

**Caltrans Division of Transportation Planning**  
**Office of Regional and Community Planning – Title VI Program Checklist**

Agency Name: Siskiyou County Local Transportation Commission

Title VI Adoption Date: April 9, 2024

**General Requirements Chapter III –  
Regional Transportation Planning Agencies (RTPAs)**

Page #	Select One
<input type="checkbox"/>	<input type="checkbox"/>
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1. Notice to the Public
  - a. Race, color, and national origin (Sample notice in Appendix B)
  - b. Translated into non-English language and consistent with the agency’s Limited English Proficiency (LEP) Plan (Chapter III-4)

<input type="checkbox"/>	<input type="checkbox"/>
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2. List of locations where notice is posted, at a minimum (Chapter III-4 and Appendix B)
  - a. Agency’s website
  - b. Public areas of the agency’s office, including reception desk and meeting rooms
  - c. Station or stops
  - d. Transit vehicles

<input type="checkbox"/>	<input type="checkbox"/>
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3. How to file a Title VI discrimination complaint and complaint form must be on the agency’s website (Chapter III-5 and Appendix C and D)

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4. List of any public transportation Title VI investigations, complaints, or lawsuits filed since the last submission (Appendix E)

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

5. Public Participation Plan – Promoting Inclusive Public Participation (Chapter III-5)
  - a. Summary of outreach efforts made
  - b. Outreach plan to engage minority and limited English proficient population (can be a component of a larger outreach for those that are traditionally underserved)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

6. LEP Plan
  - a. Four Factor Analysis (Chapter III-7)
    - i. The proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
    - ii. The frequency with which LEP persons come into contact with the program.
    - iii. The nature and importance of the program, activity, or service provided by the program to people’s lives.
    - iv. The resources available to the recipient for LEP outreach and the costs associated with that outreach.

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- b. Describe how the agency provides language assistance services by language (Chapter III-8)

Page #    Select  
            One

c. Safe Harbor Provision – applies to the translation of written documents only (Chapter III-9)

d. Describe how the agency provides notice to LEP person about the availability of language assistance

e. Describe how the agency monitors, evaluates, and updates the language access plan

f. Describe how the agency trains employees to provide timely and reasonable language assistance to the LEP population

7. A table depicting the racial breakdown of the membership of those committees and a description of efforts made to encourage the participation of minorities on such committees.

8. If a facility has been constructed, a Title VI equity analysis regarding the location must have been conducted during the planning stage. A copy of the analysis must be provided. (Chapter III-11)

9. Board Resolution or similar approving the Title VI Plan (Chapter III-1)

I have reviewed the above information and certify that it is correct and complete.

\_\_\_\_\_  
(Must be signed by MPO/RTPA  
Executive Director or designated representative)

\_\_\_\_\_  
Date

**For additional information and resources, see the web addresses below:**

Federal requirements FTA Circular 4702.1B (October 1, 2012)

<http://www.fta.dot.gov/civilrights/12328.html>

Overview of Final Circular 4702.1B Title VI Requirements and Guidelines for Recipients

[http://www.fta.dot.gov/documents/Title\\_VI\\_Overview\\_4702.1B\\_11.05.12\\_ER.pdf](http://www.fta.dot.gov/documents/Title_VI_Overview_4702.1B_11.05.12_ER.pdf)

For information, guidance, and technical assistance on implementing the LEP initiative, please visit

<http://www.LEP.gov>.



**Title VI Non-Discrimination Program  
& Public Participation Plan**

**04/09/2024**

Non-Transit

Siskiyou County Local Transportation Commission  
190 Greenhorn Road  
Yreka, CA 96097  
(530) 709.5060

Adopted by the Siskiyou County Local Transportation Commission on April 9, 2024.

Amended September 4, 2024 to reflect new website and physical address of Commission office.

To obtain services or copies in an alternate format or language, please contact the Siskiyou County Local Transportation Commission at (530) 709-5060, email [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org), or visit the Commission's website at: <https://siskiyoucoltc.org/title-vi/>

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Siskiyou al (530) 709-5060, envíe un correo electrónico [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org) o visite el sitio web de la Comisión en: <https://siskiyoucoltc.org/title-vi/>

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## **Section 1 - Policy**

Siskiyou County Local Transportation Commission (SCLTC) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, or national origin. All persons, regardless of their citizenship, are covered under this policy. Additionally, SCLTC prohibits discrimination based on race, color, or national origin in its employment and business opportunities. SCLTC will:

- Not condone retaliation against an individual for their involvement in asserting their rights pursuant to Title VI or because they filed a complaint or participated in an investigation under Title VI, and/or this regulation;
- Ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964;
- Ensure the level and quality of its transportation service is provided without regard to race, color, or national origin;
- Promote the full and fair participation of all affected populations in the transportation decision-making process;
- Make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high, and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the region as provided herein;
- Ensure that Limited English Proficient (LEP) individuals have access to SCLTC's programs, activities, and services; and
- Post this plan and policy on the website below and within the business office.  
<https://siskiyoucoltc.org/title-vi/>

These regulations shall be maintained in English and made available in Spanish upon request.

### **Applicability**

This policy is applicable to all SCLTC employees, members of the public, and contractors hired by SCLTC.

Failure of an SCLTC employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

### **General Requirements and Guidelines**

SCLTC will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. SCLTC or any of its employees will not, on the grounds of race, color, national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any SCLTC programs, services, or activities.

SCLTC, any of its employees, or contractors will not, on the grounds of race, color, or national origin:

- a. Provide any service, financial aid, or benefit that is different from that provided to others.
- b. Subject an individual to segregation or separate treatment.
- c. Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others.
- d. Deny any individual service, financial aid, or benefits under any SCLTC programs, services, or activities.
- e. Treat individuals differently in terms of whether they satisfy admission or eligibility requirements.
- f. Deny an individual the opportunity to participate as a member of a planning or advisory body.

SCLTC shall evaluate significant plan and program changes to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals.

SCLTC conducts regular Commission meetings every month to ensure that all individuals are afforded an opportunity to participate in transportation decisions.

SCLTC and SCLTC's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege SCLTC discriminated against a person or group on the basis of race, color, or national origin. This list will include:

- a. The date the investigation, complaint, or lawsuit was filed.
- b. A summary of the allegation(s).
- c. The status of the investigation, complaint, or lawsuit; and
- d. Any actions or corrective actions taken by SCLTC in response to the investigation, complaint, or lawsuit.

SCLTC will keep the public informed of the protections against discrimination afforded to them by Title VI and SCLTC's obligations under Title VI by posting a Title VI Policy Statement (Attachment A) and associated English and Spanish Complaint Forms on SCLTC's website and at the SCLTC's office.

SCLTC will take steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities, and services for individuals that are Limited English Proficient (LEP).

SCLTC has met the Safe Harbor Provision by providing a written Spanish translation of the Complaint form and Notice of Title VI rights. In addition, oral translation is made available as needed.

SCLTC will provide information, upon request from FTA, and investigate complaints of discrimination, or resolve concerns about possible noncompliance with Title VI.

SCLTC will submit its Title VI Program to the FTA’s regional civil rights officer and the California Department of Transportation Division of Mass Transportation once every three years to ensure compliance with Title VI Requirements.

SCLTC will ensure that minority and low-income individuals have meaningful access to SCLTC’s programs, activities, and services.

Limited English Proficient (LEP) Individuals and Public Participation Requirements

SCLTC will seek out and consider the viewpoints of minority, low-income, and Limited English Proficient (LEP) populations while conducting public outreach and involvement activities. SCLTC’s public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

SCLTC will ensure that individuals have access to its programs, activities, and services by developing and carrying out the language plan herein. SCLTC will continually assess the language assistance needs of the population to be served.

SCLTC will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.

- a. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
- b. Frequency with which LEP individuals encounter SCLTC programs, activities, and services.
- c. Importance of the program, activity, or service provided by SCLTC to LEP individuals lives.
- d. Resources needed to provide effective language assistance and costs.

Oral Language Assistance

SCLTC provides an interpretation service by appointment.

List of Locations Where Title VI Notice Is Posted

SCLTC’s Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
SCLTC Office	190 Greenhorn Road	Yreka, CA
SCLTC Website	<a href="https://siskiyoucoltc.org/title-vi/">https://siskiyoucoltc.org/title-vi/</a>	Internet

The Title VI notice, complaint procedures and complete program information is also provided on SCLTC’s website at: <https://siskiyoucoltc.org/title-vi/>



## **Section 2 - Complaint Procedures**

### **How to File a Title VI Complaint**

Any person who believes they, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, or national origin, with respect to SCLTC's programs, activities, or services, may file a complaint with SCLTC.

A complaint may be filed by the individual or a representative. A written complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. If a complainant is unable or incapable of providing a written statement, an SCLTC designee will, if necessary, assist the person in converting verbal complaints to written and will interview the complainant.

SCLTC will promptly investigate all complaints filed under Title VI, pursuant to this regulation.

Complaint must include the following information:

- a. A complaint must be in writing and signed and dated by the complainant or their representative before any action can be taken.
- b. A complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time, and location of the alleged incident. The complaint shall include a description of the program, activity, or service on which the alleged discrimination occurred.

A *Complaint Form* (Attachment B) can be used to file a Title VI complaint with SCLTC. A complaint form will be made in an accessible format upon request. The complaint form is available at:

- a. SCLTC's website: <https://siskiyoucoltc.org/title-vi/>
- b. By phone at (530) 709-5060
  - Requester must provide a valid mailing address.
  - Forms will be mailed via United States Postal Service.
- c. By picking up a complaint form at 190 Greenhorn Road, Yreka, CA 96097.

If a complaint form is received and is not complete, SCLTC will be unable to process the complaint and the form will be returned to the complainant.

If the complaint is received by anyone besides SCLTC's Executive Director, the individual in receipt of the complaint shall forward it to the Executive Director as soon as practicable but no later than two (2) business days after receipt. The Executive Director shall immediately provide a copy of the complaint to the Chair of the SCLTC.

Within five (5) business days of receiving a complaint, a letter will be sent to the complainant acknowledging receipt of the completed form or requesting additional information from the

complainant. The complainant must provide the requested information and return the complaint form to SCLTC within ten (10) business days of the date of the request. If the requested information is not received within ten (10) business days the case will be administratively closed.

#### Procedures for Investigating Complaints

The Executive Director shall make efforts to speak (in-person or telephonically) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that their rights under Title VI have been violated.

The Executive Director shall review the complaint, which will include, but not be limited to, interviewing all appropriate personnel, witnesses, and review SCLTC's policies and service standards as soon as possible, but no later than twenty (20) business days after their receipt of the complaint.

The Executive Director shall review all information provided by the complainant and, if any, other evidence available regarding the allegations of the complaint. The Executive Director shall prepare a written report of their findings and if correction action is required, a timetable for the implementation of such action.

#### Completion of Investigation

After the Executive Director reviews the complaint, they will issue one of two letters to the complainant:

- 1) Closure Letter - A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- 2) Letter of finding (LOF) - An LOF summarizes the allegations and the interviews regarding the alleged incident and explains corrective action taken by SCLTC.

Both letters will include information on how the complainant may appeal the decision.

#### Appeal Process

If the complainant is not satisfied with the findings or action of SCLTC's Executive Director, the complainant may file their complaint with the Chair of the SCTLC or with the Federal Transit Administration's Office of Civil Rights.

#### Appeal to SCLTC Chair

If the complainant chooses to appeal the results of the Executive Director's investigation to the Chair of the Siskiyou County Local Transportation Commission, they have five (5) business days after the date of the closure or letter of finding letter to do so.

The complainant must submit the complaint and any supporting documentation to the Executive Director at SCLTC's physical address at 190 Greenhorn Road, Yreka, California. Upon review of the file, the Chair shall notify the complainant of what actions, if any, will be taken as a result

of the review by the Chair within ten (10) business days of the Chair's notification of the appeal. The decision of the Chair of SCLTC will be considered final.

Timeline Waiver

Any timeline set forth herein may be extended by the Executive Director upon a showing of good cause.

Appeal to Federal Transit Administration

Any person who believes they have been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to SCLTC's programs or activities, may file a complaint directly with:

Federal Transit Administration  
Office of Civil Rights,  
1200 New Jersey Avenue SE  
Washington, DC 20590

**Section 3 – Title VI Investigations, Complaints, and Lawsuits**

To comply with Title VI, SCLTC will prepare and maintain a list of any active investigations conducted by SCLTC or any other entities other than the FTA, lawsuits or complaints naming SCLTC 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.
- Actions taken by SCLTC in response to the investigation, lawsuit, or complaint, or final findings related to the investigation.

To date, SCLTC has no Title VI complaints.

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations	None			
Lawsuits	None			
Complaints	None			

## **Section 4 – Limited English Proficiency (LEP) Plan**

### **Introduction**

This Language Assistance Plan is one component of SCLTC's efforts to provide an appropriate mix of language assistance measures so all residents, including those who are Limited English Proficient (LEP), can equally contribute to and benefit from the development and improvement of SCLTC services. 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 was developed during the process of preparing SCLTC's Title VI Plan to ensure that services are accessible to LEP individuals. Title VI of the 1964 Civil Rights Act is one of two federal mandates that guarantee the provision of meaningful access to federally funded services for LEP individuals:

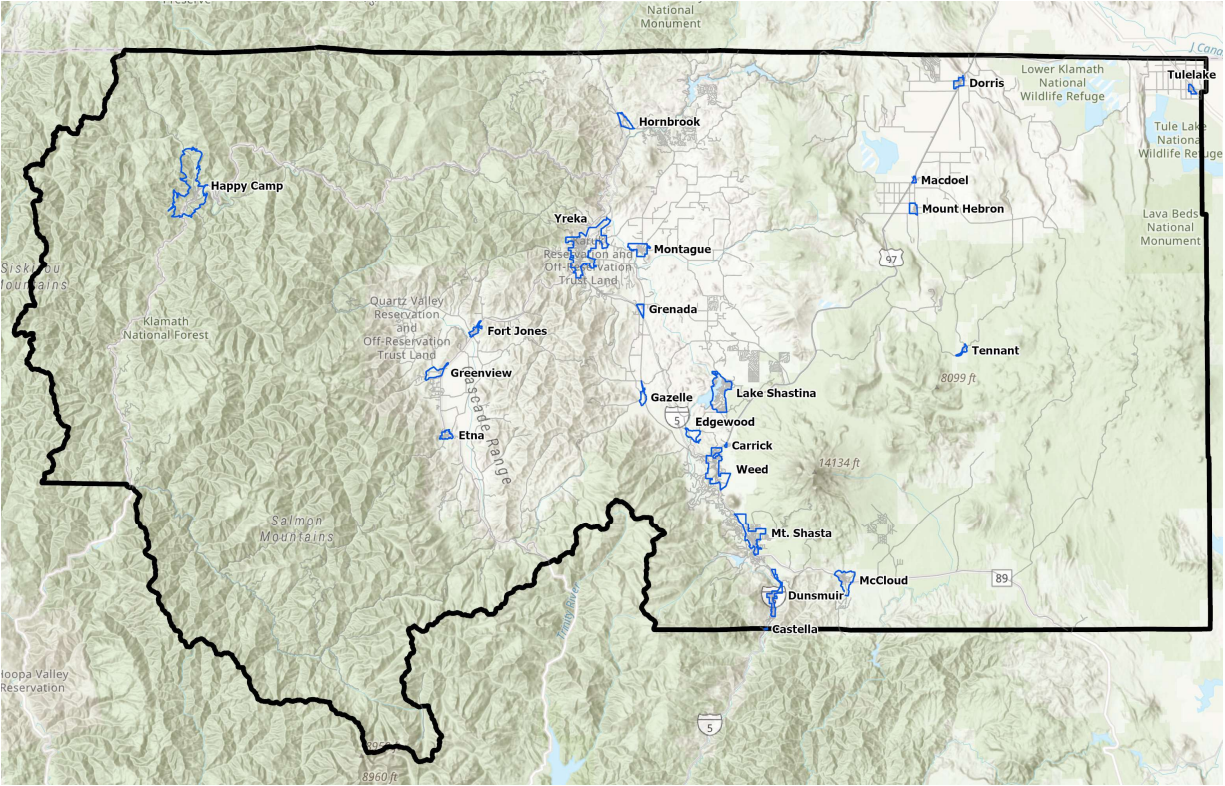
- Title VI of the 1964 Civil Right Act provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal financial assistance. This includes meaningful access to LEP customers.
- President's Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000): instructs federal agencies to improve access to services by mandating that any federally conducted or assisted programs of activities (i.e. recipients of federal funding) must provide meaningful access to LEP customers.

More information on the SCLTC's Title VI Plan, is available at: <https://siskiyoucoltc.org/title-vi/>

### **Overview of SCLTC's Service Area and Services**

The Siskiyou County Local Transportation Commission (SCLTC) was created pursuant to Title 3 of G.C. Section 29535 in 1972. The SCLTC is the Regional Transportation Planning Agency (RTPA) responsible for transportation planning and funding throughout Siskiyou County.

We are responsible for the development of the Regional Transportation Plan and Regional Transportation Improvement Program as required by state law. The streets and highways are maintained by various agencies throughout the County including community service districts, nine incorporated cities, the Siskiyou County Public Works Department, and Caltrans.



Language Assistance Goals

This plan has been prepared to address responsibilities as a recipient of federal funding and will outline how to identify any resident who may need language assistance, reasonable steps to providing language assistance, and how to notify LEP persons that assistance is available. SCLTC is committed to making its services and programs available to all persons, including those with Limited English Proficiency, as part of its compliance with Title VI of the Civil Rights Act of 1964.

SCLTC's goal is to provide meaningful access for LEP customers to all services, information, and materials by developing a Language Assistance Plan and by regular evaluation of the developed methods and strategies. Efforts to effectively engage LEP individuals will ensure that interests and input of all residents is given equal consideration in the development and improvement of SCLTC services.

To prepare this plan, SCLTC utilized the United State Department of Transportation's 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 an SCLTC program or activity.
2. The frequency with which LEP persons encounter SCLTC programs or activities.

3. The nature and importance of programs, activities, or services provided by SCLTC to the LEP population.
4. The resources available to SCLTC and overall costs to provide LEP assistance.

A summary of the results of the SCLTC’s four-factor analysis is below.

Results of the Four Factor Analysis

**Factor 1:** The number or proportion of LEP persons in the service area who may be served or are likely to encounter SCLTC services.

SCLTC used available census data, from the 2022 American Community Survey 5-Year Estimates Data Profiles for the population over 5 years of age to determine and identify LEP populations within its geographic service boundary.

It was determined that there were 41,901 residents (over 5 years of age) that are in SCLTC’s geographical service area. Of those residents who are likely to use SCLTC services and amenities, 4,082 (9.74%) speak a language other than English; 1,435 (3.42%) of those residents have limited English proficiency, meaning they speak English less than “very well”.

The majority of those with LEP speak Spanish (1,111 residents or 2.65%). This group falls within the Safe Harbor Provision by one hundred eleven residents. However, due to the minimal interaction the SCLTC expects to occur between the population and the SCLTC we will utilize oral interpretation when necessary to ensure LEP residents have the same access to information.

Language Category	Estimate	Speak English Less Than "Very Well"	Overall Percent
English only	37,819		90.30%
Spanish	2,979	1111	7.10%
Other Indo-European languages	387	71	0.90%
Asian and Pacific Islander languages	550	253	1.30%
Other languages	166	0	0.40%
*Based on data from American Community Survey – Language Spoken At Home			

Total Population (5 years or over):	41,901	Percentage
Residents who speak language other than English:	4,082	9.74%
Total Residents who speak English less than “Very Well”:	1,435	3.42%
Spanish Speaking Residents with LEP:	1,111	2.65%

Though SCLTC will not translate its vital materials into other languages at this time, it will

continue to monitor the proportions of LEP individuals and corresponding languages and plan for making appropriate changes in the future as populations increase or decrease.

**Factor 2:** The frequency with which LEP persons encounter the programs administered by SCLTC.

Since August 2023 SCLTC staff has not had any documented contact between LEP persons and SCLTC services.

#### Staff Survey

SCLTC assessed the frequency with which staff have, or could have, contact with LEP persons. This could include documenting phone inquiries, requests for interpreters, and translated documents. SCLTC staff do not recall receiving any calls from a LEP person inquiring about SCLTC business. Based on this information SCLTC will continue to utilize the bilingual staff of the County as needed. SCLTC will continue to work with the local community organizations that interact with LEP residents to ensure that language assistance information is posted in appropriate locations.

#### LEP Outreach

Future LEP outreach efforts will include continuing to identify key organizations or contacts in the community that serve those who are LEP. Additional LEP outreach efforts may be conducted in partnership with any of these key contacts or organizations when an appropriate event or need arises. Making contacts with these people and organizations will be critical as SCLTC works to improve the efficiency of its language assistance efforts.

#### Contacting SCLTC Via Phone

SCLTC plays a vital role in the transportation needs of those in the community and is committed to continually working to improve its services and outreach methods, ensuring all citizens, including those typically underserved have access to various planning activities.

**Factor 3:** The nature and importance of the program, activity, or service provided by the program to people's lives.

SCLTC understands that its services are used for life-sustaining activities throughout various communities. SCLTC is committed to continually improving its services for all its community members. SCLTC's planning documents, public meetings, and workshops are available to the LEP and public.

SCLTC would most likely interact with LEP individuals at open house events related to transportation projects held in the various communities. SCLTC staff are aware of the areas within the region that have a higher percentage of bilingual residents and will coordinate with consultants or other stakeholders to ensure translation services are provided in these areas.

**Factor 4:** Assessment of the resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

As the geographic area in which SCLTC serves is vast, outreach will need to be varied and at times, event specific. SCLTC Public Participation Plan (Attachment C) lays out the types of outreach activities that will be utilized.

A large portion of SCLTC outreach efforts will be possible through continuing to cultivate relationships with key contacts within the LEP community. Keeping these contacts informed about SCLTC activities, services, and events, and working with them to connect with the LEP populations will be an important outreach activity with little or no associated costs.

The table below identifies several potential outreach strategies that may be utilized as appropriate and their associated costs. Some of these strategies, such as Spanish language advertisements on radio stations and in magazines will be utilized if such outlets are identified and as funds are available.

Title VI Program Four Factor Analysis: Factor 4

Translation of Written Documents		Interpretation and Translation Services		Advertisements & Outreach	
Specific Elements	Unit Costs (Range)	Specific Elements	Unit Costs	Specific Elements	Unit Costs
Vital Documents	Utilizing bilingual County staff to assist with translation. Translation in process.	Language Line	To be determined on a case-by-case basis	Availability of language assistance poster development and printing	To be determined on a case-by-case basis
Title VI Notice to Public		Interpreter, available for meetings and workshops as needed	To be determined on a case-by-case basis	Spanish-language radio spots (Optional)	To be determined on a case-by-case basis
Complaint Form		Spanish-speaking Consultant	To be determined on a case-by-case basis	Advertisements in Spanish publications (optional)	To be determined on a case-by-case basis
Signage advertising SCLTC's language assistance program	To be determined.			Fliers/Advertisements for Level One Public Events	To be determined.
Ad-hoc Documents	To be determined.				
Website	Google Translation				



## **Implementation Plan**

To implement this plan, SCLTC has determined that there are 5 essential tasks that need to be completed.

### **Task 1: Identifying LEP Individuals Who Need Language Assistance**

To best serve those LEP individuals, SCLTC must first identify those who need language assistance. SCLTC will be examining records to see if any requests for language assistance have been received in the past. At meetings or public events sponsored by or co-sponsored by SCLTC, a staff member will greet all participants as they arrive. By informally engaging the participants in conversation it is possible to gauge the ability to speak and or understand English. SCLTC will implement the use of the Census Bureau's I Speak Flashcards, in the office and at any public meetings, this will help in identifying the language assistance needs for future meetings as well. Staff will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

### **Task 2: Language Assistance Measures**

There are numerous language assistance measures available to LEP persons, including oral and written language services. There are a variety of ways in which SCLTC staff can respond to LEP persons, whether in person, by phone, or in writing. These include:

- a. Utilize I Speak flashcards to identify the language of the LEP.
- b. Provide a Spanish-speaking interpreter by appointment.
- c. Network with bilingual County staff at various agencies that can provide translation services on SCLTC programs and services;
- d. Placement of statements in notices and publications that interpreter services are available for these meetings, with advance notice.
- e. Survey staff annually to document any contacts with LEP persons throughout the year;
- f. Post SCLTC's Title VI Program and LEP Plan on the agency website, <https://siskiyoucoltc.org/title-vi/>, and at the office.

### SCLTC's Website

SCLTC'S website currently has Google Translate, which translates all information on the website to any given language. SCLTC will review options and will pursue the most appropriate and feasible option for translating documents posted to the website.

Options include:

- Translating only vital information and each corresponding sub-page

### **Task 3: Staff Training**

The following training will continue to be provided to SCLTC staff:

1. Information on the SCLTC Title VI Procedures and LEP responsibilities (ongoing).
2. Description of language assistance services offered to the public (ongoing).
3. How to handle a potential Title VI/LEP complaint (ongoing).

#### **Task 4: Notice to LEP Persons and Outreach Methods**

To ensure that LEP individuals are aware of SCLTC's language assistance measures, SCLTC will provide the following:

- a. Spanish language contact information, phone, and email is posted on the SCLTC website home page, at the office, and on planning documents.
- b. Bilingual staff for in-person or phone customer service at the SCLTC offices by appointment.

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, documents, meeting notices, flyers, and agendas can be translated upon request. Notices will be posted in various locations depending on the project location. Notices will be posted for all SCLTC projects at the SCLTC office, the Siskiyou County Government Center, and the SCLTC website.

Notices may also be posted or announced with local stakeholders and community locations such as family resource centers or city halls. Interpreters will be provided and made available as needed.

#### **Task 5: Monitoring, Evaluating, and Updating the Language Assistance Plan**

A thorough review of this Language Assistance Plan will be undertaken every three years concurrent with updating and submitting the SCLTC Title VI Programs. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in SCLTC's language assistance efforts.

SCLTC will regularly assess the effectiveness of how it communicates with LEP individuals by including questions about language assistance and information needs on any community survey and having conversations with key contacts who work with LEP persons.

SCLTC will track its language assistance efforts by keeping a record of staff interactions with LEP individuals and any Language Line usage reports.

#### **Dissemination of the LEP Plan**

SCLTC's LEP Plan and Title VI Program are available on the SCLTC website at:

<https://siskiyoucoltc.org/title-vi/>

Any person or agency with internet access will be able to view and download the plan from the SCLTC website. A person or agency may request a copy of the plan via telephone, mail, or in

person and shall be provided with a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which SCLTC will provide, if feasible.

**Responsibility for Implementing the Language Assistance Plan**

The SCLTC Title VI Program Administrator will be responsible for overseeing the implementation of this plan and assigning tasks as appropriate.

SCLTC Title VI Program Administrator

Melissa Cummins, Executive Director

190 Greenhorn Road

Yreka, CA 96097

Phone: (530) 709.5060

email: melissa@siskiyoucoltc.org

**Membership of Non-Elected Committees and Councils**

SCLTC has one non-elected council.

Social Services Transportation Advisory Council (SSTAC)

SSTAC members are appointed by the Commission as required by the Transportation Development Act. The Council may consist of representatives from the following areas:

- One representative of potential transit users who are 60 years of age or older.
- One representative of potential transit users who is disabled.
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider if one exists.
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider if one exists.
- One representative of a local social service provider for persons of limited means.
- Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

The following table shows the racial breakdown of the membership for SSTAC.

<b>Race</b>	<b>SSTAC</b>
Asian	TBD
Black or African American	TBD
Caucasian	TBD
Latino	TBD
Native American	TBD
Native Hawaiian or Other Pacific Islander	TBD
Other	TBD

SCLTC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its programs or activities. In addition, SCLTC solicits and encourages participation and nominates individuals involved with local human services agencies, non-profit community-based organizations, and other local stakeholders that would add varying perspectives to the council.

### **Title VI Equity Analysis**

SCLTC staff operate from an existing facility and there are no plans to construct any facilities in the future.

### **Section 5 – Public Participation Plan**

Over the last reporting period, SCLTC conducted the following public outreach activities:

- Social Services Transportation Advisory Council vacancy recruitment.
- Siskiyou County Local Transportation Committee regular meetings.
- Technical Advisory Committee meetings.

### **Public Meetings and Outreach**

The SCLTC regular meetings are scheduled public meetings typically held on the second Tuesday of each month except July, August, November, and December. For the months of July, August, November, and December the meetings are held on the third Tuesday of the month. All times and meeting information is available on the SCLTC website a minimum of seventy-two (72) hours prior to the meeting day and time.

Special meetings are noticed on the SCLTC's Facebook page, by posting notices at the Siskiyou County Transit Center, and on the SCLTC's website.

SCLTC will contact a bilingual County employee to provide translation for Spanish-speaking customers when necessary. Bilingual assistance is utilized in outreach programs when needed and appropriate.

To view SCLTC's full Public Participation Plan please refer to Attachment C.

**Attachments**

A – Resolution Approving the Program

B - Title VI Notice to Public of Rights

C – Title VI Complaint Form

D – SCLTC Public Participation Plan

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment A - Approval of Title VI Non-Discrimination Program & Public Participation Plan

Siskiyou County Local Transportation Commission

Resolution No. 24-04

Resolution Adopting the Siskiyou County Local Transportation Commission Title VI Non-Discrimination Program and Public Participation Plan

WHEREAS, the Siskiyou County Local Transportation Commission in its official capacity as the Regional Transportation Planning Agency, hereafter referred to as the RTPA, is responsible to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients;" and

WHEREAS, the Siskiyou County Local Transportation Commission wishes to authorize approval of the 2024 update to the Title VI Non-Discrimination Program and Public Participation Plan developed by the executive director to comply with the necessary provisions of the Civil Rights Act.

NOW, THEREFORE, BE IT RESOLVED by the Siskiyou County Local Transportation Commission as follows:

1. The SCLTC approves the plan titled "Siskiyou County Local Transportation Commission Title VI Non-Discrimination Program and Public Participation Plan – April 9, 2024".
2. The Executive Director is authorized to implement components of the plan to meet federal requirements.
3. The Executive Director is authorized to implement the policies that may be necessary to comply with subsequent revisions for interpretations to the Civil Rights Act.
4. The Executive Director is authorized to make non-substantial updates as necessary.

PASSED AND ADOPTED this 9<sup>th</sup> day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch 04/10/2024 PDT

Signer ID: FHALASYR11...

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins 04/11/2024 PDT

Signer ID: JRK1PM8M11...

Melissa Cummins

Executive Director

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment B - Notice to Public of Rights under Title VI

(English and Spanish)





# **Siskiyou County Local Transportation Commission**

## **Notice to Public of Rights under Title VI**

The Siskiyou County Local Transportation Commission (SCLTC) is committed to ensuring that no person shall be excluded from the equal distribution of its services and amenities because of race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964.

Any person who believes they have been discriminated against may file a signed, written complaint within one hundred eighty (180) days of the date of alleged discrimination.

The Title VI Complaint form may be printed from SCLTC's website ([www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)) or may be requested in person from the Commission's office at 190 Greenhorn Road, Yreka, CA 96097, or by phone (530) 709-5060.

All complaints will be fairly and objectively investigated.

The complaint should include the following information:

1. Complainant's name, address, and how to contact you (i.e., telephone number, email address, etc.)
2. Description of how, when, where and why complainant believes the discrimination occurred. In addition, the location, names, and contact information of any witnesses should also be included.

The completed form should be returned to:

Siskiyou County Local Transportation Commission  
Attention: Executive Director  
190 Greenhorn Road  
Yreka, CA 96097

In addition to the Title VI complaint process at SCLTC, a complainant may file a Title VI complaint with the:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

If information is needed in another language, contact 800-555-1212.

Si se necesita información en otro idioma, comuníquese al 800-555-1212.



## **Siskiyou County Local Transportation Commission**

### **Notice to Public of Rights under Title VI**

La Comisión de Transporte Local del Condado de Siskiyou (SCLTC) se compromete a garantizar que ninguna persona sea excluida de la distribución equitativa de sus servicios y comodidades debido a su raza, color u origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964.

Cualquier persona que crea que ha sido discriminada puede presentar una queja escrita y firmada dentro de los ciento ochenta (180) días a partir de la fecha de la presunta discriminación.

El formulario de queja del Título VI se puede imprimir desde el sitio web de SCLTC ([www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)) o se puede solicitar en persona en la oficina de la Comisión en 190 Greenhorn Road, Yreka, CA 96097, o por teléfono (530) 709-5060.

Todas las quejas serán investigadas de manera justa y objetiva.

La queja debe incluir la siguiente información:

1. Nombre, dirección y forma de contactarlo del demandante (es decir, número de teléfono, dirección de correo electrónico, etc.)
2. Descripción de cómo, cuándo, dónde y por qué el demandante cree que ocurrió la discriminación. Además, también se debe incluir la ubicación, los nombres y la información de contacto de los testigos. The completed form should be returned to:

Siskiyou County Local Transportation Commission  
Attention: Executive Director  
190 Greenhorn Road  
Yreka, CA 96097

Además del proceso de quejas del Título VI en SCLTC, un demandante puede presentar una queja del Título VI ante:

U.S. Department of Transportation  
Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

Si se necesita información en otro idioma, comuníquese al 800-555-1212.

If information is needed in another language, contact 800-555-1212.

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**Title VI Program**

Attachment C - Title VI Complaint Forms

(English and Spanish)

# Siskiyou County Local Transportation Commission Title VI Complaint Form

<b>Section I:</b>					
Name:					
Address:					
City:		State:		Zip Code:	
Phone (Home):		Phone (Work/Cell):			
Email Address:					
Accessible Format Requirements?	Large Print		Audio Tape		
	TDD		Other		
<b>Section II:</b>					
Are you filing this complaint on your own behalf?		Yes*	No		
*If you answered "Yes" to this question, go to Section III					
If not, please provide your name and relationship to the person for whom you are complaining below:					
Submitting Party's Name:					
What is your relationship with this individual:					
Please explain why you have filed for a third party:					
Please confirm that you have obtained permission of the aggrieved party to file on their behalf.				Yes	No
<b>Section III:</b>					
I believe the discrimination I experienced was based on ( <i>check all that apply</i> ):					
National Origin	Race		Color	Sex	Age
Date of alleged discrimination: ( <i>mm/dd/yyyy</i> ):					
Explain as clearly as possible what happened and why you believe you were discriminated against. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed please use the back of this form.					
<b>Section IV:</b>					

# Siskiyou County Local Transportation Commission Title VI Complaint Form

Have you previously filed a Title VI complaint with SCLTC?	Yes	No
<b>Section V:</b>		
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 all that apply:
<input type="checkbox"/> Federal Agency:		
<input type="checkbox"/> Federal Court:		
<input type="checkbox"/> State Agency:		
<input type="checkbox"/> State Court:		
<input type="checkbox"/> Local Agency:		
*If yes, provide information about a contact person at the agency/court where the complaint was filed:		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI:</b>		
Name of Agency Complaint is Against:		
Contact Person:		
Title:		
Phone Number:		

You may attach any written materials or other information that you think is relevant to you complaint.

Your signature and date are required below to complete the form.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Completed forms can be submitted in person or mailed to the address below:  
SCLTC - Attn: Executive Director  
190 Greenhorn Road  
Yreka, CA 96097

# Comisión de Transporte Local del Condado de Siskiyou

## Formulario de queja del Título VI

<b>Sección I:</b>					
Nombre:					
Dirección:					
Ciudad:		Estado:		Código postal:	
Teléfono (Casa):		Teléfono (Trabajar/Celular):			
Dirección de correo electrónico:					
¿Requisitos de formato accesible?	Letra Grande		Cinta de Audio		
	TDD		Otro		
<b>Sección II:</b>					
¿Está presentando esta queja en su propio nombre?		Sí*		No	
*Si respondió "Sí" a esta pregunta, vaya a la Sección III					
De lo contrario, proporcione su nombre y relación con la persona por quien presenta la queja a continuación:					
Nombre de la parte que envía:					
¿Cuál es su relación con este individuo?					
Explique por qué ha presentado una solicitud en nombre de un tercero:					
Confirme que ha obtenido el permiso de la parte agraviada para presentar la solicitud en su nombre.				Sí	No
<b>Sección III:</b>					
Creo que la discriminación que experimenté se basó en (marque todo lo que corresponda):					
Origen Nacional	Carrera		Color	Sexo	Edad
Fecha de la presunta discriminación: (dd/mm/aaaa):					
Explique lo más claramente posible qué sucedió y por qué cree que fue discriminado. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si las conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice el reverso de este formulario.					
<b>Sección IV:</b>					

# Comisión de Transporte Local del Condado de Siskiyou

## Formulario de queja del Título VI

¿Ha presentado anteriormente una queja del Título VI ante SCLTC?	Sí	No
--	----	----

### Sección V:

¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal?

Sí*	No	En caso afirmativo, marque todo lo que corresponda:
[ <input type="checkbox"/> ] Agencia Federal:		
[ <input type="checkbox"/> ] Corte federal:		
[ <input type="checkbox"/> ] Agencia del estado:		
[ <input type="checkbox"/> ] Corte estatal:		
[ <input type="checkbox"/> ] Agencia local:		

\*En caso afirmativo, proporcione información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia:

Nombre:	
Título:	
Agencia:	
Dirección:	
Teléfono:	

### Sección VI:

Nombre de la agencia La queja está en contra:
Persona de contacto:
Título:
Teléfono:

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

Su firma y fecha son necesarias a continuación para completar el formulario.

Firma	Fecha
-------	-------

Los formularios completos pueden enviarse en persona o enviarse por correo a la siguiente dirección:  
 SCLTC - Attn: Executive Director  
 190 Greenhorn Road  
 Yreka, CA 96097

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION**

**(SCLTC)**

**Title VI Program**

Attachment D - SCLTC's Public Participation Plan 2024





## Public Participation Plan 2024



Siskiyou County Local Transportation Commission

190 Greenhorn Road

Yreka, CA 96097

Phone: (530) 709.5020

Email: [general@siskiyoucoltc.org](mailto:general@siskiyoucoltc.org)

[www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)

Adopted by the Siskiyou County Local Transportation Commission on April 9, 2024.

Amended September 4, 2024 to reflect new website and physical address of Commission office.

To obtain services or copies in an alternate format or language, please contact the Siskiyou County Local Transportation Commission at (530) 709-5060, email [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org), or visit the Commission's website at: [www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)

Para obtener servicios o copias en un formato o idioma alternativo, comuníquese con la Comisión de Transporte del Condado de Siskiyou al (530) 709-5060, envíe un correo electrónico [melissa@siskiyoucoltc.org](mailto:melissa@siskiyoucoltc.org) o visite el sitio web de la Comisión en: [www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)

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## **Section 1 - Purpose**

The purpose of this Public Participation Plan (PPP) is to serve as a reference for the Siskiyou County Local Transportation Commission (SCLTC), its member agencies, contractors, and other stakeholders for involving the public in SCLTC planning efforts. Transportation planning and decision making is a balancing act between diverse community needs, values, and priorities. In using this document as a guide, SCLTC activities may become more consistent and equitable in its outreach and engagement efforts. The PPP sets forth the process that will enable SCLTC to establish working relationships with the various stakeholders throughout the region to ensure early, ongoing, and continuous public involvement.

SCLTC, the County of Siskiyou, the nine incorporated cities, and numerous local Native American Tribes generally conduct extensive public engagement throughout the transportation planning and programming process that helps form transportation planning decisions in the region.

The PPP has been developed, and updated, in accordance with various federal, state, or local regulations as identified in Section 3.

## **Section 2 - Activities Subject to Public Participation**

SCLTC projects, programs, plans, and decisions will vary in scope and capabilities, warranting different levels of public involvement. SCLTC reserves the right to select the appropriate type and method of noticing based on the level of public input necessary. This approach helps ensure SCLTC's limited resources are applied effectively.

Several recurring plans require public participation during development. These include:

a) **Regional Transportation Plan (RTP)**

A long-range planning and policy document – state law requires the plan be updated every five years in rural areas like Siskiyou County. The RTP establishes priorities for all modes of transportation in the county over the 20-year planning horizon. Regional stakeholders (the city, county, and state) provide information on their systems (roads, streets, highways, airports, bridges, transit, and other modes). Many federal and state funded transportation programs require projects to be listed in a RTP to be eligible for funding. The RTP also addresses transportation related issues such as air quality, safety, land use, and environmental impacts.

b) **Regional Transportation Improvement Program (RTIP)**

SCLTC is required by state law to develop and adopt a 5-year program outlining regional transportation projects. This five-year program is known as the Regional Transportation Improvement Program and is due to the California Transportation Commission and the California Department of Transportation by December 15<sup>th</sup> of each odd numbered year. The RTIP includes a list of recommended capital projects for transportation improvements including rehabilitation, reconstruction, and operational improvements on local roads and state highways. Each Regional Transportation Planning Agency (RTPA) is responsible for adopting and submitting an RTIP for their region.

c) State Transportation Improvement Program (STIP)

The STIP is a multi-year capital improvement program that includes transportation projects on and off the state highway system. Funded by various transportation revenues sources, the STIP incorporates all RTIPs from the various agencies across the state. The STIP is adopted by the California Transportation Commission every two years on the even numbered years.

Supporting Documents Related to Transportation Planning

*Overall Work Program (OWP)*

The OWP is adopted annually by SCLTC during a regular meeting open to the public. It outlines transportation planning goals, objectives, actions, and funding to support the tasks identified in the OWP. The OWP is a contract between the state and SCLTC to complete required regional planning functions for Siskiyou County, such as the RTP update, development of the RTIP, and plans for other modes.

*Unmet Transportation Needs*

Each year, as required by the Transportation Development Act (TDA), SCLTC conducts at least one public hearing to gather feedback from the public on unmet transportation needs in the region. Public transportation needs that are deemed reasonable to meet are funded before other non-transit uses.

Funding provided by the TDA includes the State Transit Assistance (STA), which comes from taxes on fuel purchased in the state. State Transit Assistance can only be used for public transit uses including administrative, planning, contracted public transportation, and capital acquisition and maintenance. The Local Transportation Fund (LTF), which is derived from sales tax, provides

funding for local program activities including administration costs, bicycle and pedestrian facilities, community transit services, public transportation, bus and rail projects, and local streets and roads improvements.

#### *Coordinated Public Transit - Human Services Transportation Plan (CPT-HST)*

This plan is required to obtain some federal funds for transit operations and capital improvements. The CPT-HST identifies social service agencies and opportunities to coordinate transportation services. It also focuses on meeting basic transportation needs of individuals with disabilities, older adults, and people with low income and limited means. The last update to Siskiyou County's CPT-HST was completed in January 2015 through a partnership with the California Department of Transportation - Division of Mass Transportation.

#### *Short Range Transit Plan (SRTP)*

SCLTC's Short Range Transit Plan 2021 (SRTP) was adopted on January 24, 2022. This study focuses on a five-year period and "provides leaders and transportation providers of the area an opportunity to take an in-depth look at the transit systems currently in place, identify the optimal manner in which transit can meet the public's needs within this dynamic area, and carefully identify where transit resources should be devoted over the plan period." (Siskiyou County 2021 Short Range Transit Plan)

#### *Public Participation Plan (PPP)*

The PPP provides guidance to the SCLTC, its committees and staff, member agencies and officials, and members of the public. It provides general information on the types of public participation and interagency consultation for a successful regional transportation planning process.

### **Section 3 – Key Partners and Entities**

Transportation planning is a collaborative process that involves numerous partners including, but not limited to, the following:

#### Government Partners

##### *Tribal Governments*

- Karuk Tribe,
- Quartz Valley Indian Reservation,
- Shasta Nation,

*Local and Regional Government Partners*

- Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt Shasta, Tulelake, Weed, and Yreka,
- Siskiyou County Department of General Services,
- Siskiyou County Department of Public Works,
- Siskiyou County Health and Human Services Agency,
- Siskiyou County Office of Education,
- Siskiyou County Office of Emergency Services,
- Siskiyou County Sheriff's Office,
- Siskiyou Transit and General Express (STAGE),
- Del Note Local Transportation Commission,
- Modoc County Transportation Commission,
- Shasta Regional Transportation Commission,
- Trinity County Transportation Commission

*State Government Partners*

- CAL FIRE Siskiyou Unit,
- California Air Resources Board (CARB),
- California Department of Fish and Wildlife,
- California Environmental Protection Agency (CalEPA),
- California Highway Patrol (CHP),
- California Office of Emergency Services (CalOES),
- California State Parks,
- California Transportation Commission (CTC),
- Caltrans District 2,
- Governor's Office of Planning and Research (OPR),

*Federal Government Partners*

- Bureau of Land Management (BLM),
- Federal Highway Administration (FHWA),
- Federal Transit Administration (FTA),
- National Park Service (NPS),
- U.S. Department of Transportation (DOT),
- U.S. Environmental Protection Agency (EPA),
- U.S. Forest Service, etc.

#### *Private Partners*

- College of the Siskiyous
- PSA 2 Area Agency on Aging
- Siskiyou County Economic Development Council
- FIRST 5 Siskiyou

#### *Underserved Groups*

Limited transportation access, childcare necessities, work schedules, and language barriers are just some of the hurdles that keep traditionally underserved populations from attending workshops and focus groups. SCLTC endeavors to provide meaningful public involvement opportunities to people who are of a minority and low-income populations. Effective strategies include actively engaging members at community gathering places, providing outreach materials at transit facilities, and communicating through trusted community leaders. Laws that must be referenced in the creation of a project-specific outreach and engagement strategy include but are not limited to the following:

- Americans with Disabilities Act (ADA) of 1990
- Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (LEP)
- Sec. 504 of the Rehabilitation Act of 1973
- Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375)
- The Ralph M. Brown Act (California Government Code §§54950-963)
- Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C. Section 2000d)



- U.S. DOT Order 5301.1 – Consultation and Coordination with Tribal Governments
- United States Code
  - Title 23, Section 134, Subsections I and j (23 U.S.C. § 134)
  - Title 49, Section 5303, Subsection I (49 U.S.C. § 5303)

#### **Section 4 – Outreach and Engagement Priorities**

A variety of tools may be used to conduct meaningful public involvement. The following section provides examples of tools and how they can be utilized by a project team.

##### *Use Diverse Outreach Tools*

While a comprehensive and dynamic online presence will be the focal point of our public participation efforts, SCLTC will strive to reach a broad spectrum of the public by employing other techniques. SCLTC strives to make workshops and focus groups as open to as many people as possible by choosing easily accessible locations and accommodating nontraditional work schedules. A combination of outreach efforts including traditional workshops, pop-ups at pre-existing community events, online engagement, physical advertisement, and virtual participation all help to accommodate stakeholders and residents and therefore encourage participation.

##### *Be Transparent*

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are acknowledged.

##### *Simplify Educational Materials and Utilize Visualization Techniques*

We can increase public interest in regional transportation planning if we clarify the transportation planning and programming processes. To make these complicated procedures more accessible, we will utilize educational materials that simplify transportation planning and programming. Those wanting more in-depth explanations of these activities will be directed to more detailed reference documents. Another way to help the public understand transportation planning and programming is to incorporate visualization techniques whenever possible, both on the web and in printed materials.

Visuals such as charts, graphs, drawings, photos, and process graphics often convey technical information, complex ideas, or concepts more effectively than a narrative format.

### *Evaluate and Update the Public Participation Plan on a Regular Basis*

Siskiyou County Local Transportation Commission is committed to a continuous review of the Public Participation Plan and the public involvement process. We anticipate updating the process every three to five years or as appropriate. The following techniques are potential outreach methods that may be used. Actual outreach methods for a particular transportation planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability.

### **Section 5 – Outreach and Engagement Tools**

*Website* : [www.siskiyoucoltc.org](http://www.siskiyoucoltc.org)

The SCLTC's website serves as a digital way to instantly inform the public about SCLTC ongoings, including projects, programs, or plans. It is important to implement this tool equitably by providing information at an appropriate reading level, following Section 508 of the Rehabilitation Act (29 U.S.C. 794d).

The SCLTC is dedicated to continually updating and improving the accessibility of our site and services. Although we strive to ensure all pages and content are fully accessible, it is possible some website content has not yet been fully adjusted to the strictest standards. If an individual has any issues with accessing content or should need assistance with any part of the website, they should contact SCLTC staff during normal business hours.

The SCLTC website should host accurate and timely information which may include, but are not limited to, the following:

- SCLTC Information
- Project Team Contact Information
- Timelines
- Meeting Information and Schedules
- Images and Graphics
- Maps (still or interactive)
- Interactive Experiences
- Documents (Plans, Studies, etc.)
- Comment Forms or Surveys

Website management should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. The website should:

- Be user-friendly and attractive,
- Provide information on statewide, regional, and local transportation planning projects,

- Offer an alternative format, for instance, a printed and mailed version of the website material,
- Receive continual updating.

### *Social Media*

A project social media presence is an opportunity to grow large audiences and generate exposure and discussion about a project, program, or plan. It may take the form of project specific platforms or partnering with SCLTC or other community platforms to disseminate information. Platforms may include but are not limited to the following:

- Facebook
- Instagram
- LinkedIn

It is important to stay aware of new tools and trends. It is also important to understand that different platforms have different purposes and attract different users. A project team should take time to discern what methods are most likely to garner the most attention and engagement in specific project areas.

This tool should be established at the beginning of a project and should be regularly updated and used throughout the life of the project. It is best utilized in combination with other tools, as not all community members have access to these platforms and the resources they might require.

### *Survey*

A survey provides the opportunity to understand public opinion in both qualitative and quantitative formats. It can be used to gather information or opinions on specific ideas or broad topics. When conducting a survey, it is important to determine whether a formal or informal survey is feasible and appropriate for a project. For more information on surveys as a public engagement tool, consult the US DOT Promising Practices for Meaningful Public Involvement in Transportation Decision-Making.

This tool can be useful at any stage of a project. In the early stages, it may help gather information about existing conditions in a community. In the mid to final stages, it may help gather perceptions on proposed interventions or improvements. Results of a survey should be used to supplement feedback obtained in other engagement tools and techniques.

### *Public Information Materials*

Public information materials provide the opportunity to widely distribute information related to a project, program, or plan. These materials could include details on how to get involved in the project process, how to comment on a project, and how to stay informed. These materials should be visually cohesive and appealing and be made available in a variety of formats including print and online. Materials may include but are not limited to the following:

- Fact Sheets
- Flyers
- News advertisements, articles, and press releases
- Postcards or Mailers
- Social Media Accounts and Posts
- Website

This tool can be useful at any stage of a project but is most effective when utilized early in a project and throughout its lifetime for consistent and ongoing information.

## **Section 6 - Outreach and Engagement Techniques**

A variety of techniques may be used to conduct meaningful public involvement. The following section provides examples of techniques and how they can be utilized by a project team.

### *Technical Advisory Committee*

The Technical Advisory Committee (TAC) may be called upon for a project with the objective of providing a more technical or narrow perspective on various aspects of a project. Members of the TAC are typically professionals in fields that are relevant to the project.

This technique should be initiated at the beginning of a project so that the TAC may provide insight into the project throughout its lifetime.

### *Focus Groups*

A focus group may be established for a project with the objective of providing a more technical or narrow perspective on various aspects of a project. Members of the focus group would have expertise in a field that is relevant to the project.

This technique should be initiated at the beginning of a project so that the focus group members may provide insight into the project throughout its lifetime.

### *Stakeholder Advisory Committee*

A Stakeholder Advisory Committee (SAC) can be established with the objective of representing community leaders, residents, business owners and other individuals who might be affected by the project in some way. Meetings with an SAC should be held regularly to build consensus on community needs and desires. An SAC provides an opportunity to finetune aspects of a project before being discussed with the broader public. It may be useful or necessary to meet with stakeholders individually for one-on-one interviews to elicit more in-depth reactions and suggestions. It may also be useful to invite stakeholders to larger community events to help garner support for a project.

This technique should be initiated at the beginning of a project so that the SAC may provide insight into the project throughout its lifetime.

### *Non-Traditional Events*

Project team attendance at a non-traditional event provides an opportunity to reach a larger, pre-existing audience than some of the other techniques. It also demonstrates a project team's interest in getting to know a project area and its community. Attendees can participate informally based on their comfort level. Non-traditional events may include but are not limited to the following:

- Fairs and Festivals
- Farmers Markets
- Community Events

This technique can be useful at any stage of a project but is particularly useful when trying to raise awareness of a specific project or topic. Attending multiple non-traditional events is suggested to create an on-going presence in a community.

### *Public Meetings/Workshops/Open Houses*

Public Meetings are an opportunity for a team to gather direct input and feedback from a smaller group of community members to help determine community priorities. Meetings and workshops should include interactive displays and exercises to encourage participations that may include but are not limited to the following:

- Project Area Map
- Origins and Destinations Map
- Project Examples
- Concept/Project Prioritization

This technique can be useful at any stage of a project. During the early stages, a meeting could be used to introduce the project, program, or plan to the community and to narrow down the most important topics and issues related to the effort. During the mid to late stages, a meeting could be used to present progress and refine certain aspects of a project through continued dialogue. During the final stages, a meeting could be used to present findings and conclusions as well as present draft deliverables for public comment. In addition to face-to-face workshop opportunities, SCLTC will make efforts to include virtual participation options where feasible.

### *Surveys*

The vastness of the Siskiyou region makes online surveys a viable option to reach more members of the public on a given project. Community members may not have access to resources for online surveys so other options, such as printed surveys should be considered depending on the area and scope of the project.

### *Printed Materials and other Media*

While web-based communication is typically commonplace, other media still holds a valuable role in public engagement especially in rural communities. Newspaper releases, flyers, and

postcards can be used to publicize the public participation website, important planning milestones, and workshops. News releases can be widely distributed through newspaper ads, public notices, and radio.

### **Section 7 - Public Participation Policy**

Policy 1: Siskiyou County Local Transportation Commission (SCLTC) will actively engage the public and appropriate agencies and organizations in the transportation planning process according to the principles contained in this Public Participation Plan, and in accordance with state procedures and federal law.

Policy 2: SCLTC will keep the public informed of ongoing transportation related activities.

Policy 3: SCLTC will utilize visualization techniques to effectively communicate the Regional Transportation Plan and Regional Transportation Improvement Program.

Policy 4: SCLTC will encourage the involvement of all residents within its jurisdiction, especially including those identified by Federal Highway Administration as traditionally underserved, in the transportation process. Furthermore, SCLTC will work towards ensuring the full and fair participation in the transportation decision-making process by all potentially affected communities.

Policy 5: SCLTC staff will provide feedback on public comments.

Policy 6: SCLTC will work towards continually improving its public involvement practices.