

STAFF REPORT



MEETING DATE:	December 13, 2016
SUBJECT:	Adopt 2016 Shasta Participation and Partnership Plan (Title VI)
AGENDA ITEM:	11
STAFF CONTACT:	Keith Williams, Associate Transportation Planner, AICP

SUMMARY:

SRTA staff has updated and consolidated its participation and partnership plans under a single document for board of directors' approval.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve the agency's 2016 Shasta Participation and Partnership Plan (Title VI) pursuant to Resolution 16-13.

DISCUSSION:

The attached 2016 Shasta Participation and Partnership Plan (Title VI) merges or appends the following documents required by federal and state funding partners:

1. Public Participation Plan – Policies and strategies used to ensure every citizen has the opportunity to evaluate and comment on the agency's plans, programs, and projects.
2. Title VI Plan – Title VI refers to the Civil Rights Act of 1964. Policies and strategies used to ensure that no person is excluded from the equitable distribution of services on the basis of race, color, and national origin.
3. Limited English Proficiency Plan – Policies and strategies used to ensure that information about the agency's programs and projects are accessible to individuals with limited English proficiency.
4. Federal Land Management Agency Consultation Process – Roles, responsibilities and actions prescribed for decision points in projects involving SRTA and federal land management agencies.
5. Native American Tribal Government Consultation Process – Policies and procedures for consultation with federally recognized Native American Tribal Governments.

The consolidated plan allows for synchronized updates every three years; eliminates duplicative planning; and brings public and agency participation information together under a single document. Plan approval is necessary to be eligible for federal and state funding.

ALTERNATIVES:

The board of directors may request additional information, or approve the plan with specific modifications.

OTHER AGENCY INVOLVEMENT:

Federal, state, and tribal government agencies were consulted and invited to comment on the applicable components of the plan. *///The Technical Advisory Committee (TAC) concurs with the staff recommendation.///*

FINANCING:

Development of the 2016 Shasta Participation and Partnership Plan (Title VI) is budgeted for approximately \$6,500 in the FY 2016/17 Overall Work Program (OWP) under Work Element 704.01. The cost of implementing the plan is nominal and spread throughout the OWP in association with various agency projects and programs.

Daniel S. Little, AICP, Executive Director

Attachments: Resolution 16-13 (2016 Shasta Participation and Partnership Plan (Title VI))
2016 Shasta Participation and Partnership Plan (Title VI)

RESOLUTION



RESOLUTION NUMBER:	16-13
SUBJECT:	2016 Shasta Participation and Partnership Plan (Title VI)

WHEREAS, U.S. Code of Federal Regulations (23 CFR 450.316) guides the implementation of Fixing America's Surface Transportation (FAST) Act with respect to the adoption of a Public Participation Plan by each Metropolitan Planning Organization (MPO); and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for the Shasta Region and is responsible to carry out the transportation planning and programming process; and

WHEREAS, the Public Participation Plan has been made available for public review for the required 45 days; and

WHEREAS, the board of directors has considered all relevant information, including the factors set forth in the federal regulations that guide the implementation of the FAST Act; and all relevant verbal and written comments which have been submitted in a timely manner; and

WHEREAS, all interested agencies, organizations and persons have been given opportunity to be heard with respect to any matters relating to the proposed Public Participation Plan; and

WHEREAS, the proposed Public Participation Plan meets or exceeds the requirements of federal and state regulations:

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency approves and adopts the 2016 Shasta Participation and Partnership Plan (Title VI).

PASSED AND ADOPTED this 13th day of December, 2016, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency

2016 Shasta Participation and Partnership Plan (Title VI)

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Title VI Plan 2016

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This document was prepared by Shasta Regional Transportation Agency (SRTA) and approved by its board of directors to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

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Shasta Participation and Partnership Plan Title VI Plan 2016

SRTA'S TITLE VI NOTICE TO THE PUBLIC



NOTIFYING THE PUBLIC OF RIGHTS UNDER TITLE VI

The Shasta Regional Transportation Agency (SRTA) 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.

- SRTA provides services and operates programs without regard to race, color, and national origin in full compliance with Title VI.
- Any person who believes he or she has been aggrieved by any unlawful, discriminatory practice under Title VI while using SRTA services may file a complaint with SRTA. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact our Title VI Program Administrator at (530) 262-6190; or by email: srta@srta.ca.gov; or visit SRTA's office at 1255 East Street, Suite 202, Redding, CA 96001.
- For more information about SRTA's Title VI program, complaint procedure, or Limited English Proficiency Plan, contact (530) 262-6190; or visit SRTA's website: www.srta.ca.gov
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590
- If information is needed in another language, contact (530) 262-6190.
- Si se necesita información en español, llame (530) 262-6190.

POSTING LOCATIONS FOR TITLE VI PUBLIC NOTICES



Figure 1 - Office of the Shasta Regional Transportation Agency

SRTA's Title VI notice to the public is posted at the following locations:

Table 1 - Posting Locations for SRTA's Title VI Notice to the Public

Location Name	Address	City
SRTA Office (Reception)	1255 East Street, Suite 202	Redding
SRTA Office (Meeting Room)	1255 East Street, Suite 202	Redding

The Title VI notice to the public and program information is also provided on [SRTA's website](#).

TITLE VI COMPLAINT PROCEDURES

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1. Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by the Shasta Regional Transportation Agency (SRTA) may file a Title VI complaint by completing and submitting SRTA's Title VI Complaint Form which is available, in English or Spanish (translation into other languages available upon request), at the reception desk of the SRTA office (1255 East St., Suite 202, Redding, CA, 96001), or online at www.srta.ca.gov. SRTA reserves the right not to investigate complaints received more than 180 days after the alleged incident. SRTA will only process complaints that are complete.

The following procedures will be followed to investigate formal Title VI complaints:

- Within 10 business days of receiving the complaint, the SRTA Title VI Program Administrator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.
- The investigation will be conducted and completed within 30 days of the receipt of the formal complaint.
- If more information is needed to resolve the case, SRTA may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Title VI Administrator. If the administrator is not contacted by the complainant or does not receive the additional information within 10 business days, SRTA can administratively close the case.
- The complainant will be notified in writing of the cause to any planned extension to the 30-day rule (The investigation will be conducted and completed within 30 days of the receipt of the formal complaint.).
- A case may be administratively closed if SRTA receives written confirmation that the complainant no longer wishes to pursue their case. Following the investigation, the Title VI Administrator will issue one of two letters to the complainant: 1) a closure letter; or, 2) a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. Additionally, if the incident resulted from an inquiry by the complainant, SRTA will attempt to respond to the inquiry by providing the complainant with relevant public information.
- If the complainant is unsatisfied with the decision, he/she has 30 days after the date of SRTA's closure letter or the LOF to appeal to the SRTA Board of Directors or its designee. The complainant is entitled to review the denial, to present additional information and arguments, and to separation of functions (i.e. a decision by a person not involved with

the initial decision to deny eligibility). The complainant is entitled to receive written notification of the decision of the appeal and the reasons for it.

The complainant may also file a complaint directly with the Federal Transit Administration, as follows: Title VI Program Coordinator, FTA Office of Civil Rights, East Building, 5th Floor – TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590

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SHASTA REGIONAL TRANSPORTATION AGENCY TITLE VI COMPLAINT FORM

Shasta Regional Transportation Agency Title VI Complaint Form

Section I: Please write legibly

1. Name:

2. Address:

3. Telephone:

3.a Secondary Phone (Optional):

4. Email Address:

5. Desired communication methods
for following up on complaint?

☐ Large Print

☐ Audio Tape

☐ Telecommunications Device for
the Deaf (TDD)

☐ Other

Section II:

6. Are you filing this complaint on your own behalf?

Yes*

No

*If you answered "yes" to #6, go to Section III.

7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint?

Name:

8. What is your relationship with this individual:

9. Please explain why you have filed for a third party:

10. Please confirm that you have obtained
permission from the aggrieved party to file on their be-
half.

Yes

No

Section III:

11. I believe the discrimination I experienced was based on (check all that apply):

☐ Race

☐ Color

☐ National Origin

12. Date of alleged discrimination (mm/dd/yyyy):

13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. 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.

Shasta Regional Transportation Agency Title VI Complaint Form

Page 2

Section IV:

14. Have you previously filed a Title VI complaint with SRTA?

Yes

No

Section V:

15. 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.

☐ Federal Agency

☐ State Agency

☐ Federal Court

☐ Local Agency

☐ State Court

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16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Email:

Section VI:

Name of agency complaint is against:

Contact person:

Title:

Telephone number:

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

Signature and date are required below to complete form:

Signature _____

Date _____

Please submit this form in person, or by mail, to the address below:

SRTA Title VI Program Administrator
1255 East Street, Suite 202
Redding, CA 96001

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Table 2 - List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations	None			
1				
2				
Lawsuits	None			
1				
2				
Complaints	None			
1				
2				

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SRTA has not been involved in any Title VI investigations, complaints, or lawsuits to date.

SRTA'S TITLE VI OUTREACH TECHNIQUES

In order to ensure that Limited English Proficiency (LEP) individuals are aware of language assistance opportunities available to them and to appraise LEP populations' need for language assistance with SRTA services, SRTA provides the following:

- Spanish language contact information, phone and email, is posted on the SRTA's website.
- SRTA aims to have a bilingual employee available as a first point of contact, and he/she would direct LEP individuals to translation/interpretation opportunities offered by SRTA.
- Professional interpreter services are available upon request.
- Posted notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- "I Speak" cards for SRTA staff, at public meetings, to identify language interpretation needed if the occasion arises.
- Annual survey of all SRTA staff on their experience concerning any contacts with LEP persons during the previous year.
- When public notices are provided, they are published in advance of SRTA meetings (for details on public review periods, see the Public Participation Plan). The public notices delineate how prior arrangements can be made for a translator (LEP) or interpreter (sign language for hearing impaired individuals) to attend the meeting.
- Staff may greet participants as they arrive at meetings. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be possible at the meeting, one-on-one assistance could be provided later and it will help identify the need for future meetings.

Additionally, Title VI notices, complaint forms, and complaint procedures have been printed and posted in English and Spanish. These notices are posted in the following locations:

- SRTA office
- SRTA website



Limited English Proficiency (LEP) Plan



Developed September, 2016

**Title VI Coordinator
1255 East Street, Suite 202
Redding, CA 96003
530-262-6190**

INTRODUCTION

This Limited English Proficiency (LEP) Plan was developed during the process of preparing SRTA's Title VI Program to ensure that SRTA services are accessible to limited English proficient individuals. Title VI of the 1964 Civil Right 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 prohibits federally-funded agencies from discriminating against individuals based on race, color, and national origin and 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 (e.g. recipients of federal funding) must provide meaningful access to LEP customers.

SRTA's Title VI Program was updated in the fall of 2016 in accordance with FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients, October 1, 2012.

PLAN SUMMARY

SRTA has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, SRTA used the 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 by SRTA.
2. The frequency with which LEP persons come in contact with SRTA services.
3. The nature and importance of services provided by SRTA to the LEP population.
4. The interpretation services available to SRTA and the overall cost to provide LEP assistance.

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

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

In order to ensure meaningful access to programs and services, SRTA has used the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide. The analysis, based on the four factors below, reveals how the agency can improve communication with LEP individuals.

FACTOR 1

The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.

SRTA staff reviewed the American Community Survey Five-Year Estimate for language spoken at home and determined that 14,109 persons in the Shasta region (8.4% of the population) speak a language other than English. Of those 14,109 persons, 4,746 persons, or 33.6%, have limited English proficiency; that is, they speak English “not well” or “not at all.” This is 2.8 % of the overall population in the service area.



Spanish is the only language group that meets the threshold specified by the Department of Transportation's Safe Harbor Provision of over 5% or 1,000 individuals (whichever is less). There are 2,307 LEP Spanish speakers in the Shasta region (see Table 1). As a result, SRTA has translated the following vital documents into Spanish and made them available to the public (at SRTA's office and online):

- SRTA's Title VI Notice to the Public
- SRTA's Title VI Complaint Form
- SRTA's Procedures for filling out the complaint form

The next largest LEP populations in the Shasta region are, respectively, Russian and Chinese. While SRTA will not immediately translate vital documents into Russian or Chinese, as the number of LEP individuals is below the Safe Harbor Provision for each of these groups, it will continue to monitor the proportions of LEP individuals and corresponding languages as detailed in the Monitoring Section.

Table 3 - Shasta Region LEP Populations

	Shasta County, California	"Shasta County Service Area"
	Population Estimate	Percentage
Total Population	168,190	
English Only	154,081	91.6%
Speak Other Than English	14,109	8.4%
Speak English less than "very well"	4,746	2.8%
Spanish or Spanish Creole:	2,307	1.4%
Chinese:	409	0.24%
Other Asian languages:	300	0.18%
Russian:	244	0.15%
Laotian:	242	0.14%
Tagalog:	217	0.13%
Persian:	174	0.10%
Korean	90	0.05%
Thai:	86	0.05%
All other languages:	677	0.40%

FACTOR 2

The frequency with which LEP persons come in contact with SRTA services.

SRTA staff reviewed the frequency with which the SRTA Board of Directors and office staff have, or could have, contact with LEP persons. This includes documenting phone inquiries, emails, or office visits. To date, SRTA has had no requests for interpreters and no requests for translated program documents. In their SRTA capacity, the board of directors and office staff have had very little contact with LEP persons.

SRTA staff greets people at public meetings to determine if there are individuals who may benefit from one-on-one assistance later, or if Spanish translation and interpretation services may be needed at future meetings.

FACTOR 3

The nature and importance of services provided by SRTA to the LEP population.

SRTA performs transportation planning for the region. Transit service questions (from LEP persons and otherwise) are generally directed to the Redding Area Bus Authority.

There is no large geographic concentration of any type of LEP individuals in the Shasta region. The overwhelming majority of the population in Shasta, 91.6%, speaks only English. The SRTA Board of Directors and office staff are most likely to encounter LEP individuals through office visits, phone conversations, email correspondence, and attendance at board of directors' meetings.

FACTOR 4

The resources available to SRTA, and overall costs to provide LEP assistance.

SRTA assessed its available resources that could be used for providing LEP assistance, including:

- Determining the cost of a professional interpreter and translation service on an as-needed basis
- Determining which documents would be the most valuable to be translated if the need should arise
- Taking an inventory of available organizations that SRTA could partner with for outreach and translation efforts
- Assessing the amount of staff training that might be needed

Based on the four-factor analysis, SRTA developed measures for language assistance, training staff, and for monitoring and disseminating its LEP Plan as outlined in the following sections.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a (LEP) person and may be entitled to language assistance with respect to SRTA services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How SRTA staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- SRTA staff will be provided with “I Speak” cards, at public meetings, to identify language interpretation needed if the occasion arises.
- When public notices are provided, they are published in advance of SRTA meetings (for details on public review periods, please consult the Public Participation Plan section of this document). The public notices delineate how prior arrangements can be made for a translator (LEP) or interpreter (sign language for hearing impaired individuals) to attend the meeting.
- Staff may greet participants as they arrive at meetings. By informally engaging participants, it is possible to gauge attendees’ ability to speak and understand English. Although translation may not be possible at the meeting, one-on-one assistance could be provided later and it will help identify the need for future meetings.

LANGUAGE ASSISTANCE MEASURES

There are numerous language assistance measures available to LEP persons, including both oral and written language services. SRTA will ensure that vital documents, such as a Title VI complaint form, procedures for the form, and the notice of a person's rights under Title VI are translated into Spanish. Other vital documents may be translated into other languages as need arises.

SRTA will strive to develop the following language assistance measures:

- Develop a list of language assistance products and methods and how SRTA can access these.
- Develop staff procedures for customer service regarding:
 - » How to respond to LEP callers
 - » How to respond to correspondence from LEPs
 - » How to respond to LEPs in person
 - » How to document LEP needs
 - » How to respond to civil rights complaints
- Develop a process for determining:
 - » If a particular document needs to be translated
 - » The language(s) into which the document(s) should be translated

STAFF TRAINING

The following training will be provided to SRTA staff:

- Information on SRTA's Title VI procedures and LEP responsibilities
- Description of language assistance services offered to the public
- Use of "I Speak" cards
- Documentation of language assistance requests
- Use of professional interpreter services (over the phone interpretation provider)
- How to handle a potential Title VI/LEP complaint

All contractors or subcontractors performing work for SRTA will be required to follow the Title VI/LEP guidelines.

MONITORING



A thorough review of the LEP Plan will be undertaken every three years concurrent with updating and submitting the SRTA Title VI Program. At that time, the LEP population will be reassessed, to ensure all significant LEP languages are included in SRTA's language assistance efforts. The following reoccurring reporting and evaluation measures will be used to update the LEP Plan:

1. SRTA will regularly assess the effectiveness of how SRTA communicates with LEP individuals by:
 - » Including questions about language assistance and information needs on any community surveys
 - » Conversations with key contacts that work with LEPs
 - » Ad-hoc outreach with LEP groups
 - » Determining whether the need for translation services has changed
 - » Determining whether SRTA's financial resources are sufficient to fund language assistance resources needed
 - » Determining whether SRTA fully complies with the goals of this LEP Plan
2. SRTA will track its language assistance efforts (See tables 2 and 4), including:
 - » Reporting front-line staff's interactions with LEP
 - » Documenting the number of LEP persons encountered annually
 - » Documenting how the needs of LEP persons have been addressed
 - » Determining whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals
 - » Maintaining a Title VI complaint log, including LEP to determine issues and basis of complaints

Table 4 - LEP Individuals Contacting SRTA

LEP Individuals Contacting SRTA					
	Date	Time	Medium of Contacting SRTA	Purpose of Contacting SRTA	Native Language of Person Contacting SRTA
1	1-Feb-16	12:30 PM	Telephone (Voicemail)	Unknown - Probably wrong number because the person called Janie Coffman's line (262-6193) which is not widely advertised.	Unknown. Sounded like an Asian language.
2					
3					

DISSEMINATION OF SRTA'S LEP PLAN

Any person or agency with internet can access and download SRTA's LEP Plan. Notice of the public's Title VI rights (in English and Spanish) is located in the SRTA office reception, as well as in SRTA's meeting room.

Alternatively, any person or agency may request a copy of the plan via telephone, mail, or email and shall be provided a copy of the plan at no cost. LEP individuals may request translated copies of the plan which SRTA will provide, if feasible. SRTA will also distribute copies of its Title VI Plan (LEP Plan included) to members of the Social Services Transportation Advisory Council (see Attachment E).

Questions or comments regarding the LEP Plan may be submitted to the SRTA's Title VI Program Administrator:

Shasta Regional Transportation Agency
Attn: Title VI Program Administrator
1255 East Street, Suite 202
Redding, CA 96001

Tel: 530-262-6190 Fax: 530-262-6189



REQUIREMENTS FOR METROPOLITAN PLANNING ORGANIZATIONS

This section describes how procedures unique to SRTA's role as a metropolitan transportation planning organization keep the agency in compliance with the Department of Transportation's Title VI regulations.

DEMOGRAPHIC PROFILE OF THE METROPOLITAN AREA

The metropolitan planning area for SRTA is the Shasta Region, including the county of Shasta, and the cities of Anderson, Shasta Lake, and Redding. Table 5 depicts the population estimates for different races and ethnicities in Shasta County. Statistics on LEP populations in the Shasta Region can be found in Table 3 in the LEP Plan. Locations of aggregate minority populations can be viewed in Map 1.

Table 5 - Demographic Profile of the Shasta Region

Subject	Shasta County, California	
	Estimate	Percent
Total population	177,693	100%
Ethnicity		
Hispanic or Latino (of any race)	14,994	8.4%
Not Hispanic or Latino	162,699	91.6%
Total		100%
Race		
White alone	155,637	87.6%
Black or African American alone	1,633	0.9%
American Indian and Alaska Native alone	4,116	2.3%
Asian alone	4,720	2.7%
Native Hawaiian and Other Pacific Islander alone	319	0.2%
Some other race alone	3,619	2.0%
Two or more races	7,649	4.3%
Total		100%

IDENTIFICATION AND CONSIDERATION OF MOBILITY NEEDS OF MINORITY POPULATIONS WITHIN SRTA'S PLANNING PROCESS

IDENTIFICATION OF MOBILITY NEEDS OF MINORITY POPULATIONS WITHIN SRTA'S PLANNING PROCESS

SRTA regularly collects and analyzes demographic information to help plan for a more accessible regional transportation system and will identify Environmental Justice (EJ) areas in the region in fiscal year 2014/2015. Once EJ areas have been identified, SRTA can better identify opportunities to improve transportation accessibility for disadvantaged populations.

CONSIDERATION OF MOBILITY NEEDS OF MINORITY POPULATIONS WITHIN SRTA'S PLANNING PROCESS

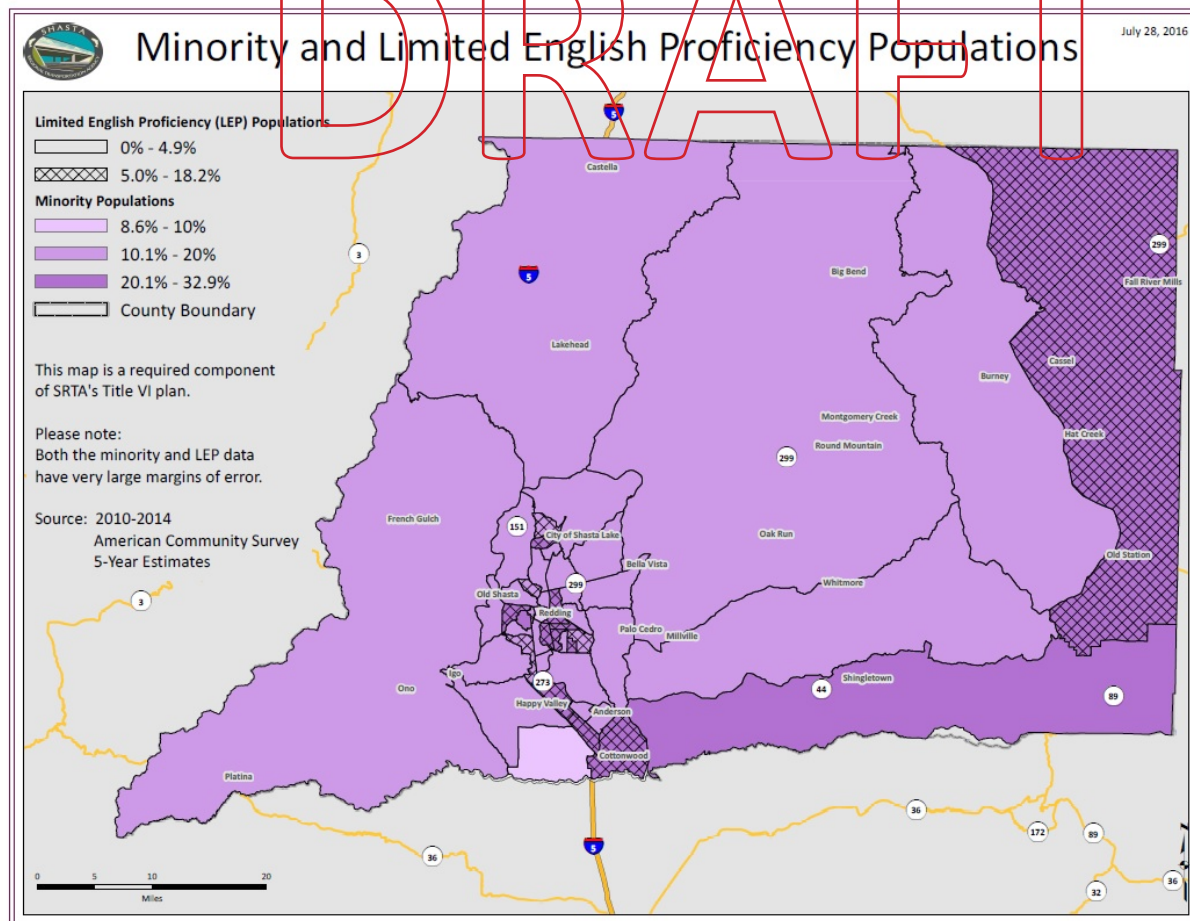
SRTA ensures that members of minority communities are provided with opportunities to engage in the transportation planning process in the following ways:

- SRTA reacts promptly to questions and concerns, including those that address minority populations.
- SRTA holds meetings outside of regular business hours as demand arises and when the subject matter warrants a more accessible meeting time.
- SRTA considers additional outreach at events with higher concentrations of Spanish speakers as demand arises. For example, in the development of SRTA's regional blueprint, ShastaForward, surveys were translated into Spanish before being delivered to Spanish-speaking populations. This effort increased the number of Spanish speakers who participated in the process.
- SRTA has translated the following vital Title VI documents into Spanish (the only language group in the region, which meets the DOT's Safe Harbor Provision) and makes them available online:
 - » Title VI Public Notice
 - » Title VI Complaint Procedures
 - » Title VI Complain Form
 - » Unmet Transit Needs Survey
- SRTA has added features to its website (www.srta.ca.gov), which expand access to people with disabilities or limited English proficiency.
- SRTA provides special accommodations (transportation, language interpretation, etc.) upon request, with 48 hours advanced notice.
- SRTA provides sufficient public notice for public comment periods and meetings as required, so individuals, including minorities, have enough time to review draft documents and/or plan to attend SRTA meetings.

DEMOGRAPHIC MAP OF MINORITY AND LEP POPULATIONS

Map 1 depicts the percentage of minority populations in the Shasta Region by census tract. The only FTA funds SRTA receives directly are 5303 and 5304, which are planning funds used for planning public transportation for the entire Shasta region.

Map 1 - Demographic Map of Shasta Region by Census Tract (The only FTA funds that SRTA receives (via Caltrans) are for transit planning), and these funds are for region-wide planning)



ANALYSIS OF SRTA’S TRANSPORTATION SYSTEM INVESTMENTS

Sections 5303 and 5304 are the only FTA funds that SRTA receives, and since these funds are for public transportation planning in the region, all of the minority populations shown in Map 1 stand to benefit from these FTA-funded planning efforts.

Table 6, below, lists all of the transportation funding that SRTA approves or recommends for approval (funds received and funds directed) for public transportation and non-motorized transportation in the Shasta region.

Table 6 - Funds Directed Toward Public Transportation/Non-Motorized Transportation

FUNDS			Expenditures**				
SRTA Directs toward Public Transportation/Non-motorized Transportation			FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016	Total
*		FTA Section 5303	\$71,835	\$26,536	\$27,893	\$139,872	\$266,136
*		FTA Section 5304	\$63,002	0	0	0	\$63,002
		FTA Section 5307 (Operating)	\$750,000	\$750,000	\$750,000	\$750,000	\$3,000,000
	+	FTA Section 5307 (Capital)	\$710,000	\$28,488	\$1,024,046	\$641,084	\$2,403,618
	+	FTA Section 5310	\$57,896	\$62,279	\$28,103	\$44,303	\$192,581
		FTA Section 5311	\$369,150	\$399,765	\$344,730	\$421,376	\$1,535,021
*		FTA Section 5311 (Google Transit)	\$6,400	\$8,229	0	0	\$14,629
	+	FTA Section 5311(f)	\$70,989	0	0	\$176,850	\$247,839
	+	FTA Section 5316 (Capital, JARC rolled into 5307/5311)	\$357,439	N/A	N/A	N/A	\$357,439
	+	FTA Section 5316 (Operating, JARC rolled into 5307/5311)	\$76,000	N/A	N/A	N/A	\$76,000
	+	FTA Section 5317 (New Freedom rolled into 5310)	\$119,322	N/A	N/A	N/A	\$119,322
*		State Transit Assistance	\$1,051,269	\$2,237,973	\$1,375,546	\$1,335,893	\$6,000,681
*		Local Transportation Funds (LTF)	\$2,489,835	\$464,947	\$1,662,377	\$1,295,492	\$5,912,651
*		Planning, Programming, and Monitoring	\$20,436	\$41,300	0	\$68,961	\$130,697
		LCTOP	0	0	0	\$316,188	\$316,188
		LTF (Bike & Ped)	0	\$11,645	0	\$91,470	\$103,115
		Regional Non-Motorized Funds - “Bike Lanes And Sidewalks to Transit” (BLAST)	0	0	\$95,048	\$304,951	\$399,999
		Total	\$6,655,677	\$3,968,883	\$5,279,640	\$5,542,137	\$21,446,337
*Denotes SRTA receives funding directly							
+Denotes programmed amounts							
**Expenditure data only available for FY 2012/13, because SRTA became an independent agency in June, 2012.							

REQUIREMENTS FOR PROGRAM ADMINISTRATION

RECORD OF FUNDING REQUESTS TO PROVIDE ASSISTANCE TO PREDOMINANTLY MINORITY POPULATIONS (PMP)

The Shasta region has no census tracts that consist predominantly of minority populations. SRTA will log funding requests once PMP populations are documented in the Census or American Community Survey.

Table 7 - Record of Funding Requests for PMPs

Date of Request	Applicant	FTA Program	Amount Requested	Amount Directed toward a PMP	Project Description	Accepted or Rejected	Amount Awarded
None	None	None	None	None	None	None	None

DESCRIPTION OF SRTA'S COMPETITIVE SELECTION PROCESS FOR PUBLIC TRANSPORTATION FUNDING

Most public transportation investments are directed toward the cities of Anderson, Redding, and Shasta Lake, as the majority of the population (approx. 62%), including minority populations, is concentrated in this area. In addition, SRTA conducts an annual transit needs assessment (TNA) to determine if there are unmet transit needs in the region. TNA findings inform the use of FTA funds. Whenever FTA funding becomes available, SRTA announces the opportunity for public transportation funding to the region's transit providers, including Native American Tribes. FTA funding opportunities are also discussed at SRTA's Social Services Transportation Advisory Council meetings.

DESCRIPTION OF SRTA'S CRITERIA FOR SELECTING ENTITIES TO PARTICIPATE IN AN FTA GRANT PROGRAM

FTA defines eligibility criteria for its programs. To date SRTA has recommended all of the proposed FTA project applications it has received.

Public Participation Plan

DRAFT



Generating Stakeholder Involvement

December 13, 2016

List of Acronyms Used in this Document

ADA	Americans with Disabilities Act
ARB	Air Resources Board
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
MAP-21	Moving Ahead for Progress in the 21st Century
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
OWP	Overall Work Program
PPP	Public Participation Plan
RABA	Redding Area Bus Authority
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SB	Senate Bill
SCS	Sustainable Communities Strategy
SRTA	Shasta Regional Transportation Agency
SSNP	Shasta Senior Nutrition Program
SSTAC	Social Services Transportation Advisory Council
STIP	State Transportation Improvement Program
TAC	Technical Advisory Committee
TDA	Transportation Development Act
TIP	Transportation Improvement Program
USC	United States Code

Preface

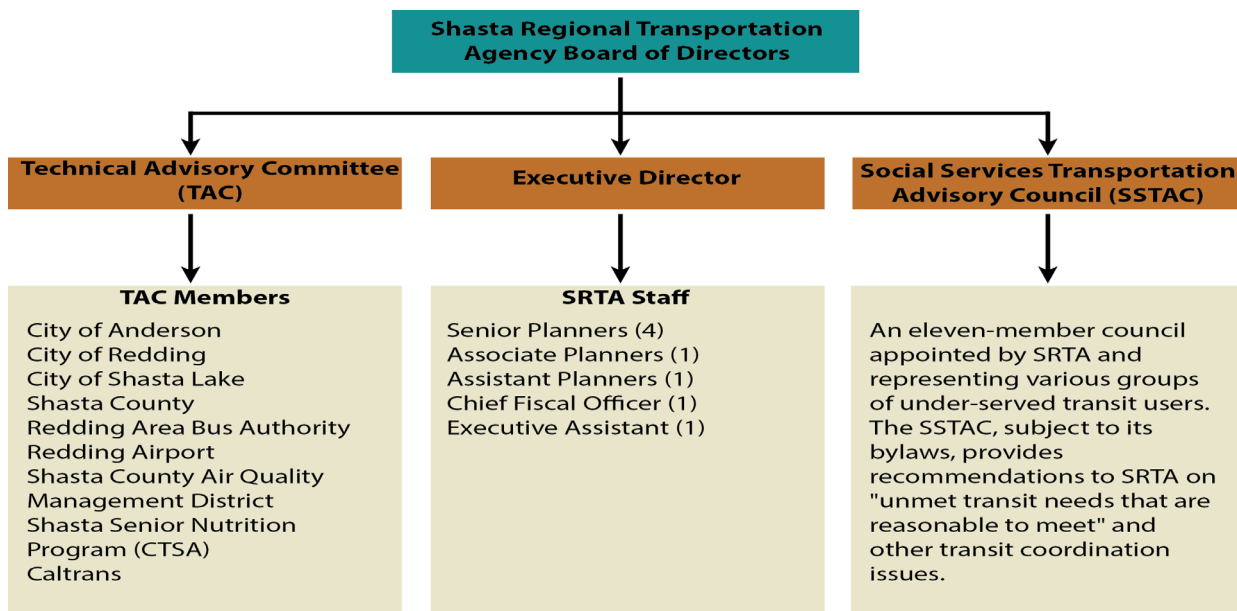
SHASTA REGIONAL TRANSPORTATION OVERVIEW

DRAFT

Established in 1972, Shasta Regional Transportation Agency (SRTA) is both the state-designated Regional Transportation Planning Agency (RTPA) under California law (Government Code Sections 29532 et seq. and 65080) and federally designated metropolitan planning organization (MPO) under federal law (Title 23 United States Code Section 134) for the Shasta County region. SRTA is a transportation policy-making body comprised of local elected officials from each jurisdiction and the public transportation provider:

Shasta County Board of Supervisors (District 1)	David Kehoe
Shasta County Board of Supervisors (District 2)	Leonard Moty
Shasta County Board of Supervisors (District 3)	Pam Giacomini
City of Redding City Council	Francie Sullivan
City of Anderson City Council	Susie Baugh
City of Shasta Lake City Council	Greg Watkins
Redding Area Bus Authority Board of Directors	Kristen Schreder

Under the direction of the board, SRTA evaluates the region's transportation needs, pursues potential funding sources, and determines what improvements will be made. Each year, the SRTA administers over \$24 million in state and federal funds for the planning, programming, construction, operation, and maintenance of transportation projects throughout Shasta County. SRTA does not carry out the construction of projects; projects are handed to local jurisdictions and the California Department of Transportation (Caltrans) for delivery. SRTA is a fully independent government agency with roughly seven full-time employees. An organizational chart is provided in the figure below.



AGENCY AND STAFF CONTACT INFORMATION

Table 8 - Agency and Staff Contact Information

Physical/Mailing Address	Telephone	Website
Shasta Regional Transportation Agency 1255 East Street, Suite 202 Redding, California 96001	(530) 262-6190	www.srta.ca.gov
	Fax	Email
	(530) 262-6189	srta@srta.ca.gov

Position	Name	Telephone	E-Mail
Executive Director	Dan Little	530-262-6190	dlittle@srta.ca.gov
Executive Assistant	Amy Lindsey	530-262-6196	alindsey@srta.ca.gov
Chief Fiscal Officer	Dave Wallace	530-262-6187	dwallace@srta.ca.gov
Senior Transportation Planner	Daniel Wayne	530-262-6186	dwayne@srta.ca.gov
Senior Transportation Planner	Kathy Urlie	530-262-6194	kurlie@srta.ca.gov
Senior Transportation Planner	Sean Tiedgen	530-262-6185	stiedgen@srta.ca.gov
Senior Transportation Planner	Jenn Pollom	530-262-6195	jpollom@srta.ca.gov
Associate Transportation Planner	Keith Williams	530-262-6192	kwilliams@srta.ca.gov
Assistant Transportation Planner	Brett Setterfield	530-262-6188	bsetterfield@srta.ca.gov

ADOPTING RESOLUTION

RESOLUTION

DRAFT



RESOLUTION NUMBER: 13-09
SUBJECT: Shasta Regional Transportation Agency 2013 Public Participation Plan

WHEREAS, U.S. Code of Federal Regulations (23 CFR 450.316) guides the implementation of Moving Ahead for Progress in the 21st Century Act (MAP-21) with respect to the adoption of a Public Participation Plan by each Metropolitan Planning Organization (MPO); and

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is the designated MPO for Shasta County and is responsible to carry out the transportation planning and programming process; and

WHEREAS, the Public Participation Plan has been made available for public review for the required 45 days; and

WHEREAS, the board of directors has considered all relevant information, including the factors set forth in the federal regulations that guide the implementation of MAP-21; and all relevant verbal and written comments which have been submitted in a timely manner; and

WHEREAS, all interested agencies, organizations, and persons have been given opportunity to be heard with respect to any matters relating to the proposed Public Participation Plan; and

WHEREAS, the proposed Public Participation Plan meets or exceeds the requirements of federal and state regulations:

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency approves and adopts the 2013 Public Participation Plan.

PASSED AND ADOPTED this 25th day of June, 2013, by the Shasta Regional Transportation Agency,



Greg Watkins, Chair
Shasta Regional Transportation Agency

Introduction

IMPORTANCE OF THE PPP

DRAFT

Transportation planning and decision-making isn't so much a clear choice as it is a balancing act between diverse community needs, values, and priorities.

Because the best technical solution is not always the best community solution, Shasta Regional Transportation Agency (SRTA) must engage the public and integrate their input into all policies, plans, and products.

The Public Participation Plan (PPP) outlines the ongoing process by which SRTA establishes a working relationship with the community and maintains open communication channels. Without early and ongoing public involvement, SRTA may miss opportunities to add value to projects; or worse, bring the wrong mobility solutions to market.

Goals of the PPP

1. Ensure equitable, comprehensive access to all planning processes and decision making;
2. Employ the most approachable, relevant, and effective strategies; and
3. Provide meaningful opportunities for the public to affect regional plans and programs.

HOW TO USE THIS DOCUMENT

DRAFT

The PPP is designed to be a reference document for both the community and SRTA. The PPP serves as an informal two-way agreement between the agency and its various ‘customers’ by establishing clear protocols and expectations. SRTA’s customers include but are not limited to the general public, community stakeholders, community decision makers, tribal governments, and local/state/federal partners. Through the PPP, all interested individuals and entities may more closely follow SRTA’s activities and SRTA may be more consistent in its outreach efforts.

The balance of this document is divided into the following sections:

- Purpose – Discusses the purpose of the PPP, including the various state and federal legal requirements that SRTA must comply with;
- Public Outreach Toolbox – Discusses common tools and techniques utilized to enhance the public outreach process;
- Public Participation Activities – Discusses routine and one-off activities involving public participation;
- Partner Consultation – Discusses SRTA’s consultation with partners; and
- Measuring Success – Discusses the measuring of success via performance measures.

CHALLENGES

Planning transportation projects for a region with multiple jurisdictions and wide-ranging demographics comes with its set of challenges. The table below lists some of the foremost challenges and examples of strategies and techniques employed to address these issues.

Table 9 - Challenges and Sample Strategies and Techniques

Challenges	Examples of Ways these Challenges Are Addressed
SRTA serves a diverse population that the agency is legally and ethically bound to represent – each with different needs, priorities, and ability to access and influence the planning process.	Partner with other entities, such as Shasta County Health and Human Services Agency, in order to target traditionally underrepresented segments of the population, including low-income households, the elderly, and non-English speaking citizens.
Limited resources make it difficult to compete for the public’s attention.	Embrace grass roots communication versus expensive media buys. Establish good rapport with members of the press. Invite reporters to interview SRTA planners and prepare articles for publication.
The planning process is complicated and can be intimidating to the average resident who may not know where to start, who to talk to, or how to provide input.	Avoid the use of planning and legal jargon. Use visualization techniques to describe complex concepts. Visit the public on their turf (such as community meetings); do not expect the public to come to SRTA.
SRTA projects are usually long-term and regional in nature, competing for the public’s attention against projects that have more immediate and/or localized impacts. This becomes an issue of project value and significance versus near-term urgency.	Use performance measures that are meaningful to the public and which personalize the impacts of different decisions. Utilize visualization techniques that enable residents to see scenarios that might otherwise be difficult to imagine.
The effectiveness of SRTA public outreach efforts is difficult to measure.	SRTA utilizes a range of measures based on: Access (information is made readily available); Awareness (the public is able to understand the issues and alternatives); and Action (the public provides meaningful feedback and/or plays a direct role in the planning process).

LEVELS OF PARTICIPATION

Not all projects, programs, or decisions warrant the same investment in outreach. SRTA selects the most appropriate level of engagement based on the scope of the activity and ability of the public and/or other partners to have meaningful impact or influence. This approach helps ensure limited resources are applied where it matters most and does not tire or patronize the public. Levels of outreach include the following:

- The Inform level of public participation provides the public with the information they need to understand the agency's decision-making process. This level is typically applied when there is negligible community impact or if there is little if any opportunity to change the outcome.
- The Consult level of public participation represents the basic minimum opportunity for public input to a decision. Consult simply means to ask for the public's opinions and consider any input received. Input is generally asked for at set points or project milestones.
- At the Collaborate level, the public is directly engaged in decision-making. Possible actions or solutions are typically generated by the public and there is an explicit attempt to find consensus. Conducting a collaboration level program is time-consuming and resource intensive.

It should be noted that these levels are not rigidly applied nor are they mutually exclusive; multiple levels of public participation may be employed at different stages or because different stakeholders will choose to engage at different levels. Flexibility and adaptability are essential to a successful outreach effort.

Purpose of the PPP

SATISFYING LEGAL REQUIREMENTS

DRAFT

The PPP was developed and is updated in accordance with guidelines established by Executive Orders or federal, state, or local regulations including those listed below.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) AND FEDERAL TRANSIT ADMINISTRATION (FTA)

The Code of Federal Regulations for metropolitan transportation planning and FHWA guidelines provide the following guidance:

Metropolitan Planning Organizations (MPOs) shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. (Planning Assistance and Standards, (23 CFR 450.316)

SRTA complies with the MPO requirements listed in 23 CFR 450.316 (see Appendix B). More specifically, the participation plan shall be developed in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the transportation improvement program (TIP);
- Providing timely notice and reasonable access to information about transportation issues and processes;
- Employing visualization techniques to describe metropolitan transportation plans and TIPs;
- Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
- Holding any public meetings at convenient and accessible locations and times;
- Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

In addition, FHWA and FTA support proactive public involvement at all stages of planning and project development. State departments of transportation, metropolitan planning organizations, and transportation providers are required to develop – in consultation with the public – effective involvement processes tailored to local conditions. The performance standards for these proactive public involvement processes include early and continuous involvement; reasonable public availability of technical and other information; collaborative input on alternatives, evaluation of criteria and mitigation needs; open public meetings where matters related to Federal-aid highway and transit programs are being considered; and open access to the decision-making process prior to closure.

UNITED STATES CODE

a. Title 23, Section 134, Subsections i and j (23 U.S.C. § 134)

This law mirrors much of the content of 23 CFR 450.316, and underscores the value of public participation in the development of regional transportation plans (See Appendix C for a detailed description).

b. Title 49, Section 5303, Subsection I (49 U.S.C. § 5303)

This law also mirrors much of the content of 23 CFR 450.316, and underscores the value of public participation in the development of regional transportation plans (See Appendix D for a detailed description).

SUSTAINABLE COMMUNITIES AND CLIMATE PROTECTION ACT OF 2008 (SENATE BILL 375)

The Sustainable Communities and Climate Protection Act of 2008, Senate Bill 375 (Steinberg), prompts regional planning to reduce greenhouse gas (GHG) emissions from cars and light trucks through coordinated transportations and regional land use planning in order to meet regional per capital vehicular greenhouse gas emissions targets set by the California Air Resources Board (CARB).

As required by the legislation, the SRTA shall develop a sustainable communities strategy (SCS) or, if needed, an alternative planning strategy (APS) as an additional element of the regional transportation plan. The legislation includes specific public participation requirements for the development of the SCS and APS, if needed, which have been addressed in the PPP. A summary of these new requirements are listed below:

- Expanded stakeholder groups and consultation with agencies;
- Inclusion of multiple workshops and public hearings to inform the public regarding the development of the RTP and SCS/APS; and
- Broaden visual presentation of the RTP and SCS/APS.

This law also mirrors much of the content of 23 CFR 450.316, and underscores the value of public participation in the development of regional transportation plans (See Appendix D for a detailed description).

THE RALPH M. BROWN ACT (CALIFORNIA GOVERNMENT CODE §§54950-963)

The Ralph M. Brown Act (The Brown Act), also known as the “Open Meeting Law”, governs the meetings and actions of governing board members of local public agencies and their created bodies. In essence, the Brown Act ensures that local government bodies are open to the public. The Act also extends to any committee or other subsidiary body of a local agency, whether permanent or temporary, decision-making or advisory, which is created by such a governing board. The Brown Act sets minimum standards for open meetings relative to access to public, location of meetings, notice posting, agenda distribution, and public input. The public agency may adopt reasonable regulation ensuring the public’s right to address the agency, including regulation to limit the total amount of time allocated for public testimony. SRTA and its committees adhere to these requirements involving proper noticing, access and ability to address the board of directors and committees.

Due to time constraints at board of directors meetings, unscheduled comments by the public may be limited to three minutes in length. The SRTA encourages interested citizens to provide written copies of presentations to the board of directors/ committees, particularly if the statement is too long to be presented in its entirety. Citizens unable to attend the meeting may submit their concerns and ideas in writing to staff, who will then present the comments to the respective board of directors/ committee in either a written or oral format.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AS AMENDED (42 U.S.C. SECTION 2000D)

Title VI states 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 benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance” (42 U.S.C. § 2000d). SRTA adheres to Title VI and environmental justice principles. Individuals with special needs are requested to contact SRTA before the scheduled meeting (at least 48 hours) to arrange for an interpreter or other accommodations.

U.S. DOT ORDER 5301.1 – CONSULTATION AND COORDINATION WITH TRIBAL GOVERNMENTS

U.S. Department of Transportation Order 5301.1 ensures that programs, policies, and procedures administered by the U.S. DOT are responsive to the needs and concerns of Native American Tribal Governments. SRTA’s executive director maintains ongoing communication with tribal councils regarding transportation planning projects. SRTA’s Policy for Consultation with Native American Tribal Governments (see Appendix A) details how the agency consults with local Tribal Governments concerning transportation plans and programs.

EXECUTIVE ORDER 12898

Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

Executive Order 12898 mandates that federal agencies make achieving environmental justice part of their missions. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

EXECUTIVE ORDER 13166

Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (LEP)

Executive Order 13166 states that people who, as a result of national origin, are limited in their English proficiency, should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services. [SRTA’s LEP Plan](#) can in the preceding section of this document.

EXECUTIVE ORDER 12372

Executive Order 12372: Intergovernmental Review of Federal Programs

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives elected officials of state and local governments an additional mechanism to ensure federal agency responsiveness to state and local concerns.

OTHER REQUIREMENTS

A number of other federal and state laws call on SRTA to involve the public in or notify the public of its decisions. SRTA complies with all other public notification or participation requirements of the state's Ralph M. Brown Act, the California Public Records Act, and the California Environmental Quality Act, the federal Americans with Disabilities Act, and other applicable state and federal laws.

TRANSPARENCY AND ACCOUNTABILITY

DRAFT
In accordance with the Brown Act, SRTA conducts its business in meetings open to public attendance and comment. To encourage participation, the general public is notified in advance of meetings, workshops, and public hearings through various media formats. These are basic standards mandated by law. SRTA routinely exceeds these requirements in order to insure the highest quality products. Consistency helps build trust between SRTA, the public, and its partners.

The ShastaFORWARD>> Regional Blueprint is a prime example of SRTA's public participation ethic. This regional growth and development visioning effort included an expansive and inventive number of strategies to communicate with the public; a detailed assessment of community values and priorities; and the meaningful opportunities for the public to influence the outcomes at every phase of the project. Positive experiences by the public when interacting with SRTA lead to continued participation in future projects.

This relationship between SRTA and the public depends on a system of performance metrics and accountability. In the development of SRTA projects, the agency works with its funding partners and the public to establish appropriate performance measures (see Public Outreach Measures of Effectiveness p. 26). Goals are established and routinely reported to project partners.

PREDICTABILITY AND CONSISTENCY

DRAFT

The establishment of a public participation plan – formed by SRTA with input from the public, different government agencies, and tribal organizations – helps set reasonable expectations for individuals and organizations wishing to participate in the development of transportation plans and programs for the region. By identifying how and when people can get involved in the planning process, potential conflicts can be avoided, and fair and equitable access can be ensured. Simply put, the PPP is a “playbook” so everyone knows and plays by the same rules.

SRTA is committed to maintaining a public participation process that is responsive to and consistent with the changing makeup and needs of the community. It will continue to seek new and innovative ways to engage the public and keep them informed as to the plans, programs and policies that are under consideration. Additionally, its process will continue to adapt to state and federal requirements as they evolve.

The Public Outreach Toolbox

OVERVIEW

DRAFT

While most planning and programs have specific minimum requirements, all require a situation-specific mix of outreach tools/strategies.

SUMMARY OF TOOLS

Public outreach tools are ever-evolving. The following matrix represents some of the most commonly used tools that SRTA draws upon and that the public may request:

Table 10 - Outreach Tools

Tools	Strengths	Weaknesses
Formal Public Hearings	• Direct input/feedback from residents • Establishes a public record • Opportunity to clarify questions from the public	• Too structured for free-flow of information • Too intimidating for some • May occur too late in the process to afford substantial impact on the final outcome
Public Meetings/ Workshops	• Direct input/feedback from residents • Can be tailored to specific issues or interest groups • Can be scheduled at a time and location convenient to the public	• Attracting participation and preparing for the event can require considerable effort and expense • Difficult for some to attend

Public Participation Plan

Technical Advisory Committees	• Expert review, feedback, and recommendations • Improved downstream coordination and implementation efforts	• Input typically focused on a technical or other narrow perspective
Steering Committees	• Representation from disparate groups to discuss options and develop consolidated recommendations to decision makers • Opportunity to fine-tune options before presenting to the scrutiny of the public	• Indirect community input via representation
Website	• Timely and convenient public access to planning and programming documents, meeting locations, agendas, contact information, etc. • Low cost	• Disproportionate internet access among certain segments of the population • Presents a technical hurdle to individuals with little computer experience • Vigilant webmaster required
Social Media	• Direct input/feedback from residents • Low cost • Interested individuals can follow the progress of a plan/project with instantaneous updates • Increasingly popular medium, particularly with younger citizens	• Public comments can sometimes be misdirected or difficult to validate • Anonymous comments can be inappropriate • Vigilant webmaster required
Surveys (direct mail, internet, telephone, etc.)	• Direct public input • Standardized questions and response types aid in the collection and analysis of data • Web-based surveys can be instantly compiled, updated, and displayed	• Low response rate depending on medium used (direct mail, internet, etc.) • Can be costly to administer (web surveys are less expensive) • Qualitative and open-ended responses more difficult to obtain and tabulate

Shasta Participation and Partnership Plan

Public Participation Plan

Focus Groups	• Can gauge public opinion • Interactive • Good for consensus building	• Time consuming • Works best in smaller groups of 8-11 participants
Open Houses	• Informal setting • Allows for one-to-one exchanges • Typically held at a time and location convenient to the public	• Multiple locations required • Inconsistent public attendance
Direct Mail	• Can be targeted at specific geographic areas	• Low response rate • High cost
Public Notices	• Typically satisfies legal notice requirements • Provides broad access	• Low visibility • High cost

RECURRING PLANS & SUPPORTING DOCUMENTS

DRAFT

Recurring plans are carried out according to set intervals and have specific outreach requirements. These requirements are spelled out or referenced in state or federal legislation.

There are two key transportation initiatives that are specifically called out in federal law as needing early and continuing opportunities for public participation — development of the Regional Transportation Plan and the Federal Transportation Improvement Program. These efforts draw upon past planning cycles and are repeated with typically minor variations, updates, and improvements each cycle.

REGIONAL TRANSPORTATION PLAN (RTP)

The Regional Transportation Plan (RTP) is a long-range planning and policy document that must be updated every 4 years. Transportation projects must be programed in the RTP to qualify for state and federal funds. The RTP establishes priorities for all modes of transportation region-wide over a 20-year horizon. The RTP also addresses transportation-related issues such as: air quality, land use, and environmental impacts. An environmental impact report (EIR) must be prepared that can subsequently be used to streamline environmental reviews for land use and transportation projects. The 2015 RTP, including the regional Sustainable Communities Strategy (SCS), and EIR were approved by the SRTA board on June 30, 2015. The RTP must be updated by June, 2018, in order to align SRTA's RTP cycle with Housing Element updates from local agency General Plans every eight years.

Table 11 - RTP Update

Public Participation for the RTP Update (Procedures may not occur exclusively or in the order shown)					
1.	2.	3.	4.	5.	6.
Comprehensive project scope and timeline reviewed by advisory committee(s) and distributed. Includes early and continuing opportunities to comment.	Numerous targeted workshops w/ advisory committees and stakeholder groups. SRTA contact database used to notify public of opportunities to participate.	Opportunities to participate via the Web Key. Draft documents posted online for public review and comment.	Inter-governmental consultation with affected agencies.	Draft plan released for 30-day public review. At least 1 formal public hearing before SRTA Board of Directors. Additional 5 day public review if final RTP differs significantly from draft RTP and/or raises new issues.	Adoption by the SRTA Board of Directors at a public meeting.

Table 12 - RTP Amendment

Public Participation for RTP Amendment (Procedures may not occur exclusively or in the order shown)					
1.	2.	3.	4.	5.	6.
Public notice	Reviewed by Transportation Advisory Committee or SRTA Board of Directors Posted in SRTA office Posted on SRTA web site	Amendment Category	Public Hearing Requirement	Public Review Period, # of Days	Approval
		Category 1 Administrative	n/a	n/a	SRTA Exec.
		Category 2 Formal	No	14	Approval at a public meeting by the SRTA Board of Directors

TRANSPORTATION IMPROVEMENT PLANS (TIPS)

a. Regional Transportation Improvement Plan (RTIP)

Every two years SRTA is required by the state to develop and adopt a 5-year program of projects known as the Regional Transportation Improvement Program (RTIP). Submitted by December 15th of odd numbered years, the RTIP is a list of recommended capital outlay projects for transportation improvements, including new facilities, rehabilitation, and operational improvements.

b. State Transportation Improvement Plan (STIP)

The STIP is a multi-year capital improvement program of transportation projects on and off the state highway system, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. SRTA uses STIP funds for major, capacity-increasing transportation projects such as lane additions and new roads.

c. Federal Transportation Improvement Plan (FTIP)

As an MPO, SRTA is required to prepare a Federal Transportation Improvement Program (FTIP) every four years in accordance with Section 450.324 of the Federal Metropolitan Transportation Planning and Programming regulations. The purpose of the FTIP is to identify all transportation-related projects that require federal funding or other approval by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). The FTIP indicates the area's short-term plan for use of federal dollars and other resources for the maintenance, operation, and improvement of the transportation system.

Table 13 - Transportation Improvement Plan (TIP) Update

Transportation Improvement Plan (TIP) Update <i>(Procedures may not occur exclusively or in the order shown)</i>				
1.	2.	3.	4.	5.
Public notice Direct notice sent to Regional Transportation Plan (RTP) participants via contacts database Public involvement activities and this TIP public notice satisfy RABA's and SRTA's Program of Projects (POP) public participation requirements	Inter-governmental consultation, as appropriate 30-day public review and comment period Draft TIP at SRTA office Post on SRTA Web site	Inform media Extend public review by 5-days if final TIP differs significantly from draft TIP or raises new material issues	Review by SRTA Technical Advisory Committee Response to significant comments compiled into an appendix in the final TIP	Adoption by SRTA Board of Directors at a public meeting with public hearing Approval by Caltrans, FHWA, and FTA

Table 14 - TIP Amendment

TIP Amendment <i>(Procedures may not occur in order shown. All procedures in accordance with Federal guidance)</i>					
1.	2.	3.	4.	5.	6.
Public notice Direct notice sent to RTP participants via contacts database Public involvement activities and this TIP public notice satisfy RABA's and SRTA's POP public participation requirements	Review by SRTA Technical Advisory Committee or SRTA Board of Directors Post in SRTA office Post on SRTA website	Amendment Category	Public Hearing	Public Review Period, # of Days	Approval
		Category 1 Administrative	n/a	n/a	SRTA Exec. Dir./ Caltrans
		Category 2 Formal	No	14	Approval by Caltrans & FHWA/FTA

Table 15 - TIP Technical Correction

TIP Technical Correction (Procedures may not occur in order shown)		
1.	2.	3.
No public review	Corrections by staff	No approval required

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SUPPORTING DOCUMENTS

OVERALL WORK PLAN (OWP)

Annually, SRTA develops an Overall Work Program (OWP). The OWP provides an overview of SRTA and the region, documents regional transportation goals, objectives, and actions toward implementation. The OWP is a scope of work for transportation planning activities, including estimated costs, funding sources and completion schedules. The OWP is the annual funding contract between the state and SRTA.

UNMET TRANSIT NEEDS ASSESSMENT

Transportation Development Act (TDA) funding comes from fuel taxes and funds a wide variety of transportation programs, including planning and program activities, pedestrian and bicycle facilities, community transit services, public transportation, and bus and rail projects. Providing certain conditions are met, counties with a population under 500,000 (according to the 1970 federal census) may also use the Local Transportation Fund (LTF) for local streets and roads, construction and maintenance. The annual Unmet Transit Needs Assessment process certifies that all public transit needs that are reasonable to meet are addressed before funding is available for non-public transit uses. The State Transit Assistance (STA) fund can only be used for transportation planning and mass transportation purposes, such as equipment purchase, track, and facility construction.

SHASTA COORDINATED TRANSPORTATION PLAN (SCTP)

The SRTA is the lead agency for the development of a Coordinated Human-Services Transportation Plan (CHST) under the direction of the MAP-21, enacted on October 1, 2012. In Shasta, the plan is called the Shasta Coordinated Transportation Plan (SCTP). Projects receiving federal funding under sections 5310, 5316, and 5317, must have been selected in the context of the SCTP. The SCTP provides strategies for meeting local needs. It prioritizes transportation services for funding and implementation, with an emphasis on the transportation needs of individuals with disabilities, older-adults, and people with low incomes.

The SCTP can be developed separately from metropolitan and statewide transportation processes and then incorporated in to broader plans, or it may be developed as part of the statewide transportation planning process. The MPO is responsible for determining that projects selected within the SCTP are included in the FTIP, statewide transportation plans, and the State Transportation Improvement Program (STIP). FTA proposes that the SCTP follow update cycles for MPO plans (four years in air quality nonattainment and maintenance areas, and five years in air quality attainment areas). Shasta County is an attainment area. The SCTP will be utilized by SRTA as a framework for administering FTA funds and encouraging coordinated planning.

PUBLIC PARTICIPATION PLAN (PPP)

This document is intended to provide guidance for SRTA, the SRTA Board of Directors, staff, local elected officials, and the public regarding public participation and interagency consultation throughout the regional planning process. It contains the policies, guidelines and procedures SRTA uses in developing the regional planning process.

AGREEMENT WITH SRTA AND RABA FOR PLANNING, PROGRAMMING AND FUND ALLOCATION

The purpose of this agreement is to set forth the basic structure for cooperative planning and decision making between SRTA and RABA. It does not apply to the allocation of TDA revenues. The document also explains how the SRTA public participation process will be used to meet RABA's public participation requirements, as related to its Program of Projects (POPs).

PROGRAM OF PROJECTS (POPS) FOR GRANT FUNDING

Consistency of the POP with the Federal Transportation Improvement Program (FTIP) is paramount. In addition to the Redding Area Bus Authority (RABA), SRTA periodically develops POPs for federal transit grants. SRTA POPs will be publicly noticed, through the Transportation Improvement Program (TIP) public notification process.

SPECIAL PROJECTS

Occasionally, transportation plans are required that may not have a template, model, or specific legal requirements. These plans require more careful thought and consideration than reoccurring plans. SRTA evaluates each project on a case-by-case basis and pulls from the toolbox an appropriate mix of strategies to effectively address public participation for that project. Alternatively, the project may require SRTA to develop new public outreach strategies.

Special projects are most often grant-funded projects. For example, in the development of Shasta FORWARD>>, SRTA employed a large-scale outreach effort to maximize the public input needed to arrive at a preferred regional growth scenario. Specific strategies included but were not limited to:

- Production of two 30-minute television programs;
- Project specific website;
- Several community surveys administered via multiple mediums;
- Radio advertising and participation in talk radio programs;
- Newspaper articles;
- Focus groups;
- Project steering committee meetings;
- Community workshops; and
- Board/council presentations.

In the development of special projects, public outreach methods may also be created that serve to inform or augment reoccurring plans. Results from the ShastaFORWARD>> effort served to inform the Sustainable Communities Strategy pursuant to California SB 375 and the development of the RTP.

On occasion, planning initiatives are a response to a current issue or challenge. In response to forecast deteriorating traffic conditions on Interstate 5, SRTA collaborated with the Tehama County Transportation Commission (TCTC) on the Fix Five project. This effort identified the need and resources required for additional capacity on a 61-mile stretch of Interstate 5 in order to support forecast growth and development.

Specific outreach strategies included, but were not limited to:

- Multiple public meetings in each county;
- Technical Advisory Committee;
- Executive Committee;
- Presentations to various civic and professional groups;
- Regular meetings and correspondence with television, print, and radio media; and
- Presentations to all city councils, board of supervisors, and the Redding Rancheria Tribe

Partner Consultation

Transportation planning is a collaborative process. Progress can be hindered by individuals and organizations working independent of each other. SRTA seeks to eliminate this type of transportation planning in ‘silos’ and increase efficiency by working together with interested parties on a common vision. The SRTA staff maintains contact with a number of other public agencies and non-governmental organizations. Some of SRTA’s many community partners include:

GOVERNMENTAL PARTNERS

TRIBAL GOVERNMENTS

Pit River Tribe, Redding Rancheria (See SRTA’s consultation procedures in [Appendix A](#))

LOCAL AND REGIONAL GOVERNMENT PARTNERS

City of Anderson, City of Redding, City of Shasta Lake, County of Shasta, Local Agency Formation Commission (LAFCO), Shasta County Air Quality Management District, Redding Area Bus Authority (RABA), Redding Police Department, Shasta County Sheriff’s Office, North State Super Region, California Association of Councils of Governments (CALCOG).

STATE GOVERNMENT PARTNERS

Caltrans District 2, California Transportation Commission (CTC), California Association of Councils of Government (CALCOG), California Highway Patrol (CHP), Business Transportation and Housing Agency (BT&H), California Department of Finance (DOF), California Environmental Protection Agency (CalEPA), Governors' Office of Planning and Research (OPR), State Parks, CAL FIRE, California Department of Fish and Wildlife.

FEDERAL GOVERNMENT PARTNERS

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

PRIVATE/NON-GOVERNMENTAL PARTNERS

The list below is not exhaustive. There are other entities in operation that are also important to the planning process.

Shasta Living Streets, Shasta Wheelmen, Trails and Bikeways Council of Greater Redding, Shasta Land Trust, The McConnell Foundation, Save Burney Falls (SBF), Shasta Voices, Citizens for Smart Growth, Viva Downtown Redding, Turtle Bay Exploration Park, Mother Lode Chapter of the Sierra Club, Shasta College, Healthy Shasta, Far North Regional GIS Council (FNRGC), Redding Mountain Biking, Shasta Growers Association, California Geographic Information Association, Chambers of Commerce, Builders Exchange, California Trucking Association, Board of Realtors, and more.

VISION OF SUCCESS

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In an ideal world, residents representing a full cross-section of the population and their respective needs would attend, participate, and provide feedback at workshops and public hearings for transportation plans and projects. Underrepresented segments of the population would proactively engage civic leaders, attend public meetings, and attend hearings on issues that affect themselves and their neighborhoods.

In the real world, however, Shasta County residents lead busy lives and often do not have the time to find out how to get involved in the transportation planning process, nor are they sometimes even aware of how the planning process might affect their community. This underscores the need for a successful public participation plan. In order to ensure that the public participation plan is a success and the region's expectations are being met, performance measures must be in place so SRTA can gauge, adjust, and improve the performance of its plans and projects over time.

In order to better understand the effectiveness of the public outreach, performance measures have been grouped into three categories:

Access – Does the public have equitable access to information on all SRTA plans, programs, and decision making processes (i.e. did SRTA reach out to the public)?

Awareness – Is adequate information available to the public to formulate useful feedback (i.e. does the public understand the information)?

Action – Did the public respond or otherwise contribute to the planning process (i.e. is the public doing anything about it)?

PUBLIC OUTREACH MEASURES OF EFFECTIVENESS

SRTA has updated its performance measures in the PPP and continues to develop ways of increasing its public outreach efficacy. Tables 16 through 18 reflect SRTA's public outreach progress and goals in terms of Access, Awareness, and Action.

Table 16 - Public Participation Performance Measures And Targets (Access)

	Goal	Proposed Action/Measure	Actual Action/Measure
Access	1 Compliance with all state & federal public participation requirements	Year 1 – 3: 100% compliance	Year 1 – 3: 100% compliance
	2 Provide timely access to all significant SRTA documents in an easy to find format via the agency website: www.srta.ca.gov	Year 1 – 3: Develop new, user-friendly agency website with searchable database of documents. Post all documents in a timely manner.	SRTA's website has been comprehensively overhauled and is routinely updated. Documents are now easily accessible.
	3 Provide timely notice to all interested parties regarding SRTA's plans, programs, and events.	"Year 1: Add tool to new agency website allowing visitors to register to receive information on topics of interest. Year 1 - 3: Review and update SRTA contact lists as demand warrants."	SRTA website has a 'Notify Me' feature, so residents may subscribe to SRTA topics of their interest.

Shasta Participation and Partnership Plan

Public Participation Plan

Table 17 - Public Participation Performance Measures And Targets (Awareness)

	Goal	Proposed Action/Measure	Actual Action/Measure
Awareness	1 Increase public awareness regarding the agency, its programs, and how to participate.	Year 1 - 3: Develop and administer a statistically valid random telephone survey measuring public awareness in order to set baseline performance levels and identify areas for improvement. Take strategic action to improve public awareness measures over time as appropriate. Resurvey as necessary in future years to gauge progress.	This action was not performed but has been budgeted in the 2016/17 Overall Work Program under Work Element 704.01.
	2 Increase web hits on SRTA and project-specific websites.	Develop new, user-friendly agency website. Track web activity. Establish baseline and targets for performance measures.	A user-friendly agency website has been developed and provides SRTA staff with web activity statistics. SRTA employs both traditional and unconventional methods (See Outreach Tools in Table 10) to direct traffic to the agency website and increase public input. Performance measures continue to be developed consistent with RTP guidelines and federal rulemakings.

Table 18 - Public Participation Performance Measures And Targets (Action)

	Goal	Proposed Action/Measure	Actual Action/Measure
Action	1 New Determine which outreach efforts drive public attendance and verbal comments at board meetings.	"Year 1: Introduce the following question as appropriate in all outreach activities: ""How did you find out about this public input opportunity?"" Year 2 – 3: Continue to track and adjust outreach efforts, as appropriate, to maximize public attendance and verbal comments at board meetings."	N/A
	2 New Determine what which outreach efforts generate written public comments (regarding any agency plan or program).	"Year 1: Introduce the following question as appropriate in all outreach activities: ""How did you find out about this public input opportunity?"" Year 2 – 3: Continue to track and adjust outreach efforts, as appropriate, to maximize public comments received."	N/A

Appendices

APPENDIX A - POLICY FOR CONSULTATION WITH NATIVE AMERICAN TRIBAL GOVERNMENTS

SHASTA COUNTY RTPA	Number
POLICY AND PROCEDURE MANUAL	5-6
SECTION: Rules of the Shasta County RTPA	Policy for Government-to-Government Consultation with Federally Recognized Native American Tribal Governments
APPROVAL DATE: 6/28/11	
Page No. 1 of 4	

Policy for Consultation with Native American Tribal Governments

Consultation is the meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties' cultural values, and where feasible, seeking agreement.

REQUIREMENT TO CONSULT

U.S. Department of Transportation Order 5301.1 ensures that programs, policies, and procedures administered by the U.S. DOT are responsive to the needs and concerns of Native American Tribal Governments. This Order provides a very thorough overview of the various federal regulations and Executive Orders on this subject. This Order is available [online](#).

US Code Title 23 Sec 135 (e and f) generally state that Tribal government concerns should be considered in developing planning documents. Title 23 CFR part 450.316(c) specifies that MPOs involve federally recognized Native American Tribal Governments in the development of the Regional Transportation Plan (RTP) and Federal Transportation Improvement Program (FTIP).

FEDERALLY RECOGNIZED TRIBES

A contact list of California Native American Tribes that are both federally and non-federally recognized is maintained by the Native American Heritage Commission. The two federally recognized Tribes in Shasta County are the Pit River Tribe, and the Redding Rancheria.

Federal recognition is a legal distinction that applies to a Tribe's right to a government-to-government relationship with the federal government and eligibility for federal programs.

All California Native American Tribes are distinct and independent governmental entities with specific cultural beliefs and traditions and unique connections to areas of California that are their ancestral homelands.

Federal and state law require local agencies to consult with federally recognized Tribal governments prior to making transportation decisions, taking actions, or implementing programs that may impact their communities. This activity is separate from, and precedes the public participation process. Protocol should be flexible and dynamic with respect to initiation of communication and discussion format. More than one Tribe may have an affiliation with the area of consideration. Individual consultation may be necessary if a combined consultation format is not preferred by the Tribal Government. Determining the degree and adequacy of consultation will vary depending on a number of factors including the scope of proposed activities, whether the activity is short-term or long-term, the cultural or political sensitivity of the issue at hand, and the number of potential stakeholders.

The Shasta County Regional Transportation Planning Agency (SCRTPA) intends to consult with Native American Tribal Governments on activities that may impact their communities. Although consultation is not mandated for non-federally recognized Tribes, this does not preclude the RTPA from consulting with local Tribes when plans or activities might impact cultural values or the community.

CONSULTATION

The Executive Director is the designated RTPA official with principal responsibility for the agency's implementation of consultation requirements. At the appropriate time in the planning phase, contact shall be initiated directly with the Tribal Chair to inquire as to protocols in place such as cultural resource contacts, procedures, time limits, and restrictions affecting communication. Development of mutually agreed-upon protocols may result in more effective consultation efforts with individual Tribes. Consultation should be done face-to-face whenever possible.

Consultation is a process, not a single event, and communication should continue until the project or plan is complete. Notification of Tribes is not the same as consultation. Sufficient time should be provided in a request for consultation in order to allow the Tribal Council to take official action. Consultation requests should include a clear statement of purpose, explaining the reason for the request and declaring the importance of the tribe's participation in the planning process. The request should specify the location of the area of potential effect addressed by the proposal. All aspects of the consultation process should be documented, including how the lead agency reaches a final decision.

In 1999 the California Transportation Commission adopted additional guidelines:

The Regional Transportation Plan process shall meet the federal and state requirements to consult with and consider the interests of Indian Tribal Governments in the development of transportation plans and programs, including funding and programming of transportation projects accessing tribal lands through state and local transportation programs.

PLANNING DOCUMENTS

Planning studies, Transportation Improvement Programs (FTIP, STIP, RTIP), and Regional Transportation Plan (RTP), Overall Work Program (OWP)

Consult with Tribal Governments in preparation of planning studies and programs affecting the Tribe:

- Initiate consultation by letter from the Executive Director to the Tribal Chair with copies to the CEO, Administrator, and Cultural Department representatives.
- Offer to meet to discuss the Tribe's needs and concerns regarding impacts within their jurisdiction prior to the beginning of preparation of documents. If the Tribal Chair and/or their representatives elect not to meet, send a copy of the draft report for their review.
- Consult with Tribal governments while developing the RTP, addressing Tribal concerns regarding impacts within their jurisdiction and again prior to adoption of the RTP.
- Invite representatives of the Tribe to public meetings.

Transit studies, unmet needs hearing, transit needs assessment

Consult with the Tribal Governments on transit needs in their area:

- Initiate consultation and invitation to the unmet needs hearing by letter from the Executive Director to Tribal Chair with copies to the CEO, Administrator, and Cultural Department representatives.
- Offer to meet to discuss the Tribe's transit needs and concerns.
- Outreach to members of the Tribe through local newspapers, Indian newsletters, or trust lands meeting places.

GRANT PROGRAMS: TRANSIT 5311, TRANSPORTATION ENHANCEMENTS, JARC, NEW FREEDOM, ETC.

Coordinate with the Tribal Governments to provide them information and technical assistance on grant programs administered by the RTPA or others:

- Initiate consultation by letter from the Executive Director to the Tribal Chair with copies to the CEO, Administrator, and Cultural Department representatives.
- Provide notice of each grant and its application deadlines.
- Offer assistance in completing grant applications.
- Invite representatives of the Tribe to any training or public meetings regarding the grants.
- Coordinate between the Tribe and RTPA member agencies.
- Consult with and consider the interests of the Tribal Government.

INDIAN RESERVATION ROAD (IRR) PLANNING AND PROGRAMMING

Coordinate amongst planners and engineers in local agencies and Tribes:

- Offer to meet to discuss the Tribes needs and concerns when contacted by the Tribal representatives.
- Provide assistance in IRR planning.
- Coordinate with federal entities as requested by the Tribe.

APPENDIX B - CODE OF FEDERAL REGULATIONS, TITLE 23, PART 450, SECTION 316

Excerpt from Federal Register/Vol. 72 No. 30

Title 23: Highways; Part 450—Planning Assistance and Standards

450.316 Interested parties, participation, and consultation.

(a) The Metropolitan Planning Organization (MPO) shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the Transportation Improvement Program (TIP);

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in

electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

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APPENDIX C - UNITED STATES CODE, **TITLE 23, CHAPTER 1, SECTION 134**

(6) Participation by interested parties -

(A) In general. - Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

(B) Contents of participation plan. - A participation plan –

(i) shall be developed in consultation with all interested parties; and

(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

(C) Methods. - In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable -

(i) hold any public meetings at convenient and accessible locations and times;

(ii) employ visualization techniques to describe plans; and

(iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).

(7) Publication. - A transportation plan involving Federal participation shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, approved by the metropolitan planning organization and submitted for information purposes to the Governor at such times and in such manner as the Secretary shall establish.

(8) Selection of projects from illustrative list. - Notwithstanding paragraph (2)(C), a State or metropolitan planning organization shall not be required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (2)(C).

(j) Metropolitan TIP. -

(1) Development. -

(A) In general. - In cooperation with the State and any affected public transportation operator, the metropolitan planning organization designated for a metropolitan area shall develop a TIP for the metropolitan planning area that -

(i) contains projects consistent with the current metropolitan transportation plan;

(ii) reflects the investment priorities established in the current metropolitan transportation plan; and

(iii) once implemented, is designed to make progress toward achieving the performance targets established under subsection (h)(2).

(B) Opportunity for comment. - In developing the TIP, the metropolitan planning organization, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with subsection (i)(5).

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APPENDIX D - UNITED STATES CODE, **TITLE 49, SECTION 5303**

(6) PARTICIPATION BY INTERESTED PARTIES —

(A) IN GENERAL.—Each metropolitan planning organization shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

(B) CONTENTS OF PARTICIPATION PLAN.—A participation plan—

- (i) shall be developed in consultation with all interested parties; and
- (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.

(C) METHODS.—In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable—

- (i) hold any public meetings at convenient and accessible locations and times;
- (ii) employ visualization techniques to describe plans; and
- (iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information under subparagraph (A).

(7) PUBLICATION.—A transportation plan involving Federal participation shall be published or otherwise made readily available by the metropolitan planning organization for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, approved by the metropolitan planning organization and submitted for information purposes to the Governor at such times and in such manner as the Secretary shall establish.

(8) SELECTION OF PROJECTS FROM ILLUSTRATIVE LIST.—Notwithstanding paragraph (2)(C), a State or metropolitan planning organization shall not be required to select any project from the illustrative list of additional projects included in the financial plan under paragraph (2)(C).

(j) METROPOLITAN TIP.—

(1) DEVELOPMENT.—

(A) IN GENERAL.—In cooperation with the State and any affected public transportation operator, the metropolitan planning organization designated for a metropolitan area shall develop a TIP for the metropolitan planning area that—

(i) contains projects consistent with the current metropolitan transportation plan;

(ii) reflects the investment priorities established in the current metropolitan transportation plan; and

(iii) once implemented, is designed to make progress toward achieving the performance targets established under subsection (h)(2).

(B) OPPORTUNITY FOR COMMENT.—In developing the TIP, the metropolitan planning organization, in cooperation with the State and any affected public transportation operator, shall provide an opportunity for participation by interested parties in the development of the program, in accordance with subsection (i)(5).

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APPENDIX F - SHASTA REGIONAL TRANSPORTATION AGENCY AND FEDERAL LAND MANAGEMENT AGENCIES CONSULTATION PROCESS

INTRODUCTION

The Shasta Regional Transportation Agency (SRTA) is the federally-designated Metropolitan Planning Organization (MPO) for the Shasta County region. As the MPO, SRTA is responsible for federal transportation planning and programming for the region.

The U.S. Department of Transportation (DOT) defines consultation as when: “one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.”*

REQUIREMENT TO CONSULT WITH FEDERAL LAND MANAGEMENT AGENCIES

U.S. DOT Title 23 Code of Federal Regulations Part 450.316(d) requires that when the Metropolitan Planning Area includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the Transportation Improvement Program (TIP). The Shasta Metropolitan Planning Area includes Federal public lands.

CONSULTATION

This consultation process will serve as the documented process that outlines roles, responsibilities, and key decision points for consultation.

Consultation is a process, not a single event, and communication should continue until the project or plan is complete. Absence of timely, reciprocal communication will be regarded as assent.

The types of projects for which this consultation process applies includes:

- transportation studies;
- the Regional Transportation Plan (RTP-referred to in Federal statute as the metropolitan transportation plan); and

* U.S. Department of Transportation, 23 CFR 450.104 - Definitions

- Transportation Improvement Programs (Federal Transportation Improvement Program and Regional Transportation Improvement Program).

Typically, these projects are not “projects” in relation to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA). They are planning studies, generally exempt from CEQA and NEPA consideration, with the exception of the RTP, for which a program environmental impact report is prepared, pursuant to CEQA.

A. Roles

Agency	Function
MPO (SRTA)	SRTA is the federally-designated MPO and the state-designated Regional Transportation Planning Agency. It is responsible for federal and state transportation planning and programming for the Shasta region.
FLMAs (Bureau of Land Management, Lassen Volcanic National Park, US Army Corps of Engineers, US Fish & Wildlife Service, US Forest Service, Whiskeytown National Recreation Area)	The FLMAs are agencies responsible for federal lands and /or resources within the Shasta region.

B. Responsibilities

Agency	Responsibility(ies)
MPO (SRTA)	SRTA’s executive director is the designated MPO official with principal responsibility for the agency’s implementation of consultation requirements. At the appropriate time in the planning phase, contact shall be initiated by the executive director, or his / her designee, to begin the mutually agreed-upon actions established by this consultation process.
FLMAs	The Federal land management agencies, upon receiving notice from SRTA, will be responsible for bringing applicable information to bear, or, in the absence of the consultation initiation requiring action, will be responsible to notify SRTA of such.

C. Key Decision Points

Decision Points	Action(s)
Project Initiation	SRTA will initiate the consultation process by email or letter from SRTA's executive director, or designee, upon applicable project initiation. In the notification, SRTA will offer to meet to discuss FLMA's needs and / or concerns regarding potential impacts of project on areas within their purview. If FLMA elects to meet, SRTA to arrange meeting (in-person preferred, although teleconference acceptable if agreeable to FLMA).
Project Timeline or Scope of Work Alteration	SRTA will notify FLMA's of revisions in project timeline or scope of work.
Public / Interagency Review Periods	SRTA will notify FLMA's of the commencement of public / interagency review of applicable projects.
Public Hearings	SRTA will notify FLMA's of any scheduled public hearings for applicable projects.

LOCAL CONTACTS

Agency	Contact	Title	Telephone Number	Email Address
Bureau of Land Management (BLM)	William Kuntz or Jennifer Mata	Supervisory Outdoor Recreation Planner or Field Manager	530-224-2100	wkuntz@blm.gov or jamata@blm.gov
Lassen Volcanic National Park	Gary Mott	Facility Manager	530-595-6220	gary_mott@nps.gov
Shasta Regional Transportation Agency (SRTA)	Daniel S. Little	Executive Director	530-262-6190	dlittle@srtac.ca.gov
US Army Corps of Engineers	Matt Kelly	Project Manager	530-223-9534	Matthew.P.Kelley@usace.army.mil
US Fish & Wildlife Service (US FWS)	Kellie Berry	Chief, Sacramento Valley Division	916-414-6631	Kellie_berry@fws.gov
US Forest Service (USFS)	Virginia Jones	Forest Engineer	530-225-2524	viriniadjones@fs.fed.us
Whiskeytown National Recreation Area	Chris Mengel	Chief Ranger	530-242-3413	chris_mengel@nps.gov

FLMA GENERAL RESOURCE INFORMATION

Bureau of Land Management



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The Bureau of Land Management is responsible for carrying out a variety of programs for the management and conservation of resources on about 13 percent of the total land surface of the United States (more than 40 percent of all land managed by the Federal government).

[Visit the Bureau of Land Management Website](#)

National Park Service



The National Park Service cares for a large network of natural, cultural, and recreational sites across the United States. The treasures in this system, which is the first of its kind in the world, have been set aside by the American people so that they can be preserved, protected, and shared. People from all around the world visit American national parks to experience America's story, marvel at the natural wonders, and have fun.

[Visit the National Park Service Website](#).

US Army Corps of Engineers



The United States Army Corps of Engineers is the world's largest public engineering, design, and construction management agency. Their diverse workforce of biologists, engineers, geologists, hydrologists, natural resource managers, and other professionals meets the demands of changing times and requirements as a vital part of America's army.

[Visit the National Park Service Website](#)

US Fish and Wildlife Service



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The US Fish & Wildlife Service works with a variety of partners to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people. Although a relative newcomer to the Department of the Interior, the Fish & Wildlife Service's programs are among the oldest in the world dedicated to the conservation of natural resources.

[Visit the US Fish & Wildlife Service Website](#)

US Forest Service



Established in 1905, the Forest Service is an agency of the U.S. Department of Agriculture. The Forest Service manages public lands in national forests and grasslands across about 193 million acres of land, which is an area equivalent to the size of Texas.

[Visit the US Forest Service Website](#)