



Placer County Transportation Planning Agency

Title VI Program (FHWA) Public Participation Plan Limited English Proficiency Language Assistance Plan

Prepared by: Placer County Transportation Planning Agency (PCTPA)
Address: 299 Nevada Street, Auburn, CA 95603
Phone: (530) 823-4030
Website: www.pctpa.net

Adopted by the PCTPA Board of Directors on June 22, 2022

TABLE OF CONTENTS

Introduction.....	3
Title VI Non-Discrimination Policy Commitment.....	4
Title VI Program Administration	5
PCTPA Organizational Structure	5
Title VI Program Coordinator Responsibilities	5
PCTPA Program Areas Monitored for Title VI Compliance	6
Title VI Complaint Procedures	7
How to File a Title VI Complaint with PCTPA	7
How to File a Title VI Complaint with Caltrans	8
How to File a Title VI Complaint with the FHWA	8
Title VI Complaint Log	8
Title VI Program Training, Monitoring, and On-going Evaluation Measure	9
PCTPA Staff Training	9
Contract Agreements and Subrecipient Monitoring.....	9
On-going Data Collection and Monitoring.....	10
Annual Goals and Accomplishments Report.....	10
Public Participation Plan	11
Public Noticing Requirements.....	11
Scheduling Public Hearing and/or Workshop Locations and Times	11
Procedure for Conducting Public Workshops.....	12
Documentation of Public Hearings	12
Addressing Public Comments Received	12
Digital Outreach	12
Planning Document Availability	13
Community Partnerships	13
Executive Order 13166 and Limited English Proficiency (LEP) Public Participation Requirements	13
Environment Justice Requirements	14
Appendix A: Title VI Notice to the Public	
Appendix B: Title VI Complaint Form	
Appendix C: Title VI Complaint Log	
Appendix D: Title VI Program Acknowledgement Form	
Appendix E: Title VI Goals and Accomplishments Report Outline	
Appendix F: Limited English Proficiency Public Participation Plan	

INTRODUCTION

The Placer County Transportation Planning Agency (PCTPA) serves many roles and responsibilities for the Placer County region (refer to Figure 1 for PCTPA’s administrative boundaries). As a Regional Transportation Planning Agency (RTPA), designated by the State of California, PCTPA is primarily responsible for programming, planning, and administering a variety of state funded transportation projects and programs for the cities of Roseville, Rocklin, Lincoln, Auburn, and Colfax, the town of Loomis, and the

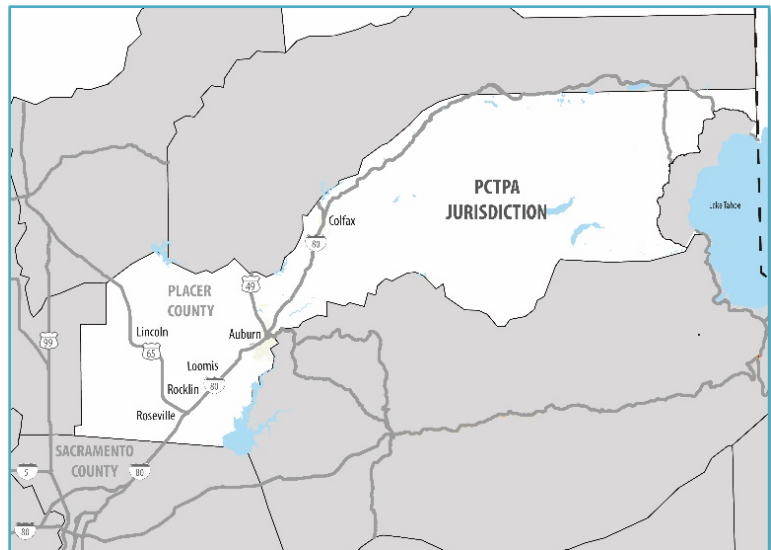


Figure 1: PCTPA's administrative boundaries

unincorporated areas of Placer County, excluding those located in the Lake Tahoe Basin. PCTPA also has an agreement with the Sacramento Area Council of Governments (SACOG), which serves as the Metropolitan Planning Organization (MPO) for Sacramento, Placer, El Dorado, Yolo, Yuba and Sutter counties, and the California Department of Transportation (Caltrans) to receive funding through the Federal Highways Administration (FHWA) to administer various federally funded programs and projects for the region. PCTPA assists with programming Federal Transit Administration (FTA) funding allocations administered through Caltrans to local agencies (each having their own Title VI administration responsibilities as recipients of FTA funding); but does not currently use FTA funds directly for any administrative programs and/or services. Additionally, PCTPA serves as the Congestion Management Agency and Airport Land Use Commission (ALUC) for Placer County. Lastly, while PCTPA’s staff administer services for the Western Placer Consolidation Transportation Services Agency (WPCTSA) and the South Placer Regional Transportation Authority (SPRTA), each of these agencies have been formed as separate entities apart from PCTPA with their own respective governing boards, roles, and administrative responsibilities for their separate funding sources and programs.

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, national origin, sex, disability and/or age in all programs and projects receiving federal financial assistance. As a recipient and administrator of federal funding through the FHWA, PCTPA is required to prepare a Title VI Program to ensure that its federally funded programs and projects do not exclude participation of, deny benefits for, or discriminate against any member of the public in all levels of planning and programming efforts. This document serves as PCTPA’s Title VI Program, which addresses both Caltrans’ the FHWA’s guidance for local Title VI Programs, and includes the following components:

- Commitments to ensuring that Title VI is considered in all processes, programs, and public participation opportunities administered by PCTPA,
- Title VI Program administration and responsibilities for a Title VI Coordinator,
- A complaint process regarding Title VI discrimination,
- Ensuring that employees are trained and accept responsibility for Title VI compliance,
- A methodology for evaluating on-going Title VI compliance both internally and externally with any subrecipients receiving federal funding,
- General public participation practices and procedures, and
- A data collection process for identifying and engaging Limited English Proficiency (LEP) and other minority populations.

TITLE VI NON-DISCRIMINATION POLICY COMMITMENT

As a recipient and administrator of federal funds, the Placer County Transportation Planning Agency (PCTPA) will ensure that its programs, projects, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

PCTPA is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, projects, activities, or services on the basis of race, color, national origin, sex, disability, sexual orientation, and/or age. All persons, regardless of their citizenship, are covered under this regulation. This policy applies to all operations of PCTPA, including its contractors, subcontractors, and anyone who acts on behalf of PCTPA and receives federal financial assistance through PCTPA, which includes grants, training, equipment, property, or other federal assistance.

PCTPA also prohibits discrimination on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its employment and business opportunities. PCTPA will not condone retaliation against an individual for his/her/their involvement in asserting his/her/their rights pursuant to Title VI or because he/she/they filed a Complaint or participated in an investigation under Title VI, and/or this regulation.

PCTPA will promote full and fair participation of all affected populations in the transportation decision-making process. In compliance with 49 Code of Federal Regulations (CFR), Part 21, PCTPA will provide information to the public regarding its obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. A public notice (contained in Appendix A) is posted in PCTPA's offices and provided online at www.pctpa.net to notify the public of PCTPA's Title VI commitments and responsibilities.

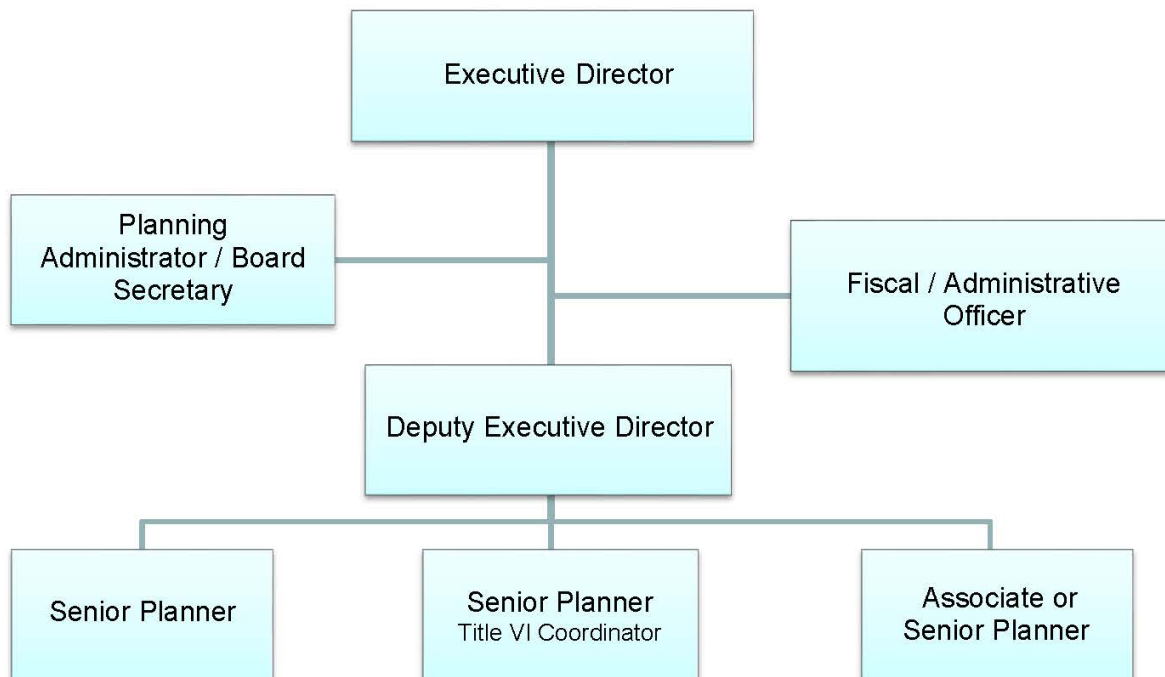
PCTPA will also make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its planning activities, programs, projects and services on minority, low-income, and/or Limited English Proficient (LEP) individuals within Placer County.

TITLE VI PROGRAM ADMINISTRATION

The PCTPA Executive Director is ultimately responsible for assuming full compliance with the provisions of Title VI of the Civil Rights Act of 1964, and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

A Senior Planner has been designated as PCTPA’s Title VI Coordinator to ensure implementation of the agency’s Title VI Program under the direction of the Executive Director. Figure 2, below, illustrates the Title VI Coordinator’s respective authority within the agency’s organizational structure. The Title VI Coordinator has access to both the Deputy Executive Director and Executive Director for all matters pertaining to the implementation of PCTPA’s Title VI Program.

Figure 2: PCTPA Organizational Structure and Title VI Coordinator



TITLE VI PROGRAM COORDINATOR RESPONSIBILITIES

The Title VI Coordinator is responsible for the following tasks:

- Submitting a Title VI Program and any necessary annual reports to the California Department of Transportation (Caltrans) for compliance with the responsibilities that PCTPA has as a subrecipient of FHWA funding administered through Caltrans,
- Developing procedures for the processing and disposition of Title VI complaints,

- Investigating complaints by compiling them into a complaint log and reporting them to Caltrans or the FHWA directly,
- Collecting and analyzing demographic and other statistical data for Title VI purposes,
- Conducting various reviews of PCTPA’s program areas and annually assessing them for Title VI compliance, including preparing the annual goals and accomplishments report,
- Monitoring any federally funded PCTPA subrecipients and/or programs for Title VI compliance, and ensuring that any subrecipient program agreement contains the appropriate Title VI commitments and procedures for addressing complaints,
- Developing Title VI information for public dissemination (refer to Appendix A for PCTPA’s Title VI notice to the public),
- Addressing any identified issue, and/or complaint received regarding Title VI compliance in any of PCTPA’s program and/or project areas, and
- Training staff annually, or as needed for new staff members, on PCTPA’s established Title VI Program and procedures.

PCTPA PROGRAM AREAS MONITORED FOR TITLE VI COMPLIANCE

PCTPA administers the following programs and monitors each for Title VI compliance.

Program Area	General Description	Title VI / Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Programming Funding</i>	Coordination with local, state, and federal jurisdictions to program and administer local, state, and federal funding for transportation programs and services in Placer County.	Ensure public has access to funding decisions that are made by the PCTPA Board of Directors.	Public comment period is open and available to any member of the public for all Board items acted upon, which include funding program decisions. PCTPA Board agendas are posted online for public review at least one week ahead of any Board meeting.
<i>Planning, Preliminary Engineering, and Design</i>	Preparing long-range and short-range transportation planning documents, as well as overseeing preliminary planning, engineering, and design work for roadway infrastructure projects funded with local, state, and federal sources.	Provide opportunities for public involvement in design and/or preliminary engineering processes.	PCTPA, in coordination with local member jurisdictions where project is occurring, conducts open house workshops and other public events, as needed, to engage public in preliminary planning and design phases of regional projects.
<i>Environmental Planning and Review</i>	Administering the preparation of environmental planning documents to support federally funded transportation	Ensure that during environmental review phases of project work, disadvantaged (i.e., low-income, minority, and/or disabled groups)	Notifications are provided to the public for environmental determinations (i.e. Notice of Exemption, Notice of

Program Area	General Description	Title VI / Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	infrastructure projects.	populations are considered and engaged in the planning process.	Preparation of an Initial Study and/or Environmental Impact Report) as required under the California Environmental Quality Act and National Environmental Policy Act.
<i>Right-of-Way Funding</i>	Programming funding for right-of-way acquisition for federal-aid highways and roadway segments. However, acquisition of the right-of-way is administered by SPRTA before the land is then transferred to the local and/or state jurisdictional authorities for ownership, on-going maintenance, or development.	Although PCTPA does not acquire right-of-way, PCTPA staff, acting as SPRTA staff, can ensure that right-of-way funding and acquisition actions do not disproportionately impact disadvantaged populations.	PCTPA staff, when serving on SPRTA, complies with all right-of-way acquisition regulations and policies established for public agencies. Actions to fund and administer right-of-way acquisitions are done by the SPRTA Board in meetings that are noticed to and made available for the public to participate.

TITLE VI COMPLAINT PROCEDURES

HOW TO FILE A TITLE VI COMPLAINT WITH PCTPA

Any person who believes they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, national origin, sex, disability, sexual orientation, and/or age by PCTPA can file a complaint by contacting PCTPA’s Title VI Coordinator by phone, e-mail, or in writing.

Title VI Coordinator
 Mike Costa, Senior Planner
 Placer County Transportation Planning Agency
 299 Nevada Street
 Auburn, CA 95603
 (530) 823-4030
mcosta@pctpa.net

The Complaint Form (contained in Appendix B) can be used to file a Title VI complaint with PCTPA and will be made in an accessible format upon request. This form can be obtained via the any combination of the following methods:

1. Electronic download from PCTPA’s website at www.pctpa.net.

2. By calling PCTPA's office at (530) 823-4030, and/or
3. By picking up a Complaint Form during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding scheduled and observed holidays) at PCTPA's office located at 299 Nevada Street, Auburn, CA 95603.

Since PCTPA is a subrecipient of federal funding through Caltrans, the Title VI complaint will be forwarded to the Caltrans Office of Civil Rights within one (1) business day of receipt.

HOW TO FILE A TITLE VI COMPLAINT WITH CALTRANS

A Title VI complaint regarding PCTPA may be filed directly with Caltrans via the following website: <https://dot.ca.gov/programs/civil-rights/title-vi/title-vi-complaint-process>.

Per the FHWA Guidance Memorandum, *Processing of Title VI Complaints*, dated June 13, 2018, all Title VI complaints received by a sub-recipient are to be forwarded to Caltrans to be submitted to FHWA Division Office. If the Caltrans Office of Civil Rights determines a Title VI complaint against a sub-recipient can be investigated by Caltrans, the task of investigating the complaint may be delegated directly to Caltrans.

HOW TO FILE A TITLE VI COMPLAINT WITH THE FHWA

Additionally, a person with a Title VI complaint for PCTPA, may file the complaint directly with the FHWA via the following website: <https://www.fhwa.dot.gov/civilrights/file/>.

TITLE VI COMPLAINT LOG

Should a Title VI complaint be submitted directly to PCTPA, PCTPA will acknowledge receipt of the complaint, and record the instance in a Title VI Complaint Log (contained in Appendix C), which will include the following information:

- The date the Title VI complaint, investigation or lawsuit was filed with PCTPA,
- The date the Title VI complaint was forwarded to the Caltrans Office of Civil Rights
- A summary of the allegation(s), including the alleged category of discrimination,
- The available status of the investigation, complaint, or lawsuit (as provided by Caltrans and/or the FHWA)
- Any corrective actions taken by PCTPA in response to the investigation, complaint or lawsuit (as directed by Caltrans and/or the FHWA).

PCTPA will retain the records for any Title VI complaint incident for at least three (3) years. Based on currently available records as of the writing of this Title VI Program, PCTPA has not received any complaints or been involved in any investigations and/or lawsuits that allege discrimination on the grounds of race, color, national origin, sex, disability, sexual orientation, age and/or any other form of discrimination. PCTPA has further not received any notifications from either Caltrans or the FHWA that a Title VI investigation, complaint, or lawsuit has been filed for PCTPA.

TITLE VI PROGRAM TRAINING, MONITORING AND ON-GOING EVALUATION MEASURES

PCTPA STAFF TRAINING

PCTPA's Title VI Coordinator will train staff members regarding the agency's established Title VI Program policies, procedures, and on-going monitoring measures at least once every two years, or as often as necessary should there be any changes to the Title VI Program. Newly hired staff members will be provided with PCTPA's Title VI Program and will be responsible for acknowledging their review of the program's policies and procedures, utilizing the Title VI Program Acknowledgement Form contained in Appendix D.

CONTRACT AGREEMENTS AND SUBRECIPIENT MONITORING

Under direction from the Executive Director, PCTPA's legal counsel updates the agency's standard contract/agreement documents (templates) to ensure ongoing compliance with all federal and state procurement procedures and policies. For federally funded contracts/agreements, PCTPA's standard template incorporates the necessary Title VI commitments and requirements PCTPA is responsible for during the acquisition of goods and/or services from vendors, consultants, and contractors, and/or the delivery of projects by PCTPA's contracted entities. Subrecipients that receive federal funding through PCTPA to implement programs, services, and/or development projects must establish, implement, and maintain their own respective Title VI program for as long as they are receiving federal funding. At any time, PCTPA may request that any contractor, consultant, and/or subrecipient receiving federal funds from PCTPA provide documentation to verify compliance with all Title VI requirements. This verification process may include the following steps:

- PCTPA may request a description of how a contractor, consultant and/or subrecipient will be compliant with the Title VI requirements. PCTPA will accept a contractor's, consultant's and/or subrecipient's use of PCTPA's Title VI Program commitment, Complaint Form and other processes for Title VI compliance provided that the contractor, consultant, and/or subrecipient document how the Title VI information and materials are distributed to its employees and/or subcontractors that are working on the contract/agreement. Upon request, PCTPA will provide all contractors, consultants, and/or subrecipients with access to PCTPA's Title VI Program, Complaint Form, and other supporting resources, which are also located on the agency's public website: <https://pctpa.net/resources/title-vi-plan/>.
- Contractors, consultants, and/or subrecipients that are receiving Federal-aid through PCTPA must include Appendices A-E of the Title VI Assurances in all contract documents and agreements, which can be found on Caltrans' Local Assistance website: <https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi/requirements>.
- At any time during the contract's/agreement's term, PCTPA may request a record of all

Title VI complaints that the contractor, consultant and/or subrecipient has received since the execution of the contract/agreement. All Title VI complaints must be submitted to PCTPA regardless of whether the complaint has been addressed or is in review.

- If a Title VI complaint has been submitted to a contractor, consultant and/or subrecipient, PCTPA will require documentation regarding how the Title VI complaint was addressed.

ON-GOING DATA COLLECTION AND MONITORING

The Title VI Coordinator will be responsible for the on-going data collection and evaluation methodology necessary to ensure that PCTPA's Title VI Program remains consistent, effective, and current, while complying with all applicable federal requirements and regulations. This requires an on-going evaluation of PCTPA's program areas and their impact on the Placer County region's diverse population. Demographic data collection and on-going surveys of the population groups that PCTPA encounters during the administration of its program areas will be conducted regularly as part of PCTPA staff's regional planning functions and/or activities. The Public Participation Plan, along with the Language Assistance Plan, contained in this Title VI Program document will help to guide PCTPA staff with these efforts.

ANNUAL TITLE VI PROGRAM GOALS AND ACCOMPLISHMENTS REPORT

The annual Title VI Program Goals and Accomplishments Report will be prepared by the Title VI Coordinator, utilizing the template outline contained in Appendix E. The content, format, and/or organization of this report may be subsequently modified to address any direction received from PCTPA's federal and state funding partners.

PUBLIC PARTICIPATION PLAN

As a recipient of federal funding, PCTPA must develop a Public Participation Plan (PPP). It is important to note that SACOG, as the region's MPO, prepares a PPP that PCTPA adheres to and utilizes for programming responsibilities and activities associated with the Transportation Improvement Program (TIP). This PPP, incorporated as part of PCTPA's Title VI Program, defines the strategies and procedures used to encourage and include public participation in PCTPA's general decision-making processes and other established program areas. Additionally, the following three goals guide PCTPA's public participation and engagement efforts in the PPP:

1. Increase awareness of transportation and transit projects in Placer County and the public's involvement in their planning and implementation.
2. Foster greater partnerships with local public agencies, social service organizations, local tribal governments, and other public community groups or private stakeholders throughout Placer County
3. Engage minority, low-income and/or limited English proficiency populations to improve communications with traditionally underserved and/or underrepresented groups.

PUBLIC NOTICING REQUIREMENTS

PCTPA's public notices shall inform the public of proposed actions, which initiated the public comment process, how comments will be received and, if applicable, the locations, dates, and times of scheduled public hearings or workshops. Prior to any public hearing and/or comment period, a public notice will be prepared and sent to the local media. At a minimum, the legal notice will be published in the local Auburn newspaper of general circulation, and may further be published in other local general circulation media depending on the location where the meeting is being held and/or public participation is being solicited. PCTPA will also post a copy of the public notice, along with dates and times of any public hearing or workshop, on its public website: www.pctpa.net. Lastly, notices may be posted on any other public transportation or transit facility, regional messaging board (e.g., advertisement/messaging billboard), community building, and/or public website location, as determined by staff during each unique engagement effort.

SCHEDULING PUBLIC HEARING AND/OR WORKSHOP LOCATIONS AND TIMES

Planning efforts and/or development projects may require multiple public meeting times and locations to maximize convenience to the public. To the greatest extent possible, public meetings will be scheduled at locations in proximity to the area(s) affected by the projects and/or planning efforts, and in proximity to public transit services. All facilities utilized for a public workshop will be accessible to persons with disabilities. Meetings will be scheduled to begin at a convenient time, usually midday and/or early evenings.

With consideration of the COVID-19 pandemic, and the availability and acceptance of virtual

meeting options, PCTPA has successfully utilized and will continue make available virtual platforms for public hearings and/or workshops when staff determines it to be the most effective and convenient option for the public. To-date, PCTPA has observed more public participation and engagement during virtual meetings and/or workshops given the relative convenience for attendees to participate in the event remotely. Virtual meetings and workshops will be noticed and scheduled in a similar manner to in-person events.

PROCEDURE FOR CONDUCTING PUBLIC WORKSHOPS

Attendees at any public hearing and/or workshop (both in-person and virtual) will be given an opportunity to register their presence and desire to speak through public comment opportunities (either verbal and/or written). Public workshops will begin with a welcome and introduction of staff present, followed by an explanation of the purpose, proceedings, and proposed actions that necessitated the public hearings and/or workshop. When the explanation of proposed actions is completed, the public will be invited to offer their comments. All persons wishing to comment will have the opportunity to do so either verbally or through other available written options. This offering will precede the close of the public workshop.

DOCUMENTATION OF PUBLIC HEARINGS

Official records of PCTPA's public hearings are typically kept through minutes adopted by the PCTPA Board of Directors at their regularly scheduled meetings, as well as through video recordings of the PCTPA Board meetings, which are available online at www.pctpa.net. Records of public comments received at a public workshop will be maintained on file by PCTPA staff.

ADDRESSING PUBLIC COMMENTS RECEIVED

All comments, received either in writing or verbally during a public hearing, workshop, or comment period, or as otherwise conveyed to PCTPA prior to an established date for a decision made by the PCTPA Board of Directors regarding any program area, will be entered into the public record of the comment process. Staff will evaluate and analyze all relevant comments received to see whether they are reasonable to meet.

DIGITAL OUTREACH

Digital communication has become one of PCTPA's most powerful outreach tools, especially considering the COVID-19 pandemic's impacts to in-person events and gatherings. PCTPA's public website: www.pctpa.net continues to be a significant resource for information about transportation projects and issues in Placer County. PCTPA staff continually update the website, ensuring that members of the public can rely on it as an accurate source of information. The website also contains a blog where current transportation projects and issues are highlighted. Using the Google Translate widget, PCTPA's website can also be translated.

PCTPA also utilizes social media to communicate with the public. PCTPA has Twitter (@pctpa), Instagram (@pctpa), and Facebook (facebook.com/pctpa) accounts which together have more

than 1,500 followers. Oftentimes, PCTPA's social media posts contain links to the PCTPA website, so people can access more resources about a topic.

PCTPA also maintains a stakeholder e-mail database of approximately 5,000 contacts. Using these contacts, PCTPA can notify interested members of the public about updates to project schedules, upcoming meeting or workshops, online surveys for feedback, and any other agency activities. Using this e-mail list, PCTPA circulates its newsletter, which provides stakeholders with up-to-date information about transportation issues affecting Placer County. Members of the public can sign up for these notifications on PCTPA's website. PCTPA staff will continue to expand its e-mail database through each event and/or contact opportunity available.

PLANNING DOCUMENT AVAILABILITY

PCTPA continues to make many of its planning documents available in hard copy format for Placer County residents. Copies of plans and environmental documents are available at PCTPA's office located at 299 Nevada Street, Auburn CA 95603. Hard copies of the Regional Transportation Plan (RTP) are also made available at multiple libraries around the county when the Draft RTP is open for comments during update. In addition to these physical copies, current documents are also available for download from PCTPA's website: www.pctpa.net.

COMMUNITY PARTNERSHIPS

PCTPA works with many different agencies and organizations throughout its planning and project development processes. These partner agencies include city, county, state, federal, and tribal governments, transit providers, non-profit organizations, local private businesses and organizations, and other community groups/stakeholders. PCTPA's utilizes this network of partner agencies to reach members of the public who may be interested in a transportation project but may not know about PCTPA or receive PCTPA's other communication. These partner agencies, especially social service organizations, have been particularly helpful in involving minority, low-income, limited-English-proficiency, and other traditionally underserved communities in PCTPA's transportation plans and projects. PCTPA staff will continue to expand its communications and contact with these groups to engage as many populations within Placer County in PCTPA's program areas.

EXECUTIVE ORDER 13166 AND LIMITED ENGLISH PROFICIENT (LEP) PUBLIC PARTICIPATION REQUIREMENTS

PCTPA will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations when conducting public outreach and involvement activities. As defined in 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. PCTPA's public participation strategy will offer early and continuous opportunities for the public, including those identified as LEP, to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions. Notices detailing PCTPA's Title VI obligations and complaint procedures shall be translated into languages other than English, as needed,

consistent with federal and state LEP guidance.

PCTPA will continually assess the language assistance needs of the population to be served using the following four factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals:

1. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by a PCTPA program, activity, or service,
2. Frequency with which LEP individuals come into contact with PCTPA's programs, planning activities, services, projects, and/or actions,
3. Importance of the program, activity, project and/or service provided by PCTPA to LEP individuals' lives; and
4. Resources needed to provide effective language assistance and costs.

PCTPA staff will continue assessing the language needs of the public within its jurisdictional boundaries through its LEP Public Participation Plan, which is described in greater detail in Appendix F. To the greatest extent possible, to elicit public participation from minority and LEP populations, PCTPA staff will engage in the following outreach activities:

- Public outreach may include attending already existing community meetings and gatherings, such as school meetings, faith-based events, and other community activities to invite participation from LEP populations who may not attend hosted public events.
- PCTPA will make non-English language interpretation available at any public meeting or workshop, as requested in advance or determined necessary based on the held event.
- Notices may be made bilingual, as deemed necessary.
- Event information on the PCTPA's website will be posted in English any other language, as deemed necessary.
- PCTPA will distribute event information to community groups and agencies that work with LEP populations, if such contacts exist.
- PCTPA will contract to provide language assistance, or interpretation services, for customers and callers that are non-English speaking, as deemed necessary.

ENVIRONMENTAL JUSTICE REQUIREMENTS

PCTPA shall make every reasonable effort to integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects, as well as its overall planning and programming efforts. PCTPA is not required to conduct environmental justice analyses of projects where NEPA documentation is not required and will describe why such an analysis is not needed if determined to be so. PCTPA will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g.,

analysis of Census data, direct observation, or a public involvement process).

- A discussion of all known adverse effects of the project both during and after construction that would affect the identified minority and low-income populations.
- A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility.
- A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any specific features of the relocation program that go beyond the requirements of the Uniform Relocation Act, and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project.
- A discussion of the remaining effects, if any, and why further mitigation is not proposed.
- For projects that traverse predominantly minority and low-income, and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

Appendix A

Title VI Notice to Public

Identified on PCTPA's website: www.pctpa.net, and available in PCTPA's administrative offices located at 299 Nevada Street, Auburn, CA 95603



Notice to Public of Title VI Compliance

In compliance with Title VI of the Civil Rights Act of 1964, the Placer County Transportation Planning Agency (PCTPA) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, projects, activities, or services on the basis of **race, color, national origin, sex, disability, sexual orientation, and/or age**. All persons, regardless of their citizenship, are covered under this regulation. This policy applies to all operations of PCTPA, including to its consultants, contractors, subcontractors, subrecipients, and anyone who acts on behalf of PCTPA and receives federal financial assistance through PCTPA for operations, planning, environmental review, purchasing equipment and/or property, or other projects and programs.

If you or anyone you know has felt discriminated against by PCTPA's programs, actions, staff, or other processes, you may visit PCTPA's public website: www.pctpa.net, contact PCTPA's main office at (530) 823-4030, or visit the main office located at 299 Nevada Street, Auburn CA 95603 to obtain more information regarding PCTPA's Title VI Program and how to file a Title VI Complaint.

You may also file a Title VI complaint regarding PCTPA directly with the California Department of Transportation (Caltrans) via their public website: <https://dot.ca.gov/programs/civil-rights/title-vi/title-vi-complaint-process>, or with the Federal Highways Administration (FHWA) via their public website: <https://www.fhwa.dot.gov/civilrights/file/>.

For more information regarding PCTPA's Public Participation Plan and/or Limited English Proficiency (LEP) Plan, please visit PCTPA's public website: <https://pctpa.net/resources/title-vi-plan/>.

If you need translation services for languages other than English, please call 530.823.4030 for assistance.

Spanish: Si necesita servicios de traducción para otro lenguaje, aparte de Ingles, Por favor llamar al 530.823.4030 para asistencia.

Tagalog: Kung nangangailangan po ng tulong o interpretasyon sa ibang wika liban sa inglés, tumawag lang po sa 530.823.4030.

Title VI Notification Identified on PCTPA's Website

- ABOUT
- MEETINGS & AGENDAS
- TRANSIT PLANNING
- STREETS & HIGHWAYS
- BIKE & PEDESTRIAN
- REGIONAL PLANNING
- BLOG

Title VI

Posted on March 9, 2017 by Aaron Hoyt

PCTPA's Title VI Notice to Beneficiaries

In compliance with Title VI of the Civil Rights Act of 1964, the Placer County Transportation Planning Agency (PCTPA) is committed to ensuring that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any of its programs, projects, activities, or services on the basis of race, color, national origin, sex, disability, sexual orientation, and/or age. All persons, regardless of their citizenship, are covered under this regulation. This policy applies to all operations of PCTPA, including to its consultants, contractors, subcontractors, subrecipients, and anyone who acts on behalf of PCTPA and receives federal financial assistance through PCTPA for operations, planning, environmental review, purchasing equipment and/or property, or other projects and programs.

If you or anyone you know has felt discriminated against by PCTPA's programs, action, staff, or other processes, you may file a Title VI complaint directly with PCTPA via the Title VI Complaint form provided on this webpage. A complainant may also file a Title VI complaint directly with the California Department of Transportation or with the Federal Highways Administration.

For more information about PCTPA's Title VI Program, filing a Title VI complaint, and/or PCTPA's Public Participation Plan and Limited English Proficiency Language Assistance Plan, please contact (530) 823-4030; go online at pctpa.net; or visit our office located at 299 Nevada Street, Auburn, CA 95603.

This notice is posted in the PCTPA office, 299 Nevada Street, Auburn, CA and on the PCTPA website: pctpa.net.

If you need translation services for languages other than English, please call 530.823.4030 for assistance.

Spanish: Si necesita servicios de traducción para otro lenguaje, aparte de Ingles, Por favor llamar al 530.823.4030 para asistencia.

Tagalog: Kung nangangailangan po ng tulong o interpretasyon sa ibang wika liban sa inglés, tumawag lang po sa 530.823.4030.

Title VI Resources

[Title VI Program, Public Participation and Limited English Proficiency \(LEP\) Language Assistance Plan](#)

[Title VI Notice to Beneficiaries](#)

[Title VI Complaint Form](#)

FEATURED LINKS

[Recruitment](#)



[Unmet Transit Needs](#)



[Current SPRTA Agenda](#)



[Current PCTPA Agenda](#)



[The Transportation System and Our Quality of Life](#)



Appendix B

Title VI Complaint Form

(available at PCTA's administrative office and on its public website in English, with further translation available upon request)

Placer County Transportation Planning Agency Title VI Complaint Form Page 1

Placer County Transportation Planning Agency (PCTPA) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of **race, color, national origin, sex, disability, sexual orientation, and/or age**, pursuant to Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints may be filed for any alleged discrimination by PCTPA using this form or can be submitted directly to the California Department of Transportation (Caltrans) and/or the Federal Highway Administration (FHWA).

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact PCTPA's Title VI Coordinator at (530) 823-4029. Completed forms must be submitted to PCTPA's office or can be submitted via e-mail at the following location:

Placer County Transportation Planning Agency
Attn: Title VI Coordinator
299 Nevada Street, Auburn CA 95603
E-mail: mcosta@pctp.net

If you need translation services for languages other than English, please call 530.823.4030 for assistance.
Spanish: Si necesita servicios de traducción para otro lenguaje, aparte de Ingles, Por favor llamar al 530.823.4030 para asistencia.
Tagalog: Kung nangangailangan po ng tulong o interpretasyon sa ibang wika liban sa inglés, tumawag lang po sa 530.823.4030.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State and Zip Code:	

Which of the following best describes the reason the alleged discrimination took place?
(Circle one or all that apply)

- Race
- Disability
- Color
- Sexual Orientation
- National Origin (Limited English Proficiency)
- Age
- Sex
- Other: _____

Date of Incident: _____

**Placer County Transportation Planning Agency
Title VI Complaint Form Page 2**

Please describe the alleged discrimination incident. Provide the names and titles of all PCTPA employees, contractors, and/or consultants involved, if available. Explain what happened and whom you believe was responsible.

Please attach additional sheets if necessary.

Have you filed a complaint with any other federal, state or local agencies regarding this incident? (Circle one)

Yes or No

If so, list agency/agencies and contact information below:

Agency	Contact Name
--------	--------------

Street Address, City, State & Zip Code	Phone
--	-------

Agency	Contact Name
--------	--------------

Street Address, City, State & Zip Code	Phone
--	-------

PCTPA will log your Title VI complaint into its records and immediately submit the Title VI complaint to Caltrans, which is responsible for reviewing and processing the Title VI complaint and/or forwarding it to the FHWA for further administration. Any response and/or corrective action determined by either Caltrans and/or the FHWA will be addressed by PCTPA, as directed, included in the record, and provided to the complainant. All Title VI complaints and response records will be retained by PCTPA for at least three (3) years.

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

Complainant's Signature	Printed Name	Date
-------------------------	--------------	------

Appendix C

Title VI Complaint Log

PCTPA Title VI Complaint Log

Date PCTPA Received Complaint	Date PCTPA Provided Complaint to Caltrans	Complaint Summary	Investigation Status	Corrective Action

Appendix D

Title VI Program Staff Acknowledgement Form

PCTPA Title VI Program Review Acknowledgement Form (for New Hires)

I have hereby reviewed the Placer County Transportation Planning Agency's (PCTPA's) Title VI Program and acknowledge that as a PCTPA staff I am subject to implementing the goals, objectives, and provisions contained within.

First and Last Name (printed)

Signature

Date

Appendix E

Title VI Goals and Accomplishments Report Outline

PCTPA Title VI Goals and Accomplishments Report Outline

- I. Provide a summary of PCTPA's organization and structure
- II. Summarize any Title VI Program goals and/or objectives that were established for PCTPA in the last fiscal year (either by program area or overall)
- III. Summarize any major occurrences that happened in any of PCTPA's program areas, or within its jurisdictional boundaries, over the last fiscal year
 - A. Programming funding occurrences (if any)
 - B. Planning, preliminary engineering, and design occurrences (if any)
 - C. Environmental planning and review (if any)
 - D. Right-of-way funding (if any)
- IV. Summarize how PCTPA's actions and/or staff have made any progress towards accomplishing the Title VI goals and/or objectives established in the last fiscal year
 - A. Include any training that was done for existing and/or newly hired staff
 - B. Include a summary of any outreach and/or public engagement activities conducted for any of the program areas over the last fiscal year
 - i. Include any specific agencies, stakeholders, and/or public that were engaged in this process
 - ii. Identify any specific underrepresented population groups involved
 - C. Identify any challenges with achieving any established Title VI goals and objectives from the last fiscal year
 - D. Summarize how PCTPA has monitored its consultants, contractors, and/or subrecipients to over the past year to ensure Title VI Program compliance
- V. Establish new Title VI Program goals and/or objectives for the next fiscal year
 - A. Provide a very preliminary strategy on how PCTPA plans to achieve its newly established Title VI Program goals and/or objectives over the next fiscal year
 - B. Identify any partners and/or stakeholders that may be involved in achieving PCTPA's Title VI Program goals and/or objectives for the next fiscal year.

Appendix F

Limited English Proficiency Language Assistance Plan



Placer County Transportation Planning Agency

Limited English Proficiency Language Assistance Plan

Improving Access to Services for Persons with Limited English Proficiency

Placer County Transportation Planning Agency
299 Nevada Street
Auburn, CA 95603
Phone (530) 823-4030
Website: www.pctpa.net

TABLE OF CONTENTS

Introduction	F-3
Plan Summary	F-3
Four-Factor Analysis	F-4
Limited English Proficiency Language Assistance Plan (LEP Plan)	F-6
1. Identifying LEP individuals who need language assistance	F-6
2. Language assistance measures	F-7
3. Staff training	F-7
4. Monitoring and updating the LEP Plan	F-7
Dissemination of the LEP Plan	F-8
Attachment A: Caltrans Title VI Language Identification Flashcards	F-9

INTRODUCTION

This Limited English Proficiency Language Assistance Plan (LEP Plan) has been prepared to address the Placer County Transportation Planning Agency's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et se, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, national origin, sex, disability, and/or age.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its' respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including PCTPA, which receives federal assistance through the U.S. Department of Transportation (U.S. DOT) Federal Highways Administration (FHWA) funding programs.

PLAN SUMMARY

PCTPA has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access programs, services, and projects administered and implemented by PCTPA. As defined in 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.

The LEP 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.

To prepare the LEP Plan, PCTPA undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by a PCTPA program, activity, or service,
2. Frequency with which LEP individuals come into contact with PCTPA's programs, planning activities, services, projects, and/or actions,
3. Importance of the program, activity, project and/or service provided by PCTPA to LEP individuals' lives; and
4. Resources needed to provide effective language assistance and costs.

A summary of the results of PCTPA's four-factor analysis is provided in the following section.

FOUR-FACTOR ANALYSIS

Factor #1: Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by a PCTPA program, activity, and/or service.

The Census Bureau identifies a classification of languages spoken at home by the ability to speak English either “very well” or “less than very well.” For planning purposes, PCTPA is considering people that speak English “less than very well” as LEP persons. Table 1, below, identifies the languages spoken at home for all persons five years old and older, within Placer County.

Table 1: LANGUAGE SPOKEN AT HOME FOR THE POPULATION 5 YEARS AND OVER
(Source: American Community Survey 2016-2020, Table C16001, Placer County)

Label	Estimate	Margin of Error	Population Percentage (%)
Total:	371,120	±31	
Speak only English	314,966	±2,355	85%
Spanish:	23,025	±1,416	6.2%
Speak English "very well"	15,967	±1,095	4.3%
Speak English less than "very well"	7,058	±974	1.9%
French, Haitian, or Cajun:	1,266	±342	0.3%
Speak English "very well"	1,134	±335	0.3%
Speak English less than "very well"	132	±95	0.0%
German or other West Germanic languages:	1,305	±260	0.4%
Speak English "very well"	1,177	±267	0.3%
Speak English less than "very well"	128	±56	0.0%
Russian, Polish, or other Slavic languages:	4,190	±783	1.1%
Speak English "very well"	2,741	±532	0.7%
Speak English less than "very well"	1,449	±402	0.4%
Other Indo-European languages:	10,179	±1,005	2.7%
Speak English "very well"	7,535	±800	2.0%
Speak English less than "very well"	2,644	±440	0.7%
Korean:	874	±310	0.2%
Speak English "very well"	460	±209	0.1%
Speak English less than "very well"	414	±171	0.1%
Chinese (incl. Mandarin, Cantonese):	3,488	±611	0.9%
Speak English "very well"	1,939	±402	0.5%
Speak English less than "very well"	1,549	±346	0.4%
Vietnamese:	1,721	±472	0.5%
Speak English "very well"	1,020	±314	0.3%
Speak English less than "very well"	701	±288	0.2%
Tagalog (incl. Filipino):	4,940	±660	1.3%
Speak English "very well"	3,740	±581	1.0%

Label	Estimate	Margin of Error	Population Percentage (%)
Speak English less than "very well"	1,200	±261	0.3%
Other Asian and Pacific Island languages:	3,120	±580	0.8%
Speak English "very well"	2,313	±508	0.6%
Speak English less than "very well"	807	±254	0.2%
Arabic:	1,283	±446	0.3%
Speak English "very well"	1,046	±420	0.3%
Speak English less than "very well"	237	±112	0.1%
Other and unspecified languages:	763	±265	0.2%
Speak English "very well"	664	±231	0.2%
Speak English less than "very well"	99	±80	0.0%

Pursuant to the Safe Harbor Provision, an agency is obligated to provide translation of vital documents for eligible LEP language groups that constitute either five percent (5%) or 1,000 persons of the population being served. **Within Placer County, two (2) distinct language groups exceed the threshold of 1,000 persons: Spanish and Tagalog.** Three other designated categories of “Russian, Polish, or other Slavic languages,” “Other Indo-European languages,” and “Chinese (inc. Mandarin, Cantonese),” which also exceed the 1,000-person threshold, contain a broad variety of languages within those categories that make it difficult to specify a unique language that exceeds the Safe Harbor Provision thresholds. PCTPA may consider providing translated information and/or interpretation, as determined by any specific requests, based on available resources.

Factor #2: Frequency with which LEP individuals come into contact with PCTPA’s programs, planning activities, services, projects, and/or actions.

Based on available data and records, LEP individuals very infrequently engage with PCTPA staff and/or attend public meetings/ workshops (both in-person and virtual) for PCTPA’s programs, planning activities, services, and/or projects. Historically, Spanish translation assistance and/or interpretation has been the only requested language group, of the Safe Harbor Provision language groups, that PCTPA staff has encountered within its programs, planning activities, services, and/or projects.

Factor #3: Importance of the program, activity, project and/or service provided by PCTPA to LEP individuals’ lives.

PCTPA’s transportation programs, planning activities, and projects are vital to LEP and all other populations within Placer County. PCTPA’s funding programs and planning activities directly support the public transit services and various social service transportation programs that provide access for LEP individuals and other underrepresented or minority populations to regional jobs, services, and other important amenities. Additionally, the planning activities and/or projects that PCTPA leads, or coordinates with its member agencies and other

public/private stakeholders, are important for integrating public participation and community engagement into the design and development of the region's multi-modal transportation network (i.e. regional streets/roads, highways, bicycle/pedestrian trails, and public transit system networks). PCTPA's role as the Regional Transportation Planning Agency makes it an important agency responsible for ensuring that LEP populations throughout the Placer County region are engaged in the many transportation-related programs, services, and/or decision-making processes that PCTPA either directly administers or is involved in.

Factor #4: The resources available to PCTPA and overall cost to provide LEP assistance.

PCTPA has assessed its available resources that could be used for providing LEP assistance, including determining how much a professional interpreter and translation service would cost on an as-needed basis, which of its documents would be the most valuable to be translated if the need should arise, and taking an inventory of available organizations and/or agencies that PCTPA could partner with for outreach and translation efforts. Due to financial limitations, and the limited amount of translation requests that staff has historically had from LEP populations, PCTPA primarily provides either oral or written translation service on an as needed basis, or available upon request 72 hours in advance.

LIMITED ENGLISH PROFICIENCY LANGUAGE ASSISTANCE PLAN (LEP PLAN)

Based on the four-factor analysis, the following LEP Plan has been established to identify how the PCTPA addresses the LEP populations identified in Factor 1, and the specific resources that are available to address their needs. There are four areas that comprise PCTPA's LEP Plan:

1. Identifying LEP individuals who need language assistance
2. Language assistance measures
3. Training staff
4. Monitoring and updating the LEP Plan

1. Identifying LEP individuals who need language assistance

PCTPA may identify an LEP person who needs language assistance as follows:

- PCTPA's administrative office and public website display the agency's Title VI Notice, which identifies the opportunity for LEP individuals to receive translation services. For the two LEP language groups identified in Factor 1 (Spanish and Tagalog), PCTPA can provide Title VI information in each specific language utilizing Caltrans' Title VI brochure (refer to Attachment A of the LEP Plan).
- PCTPA staff examine records for language assistance requests that have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events. Based on PCTPA's current records, Spanish is the only language that LEP individuals have requested translation services for. However, PCTPA can provide additional translation services upon request 72 hours in advance.

- Language Identification Flashcards (see Attachments 1), which include phrases in Spanish and Tagalog, are provided in this LEP Plan for staff to use when an individual is seeking translation services.
- When PCTPA sponsors an event, a staff person is always available to greet participants as they arrive. By informally engaging participants in conversation, it may be possible to informally assess each attendee's ability to speak and understand English and proactively engage with LEP individuals that may need translation services.

2. Language Assistance Measures

There are also several ways that PCTPA staff responds to LEP persons, whether in person, by telephone, or in writing.

- When translation services (both oral and/or for documents) are needed, upon 72 hours of request, PCTPA can utilize existing communication resources to provide those requested services.
- The Title VI Coordinator will continue to coordinate with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on PCTPA's programs and services.
- Language Identification Flashcards may be provided at larger events to assist PCTPA staff with addressing LEP individuals' language needs.
- The PCTPA's Title VI Program, Title VI Complaint Form (Appendix A), and LEP Plan are posted on the PCTPA's public website: www.pctpa.net.

3. Staff training

The Title VI Coordinator will train PCTPA staff on its role and responsibilities in providing LEP persons with meaningful access to PCTPA's programs, planning activities, projects, and/or services as required under PCTPA's Title VI Program and this LEP Plan. This will include, but not be limited to, training regarding the following areas:

- Title VI Program and LEP responsibilities,
- Language assistance services that PCTPA offers, and
- How to address a Title VI and/or LEP complaint.

4. Monitoring and updating the LEP Plan

This plan is designed to be flexible and should be viewed as a work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons and to further monitor changes in demographics and types of services provided within the region. At a minimum, the LEP Plan will be reviewed and updated by PCTPA's Title VI Coordinator when new demographic data becomes available, if and/or when the Title VI Program is updated, or when higher concentrations of LEP individuals are observed within PCTPA's jurisdictional boundaries.

The Title VI Coordinator will assess and may update the LEP Plan based on the following factors and/or data:

- Records and/or reporting on the number of LEP persons encountered annually by PCTPA,
- Determinations regarding how the needs of LEP persons have been addressed,
- Monitoring the LEP population within PCTPA's jurisdictional boundaries as part of its Title VI Program and determining whether the need for translation services has changed based on the Safe Harbor Provision thresholds,
- Determinations regarding the effectiveness and sufficiency of local language assistance programs in meeting the needs of LEP populations within Placer County,
- Examining PCTPA's available financial resources to fund language assistance resources needed,
- Monitoring the compliance of PCTPA's consultants, contractors and/or subrecipients to address PCTPA's Title VI Program, Public Participation Plan, and LEP Plan goals, policies and requirements,
- Reviewing any complaints have been received concerning the PCTPA's failure to meet the needs of LEP individuals, and
- Obtain input from LEP populations through various public surveys and/or engagement activities held throughout PCTPA's various programs, planning activities and/or project development opportunities.

DISSEMINATION OF PCTPA'S LEP PLAN

PCTPA's LEP Plan will be disseminated to customers and the community as follows:

A link to PCTPA's Title VI Program, which contains the LEP Plan as an appendix, will be included on PCTPA's public website: www.pctpa.net

PCTPA's Title VI Program will also be shared with various public transit agencies and other human service organizations within Placer County. Any person or agency with internet access will be able to access and download the Title VI Program and LEP Plan from PCTPA's website website. Alternatively, any person or agency may request a copy of the plan via telephone, mail, e-mail, or in-person, and shall be provided a copy of the plan at no cost. LEP individuals may request copies of documents translated into alternative languages, which PCTPA will provide, if feasible and at a potential cost associated with the translation.

Questions or comments regarding the LEP Plan may be submitted to PCTPA's Title VI Coordinator:

Mike Costa, Senior Planner
Placer County Transportation Planning Agency
299 Nevada Street, Auburn, CA 95603
Phone: (530) 823-4029
mcosta@pctpa.net

**Attachment 1 – Caltrans Title VI Rights and Information Brochures Provided in
LEP Languages (Spanish and Tagalog) for PCTPA Reference**

What is Title VI?

Title VI is a statute provision of the Civil Rights Act of 1964.

Title VI (Sec. 601) of the Civil Rights Act of 1964 provides:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”
(42 U.S.C. Sec. 2000d)

Additionally, Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations 1994 provides:

“Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

Related statutes provide protection against discrimination on the basis of sex, age, or disability by programs receiving federal financial assistance.

What does this mean?

That Caltrans strives to ensure that access to and use of all programs, services, or benefits derived from any Caltrans activity will be administered without regard to race, color, national origin, sex, age, disability or socioeconomic status.

Caltrans will not tolerate discrimination by a Caltrans employee or recipients of federal funds such as cities, counties, contractors, consultants, suppliers, universities, colleges, planning agencies, and any other recipients of federal-aid highway funds.

Caltrans prohibits all discriminatory practices, which may result in:

- **Denial to any individual of any service, financial aid, or benefit provided under the program to which he or she may be otherwise entitled;**
- **Different standards or requirements for participation;**
- **Segregation or separate treatment in any part of the program;**
- **Distinctions in quality, quantity, or manner in which the benefit is provided;**
- **Discrimination in any activities conducted in a facility built in whole or part with federal funds.**

To ensure compliance with Title VI, related statutes, and the Presidential Executive Order on Environmental Justice, Caltrans will:

- **Avoid or reduce harmful human health and environmental effects on minority and low-income populations;**
- **Ensure the full and fair participation by all communities including low-income and minority populations in the transportation decision-making process;**
- **Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.**

Additionally, any recipient, including, but not limited to, Metropolitan Planning Organizations and cities and counties, who receive federal financial aid bears a responsibility to administer its program and activities without regard to race, color, national origin, sex, age, disability, or socioeconomic status.

Benefits and Services

Caltrans' mission is to provide the people of California with a safe, efficient, and effective inter-modal transportation system. All of the work Caltrans performs is intended to assist the transportation needs of all the people of California regardless of race, color, national origin, sex, age, disability, or socioeconomic status.

Are your rights being violated?

If you believe that you have been discriminated against because of your race, color, national origin, sex, age, or disability, you may file a written complaint with the Caltrans Equal Employment Opportunity (EEO) Office. District EEO offices are located statewide. The addresses and telephone numbers are located on the back of this brochure. Title VI complaints are forwarded to Sacramento for investigation by the Caltrans Office of Business & Economic Opportunity Title VI Program.

Who bears the responsibility to Title VI?

All of Caltrans employees and its functional programs. The Caltrans Office of Business & Economic Opportunity Title VI Program provides continuous leadership, guidance, and technical assistance to ensure ongoing compliance with Title VI and the Executive Order on Environmental Justice.

¿Qué es Título VI?

Título VI es una disposición del estatuto de la Ley de Derechos Civiles de 1964.

Título VI (Sec. 601) de la Ley de Derechos Civiles de 1964 proporciona:

"Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, será excluida de la participación en, será negada los beneficios o será objeto de discriminación bajo cualquier programa o actividad que reciba ayuda financiera Federal." (42 U.S.C. Sec. 2000d)

Además, la orden ejecutiva 12898, acciones federales a la dirección de justicia ambiental en las poblaciones minoritarias y poblaciones de bajos ingresos 1994 proporciona:

"Cada Agencia Federal hará de la justicia ambiente parte de su misión identificando y abordando, según proceda, los efectos desproporcionadamente altos y adversos de la salud humana o del medio ambiente sus programas, políticas y actividades sobre poblaciones minoritarias y poblaciones de bajo ingresos."

Estatutos relacionados proporcionan protección contra la discriminación por razón de sexo, edad o discapacidad por programas que reciben asistencia financiera federal.

¿Qué significa esto?

Caltrans se esfuerza para asegurar que el acceso a y uso de todos los programas, servicios o beneficios derivados de cualquier actividad de Caltrans será administrado sin distinción de raza, color, origen nacional, sexo, edad, discapacidad o nivel socioeconómico.

Caltrans no tolerará la discriminación por un empleado de Caltrans o destinatarios de los fondos federales como ciudades, condados, contratistas, consultores, proveedores, universidades, colegios, planificación de agencias y cualquier otros destinatarios de ayuda federal fondos de carretera.

Caltrans prohíbe todas las prácticas discriminatorias, que pueden resultar en:

- **Denegación a cualquier individuo de cualquier servicio, ayuda financiera o beneficio proporcionado bajo el programa que él o ella puede tener derecho de lo contrario;**
- **Diferentes normas o los requisitos de participación;**
- **Segregación o tratamiento por separado en cualquier parte del programa;**
- **Distinciones en calidad, cantidad o forma en la que se proporciona el beneficio;**
- **La discriminación en cualquier actividad realizada en una instalación construida en su totalidad o en parte con fondos federales.**

Para garantizar el cumplimiento con el Título VI y estatutos relacionados con la orden ejecutiva presidencial sobre justicia ambiental, Caltrans será:

- **Evitar o reducir la salud humana y efectos ambientales sobre las minorías y las poblaciones de bajos ingresos;**
- **Asegurar la participación plena y justa de todas las comunidades incluyendo bajos ingresos y a las poblaciones minoritarias en el proceso de toma de decisiones de transporte;**
- **Prevenir la negación de, reducción o retraso significativo n la recepción de beneficios por minorías y las poblaciones de bajos ingresos.**

Además, cualquier destinatario, incluyendo, pero sin limitarse a, las organizaciones de planificación metropolitana y las ciudades y condados, que recibió ayuda financiera federal tiene la responsabilidad para administrar su programa y actividades sin distinción de raza, color, origen nacional, sexo, edad, discapacidad o nivel socioeconómico.

Beneficios y Servicios

Misión de Caltrans es proporcionar a la gente de California con un seguro, eficiente y sistema de transporte intermodal efectiva. Todo el trabajo que realiza Caltrans está destinado a atender las necesidades de transporte de todo el pueblo de California sin importar raza, color, origen nacional, sexo, edad, discapacidad o nivel socioeconómico.

¿Sus derechos están siendo violados?

Si usted cree que ha sido discriminado debido a su raza, color, origen nacional, sexo, edad o discapacidad, puede presentar una queja por escrito con la oficina de Caltrans Equal Employment Opportunity (EEO). Las oficinas de distrito EEO se encuentran en todo el estado. Las direcciones y números de teléfono se encuentran en la parte posterior de este folleto. Las quejas de Título VI son enviados a Sacramento para ser investigados por la oficina de Negocios y Oportunidades Economicas de Caltrans del program Título VI.

¿Quién tiene la responsabilidad a Título VI?

Todos los empleados de Caltrans y sus programas funcionales. La oficina de Negocios y Oportunidades Economicas de Caltrans del programa Título VI, proporciona liderazgo continuo, orientación y asistencia técnica para asegurar el cumplimiento continuo con el Título VI y la orden ejecutiva sobre justicia ambiental.

Ano ang Titulo VI?

Ang Titulo VI ay isang probisyon ng batas ng Karapatang Pangmamayan ng 1964.

Nakasaad sa Titulo VI (Sec. 601) ng Karapatang Pangmamayan ng 1964 na:

“Walang sinumang tao sa Estados Unidos ang maaaring hindi isali, hindi bigyan ng mga benepisyo o idiskrimina sa anumang programa o aktibidad na tumatanggap ng tulong pinansyal mula sa Pamahalaang Pederal batay sa kanyang lahi, kulay o pinagmulang bansa.” (42 U.S.C. Sec. 2000d)

Bukod pa rito, nakasaad sa Executive Order 12898, ang Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations ng 1994, na:

“Ang layunin ng bawat ahensya ng Pamahalaang Pederal ang pagkakaroon ng environmental justice (patas na pakikitungo sa mga tao) sa pamamagitan ng pagtukoy at pagtugon, kung naaangkop, sa matitindi at hindi kanais-nais na epekto ng mga programa, patakaran at aktibidad para sa mga taong nasa minoriya at mga taong may mababang sahod.”

Ang mga nauugnay na batas ay nagbibigay ng proteksyon laban sa diskriminasyon na batay sa kasarian, edad, o kapansanan sa mga programang tumatanggap ng tulong pinansyal mula sa Pamahalaang Pederal.

Ano ang ibig sabihin nito?

Ang ibig sabihin nito ay pinagsisikapan ng Caltrans na tiyaking magkakaroon ng paraan at magagamit ng sinumang tao ang lahat ng programa, serbisyo o benepisyo mula sa anumang aktibidad ng Caltrans anuman ang kanyang lahi, kulay, pinagmulang bansa, kasarian, edad, o katayuan sa lipunan.

Hindi pahihintulutan ng Caltrans ang diskriminasyon ng isang empleyado ng Caltrans o ng mga tatanggap ng mga pondo ng Pamahalaang Pederal gaya ng mga lungsod, county, kontratista, kasangguni, tagapagtustos, unibersidad, kolehiyo, ahensya sa pagpapalano at iba pang mga tatanggap ng mga pantulong na pondo ng Pamahalaang Pederal para sa mga daanan.

Ipinagbabawal ng Caltrans ang lahat ng uri ng kasanayang nagpapakita ng diskriminasyon na maaaring magresulta sa:

- **Hindi pagbibigay sa sinumang indibiduwal ng anumang ibinibigay na serbisyo, tulong pinansyal, o benepisyo sa programa kung saan siya karapat-dapat;**
 - **Magkakaibang pamantayan o kinakailangan para sa pakikilahok;**
 - **Paghihiwa-hiwalay o ibang pakikitungo sa anumang bahagi ng programa;**
 - **Mga pagkakaiba sa kalidad, dami, o paraan ng pagbibigay sa benepisyo;**
 - **Diskriminasyon sa anumang mga isinasagawang aktibidad sa pasilidad na itinayo gamit ang lahat o ang ilan sa mga pondo ng Pamahalaang Pederal.**
- Upang matiyak ang pagsunod sa Titulo VI, mga nauugnay na batas at sa Presidential Executive Order tungkol sa Environmental Justice, gagawin ng Caltrans ang sumusunod:
- **Iwasan o bawasan ang mga mapaminsalang epekto sa kalusugan ng tao at sa kalikasan sa mga taong nasa minoriya at mga taong may mababang sahod;**
 - **Tiyaking ganap at patas na makikilahok ang lahat ng komunidad, kasama ang mga taong may mababang sahod at ang mga taong nasa minoriya sa proseso ng pagpapasya sa transportasyon;**
 - **Pigilan ang pagtanggap, pagbabawas, o kapansin-pansing pagkaantala sa pagtanggap ng mga benepisyo ng mga taong nasa minoriya at ng mga taong may mababang sahod.**

Bukod pa rito, ang anumang kapisanan na tatanggap, kasama ang ngunit hindi limitado, sa mga Metropolitan Planning Organization, lungsod at county, na tumatanggap ng tulong pinansyal mula sa Pamahalaang Pederal ay may responsibilidad na ipatupad ang programa at mga aktibidad nito nang walang pagsaalang-alang sa lahi, kulay, pinagmulang bansa, kasarian, edad, kapansanan, o katayuan sa lipunan.

Mga Benepisyo at Serbisyo

Ang layunin ng Caltrans na magbigay sa mga mamamayan ng California ng isang ligtas, mahusay at epektibong inter-modal na sistema ng transportasyon. Ang lahat ng ginagawa ng Caltrans ay naglalayong makatulong sa mga pangangailangan sa transportasyon ng lahat ng mamamayan ng California, anuman ang kanilang lahi, kulay, pinagmulang bansa, kasarian, edad, kapansanan, o katayuan sa lipunan.

Nilalabag ba ang iyong mga karapatan?

Kung sa palagay mo ay nakaranas ka ng diskriminasyon dahil sa iyong lahi, kulay, pinagmulang bansa, kasarian, edad, o kapansanan, maaari kang maghain ng isang nakasulat na reklamo sa Equal Employment Opportunity (EEO) Office ng Caltrans. May mga EEO offices sa mga distrito sa buong estado. Makikita ang mga address at numero ng telepono sa likod ng polyeto na ito. Ang mga reklamo tungkol sa Titulo VI ay ipapadala sa Sacramento para masiyasat ng Caltrans Office of Business & Economic Opportunity Title VI Program.

Sino ang may responsibilidad na sumunod sa Titulo VI?

Ang lahat ng empleyado ng Caltrans at ang mga ipinatupad na programa nito. Ang Title VI Program ng Office of Business & Economic Opportunity ng Caltrans ay patuloy na namumuno, gumagabay at nagbibigay ng teknikal na tulong upang matiyak na masusunod ang Titulo VI at ang Executive Order tungkol sa Environmental Justice.