

STAFF REPORT



MEETING DATE:	December 15, 2022
SUBJECT:	Approve the 2022 Shasta Public Participation Plan (Title VI)
AGENDA ITEM:	11
STAFF CONTACT:	Mehdi Moeinaddini, Associate Transportation Planner

SUMMARY:

The Shasta Public Participation Plan (Title VI) outlines the ongoing process by which SRTA establishes a working relationship with the community and maintains open communication channels. This plan is designed to be a reference document for both the community and SRTA and serves as an informal two-way agreement between the agency and various community members and stakeholders by establishing clear protocols and expectations. The plan was last updated in 2019 and must be updated every three years in order to ensure continued stakeholder inclusion and eligibility for federal and state funding. Staff updated the plan, circulated a draft for comments, and now presents it for board of directors approval.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Hold a public comment period; and
2. Approve the 2022 Shasta Public Participation Plan (Title VI) pursuant to Resolution 22-13.

DISCUSSION:

The Shasta Regional Transportation Agency (SRTA) regularly reaches out to citizens, tribal governments, and federal, state, local, and other regional partners for input during SRTA's planning and programming activities. To guide the participation process, SRTA is required under federal and state statutes to develop plans that outline how and when participation takes place. SRTA has combined these various plans under one document called the Public Participation Plan (Title VI), or PPP. The PPP was last updated in 2019 and must be updated every three years.

The 2022 update to the Shasta Public Participation Plan (Title VI) combines the following documents required by federal and state funding partners:

1. Public Participation Plan - Policies and strategies used to ensure every resident has the opportunity to evaluate and comment on the agency's plans, programs, and projects.
2. Title VI Plan - 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. Title VI refers to the Civil Rights Act of 1964.
3. Limited English Proficiency Plan - Policies and strategies used to ensure that information about the agency's programs and projects is accessible to individuals with limited English proficiency. SRTA must provide written translations, when requested, for non-English speaking populations meeting a certain

threshold (5% of the population or 1,000 individuals, whichever is less). Currently, only Spanish speakers meet the threshold in the Shasta region.

4. Federal Land Management Agency Consultation Process - Roles, responsibilities, and actions for projects that involve federal land management agencies.
5. Native American Tribal Government Consultation Process - Policies and procedures for consultation with federally recognized Native American Tribal Governments.

As part of the update process to the plan, SRTA staff evaluates demographic information and outreach techniques to ensure everyone is given equitable access to its services and equal opportunity for input. Key changes during this update include: revising the content to flow in a logical order; updating SRTA's organizational structure, demographic information, and limited English proficiency profile of the Shasta region; and updating minority representation on non-elected transit advisory committees. The public participation element of the plan contains a list of the most common tools and techniques that SRTA may use for public outreach efforts, ranging from the traditional (hearings and workshops) to the modern (websites and social media). The attached plan is recommended for adoption.

The 45-day public comment period ends on December 15, 2022. No comments were received by November 22, 2022. Although a public hearing is not required, it is recommended that the board of directors open this item to any public comments that may be received at the meeting. Formal approval of the above plan is necessary to be eligible for federal and state funding.

ALTERNATIVES:

The board of directors may continue this item to request additional information or approve the plan with specific modifications. Approving this document is necessary to be eligible for federal and state funding.

OTHER AGENCY INVOLVEMENT:

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

FISCAL IMPACT:

There is no net impact to the agency for approving the plan. The cost of implementing the plan is incorporated throughout the Overall Work Program in association with the numerous agency projects and programs that involve public outreach.

Sean Tiedgen, AICP, Executive Director

Attachments:

A: Resolution 22-13: Adopt the 2022 Shasta Public Participation Plan (Title VI)

B: The draft for the 2022 Shasta Public Participation Plan (Title VI) is available online at:

<https://www.sрта.ca.gov/DocumentCenter/View/6060/2022-DRAFT-Shasta-Participation-and-Partnership-Plan-Title-VI>