



FY 2018-2019

Title VI/Nondiscrimination Annual Report

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February 3, 2020

The City of San Marcos (COSM), as a recipient of Federal financial assistance and under Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d-42 U.S.C 2000d-4, and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person who resides in, or does business with, the City of San Marcos on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of our programs or activities.

This report updates the Texas Department of Transportation and Federal Highway Administration (FHWA) Texas Division Office on an annual basis regarding how COSM is monitoring the implementation of the Title VI/Nondiscrimination Policy. In accordance with Title 23 Code of Federal Regulations (CFR) 200.9 and FHWA’s Title VI/Nondiscrimination Program, this report documents COSM’s Title VI Program accomplishments for federal fiscal year (FY) 2018/19 and goals for FY 2019/20.

**List of Transit Related Title VI Investigations, Complaints and Lawsuits**

The City of San Marcos maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**There have been no investigations, complaints and/or lawsuits filed against us since the last plan submission related to Transit.**

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
<b>Lawsuits</b>				
1.				
<b>Complaints</b>				
1.				

## Monitoring Program and Annual Work Plan & Accomplishment Report

This section includes information on the City's Title VI monitoring program, which includes data collection, data analysis and reporting.

### A. Reporting

The goal of the report is to update TxDOT regarding how the City is successfully implementing the Title VI Program. The report will be available for TxDOT to review annually by February 28th.

### B. Public Participation Plan

#### Strategies and Desired Outcomes

To promote inclusive public participation, the **City of San Marcos** will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- Provide for early, frequent and continuous engagement by the public.
- Select accessible and varied meeting locations and times
- Use social media, in addition to other resources, as a way to gain public involvement
- Promote City's website for Title VI Compliance
- Expand traditional outreach methods by visiting community centers, libraries, faith-based organizations and institutions

#### Public Outreach Activities

The public outreach and involvement activities conducted by the **City of San Marcos** since the last Title VI Program submission are summarized in the table below.

Event Date	City of San Marcos Staffer(s)	Activity	Communication Method (Public Notice, Posters, Social Media)	Notes
1/29/19	10	Open Meeting	Public Notice	
10/2/19	2	Open Meeting	Public Notice	
10/2/19	2	Open Meeting	Public Notice	
10/3/19	2	Open Meeting	Public Notice	
10/3/19	2	Open Meeting	Public Notice	

### C. Demographics

In order to provide meaningful communications about TxDOT funded projects, the first step is to understand the targeted audience. This section provides the demographic profile of LEP persons in San Marcos.

#### LEP Populations

According to the Census Bureau, approximately 57,193 people, age five and older, lived within the city limits of San Marcos, Texas in 2017; of which most (93.5 percent) speak English and a small percentage speak English less well (6.5 percent). The largest LEP populations in San Marcos are Spanish speakers, followed by Other Indo-European, and Asian and Pacific speakers. These LEP speakers account for 1,883 or 3.9 percent of all LEP speakers who only speak English less than "very well" 18 years or older. Of the LEP speakers 1,752 speak Spanish and 131 other languages.

#### Age and Workforce

According to the Census Bureau, the City of San Marcos' population is 49,910 who are 16 years or over in age. 32,923 of City's population are in the work force. Of the workers 16 years of age or over, 748 are commuting to work by public transportation and 1,436 are walking to work.

## **Income below the Poverty Level**

According to the Census Bureau, 19.3% of the City of San Marcos families' income are below the poverty level and 35.8% of the people of San Marcos are below the poverty level.

## **D. Public Involvement Strategies, Procedures and Desired Outcomes**

### **Electronic & Web-based Media**

- Press Releases were used to announce events that occurred. Press releases were emailed to several media outlets.
- News Items were generally generated on the City's website in response to a press release.
- Social Media – Blogs/Facebook/Twitter were used to provide communications about project progress and allow for interaction among and between stakeholders and the City.

### **Stakeholders that could assist with Future Public Involvement Activities**

Community and civic organizations and businesses were useful outlets for planning activities.

### **Conduct Interviews and Surveys**

Surveys about the needs of citizens were sent to citizens of San Marcos and responses were collected.

### **Public Meetings**

The City had five public meetings held specific to Transit.

### **Translate Outreach Materials**

A Spanish interpreter was present to provide interpretive services for certain public involvement meetings and translated material was provided.

## **E. Title VI/Nondiscrimination Component**

This section contains the Title VI accomplishments of COSM.

### **Title VI Assurances**

In FY 2018/19, the Standard DOT Assurances were signed by the City Manager and are located in COSM's FY 2018/19 Title VI Policy.

### **Dissemination of Title VI Information**

In FY 2018/19, COSM developed the Title VI policy. A copy of the policy was published and is located on COSM's website. Title VI information available on COSM's Web site includes:

- COSM's Language Assistance Plan
- COSM's Title VI Plan
- COSM's Title VI Annual Work Plan & Accomplishment Report

### **Title VI Contract Requirements**

Beginning in FY 2018/19, the Purchasing Manager will ensure the required clauses are included in the bid and proposal documents for each project that are funded, in part, by U.S. Department of Transportation and the Federal Highway Administration. The Purchasing Manager will review the documentation before being released to the public. Upon receipt of bids and proposals, the Purchasing Manager will review them for inclusion of required disclosures. After contractor or consultant selection is made, the Purchasing Manager will review the contract documents to ensure inclusion of the required clauses.

## **F. Internal Monitoring Program**

This section describes COSM's FY 2018/19 accomplishments and FY 2019/20 goals related to internal monitoring, including the data collection and limited English proficient (LEP) component, of COSM's Title VI program.

### **Federal Program Area Reviews Conducted During FY 2018/19**

Title VI reviews are performed annually as a desk audit. For FY 2018/19, COSM's federal program area was notified of the review through an e-mail sent from the Title VI Program Coordinator.

### **Results of Reviews Conducted During FY 2018/19**

All reviews in FY 2018/19 were determined to be in compliance with Title VI after a review of the desk audit or after the implementation of recommendations made by COSM. Recommendations made to the agencies included the following:

- Develop a Title VI Policy Statement and post on the City's website.
- Submit signed U.S. DOT Standard Title VI Assurances.
- Designate a Title VI Coordinator responsible for initiating and monitoring Title VI activities.
- Develop a Title VI Policy that communicates how the City implements the Title VI requirements.
- Develop procedures for processing external discrimination complaints.
- Develop a complaint log.
- Conduct an individualized assessment for LEP using the four-factor analysis.
- Provide efforts to ensure public participation in the planning and development of transportation projects.
- Develop a process to ensure the non-discrimination paragraph from the Standard Title VI Assurances is included in all solicitations for bid/requests for proposals.
- Develop a process to ensure that the required language from the Standard Title VI Assurances is included in all contracts.
- Develop an annual report that documents how the agency is effectively implementing its Title VI Program.

### **Limited English Proficiency**

An LEP plan was developed for providing language assistance to address the identified needs of the LEP population it serves. Annually, COSM reevaluates and makes 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 COSM in determining what changes, if any, are needed to update its LEP plan.

### **Training provided to COSM employees**

Employees in the Transit Division were provided information on Title VI requirements.

### **Title VI/Nondiscrimination Complaints Summary**

In FY 2018/19, COSM did not receive discrimination complaints.

### **Purchasing Accomplishments for FY 2018/19**

#### **Dissemination of Title VI Information**

Construction contract proposals, which are available to the general public on COSM's website and by hard copy upon request, include the Title VI assurance requirements.

### **Complaints**

Did not receive any external discrimination complaints.

### **Planning and Public Involvement**

A Feedback survey was active October 1 – October 15, 2019.

## **FY 2019/20 Goals**

COSM will continue to work with Special Emphasis Areas through the Title VI Program Coordinator and Transit Manager to develop, implement, and improve self-monitoring activities, including subrecipient monitoring (if applicable).

The following describes COSM's goals for the coming year:

- COSM will conduct Title VI reviews of COSM's subrecipients, if applicable.
- COSM Transit division is conducting a Five-Year Strategic Plan for Transit Service.

## **FY 2020/21 Goals**

The following describes COSM's activities for the coming year:

- Explore training opportunities for our employees 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 departments in collecting and analyzing data to identify and address any trends/patterns of discrimination in their respective division; and
- Ensure operating or informational manuals include the required Title VI information and procedures to implement these requirements