

STAFF REPORT



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

SUMMARY:

The Shasta Public Participation and Title VI Plan 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. It 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 the board of directors' approval.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Hold a public comment period;
2. Approve the 2022 Shasta Public Participation and Title VI Plan pursuant to Resolution 22-13; and
3. Authorize the executive director to make minor administrative amendments to the plan in response to federal and state review and approval processes.

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 and Title VI Plan, or PPP. The PPP was last updated in 2019 and must be updated every three years.

The 2022 update to the Shasta Public Participation and Title VI Plan 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 the 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 (e.g., hearings and workshops) to the modern (e.g., 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 December 7, 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 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.

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 fiscal 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. Noncompliance can jeopardize our state and federal grant awards.



Sean Tiedgen, AICP, Executive Director

Attachments:

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

B: The 2022 Shasta Public Participation and Title VI Plan is available online at:

https://www.sрта.ca.gov/DocumentCenter/View/6083/PPP_2022_final_draft

RESOLUTION



RESOLUTION NUMBER:	22-13
SUBJECT:	Approve the 2022 Shasta Public Participation and Title VI Plan

WHEREAS, the U.S. Code of Federal Regulations {23 CFR 450.316} guides the implementation of the Infrastructure Investment and Jobs Act (IIJA) 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 and Title VI Plan was last updated in December 2019 and needs to be updated every three years; and

WHEREAS, the draft 2022 Public Participation and Title VI 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 IIJA; 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 the opportunity to be heard with respect to any matters relating to the proposed Public Participation and Title VI Plan; and

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

WHEREAS, the 2022 Shasta Public Participation and Title VI Plan includes the Public Participation Plan, the Title VI Plan, the Limited English Proficiency Plan, the Federal Land Management Agency Consultation Process, and the Native American Tribal Government Consultation Process.

NOW, THEREFORE, BE IT RESOLVED that the Shasta Regional Transportation Agency:

1. Approves and adopts the 2022 Shasta Public Participation and Title VI Plan; and
2. Authorizes the executive director to make minor administrative amendments to the plan in response to federal and state review and approval processes.

PASSED AND ADOPTED this 15th day of December 2022, by the Shasta Regional Transportation Agency.

Baron Browning, Chair
Shasta Regional Transportation Agency