

**TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 2:00 P.M. TUESDAY, JANUARY 2, 2024
WASTEWATER TREATMENT PLANT COMMUNITY ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

This is an in-person meeting. If you cannot attend in person, register in advance for this webinar:
[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wN_JNHUYCIIRIOGZOXHLX1AAG)

- 1. Call Meeting to Order and Introductions**
- 2. Public comment period**
Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.
- 3. Minutes of October 31, 2023**
By consensus, approve minutes.
- 4. County request for planning grant match funding.**
Requested action: Recommend Del Norte Local Transportation Commission approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.
- 5. Draft 2024-25 Overall Work Program**
Consider draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.
- 6. Public Participation Plan update**
Requested action: Recommend Del Norte Local Transportation Commission approve the Public Participation Plan update.
- 7. Title 6 update**
Requested action: Recommend Del Norte Local Transportation Commission approve the Title 6 update.
- 8. Discussion items**
 - South Beach Climate Resilience Plan contracting update,
 - Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC.
- 9. Adjourn to the regularly scheduled meeting on January 30, 2024, at 2 p.m.**

Anyone requiring reasonable accommodation to participate in the meeting should contact Executive Director Tamera Leighton: Phone (707) 465-3878; email tameraleighton@DNLTC.org.

MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON OCTOBER 31, 2023

Present: Rosanna Bower, County
Andrew Leighton, City, Vice-Chair
Heidi Kunstal, County, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA
Dave Yeager, City

Absent: Rick Borges, CHP
Patricia Ulmer, Yurok Tribe

Also Present: Susan Brown, Rural Approaches
Tamera Leighton, DNLTC
Jon Olson, Public
Zach Porteous, GHD

1. CALL MEETING TO ORDER

Chair Kunstal called the meeting to order at 2:04 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF JULY 25, 2023

Proposed action: By consensus, approve minutes.

Public Comment: None

Andrew Leighton moved to approve the minutes of July 25, 2023, seconded by Joe Rye, and unanimously carried out; the Technical Advisory Committee approved the minutes of July 25, 2023.

4. GHD ADA ACCESSIBILITY PROPOSAL

Requested action: Consider and agree upon the GHD ADA Accessibility proposal or provide and agree upon changes to the proposal.

Zach Porteous, GHD Locations Intelligence Project Manager, presented a different method for the ADA project, covering a three-day driving scan to include generic surface data and draping photos over LIDAR. GHD will use the TopoDot application to extract measurements and automate data. Once the measurements are done the data will be associated with GIS features. Other deliverables would include a local version of Google Earth with click points for extraction. Jon Olson asked about software integration flexibility, would the users have to purchase additional software. Zach responded, no, the software is what GHD will be using to integrate files into their GIS system.

Rosanna Bower asked about heavy rain being an issue for the driving scan and will the scan capture everything or just Crescent City. Zach responded the project is for ADA accessibility and they can only capture what is permissible with the funding. Tamera Leighton talked about the scope of the project in the proposal which can be found in the TAC packet. Specific locations would have to be looked at more closely. Zach stated they could update to survey quality later. The three-day drive scan does consider going to Klamath and Smith River. Tamera Leighton requested a map from Zach for the TAC to review. The ADA mapping includes ADA ramps and sidewalks, not driveways. Tamera also stated this does not need to go to the Commission, the details are just being sorted through by the TAC. Rosanna Bower asked about the time frame to start the work and Zach said it depends upon the availability of the Analyst, then the project would be delivered about two months after the data has been gathered. The TAC will review the proposed map area when they receive it from GHD and provide input.
Public comment: None

5. OVERALL WORK PROGRAM AMENDMENT 1

Requested action: Recommend Del Norte Local Transportation Commission approve Resolution 2023 14 Overall Work Program Amendment 1.

Tamera Leighton directed the TAC members to page 32 of the packet which gives an overview of the proposed changes. Most of the changes are minor, however, H1 is added to meet the requirements of the Regional Transportation Plan update. It is anticipated that the Commission will complete the minimum requirements for the update and plan on a fully updated plan in 2028. F1 reduces funding to reflect system changes that were completed in 2023-24.

Public Comment: None

Rosanna Bower moved to recommend Del Norte Local Transportation Commission approve Resolution 2023 14 Overall Work Program Amendment 1, seconded by Joe Rye, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve Resolution 2023 14 Overall Work Program Amendment 1.

6. LEGAL REVIEW POLICY FOR CONTRACTING

Requested action: Recommend Del Norte Local Transportation Commission approve the legal policy for contracting.

Tamera Leighton explained this is updating the current contract language recommended by the Commission's legal team.

Public Comment: None

Rosanna Bower moved to recommend Del Norte Local Transportation Commission approve the legal policy for contracting, seconded by Andrew Leighton, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve the legal policy for contracting.

7. GREEN DOT TRANSPORTATION SOLUTIONS CONTRACT FOR THE 2024 REGIONAL TRANSPORTATION PLAN

Requested action: Recommend Del Norte Local Transportation Commission authorize the Executive Director to sign the contract after approval by the Counsel.

Tamera Leighton explained this contract is for continued work on the Regional Transportation Plan update and the contract will be reviewed by legal counsel before being presented to the Commission.

Public Comment: None

Heidi Kunstal moved to recommend Del Norte Local Transportation Commission authorize the Executive Director to sign the contract after approval by legal Counsel, seconded by David Yeager, and unanimously carried out; the Technical Advisory Committee recommended Del Norte Local Transportation Commission authorize the Executive Director to sign the contract after approval by legal Counsel.

8. DISCUSSION ITEMS

- Climate Adaptation Grant – Tamera Leighton reported the Notice to Proceed will be coming soon and a committee will be formed to move the project forward. The committee will include members from the Harbor, County, Caltrans, DNLTC, and others.
- FY 23-24 STPG Grant Program, workshops, and office hours – Suresh Ratnam reported flyers will be sent out for the 2024-25 program and workshops will be available for the Surface Transportation Grant Program. Additional information can be found in the TAC packet.
- Last Chance Grade – Tamera Leighton reported that Last Chance Grade is now open to two-way traffic, and information about alternative solutions can be found on the website.
- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC. Tamera Leighton reported funding for STAA work on US Highway 101 has been approved. Andrew Leighton reported Front Street would be open soon and the City is satisfied with the culvert installation on Washington Boulevard.

9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON NOVEMBER 28, 2023, AT 2:00 PM.

With no further business to come before the TAC, the Chair adjourned the meeting at 3:21 p.m., to the next regularly scheduled meeting on November 28, 2023, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 4 Staff Report

DATE: JANUARY 2, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: COUNTY REQUEST FOR PLANNING GRANT MATCH FUNDING

Requested action: Recommend Del Norte Local Transportation Commission approve \$20,000 of match funding in the 2024-25 Overall Work Program for the County's climate adaptation planning grant.

BACKGROUND: The County of Del Norte is applying for a Caltrans Climate Adaptation Planning grant and has requested assistance with the match funding. The request is attached.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110
Crescent City, California 95531

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

December 19, 2023

Del Norte Local Transportation Commission
900 Northcrest Drive, PMB 16
Crescent City, CA 95531

Attn: Tamera Leighton, Director

Re: Request for Grant Application Letter of Support and Match Funding

Dear Ms. Leighton:

Del Norte County is in the process of developing a grant application to apply to the Sustainable Transportation Planning Grant Program administered by Caltrans. The County is seeking funding to study and prioritize improvements to drainage infrastructure associated with the County maintained road system. Action items include field data collection of existing drainage infrastructure assets, a hydrology and hydraulics study, and development of a prioritized capital improvement plan. The effort will study existing conditions and opportunities to adapt to climate change within the planning horizon (2050 and beyond).

We would like to request the support of the Del Norte Local Transportation in the form of a letter of support. For convenience, a sample letter of support is attached. It is not necessary to use the sample letter of support but it may be utilized if desired. The content may also provide additional context as to the anticipated benefits of the project.

The grant application specifies that letters of support must be addressed as follows:

County of Del Norte
Heidi Kunstal, Director of Community Development
981 H Street, Suite 110
Crescent City, CA 95531

Additionally, the County must provide an 11.47% cash or in-kind match. The County has yet to establish a project budget. The grant program allows the project budget to range from \$150,000 to \$3 million resulting in a match of \$17,205 to \$344,100. The County is leaning towards a project with a large magnitude of effort and is willing to accept whatever match funding commitment the Del Norte Local Transportation Commission is willing to make. The County anticipates supplementing match funding commitments with in-kind match and Road Maintenance and Rehabilitation Account (a.k.a. SB1) cash match.

If you have any questions regarding this request or would like to discuss the proposed project, you may contact me, Rosanna Bower, at 707-464-7229 or rbower@co.del-norte. Thank you for assisting us in bettering our community.

Sincerely,



Rosanna Bower
Assistant County Engineer

Attachments:

- Sample Letter of Support

Item 5 Staff Report

DATE: JANUARY 2, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2024-25 OVERALL WORK PROGRAM DEVELOPMENT

PROPOSED ACTION: Consider draft Overall Work Program spreadsheets and recommend Commission direct staff to fully develop the 2024-25 Overall Work Program with the presented work elements.

BACKGROUND: The Overall Work Program represents the work and the budget for Del Norte Local Transportation Commission for a fiscal year. While the requirements are tied to Rural Planning Assistance funds, the work program is inclusive of other fund sources and represents the total work for the transportation commission. In future meetings, a fully developed draft will be presented for consideration.

The Regional Planning Handbook is posted online:

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/fy1718/Final2017RPH11.9.17.pdf

This handbook provides an introduction to the Overall Work Program:

The core regional transportation planning document is the Overall Work Program (OWP) and its core product is the Regional Transportation Plan (RTP).

The OWP and RTP are directly and inextricably interconnected. OWP activities support the RTP and development of the RTP is an OWP activity. The RTP is implemented through the Regional Transportation Improvement Program (RTIP) and the Federal Transportation Improvement Program (FTIP). Development of the RTIP and FTIP are also OWP activities.

The OWP is a California variant of what federal regulations [23 Code of Federal Regulation (CFR) 450.308] refer to as a Unified Planning Work Program (UPWP). Federal regulations do not define it, but list what it must contain, depending on the size of the MPO and various other factors. The least complex OWPs include a description of what work is to be accomplished, when, by whom, and using which specific funding.

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year. It is a statement of proposed work and estimated costs that tie specific available transportation planning funding sources to specific transportation planning activities. The OWP is essentially a grant application for CPG and RPA funds, therefore MPOs and RTPAs are only required to include activities in the OWP funded with these funds. However, many MPOs and RTPAs use the OWP as their annual business plan and budget and choose to include all of their activities and fund sources in the OWP.

Federal law uses the term Metropolitan Transportation Plan (MTP) and defines the term as the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area. California law uses the term RTP. Statutes relative to legislative intent (Gov. Code Section 65070), preparation and contents (Gov. Code Section 65080), and public hearing (Gov. Code Section 65090) effectively provide a definition.

As with most plans, the RTP has a long-term horizon (not less than 20 years within the entire life of the RTP) and identifies existing and future transportation needs in the region. Although it includes rough cost estimates for the transportation proposals and is fiscally constrained (i.e., the total anticipated cost of the

proposals is limited to the total reasonably anticipated revenues for the term of the plan), specific fund sources are usually not identified for the individual transportation proposals.

Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2024-25 Overall Work Program

Work Element	Description	Funding Sources	DNLTC	Consultant/Other
A	Long Range Planning Coordination	RPA	\$ 41,000	\$ 65,251
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$106,251		\$41,000	\$65,251
B	Overall Work Program Development	RPA	\$ 24,000	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total B	\$24,000		\$ 24,000	\$ -
C	Public Participation and Information Dissemination	RPA	\$ 35,000	\$ 18,000
		PPM	\$ 20,000	\$ -
		TDA	\$ -	\$ 12,000
		Other:	\$ -	\$ -
Total C	\$85,000		\$ 55,000	\$ 30,000
D	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ -
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$8,000		\$ 8,000	\$ -
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 33,500	\$ 106,000
		Other	\$ -	\$ -
Total E	\$139,500		\$ 33,500	\$ 106,000
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 7,000	\$ 25,000
Total F	\$32,000		\$ 7,000	\$ 25,000
G	Climate Change Adaptation Planning	RPA	\$ 0	\$ -
		PPM	\$ -	\$ -
		Match RPA	\$ 15,249	\$ -
		Other: CAP	\$ 8,410	\$ 169,797
Total G	\$193,456		\$ 23,659	\$ 169,797
H	2024 Regional Transportation Plan	RPA	\$ 3,000	\$ 28,500
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$31,500		\$ 3,000	\$ 28,500

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2024-25 Overall Work Program

Work Element	Description	RPA	TDA	STIP PPM	SAFE/Special	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 34,000.00	\$ -	\$ -	\$ -	
Product 2	2024 Economic and Demographic Profile	\$ 10,900.00	\$ -			
Product 3	Regional Mapping	\$ 61,351.00				
	Total Work Element A	\$ 106,251.00	\$ -	\$ -	\$ -	\$ 106,251.00
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 24,000.00	\$ -	\$ -	\$ -	
	Total Work Element B	\$ 24,000.00	\$ -	\$ -	\$ -	\$ 24,000.00
C	Information Dissemination					
Product 1	Commission	\$ 28,500.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 8,500.00	\$ 12,000.00	\$ 20,000.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 16,000.00		\$ -		
	Total Work Element C	\$ 53,000.00	\$ 12,000.00	\$ 20,000.00	\$ -	\$ 85,000.00
D	Regional Transportation Improvement Program (RTIP) Development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 8,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ -	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 24,000.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 112,500.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 3,000.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 139,500.00	\$ -	\$ -	\$ 139,500.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 32,000.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 32,000.00	\$ 32,000.00
G	Climate Change Adaptation Planning					

Product 1	South Beach Climate Resilience Plan	\$ 15,249.00	\$ -	\$ -	\$ 178,207.00	
	Total Work Element G	\$ 15,249.00	\$ -	\$ -	\$ 178,207.00	\$ 193,456.00

H	2024 Regional Transportation Plan					
Product 1	2024 Regional Transportation Plan	\$ 31,500.00		\$ -		
	Total Work Element H	\$ 31,500.00		\$ -		\$ 31,500.00

TOTAL LABOR AND EXPENSES		\$ 230,000.00	\$ 151,500.00	\$ 28,000.00	\$ 210,207.00	\$ 619,707.00
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Item 6 Staff Report

DATE: JANUARY 2, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PUBLIC PARTICIPATION PLAN AND POLICY UPDATE

REQUESTED ACTION: Recommend Del Norte Local Transportation Commission approve the Public Participation Plan and Policy update.

BACKGROUND: The Public Participation Plan was originally adopted in July 2013 as a requirement of MAP 21 funding, and it has been updated as needed since then. It is currently a requirement of Title IV, the Regional Transportation Plan, and other planning documents.

We're in the process of updating both Title IV and the Regional Transportation Plan.

Del Norte Local Transportation Commission Public Participation Plan

Purpose

The purpose of this Public Participation Plan (PPP) is to serve as a reference for the Del Norte Local Transportation Commission (DNLTC) and organizations under contract for involving the public in DNLTC planning efforts. In using this document as a guide, DNLTC activities may become more consistent and equitable in its outreach and engagement efforts. Developed through input gathered by policy research, stakeholder outreach, Social Services Transportation Advisory Council member comment and Technical Advisory Committee member comment, the PPP will guide public engagement to ensure that transportation planning and programming reflects public needs.

Activities Subject to Public Participation

DNLTC projects, programs, plans, and decisions will vary in scope and capabilities, warranting different levels of public involvement. However, the following typically require robust public involvement:

- Regional Transportation Plan (RTP) Update
- Transportation Improvement Programs Updates or Amendments
 - Regional Transportation Improvement Plan (RTIP)
 - State Transportation Improvement Plan (STIP)

Educating the public on how transportation decisions are made at the regional level is at the forefront as many people find the transportation planning and programming process difficult to understand.

To help the public understand these issues, DNLTC will present materials in clear, understandable, and accessible formats. We will also strive to reach a broad spectrum of the public by using diverse outreach tools and techniques that target traditionally underserved populations and specific stakeholder categories as defined in federal regulations. To assure the public that their input counts, we will review and provide appropriate follow-up responses to all public comments. Finally, this PPP will undergo regular review and evaluation to measure its continued effectiveness. DNLTC, the City of Crescent City, County of Del Norte, and local Native American Tribes generally conduct extensive public engagement throughout the transportation planning and programming process that helps form transportation planning documents. Agency planning guides the region's transportation future by defining the goals, policies, and strategies to achieve our collective transportation vision. Public input influences transportation planning and, ultimately, the investments made in the region's transportation system.

Transportation

Planning: The process of identifying transportation problems and looking for solutions to those problems.

Transportation

Programming: The commitment of transportation funds that are available over a period of several years to projects.

The scope of this PPP is limited to outlining a process of public engagement for transportation planning in general and the DNLTC or other government or agencies may provide many other public input opportunities during project implementation.

DNLTC emphasizes the fair treatment and meaningful involvement of people of all races, cultures, and income levels, including minority and low-income populations, from the early stages of transportation planning and investment decision making through construction, operation, and maintenance.

Key Partners and Entities

Transportation planning is a collaborative process; projects, programs, and plans rarely act in isolation. DNLTC partners include but are not limited to the following:

Government Partners

Tribal Governments

- Elk Valley Rancheria,
- Resighini Rancheria,
- Tolowa Dee Ni' Nation,
- Yurok Tribe

Local and Regional Government Partners

- City of Crescent City,
- County of Del Norte,
- Crescent City Police Department,
- Curry County (OR),
- Humboldt County Association of Governments (HCAOG)
- North Coast Air Quality Management District (NCUAQMD),
- Redwood Coast Transit (RCT),
- Rouge Valley Council of Governments (RVCOG)
- Siskiyou County Transportation Commission (SCTC)

State Government Partners

- CAL FIRE,
- California Air Resources Board (CARB),
- California Department of Fish and Wildlife,
- California Environmental Protection Agency (CalEPA),
- California Highway Patrol (CHP),
- California Office of Emergency Services (CalOES),
- California State Parks
- California Transportation Commission (CTC),
- Caltrans District 1,
- Governor's Office of Planning and Research (OPR),

Federal Government Partners

- Bureau of Land Management (BLM),
- Federal Highway Administration (FHWA),

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

Private Partners

There are many entities within the DNLTC region. The following is not an exhaustive list of those that are important to the planning process:

- Area 1 Agency on Aging,
- Border Coast Regional Airport Authority,
- Coalition for Responsible Transportation Priorities,
- Crescent City Harbor District,
- Del Norte Chamber of Commerce,
- Del Norte County Healthcare District,
- Del Norte Senior Center,
- Del Norte Trail Alliance,
- FIRST 5 Del Norte,
- Smith River Alliance, etc.

Underserved Groups

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

- Americans with Disabilities Act (ADA) of 1990
- Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency (LEP)
- Sec. 504 of the Rehabilitation Act of 1973
- Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375)
- The Ralph M. Brown Act (California Government Code §§54950-963)
- Title VI of the Civil Rights Act of 1964 as Amended (42 U.S.C. Section 2000d)
- U.S. DOT Order 5301.1 – Consultation and Coordination with Tribal Governments
- United States Code
 - Title 23, Section 134, Subsections I and j (23 U.S.C. § 134)
 - Title 49, Section 5303, Subsection I (49 U.S.C. § 5303)

Outreach and Engagement Priorities

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

Use Diverse Outreach Tools

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

Be Transparent

The public should be able to access transportation planning and programming documents easily, find out about public involvement opportunities, and know that their comments are acknowledged. The public told the State that they prefer web communication to all other methods. To facilitate this, DNLTC has updated its website to be more user-friendly and to be easier to update.

Simplify Educational Materials and Utilize Visualization Techniques

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

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

Evaluate and Update the Public Participation Plan on a Regular Basis

Del Norte Local Transportation Commission is committed to a continuous review of the Public Participation Plan and the public involvement process. We anticipate updating the process every three to five years or as appropriate.

The following techniques are potential outreach methods that may be used. Actual outreach methods for a particular transportation planning or programming public involvement activity will be determined based on available resources, time constraints, and applicability.

Outreach and Engagement Tools

Website: www.dnltc.org

The DNLTC's website serves as a digital way to instantly inform the public about DNLTC ongoings, including projects, programs, or plans. It is important to implement this tool equitably by providing information at an appropriate reading level, following Section 508

guidelines for all visuals, and displaying information that is easily navigated. For more information on developing a website, reference the guidelines provided in the 21st Century Integrated Digital Experience Act (IDEA).

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

- DNLTC Information
- Project Team Contact Information
- Timelines
- Meeting Information and Schedules
- Images and Graphics
- Maps (still or interactive)
- Interactive Experiences
- Documents
- Comment Forms or Surveys

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

- Be user-friendly and attractive
- Provide information on statewide, regional, and local transportation planning projects
- Offer an alternative format, for instance, a printed and mailed version of the website material
- Receive continual updating

Social Media

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

- Facebook
- Instagram
- TikTok
- LinkedIn

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

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

Survey

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

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

Public Information Materials

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

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

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

Outreach and Engagement Techniques

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

Technical Advisory Committee

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

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

Stakeholder Advisory Committee

A Stakeholder Advisory Committee (SAC) can be established with the objective of representing community leaders, residents, business owners and other individuals who might be affected by the project in some way. Meetings with an SAC should be held regularly

to build consensus on community needs and desires. An SAC provides an opportunity to fine-tune aspects of a project before being discussed with the broader public. It may be useful or necessary to meet with stakeholders individually for one-on-one interviews to elicit more in-depth reactions and suggestions. It may also be useful to invite stakeholders to larger community events to help garner support for a project.

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

Non-Traditional Events

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

- Fairs and Festivals
- Farmers Markets and Flea Markets
- Sporting Events

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

Public Meetings/ Workshops

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

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

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

Surveys

Because the State reports that the public cites surveys as their least preferred method of communication, surveys will be used on a limited basis. Email questionnaires may be used to

focus on very specific issues or as an additional means to collect comments on draft documents.

Printed Materials and other Media

While web-based communication is typically commonplace, other media still holds a valuable role in public engagement especially in rural communities. Newspaper releases, flyers, and postcards can be used to publicize the public participation website, important planning milestones, and workshops. News releases can be widely distributed through newspaper ads, public notices and radio.

Public Participation Policy

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

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

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

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

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

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

Item 7 Staff Report

DATE: JANUARY 2, 2024
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: TITLE VI UPDATE

REQUESTED ACTION: Recommend Del Norte Local Transportation Commission approve the Title 6 update.

BACKGROUND: As a recipient of Federal Transit Administration (FTA) Funds, the Del Norte Local Transportation Commission is required to comply with Title VI of the Civil Rights Act of 1964, and the implementing regulations which provide that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, activity or service that receives Federal financial assistance.

Title VI Compliance Plan

Prepared for: Del Norte Local Transportation Commission

Prepared by: Tamera Leighton, Executive Director

Adopted on January 9, 2024

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INTRODUCTION

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have a longstanding policy of actively ensuring nondiscrimination under Title VI of the 1964 Civil Rights Act in federally funded activities. In recent years, a renewed emphasis on Title VI issues and Environmental Justice (EJ) has become a more integral focus of transportation planning and programming process. A commitment to Title VI has, and continues to be, reflected in the Del Norte Local Transportation Commission's (DNLTC's) Work Program, communications, public involvement efforts, and overall operations.

DNLTC is guided by federal Title VI and EJ mandates and the Commission strives to not only meet these mandates, but to create an overall transparent, inclusive planning process. As the Regional Transportation Planning Agency (RTPA) for the Del Norte region, DNLTC is committed to making Title VI and EJ a part of our planning process and a guide for our public participation efforts. This document establishes a framework for DNLTC's efforts to ensure compliance with Title VI and related statutes regarding nondiscrimination and EJ.

Our Purpose and Responsibilities

Del Norte Local Transportation Commission (LTC) is one of 43 Regional Transportation Planning Agencies (RTPA) in California, created as a result of Section 29532 of the Government Code. The principal purpose of RTPAs in rural areas is to prepare and adopt planning and programming documents required by law, and allocate funds and administer various funding programs that involve cities, counties, and transit operators

Local Transportation Commissions (LTCs) serve rural counties and are limited to dealing only with transportation planning issues. There is some latitude on the membership for RTPAs, but they must include representation from each City and County. Del Norte Local Transportation Commission members serve one year terms by appointment. The Crescent City Council appoints three members and Del Norte County Board of Supervisors appoints three members. The Commissioners, with the addition of a representative from the California Department of Transportation, serve as the Policy Advisory Committee.

Title VI Policy

Del Norte Local Transportation Commission assures that no person shall on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity.

Del Norte Local Transportation Commission further assures that every effort will be made to ensure nondiscrimination in its programs and activities, whether those programs and activities are federally funded or not.

In the event that DNLTC distributes federal funds to another entity, DNLTC will include Title VI language in all written agreements. Title VI compliance is a condition of the receipt of federal funds. DNLTC Executive Director is the Title VI compliance Manager and is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.

Del Norte Local Transportation Commission acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 20 Code of Federal Regulations 200 and by Title 49 CFR Part 21.

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

ORGANIZATION

DNLTC's Executive Director is authorized to ensure compliance with provisions of DNLTC's policy of nondiscrimination and with the law and additionally serves as the Title VI Compliance Manager. In support of this, the Executive Director will:

- ▶ Monitor and discuss progress, implementation, and compliance issues;
- ▶ Periodically review the Commission's Title VI program to assess if administrative procedures are effective and adequate resources are available to ensure compliance;
- ▶ Develop and submit the Title VI Report when required and Update to the California Department of Transportation and prepare for any Title VI Audits;
- ▶ Forward all Title VI Complaints received by DNLTC to the appropriate state and/or federal agency; and
- ▶ Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as necessary.

Title VI Program Areas

While all of DNLTC's work is informed by nondiscrimination directives, for the purpose of this report four Program Areas have been identified to which Title VI is especially applicable. Within these Program Areas, the Commission's Title VI-related responsibilities fall into two main categories: "General Responsibilities," applicable to all Title VI Program Areas; and "Program Area Responsibilities" that are specific to each Title VI Program Area. The three Program Areas are:

- ▶ Communications and Public Involvement
- ▶ Planning and Programming
- ▶ Consultant Contracts

Note: DNLTC does not have any employees.

General Responsibilities

The following is a list of general Title VI Commission responsibilities that are applicable to all four Title VI Program Areas. The Title VI Compliance Manager (Executive Director) is responsible for ensuring that these elements of the plan are appropriately implemented and maintained.

- ▶ Data Collection: Statistical data on race, ethnicity, Limited English Proficiency (LEP), and other population groups will be collected on a regular basis. The process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program, conducting EJ analyses, and guiding public participation efforts.

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- ▶ Report and Update to Caltrans and Planning Partners upon request: A Report and Update is to be submitted upon request to Caltrans' Title VI coordinators and to DNLTC's other federal planning partners. The Title VI Compliance Manager is responsible for preparing the document. The document is to include a report on the Title VI, EJ, and public participation activities and efforts, including accomplishments and program changes, and an update on Title VI-related goals and objectives.
 - ▶ Dissemination of Information Related to the Title VI Program Information on the Commission's Title VI program is to be disseminated to sub recipients and beneficiaries, as well as to the public.
 - ▶ Procedures Manual: A procedures manual, or Planning Methodology, for the Commission's Title VI, EJ, and public participation programming, will be maintained and updated as needed. The manual incorporates the procedures necessary to inform DNLTC's Title VI compliance, EJ, and public outreach standards.
 - ▶ Audit by Caltrans' and/or Federal Partners on Title VI Compliance: As required, DNLTC will participate in Title VI and EJ audits conducted by Caltrans and/or federal planning partners.

TITLE VI STATEMENT

This text will remain permanently at the public area of the Commission office and on the Commission's website, www.DNLTC.org, as well as in DNLTC publications and other public documents:

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC's website, www.DNLTC.org, may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC's Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC's Title VI program, or to obtain a Title VI Complaint Form, please see call (707) 465-3878 or email TameraLeighton@DNLTC.org.

Complaints

Any individual may exercise his or her right to file a complaint, or have a legal representative file a claim on his/her behalf, if that person believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination on the grounds of race, color, or national origin in any program administered by DNLTC and/or its sub-recipients, consultants, or contractors. Please see DNLTC's Title VI Complaint Procedure and Form, included in this document.

PROGRAM AREA RESPONSIBILITIES

Communications and Public Involvement

The goal of DNLTC's Communications and Public Involvement Program is to ensure early and continuous public notification about, and participation in, major actions and decisions by the Commission. In seeking public comment and review, DNLTC makes a concerted effort to reach all segments of the population, including minority and low-income communities, and organizations representing these and other traditionally underserved groups. DNLTC uses a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, a process for submitting comments, public meetings, settings for open discussion, communication programs, information services, and consideration of and response to public comments. DNLTC actively solicits full membership participation on the Social Services Transportation Advisory Council from people living in and representing underserved communities; and we actively seek and achieve partnership and participation with Tribal governments.

Operational Guidelines

DNLTC's policy for public involvement are comprehensive and include:

Public Participation Policy

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

Policy 2: DNLTC will keep the public informed of on-going transportation related activities.

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

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

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

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

DNLTC's Transportation Planning Methodology

The Planning Methodology is provided as a means of directing staff and consultants who are assisting staff in meeting Title VI and EJ mandates at the project or study level, as defined by the DNLTC Overall Work Program. The Planner's Methodology offers background on Title VI and EJ, and provides a protocol for DNLTC staff to meet standards set by these federal mandates. Information on DNLTC's Indicators of Potential Disadvantage (IPD)

method is also included. In addition, the document offers suggestions for meeting the Commission's goals and objectives for public participation, as set forth in DNLTC's Public Participation Plan. The Planning Methodology establishes a framework for developing individualized public participation plans for Overall Work Program projects and offers a variety of public participation strategies. DNLTC's Policy for Engaging Individuals with Limited English Proficiency (LEP) Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964. Language barriers may prohibit people who are LEP from obtaining services or information relating to various services and programs, and may limit individuals' participation in public planning processes. Federal guidelines require that recipients of federal financial assistance take reasonable steps to ensure meaningful access to federally funded programs, activities, and publications for LEP individuals. The "reasonable" standard is based on the following four guidelines, as set forth by the federal government:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of Del Norte Local Transportation Commission;
2. The frequency with which LEP individuals come in contact with the program;
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives;
4. The resources available to the recipient and costs.

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

The US Census Bureau's, 2021 American Community Survey's data shows that among the area's adult population, 87.7 percent speak only English; 97.3 percent of Del Norte County residents speak English "very well", and 2.7 percent speak English "less than very well". In Curry County, Oregon, for which we share a boarder and some infrastructure, an "N" is recorded (An N entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.)

The frequency with which LEP individuals come in contact with the program.

The Del Norte Local Transportation Commission staff reviewed the frequency with which the commission and staff have, or could have, contact with LEP persons. This includes documenting phone inquires, office visits, and holding public meeting. Since 2006, DNLTC has had no requests for interpreters and no requests for translated program documents. With only 2.7 percent of the population speaking English less than very well, DNLTC has had very little contact with LEP persons. there are no LEP language groups that exceed the Safe Harbor threshold of five percent (5%) of the population, or 1,000 persons, whichever is less.

Spanish speakers are the group with the greatest number of LEP individuals with an estimated

814 persons who speak English less than very well. These 814 individuals comprise only 2.7% of the Del Norte County population. California Department of Finance estimates of population growth by race and ethnicity suggest that the number and percentage of Spanish speaking LEP individuals will not exceed the threshold levels until after 2030. All other LEP language groups have under or only slightly above 100 individuals and less than one percent of the service area population.

The nature and importance of the program, activity, or service provided by the recipient to people's lives.

Del Norte Local Transportation Commission is a Regional Transportation Planning Agency (RTPA) and does not provide transit services. The RTPA is essential to regional transportation at a planning and policy level. The overwhelming majority of the population, 87.3 percent, speak only English and 96.2 percent speak English very well. As a result, there are few social, service, professional and leadership organizations within the DNLTC region that focus on outreach to LEP individuals. The Commission members and staff are most likely to encounter LEP individuals through public outreach efforts.

The resources available to Del Norte Local Transportation Commission and overall costs to provide LEP assistance.

The DNLTC reviewed its available resources that could be used for providing LEP assistance. If the need should arise, the DNLTC would contact the Del Norte County Department of Health and Human Services department for assistance in locating a translator. DNLTC is prepared to provide a reasonable degree of services for limited English speaking people.

After analyzing the four factors outlined in U. S. DOT policy guidance, DNLTC has determined that the agency already employs measures to ensure that limited-English proficient individuals have meaningful input and access to transportation planning and programming information. When DNLTC staff makes community presentations to groups whom they know in advance are limited-English speakers, DNLTC staff will hire an interpreter to translate information from the presentation to meeting attendees. If community members communicate with DNLTC and state a language preference, requested materials will be provided in the requested language to a reasonable degree.

Meaningful Access and “Safe Harbor” Provision

The Department of Transportation has adopted Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. Del Norte Local Transportation Commission region does not reach this threshold for any language group. Safe Harbor does not affect the requirement to provide meaningful

access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

The intent is to find a balance that ensures meaningful access by LEP individuals to critical services and programs while not imposing undue burdens to recipients or sub recipients. The DNLTC website, where most documents are posted, is also accessible to non-English speaking visitors who may translate www.DNLTC.org to 17 languages via GoogleTranslate. Information regarding planning and transportation issues in the region, public involvement and outreach, and access to reports and studies are available in translation via the website. Documents may be translated into any language or format by request.

DNLTC Policy for Meeting Americans with Disabilities Act (ADA) Requirements Title II of the ADA of 1990, P.L. 101-336, provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.” All of DNLTC’s public meetings are held in ADA-accessible facilities. Sign-language interpreters or other auxiliary aid requests can be accommodated if requested in advance. Upon request, planning materials can be provided in alternative formats.

COMMUNICATIONS AND PUBLIC INVOLVEMENT PROGRAM

Website

DNLTC maintains a website, www.DNLTC.org, which is updated almost several times monthly. The site includes information on the Commission’s responsibilities, programs, and publications; media releases; staff contact information; a calendar of events and meetings; and, all materials related to EJ and Title VI.

Publications

Each year, DNLTC issues a multitude of publications, reports, and maps as part of the Commission’s Overall Work Program, and processes a large number of data requests. The information is used by planning departments and public agencies throughout the region, and can be accessed by the public through DNLTC’s website and directly from DNLTC executive director.

Meetings and Events Open to the Public

All DNLTC meetings are open to the public to attend.

Staff

Staff is accessible in person or by phone, U.S. mail, and email. Contact information for staff is provided on the agency’s website and in its publications.

Communicating with the Public

DNLTC maintains a comprehensive emailing list to keep the public informed about the Commission and its ongoing activities. DNLTC is continually adding to and updating the mailing list and makes a concerted effort to include groups representing Title VI-relevant populations. Anyone can request to be added to the mailing list to receive emails. DNLTC continues to develop its Facebook page and Twitter information.

Opportunities for Public Comment

DNLTC routinely offers several different ways for people to comment on activities, programs, and decisions made by the Commission. Comments are accepted at any time via phone, email, U.S. mail, via www.DNLTC.org, and in person at any Board or committee meeting. All DNLTC Board and committee meetings are open to the public to attend. DNLTC also maintains a “Send Us Your Comments” link at www.DNLTC.org.

Formal public comment and review periods are used to solicit comments on major planning and programming such as updates to the Transportation Improvement Program (TIP) and the Regional Transportation Plan (RTP), and changes to important DNLTC policies. The comment period is highlighted on the homepage of the website. In addition, when legal notices are warranted, they announce comment periods. Efforts may be made to have these documents translated into other languages, and the traditionally underserved are identified, as much as possible, and included in notification. Comments can be made in person at the corresponding DNLTC meeting, by email, by U.S. mail, via www.DNLTC.org, or by telephone. DNLTC responds to all comments received and forwards comments to other agencies for a response when appropriate.

Communications and Public Involvement Title VI Responsibilities

The Executive Director is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's public involvement process:

- ▶ Ensure that all communications and public involvement efforts comply with Title VI;
- ▶ Develop and distribute information on Title VI and agency programs to the general public;
- ▶ Provide information in languages other than English, as needed;
- ▶ Include the Title VI Notice to the Public in all media releases, public meeting notices, and on the agency website;
- ▶ Notify affected, protected groups of public meetings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified;
- ▶ Collect statistical information on attendees of public meetings, in order to track how well different segments of the population are represented; and
- ▶ Encourage that any DNLTC-created public advisory committee has representation from Title VI-relevant populations.

Planning and Programming

DNLTC is responsible for developing long- and short-range plans to provide efficient transportation services, smart growth practices, and sustainable environmental practices to the Del Norte region. A comprehensive planning process is used that entails the monitoring and collection of varied data pertaining to transportation. DNLTC coordinates with the appropriate federal agencies, the State of California, County of Del Norte and City of Crescent City, and seeks citizen input through public participation.

Operational Guidelines

Primary guidance is provided by:

- ▶ Regional Transportation Planning Agency Regulations
- ▶ The Americans With Disabilities Act (ADA)
- ▶ DNLTC Overall Work Program.

MAJOR PROGRAMS

Federal laws and regulations require the formation of an Regional Transportation Planning Agency for the Del Norte region to facilitate a comprehensive, coordinated, and continuing transportation planning program. Listed below are some of the major areas that reflect Title VI and EJ issues most clearly.

Overall Work Program

A complete listing of all DNLTC projects and programs can be found in the Commission's Overall Work Program, which incorporates the planning programs and support activities of DNLTC. The Work Program is developed annually by the DNLTC Technical Advisory Committee and Del Norte Local Transportation Commission to reflect the region's transportation planning needs.

Transportation Improvement Program (TIP)

The TIP, the agreed-upon list of priority projects for the region, manages funding for the reconstruction, improvement, and expansion of the region's transportation system. The TIP lists all capital projects that are federally and state funded. It includes traditional highway and public transit projects, as well as bicycle-, pedestrian-, and freight-related projects. Required by federal law, the TIP is the culmination of a transportation planning process that represents a consensus among state and regional officials as to what improvements to pursue. The TIP shows estimated costs and schedule by project phase, including preliminary engineering, final design, right-of-way acquisition, and construction, and may be changed monthly after it is adopted. In California, the TIP covers a four-year period and is updated every other year. The TIP also covers four years for the California portion of the region and is updated every other year.

Regional Transportation Planning

One of the most important documents prepared by DNLTC is the Regional Transportation Plan for the region. The RTP provides a vision of the region's future growth and development; determines regional plan consistency in order to locate and implement future transportation facilities and services; provides guidance and direction for city, county, and state agencies to make infrastructure investments; serves as the foundation for developing the region's Transportation Improvement Program. The RTP is updated every four years must maintain at least a 20-year planning horizon. The RTP sets the framework and priorities for distribution of federal funds and ensures that recommended projects are consistent with defined long-term goals for the transportation system. The plan addresses land use, environmental, economic, and transportation policies, and includes a set of fiscally constrained transportation projects. The RTP is developed through a public outreach effort and coordination among other agencies.

Coordinated Human Services Transportation Planning (Coordinated Plan)

The Coordinated Plan seeks to organize and prioritize goals and strategies for community and nontraditional transportation services throughout the region, including efforts to better serve residents who are low-income, elderly, and disabled. DNLTC helps coordinate the Coordinated Plan for the region and maintains a regional plan to prioritize needs and help our planning partners better coordinate investments.

Planning and Programming Title VI Responsibilities

DNLTC Executive Director will work to evaluate and monitor compliance with Title VI requirements in all aspects of the agency's planning and programming activities:

- ▶ Ensure all aspects of the planning and programming process operation comply with Title VI requirements;
- ▶ Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data, and make the data available to the public and member agencies on DNLTC's website;
- ▶ Continue to ensure that staff works to help guarantee that all residents in the region are represented in the planning process.

Consultant Contracts

DNLTC is responsible for selection, negotiation, and administration of its consultant contracts. The Commission operates under its internal contract procedures and all relevant federal and state laws.

Operational Guidelines

Primary guidance is provided by:

- ▶ Civil Rights Requirements
- ▶ Nondiscrimination in Federal Public Transportation Programs

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- ▶ Nondiscrimination—Title VI of the Civil Rights Act
 - ▶ Equal Employment Opportunity
 - ▶ Equal Employment Opportunity Requirements for Construction Activities
 - ▶ Disadvantaged Business Enterprise (DBE)
 - ▶ Nondiscrimination on the Basis of Sex
 - ▶ Nondiscrimination on the Basis of Age
 - ▶ Access for Individuals with Disabilities
 - ▶ Access to Services for Persons with Limited English Proficiency
 - ▶ Environmental Justice.

Contract Procedures

DNLTC's contract procedures comply with all state and federal laws.

Contracts: Title VI Responsibilities

The Executive Director is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process. Contracts staff will:

- ▶ Include Title VI language in contracts and Requests for Proposals (RFP) as described below:
- ▶ Ensure inclusion of Title VI language in contracts and RFPs; and
- ▶ Review recipients for Title VI compliance as described below:
- ▶ Ensure that all recipients and sub-recipients verify their compliance with Title VI procedures and requirements; and
- ▶ If a recipient or sub-recipient is found to be not in compliance with Title VI, the Executive Director will work with them to resolve the deficiency status and will write a remedial action if necessary.

Remedial Action Related to Consultant Reviews

DNLTC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within DNLTC and with DNLTC's contractors. In conducting reviews of sub-recipients, if a sub-recipient is found to not be in compliance with Title VI, the Executive Director will work with the sub-recipient to resolve the identified issues. The Commission will develop a remedial action plan that outlines steps to be taken for Title VI compliance, in cooperation with the state DOTs.

Human Resources, Education, and Training

Del Norte Local Transportation Commission does not have employees. The Executive Director is an independent contractor and Title VI provisions are in this contract.

Additional Information

For questions and information on DNLTC's Title VI Plan or procedures, the Overall Work Program, the Regional Transportation Plan, other planning documents, current public comment periods and meetings open to the public, please contact Tamera Leighton at (707) 465-3878 or TameraLeighton@DNLTC.org.

COMPLAINT PROCEDURE AND COMPLAINT FORM

Purpose

The DNLTC Title VI Complaint Procedure is written to specify the process employed by DNLTC to investigate complaints, while ensuring due process for complainants and respondents. The process does not preclude DNLTC from attempting to informally resolve complaints. This procedure applies to all external complaints relating to any program or activity administered by DNLTC and/or its sub-recipients, consultants, and contractors, filed under Title VI of the Civil Rights Act of 1964, as well as other related laws that prohibit discrimination on the basis of race, color, disability, sex, age, or national origin. Additional statutes include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the ADA of 1990. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Intimidation or retaliation of any kind is prohibited by law.

Process

An individual, or his or her representative, who believes that he or she has been subject to discrimination or retaliation prohibited by Title VI and other nondiscrimination provisions, has a right to file a complaint. Complaints need to be filed within 180 calendar days of the alleged occurrence, when the alleged discrimination became known to the complainant, or when there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct. Complaints shall be in writing and signed by the complainant or the complainant's representative. If complaints are received by telephone or in person, the DNLTC Title VI Compliance Manager (Executive Director) or other authorized representative shall formally interview the person to provide the basis for the written complaint. If necessary, an authorized person will assist the complainant in writing the complaint. The complaint form can be made available in alternative languages or formats, if requested. Please call (707) 465-3878 for more information.

Generally, the written complaint includes the following information:

- ▶ Name, address, telephone number, and e-mail of the complainant;
- ▶ Basis of the complaint, (e.g. race, color, national origin, sex, age, disability, retaliation);
- ▶ A detailed description of the circumstances of the incident that led the complainant to believe discrimination occurred;
- ▶ Name(s), title(s), and address(es) of the person(s) who discriminated against the complainant;
- ▶ Names, addresses, and phone numbers of people who may have knowledge of the alleged incident or are perceived as parties in the complained-of incident; and
- ▶ Date or dates on which the alleged discrimination occurred.

As an investigation moves forward, additional information may be required. Although this process does not preclude DNLTC from attempting to informally resolve complaints, the decision to resolve informally always rests with the complainant, who may withdraw from the informal process at any time. If a complaint is filed against DNLTC, the Commission will acknowledge receipt of the complaint by notifying the complainant and immediately transmitting the complaint to the proper state and federal agency (e.g. Federal Highway Administration, Federal Transit Administration, California Department of Transportation, for investigation and disposition pursuant to that agency's Title VI complaint procedure). Complaints against DNLTC may also be sent directly to a federal agency. If a complaint is filed with an agency that does not have jurisdiction over the particular reason for discrimination, the complaint will be forwarded to an agency that does.

Complaints against DNLTC sub-recipients, consultants, and contractors will be investigated directly by the Commission as follows:

- ▶ Within 10 days, the DNLTC Executive Director will acknowledge receipt of the complaint to the complainant, and notify the appropriate state and/or federal agency that a Title VI complaint has been received by the Commission;
- ▶ Within 60 days, the DNLTC Executive Director will conduct and complete an investigation and, based on the information obtained, will render a recommendation for action in a report of findings to the Commission. This report will include the nature of the complaint, remedy sought, and a summary of the investigative findings and activities. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report findings;
- ▶ Within 90 days of receipt of the complaint, the DNLTC Executive Director will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with state and federal agencies, if they are dissatisfied with the final decision rendered by DNLTC.

The DNLTC Executive Director will maintain a log of all complaints received by Del Norte Local Transportation Commission.

Appendix A: Resolution

RESOLUTION NO. 2014 7

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING THE TITLE VI PLAN FOR THE REGION.

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

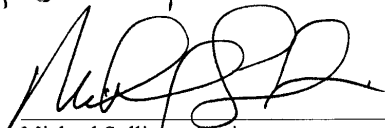
WHEREAS, the Del Norte Local Transportation Commission wishes to authorize approval of the Compliance Plan developed by the executive director to comply with the necessary provisions of the Civil Rights Act.

NOW, THEREFORE, BE IT RESOLVED by the Del Norte Local Transportation Commission as follows:

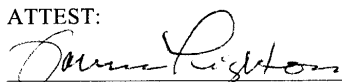
1. The DNLTC approves the plan titled "Del Norte Local Transportation Commission Title VI Compliance Plan".
2. The executive director is authorized to implement components of the plan in order to meet federal requirements.
3. The executive director is authorized to implement the policies that may be necessary to comply with subsequent revisions for interpretations to the Civil Rights Act.

PASSED AND ADOPTED by Del Norte Local Transportation Commission on this twelfth day of June 2014, by the following polled vote:

AYES: *Enen, Holley, Murray, Sullivan, Wakefield*
NOES: —
ABSTAIN: —
ABSENT: *Hemmingsen*



Michael Sullivan, Chair
Del Norte Local Transportation Commission

ATTEST:


Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Appendix B: Complaint Form

TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground 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.” If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

Del Norte Local Transportation Commission
ATTN: Executive Director
800 Northcrest Drive #16
Crescent City, CA 95531

Phone: (707) 465-3878
Email: TameraLeighton@DNLTC.org

Please print clearly:
Name:

Address:

City, State, Zip Code:

Telephone Number: _____ (home) _____ (cell)

Person discriminated against:

Address of person discriminated against:

City, State, Zip Code:

Please check off why you believe the discrimination occurred:

- race or color
 - national origin
 - income
 - other
-

Title VI Complaint Form - Page 2

What was the date of the alleged discrimination?

Where did the alleged discrimination take place?

Please describe the circumstances as you saw it:

Please list any and all witnesses' names and phone number:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation.

Then date and sign this form and send to the Del Norte Local Transportation Commission (address is listed on page 1).

Your Signature

Print your name

Date

Appendix C: Minority Representation

This is a required table depicting racial breakdown of transit-related, non-elected planning boards, advisory councils or committees. Also a description of efforts made to encourage minority participation.

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

SSTAC	African American	Asian American	Caucasion	Latino	Native American	Decline to State
Population	3.5	3.4	73.7	17.8	7.8	
SSTAC			12.5			87.5

(Chart updated January 2, 2024.)

Del Norte Local Transportation Commission has welcomed all who are interested in serving on the Social Services Transportation Advisory Council (SSTAC) who meet the mandates of the Transportation Development Act (TDA). DNLTC has appoints all members seeking to participate and will continue to do so. If a time comes when the size of the council becomes ineffective, Title VI policies will be honored. Outreach efforts are focused on the primary intent of the SSTAC, which is to meet the mandates of the TDA.

Per section 99238 of the Transportation Development Act, each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

Subdivision A: The social services transportation advisory council shall consist of the following members:

- ▶ One representative of potential transit users who is 60 years of age or older.
 - ▶ One representative of potential transit users who is handicapped.
 - ▶ Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - ▶ Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
 - ▶ One representative of a local social service provider for persons of limited means.
-

-
- ▶ Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
 - ▶ The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

Subdivision B: Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation-planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.
