

Capitola City Council

Agenda Report



Meeting: July 24, 2025

From: Public Works Department

Subject: Title VI Program Manual

Recommended Action: Adopt a resolution adopting the City of Capitola Title VI Program Manual to comply with Caltrans and Federal Highway Administration (FHWA) requirements for recipients of federal transportation funding; appoint the Public Works Director as the City's Title VI Coordinator; and authorize submittal of required Title VI Program documentation to Caltrans Division of Local Assistance.

Background: Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes prohibit discrimination on the basis of race, color, national origin, sex, age, disability, or income status in programs and activities receiving federal financial assistance. As a recipient of federal funds through programs such as the Regional Surface Transportation Program (RSTP) and the Active Transportation Program (ATP), the City of Capitola is required to adopt and maintain a Title VI Program.

In January 2025, Caltrans updated the Local Assistance Procedures Manual (LAPM) to clarify Title VI Program requirements for local public agencies (LPAs), including the biennial submission of a Title VI Program Assessment. These requirements are intended to ensure continued compliance with federal law and maintain eligibility for future funding.

Discussion: The attached Title VI Program Manual outlines how the City of Capitola complies with federal nondiscrimination requirements. The Program includes the following key components:

- A Title VI Policy Statement
- Appointment of a Title VI Coordinator
- Public Notice of Rights under Title VI
- Title VI Complaint Procedures and Tracking
- Limited English Proficiency (LEP) Strategy
- Public Participation and Environmental Justice Practices
- Staff Training and Subrecipient Monitoring
- Program Review and Triennial Updates

The manual is designed to reflect current best practices and fulfill the expectations set forth in LAPM Chapter 9. It includes the required forms, procedures, and demographic data and will be posted on the City's website following adoption.

Fiscal Impact: There is no direct fiscal impact associated with adoption of the Title VI Program Manual. However, adoption is necessary to maintain eligibility for state and federal transportation funding programs administered through Caltrans.

Attachments:

1. City of Capitola Title VI Program Manual
2. Resolution

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Reviewed By: Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager