CALAVERAS COUNCIL OF GOVERNMENTS
TITLE VI PROGRAM

Title VI Policies & Procedures
Public Participation Plan
Limited English Proficiency Plan

Final - June 2024

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Title VI Program Overview

Plan Purpose:

The following program was developed to guide the Calaveras Council of Governments (CCOG) in its administration and management of Title VI-related activities, and details how CCOG meets the requirements as set forth in FTA Circular 4702.1B.

Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

"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."

Policy Statement:

The Calaveras Council of Governments 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, age, gender, or disability, pursuant to Title VI of the Civil Rights Act of 1964, as amended.

Toward this end, it is CCOG's objective to:

Ensure that the level and quality of transportation service is provided without regard to race, color, national origin, age, gender, or disability;

- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The Executive Director, management, and all employees share the responsibility for carrying out CCOG's commitment to Title VI compliance. The Title VI staff is responsible for the day-to-day operation of the program and receives and investigates Title VI complaints that come through the complaint procedures process.

General Reporting Requirements:

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and subrecipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with

DOT Title VI regulations. Below are summaries of each requirement and how CCOG's Title VI Program fulfills that requirement.

1. REQUIREMENT TO PROVIDE TITLE VI ASSURANCES

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

Calaveras COG submits its Certifications and Assurances to Caltrans when they receive a grant.

2. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

Calaveras COG is a subrecipient of FTA funds; while the California Department of Transportation (Caltrans) is the primary recipient. Therefore, Caltrans develops policies for the submittal of Title VI Programs. Calaveras COG Board of Directors will approve this Title VI Program by resolution. The effective date will be the date of the resolution. The Title VI Program should include the following elements.

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The Title VI Program shall include recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted.

Included in Appendix A. Calaveras COG has developed a Title VI Public Notice following the guidelines of Circular FTA C 4702.1B, Appendix B. The notice is displayed in CCOG's office and on the CCOG's website at http://www.calacog.org/.

4. REQUIREMENT TO HAVE TITLE VI COMPLAINT PROCEDURES AND A COMPLAINT FORM

All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

Included in Appendix A. Calaveras COG has developed a Title VI complaint procedure and form. The complaint procedure and form are available at the CCOG office and on our website, http://www.calacog.org/.

5. REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

Included in Appendix A. Calaveras COG will maintain a list of all investigations, lawsuits and complaints naming CCOG according to the guidelines of Circular FTA C 4702.1B, Appendix E. In addition, CCOG will maintain permanent records of all related documents. Calaveras COG has not received any Title VI complaints of discrimination and therefore does not have any investigations or lawsuits to report, however the processes are in place in the instance that complaints are made.

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities).

Included as Appendix B. Calaveras COG has developed a Public Participation Plan, which is included as Appendix B of this Title VI Program. Calaveras COG ensures that minority and LEP populations, as with all members of society, will be empowered to participate in CCOG sponsored activities.

7. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP).

Included as Appendix C. Calaveras COG has developed a Limited English Proficiency Plan, attached to this Title VI Program as Appendix C. Calaveras COG's Four Factor Analysis and action plan are contained therein.

8. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES.

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." Recipients that have transit related non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Included as Appendix D. A table depicting the racial breakdown of the membership of the Social Services Transportation Advisory Council (SSTAC) is included as Appendix D. The CCOG distributes a voluntary survey to its members of the SSTAC collecting such information as race.

9. REQUIREMENT TO PROVIDE ASSISTANCE TO SUBRECIPIENTS

Title 49 CFR Section 21.9(b) states that if "a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part." Primary recipients should assist their subrecipients in complying with DOT's Title VI regulations, including the general reporting requirements. Assistance shall be provided to the subrecipient as necessary and appropriate by the primary recipient.

Caltrans only.

10. REQUIREMENT TO MONITOR SUBRECIPIENTS

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance.

Caltrans only.

11. DETERMINATION OF SITE OR LOCATION OF FACILITIES.

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For the purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc. as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

Caltrans only.

12. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST.

FTA may request, at its discretion, information other than that required by this Circular from a recipient in order for FTA to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT's Title VI regulations.

The CCOG will fully cooperate with any FTA investigation of discrimination complaints to the extent required by Title VI regulations.

Appendix A - Title VI Policies & Procedures

Attachments

A.1 Title VI Nondiscrimination Policy
A.2 Title VI Notice to the Public
A.3 Title VI Complaint Form
A.4 Title VI Complaint Procedures
A.5 Title VI List of Title VI Investigations, Complaints, and Lawsuits

ATTACHMENT A.1
TITLE VI NONDISCRIMINATION POLICY

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments
Title VI Nondiscrimination Policy

The Calaveras Council of Governments (CCOG) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services or programs on the basis of race, color or national origin as afforded under Title VI of the Civil Rights Act of 1964.

Statement of Policy:

CCOG, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

The CCOG is committed to enforcing the provisions of Title VI and protecting the rights and opportunities of all persons associated with, or affected by, their programs. The CCOG's commitment includes vigorously enforcing all applicable laws and regulations that affect the CCOG and those organizations, both public and private, which participate and benefit through our programs.

The CCOG will take positive and realistic affirmative steps to ensure that all persons and/or firms wishing to participate in its programs are given an equal and equitable chance to participate. In addition, the CCOG will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

CCOG's contractors and subcontractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities and services.

The CCOG is responsible for providing leadership, direction and policy to ensure compliance with Title VI of the 1964 Civil Rights Act in respect to its services or programs. Any person(s) who feels that they have been discriminated against is encouraged to report such violations in writing to: Calaveras Council of Governments, 444 E. Saint Charles Street, Suite A, P. O. Box 280, San Andreas, CA 95249.

ATTACHMENT A.2
TITLE VI NOTICE TO PUBLIC

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments
Title VI Public Notice

Title VI of the Civil Rights Act of 1964 states:

"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)

The Calaveras Council of Governments (CCOG) operates its programs and services without regard to race, color or national origin. The CCOG is committed to complying with Title VI requirements in all programs and services. For more information on CCOG Title VI obligations, please contact:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Making a Title VI Complaint

Any person who believes he/she has been subjected to discrimination in the delivery of or access to transportation planning services or projects on the basis of race, color, or national origin, may file a complaint with the Calaveras Council of Governments. For information on how to file a complaint, contact the CCOG as listed below:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249
(209) 754-2094
mraggio@calacog.org

In addition to the complaint process described above, a complainant may file a Title VI complaint with the offices listed below:

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 639-6392

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

To obtain services or copies in an alternate format or language, please contact Dari Wilbur at (209) 754-2094, or visit the website **http://www.calacog.org/**.

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments

Title VI Public Notice

Title VI of the Civil Rights Act of 1964 states:

"Ninguna persona en los Estados Unidos será , por motivos de raza, color u origen nacional , ser excluida de participar en, ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal . "

(42 U.S.C Sec 2000d)

El Consejo de Calaveras Council of Governments (CCOG) opera sus programas y servicios, sin distinción de raza, color u origen nacional . El CCOG se compromete a cumplir con los requisitos del Título VI en todos los programas y servicios. Para obtener más información sobre las obligaciones CCOG Título VI , por favor póngase en contacto con :

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Haciendo un título VI Queja

Cualquier persona que cree que él / ella ha sido objeto de discriminación en la entrega de una o discriminación en la prestación o el acceso a servicios de planificación transportion o proyectos sobre la base de raza, color u origen nacional , puede presentar una queja ante la Calaveras Council of Government . Para obtener más información sobre cómo presentar una queja , comuníquese con el CCOG que se enumeran a continuación:

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249
(209) 754-2094
mraggio@calacog.org

Además del proceso de quejas se ha descrito anteriormente , el demandante puede presentar una queja del Título VI con las siguientes oficinas :

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 639-6392

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Para recibir servicios o copias en otro formato o idioma, contacte a Dari Wilbur al (209) 754-2094 o visite el sitio web **http://www.calacog.org/**.

ATTACHMENT A.3
TITLE VI COMPLAINT FORM

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments
Title VI Complaint Form

The Calaveras Council of Governments (CCOG) 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 or national origin, as provided by Title VI of the Civil rights Act of 1964, as amended. **Title VI complaints must be filed within 180 days from the date of the alleged discrimination.**

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact (209) 754-2094. The completed form must be returned to Calaveras Council of Governments at: 444 E. Saint Charles Street, Suite A, P. O. Box 280, San Andreas, CA 95249.

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

Which of the following best describes the reason for the alleged discrimination that took place? (Circle one) Date of incident: _____

- Race
- Color
- National Origin

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional page(s), if necessary).

_____

_____

_____

_____

Names of individuals (witnesses or others) whom we may contact for additional information to support or clarify your complaint:

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____

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

Yes / 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: _____

If you have an attorney representing you, please provide the following information:

Name:_____Firm Name: _____
Address:_____Telephone Number: _____
_____

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 Date

_____
Print or Type Name

Date Received: _____

Received By: _____

ATTACHMENT A.4
TITLE VI COMPLAINT PROCEDURES

Calaveras Council of Governments
444 E. Saint Charles Street, Suite A
P.O. Box 280
San Andreas, CA 95249

Calaveras Council of Governments
Title VI Complaint Procedures

This document outlines the Title VI complaint procedures related to providing programs, services, and benefits. It does not, however, deny the complainant the right to file formal complaints with the California Department of Transportation, the Secretary of the US Department of Transportation, Equal Employment Opportunity Commission (EEOC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), or to seek private counsel for complaints alleging discrimination, intimidation or retaliation of any kind that is prohibited by law.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of **race, color or national origin** be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Two Executive Orders extend Title VI protections to Environmental Justice, which also protects persons of low income, and Limited English Proficiency (LEP).

Title VI Complaint Procedure:

1. Any person who believes that they have been subjected to discrimination under Title VI may file a written complaint with the Calaveras Council of Governments (CCOG). Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident. The complaint procedure may be obtained from the CCOG website at http://www.calacog.org, or may be requested by telephone at (209) 754-2094. The complaint procedure can also be obtained by writing to Calaveras Council of Governments, P.O. Box 280, San Andreas, CA 95249.

2. The complaint must be a written statement that contains all of the information identified below in sections (a) through (g).

   a. Name, address, and telephone number of the complainant.
   b. The basis of the complaint (race, color, national origin).
   c. The date or dates on which the alleged discriminatory event or events occurred.
   d. The nature of the incident that led the complainant to feel discrimination was a factor.

e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
f. Other agencies or courts where complaint has been and will be filed and a contact name.
g. Complainant's signature and date.

A complaint form is available in hard copy at the Calaveras Council of Governments office or may be downloaded online at http://www.calacog.org. If the complainant is unable to write a complaint, Calaveras Council of Governments staff will assist the complainant in doing so.

The complaint may be sent to the following address:

Calaveras Council of Governments
P.O. Box 280
San Andreas, CA 95249

In addition to the complaint process described above, a complainant may file a Title VI complaint with the offices listed below:

California Department of Transportation
Attention: Title VI Coordinator
1823 14th Street, MS 79
Sacramento, CA 95811
(916) 639-6392

Federal Transit Administration
Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Complaints must be filed within one-hundred eighty (180) calendar days of the last alleged incident.

3. Upon receipt of the complaint, the CCOG will record the complaint in a Title VI Complaints, Investigations, and Lawsuit Log. This log includes the date of investigation, lawsuit, or complaint; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the CCOG in response to the investigation, lawsuit, or complaint.

4. The CCOG will begin an investigation within fifteen (15) working days of receipt of a complaint.

5. The CCOG will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, CCOG may administratively close the complaint.

6. The CCOG will complete the investigation within ninety (90) days of receipt of the complaint. If additional time for investigation is needed, the complainant will be

contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

7. A closing letter will be provided to the complainant. The respondent or respondent department will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to appeal. If neither party appeals, the complaint will be closed.

8. If the complainant is dissatisfied with the written decision, he or she may file a written appeal with the Executive Director, 444 E. Saint Charles Street, Suite A, P.O. Box 280, San Andreas, CA 95249 no later than 15 days of the date of the mailing of the decision and must be signed by the complainant or by someone authorized to do so on the complainant's behalf. If deemed necessary, the Executive Director may seek assistance from the Calaveras County Risk Management Division for further investigation.

ATTACHMENT A.5
TITLE VI LIST OF TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

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

Per FTA Circular 4702.1B, "all recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient."

To date, the Calaveras Council of Governments (CCOG) has not received Title VI investigations, complaints, or lawsuits. Below is the template that will be used for tracking these incidents.

	Date (Month, Day, Year)	**Summary (Include basis of complaint: race, color, or national origin)**	**Status**	**Action(s) Taken**
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Appendix B - Public Participation Plan

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Attachments

1. Demographic Profile - Excerpt from Calaveras County 2020 Coordinated Public Transit-Human Services Transportation Plan; Chapter 2, Pages 15-18

1. Introduction

Calaveras Council of Governments (CCOG)

The Calaveras Council of Governments (CCOG), a Joint Powers Agency established by the City of Angels Camp and County of Calaveras, is responsible for the coordination of regional transportation planning in Calaveras County. The regional transportation system is a vital element of our community, helping to support the economic health and quality of life while providing for the mobility of goods and people. The regional planning process is continuous in order to respond to the changing needs of the County and City and serves to develop strategies for operating, managing, maintaining, and financing the region's transportation system.

The Core Functions of the CCOG include the following:

- Administer and allocate funds under the Transportation Development Act (TDA).
- Receipt and approval of claims for Transportation Development Act (TDA) funds.
- Coordinate Unmet Transit Needs.
- Coordinate, support, review, and rank Federal Transit Administration (FTA) grant programs.
- Update the Coordinated Human Transportation Services Plan.
- Coordinate the Social Services Transportation Advisory Committee (SSTAC).
- Ensure timely audits.
- Prepare the Annual Overall Work Program (OWP).
- Administer the Regional Transportation Planning process.
- Update and adopt the Regional Transportation Plan (RTP).
- Adopt and Monitor the Regional Transportation Improvement Program (RTIP).
- Oversee the delivery of the State Transportation Improvement Program projects (STIP).
- Coordinate, consult, and collaborate with Federally Recognized Tribes and Tribal Communities.
- Conduct outreach efforts to the traditionally under-served populations such as the elderly, persons with disabilities, minority, or persons of limited means.

Purpose of the Public Participation Plan

CCOG recognizes the importance of public participation as well as interagency and intergovernmental participation to effectively meet the transportation needs of Calaveras County. The planning process intends to:

- Provide adequate public notice of participation activities and document these efforts.
- Provide adequate time for public review and comment at key time periods.
- Hold public meetings at convenient and accessible locations and times.
- Employ visualization techniques to describe the Regional Transportation Plan (RTP) and other planning documents.
- Consult with Native American Tribal Governments.
- Seek out and consider the needs of low-income and minority households who may face challenges accessing employment and other services.

- Periodically review the effectiveness of the procedures and strategies contained in this Public Participation Plan to ensure a full and open participation process.

The CCOG Public Participation Plan (PPP) is meant to inform the public and other stakeholders about CCOG's public participation process. The PPP describes how the public can receive information from CCOG, and how the public can provide input into regional planning. The PPP also serves as a directive to CCOG staff to carry out public participation activities when developing and implementing the following:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Annual Overall Work Program (OWP) & Budget
- Administration of Transit Development Act (TDA) funds
- Transportation Development Act Unmet Transit Needs Report of Findings
- Federal and State grant programs
- Coordinated Public Transit-Human Services Transportation Plan
- Transit studies such as the Short Range Transit Plan (SRTP)

Furthermore, CCOG has developed the PPP to comply with state law. Caltrans requires (*Regional Planning Handbook 2013*) each RTPA to develop a Public Participation Involvement Plan [23 USC 134(i)(5)(b)]. The Caltrans Handbook requires that a Public Participation Involvement Plan be developed for the Regional Transportation Plan (RTP). The plan will be the foundation for transportation planning decisions and shall:

- Be developed in consultation with all interested parties.
- Provide all interested parties reasonable opportunities to comment on the contents of the transportation plan.

The Public Participation Plan should also take into consideration the transportation system as a whole and involve the entire community as well as the interplay and impact of transportation on other regional factors such as the economy, the environment and quality of life.

Region and Demographics

Calaveras County is located within the Foothills of the Sierra Nevada Mountain Range approximately 133 miles east of San Francisco and 85 miles southeast of Sacramento. The County was incorporated in 1850 and is bordered by Amador County to the north, Tuolumne County to the south, Alpine County to the east, and Stanislaus and San Joaquin Counties to the west. Calaveras County is rural with a population density of approximately 44 persons per square mile (0.6 persons per acre). The topography varies from land elevation near sea level in the west to approximately 8,000 feet in the eastern mountains. The only incorporated city in the County is the City of Angels, commonly known as Angels Camp. The County's Census Designated Places (CDPs) include: Arnold, Avery, Copperopolis, Dorrington, Mokelumne Hill, Murphys, Rancho Calaveras, San Andreas, Vallecito, Valley Springs, and West Point.

The 2020 Census reported a population of 45,292 in Calaveras County. The most recent population estimates developed by the US Census Bureau as of July 1, 2023 estimate Calaveras County's population to be at 46,565. This indicates minimal to no growth since 2020. Attachment 1 to this Plan includes a demographic profile and analysis of Calaveras County residents who are among the target populations, which was developed as part of the Coordinated Public Transit-Human Services Transportation Plan. The

profile indicates a growing population of older adults ages 65 and older, now representing over 28 percent of the total population.

Greater densities of the population are located in the western portion of the County, including the Valley Springs and Copperopolis areas, as well as the areas north and east between Murphys and Arnold. However, the data in this Section illustrate that the transit-dependent population is not concentrated in one small area or around community centers; instead these population groups are dispersed throughout the county. In addition, the areas where there are higher concentrations of transit-dependent individuals are the areas of lowest population density.

2. Federal and State Requirements

In addition to the specific requirement outlined in the Caltrans Regional Planning Handbook, there are other laws that require transportation planning agencies to have public involvement programs. Certain federal and State statutes specifically require agencies (and other entities that receive public funds) to carry out open, public processes. The laws direct agencies to make reasonable and proactive efforts to give all stakeholders an opportunity to voice their opinions. Most laws set general directives; some set specific requirements and/or offer guidelines.

The following describes the federal and State laws that apply to CCOG, requiring public participation processes, either general or specific.

Infrastructure Investment and Jobs Act (IIJA)

The federal transportation bill, IIJA, was signed into law on November 15, 2021. IIJA emphasizes equity in public participation. IIJA directs transportation planning agencies to outreach and consult with all interested parties throughout the agencies' planning process. The goal, and the direction, is that all interested parties have reasonable opportunities to comment on transportation plans and programs.

National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA)

The purpose of NEPA is to ensure that federal agencies consider environmental factors before deciding on discretionary policies, projects, and programs. California's multidisciplinary environmental law, CEQA, requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Both the CEQA and NEPA require an agency such as CCOG to conduct public participation programs to inform the public and identify community concerns.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 enacts legislation prohibiting public agencies, as well as private entities, from discriminating against people on the basis of race, color, national origin or disability. Congress supplemented the 1964 statute with the Civil Rights Restoration Act of 1987 and other statutes enacted in the 1990s relating to the concept of environmental justice. The general principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations;
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process; and

- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

All recipients of federal funds must ensure that their programs, policies, and activities comply with the U.S. Department of Transportation's Title VI policies.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) stipulates involving the community, particularly those with disabilities, in the development and improvement of services. All events held for programs or projects with Federal aid and open to the general public must be made accessible to everyone, including the disabled. CCOG is in compliance with the ADA by having accessible formats and public hearings, consulting with individuals from the disabled community, and conducting outreach by maintaining an extensive mailing and email lists, developing contacts, and other means of notification to participate in the planning process. The ADA requires that governmental agencies provide information in ways that people with disabilities can access.

Federal Transit Administration (FTA)

The FTA directs that transportation planning agencies carry out a public participation process to provide all citizens with reasonable opportunities to be involved in the planning process. CCOG adheres to FTA guidance in administering FTA transit funding programs. The CCOG is a subrecipient of Federal Transit Administration Funds (FTA), which pass through the California Department of Transportation (Caltrans. For further guidance in meeting Title VI requirements, the FTA has published Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*.

The Ralph M. Brown Act (Brown Act)

The Ralph M. Brown Act governs the meeting and actions of governing Councils of local public agencies and their created bodies. Brown Act requirements apply to any committee or other subsidiary body that such a governing Council creates, whether permanent or temporary, decision-making or advisory. The Brown Act sets minimum standards for open public meetings, such as for access to the public, meeting locations, posting notices, distributing agendas, and accepting public input. A public agency may adopt reasonable regulations to ensure the public's right to address the agency, including limiting the time allocated for public testimony.

Executive Orders

An Executive Order is an order given by the President to federal agencies. As a recipient of federal revenues, CCOG assists transportation agencies to comply with these orders.

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

Executive Order 12898 mandates that federal agencies make achieving environmental justice (EJ) part of their missions. The order requires federal agencies, and other recipients of federal funds, to identify and address related actions and adverse health or environmental effects that do or would disproportionately affect minority and low-income populations (collectively "EJ populations"). As a subrecipient of Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) funds, environmental justice at CCOG includes incorporating environmental justice and non-discrimination principles into transportation planning and decision-making processes as well as project-specific environmental reviews.

Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency (LEP)
Executive Order 13166 requires federal agencies, recipients, and sub-recipients of federal financial assistance to ensure that people who speak limited English can access federally- conducted and federally-funded programs, and activities, and services.

Executive Order 13175 – Consultation and Coordination with Indian Tribal Governments
Executive Order 13175 calls for federal agencies and federal fund recipients to consult and collaborate with tribal officials, regularly and meaningfully, when developing federal policies that have tribal implications. The order also directs such agencies to strengthen the government-to-government relationships with Indian tribes, and to reduce imposing unfunded mandates upon Indian tribes.

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

3. Objectives & Policies

Broad-based community participation is essential to good transportation planning because the best decisions are made with a fully-informed and involved public. When we inform the public, and in turn the public informs us, it improves the agency's understanding of the subject. Ultimately, this helps the CCOG Council understand how members of the community perceive or anticipate pros and cons of matters affecting transportation projects, plans, and funds. CCOG provides for and encourages the public to participate in planning the region's multi-modal transportation system.

Public Participation Goal:

That interested parties will have a meaningful role in Calaveras County's transportation planning process. That public participation helps clarify stakeholder sentiment and capture diverse opinions.

Objective 1: Increase public awareness and understanding of the transportation planning process in Calaveras County.

Policy 1.1 Clearly communicate CCOG's authority, roles and responsibilities, and processes and timelines for carrying out regional transportation programs and plans.

Policy 1.2 Provide agency reports that are clear, timely, and broadly distributed. Use visuals to help describe concepts and data; examples include photos, charts, graphs, maps, artist renderings, and computer simulations.

Policy 1.3 Provide timely and consistent public forums for interested parties and agencies to meaningfully participate in the transportation planning process. Provide timely notice of and reasonable access to CCOG's public forums.

Policy 1.4 Use multiple media and outlets to disseminate information on issues important to Calaveras County's transportation system.

Objective 2: Promote a culture of dialogue and partnership between CCOG and Calaveras communities, including residents, property owners, business owners, advocacy organizations, local and Native American governments, and public officials.

Policy 2.1 Provide adequate time for the public to review and make recommendations on regionally significant plans and programs. Give participants feedback on how their input is considered.

Policy 2.2 Provide varied opportunities for the public to review and offer input on policies, plans, and programs. Provide adequate public notice of public participation opportunities, encouraging active public participation at the initial stages of the process and throughout the process. Opportunities include, but are not limited to, public meetings, workshops and events, webinars, surveys, newspaper articles and columns, radio interviews, websites, social media, and printed materials. Proactively outreach to other committees, associations, and organizations by attending their meetings.

Objective 3: Sectors of the population who are traditionally under-served are aware of, and can easily access, opportunities to participate in regional transportation planning. Those traditionally under-served include older adults, persons who are a minority, persons with a disability, and households with low income.

Policy 3.1 Create and maintain opportunities for those traditionally under-served to participate in CCOG's transportation planning processes.

Policy 3.2 Utilize the Social Service Transportation Advisory Council (SSTAC) for outreach to older adults, persons who are a minority, people with a disability, and low income households, and other stakeholder communities. Ensure that representation on the SSTAC is reflective of the underserved communities within Calaveras County.

Policy 3.3 Make key information such as notices and announcements (printed, website, and audio) accessible for users with a disability, and attempt to offer such information in alternative languages when appropriate or requested.

Policy 3.4 When appropriate, utilize alternative media outlets that may target minority or underserved segments of the community.

4. Opportunities for Public Participation

CCOG Committees

CCOG has a variety of committees that assist in its planning and decision-making process. The committees help inform and advise the CCOG Council and staff, as well as interested members of the public, on transportation issues in our region. The following CCOG committees create consistent opportunities for the public to be involved:

- CCOG Council
- Technical Advisory Committee (TAC) – Meets monthly, and as needed.
- Social Service Transportation Advisory Council (SSTAC) – Meets quarterly, and as needed.

The following summarizes the composition and functions of each CCOG committee and the CCOG Council.

CCOG Council

Formation of the CCOG was an effort to improve the transportation planning process. The Council is composed of seven members including two County Supervisors, two City Council Members from the City of Angels Camp, and three members selected from the public at large.

Calaveras COG has taken a dynamic view of planning by encouraging and supporting both the County and the City to initiate and complete a variety of planning efforts.

Technical Advisory Committee (TAC)

The CCOG TAC includes representatives from public works, planning, or engineering staff of each of the JPA members and Caltrans. The TAC provides technical expertise on transportation issues. The TAC leads in developing the Regional Transportation Improvement Program, and assists in developing the Regional Transportation Plan and the Overall Work Program.

Social Service Transportation Advisory Council (SSTAC)

The CCOG SSTAC was established, as required by the Transportation Development Act, to ensure that unmet transit needs are identified within Calaveras County. The SSTAC is required to have a minimum of nine members serving as representatives of the transit community, including persons with disabilities, older adults, and persons of limited means who are potential transit users, as well as social service providers who represent these target populations.

It is the SSTAC's responsibility to identify and review unmet transit needs information and recommend to the CCOG Council unmet transit needs within Calaveras County, as part of the annual unmet transit needs process. The SSTAC also participates in updates of the Coordinated Public Transit-Human Services Transportation Plan, and provides a forum to address other transportation issues facing persons with disabilities, older adults, and economically disadvantaged populations within the County.

Outreach Events

The CCOG participates in local informative fairs such as Family fairs at the local schools, resource fairs put on by social service agencies, and other events put on by organizations such as the Calaveras County Chamber of Commerce. Recent events attended by CCOG staff include:

- City Council and Board of Supervisors Meetings
- Calaveras County Chamber of Commerce, annual State of the County address and other events
- Presentations to Local Rotary Clubs
- County Economic Development Events
- Annual County Fair, transit booth
- Community Meetings
- Healthcare and Emergency Preparedness Coalition Meetings
- Community Farmer's Markets

5. Public Involvement Practices

CCOG Public Meetings

CCOG committees and the Council decide and conduct business on CCOG matters at public meetings and public hearings. (One exception is for confidential matters for which the Council must confer in closed session.) CCOG's public meetings are a consistent, on-going, and accessible way that interested members of the public (stakeholders) can be involved in CCOG's planning, programs, and projects. Each meeting provides the opportunity for the public to provide comments or express concerns under a reasonable time constraint. CCOG encourages the public to attend public meetings.

CCOG generally holds three types of public meetings:

- Committee meetings
- Council meetings
- Public meetings on a single topic (e.g. a plan or project)

CCOG has standard procedures for all public meetings and hearings and ensures that information on all meetings is routinely and easily available to the public.

1. Open and Accessible Meetings. CCOG's public meetings and meeting procedures adhere to the Brown Act, the American with Disabilities Act (ADA), and other applicable laws. All meeting locations are ADA accessible. CCOG will accommodate, to the best of its ability, persons who may need special assistance to attend or participate in a meeting. All CCOG agendas/meeting notices display this message:

> *If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1900 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact Anne Dell'Orto at 209-754-2094 for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or*

services, in order to participate in a public meeting, should telephone or otherwise contact CCOG as soon as possible.

If an Interpreter is requested the CCOG has a list of contacts that are available with advanced warning.

2. Meeting Notices & Packets. CCOG posts all committee and Council meeting notices in a public place. As required in the Brown Act Section 54954.2(a)(1), "the agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public." CCOG posts meeting notices (including meeting cancellation notices) at the CCOG office. Notices are posted at additional places as warranted.

The meeting notice typically consists of the meeting agenda, with day, time, and place of the meeting. Notices for regularly scheduled meetings are posted at least 7 Days in advance; agendas for special meetings are posted at least 24 hours in advance.

For all committee and Council meetings, CCOG makes the meeting agenda and packets available: (1) on the CCOG website (http://calacog.org); (2) via e-mail to any person who has requested to be on the e-mail list; and (3) via post to any person who has requested to be mailed an agenda or packet.

3. Meeting Records. Draft meeting records are included in meeting packets, and approved meeting records are posted on the CCOG website. The public can read meeting records to learn what decisions committees and the Council made at previous meetings.

To improve transparency and access to CCOG meetings, the CCOG utilizes an online software database to post all current and archived meeting agendas and associated materials agenda packets and minutes. CCOG meetings are recorded and can be requested any time after the meeting.

4. Agendized Public Participation. Each public meeting is designed to solicit and receive public comments. Every committee and Council agenda includes a stand-alone "Public Comment" agenda item, which states, "5 Minutes per person. Comments shall be limited to items of interest to the public that are within the subject matter jurisdiction of the Council; Government Code Section 54954.3(a)." In addition, the Chair (or Vice Chair) at the meeting allows public comment on each action item on the agenda.

Public Involvement in Plans & Studies

When CCOG develops a special plan or study, or updates a long-range plan, staff typically implements public involvement practices that are more customized to the project at hand than the routine practices described above. The following describes CCOG's public involvement practices for non-routine plans, studies, or projects. In Section 5, we describe the public involvement processes and practices that CCOG has established for particular CCOG plans.

A) Public Meetings on a Single Topic (e.g. a specific plan or project)
CCOG holds focused public meetings to expand opportunities for CCOG staff, committee members, and the Council to converse with the public and better understand stakeholders' perspectives on the subject matter. Public meeting formats for a single topic include workshops, charrettes (in which participants collaboratively design a project), and open houses with exhibits.

B) Stakeholder and Agency Outreach
Through each planning effort the CCOG identified potential stakeholders which may include government agencies, social and human service agencies, non-profit organizations, businesses, property owners, and other individuals/organizations who would be impacted by a particular project. Stakeholders also include representatives of underrepresented populations as identified in the Demographic Profile in Attachment 1. The following is a list of stakeholders and agencies that may include but not limited to:

- California Valley Miwok Tribe
- California Band of Mi-Wuk Indians
- County Department of Public Health
- County Economic Development
- County Office of Emergency Services
- County Veterans Services
- County Office of Education
- Calaveras Works & Human Services Agency
- Common Ground Senior Services
- Area 12 Agency on Aging
- ARC of Amador and Calaveras County
- Creative Support Alternatives
- The Resource Connection
- Calaveras Volunteer Center
- Mark Twain Medical Center
- Calaveras Connect
- Caltrans, District 10

C) Attend External Meetings & Events
Upon request and with a reasonable notice, CCOG staff members are available to provide general and project-specific information to community interest groups. For example, staff will attend other organizations' meetings. Or, staff will attend public community events to "table" for a particular plan or project, bringing informational materials and visualization tools to show the public, and being available to answer questions in person.

D) Public Notices
When CCOG is engaging the public to participate on a particular plan, staff will use additional means to notify the general public and stakeholder groups. Beyond the standard practices described above (e.g., posting meeting notices at buildings and on websites), staff will use newspapers, online newspapers, posting of public meeting flyers and Facebook to broadcast public notices.

General Circulation Newspaper: CCOG prints public notices in broad circulation newspapers, either dailies or weeklies. CCOG sends press releases and/or Public Service Announcements (PSA) to newspaper outlets and follows up by phone to encourage coverage or printing of the notice.

Online Newspaper: CCOG sends press releases and/or PSAs to Online Newspapers, and follows up by phone to encourage websites to post it.

Radio: CCOG can send press releases and/or PSAs to radio stations, and follows up by phone to encourage stations to cover it. Radio stations might post the PSA on their website and/or read it on the air; local stations might report the item in a news story.

Social Media (Facebook): CCOG will post public notices and public outreach material on the CCOG's Facebook. The post is shared frequently to reach the highest amount of people.

Posting of Public Meeting Flyers: CCOG will post meeting notices in the affected community locations (e.g., local Post offices or grocery stores). When appropriate, CCOG may also have signs posted at major intersections in affected communities.

Direct Mail: Budget allowing, CCOG may mail printed notices direct to known stakeholders to notify them of an upcoming meeting(s) or hearing(s). Mailers would be mailed to those known to reside or have a business in a subject area (e.g. a neighborhood, adjacent to a bus route, within a limited radius of an intersection, etc.), or those known to be interested in the subject matter (e.g. transit service, freight/goods movement, trails, etc.). CCOG gathers addresses through our internal master contact database, and/or through a targeted mailing list from the local planning department. The mailer may be produced as a postcard, or a flyer, or another format, and may include supplemental information. It is cost prohibitive to use this method for mass outreach in the region.

Public notices will include the following statement in both English and Spanish:

> *Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact CCOG at least two days prior to the meeting.*
>
> *La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, discapacidad o su estado familiar. Las personas que requieren alojamiento especial de acuerdo con el American with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con CCOG al menos dos días antes de la reunión.*

E) Public Review & Comment Periods

Larger planning efforts—beyond routine duties—generally warrant a set public review and comment period. Such instances include, for example, updating the Regional Transportation Plan or the Regional Bike Plan, and the annual Unmet Transit Need Public Participation Process. If the public review period is mandated, CCOG complies as required (for example, public review periods per the California Environmental Quality Act). If not otherwise required, CCOG's practice is to allow 30 or more days, if time permits, for any public review and comment period.

Public Drafts: Draft planning documents are available on-line and in hard copy at the CCOG office. Additionally, during formal public comment periods, draft planning documents are available at local government offices and regional libraries when applicable.

Submitting Comments: CCOG strives to accommodate all basic means of communicating comments, and encourages the public (or agencies) to submit comments in the manner that best suits them. That said, written comments are often preferred for their benefit of recording a commenter's remarks just as he or she intended them to be.

As standard practice, CCOG accepts comments through the following avenues:

- Phone at (209) 754-2094; if a call is made outside normal business hours, callers can leave voicemail messages

- Fax at (209) 754-2096
- E-mail to info@calacog.org, or as otherwise noted
- Post or hand-delivery to CCOG at 444 East St. Charles Street, Suite A, PO Box 280, San Andreas, CA 95249
- Verbal testimony (public comment) at a CCOG committee or Council meeting, hearing, or other CCOG public meeting

For some plans or studies, CCOG develops and distributes pre-made comment forms and provides online and electronic surveys and commenting methods. Comments are never required to be submitted on comment forms. CCOG accepts comment forms by mail, by hand, by fax, or by e-mail.

F) Record of Comments & Responses

Record of Comments: CCOG makes a record of public comments in one of two ways, generally:

1) CCOG staff reproduces, in the plan, the original comment letters (including e-mails) and telephone transcripts (usually in an appendix). Staff deletes (or blacks out) the commenter's address (physical and electronic) and phone number.

2) CCOG staff summarizes the disposition (or general viewpoint) of comments and publishes the summary in the plan or study. CCOG keeps the original letters on file in-house, which are available to view upon request.

Response to Comments: Staff reviews public comments and forwards them, as needed, to be considered by CCOG committee members, Council members, or other agencies. CCOG gives appropriate feedback to the individual/group who commented. Feedback might be given verbally, during discussions at the committee or Council meetings, and the meeting minutes serve as the primary record. Feedback might also be shown directly in the subject plan or study, where staff has added, revised, corrected, or deleted information, as directed and/or approved by CCOG committee(s) and/or the Council. CCOG staff might also contact a commenter directly to give him or her feedback on his or her comment(s). Formal response to comments is required after a public review period closes for projects subject to CEQA.

Contact Database/Mailing List of Interested Parties

CCOG maintains a master contact database. CCOG uses the database to generate a mailing list(s) for disseminating timely information to interested parties, and to notify them of opportunities to review and provide comments. Mailings are sent via post and/or e-mail.

Internet Access

CCOG Website

We utilize the CCOG website (www.calacog.org), CCOG Online CIP (www.ccogcip.com), and Walk-Bike Calaveras website (www.walkandbikecalaveras.com) to offer the public independent, i.e., self-service, access to regional transportation planning information. CCOG designs the website pages to be as user-friendly and understandable as possible, and maintains website content to be timely, consistent, and comprehensive.

The CCOG website includes the following information:

- Contact information (physical address, phone, fax, e-mail)
- Regular business hours
- Current Council members with affiliations
- Current committee members with affiliations
- Meeting notices and agendas (current and archived to February 2013)
- Meeting calendar
- CCOG adopted plans
- CCOG projects
- Project-specific public surveys and/or comment forms (e.g. annual Unmet Transit Needs process).
- Other transportation planning documents and forms
- Social media link (Facebook)
- Local transportation-related events
- Link to Board meeting agendas, packets, and video recordings
- Link to the Capital Improvement Program at www.ccogcip.com
- Link to the Walk-Bike Calaveras webpage at www.walkandbikecalaveras.com
- Link to the Calaveras Connect website at www.calaverasconnect.org

Social Media

CCOG posts meeting announcements/reminders on Facebook (https://www.facebook.com/pages/Calaveras-Council-of-Governments).

Online Surveys

CCOG uses online survey tools such as Survey Monkey or fillable PDF forms to survey and receive feedback from the public. The surveys are also available in other formats.

Project-Specific Website

When appropriate and as part of a specific planning process, the CCOG may develop a website dedicated to a project to be available to the public to review project development, draft documents, learn about the project and process, and provide feedback.

Access to CCOG Documents

The public can view final publications of planning documents (plans, programs, studies, audits, etc.) at the CCOG office and/or electronically via the CCOG website (www.calacog.org).

Hard copies on-site (at CCOG)

The CCOG library holds past and current planning documents prepared for and by CCOG. The library also has transportation plans and studies from other jurisdictions, as well as from federal and state agencies. At the front desk, CCOG keeps a public copy of the meeting packet(s) for upcoming committee or council meeting(s). During the public review and comment period for CCOG plans, a public review draft is also made available at the front desk.

Hard copies off-site

During the public review and comment period for CCOG plans, CCOG delivers copies of public drafts to other public agencies around the county, where members of the public can review them. CCOG hopes this makes the documents easier to access for more people. CCOG usually delivers public drafts to:

- Calaveras County Library (multiple branches)
- City Hall
- County Board of Supervisors
- Calaveras Connect
- Calaveras County Public Works

Take-home copies

The public may request copies of CCOG public drafts and final documents (other than legally confidential data). Requests are handled as follows:

- Reports and technical information that are part of a meeting packet are available free of charge. The public can receive a document(s) via post, or pick it up at the CCOG office, or get it during the public meeting.
- The public can request hard copies of relevant reports and technical information not distributed during a public meeting.
- The CCOG library also holds electronic copies of many recent plans on compact discs (CDs). CCOG can provide CD copies to the public upon request.
- CCOG can and does supply most take-home copies free of charge. However, CCOG does reserve the right to supply such copies at cost. The charge would include the cost of staff time spent reproducing the document and/or the cost of reproduction materials.

On-line copies

The public can access electronic copies of draft documents, adopted documents, and meeting packets on the CCOG website at www.calacog.org.

6. Public Participation Processes for Specific Plans

Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan (RTIP)

To fulfill its RTPA duties, CCOG must develop a Regional Transportation Plan (RTP) and update it every five years. An RTPA must have an adopted RTP in order to qualify for and receive federal transportation funding (Required by federal law (Title 23CFR 450.300, Subpart C) and by state law (Government Code section 65080 et seq).) The RTP updates include extensive public consultation and participation involving public agency officials and stakeholder groups. The community plays a key role in providing feedback on the policy and investment strategies contained in the plan. Local and Tribal governments, transit operators and other federal, state and regional agencies should actively participate in the development of the RTP.

The RTP is a comprehensive, 20+ year vision of a balanced, multimodal transportation system. The RTP includes a list of proposed projects that inform the Regional Transportation Improvement Program (RTIP). The RTIP is designed to implement the vision and goals of the RTP.

The California Transportation Commission (CTC) develops RTP guidelines to help transportation planning agencies statewide prepare consistent and comprehensive plans. The guidelines direct transportation planning agencies to carry out proactive public participation processes to coordinate and consult with interested parties. Interested parties include, but are not limited to, the business community, community groups, walking and bicycling representatives, environmental organizations, Native American Tribal Governments and communities, neighboring Metropolitan Planning Organizations (MPOs)/RTPAs, transportation providers, facility operators such as airports, appropriate federal, state and local agencies (including local elected officials), environmental resource and permit agencies, and air districts, in addition to the general public. The guidelines also direct transportation planning agencies on considering and addressing social equity and environmental justice issues in the RTP and public processes.

The guidelines advise what RTPAs "shall" and "should" do to coordinate and consult with stakeholders. In summary, the consultation process shall:

1. Provide adequate public notice and the opportunity to comment on proposed RTPs and public participation plans;
2. To the maximum extent practicable, employ visualization techniques to describe the RTP;
3. To the maximum extent practicable, make the RTP electronically accessible, such as placing it on the Internet;
4. To the maximum extent practicable, hold public hearings at convenient and accessible locations and times;
5. Demonstrate explicit consideration and response to public input on the RTP (documentation);
6. Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low income and minority households;
7. Provide additional opportunities to comment on the RTP, if the final version differs due to additional comments;
8. Coordinate with the state transportation planning and public involvement processes; and,
9. Periodically review intended RTP outcomes, products and/or services.

All RTPs must also be accompanied by an environmental review document pursuant to the California Environmental Quality Act (CEQA). CEQA is primarily a mandated public information process. Therefore, agencies carry out specific public involvement activities to comply with CEQA.

Native American-Tribal Government Consultation

Consultation with the federally-recognized tribe in Calaveras County, and outreach to the Native American population in Calaveras County, are integral aspects of the Public Participation Plan. There is one federally-recognized tribe in Calaveras County, the California Valley Miwok Tribe. The tribe originates from Calaveras County and retains its origin. This is a federally-recognized tribe, therefore a sovereign nation, and the RTPA is required to have formal consultation with the tribe during the Regional Transportation Plan process. These efforts will involve early coordination, consultation, and participation measures as mandated by federal and state guidelines, regulations, and/or statutes. Their tribal office is located in San Joaquin County:

Silvia Burley, Chairperson
California Valley Miwok Tribe (CVMT)
14807 Avenida Central
La Grange, Ca 95329

Caltrans District 10's Native American Liaison may be contacted for an updated contact list of other interested Native American tribes and/or individuals who would be included in the public outreach process.

Coordinated Public Transit-Human Services Transportation Plan

As stated in the CTC RTP Guidelines, the aim of the Coordinated Public Transit/Human Services Transportation Plan is to improve transportation services for persons with disabilities, older adults and individuals with lower incomes by ensuring that communities coordinate the available transit resources. Coordination enhances transportation access, minimizes duplication of services and facilitates the most appropriate cost-effective transportation system possible with available resources.

Federal transit law requires that projects selected for funding under the following Federal Transit Administration (FTA) programs be derived from a coordinated plan: Enhanced Mobility of Seniors and Individuals with Disabilities Program (Title 49 U.S.C Section 5310).

RTPAs should ensure that the plan is coordinated and consistent with their regions' transportation planning process. The coordinated plan must be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers with participation by members of the public. The public participation requirements may be shared with those for the development of the RTP. As with all FTA programs, transit projects selected for funding must be consistent with the RTP and FTIP.

Unmet Transit Needs Report of Findings

As the RTPA, CCOG is responsible for administering the Transportation Development Act (TDA) for the Calaveras region. The TDA established state funding to develop and support public transportation in California. Each year, per the requirements of the TDA, CCOG must conduct an unmet transit needs (UTN) process to identify and assess any unmet public transit need that may exist in Calaveras County. The purpose of the Unmet Transit Needs process is to ensure that all unmet transit needs, that are reasonable to meet, are met before funds are expended for non-transit uses, such as streets and roads.

CCOG conducts an extensive public participation process for the UTN cycle. CCOG's SSTAC leads the process to solicit broad input from the public.

The following summarizes the Unmet Transit Needs public participation process.

- The SSTAC evaluates and determines the best method to receive public input and regularly develops transit surveys to gather input from the public. Surveys are developed and posted on CCOG's website and at the CCOG office. Surveys are distributed widely throughout the county including all local transit facilities, on transit buses, city halls, social service agencies, and various other points throughout the County.
- Notify member entities, Native American Governments, and the SSTAC of upcoming UTN cycle; distribute information on the UTN public participation process and request dates of public hearings to be held by member entities.
- Prepare a press release and publish a minimum 30 day notice of the UTN public hearing(s) schedule in local newspaper(s) and other news outlets.
- Post the public hearing schedule on the CCOG website.

- Distribute the UTN public hearing schedule to CCOG member entities, Native American tribes, transit facilities to be provided on transit buses, the CCOG SSTAC, and any member of the public or agency that has requested the information.
- Public Hearings:
    - As the RTPA, CCOG conducts the statutorily required public hearing to receive public input on unmet transit needs.
    - The CCOG also holds a public hearing at a City of Angels Camp City Council meeting to ensure a public hearing is conducted in each jurisdiction of the CCOG (City of Angels Camp and County of Calaveras). This hearing is in addition to CCOG's required public hearing, and expands the level of public input. They provide local elected officials an opportunity to hear and respond directly to the expressed needs of their constituents.
    - CCOG may also attend various social service agency meetings as invited to provide information on the unmet transit needs process.
- Preparation of the Unmet Transit Needs (UTN) Report of Findings (ROF).
    - Concluding all public input, a draft UTN ROF is prepared which includes all public comment and any survey results regarding unmet transit needs.
    - At SSTAC meetings, which are open to the public, the SSTAC reviews the Draft UTN ROF data with CCOG approved UTN definitions and criteria and makes a recommendation to the CCOG Council on unmet transit needs for the region.
    - The SSTAC reviews public comments, and evaluate the most common requests against CCOG's criteria for determining if an unmet transit needs if reasonable to meet.
    - The CCOG's TAC reviews the Draft UTN ROF to determine support of the SSTAC's recommendation.
- After considering all available information compiled pursuant to the Unmet Transit Needs public participation process the CCOG Council must adopt, by resolution, one of the following findings:
    a. there are no unmet transit needs;
    b. there are no unmet transit needs that are reasonable to meet; or
    c. there are unmet transit needs, including needs that are reasonable to meet.

Appendix B – Attachment 1
Demographic Profile

Excerpt from the Calaveras County 2020 Coordinated Public Transit-Human Services Transportation Plan; Chapter 2, Pages 15-18

Chapter 2 – Demographic Profile

This chapter describes Calaveras County residents in terms of the target population groups, the numbers and distribution of older adults, persons with disabilities, of low income and military veterans.

COUNTY POPULATION OVERVIEW

Table 4 summarizes demographic information about the populations targeted for this Coordinated Plan for Amador County. Two time periods of 2012 5-Year Estimate and 2017 5-Year Estimate are presented, using the U.S. Census reporting of the American Community Survey, which provides greater detail than does the decennial census.

Table 4, Calaveras County Target Population Groups and Characteristics

Target Groups	American Community Survey 2008-2012, 5-Year Estimates		American Community Survey 2013-2017, 5-Year Estimates		Percent Change	American Community Survey 2013-2017 5-Year Estimates	
	2012 5-Year People Estimate	% of Total County	2017 5-Year People Estimate	% of Total County	% Change 2010-2017	California Statewide Comparison	
Total Population Estimate [1]	**45,507**	**100%**	**45,057**	**100%**	**-1.0%**	**38,982,847**	**100%**
Median Age [2]	49.5		51.6			36.1	
CHILDREN AND YOUTH ages 0 -17 [1]	**8,765**	**19.3%**	**7,945**	**17.6%**	**-9.4%**	**9,114,720**	**23.4%**
Children with a Disability, Ages 5 to 17 [4]	**689**	**1.5%**	**382**			279,466	**0.7%**
% of Children age 17 and under	7.86%		4.8%			3.1%	
Children living in poverty age 17 and under	**840**	**1.8%**	**1,455**	**3.2%**		1,865,225	**4.8%**
% Children living in poverty age 17 and under	9.58%		18.3%				
ADULTS 18-64 [1]	**26,926**	**59.2%**	**25,527**	**56.7%**	**-5.2%**	**24,719,679**	**63.4%**
Low-income Adults, Ages 18-64 - 100% Federal Poverty Levels [3]	**3,096**	**6.8%**	**3,732**	**8.3%**	**20.5%**	3,390,825	**8.7%**
% of Adults 18-64	*11.5%*		*14.6%*			*13.7%*	
Disability [4] (non-institutionalized) Ages 18-64 (2014)	**4,179**	**9.2%**	**4,287**	**9.5%**		1,995,286	**5.1%**
SENIORS [1]	**9,816**	**21.6%**	**11,585**	**25.7%**	**18.0%**	**5,148,448**	**13.2%**
Seniors, ages 65-74	*5,950*		*7,159*			*2,946,809*	
with % of all seniors	*60.6%*		*61.8%*			*57.2%*	
Seniors, ages 75-84	*2,706*		*3,267*			*1,509,528*	
with % of all seniors	*27.6%*		*28.2%*			*29.3%*	
Seniors, ages 85+	*1,160*		*1,159*			*692,111*	
with % of all seniors	*11.8%*		*10.0%*			*13.4%*	
Low Income Seniors, Ages 65+ - 100% Federal Poverty Levels [3]	**707**	**1.6%**	**489**	**1.1%**	**-30.8%**	517,358	
% of Senior Population	*7.2%*		*4.2%*			*10.0%*	
VETERANS [5]	**5,378**	**11.8%**	**4,511**	**10.0%**	**-16.1%**	**1,661,433**	**4.3%**
Civilian Population 18 years and over	**36,725**	**80.7%**	**37,105**	**82.4%**		29,740,487	**13.3%**
Veterans Period of Service							
Gulf War (9/2001 or later) veterans	172		224			280,386	
Gulf War (8/1990 to 2001) veterans	522		302			281,763	
Vietnam era veterans	2,189		2,120			596,130	
Korean War veterans	796		603			174,769	
World War II veterans	570		250			97,626	
INCOME [6]							
Median Household Income	$54,686		$60,636			$67,169	
Per Capita Income in past 12 months			$29,628				
Total Persons in Poverty [3]	4,643	10.2%	5,676	12.6%		5,773,408	14.8%
Persons age 16+ below 150% of Poverty Levels [3]	8,008	21.0%	8,688	19.3%		9,454,218	30.6%
EMPLOYMENT [7]							
Population 16 years and over	38,046		38,241			30,910,058	
Population 16 years and over employed	17,920		16,711			17,989,654	
Population 16 years and over in labor force	20,317		18,012			19,627,887	
Population 16 years and over unemployment rate	11.8%		7.1%			7.7%	

[1] B01001 Sex by Age, 2012 & 2017 American Community Survey 5-year Estimates.
[2] B01002 Median Age by Sex, 2012 & 2017 American Community Survey 5-Year Estimates
[3] S1701 Poverty Status in the Past 12 Months, 2012 & 2017 American Community Survey 5-Year Estimates
[4] S1810 Disability Characteristics, 2012 & 2017 American Community Survey 5-Year Estimates
[5] S2101 Veteran Status, 2012 & 2017 American Community Survey 5-Year Estimates
[6] S1901 Income in the Past 12 Months, 2012 & 2017 American Community Survey 5-Year Estimates
[7] S2301 Employment Status, 2012 & 2017 American Community Survey 5-Year Estimates

Overall Calaveras County Demographic Changes

Key changes during these past five years include:

- Overall population of Calaveras County saw a 1.3% decline over the past five years, losing about 500 persons.
- Children and youth age 17 and under have declined at a higher rate, a 9.4% decline.
- Working-aged adults, 17 to 64, also declined at higher rates, 5.2% decline.
- Working-aged adults with disabilities, ages 17 to 64, decreased by about 500 individuals.
- Older adults increased significantly, an 18% increase with a resultant increase in the countywide median age from 49.5 to 51.6 years.
- Veterans decreased slightly as a proportion of the overall County population, from 11.8% of the County population five years ago to 10%. The raw number decreased by 867 individuals; however, there were increases in raw number of younger veterans of Gulf War II while era, Gulf War 1, Vietnam, Korean and World War II veterans and older declined in number and proportion.

Income

Income factors for 2017 show an increase in low-income populations in the younger age groups. Low-income is defined by 100% of Federal poverty guidelines:

- Overall, 12.6% of Calaveras County residents are in households at or below Federal poverty levels, growing to 19.3% living under 150% of Federal poverty guidelines.
- Children in poverty increased significantly, growing from 840 children and youth to 1,455, this despite the 9% decline in the number of children and youth overall in the County.
- Working-aged adults in poverty decreased by 30%.
- Seniors in poverty increased by 20.5%.
- The median household income increased from $54,686 to $60,636 but remained 10% below the Statewide median household income of $67,000.

Employment

Employment rates, as measured by the American Community Survey, have improved significantly, with the unemployment rate dropping from 11.8% to 7.1%. This is partly the result of a decreased working-age population but also reflects the improving economy and increases in the number of available jobs. Notably, the 7.1% unemployment rate reported is lower than the statewide 7.7% unemployment rate during this pre-COVID-19 period.

Housing

Calaveras County lost about 500 homes in the 2015 Butte Fire. The September 2019 update to the Housing Element of the CALAVERAS COUNTY MASTER PLAN identified that 88% of homes are single family in contrast with a statewide proportion of 58% single-family and higher shares of multi-family homes. Excessive housing cost burdens are experienced by 47% of all Calaveras County households, as defined by the federal Housing and Urban Development Department, the cost burden is in excess of 30% to 50% of gross household income. Seniors, who represented 40% of all households in Calaveras County, compared to 22% statewide in California, have high ownership rates in the County as 45% of all owner households (2016). Where seniors are also of low-income, the MASTER PLAN suggests that the data indicates many are "house-rich and cash-poor," likely without savings adequate to support necessary repair costs.

GEOGRAPHIC DISTRIBUTION OF SELECTED POPULATIONS ACROSS THE COUNTY

The following pages present four maps that show the geographic distribution of the resident population of Calaveras County, as well as the three target populations: older adults, people with disabilities and persons of low income (people living in poverty). Each map also shows the Calaveras Connect fixed-route services as of fall 2019. The demographic information in the maps is derived from the American Community Survey 2013-2017 5-Year Estimates, the most recent available at this time.

Calaveras County is bounded by Stanislaus and San Joaquin counties to the east, Amador County to the north, Alpine County to the east and Tuolumne County to the south and east. State Routes 4, 49 and 26 are the main roads that serve the County. The eastern third of the County is covered in the protected area of the Stanislaus National Forest.

County Population Overview

The map in Figure 3 shows the estimated number of Calaveras County residents per U.S. Census block group. The block groups with the most residents (colored in blues) are along the southwest edge of the County and include the communities of Rancho Calaveras, Copperopolis, Angels Camp and Valley Springs. Other populous areas are along the State Highway 26 and 49 corridors, and Mountain Ranch Road, each ending in the communities of West Point, Arnold and Railroad Flat, respectively.

Older Adults

Figure 4 presents a map showing concentrations of where adults over the age of 65 live. Overall, about 25.7% of the County is over the age of 65. The proportion (percentage) of older adults of the total resident population of each block group is shown by color scale. The map shows that, although the majority of people living in the County are in the southwest portion, there are areas along the Highway 4 (Angels Camp, Murphys and Forest Meadows) and Highway 26 corridors (West Point) where there are high proportions of the population that are older adults.

People with Disabilities

The U.S. Census American Community Survey asks six questions to determine disability status and type and defines disabilities status by whether an individual has limitations that hinder participation at school, work, home or in the community. Figure 5 shows where people with self-identified disabilities live in the County. The map shows the approximate count and proportion of the total County's population of people with disabilities that live in each block group. It should be noted that this is a different way of displaying the population than the map of older adults, for which the population is displayed as a percentage of each block group.

In Calaveras County, approximately 9.5% of people have a disability. The range in number of people with disabilities per block group is approximately 50 to 660. The block groups with the highest number of people with disabilities are in the same areas that are most populous overall, along the State Highway 49 corridor and in the southeastern portion of the County.

People Living in Poverty

The national poverty thresholds are defined by the number and age of people living in a household. For example, in 2017, an older adult living alone with an income of less than $11,756 would be considered to be living in poverty and a household consisting of a single parent with two children would be considered to be living in poverty if their household income were less than $16,895.

In Calaveras County, approximately 12.5% of households are living in poverty. Figure 6 shows where households are that have an income below the poverty level. The map shows the approximate count and proportion of the total County's population of households in poverty within each block group. The range in number of people living in poverty per block group is approximately 15 to 160. The block groups with the highest number of people with disabilities include Copperopolis, the areas along the Highway 4 (Angels Camp, Murphys and Forest Meadows), and San Andreas.

Appendix C - Limited English Proficiency Plan

Introduction / Purpose

Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including matters related to language access for limited English proficient (LEP) persons. Under U.S. Department of Transportation's (DOT) Title VI regulations, as a recipient of DOT financial assistance, the Calaveras Council of Governments (CCOG) is prohibited from, among other things, using "criteria or methods of administering your program which have the effect of subjecting individuals to discrimination based on race, color, or national origin." The purpose of this Limited English Proficiency Plan is to clarify the responsibilities of CCOG, as a recipient of federal financial assistance from the U.S. Department of Transportation (DOT), to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations.

Limited English Proficient (LEP) persons refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all (FTA Circular 4702.1B, October 1, 2012).

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency,'' reprinted at 65 FR 50121 (August 11, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation.

Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons with Limited English Proficiency.'' (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments (such as CCOG), private and non-profit entities, and sub-recipients.

The CCOG has developed this Limited English Proficiency (LEP) plan to help identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to CCOG services and activities as required by Executive Order 13166. As defined by this order, a person with LEP is one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English.

This plan details procedures for identifying a person who may need language assistance, the ways in which assistance may be provided, staff training, how to notify LEP persons that assistance is available, and potential future updates to the plan.

Four Factor Analysis

The U. S. Department of Transportation (DOT) issued its Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program.

There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan. A brief description of the self-assessment undertaken in each of these areas follows.

In developing the plan, Calaveras COG undertook a Four Factor Analysis as required by U.S. DOT. This considers the following factors:

1) The number or proportion of LEP persons to be served or likely to be encountered by CCOG.
2) The frequency with which LEP persons come into contact with CCOG programs, activities, or services;
3) The nature and importance of the programs, activities or services provided by CCOG to the population; and
4) The resources available to CCOG for LEP outreach, as well as the costs associated with that outreach.

1. Number or Proportion of LEP Persons to be Served or Likely to be Encountered by CCOG

As the Regional Transportation Planning Agency for Calaveras County, CCOG's work affects the entire County. To determine the number or proportion of LEP persons to be served or likely to be encountered, CCOG used data from the American Community Survey five year estimates (2019).

Executive Order 13166 defines a LEP person as one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. Data on English proficiency in Calaveras County was obtained from the 2022 American Community Survey five-year estimates. The data is broken down by the language spoken at home. For each language spoken at home, the data is separated based on how well the person speaks English: "very well", "well", "not well", and "not at all". For the purpose of identifying a LEP person, CCOG examined data for those who speak English less than "well", "not well", or "not at all" (i.e., less than "very well").

A summary of this data is represented in the following table which shows that nearly 92 percent of the population 5 years and over in Calaveras speak only English. There are 785 people, or 1.8 percent of the population in Calaveras County, who speak a language other than English and are not very proficient with the English language.

Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over for Calaveras County		
Calaveras County	Estimate	Percent
Total population 5 years and over	43,808	
Speak only English	40,138	91.6%
Speak language other than English	3,670	8.3%
Speak English less than "very well"	785	1.8%
Spanish	2,424	5.5%
Speak English less than "very well"	506	20.9%
Other Indo-European languages	396	0.9%
Speak English less than "very well"	47	11.9%
Asian and Pacific Islander languages	650	1.5%
Speak English less than "very well"	232	35.7%
Other Languages	200	0.5%
Speak English less than "very well"	0	0.0%
Source: American Cummunity Survey 2022, 5-year estimates, Table S1601		

Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

"DOT has adopted DOJ'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. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program."

2. Frequency with which LEP Persons Come into Contact with CCOG Programs, Activities, or Services

According to the American Community Survey Five Year Estimates (2022), the largest group of LEP individuals in Calaveras County is Spanish-speaking. This population is approximately 5.5 percent of the population over 5 years of age, or an estimated population of 2,424. Those that speak English less than "very well" are 21 percent (21%) of the population that speaks Spanish, or 506 people. Through a verbal survey of CCOG staff, CCOG has assessed the frequency at which staff has or could possibility have contact with LEP persons; finding no interactions with Spanish or non-English speakers.

3. Nature and Importance of the Programs, Activities or Services Provided by CCOG to the Population

All CCOG activities and programs are likely to affect some LEP individuals in Calaveras County.

4. Resources Available to CCOG for LEP Outreach, as well as the Costs Associated with that Outreach.

CCOG has assessed its available resources that could be used for providing LEP assistance. The CCOG is limited in staffing resources and therefore has no in-house support for LEP assistance; however, CCOG will make accommodations for translation or interpretation at transportation needs workshops when such services are requested. Please see Language Assistance Services below for more information.

Language Assistance Services

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

Although there are a low percentage of LEP individuals within CCOG's service area and CCOG does not meet the threshold for vital documents, in an effort to accommodate limited English speakers who speak Spanish as their primary language we have translated the Nondiscrimination Policy and Notice to the Public to Spanish. These notices are posted at the CCOG office and on the CCOG's website at www.calacog.org.

In addition, the CCOG coordinates with the Calaveras County Health and Social Services to provide translation services to accommodate calls from limited English speakers who speak Spanish.

Monitoring & Updating

Calaveras COG's Limited English Proficiency Plan is designed to be easily updated. At a minimum, CCOG will follow the Title VI Program update schedule of submission every three years.

Each update of the LEP Plan will examine plan components including, but not limited to:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.

- Determination of the current LEP population in the service area.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether CCOG fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

Staff Training

Calaveras COG staff receives training when updates are made to the Title VI program or LEP Plan, or when there is a new hire. The following is covered during these trainings:

- Information on CCOG Title VI Policies and Procedures, and LEP responsibilities.
- Documentation of language assistance requests.
- How to handle a Title VI/LEP complaint.

Appendix D - Table Depicting Minority Representation on Committees and Councils Selected by CCOG

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

Social Services Transportation Advisory Council (SSTAC)

Body	**Race**					
	White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific	Other
County Total Population[1]	83.1%	1%	1.3%	2%	0.1%	3.3%
SSTAC[2]	-	-	-	-	-	-
Language Group	English	Spanish	Asian Pacific	Indo/ European		Other
Total Population[1]	91.6%	5.5%	1.5%	0.9%		0.5%
SSTAC	100.0%					

[1]American Community Survey (ACS) Five-Year Estimates (2022)
[2]Information not available

CCOG welcomes all who are interested in serving on the SSTAC who meet the mandates of the TDA. CCOG has appointed all members seeking to participate and will continue to do so. Outreach efforts are focused on the primary intent of the SSTAC, which is to meet the mandates of the TDA. The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act (SB 498 1987). The SSTAC serves as an advisory body to the Calaveras Council of Governments (CCOG) regarding the transit needs of transit dependent and transit disadvantaged persons, including older adults, persons with disabilities, and persons of limited means.

SSTAC PURPOSE AND DUTIES

1. To advise CCOG on the transit needs of transit dependent and transit disadvantaged persons, including older adults, persons with disabilities, and persons of limited means including, but not limited to, recipients of the CalWORKS program.

2. To annually participate in the identification of unmet transit needs that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.

3. To annually review and recommend action to be taken by CCOG which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet. This process is required if funds are to be used for streets and roads.

4. To advise CCOG on any other major transportation issues, including the coordination and consolidation of specialized transportation services.

SSTAC MEMBERSHIP

(a) CCOG shall appoint SSTAC members in the following categories as established in Section 99238 of TDA statues, and who are residents of Calaveras County:

(1) At least one representative of potential transit users who is 60 years of age or older.

(2) At least one representative of potential transit users who are persons with disabilities.

(3) At least two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.

(4) At least two representatives of local social service providers for persons with disabilities, including one representative of a social service transportation provider, if one exists.

(5) At least one representative of a local social service provider for persons of limited means.

(6) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(7) One member at-large position. In appointing council members, CCOG shall strive to attain geographic and minority representation among council members.

Appendix E - Constructed Facilities

No facilities are being constructed by the Calaveras Council of Governments that require a Title VI equity analysis.

Calaveras Council of Governments
COUNTY OF CALAVERAS
State of California
June 5, 2024

RESOLUTION NO: FY24-22

A RESOLUTION ADOPTING THE CALAVERAS COUNCIL OF GOVERNMENTS TITLE VI PROGRAM

WHEREAS, the Calaveras Council of Governments (CCOG) in its official capacity as the designated Regional Transportation Planning Agency for Calaveras County, is responsible to comply with Title VI of the Civil Rights Act of 1964, including provisions detailed in the U.S. Department of Transportation's FTA Circular 4702.1B "Title VI Requirement and Guidelines for Federal Transit Administration Recipients"; and

WHEREAS, in accordance with the Federal Circular 4702.1B, CCOG has prepared a Title VI Program inclusive of Title VI Policies and Procedures, a Public Participation Plan and Limited English Proficiency Plan;

NOW, THEREFORE, BE IT RESOLVED that the CCOG has approved the Calaveras Council of Governments Title VI Program and incorporated into the CCOG Policies and Procedures Manual;

The foregoing Resolution was duly passed and adopted by the Calaveras Council of Governments at a regular meeting thereof, held on 5th day of June 2024, by the following vote:

RESULT:	**ADOPTED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Tim Muetterties, Citizen Member
SECONDER:	Pat Bettinger, Citizen Member
AYES:	Folendorf, Muetterties, Catalano, Stopper, Moncada, Schirato, Bettinger

ATTEST

Anne Dell'Orto, Clerk to the Council
Calaveras Council of Governments

Amanda Folendorf, Chair
Calaveras Council of Governments