



TITLE VI ANNUAL ACCOMPLISHMENTS AND GOALS REPORT

Report Period: October 1, 2024 to September 30, 2025
23 CFR §200.9 (b)(10)

The Community Development Department is required to establish, monitor, and report on program goals and accomplishments each year. This annual Title VI Goals and Accomplishments Report will be made available to the public on the program's website: <https://www.burbankca.gov/web/community-development/titlevi>.

The City of Burbank's first full annual report will cover the period from October 1, 2024 through June 30, 2025 (Fiscal Year 2025).

FISCAL YEAR 2024 ACCOMPLISHMENTS:

- The Community Development Department assumed responsibilities of the Title VI Program.
- Title VI Coordinator has been identified, which is Patrick Prescott, Community Development Director
- Developed Complaint Forms, I Speak cards, and notices, including Spanish and Armenian translations.
- Developed the City's Title VI Implementation Plan.
- Held first staff training regarding Title VI Implementation Plan in May 2024.
- Created webpage for Title VI for each access to the public.
- Posted information at the Community Services Building, 150 N. Third Street.

FISCAL YEAR 2025 GOALS

- Deliver Title VI training to new City employees within six months of hire date.
- Work with City departments to include the necessary Title VI assurances in City contract documents and agreements for federally funded projects.
- Check to see if U.S. Census provided new data to conduct an updated Limited English Proficiency (LEP) analysis.
- Simplify and streamline Title VI complaint forms between transit services and Federal Highway Administration.

Below is a list of the complaints received during this reporting period:

2023-2024 Title VI Complaint Log

Case #	Complainant	Date Filed	Basis	Status	Decision
	NONE				