

**CITY OF HAWAIIAN GARDENS
CITY COUNCIL AGENDA**

Dandy De Paula, Mayor Pro Tem
Maria Teresa Del Rio, Councilmember
Luis Roa, Councilmember
Ernie Vargas, Councilmember



**Victor Farfan,
Mayor**

**Wednesday, February 14, 2024
Regular Meeting, 6:00 PM**

Ernesto Marquez, City Manager
Megan Garibaldi, City Attorney
Pablo Rubio, City Clerk

AGENDA

3. Recommendation to adopt Resolution No. 003-2024, approving the City of Hawaiian Gardens 2024 Title VI Program Update per the United States Department of Transportation - Federal Transit Administration (FTA) Title VI requirements and guidelines for federally funded subrecipients.

SUGGESTED ACTION: Approve Recommendation.



**CITY OF HAWAIIAN GARDENS
CITY COUNCIL
STAFF REPORT**

Agenda Item #B3

DATE: February 14, 2024
TO: Honorable Mayor and Members of the City Council
FROM: Ernesto Marquez, City Manager
BY: Neema Ghanbari, Public Works Manager

RECOMMENDATION:

RECOMMENDATION TO ADOPT RESOLUTION NO. 003-2024, APPROVING THE CITY OF HAWAIIAN GARDENS 2024 TITLE VI PROGRAM UPDATE PER THE UNITED STATES DEPARTMENT OF TRANSPORTATION- FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERALLY FUNDED SUBRECIPIENTS

SUMMARY

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits recipients and subrecipients of federal financial assistance from discriminating on the basis of race, color, or national origin in their programs or activities, and obligates federally funded agencies to enforce compliance. The federal government, through the Federal Transit Administration (FTA), provides financial assistance to develop new transit systems and improve, maintain, and operate existing systems.

The City of Hawaiian Gardens is a subrecipient of financial assistance from federal aid programs. In keeping with the United States Department of Transportation 49 Code of Federal Regulations Section 21.9(b) and Federal Transit Administration (FTA); the City of Hawaiian Gardens must submit an FTA Title VI Program update once every three (3) years.

The City's Title VI Program incorporates both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements and is monitored by the State (Caltrans, FHWA) or by the Los Angeles County Metropolitan Transportation.

On April 22, 2014, the City Council under Resolution 025-2014 approved and adopted the City of Hawaiian Gardens Title VI Plan relating to section 5309 Funds for installation of new bus shelters and rehabilitation of existing bus shelters.

On June 27, 2017, the City Council under Resolution 048-2017 approved and adopted the City's updated and revised Title VI plan.

On February 9, 2021, the City Council under Resolution 005-2021 approved and adopted the City's most recent Title VI plan.

The City's 2024 Title VI Program update is ready for the City Council's approval and adoption and contains the following elements:

- Overview of Title VI of the Civil Rights Act of 1964
- Non-Discrimination Statement
- Equal Employment Opportunity Non-Discrimination Policy
- Organization, Staffing and Responsibilities
- Providing language assistance for persons with limited English proficiency
- NTS complaint procedures and guidelines for filing Title VI complaints

FISCAL IMPACT

Ongoing costs for implementing the programs in the proposed Title VI Program Update, including maintaining printed material, updating the website, and translation services, are part of the annual budget. Thus, there is no fiscal impact to adopting the proposed Title VI Program update.

SUGGESTED ACTION

Approve Recommendation.

ATTACHMENT(S)

- A. City of Hawaiian Gardens 2024 Title VI Plan
- B. Resolution No. 003-2024

City of Hawaiian Gardens



Title VI Plan

Relating to Section 5309 Funds

Updated: February 2024

Approved by City of Hawaiian Gardens City Council

21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716
(562)420-2641
www.hgcity.org

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I. INTRODUCTION

"No person in the United States shall, on the ground 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." (42 U.S.C. 2000d)

The City of Hawaiian Gardens, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964, as amended and related statutes and regulations in City of Hawaiian Gardens' Bus Stop Improvement Project. The City used Section 5309 federal funds for the construction and installation of new Bus Shelters and upgrading of existing Bus Shelter amenities and improvements within the jurisdiction of Hawaiian Gardens City boundary limits. The City of Hawaiian Gardens provides, without regard to race, color or national origin:

- Opportunities to participate in the transit planning and decision making processes; and,
- Fair decisions on the location of transit services and facilities.

These objectives are the basis for the City of Hawaiian Gardens' Title VI Plan. The Plan was updated in conformance with FTA C 4702.1B (October 1, 2012). The new guidance in this circular integrates the responsibilities to Limited English Proficient (LEP) Persons into the programs and activities developed under the Title VI regulations (49 CFR Part 21) to recipients of federal financial assistance.

In an effort to be in compliance with Federal Title VI, Civil Rights Act of 1964, the City of Hawaiian Gardens adopted the Title VI program in 2014, as part of the City's commitment to providing all members of the public with access to the City's transportation services. On April 22, 2014, the Hawaiian Gardens City Council adopted said program, which was subsequently approved by the Los Angeles County Metropolitan Transportation Authority (Metro).

Pursuant to Federal Title VI requirements, requiring program updates every three (3) years, in 2024 the City completed a review of the 2021 version of the Hawaiian Gardens Title VI program. Based on the review, updates were required to the Limited English Proficiency (LEP) Plan in order for demographic data to be consistent with statistics published by the United States Census Bureau for its 2020 Census. On February 14, 2024, the Hawaiian Gardens City Council adopted an amended version of the Title VI program. The next review and adoption of the City's Title VI program will be in 2026.

II. GENERAL REQUIREMENTS

1. Notification of Beneficiaries of Protection Under Title VI

In compliance with 49 CFR Section 12.9 (d), the City of Hawaiian Gardens has provided information to the public regarding its Title VI obligations and appraises members of the public of the protection against discrimination afforded to them by Title VI on an on-going basis. This statement of nondiscrimination on the basis of race, color and national origin has been made available on the City's website. The notice also includes contact information for requesting details on the City's Title VI obligations and the complaint procedure.

The notice is in English and Spanish and available on the City's webpage and at the City Hall front desk.

CIVIL RIGHTS NOTICE

The City of Hawaiian Gardens is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its service based on race, color, or national origin as provided under Title VI of the Civil Rights Act. In addition to Title VI, the City also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

The City of Hawaiian Gardens is committed to ensuring that the level and quality of transportation service is provided without regard to race, color, national origin, sex, age, disability, religion, medical condition, marital status or sexual orientation; promoting the full and fair participation of all potentially affected populations in transportation decision making; preventing denial, reduction, or delay in benefits related to programs and activities affecting minority and low-income populations; and providing meaningful access to City services, programs, and activities by persons with limited English proficiency (LEP).

To file a complaint or obtain additional information on the City of Hawaiian Gardens' obligation regarding non-discrimination, please write to: City of Hawaiian Gardens, City Manager's Office, 21815 Pioneer Blvd. Hawaiian Gardens, CA 90716.

HOW TO FILE A TITLE VI COMPLAINT

Any person who believes he or she may have been discriminated against based on race, color, national, and origin may file a complaint with the City of Hawaiian Gardens City Manager's Office.

The complaint must be filed within 180 days of the alleged discrimination date. Written complaints may be sent to the City of Hawaiian Gardens, 21815 Pioneer Blvd., Hawaiian Gardens, CA 90716, or an online complaint form may be accessed at City's website at <https://www.hgcity.org/i-want-to/learn/learn-about-hawaiian-gardens-commitment-to-civil-rights-title-vi>.

Once completed, the complaint should be forwarded to the City of Hawaiian Gardens, City Manager's Office at 21815 Pioneer Blvd., Hawaiian Gardens, CA 90716.

In addition to utilizing the Civil Rights complaint process at the City of Hawaiian Gardens, a Complainant may file a Title VI complaint concerning race, color, or national origin discrimination with the following:

Federal Transit Administration
Office of Civil Rights
Attention: Compliant Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Website Notification (in English and Spanish)

HAWAIIAN GARDENS
California

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Title VI Civil Rights Notice



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City of Hawaiian Gardens
City Manager's Office

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Title VI Civil Rights Notice



AVISO DE HAWAIIAN GARDENS SOBRE DERECHOS CIVILES



La Ciudad de Hawaiian Gardens opera sus programas y servicios sin distinción de raza, color u origen nacional, de acuerdo al Título VI del Acta de Derechos Civiles. En adición al Título VI, Hawaiian Gardens también prohíbe la discriminación basada en el sexo, edad, discapacidad, religión, condición médica, estado civil u orientación sexual. Cualquier persona que considere que ha sido víctima de alguna práctica discriminatoria puede presentar una queja con la Ciudad de Hawaiian Gardens.

Para más información acerca del programa de derechos civiles de Hawaiian Gardens y del procedimiento para presentar una queja, por favor contacte a la Ciudad de Hawaiian Gardens usando la información que se presenta a continuación:

City of Hawaiian Gardens
City Manager's Office
21815 Pioneer Blvd.
Hawaiian Gardens, CA 91016

Se puede presentar una queja también con las oficinas siguientes:


2. Title VI Complaint Procedure

In order to comply with 49 CFR Section 21.9 (b), the following complaint procedure will be followed by the City of Hawaiian Gardens in the event that any person believes that he or she, individually, or as a member of any specific class of persons, has been excluded from participation in, been denied the benefits of, or been subjected to discrimination on the basis of race, color or national origin with regard to:

The opportunity to participate in the transit planning and decision making processes; and, the right to fair decisions on the location of transit services, facilities, and passenger amenities.

The complaint will be made in writing to the City of Hawaiian Gardens and will include all information relevant to a determination of discrimination. A complaint must be filed within 180 days of the alleged discrimination date. In cases where the complainant is unable or incapable of providing a written statement, a City of Hawaiian Gardens designee will, if necessary, assist the person in converting verbal complaints to writing and will interview the complainant.

The following two documents are the complaint forms – available in English and Spanish.



Civil Rights Complaint Form

Title VI of the 1964 Civil Rights Act and related nondiscrimination statutes and regulations require that no person in the United States shall, on the ground 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. Metro also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

In addition to utilizing the Civil Rights complaint process at City of Hawaiian Gardens, a Complainant may file a Title VI complaint concerning race, color or national origin discrimination with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839. A Complainant may file an Americans with Disabilities Act (ADA) complaint with the FTA, Director, FTA Office of Civil Rights, East Building – 5th Floor, TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Complainants may also contact the FTA ADA Assistance Line, 1-888-448-4511 (Voice) or through the Federal Information Relay Service, 1-800-877-8339 or by electronic mail at FTA.ADAAssistance@dot.gov. The FTA ADA Complaint form is available at http://www.fta.dot.gov/civilrights/12875_14816.html.

The following information is necessary to assist us in processing your complaint. Should you require assistance in completing this form, please let us know.

Complete and return this form to: City of Hawaiian Gardens, City Manager's Office, 21815 Pioneer Blvd., Hawaiian Gardens, CA 90716.

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone Number (home): _____ (business): _____

5. Person discriminated against (if someone other than the Complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race ☐ b. Color ☐ c. National Origin ☐

d. Sex ☐ e. Age ☐ f. Disability ☐

g. Religion ☐ h. Medical Condition ☐ i. Marital Status ☐

j. Sexual Orientation ☐

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: ☐ No: ☐

If yes, check each box that applies:

Federal agency ☐ Federal court ☐ State agency ☐

State court ☐ Local agency ☐

10. Please provide information about a contact person at the agency/court where the complaint was filed.


Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature _____ Date _____



Formulario para presentar una queja de Derechos Civiles

El Título VI de la Ley de Derechos Civiles de 1964, estatutos y reglamentos relacionados contra la discriminación requieren que: "Ninguna persona en los Estados Unidos, por motivo de raza, color u origen nacional, sea excluida de participación, le sean negados beneficios o sea sujeto a discriminación bajo ningún programa o actividad que reciba asistencia financiera federal". Adicionalmente al Título VI, la Ciudad de Hawaiian Gardens también prohíbe la discriminación basada en sexo, edad o discapacidad.

La siguiente información es necesaria para ayudarnos a procesar su queja. Si usted necesita asistencia para completar este formulario, por favor háganos saber. Complete y envíe este formulario a:

City of Hawaiian Gardens
Attn: City Manager's Office
21815 Pioneer Blvd.
Hawaiian Gardens, CA 90716

1. Nombre de la persona que presenta la queja: _____
a. Persona que prepara la queja (si es diferente a la persona que presenta la queja) _____
b. Relación de la persona que prepara la queja con la persona que presenta la queja _____

2. Información de contacto de la persona que presenta la queja
Dirección _____
Ciudad _____ Estado _____ Código postal _____
Número de teléfono (casa) _____ (trabajo) _____
Correo electrónico _____

3. Persona a quien se le discriminó (si es diferente a la persona que presenta la queja):
Nombre _____
Dirección _____
Ciudad _____ Estado _____ Código postal _____

4. ¿Por favor indique cuál de las siguientes describe mejor la razón por la cual usted cree que ocurrió la discriminación?
a. Raza ☐ c. Origen nacional ☐ e. Edad ☐
b. Color ☐ d. Sexo ☐ f. Discapacidad ☐

5. ¿Cuándo ocurrió la presunta discriminación? _____

6. Proporcione una descripción breve. Describa la presunta violación de derechos, la ubicación y los nombres e información de contacto de cualquier testigo.

7. Por favor indique de la manera más específica posible lo que usted piensa que debería hacerse para resolver la queja:

8. ¿Ha presentado esta queja a otra agencia federal, estatal o local? ¿o a alguna corte federal o estatal? (Por favor indique) Si ☐ No ☐

Si su respuesta es «Sí», indique las opciones que correspondan:
Agencia Federal ☐ Corte Federal ☐ Agencia Estatal ☐
Corte Estatal ☐ Agencia Local ☐

Por favor proporcione información sobre una persona de contacto en la agencia o corte donde se presentó la queja.
Nombre _____
Dirección _____
Ciudad _____ Estado _____ Código postal _____
Número de teléfono _____
Correo electrónico _____

9. Por favor firme a continuación. Puede adjuntar cualquier documento de evidencia, tal como fotografías, diagramas, cartas, normas (políticas) u otros documentos que indiquen la naturaleza de las presuntas violaciones y cualquier intento que se haya hecho para resolver el problema.
Firma de la persona que presenta la queja _____ Fecha _____
Firma de la persona que preparó la queja (si aplica) _____ Fecha _____

Envíe este formulario a: City of Hawaiian Gardens
Attn: City Manager's Office
21815 Pioneer Blvd.
Hawaiian Gardens, CA 90716

After review of the complaint, which will include, but not be limited to, interviewing all appropriate City personnel, the complainant, witnesses and review of the City's policies and service standards, the City of Hawaiian Gardens will make a determination of discrimination. If it is found that discrimination did not occur, the complainant will be notified in writing and the procedure will be terminated. Notification will occur within a reasonable time of the original submission of the complaint. At that time the complainant will be advised of their right to challenge the decision of the City of Hawaiian Gardens by submitting a written request for a hearing within fifteen (15) days of the receipt of the determination.

If after the City of Hawaiian Gardens' review of the complaint, it is found that discrimination may have occurred, a formal hearing will be held. The complainant will be notified of this determination within a reasonable time of the submission of the complaint. The hearing will occur on an available and mutually agreed upon date among both parties and will be attended by the City of Hawaiian Gardens, the complainant, and the appropriate personnel. Following the hearing, the City of Hawaiian Gardens will make a final determination. The complainant will be notified of this determination in writing within ten (10) business days of the hearing. If justified, appropriate remedial action will be taken. The Administrator's decision will be considered final at the City level.

If the Administrator finds that discrimination did not occur, the complainant will be notified of that disposition and will advise the complainant of their right to submit their complaint to the Federal Transit Administration for further investigation.

Complaint forms are available in English and Spanish on the City of Hawaiian Gardens website. The forms are also available at the City of Hawaiian Gardens City Manager's office upon request. The general complaint procedure is available on the City's website, in English and Spanish. The detailed complaint procedure noted above will be made available to members of the public upon request. Provision will be made for persons with limited English proficiency.

3. Recording Title VI Investigations, Complaints, and Lawsuits

In order to comply with 49 CFR Section 12.9 (b) the City of Hawaiian Gardens will prepare and maintain a list of any active investigations conducted by the City or any other entities other than the FTA, lawsuits, or complaints naming the City of Hawaiian Gardens and/or its subcontractor(s) that allege discrimination on the basis of race, color, or national origin. This list will include:

- The date the investigation, lawsuit, or complaint was filed;
- A summary of the allegation(s);
- The status of the investigation, lawsuit, or complaint; and
- Actions taken by the City or subcontractor in response to the investigation, lawsuit, or complaint

To date, the City of Hawaiian Gardens has no transit related Title VI complaints.

4. Council's Resolution Approving Title VI Program

The 3-year revision of Title VI Plan was presented to the Hawaiian Gardens City Council for their approval at the February 14, 2024, City of Hawaiian Gardens Council Meeting, this Title VI plan update was approved by Resolution No. 003-2024.

5. Provision of Additional Information to the FTA

The City of Hawaiian Gardens will provide the Federal Transit Administration (FTA) additional information upon request. Such information may be related to, but not limited to, investigation of complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

In addition, the City of Hawaiian Gardens will submit an updated Title VI Plan to Metro, as the pass through agency for FTA for Section 5309 funds, once every three (3) years and will include proof of submittals.

III. Inclusive Public Participation

Hawaiian Gardens is committed to encouraging public participation for the Bus Shelter Installation and Rehabilitation Project, as community support is critical to the success of the project. The City has obtained Section 5039 federal assistance for the construction of new Bus Shelters and Rehabilitation of existing Bus Shelters for the existing Long Beach Transit, Orange County Transit Authority (OCTA) and Metro bus services. These amenities and improvements are for and part of the overall Bus Stop Improvement Project.

All Hawaiian Gardens residents that use the existing bus services and stops within the jurisdiction of Hawaiian Gardens, and all residents that will use and benefit from Bus Stop Improvement Project are encouraged to participate in developing the Bus Stop Improvement Project. The City of Hawaiian Gardens will seek input from residents during significant phases of the project and provide regular updates to the community and City Council as the Plan moves through design and implementation process.

Hawaiian Gardens' public participation planning ensures that:

- Residents with concerns or interests will have an appropriate opportunity to participate in decisions about the Bus Stop Improvement Project and will be notified of these opportunities to provide input.
- Community involvement and contribution will be included in the development of the Plan, passenger amenities, and improvements of bus stops in regard to Long Beach Transit, OCTA, and Metro.
- Concerns of all persons or groups participating in the process, users of Long Beach Transit, OCTA, and Metro users will be considered in the development of the Bus Stop Improvement Project and their locations of transit services and amenities.
- Hawaiian Gardens will seek out and facilitate the involvement of those potentially impacted.

This Public Participation Plan outlines the importance of, and specific guidelines for, community engagement. Included is the information about the value of public participation in the development of the Bus Stop Improvement Project, the location and development of passenger amenities and improvements of Long Beach Transit, OCTA, and Metro, and how it will be accomplished. It is important to note that this Public Participation Plan will utilize a variety of communication mechanisms so all residents will have the opportunity to participate.

1. Opportunities for Public Participation

Numerous outreach methods will be used to gather community input and keep residents informed on participation opportunities, as well as to inform residents of added infrastructure and improvements to the Long Beach Transit, OCTA and Metro bus stops, at project completion.

COMMUNITY MEETINGS

Community meetings will be scheduled at critical points during the project to allow for targeted community input. A community meeting will be scheduled to allow the best opportunity for attendance by the general public, and times most convenient to the general public. All community meetings will include a presentation/update on the bus stops of Long Beach Transit, OCTA, and Metro followed by a question and answer session to ensure that participants are equally informed. Notification will be provided regarding the availability of language assistance (reference Language Assistance Plan). The following will also be considered in establishing the locations and scheduling times for community meetings:

- Convenience and accessibility for minorities, persons with disabilities, and LEP communities by hosting meetings in areas of the City that are accessible by public transit and near the development;
- Meetings scheduled at various times of the day/week to allow for residents to attend and participate, despite work and family obligations;
- Size of the venue and format of the meeting to allow for meaningful dialogue;
- Engaging meeting materials to facilitate participation.

MARKETING MATERIALS

Marketing materials notify the public of community meetings, project updates, and available Long Beach Transit, OCTA, and Metro passenger amenities upon project completion will be broadly advertised, in order to seek community input and inform residents. Methods include:

- Handouts distributed to key destinations in Hawaiian Gardens (English and Spanish) including the Community Center, City Hall, and Hawaiian Gardens Public Library;
- Flyers mailed to nearby Long Beach Transit, (OCTA) and Metro residential passenger/users;
- City's Webpage, City's website at <https://www.hgcity.org/i-want-to/learn/learn-about-hawaiian-gardens-commitment-to-civil-rights-title-vi>. (English and Spanish);
- Social media conduits;
- Distribution of marketing materials to special interest and community groups, such as the Senior Citizens Clubs, Community Churches, and other similar jurisdictional community organizations;
- Notification of available translation services for persons with limited English proficiencies for meetings

2. Public Involvement Process

Measures taken will be targeted to overcome linguistic, institutional, cultural, economic, or other barriers that may prevent minority and low income people and populations, persons with disabilities, and persons with limited English proficiency (LEP) from effectively participating in the development of the Bus Stop Improvement Project. By making a reasonable effort to include these populations, Hawaiian Gardens hopes to ensure that the interests and input of all residents are given equal consideration and that the needs of LEP populations are addressed.

The City of Hawaiian Gardens Title VI Plan provides a Language Assistance Plan to encourage participation of LEP individuals in the Bus Stop Improvement Project planning process and notify LEP persons of opportunities to provide input.

IV. Language Assistance Plan

The Language Assistance Plan is one component of Hawaiian Gardens' efforts to provide an appropriate mix of language assistance measures so all residents, including individuals that are "limited English proficient", can equally contribute to the future Bus Stop Improvement Projects and benefit from the passenger amenities and improvements at the bus stops for Long Beach Transit, Orange County Transit Authority (OCTA) and Metro. English proficient (LEP) individuals are those who do not speak English as their primary language, and have limited availability to read, write, or understand English.

This Plan will outline how to identify any resident who may need language assistance, ways in which assistance may be provided, and how to notify LEP people that assistance is available. Efforts to effectively engage LEP individuals will ensure that the interests and input of all residents are given equal consideration in the development of the Bus Stop Improvement Project.

BACKGROUND

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 otherwise subjected to discrimination under any program or activity that receives federal financial assistance. Title VI regulations have been interpreted to hold that Title VI prohibits conduct that has disproportionate effect on LEP persons because such conduct constitutes a form of national origin discrimination.

Hawaiian Gardens Language Assistance Plan has been prepared to address the City's responsibilities as a recipient of federal assistance for the Bus Stop Improvement Project. The City will use Section 5309 federal funds for the construction and installation of passenger amenities and improvements of bus stops within the jurisdictional City boundaries of Hawaiian Gardens. Funds will be used for the construction of four new bus stop shelters and upgrading the existing five bus stop shelters with benches, trash cans, solar lighting, and information kiosks. Some funds will be used to restructure the existing stops to improve bus movement in and out of stops; the stops are currently used by Long Beach Transit, Orange County Transit Authority (OCTA), and Metro. Currently, there are fifteen bus stops in the City of Hawaiian Gardens.

As a first step to engage LEP individuals in Bus Stop Improvement Project planning efforts, the City of Hawaiian Gardens will undertake the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter programs, activities, or services at the bus stops of Long Beach Transit, Orange County Transit Authority (OCTA) and Metro.
2. The frequency with which LEP person come in contact with these programs, activities, and services at the bus stops of Long Beach Transit, OCTA and Metro.
3. The nature and importance of programs, activities, and services provided at the bus stops of Long Beach Transit, OCTA and Metro to the LEP population.
4. Resources available to the City of Hawaiian Gardens and overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis proposed is in the following section.

1. Four Factor Analysis

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter passenger amenities and improvements at the bus stops of Long Beach Transit, Orange County Transit Authority (OCTA), and Metro in the City of Hawaiian Gardens.

The City of Hawaiian Gardens will utilize Section 5039 federal assistance for the construction and installation of passenger amenities and improvements at Bus Stops to serve existing Long Beach Transit, OCTA, and Metro. All Hawaiian Gardens residents who currently use existing bus services within the jurisdictional City boundary of Hawaiian Gardens will likely encounter these amenities and improvements. As such, the number or proportion of LEPs served or encountered as part of the project is based on Hawaiian Gardens' total population of 14,149 residents.

The City of Hawaiian Gardens will assess the following information about LEP persons to determine the number or proportion of LEP persons who might use the passenger amenities and improvements of the Bus Stop Improvements Project based on the 2022 American Community Survey - Five-Year Estimates from the U.S. Census. The City of Hawaiian Gardens determined that out of a population of 14,149 residents that may be served or likely to encounter the passenger amenities and improvements, funded through Section 5039, 10,343(73.1%) residents speak a language other than English; 4256 residents (30.08%) have limited English proficiency, meaning that they speak English less than "very well". Of those persons with limited English proficiency, the majority speak Spanish (4,117 residents or 29.1%).

Population	Hawaiian Gardens Residents	Percentage
City of Hawaiian Gardens	14,149	100%
Language other than English	10,343	73.1%
LEP Individuals	4,256	30.08%
LEP Spanish Speakers	4,117	29.1%
LEP Asian or other languages	139	0.9%

2. The frequency in which LEP come in contact with the passenger amenities and improvements at the Bus Stops is determined by Hawaiian Gardens' existing LEP population of 4330 residents, and LEP ridership and usage of the bus stops within the City boundary of City of Hawaiian Gardens. There are currently three transit firms that serve the City of Hawaiian Gardens residents. They are Long Beach Transit, Orange County Transportation Authority (OCTA) and Metro.

At the bus stop sites, LEP populations using existing bus services will be determined as ridership of LEP persons may increase as a result of added amenities and improvements at existing and new bus stops for Long Beach Transit, OCTA, and Metro.

LEP communities are currently part of the community outreach process for the Bus Stop Improvement Project. The City will continue to seek input from LEP persons, through English and Spanish translation at community meetings for the Bus Stop Improvement Project. After the Bus Stop Improvement Project is completed, Hawaiian Gardens will monitor and determine the frequency in which LEP individuals come into contact with the bus stops of Long Beach Transit, OCTA, and Metro.

The City of Hawaiian Gardens with the cooperation of Transit Operators will provide information on its public transit system in English and Spanish to serve existing LEP individuals and future LEP users that may be unfamiliar with transit routes and timetables. Hawaiian Gardens will continue to determine those populations with LEP and continue to address the needs to LEP persons in the future.

3. The nature and importance of programs, activities, and services provided at the bus stops of Long Beach Transit, OCTA, and Metro to the LEP population.

Passenger amenities and improvements at bus stops within the jurisdictional City boundaries of Hawaiian Gardens are part of a greater infrastructure effort for Hawaiian Gardens and the Long Beach Transit, OCTA and Metro Line sites or area. The Bus Stop Improvement Project is the most recent and direct project for public transportation that public works has engaged in City history and will utilize Section 5309 federal assistance, money to improve areas that will benefit the community and LEP populations.

4. Resources available to the City of Hawaiian Gardens and overall cost to provide LEP assistance.

Financial resources available within the current budget for marketing to or communicating with LEP persons in their language are minimal. However, through the development of the Bus Stop Improvement Project and in the development of the passenger amenities and improvements at Long Beach Transit, OCTA and Metro bus stops, the City of Hawaiian Gardens has actively engaged LEP populations in the planning process.

English and Spanish speaking residents have a significant presence in Hawaiian Gardens. These LEP populations will be notified of opportunities to provide input after the completion of Bus Stop Improvement Project, in a format easily understood by the identified populations. These formats have

included flyers in English and Spanish, at key destinations in Hawaiian Gardens; information on the City's webpage:

<https://www.hgcity.org/i-want-to/learn/learn-about-hawaiian-gardens-commitment-to-civil-rights-title-vi> in English and Spanish; notification will be provided to LEP persons for available translation services.

Historically, the City, on all outreach matters, has provided information in English and Spanish for LEP persons.

2. Language Assistance Measures

Language measures currently used or planned to be used by the City of Hawaiian Gardens to address the needs of LEP persons include the following:

- Translation of vital documents including the Civil Rights Notice, Title VI Complaint Form, and Title VI Complaint Procedures into Spanish
- Translating marketing materials into English and Spanish
- If needed, arranging for availability of oral translators depending on availability
- Interactive meeting materials to engage LEP individuals in the planning process
- Posting notices in appropriate languages informing LEP persons of available transit services, routes, and amenities.

Hawaiian Gardens will continue to seek ways to add notices to the City website to inform LEP populations of opportunities for input and any future improvement project.

3. Staff Training

To ensure effective implementation of this plan, the City of Hawaiian Gardens will schedule training at orientations for new City staff and relevant employees on an annual basis to review:

- Hawaiian Gardens' Language Assistance Plan
- Demographic data about the local LEP populations
- Printed LEP persons' materials

4. Notice to LEP Persons about Available Language Assistance

The City of Hawaiian Gardens is working toward being able to notify LEP persons in their own language about the language assistance available to them without cost by using the following methods:

- Webpage notices
- Information at local events, City Hall, Community Center, and Hawaiian Gardens Public Library
- Flyers and brochures
- Sending information to local organizations, such as Senior Citizens Clubs, Local Community Faith Based Churches, and other similar jurisdictional community organizations that work with LEP persons.

5. Monitoring, Evaluating, and Updating Plan

At a minimum, the monitoring activities will include evaluation of the following information:

- Needs identified by the community or LEP populations during outreach activities
- New data related to LEP populations and Long Beach Transit, Orange County Transit Authority (OCTA) and Metro line ridership numbers
- Assessing the sufficiency of staff training and budget for language assistance

Determination of Site or Location of Facilities

None of our FTA funded construction projects required land acquisition and the displacement of persons from their residences and businesses; therefore, the City of Hawaiian Gardens did not need to conduct a Title VI equity analysis.

V. Minority Representation on Planning and Advisory Bodies

Hawaiian Gardens does not have a non-elected transit related planning advisory board.

For additional information on the City of Hawaiian Gardens Title VI Plan, or its efforts to comply with the Civil Rights Act of 1964 or Executive Order 13166 Improving Access to Service for people with Limited English Proficiency, please contact:

City of Hawaiian Gardens
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716
(562) 420-2641
www.hgcity.org

**CITY OF HAWAIIAN GARDENS
RESOLUTION NO. 003-2024**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAWAIIAN GARDENS APPROVING THE CITY OF HAWAIIAN GARDENS 2024 TITLE VI PROGRAM UPDATE PER THE UNITED STATES DEPARTMENT OF TRANSPORTATION- FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERALLY FUNDED SUBRECIPIENTS

WHEREAS, Section 601 of Title VI of the Civil Rights Act of 1964 (Title VI) states “No person in the United States shall, on the ground 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”; and

WHEREAS, the City obtained Section 5309 Federal Assistance for the construction and installation of new Bus Shelters and Rehabilitation of existing Bus Shelters on various locations in the City of Hawaiian Gardens; and

WHEREAS, the City of Hawaiian Gardens is a sub-recipient of the Federal Transit Authority grant; and

WHEREAS, the City's Title VI Program incorporates both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements and is monitored by the State (Caltrans, FHWA) or by the Los Angeles County Metropolitan Transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HAWAIIAN GARDENS AS FOLLOWS:

Section 1. The recitals are incorporated herein by reference.

Section 2. The City Council hereby approves and adopts the City of Hawaiian Gardens 2024 Title VI Program Update per the United States Department of Transportation- Federal Transit Administration Title VI requirements and guidelines for federally funded subrecipients.

Section 3. The City Manager or his designee is hereby directed to forward a copy of the Title VI plan relating to section 5309 Funds to Metro for approval as the pass-through agency for the Federal Transit Authority.

Section 4. The Mayor or his/her presiding officer is hereby authorized to affix his/her signature to this resolution signifying its passage and adoption by the City Council of the City of Hawaiian Gardens.

Section 5. The City Clerk or his/her designee shall attest and shall certify to the adoption of the Resolution and shall cause this Resolution and his/her certification to be entered into the Book of Resolutions of the City of Hawaiian Gardens.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF HAWAIIAN GARDENS ON THIS 14TH DAY OF FEBRUARY 2024.

VICTOR FARFAN
MAYOR

ATTEST:

PABLO RUBIO
CITY CLERK