



GRASS VALLEY
A PLACE TO LIVE AND THRIVE

CITY OF GRASS VALLEY TITLE VI IMPLEMENTATION PLAN

Adopted June 23, 2026

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Non-Discrimination Policy Statement

The City of Grass Valley is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and other non-discriminatory authorities, such that no person shall be excluded from participation in or be denied the benefits of any program or activity conducted by the City of Grass Valley on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law.

Further, no person shall be subjected to discrimination under any program or activity conducted by the City of Grass Valley, on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d and related statutes, and the requirements of 23 Code of Federal Regulation (CFR) pt. 200 and 49 CFR pt. 21.



Alex Gammelgard
Interim City Manager
City of Grass Valley

6/25/2026

Date

Non-Discriminatory Legislation

Title VI of the Civil Rights Act of 1964 – Provides that no person in the United States shall, on the grounds 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 (as implemented through 23 CFR 200.9 and 49 CFR 21).

Section 162(a) of the Federal-Aid Highway Act of 1973 (Section 324, Title 23 U.S.C.) – Prohibits discrimination on the basis of sex by recipients and sub-recipients of Federal financial assistance.

Section 504 of the Rehabilitation Act of 1973 – Prohibits discrimination on the basis of disability by recipients and sub-recipients of Federal financial assistance.

The Age Discrimination Act of 1975 (Section 6101-6107, Title 42 U.S.C.) – Prohibits discrimination on the basis of age by recipients and sub-recipients of Federal financial assistance.

The Civil Rights Restoration Act of 1987 (Public Law 200-209) – Clarifies that the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973 was to apply the non-discrimination statutes to all programs and activities of Federal-aid recipients, sub-recipients, contractors and vendors, whether all such programs are federally assisted or not.

Executive Order 12898 (issued February 11, 1994) – Addresses Environmental Justice regarding minority and low-income populations and requires agencies to develop strategies to address disproportionately high and adverse human health or environmental effects of their programs on minority and low-income populations; promote nondiscrimination in federal programs substantially affecting human health and the environment; and provide minority and low-income communities access to public information and an opportunity for public participation in matters relating to human health or the environment.

Executive Order 13166 (issued August 16, 2000) – Addresses improved access to services for persons with limited English proficiency. Agencies are directed to evaluate services provided and implement a system that ensures that Limited English Proficiency (LEP) persons are able to meaningfully access the services provided consistent with, and without unduly burdening, the fundamental mission of the local agency. Agencies are directed to ensure that recipients of federal financial assistance provide meaningful access to program, services and information to their LEP applicants and beneficiaries free of charge.

Organization Structure

The City of Grass Valley's Title VI program is a multi-tiered program in which multiple roles work toward the ultimate goal of assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes. The City has assigned the roles of Title VI Coordinator, Assistant Title VI Coordinators, Title VI Specialist, and Title VI Liaisons to City staff. The roles and responsibilities are as follows:

Title VI Coordinator

- Ensures that City's Title VI program is up to date with all requirements set forth by the Federal Highway Administration (FHWA), California Department of Transportation (Caltrans), and any other applicable jurisdictions.
- Maintains open line of communication with City Manager, City Council, and other City leadership positions as necessary to facilitate the Title VI Program requirements in a timely manner.
- Directs staff to coordinate and attend trainings, prepare required reports, create and distribute Title VI information for the public, and manage complaints per the Program's direction.

Assistant Title VI Coordinator

- Assumes role and duties of Title VI Coordinator when the Coordinator is unavailable.
- Works directly with Title VI Specialist to ensure program compliance is met.
- Ensures that all applicable staff are present for Title VI trainings and are following Title VI procedures through work with the public, contractors, and consultants.

Title VI Specialist

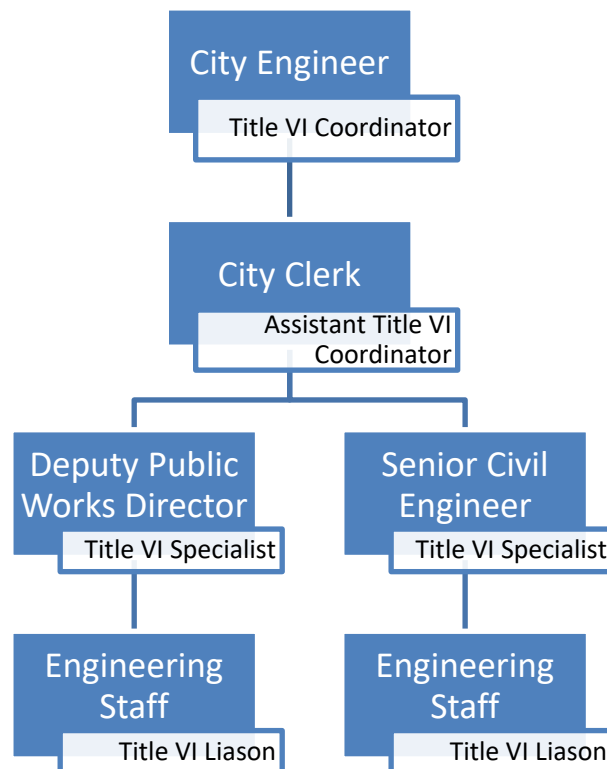
- Prepares and coordinates Title VI Plan and Annual Report submission.
- Develops Title VI information for dissemination to public.
- Ensures that Title VI Assurances have been incorporated into all Federal-aid Contracts and Agreements.
- Develops and coordinates Title VI training for managers, supervisors and staff with frequent public contact, on a two-year minimum basis.

- Develops procedures for collection and analysis of statistical data of participants in, and beneficiaries of federally funded roadway projects.
- Analyzes data collected to determine effectiveness of outreach methods to avoid group exclusion and encourage group participation.
- Develops complaint procedures, complaint log, and ensures that all applicable staff are properly trained in the complaint reporting procedures.

Title VI Liaison

- Works directly with contractors, public stakeholders and other relevant parties to ensure that Title VI protections are maintained.
- Attends training to maintain knowledge of current Title VI requirements.
- Reports complaints through complaint procedure listed as part of City's Title VI Implementation Plan.
- Incorporates required Title VI language into Federal-aid contracts and agreements

Title VI Organization Chart



Training

The City of Grass Valley will provide Title VI and related statute training to Public Works managers, supervisors, and staff with frequent public contact in the administration of federal-aid programs. These trainings will occur at minimum every two years, and within six months of hiring a new employee. The trainings will be conducted by the Title VI Specialist, online through presentations, or through trainings hosted by Caltrans. Additionally, links to Caltrans, FHWA, and other applicable agency resources for Title VI and related statutes will be posted on the City's website at www.grassvalleyca.gov/TitleVI.

In particular, the following items will be covered in trainings:

- Review of Grass Valley's Title VI Implementation Plan and other relevant documents
- Language assistance services offered for public use
- How to handle potential complaints
- Where to seek assistance for Title VI questions and concerns

Complaint Procedure

The City of Grass Valley is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and other non-discriminatory authorities, such that no person shall be excluded from participation in or be denied the benefits of any program or activity conducted by the City of Grass Valley on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law.

Any person that believes they have been discriminated against on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, or any other category protected by State or Federal law by the Grass Valley's Public Works Department, its contractors, consultants or any other party that acts on behalf of the Public Works Department may file a Title VI complaint by completing and submitting the City's Title VI Complaint Form (Appendix C), which can be found displayed in the City Hall lobby, and online at www.grassvalleyca.gov/TitleVI.

The City's Title VI Specialist processes complaints received no more than 180 days after the alleged incident. The Title VI Specialist will only process complaints that are complete, which include at a minimum, the following:

- Complainant's contact information
- Date of alleged act of discrimination
- Details of the alleged discrimination
- The complainant's signature

Once the Title VI complaint is received, the Title VI Specialist will forward the complaint to Caltrans, to be submitted to the FHWA Division Office. The Title VI Specialist will also begin processing the complaint by entering said complaint into the City's Title VI Discrimination Complaint Log and conducting an internal investigation. Once a finding has been determined/received, the City's Title VI Specialist will provide said finding to the complainant within ten business days via letter and/or email.

Complaints Processed Under the Federal Highway Administration

Title VI complaints filed with Caltrans in which Caltrans is named as the Respondent will be forwarded to the FHWA Division Office. The Complainant will receive an acknowledgement letter informing them that the complaint has been received and forwarded to the FHWA.

Per the FHWA Guidance Memorandum, Processing of Title VI Complaints, dated June 13, 2018, all Title VI complaints received by a sub-recipient (City of Grass Valley) are to be forwarded to Caltrans to be submitted to FHWA Division Office. Complaints should be sent within one business day of receipt via email to Title.VI@dot.ca.gov. If Headquarters Office of Civil Rights (HCR) determines a Title VI complaint against a sub-recipient can be investigated by Caltrans, HCR may delegate the task of investigating the complaint to Caltrans.

Caltrans OCR Investigation Process

If Caltrans Office of Civil Rights (OCR) is delegated the responsibility of performing an investigation, OCR has 90 days to investigate the complaint. If additional time is needed, OCR will call the Complainant and inform them.

If more information is needed to resolve the case, the OCR investigator may contact the Complainant. The Complainant has ten business days from the date of the letter to send the requested information to the investigator assigned to the case.

If the investigator is not contacted by the Complainant or does not receive the additional information within ten business days, OCR can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

OCR will consult with HCR regarding the disposition of the complaint. Disposition of Title VI complaint will be undertaken by HCR, through either (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to all parties via the Division Office.

A person may also file a complaint directly with the FHWA and/or Caltrans by the following contact information:

Federal Highway Administration
U.S. Department of Transportation

Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-104
Washington, DC 20590

California Department of Transportation
Office of Civil Rights
Attention: Title VI Program Branch
1823 14th Street, MS 79
Sacramento, CA 95811
Title.VI@dot.ca.gov

Should a complaint be filed with Grass Valley Public Works and one with a federal or state agency simultaneously, the federal/state complaint will supersede the City's complaint and the City's complaint procedures will be suspended pending the federal/state agency's findings.

Contract Documents and Agreements

The City's Title VI Specialist will ensure that any Federally-funded project documents contain the necessary Title VI Assurances. Such assurances include, but may not be limited to:

- FHWA Form 1273 (Title VI and other non-discriminatory requirements)
 - Required on all FHWA contracts and subcontracts valued greater than \$10,000
- Title VI Assurances Appendix A-E
 - Appendix A-E to be attached to all Federal-Aid contracts

Additionally, City staff will include the provisions indicated in the "Administering Agency-State Agreement for Federal-Aid Projects Master Agreement" in the Local Assistance Program Manual (LAPM) in contracts and agreements, where applicable, between the City and contractors.

The City will continue to utilize the "Local Agency Construction Contract Administration Checklist" (Exhibit 15-A of the LAPM), which confirms that DBE and labor/Equal

Employment Opportunity (EEO) compliance requirements are performed and documented in the project files. Exhibit 15-A of the LAPM documents that the local agency will meet all the requirements prior to the award of a construction contract.

Lastly, the City will continue to utilize the "Resident Engineer's Construction Contract Administration Checklist" (Exhibit 15-B of the LAPM) on federal-aid projects. The checklist assists in administering federal-aid highway construction projects and provides a record that the EEO/Wage Rate/False Statements posters are being posted at specific locations that employee interviews will be conducted in accordance with the Labor Compliance/EEO interview form, and that DBE requirements are met. City staff will continue to submit Exhibit 15-B, along with the Award Package shortly after award of the construction contract.

Limited English Proficiency Access and Resources

Table 1: Languages Spoken by Grass Valley's Residents

Language Spoken	Group Population	Group's Percentage of Population	Portion of Group that Speaks English Very Well	Portion of Group That Does Not Speak English Very Well
English Only	11,990	89.2%	11,990 (100%)	0(0%)
Spanish	692	5.1%	529 (76.4%)	163 (23.6%)
Other Indo-European Languages	229	1.7%	202 (88.2%)	27 (11.8%)
Asian and Pacific Island Languages	168	1.2%	127 (75.6%)	41 (24.4%)
Other Languages	368	2.7%	298 (81.0%)	70 (19.0%)
Total Population Above 5 Years	13,447	100%	13,146 (97.8%)	301 (2.2%)

Source: US Census Bureau: 2024 American Community Survey, 5-Year Estimates

<https://data.census.gov/table/ACSST5Y2024.S1601?q=Grass+Valley+city,+California&t=Language+Spoken+at+Home&moe=false>

Limited English Proficiency

A Limited English Proficiency (LEP) person is a person that does not speak English as a primary language and has a limited ability to read, write, or comprehend English. Per Executive Order 13166, agencies which receive Federal funding must examine their Federally-funded services and develop and implement processes that will allow LEP persons to meaningfully access said services. Executive Order 13166 also requires that agencies receiving Federal funding must establish guidance for providing meaningful access to LEPs, prepare a plan to overcome language barriers in Federally-funded programs and activities, and ensure that stakeholders have adequate opportunity to provide input.

As shown in Table 1 above, 2.2% of residents in Grass Valley are considered LEP persons, with the majority of those LEP persons primarily speaking Spanish (5.1% of the community). As outlined in the City's LEP Plan (Appendix A), the City has conducted

an LEP Needs Assessment, using a Four Factor Analysis to identify need and provide access to the LEP community in compliance with Executive Order 13166.

Title VI Information Dissemination

In order to ensure that Title VI and related Civil Rights information is readily available to the public, the City will develop Title VI information for public dissemination, when appropriate, in languages other than English. Said notices will be placed at the City Hall front counter and will also be available for viewing on the City's website, at www.grassvalleyca.gov/TitleVI.

Environmental Justice

In accordance with Executive Order 12898 (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations), City Staff will identify and address the environmental effects of programs, policies, and activities on minority and low-income populations for Federally-funded projects. Staff will consider demographic data during project design and involve the public in the planning and development process to assess the environmental impacts of projects on the community. The public's input and demographic data analysis will enable staff to develop measures to mitigate any potential adverse effects on minority and low-income populations.

Data Collection and Analysis

Demographic and related data collected and used by City staff comes from governmental sources responsible for collecting and vetting the information for consistency and accuracy. These sources include, but are not limited to, the U.S. Bureau of Labor Statics, U.S. Census Bureau, U.S. Bureau of Economic Analysis, California Department of Finance, California Department of Labor, and the California Employment Development Department.

Additionally, staff may also collect project-specific demographic data utilizing data collection as appropriate through the public outreach process on Federally-funded projects. Such outreach that may give Staff the opportunity to collect demographic data may include door hangers, posters, emails, social media releases, press releases to local newspaper, public meetings, virtual meetings, and public comment through websites generated for projects.

Title VI Program Review

The City will perform a periodic assessment of Title VI program areas to determine the City's effectiveness in ensuring that no person is, on the basis of race, color, national origin, sex, disability, or age, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination under any Federal-aid program or activity it administers. The program assessment will extend to a review of Title VI compliance of sub-awardees in Federally funded programs and activities, as appropriate.

If Title VI compliance issues are identified, they will be addressed by immediate action and/or revision to the Title VI plan as appropriate.

Annual Work Plan

The City of Grass Valley will annually establish and monitor program goals and accomplishments. The Title VI Specialist will ensure that employee training is conducted, language translation services continue to be available, public participation is optimal, and appropriate Title VI signage is posted. This also includes updating community statistics and corresponding with state and federal agencies as necessary.

Appendix A – Limited English Proficiency Plan

LIMITED ENGLISH PROFICIENCY PLAN

Background

The City of Grass Valley is a recipient of Federal financial assistance and acknowledges that as a condition of receiving these funds, it is required to comply with Title VI of the Civil Rights Act of 1964.

Title VI and other nondiscrimination authorities provide that no person shall be excluded, on the grounds of race, color, national origin, sex, age, disability, religion, sexual orientation, or gender identity from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the U S Department of Transportation.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or comprehend English is a type of national origin discrimination. It directs each Federal agency to publish guidance for its respective recipients on how their recipients can provide meaningful access to LEP persons in compliance with Title VI regulations. This order applies to all State and local agencies that receive Federal funds.

The City of Grass Valley prepared this Limited English Proficiency (LEP) Plan to address the City's responsibilities as a recipient of Federal financial assistance as it relates to the needs of individuals with limited English language skills. A LEP individual is someone with limited ability to read, write, speak, or comprehend English. The LEP Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, and applicable regulations and guidance documentation. The City will take reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no additional cost to the individual.

Limited English Proficiency Plan Summary

The City of Grass Valley has developed this LEP Plan to help identify reasonable steps for providing language assistance to LEP persons who wish to access services provided by City.

The LEP Plan outlines how to identify a person who may need language assistance; the ways in which assistance may be provided; staff training that may be required; and how to inform LEP persons that assistance is available.

The City of Grass Valley is located in the central/western portion of Nevada County, California, approximately 30 miles east of Marysville and about 20 miles north of Auburn and has a population of approximately 13,447 (US Census Bureau: 2024 American Community Survey 5-Year Estimate). Of the 13,447 residents, approximately 5.1% of the residents are Spanish speaking, and 2.7% of the residents are "Other Language" speaking. Of these groups that speak other languages, 76.4% of Spanish and 81.% also speak English very well, leaving only 2.2% of the population that does not speak English very well.

Four-Factor Analysis

Local agencies are required to ensure that Federally-funded programs and activities normally provided in English are accessible to LEP Persons. Each local agency shall perform an annual

assessment to determine if modifications are needed to their programs and activities to ensure meaningful access by LEP persons. The assessment which is referred to as a “Four-Factor” analysis is based on the following factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered.
- The frequency of LEP contacts.
- The nature and importance of the programs, services, or activities provided by the City of Grass Valley.
- The resources available for LEP persons

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered.

Grass Valley has approximately 13,447 residents. 301 (2.2%) of residents in Grass Valley are considered LEP persons, with the majority of those LEP persons primarily speaking Spanish (692, 5.1% of the community) and Other Languages (368, 2.7% of the community).

Factor 2. The frequency of LEP contacts.

No data has been collected regarding frequency of contact with LEP persons at the City. Most interactions with LEP persons occur at the City’s “front-counter” due to residents paying utility bills or inquiring about a permit. Based on observation from front-counter staff, the frequency for translation from Spanish to English is on average twice per year. Currently the City retains a list of which City staff are available as translators for various languages. If front counter staff are not available to assist a LEP person, City staff will reach out to a translator from the list.

Public Works staff does not regularly receive requests for translation through Federally funded programs/projects, though the outreach components of said programs/projects do typically have multi-lingual resources. Further, if translation services are needed, staff will provide said translation in a timely manner.

Factor 3. The nature and importance of programs, services, or activities provided by the City of Grass Valley.

From observation provided by Public Works staff, it is rare that translation services are requested for programs, services, or activities which are Federally-funded. As stated above, the front counter Staff are the ones who most frequently encounter LEP persons requesting and/or needing translation services.

Though Public Works Staff has received very few requests for translation services on Federally-funded projects, programs and services, Staff is aware that approximately two percent of the City’s residents are LEPs and therefore it is possible that LEPs will be a stakeholder in its projects, programs and services.

Factor 4. The Resources Available for LEP persons.

After a review of the City’s currently available resources for LEP persons, the City has determined that the current available resources are sufficient to address the limited number of LEP Persons expected to require language translation services on a regular basis. The

City will continue to evaluate the resources available to assist LEP persons will update its services and information as technology or demographics change.

Limited English Proficiency Plan Outline

How City staff may identify a LEP person who needs language assistance:

1. Collect and examine records of language assistance requests (such as call logs from public counters, dispatch, and the general information line) to predict the need for language assistance at future events or meetings
2. Collect demographic data to determine LEP assistance in our service areas
3. Survey employees and contractors to record the frequency and type of language assistance requests made by customers

The City will modify outreach strategies based on information gathered and survey results.

Language Assistance Measures

The City has numerous language assistance options available to LEP persons, including both oral and written language services. There are also various ways in which City staff and contractor staff respond to LEP persons, whether in person, by telephone, or in writing, including:

- Printed brochures, service notices, and other vital documents in languages as needed
- Bilingual staff that can assist clients in languages other than English
- Assistance to LEP persons at public events as needed
- City Internet website content is capable of being translated into approximately 100 languages

Staff Training

The following training is provided to City staff:

1. Overview of Title VI Policy and LEP Plan
2. Review of language assistance services offered to the public
3. Review of how to document language assistance requests
4. Review of how to handle a potential Title VI/LEP complaint

Outreach Techniques

When staff prepares materials or schedules a meeting, for which the target audience is expected to include LEP individuals, the documents, meeting notices, and agendas will be printed in an alternative language based on the identified LEP population.

Interpreters may also be available as needed for public meetings and through a contracted call center.

Monitoring and Updating the LEP Plan

To ensure continuous compliance, the City will review and update the Title VI Implementation Plan and Limited English Proficiency Plan every three years or when it is clear that higher

concentrations of LEP individuals are present. As new regulations are created, the City will act promptly to update the existing plans and relevant resources.

The City will ensure that all future projects and planning documents that are federally-funded utilize outreach methods that are compliant with Title VI and other related non-discriminatory assurances.

Dissemination of Title VI Policy and Limited English Proficiency Plan

The City website includes its Non-Discrimination Policy Statement, Notice to Public, Complaint Form, and this Limited English Proficiency Plan at www.grassvalleyca.gov/TitleVI. Any person or agency with Internet access may access and download the documents from the website.

A copy of the documents may be also requested by any person or agency via telephone, fax, mail, e-mail, or in person and a copy of the documents shall be provided at no cost.

Appendix B – Notice to Public

YOUR RIGHTS AGAINST DISCRIMINATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds 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.

Any person who believes that they have been discriminated against may file a written complaint with the City of Grass Valley, within 180 days of the alleged discrimination. Additional information and Title VI Complaint Forms can be obtained on the City of Grass Valley's website, at the following location: www.grassvalleyca.gov/TitleVI . Title VI Complaint Forms can also be obtained from the Engineering Department at City Hall.

To file a Title VI discrimination complaint, please use the following contact information:

Title VI Coordinator
Grass Valley Engineering
125 East Main Street
Grass Valley, CA 95945
(530) 274-4350
bjornj@grassvalleyca.gov

Appendix C – Title VI Complaint Form

TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall on the grounds 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.” If you wish to submit a Title VI complaint to the City of Grass Valley, please complete the below information and submit this form to:

Title VI Coordinator
Grass Valley Engineering
125 East Main Street
Grass Valley, CA 95945
(530) 274-4350
bjornj@grassvalleyca.gov

Name:

Address:

City:

State:

Zip Code:

Cell:

Home:

Name, title, and description of person(s) who allegedly discriminated against you:

Check the box(es) for the type(s) of discrimination that was experienced:

☐	Race	☐	Sex	☐	Religion
☐	Color	☐	Age	☐	Sexual Orientation
☐	National Origin	☐	Disability	☐	Gender Identity
☐	Other (Please Describe):				

Date(s) that alleged event(s) took place:

Location(s) where the alleged event(s) took place:

Is the alleged discrimination still ongoing?:

In your own words, please describe the alleged discrimination, explain what happened, and who you believe is responsible:

Please list any person(s) we may contact for additional information to provide further information for your complaint:

Have you filed this complaint with any other federal agency, state agency, federal court, or state court?:

If yes, please check all that apply:

☐
☐

Federal Agency

State Agency

☐
☐

Federal Court

State Court

Please provide the name, phone number, and email of the contact persons at the agency/court where the complaint was filed, below:

Please sign and date this form on the lines provided below. If any additional space is needed to provide information about this complaint, please attach the additional information to this form.

Signature:

Date:
