaint log to ensure tracking of key information when Title VI complaints are submitted.

Fiscal Year 2026 Goals

Program goals for the next reporting period (July 1, 2025, through June 30, 2026) include:

1. Develop a new online Title VI complaint form to automate the tracking of Title VI complaints.
2. Finalize and publish a citywide Language Access Plan that complies with Title VI requirements, and incorporates department feedback and legal review prior to publication.
3. Develop and publish templates, instructions, and training materials for City departments related to implementation of the citywide Language Access Plan. Access to these resources will be available for City employees via CityNet, the City's intranet site.
4. Conduct the City's annual Limited English Proficiency (LEP) Assessment (Four Factor Analysis).
5. Review and update the City's Title VI Implementation Plan as needed.
6. Work with City departments to identify current processes and types of Title VI statistical data being collected, and formalize procedures for consistent collection, reporting, and use of that data for compliance and program improvement.
7. Monitor evolving federal guidance and requirements related to Title VI, including impacts resulting from Executive Order 14224, "Designating English as the Official Language of the United States."
8. With input from City departments, refine and/or develop policies and procedures to conduct internal Title VI reviews of City program areas and external reviews of sub-awardees to ensure compliance with Title VI requirements.

This report will be updated after June 30, 2026, to reflect program activities in Fiscal Year 2026.