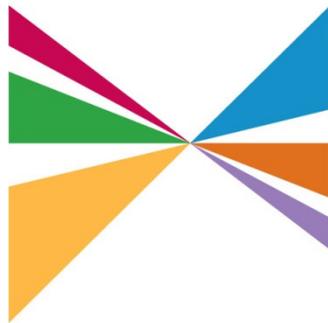


**Southern California
Association of Governments
Title VI Program**

SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

September 2014

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I. Introduction

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), hereinafter referred to as “Title VI,” prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. This Title VI Program reflects the commitment by the Southern California Association of Governments (SCAG) to comply with Title VI and to ensure that no person shall, on the basis 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 provided by SCAG.

As a direct recipient of funds from the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA), SCAG is subject to Title VI and is required to submit a Title VI compliance report to FTA every three years. This Title VI Program reflects SCAG’s efforts with regard to Title VI compliance.

In addition, Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. SCAG serves one of the most diverse regions in the United States and is committed to providing meaningful and substantive opportunities for input and participation in its regional planning activities. The policies and plans that guide SCAG’s decision-making impact the quality of life for all people who live, work and play in the region. Therefore, in accordance with Federal law, and in keeping with SCAG’s policy to enhance access and opportunities for input for all interested parties, including Limited English Proficiency populations, SCAG has developed a Language Assistance Plan for Limited English Proficient (LEP) Populations, also referred to as SCAG’s LEP Plan, as part of this Title VI Program to address the needs of LEP populations in the six-county region.

II. Background Information about SCAG

The Southern California Association of Governments, founded in 1965, is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. Under federal law, SCAG is designated as a Metropolitan Planning Organization and under state law as a Regional Transportation Planning Agency and a Council of Governments.

SCAG develops long-range regional transportation plans including sustainable communities strategy and growth forecast components, regional transportation improvement programs, regional housing needs allocations and a portion of the South Coast Air Quality management plans. In 1992, SCAG expanded its governing body, the Executive Committee, to a 70-member Regional Council to help accommodate new responsibilities mandated by the federal and state governments, as well as to provide more broad-based representation of Southern California’s cities and counties. With its expanded membership structure, SCAG created regional districts to provide for more diverse

representation. The districts were formed to represent the cities in the SCAG region with the intent to serve equal populations and communities of interest. Currently, the Regional Council consists of 86 members.

In addition to the six counties and 191 cities that make up SCAG's region, there are six County Transportation Commissions that hold the primary responsibility for programming and implementing transportation projects, programs and services in their respective counties. Additionally, SCAG Bylaws provide for representation of Native American tribes and Air Districts in the region on the Regional Council and Policy Committees.

III. General Requirements

On October 1, 2012, FTA published Circular FTA C 4702.1B (Circular) to provide recipients of FTA financial assistance with guidance and instructions necessary to carry out the U.S. Department of Transportation (DOT) Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in DOT's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient ("LEP") Persons (70 FR 74087, December 14, 2005). The following summarizes SCAG's compliance with the General Requirements for all FTA recipients as described in Chapter III of the Circular.

a) Requirement to Provide Title VI Assurances

SCAG submits its Title VI Assurances as part of its annual Certifications and Assurances submission to DOT, FHWA and FTA. SCAG will collect Title VI Assurances from subrecipients prior to passing through FTA funds. The federal fiscal year 2014 FTA Certifications and Assurances for SCAG were electronically pinned in TEAM on April 22, 2014, by SCAG Grants Administrator Alfonso Hernandez. In addition, a Policy Statement originally signed by SCAG's Executive Director in 2011 assuring SCAG's compliance with Title VI of the Civil Rights Act of 1964 can be found in **Appendix A**.

b) Requirement to Prepare and Submit a Title VI Program

SCAG updates and submits its Title VI Program to its FTA (Region 9) regional civil rights officer every three years or as otherwise directed by FTA. SCAG also submits its Title VI Program to the State of California Department of Transportations (Caltrans) in order to assist the State in its compliance efforts. SCAG's current Title VI Program was submitted and approved by FTA in February 2012, and will expire on November 30, 2014.

c) Requirement to Notify Beneficiaries of Protection under Title VI

SCAG's policy is not to discriminate against any person with respect to a SCAG program, service or activity. This commitment is incorporated into all public outreach efforts to engage all segments of the population in the transportation planning process. SCAG actively provides information regarding its Title VI obligations to the public using a variety of methods, such as having its Title VI Program, LEP Plan and complaint procedure available on the SCAG website and provided to staff, citizens, consultants and subrecipients. Notice of non-discrimination policy is included in all SCAG contracts and bid advertisements.

Finally, SCAG's Title VI Notice to the Public is included in **Appendix B**. This notice is available on the SCAG website and posted in SCAG main office as well as its regional offices.

d) Requirement to Develop Title VI Complaint Procedures and Complaint Form

SCAG has developed a process for investigating all Title VI complaints. Members of the public may file a signed, written complaint within sixty (60) calendar days from the date of alleged discrimination. Full procedures for filing a complaint, SCAG's procedures for investigating complaints and a copy of SCAG's Title VI Complaint Form are attached herein as **Appendix C**. Given that the Complaint Procedures and Complaint Form are vital documents under DOT's Title VI regulations, these documents along with the Notice to the Public have also been translated into the Spanish, Chinese, Korean and Vietnamese languages in accordance with SCAG's Limited English Proficiency (LEP) Plan and are included herein as **Appendix G**.

At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact the complainant (i.e. telephone number, email address, etc.).
- Basis of complaint (i.e., race, color, or national origin).
- Date of alleged discriminatory act(s).
- How, when, where and why Complainant alleges he or she was discriminated against. Include the location, names and contact information of any witnesses
- Other significant information.

The complaint may be filed in writing with SCAG to the following:

Joann Africa, Chief Counsel/Director of Legal Services
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

e) Requirement to Record and Report Transit-Related Title VI investigations, complaints, or lawsuits

In compliance with 49 CFR Section 21.9, SCAG maintains a file of any active transit-related Title VI investigations conducted by entities other than FTA, lawsuits, and complaints naming SCAG. The file includes a list that describes 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 SCAG in response, or final findings related to, the investigation, lawsuit or complaint.

Since the last reporting period in 2012, SCAG has had no Title VI investigations, complaints or lawsuits filed against it.

f) Promoting Inclusive Public Participation

SCAG implements a public involvement process to provide complete information, timely public notice and full public access to key decisions and to support early and continuing public involvement in developing its regional plans. Since SCAG's Title VI Program submission in 2012, the organization has updated its Public Participation Plan twice to include new strategies for public engagement and meet requirements set forth in California SB 375. Highlights of our outreach efforts include:

- Held one workshop and one public hearing in each of the six counties during the public review and comment period for the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and provided an additional opportunity by allowing virtual participation through videoconferencing from eight sites throughout the region.
- Held two workshops as part of the environmental justice outreach effort, giving stakeholders and local community organizations opportunities to learn about SCAG's environmental justice analysis for the Draft 2012-2035 RTP/SCS and provide input on concerns and propose new analysis areas. The input from these sessions was integrated into the technical analysis in SCAG's Environmental Justice Appendix for the 2012-2035 RTP/SCS.
- Provided advance notice of workshops and public hearings via our email communication, social media, website, public notices at each venue, notices in newspapers, press releases and word of mouth.
- Targeted outreach to underrepresented communities, ethnic press and all federally recognized Tribal Governments within the SCAG Region.
- Made over 40 special presentations on the Draft 2012-2035 RTP/SCS throughout the region to academics, business leaders, elected officials and local stakeholders.
- Developed a number of communications materials to inform the public on the purpose and importance of the 2012-2035 RTP/SCS, including fact sheets, PowerPoint presentations, and videos, and made them available electronically on SCAG's website.
- Translated fact sheets and the executive summary of the 2012-2035 RTP/SCS into Spanish, Chinese and Korean, to engage persons with limited English proficiency.

- Created an interactive website for the plan, allowing for direct access to information, charts and graphics, as well as the ability to comment directly on the electronic version. The website is compliant with the 1990 Americans with Disabilities Act.
- In compliance with SAFETEA-LU, SCAG held a Resource Agency Consultation Workshop with federal, state and tribal land management, wildlife, and regulatory agencies on the 2012-2035 RTP/SCS, an overview of comments related to natural resources, and a summary of proposed edits to the Program Environmental Impact Report and the Environmental Justice analysis.
- Reviewed and provided responses to all comments received regarding proposed plans and programs.
- Evaluated public participation activities to continually improve the outreach process and provide early opportunities for engagement.

SCAG continually seeks to ensure that minority and low-income populations are involved in the regional planning process. The 2012-2035 RTP/SCS was supported by a comprehensive public involvement program that complied with Title VI and the executive order on Environmental Justice and is fully documented in the 2012-2035 RTP/SCS, Public Participation and Consultation Appendix, available at: http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP_PublicParticipation.pdf.

SCAG’s most recent Public Participation Plan, adopted by SCAG’s governing board in April 2014, describes the agency’s core values related to public participation, and provides goals and strategies for increasing public information and engagement in the planning process. This update includes several new initiatives, such as:

- Improve participation of rural, unincorporated communities and farm workers by consulting with community, legal and business groups in the area.
- Increase participation and develop networks with high schools and universities by involving young people in municipal government and planning and policy work.
- Expand opportunities to engage the public both online and through other technological platforms.

SCAG’s Public Participation Plan is included herein as **Appendix E** and is also available online at <http://www.scag.ca.gov/participate/Pages/PublicParticipationPlan.aspx>.

g) Requirement to Provide Meaningful Access to LEP Persons

Consistent with Title VI, 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).

A full copy of SCAG’s Language Assistance Plan for Limited English Proficient Populations, also referred to as the “LEP plan,” can be found in **Appendix D**.

Key elements of the LEP plan include:

- Translating vital documents into the four largest LEP languages – Spanish, Chinese, Korean and Vietnamese. The agency will determine, on a case-by-case basis, the effectiveness and appropriateness to translate other, non-vital documents.
- Identifying LEP individuals who need language assistance by using the U.S. Census Bureau’s “*I Speak*” language identification list.
- Having translators, including bilingual staff members, available for public meetings and workshops as needed.
- Instituting formal procedure to document the frequency with which LEP persons come into contact with SCAG staff and the nature of the interaction, as well as documenting the frequency in which translated documents are accessed on the website; and
- Surveying LEP participants at public hearings to assess the effectiveness of the agency’s language services and whether alternate services may need to be employed.

h) Minority Representation on Planning and Advisory Boards

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.

At this time, SCAG does not have any transit-related, non-elected planning boards, advisory councils or committees, or similar committees, of which the membership is selected by SCAG, and therefore, no table is provided denoting the racial breakdown of the membership of such committees. To the extent in the future, SCAG creates such committees and selects its membership, SCAG will encourage the participation of minorities in these committees.

i) Providing 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.” As a primary recipient of Federal pass-through funds, SCAG assists its subrecipients in complying with DOT’s Title VI regulations, including general reporting requirements. Assistance is provided to each subrecipient by SCAG as necessary.

SCAG periodically reviews the Title VI programs of its subrecipients and works cooperatively to assist them in updating their programs to address DOT Title VI regulations and meet program approval deadlines. SCAG currently provides each subrecipient with a copy or access (via internet link) to SCAG's Title VI Program, which includes the agency's notice to the public informing beneficiaries of their rights under DOT's Title VI regulations, procedures on how to file a Title VI complaint and the SCAG's Title VI complaint form. Additional sample notices and procedures are provided to subrecipients upon request. Subrecipients are also provided a link and resources to all applicable FTA circulars including Circular FTA C 4702.1B. Finally, upon request of the subrecipient, SCAG provides demographic information on the race and English proficiency of residents served by the subrecipient, and other data such as travel patterns, that will assist the subrecipient in complying with Title VI.

j) Monitoring Subrecipients

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients comply with the DOT's Title VI regulations, SCAG as a primary recipient of Federal pass-through funds, must monitor subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then SCAG is also not in compliance.

However, when a subrecipient is also a direct recipient of FTA funds, that is it applies for funds directly from FTA in addition to receiving funds from a primary recipient, the subrecipient/direct recipient reports directly to FTA and SCAG is not responsible for monitoring compliance of that subrecipient. The FTA supplemental agreement signed by SCAG and the subrecipient in their roles as designated recipient and direct recipient relieves SCAG of this oversight responsibility.

As applicable, in order to ensure SCAG and subrecipients (which are not direct recipients) are in compliance with Title VI requirements, SCAG shall undertake the following activities:

- Document its process for ensuring that all subrecipients are complying with the general reporting requirements of the Circular, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service, if a transit provider.
- Collect Title VI Programs from subrecipients and review programs for compliance. Collection and storage of subrecipient Title VI Programs may be electronic at the option of SCAG.
- At the request of FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by SCAG, SCAG shall request that subrecipients who provide transportation services verify that their level and quality of FTA C 4702.1B Chap. III-11 service is provided on an equitable basis. Subrecipients that are fixed route transit providers are responsible for reporting as outlined in Chapter IV of the Circular.

SCAG shall conduct on-site visits of subrecipients as needed or subsequent to the filing of a Title VI complaint. In the event of a subrecipient's noncompliance, SCAG may impose sanctions pursuant to terms and conditions of an agreement between SCAG and each subrecipient (Subrecipient Agreement), such as the withholding of payments and/or the cancellation, termination, or suspension of a project agreement.

Subrecipients must submit a Title VI program to SCAG subsequent to the execution of a Subrecipient Agreement, i.e., Memorandum of Understanding (MOU). Following submission of the subrecipient’s initial Title VI program, subrecipients are required to resubmit every three years an updated Title VI program. If SCAG staff identifies that modifications are needed, subrecipients must provide the most updated version of the Title VI program within 30 days of finalizing an update. Additionally, changes in the FTA’s Title VI requirements may necessitate updates to subrecipients’ Title VI programs in order to ensure compliance. The schedule below indicates the most recent Title VI program submissions by SCAG’s subrecipients and the upcoming submission dates. In order to assist SCAG in its compliance efforts, subrecipients’ Title VI Programs are set on a schedule determined by SCAG and in compliance with FTA requirements. Most of SCAG’s subrecipients are also direct recipients of FTA funds.

TITLE VI PROGRAM DUE DATES					
Subrecipients	Grant Programs	Due Date	Expiration Date	FTA Direct Recipient	Title VI Plan Location
Antelope Valley Transit Authority (AVTA)	FTA Section 5339	6/1/2014	7/31/2014	DOT Direct Recipient	Title VI Plans\AVTA
*Indio, City of	CPG	TBD	TBD	Not a DOT Direct Recipient	
Gold Coast Transit	FTA Section 5304	6/1/2016	7/31/2016	DOT Direct Recipient	Title VI Plans\Gold Coast Transit
Long Beach Transit	FTA Section 5304	6/1/2016	7/31/2016	DOT Direct Recipient	Title VI Plans\Long Beach Transit
Los Angeles County Metropolitan Transportation Authority (LACMTA/Metro)	FTA Section 5339	10/1/2016	11/30/2016	DOT Direct Recipient	Title VI Plans\Metro
Omnitrans	FTA Section 5339, FTA Section 5304	10/1/2015	11/30/2015	DOT Direct Recipient	Title VI Plans\Omnitrans
Orange County Transportation Authority (OCTA)	FTA Section 5339	10/1/2015	11/30/2015	DOT Direct Recipient	Title VI Plans\OCTA
Pasadena, City of	FTA Section 5304	3/1/2017	4/30/2017	N/A	Title VI Plans\Pasadena
Riverside, City of	FTA Section 5339, FTA Section 5304	4/1/2013	5/31/2013	DOT Direct Recipient	Title VI Plans\City of Riverside
Riverside County Transportation Commission (RCTC)	FTA Section 5304	2/1/2014	3/31/2014	DOT Direct Recipient	Title VI Plans\RCTC
Riverside Transit Agency	FTA Section 5339	10/1/2016	11/30/2016	DOT Direct Recipient	Title VI Plans\RTA
SunLine Transit Agency	FTA Section 5339	10/1/2016	11/30/2016	DOT Direct Recipient	Title VI Plans\SunLine
*Thousand Oaks, City of	FTA Section 5304	6/1/2015	7/31/2015	Not a DOT Direct Recipient	Title VI Plans\Thousand Oaks

*Subrecipients which are not DOT (FTA & FHWA) Direct Recipients

k) 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 person from their residences and businesses may not be determined on the basis of race, color, or national origin.”

In accordance with the Circular, “facilities” is narrowly defined to not include bus shelters, which are transit amenities; or larger projects such as transit stations which subject to the NEPA process. Rather, facilities covered in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

SCAG acknowledges its responsibility to complete a Title VI equity analysis if SCAG constructs a facility, such as an operation center, storage facility, etc. SCAG has no plans to construct such a facility at this time. SCAG will complete the Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color or national origin. This process would include outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis would compare the equity impacts of various siting alternatives, and occur before the selection of the preferred site.

I) Requirement to Provide Additional Information upon request

SCAG will provide information other than that required by the Circular to FTA upon request, should it be necessary to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT’s Title VI regulations.

IV. Requirements Specific to Metropolitan Planning Organizations

In addition to the General Requirements for all FTA recipients, Circular FTA C 4702.1B also includes specific requirements that metropolitan planning organizations (MPO) must follow in order to comply with the DOT's Title VI regulations. It is important to note that SCAG as a MPO is not a provider of fixed route public transportation services, and therefore the requirements under section 2 of chapter IV of the Circular are not applicable to SCAG.

The following is a summary of SCAG's compliance with the MPO-specific requirements as described in Chapter VI of the Circular.

a) Requirement that Metropolitan Planning Activities comply with Title VI

SCAG fully recognizes that all its metropolitan transportation planning activities must comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Planning and Programming. As previously noted, SCAG updates and submits its Title VI Program every three years or as otherwise directed by FTA. SCAG also submits its Title VI Program to Caltrans in order to assist the State in its compliance efforts. A copy of the resolution approving this Title VI Program by SCAG's governing board is attached as **Appendix F**.

b) Demographic profile of the Metropolitan Area

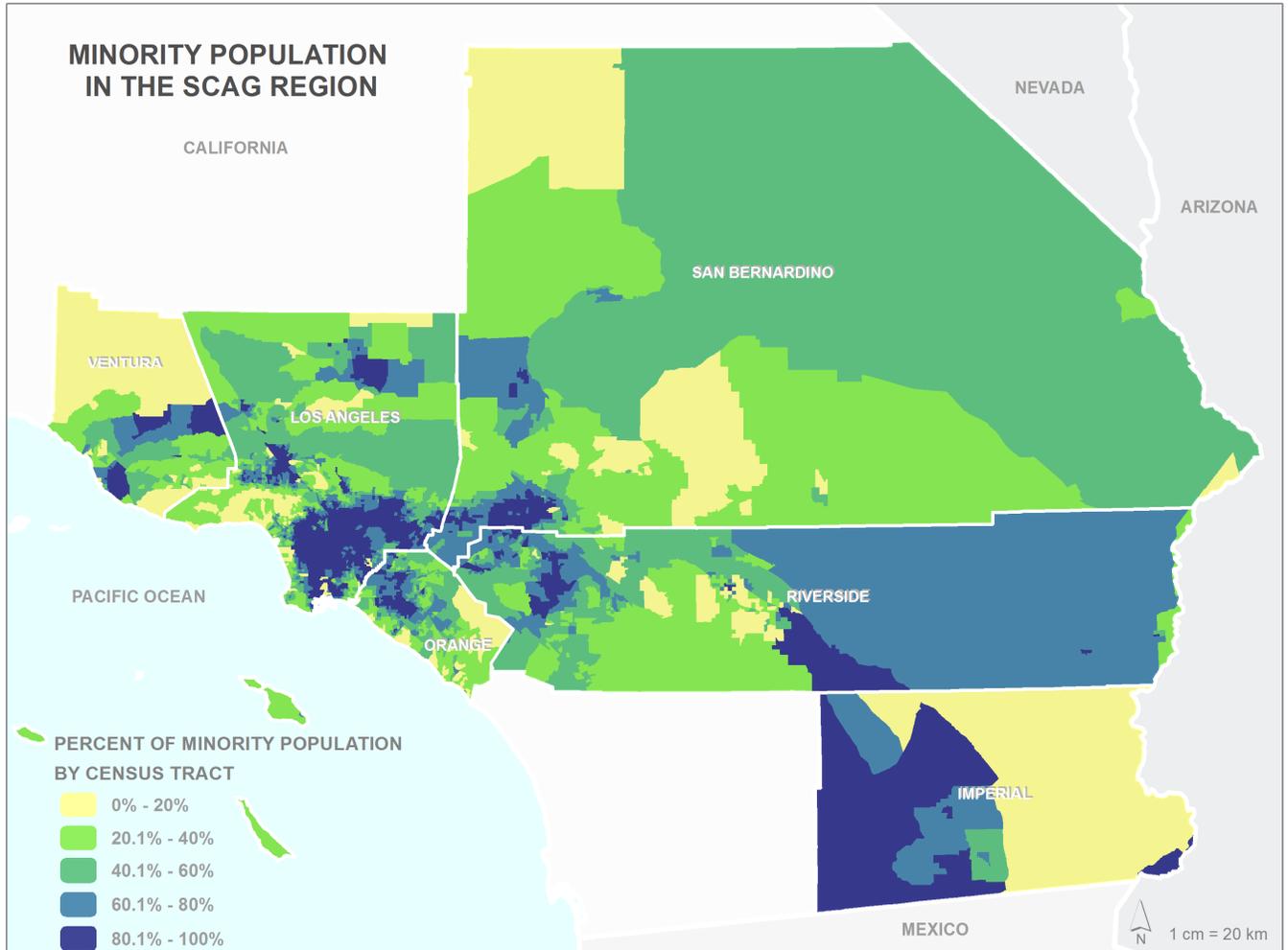
In accordance with Section 2.a of Chapter VI of the Circular, the following represents the demographic profile of SCAG's metropolitan area which includes identification of the locations of minority populations in the aggregate.

Population by Race/Ethnicity	Imperial County		Los Angeles County		Orange County	
	Population	% of County	Population	% of County	Population	% of County
Hispanic or Latino	139,382	80%	4,694,846	48%	1,015,013	34%
Non Hispanic White	23,876	14%	2,731,605	28%	1,332,316	44%
Non Hispanic African American	5,064	3%	809,858	8%	45,438	2%
Non Hispanic American Indian and Alaska Native	1,437	1%	17,371	0%	6,676	0%
Non Hispanic Asian	2,420	1%	1,343,920	14%	542,857	18%
Non Hispanic Others	1,308	1%	242,424	2%	79,540	3%
Total	173,487	100%	9,840,024	100%	3,021,840	100%

Population by Race/Ethnicity	Riverside County		San Bernardino County		Ventura County	
	Population	% of County	Population	% of County	Population	% of County
Hispanic or Latino	998,113	46%	1,005,858	49%	331,225	40%
Non Hispanic White	867,580	40%	677,104	33%	400,432	49%
Non Hispanic African American	129,961	6%	169,394	8%	12,937	2%
Non Hispanic American Indian and Alaska Native	10,616	0%	7,702	0%	1,626	0%
Non Hispanic Asian	127,477	6%	126,685	6%	55,605	7%
Non Hispanic Others	59,235	3%	54,286	3%	20,969	3%
Total	2,192,982	100%	2,041,029	100%	822,794	100%

Population by Race/Ethnicity	SCAG Region	
	Population	% of County
Hispanic or Latino	8,184,437	45%
Non Hispanic White	6,032,913	33%
Non Hispanic African American	1,172,652	6%
Non Hispanic American Indian and Alaska Native	45,428	0%
Non Hispanic Asian	2,198,964	12%
Non Hispanic Others	457,762	3%
Total	18,092,156	100%

Social Explorer Tables: ACS 2008 to 2012 (5-Year Estimates) (SE), ACS 2008 – 2012 (5-Year Estimates), Social Explorer; U.S. Census Bureau



Sources: SCAG, 2014; 2008-2012 American Community Survey (ACS), U.S. Census Bureau

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c) Description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process

Key objectives of the SCAG Public Participation Plan are to: “Involve traditionally underserved persons, including minority, tribal governments, low-income and elderly citizens or those addressed by the Americans with Disabilities Act (ADA) in the development and review of transportation plans and projects” and “Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households in an effort to ensure that the requirements of Title VI and Environmental Justice have been met.”

SCAG’s Environmental Justice program includes two main elements: public outreach and technical analysis. Specifically, SCAG seeks to ensure that 1) traditionally underserved persons are identified and have ample opportunity to participate in the transportation decision-making process; and 2) thorough environmental justice analysis is conducted to evaluate potential disproportionate burdens

to any low-income or minority populations and to identify potential mitigation strategies to address environmental justice concerns as part of SCAG's transportation planning process.

As part of its 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), SCAG completed a robust Environmental Justice report that assesses the impacts of the 2012—2035 RTP/SCS on low-income and minority populations, and provides a “Mitigation Toolbox” identifying strategies for local jurisdictions and county transportation commissions to address environmental justice in their projects. Demographic categories considered in SCAG's Environmental Justice report include minority, low-income, disabled, seniors, Native American, foreign born and non-English speaking populations.

For the 2016 RTP/SCS Plan outreach, SCAG staff will utilize this information to ensure identified traditionally underserved citizens have ample opportunity to participate in the planning process. Many of SCAG's Environmental Justice (EJ) benchmarks, measures, and criteria were developed and adopted as result of the public and stakeholder outreach, comment, and input process. For example, during the 2008 RTP Environmental Justice outreach meetings, SCAG was advised that a more appropriate indicator to measure transportation services, status of mobility/accessibility, and needs for the low-income and minority population is to calculate their accessibility to job opportunities within a 45-minute travel time by different transportation modes (automobile, local bus, and transit system). In addition, the same methodology and measures are applied to non-work trip purposes (for example, shopping, access to essential services, etc.) and extended to open space/parks trip destinations. As such, it has become standard in SCAG's EJ analysis to provide information related to how the RTP/SCS affects and provides improvements in benefits for the EJ population in terms of its access to jobs (work trips), and shopping and other essential services (non-work trips), and also to open space/parks (leisure trips) within a 45- minute travel time by different transportation modes.

SCAG anticipates that additional EJ benchmarks, measures, analyses, and criteria, etc., will be developed through outreach and public workshops planned/conducted throughout the 2016-2040 RTP/SCS process. As described in SCAG's Public Participation Plan, Environmental Justice outreach procedures include convening EJ workshops hosted by SCAG to engage stakeholders and the public on the Environmental Justice analysis for regional transportation plan documents to ensure that all members of the public have an opportunity to participate meaningfully in the planning process and their comments are considered in such process. The first EJ workshop is scheduled for October 23, 2014. SCAG staff's interaction with stakeholders has proven to be the best method of ensuring participation of identified traditionally underserved persons in SCAG's public involvement process. SCAG additionally may plan to convene an Environmental Justice Advisory Group. This group would include representatives of community-based organizations, non-profits, and tribal governments from all parts of the SCAG region. More information about SCAG's outreach procedures related to Title VI and Environmental Justice may be found in SCAG's Public Participation Plan incorporated into this Title VI Plan and publicly available at http://scag.ca.gov/Documents/PPP2014_Adopted-FINAL.pdf.

d) Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate of the metropolitan area

SCAG has developed charts, instead of maps, that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes. These charts are incorporated as part of the analysis below in subsection e related to SCAG's transportation system and any disparate impacts.

e) Analysis of MPO's transportation system that identifies and addresses any disparate impacts

DOT's Title VI regulations require that MPOs develop charts that analyze the impacts of the distribution of state and federal funds in the aggregate for public transportation purposes and to identify any disparate impacts on the basis of race, color, or national origin. SCAG's adopted 2012-2035 RTP/SCS includes \$524.7 billion (in year of expenditure dollars) to support the region's surface transportation investments, including transit, highways, local road improvements, system preservation, and demand management goals. The fiscally constrained RTP/SCS includes revenues from both traditionally available and reasonably available revenue sources, comprised of 53 percent local sources (\$227.4 billion), 25 percent state sources (\$130.0 billion), and 22 percent federal sources (\$117.3 billion). Transit investments—\$106.9 billion in transit capital improvements and \$139.3 billion in transit operations and maintenance—account for nearly half (47 percent) of the RTP/SCS total. Although local sales taxes constitute a large portion of funding for transit, state and federal dollars remain critical for both transit capital and operating needs.

As part of the 2012-2035 RTP/SCS development, SCAG conducted an environmental justice analysis, utilizing performance measures to analyze existing social and environmental equity in the region and to address the impacts of the RTP/SCS on various environmental justice population groups, including racial and ethnic minorities. While the impacts are based on the implementation of all the adopted RTP/SCS projects and strategies in their entirety, the portions of the analysis presented here includes results by mode, including public transportation, and therefore addresses the USDOT's Title VI requirement. Performance results from the analysis are summarized below, and more detailed information can be found in the 2012-2035 RTP/SCS Environmental Justice Technical Appendix available at: http://rtpscs.scag.ca.gov/Documents/2012/final/SR/2012fRTP_EnvironmentalJustice.pdf.

SCAG identified minority persons based on Executive Order 12898 and the USDOT and Federal Highway Administration (FHWA) Orders on Environmental Justice, which define "minority" as persons belonging to any of the following groups, as well as "other" categories that are based on the self-identification of individuals in the US Census: Black, Hispanic, Asian, and American Indian and Alaskan Native (called Native American and abbreviated as NA in this report). SCAG based its

analysis on the latest census data for racial/ethnic groups in the SCAG region at the census tract level and by transportation analysis zone (TAZ) used in the regional travel demand model.

In summary, the RTP/SCS provides improvements in mobility and accessibility for all racial/ethnic groups. The share of transportation benefits by minority group are balanced and in line with each group's use of the transportation system. SCAG did not identify any disproportionately high and adverse effects on any minority group. The results are presented in more detail in the following series of charts.

Performance Measures

The performance measures used in SCAG's RTP/SCS environmental justice analysis allow for an understanding and comparison of benefits and burdens that are experienced by minority groups as a result of RTP/SCS investments. The measures discussed in this report include: tax burden, transportation system usage, RTP/SCS expenditure distributions, mobility benefits, and accessibility benefits. Also discussed are additional performance measures that SCAG attempted to address for the first time in the 2012-2035 RTP/SCS, with respect to gentrification and rail-related impacts.

Tax Burden

SCAG used the Bureau of Labor Statistics (BLS) Consumer Expenditure Survey data to assess regional expenditures by taxable sales category and adjusted gross income in order to estimate transportation funding contributions or taxes paid by income group and race/ethnicity. SCAG also used taxable sales and expenditure allocation by income quintile from the California Board of Equalization and Franchise Tax Board. Different funding sources can impose disproportionate burdens on lower income and minority groups. Sales and gasoline taxes, which are the primary sources of funding the region's transportation system, were evaluated to demonstrate how tax burdens fall on minority groups.

Figure 1. Taxes Paid by Household Race/Ethnicity (2008 – 2035)

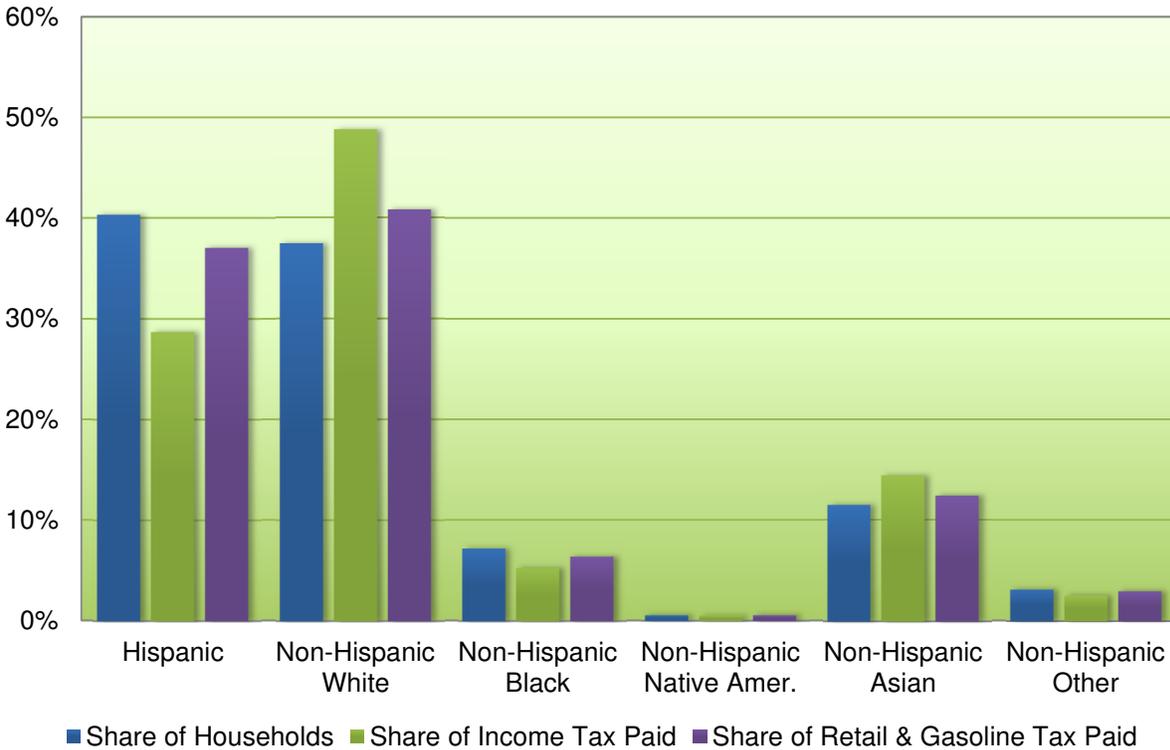


Figure 1 indicates that tax burdens are estimated to fall more heavily on non-minority groups, with Non-Hispanic White households paying 40.8 percent of retail sales and gasoline taxes while constituting 37.5 percent of total households. Hispanic and Non-Hispanic Black households have a lower tax burden compared to overall household share. Non-Hispanic Asian households pay 12.4 percent of retail sales and gasoline taxes, just slightly above their 11.5 percent share of households.

Transportation System Usage

SCAG used the 2010 National Household Travel Survey (NHTS) to analyze the demographic and travel characteristics of the SCAG region in 2009. The NHTS is a household-based travel survey conducted by the FHWA and is the authoritative source of national data on the travel behavior of the American public. This dataset allows for the analysis of daily travel by all modes, including characteristics of the people traveling, their households, and their method of travel. This data was used along with SCAG’s 2001 household travel survey data to develop transportation system usage information by minority households. This usage information forms the basis for allocating RTP/SCS benefits and burdens.

Table 1 presents transportation system usage by mode by household race/ethnicity. Usage for all modes and share of total households are provided for comparison. Table 1 indicates that Hispanic and Non-Hispanic Black households disproportionately use more bus and urban rail, and walk or bike more often, than their share of total households. Non-Hispanic White households, and to a smaller

extent Non-Hispanic Asian households, drive and take commuter rail at a rate higher than their share of total households would suggest.

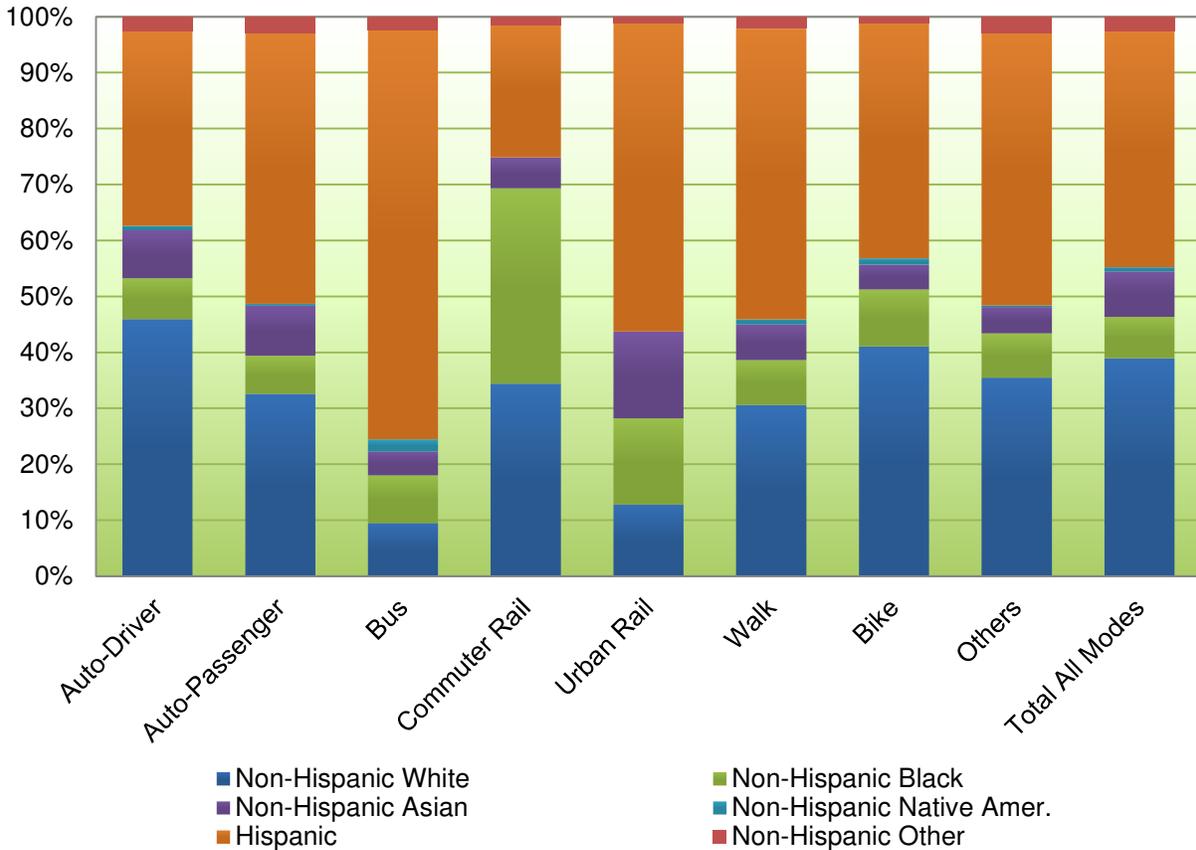
Table 1. Transportation System Usage by Household Race/Ethnicity

	Auto	Bus	Commuter Rail	Urban Rail	Non-Motorized	Other	All Modes	Households
Hispanic	39.2%	44.1%	38.2%	43.2%	41.1%	40.1%	39.6%	40.3%
NH White	38.7%	33.2%	39.4%	34.6%	36.6%	37.5%	38.2%	37.5%
NH Black	6.8%	8.8%	7.1%	7.8%	7.5%	7.4%	6.9%	7.2%
NH NA	0.5%	0.6%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
NH Asian	11.8%	10.2%	11.9%	10.7%	11.2%	11.5%	11.7%	11.5%
NH Other	3.0%	3.2%	2.9%	3.2%	3.1%	3.0%	3.0%	3.0%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

NH = Non-Hispanic, NA = Native American

Figure 2 charts the total person trips in the SCAG region by mode and race/ethnicity. This presents a similar picture of transportation usage as Table 1, with Hispanics representing 42.2 percent of total person trips but 73.2 percent of bus trips and 55.1 percent of urban rail trips. Non-Hispanic Blacks and Asians each represent over 15 percent of Urban Rail trips, about twice their share of total trips. Interestingly, Non-Hispanic Blacks represent 34.9 percent of commuter rail trips, just slightly higher than Non-Hispanic Whites at 34.4 percent.

Figure 2. Total Person Trips by Race/Ethnicity (2009)

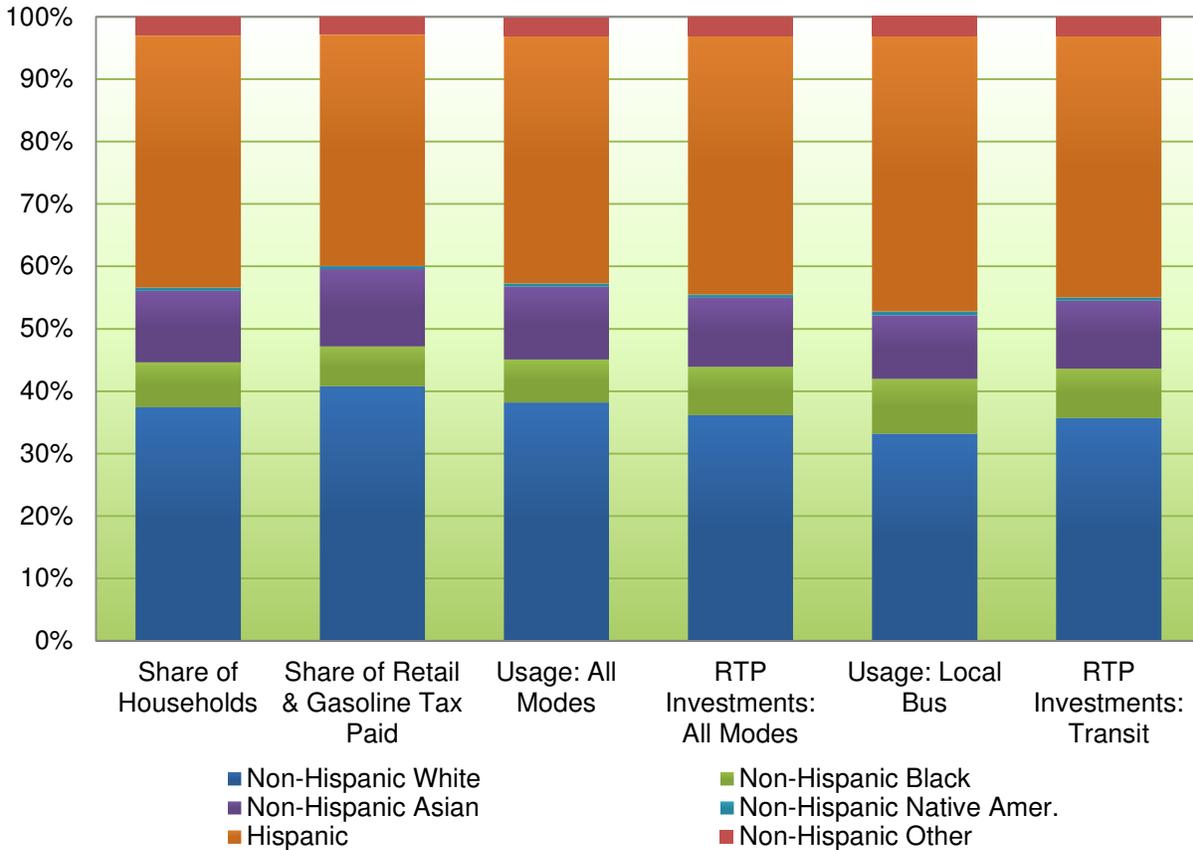


RTP Investment Allocation

Transportation investment strategies can impact the transportation choices of low income and minority communities. A disproportionate allocation of resources for various investments can indicate a pattern of discrimination. In its RTP/SCS analysis, SCAG aimed to identify and address the Title VI and environmental justice implications of its planning processes and investment decisions, and utilized a benefit assessment method that considered to what extent various minority groups were receiving value from transportation investments. RTP/SCS expenditures were categorized by mode and then allocated to minority categories based on each group’s household usage share of these modes.

Figure 3 indicates that RTP/SCS investments are distributed equitably, generally in line with household share, tax burden, and transportation system usage. For Hispanics, the share of transit investments (41.8 percent) is close to this group’s transit usage (44.1 percent local bus), and both exceed the overall share of households (40.3 percent) and tax burden (37 percent). For Non-Hispanic Blacks, the share of transit investments (7.9 percent) is similar to bus usage (8.8 percent) and exceeds the tax burden (6.4 percent). For Non-Hispanic Asians and Non-Hispanic Others, the share of RTP investments (11 percent and 3 percent, respectively) closely mirrors the share of households, system usage, and tax burden.

Figure 3. Households, Tax Burden, Transportation Usage and Investment by Race/Ethnicity



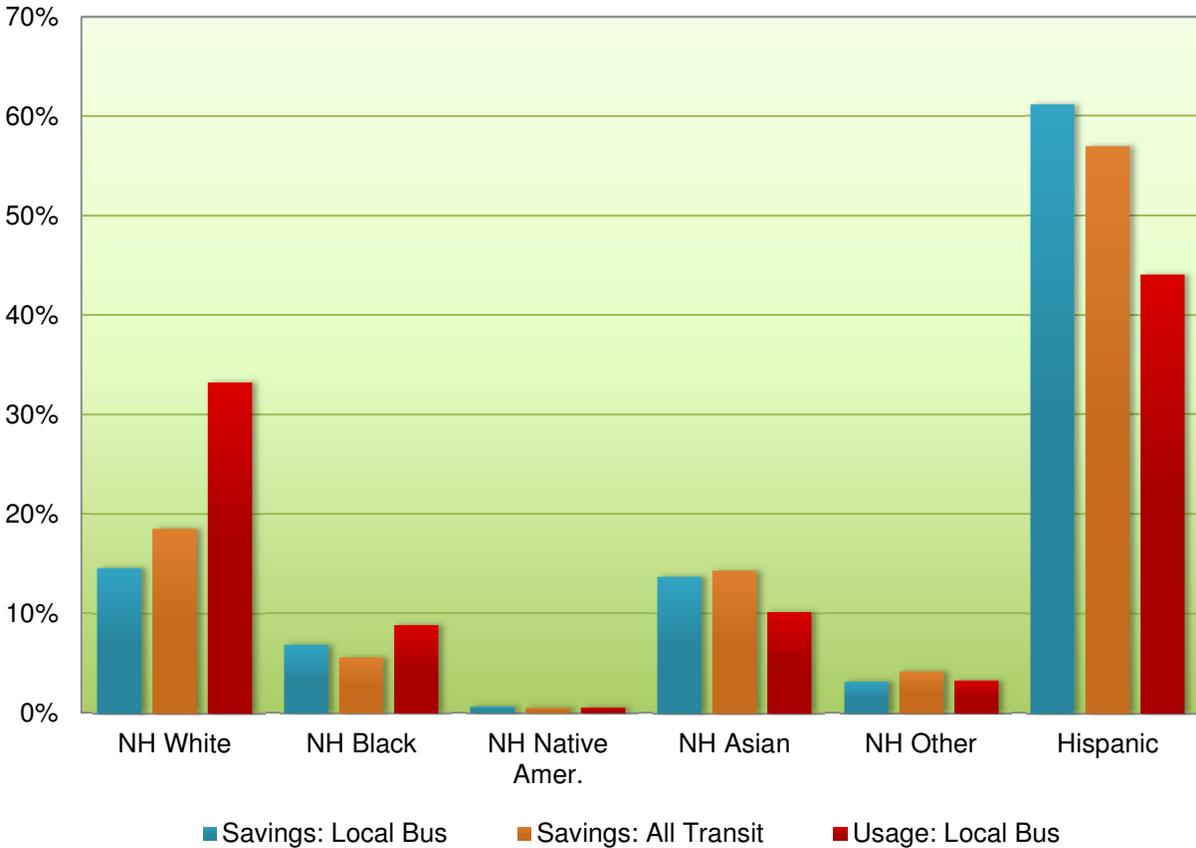
Mobility Benefits (Travel Time Savings)

SCAG analyzed travel time savings resulting from implementation of RTP/SCS investments to determine the share of benefits and burdens for the region’s minority groups. SCAG used the regional travel demand model to assess the distribution of travel time savings for both auto and transit trips that are expected to result from implementation of the plan investments, compared to the baseline or “no project” alternative. This was combined with associated mode usage that was identified for each TAZ in the region to estimate time savings for each minority group.

Figure 4 depicts the distribution of transit travel time benefits by race/ethnicity. All groups are shown to receive a net benefit in travel time savings. The percentages shown represent each group’s share of total regional benefits. Results are shown for local bus and for all transit. Household local bus usage presented previously in Table 1 is provided as a point of comparison.

The Hispanic share of total travel time savings for local bus is 61 percent, compared to their household local bus usage of 44.1 percent. Non-Hispanic Asians show a similar pattern, where their share of transit travel time savings exceeds their share of local bus usage. While Non-Hispanic Blacks are estimated to receive 6.8 percent of local bus travel time savings, this is slightly less than their share of usage at 8.8 percent.

Figure 4. Share of Travel Time Savings by Race/Ethnicity



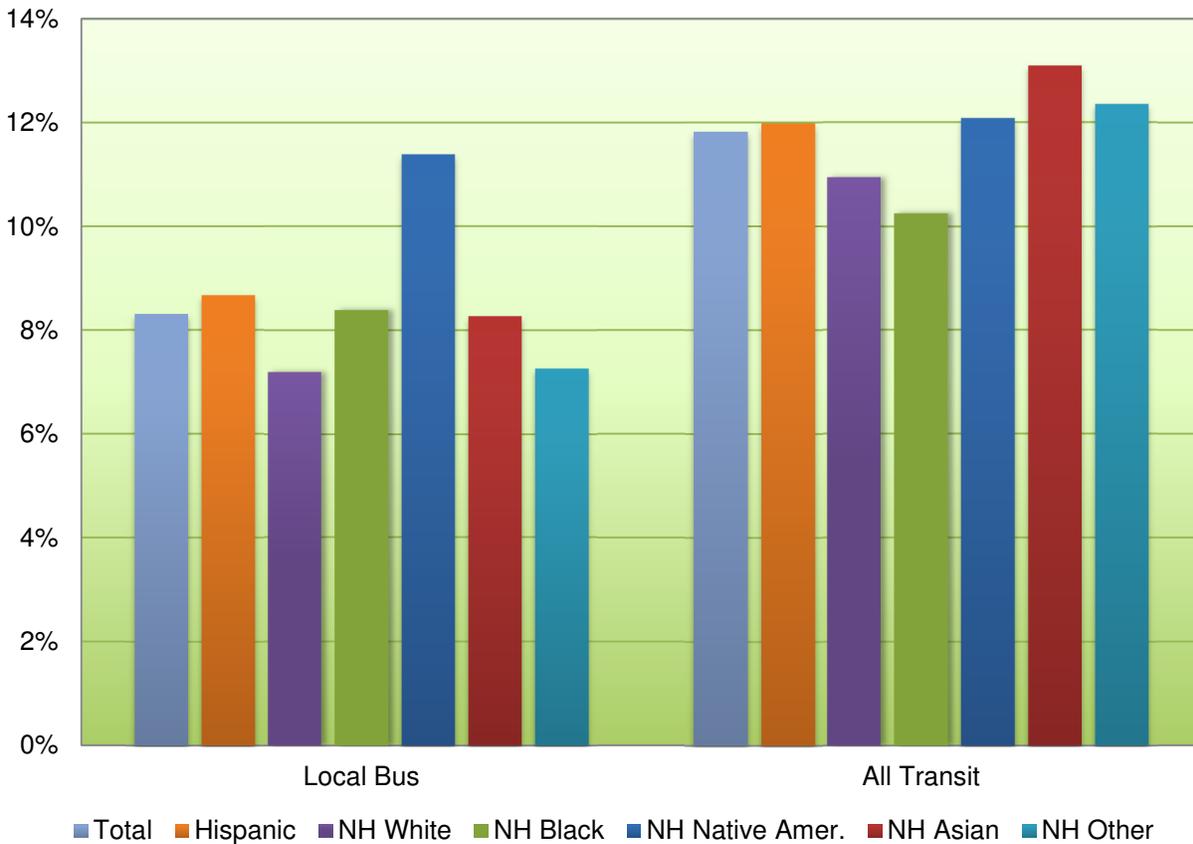
NH = Non-Hispanic

Figure 5 depicts the estimated improvement in travel time for each race/ethnicity. All groups are shown to receive a net benefit in travel time savings. The percentages shown represent the transit travel time savings that are estimated to result from implementation of the RTP/SCS, compared to the baseline or “no project” alternative. Results are shown for local bus and for all transit. The percentage improvement for all groups in total is provided as a point of comparison.

With respect to local bus travel, the RTP/SCS provides an 8.3 percent improvement in travel time benefits overall. Hispanics, Non-Hispanic Asians, Non-Hispanic Native Americans, and Non-Hispanic Blacks are estimated to also experience local bus travel time savings of 8.3 percent or higher. Non-Hispanic Others are estimated to have a 7.3 percent improvement.

With respect to all transit travel, the RTP/SCS provides an 11.8 percent improvement in travel time benefits overall. This rises to 13.1 percent for Non-Hispanic Asians and 12 percent for Hispanics, Non-Hispanic Native Americans, and Non-Hispanic Others. Non-Hispanic Blacks are estimated to experience a 10.3 percent improvement in all transit hours of travel.

Figure 5. Travel Time Improvement by Race/Ethnicity



Accessibility Benefits (Access to Employment Opportunities)

Accessibility is a foundation for social and economic interactions, and is measured by SCAG in terms of the spatial distribution of potential destinations, the ease of reaching each destination, and the magnitude, quality and character of the activities at the destination sites. Travel costs, in terms of time and money, and destination choice are crucial. The lower the costs of travel, and the greater and more varied the destinations, the higher the level of accessibility. SCAG estimated accessibility to employment opportunities by calculating a regional average of the percentage of jobs that can be accessed within 45 minutes by auto and transit. This was calculated using origin-to-destination travel time matrices produced by the regional travel demand model to identify, for each TAZ, the universe of TAZs accessible within 45 minutes by auto and transit modes. The total employment in these accessible TAZs was then calculated to determine the percentage share of total regional employment for each TAZ. Each TAZ’s racial/ethnic breakdown was also tabulated, allowing for an overall regional average accessibility by race/ethnicity to be calculated.

Figure 6 depicts the 2008 average share of the region’s jobs that are accessible within 45 minutes by transit, by race/ethnicity. Results are shown for local bus and for all transit. For local bus, Hispanics, Non-Hispanic Blacks, and Non-Hispanic Asians experience accessibility ranging from 4.5 to 5.3 percent. Non-Hispanic Native Americans (2.8 percent) and Non-Hispanic Others (3.5 percent) experience a lower-than average accessibility for local bus and all transit. This may be primarily a

function of residential location relative to the opportunities in surrounding areas. SCAG has identified that further research is needed to better understand the residential choices and built environment for these groups.

Figure 6. Access to Employment Opportunities (2008)

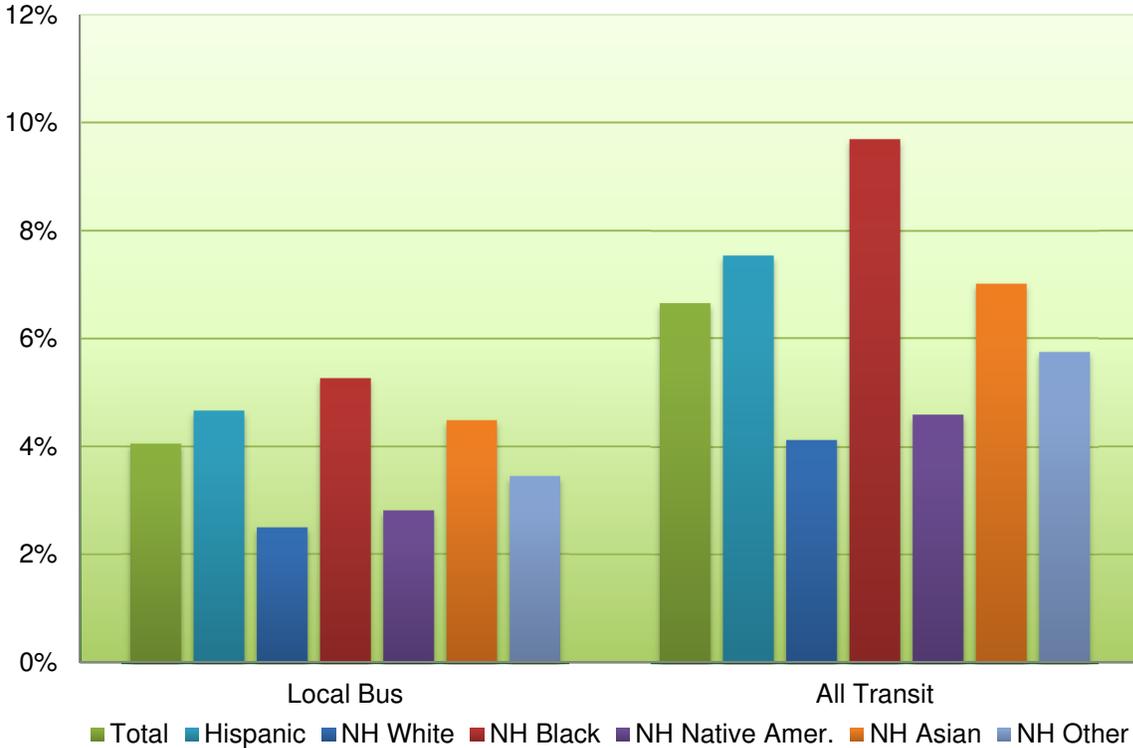
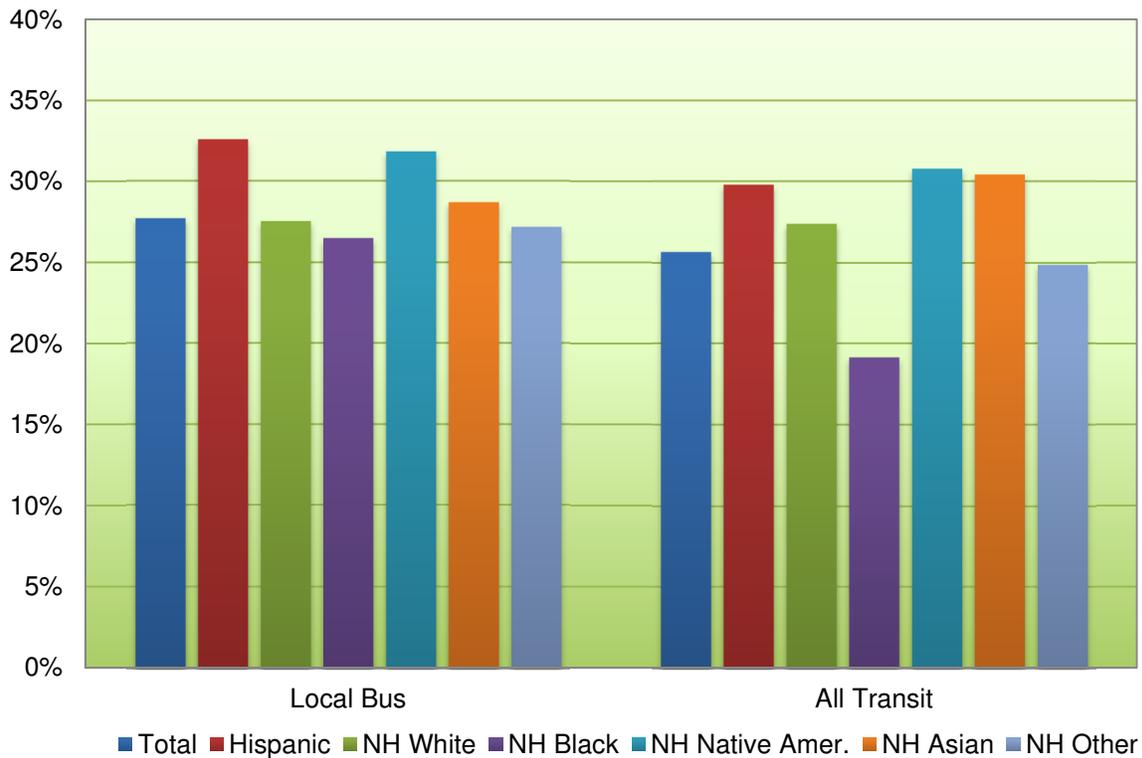


Figure 7 depicts the estimated improvement in accessibility to employment opportunities for each race/ethnicity. All groups are shown to receive a net benefit in accessibility. The percentages shown represent the accessibility improvements that are estimated to result from implementation of the RTP/SCS, compared to the baseline or “no project” alternative. Results are shown for local bus and for all transit. The percentage improvement for all groups in total is provided as a point of comparison.

For local bus, the average regional improvement in accessibility is 27.7 percent overall. Hispanics and Non-Hispanic Native Americans are estimated to experience a 32 percent improvement, while Non-Hispanic Asians see a 28.7 percent improvement and Non-Hispanic Blacks have a 26.5 percent improvement. The pattern is similar when looking at all transit, except for Non-Hispanic Blacks. For all transit, Non-Hispanic Blacks are estimated to experience a 19.1 percent improvement in accessibility, below the 25.7 percent average for the region as a whole. This may be because Non-Hispanic Blacks have the highest accessibility of all groups, at 9.7 percent compared to 6.7 percent for the region as a whole (as shown in Figure 6), therefore their rate of improvement may not be as high as for other groups.

Figure 7. Accessibility Improvement by Race/Ethnicity



Additional Measures

Gentrification and Displacement

Although transit-oriented development itself is not a direct impact of the distribution of State and Federal funds for public transportation purposes, particularly because it results from land use decisions made by local jurisdictions and is driven by market forces, SCAG’s 2012-2035 RTP/SCS analysis of gentrification and displacement was an initial attempt to assess potential impacts on environmental justice groups. A major land use strategy in the RTP/SCS is to follow emerging demographic trends and to collaborate with local jurisdictions to redirect future growth to high quality transit areas (HQTAs), defined as areas within one-half mile of a rail station, or a corridor with fixed-route bus service with headways of 15 minutes or less during peak commute hours.

While the regional population is increasingly using transit and showing interest in living in transit-rich neighborhoods, this trend may be tempered by concerns for the potential for gentrification and displacement for this type of growth. That is, will current neighborhood residents that are low income or minority benefit from transit-oriented neighborhood revitalization, or will they be displaced by more affluent and non-minority residents because new development is less affordable? SCAG identified and evaluated key indicators related to changes in neighborhood characteristics from the 2000 Census and the 2005-09 American Community Survey (ACS) to test for indications of

potential or actual displacement or gentrification. The analysis also relied on NHTS data for population characteristics, including income, ethnicity, and travel behavior.

First examining patterns of neighborhood change and whether HQTAs are moving toward more transit-oriented, sustainable, and livable communities, SCAG identified the following trends:

- Growth rates of population and households in HQTAs was much lower than for non-HQTAs;
- Within HQTAs, growth around rail stations was more than twice as fast as in the rest of the HQTAs;
- Median household income around rail stations is less than other areas, but more importantly remained unchanged between 2000 and 2005-09 while all other places experienced income declines of between 3 percent to 4.5 percent;
- The share of Hispanic population is about 13 percentage points higher around rail stations than in the region as a whole;
- The share of zero-vehicle households around rail stations declined significantly between 2000 and 2005-09, and as a result, the average number of vehicles per household increased by 13 percent around rail stations and by just 8 percent for the region as a whole; and
- Compared to the region as a whole, both Hispanic and Non-Hispanic residents near rail stations showed similar patterns—fewer total trips, less auto use, and fewer vehicle-miles traveled.

Next, SCAG selected seven indicators to assess early signs of displacement or gentrification through growth in the HQTAs: minority population percentage, poverty rate, share of age 65+ population, percent of households without car, percent non-English speaking population, population without a high school diploma, and percent of renters. Table 2 depicts the percentage point change in these indicators between the 2000 Census and the 2005-09 ACS, for those living within and without HQTAs. Additionally, the indicators are shown for those living within ½ mile of rail stations, a subset within the HQTAs.

Table 2. Change in Gentrification and Displacement Related Indicators, 2000 to 2005-09

	Region	Non-HQTA	HQTA	HQTA - Rail Stations
Minorities	3.5%	5.7%	0.9%	0.4%
Poverty	-1.0%	-0.2%	-1.9%	-2.2%
Seniors (65+)	0.4%	0.4%	0.5%	0.4%
Households Without a Car	-2.7%	-1.8%	-3.8%	-6.7%
Non-English Speaker	0.3%	0.3%	0.4%	-0.5%
Below High School Education	-4.7%	-3.2%	-6.8%	-9.0%
Renter	-1.8%	-1.2%	-1.5%	-1.8%

Sources: 2000 Census and 2005-09 American Community Survey

Table 2 shows that poverty rates declined more in the HQTAs than in the rest of the region. Additionally, households without cars declined significantly more in HQTAs and near rail stations

than in the rest of the region. There were also declines in the share of non-English speaking households and people without high school diplomas. These results may be due to low income people moving out of these areas or higher income people moving in. At the same time, changes in the senior (65 years or older) population and in renters were no different between HQTAs and the rest of the region.

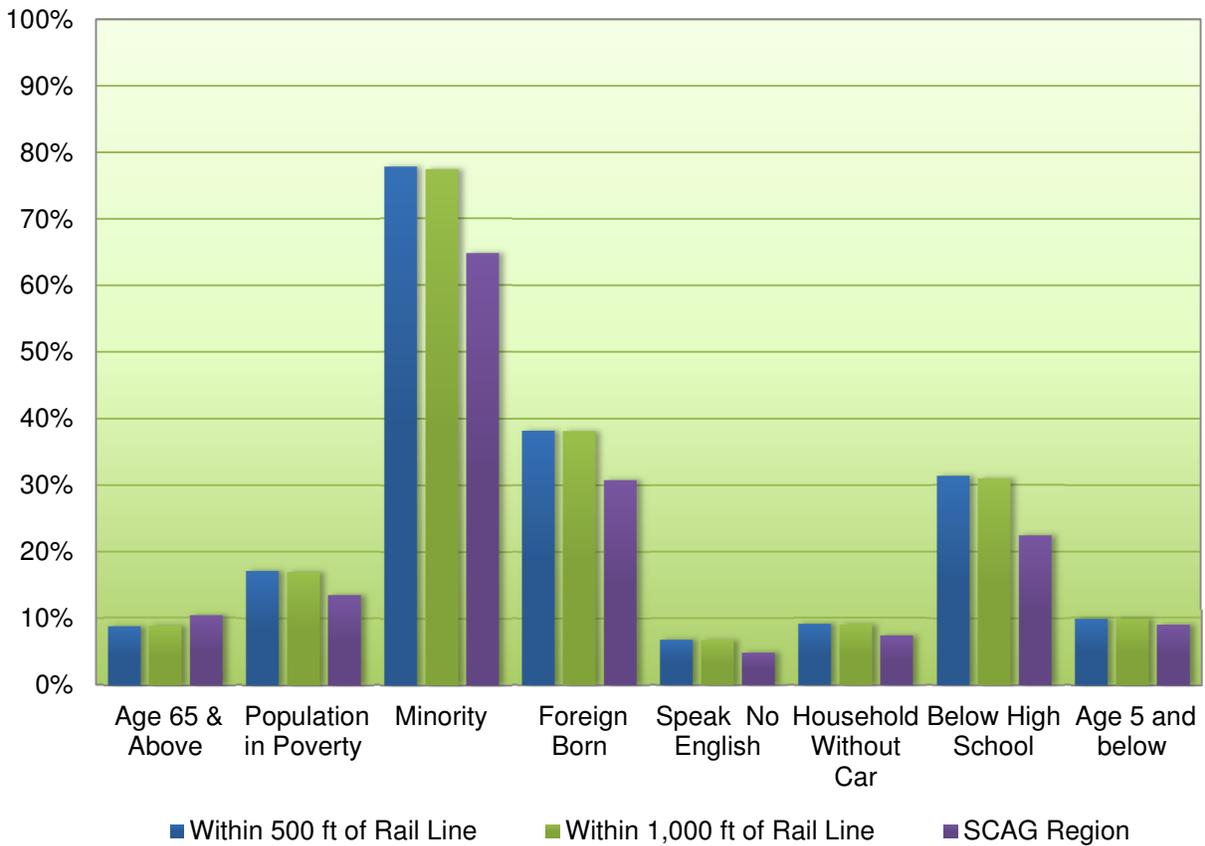
While the trends observed in these key indicators for 2000 and 2005-09 may be inconclusive, SCAG acknowledges that continued future research is necessary to monitor and analyze population trends related to gentrification and displacement. As such, the development of new indicators and data are needed at increasingly refined geographic levels. The RTP/SCS Environmental Justice Technical Appendix also presents a toolkit of policy options for shaping equitable neighborhood change in HQTAs. These tools are increasingly available and in use across the country and therefore, should inform future analysis.

Rail-Related Impacts

SCAG's RTP/SCS environmental justice analysis also included a summary analysis to address potential impacts in areas adjacent to railroads and rail facilities, based in part on input from our federal partners. Freight rail emissions are 5 percent and 4 percent of regional goods movement related NO_x and PM emissions, respectively. When compared to all regional NO_x and PM sources, the contribution of freight rail emissions is even lower. Passenger rail emissions constitute an even smaller sub-sample. However, environmental pollution from locomotives, rail yards, and other rail facilities must be considered, as concentrations of rail activities can cause localized rail pollution.

SCAG's analysis identified communities adjacent to railroads and rail facilities, rail impacts to sensitive receptors, and a summary examination of potential environmental justice concerns that are alleviated by grade separation projects. Figure 8 depicts the percentage of key environmental justice groups that live within 500 feet and 1,000 feet of a rail line, using ACS data for 2005-09. Their share of total regional population is provided as a point of comparison. As shown in Figure 8, the share of most environmental justice communities residing in close proximity to railroads is higher than the regional average. These observations suggest that rail-related environmental burdens, such as air pollution and noise from locomotives, rail yards, and other rail facilities, are higher for low-income and minority communities than the regional average. SCAG recommends further analysis with our partner agencies to verify this information. Additional data and analysis is also needed to understand the future environmental justice impacts of rail related freight traffic in the region.

Figure 8. Key Environmental Justice Population Groups in Areas Adjacent to Railroads



f) Description of the procedures MPO uses to ensure non-discriminatory pass-through of FTA financial assistance

SCAG passes federal funds to subrecipients without regard to race, color or national origin and SCAG assures that minority populations are not being denied the benefits of or excluded from participation in these programs.

SCAG does not currently administer any FTA discretionary grant programs. County Transportation Commissions (CTCs) in the SCAG region administer competitive selection processes for FTA programs for which SCAG is the designated recipient. The CTCs are all direct recipients of FTA program funds and as such are required to adopt Title VI programs and comply with the related requirements.

SCAG shall prepare and maintain, but not report unless requested by FTA, the following information, as applicable:

- A record of funding requests received from private non-profit organizations, State or local governmental authorities, and Indian tribes. The record shall identify those applicants that would use grant program funds to provide assistance to predominantly minority populations. The record shall also indicate which applications were rejected and accepted for funding.
- A description of how SCAG develops its competitive selection process and annual program of projects submitted to FTA as part of its grant applications. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of minority applicants.
- A description of SCAG's criteria for selecting entities to participate in a FTA grant program.

g) Description of the procedures the agency uses to provide assistance to potential subrecipients in a non-discriminatory manner

To provide assistance to potential subrecipients on how to provide programs and services in a non-discriminatory, SCAG uses the following procedures:

- Provide each applicant with SCAG's notice to the public informing people of their rights under Title VI.
- Provide each applicant with SCAG's procedures on how to file a Title VI complaint.
- Provide technical assistance and education to applicants with regards to any Title question.
- Reply to questions during the application process in a manner that not give an applicant an advantage over other applicants.
- Provide relevant Title VI demographic information or data to applicants as requested.

Appendix A

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS TITLE VI NON-DISCRIMINATION POLICY STATEMENT

September 9, 2011

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.”

The Southern California Association of Governments is committed to complying with the requirements of Title VI in all of its programs and activities.

A handwritten signature in black ink, appearing to read "Hasan Ikhata", with a large, sweeping flourish at the end.

Hasan Ikhata
Executive Director

Appendix B

NOTIFYING THE PUBLIC OF RIGHTS UNDER TITLE VI

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

As a direct recipient of Federal funds, the Southern California Association of Governments (SCAG) is committed to complying with the requirements of Title VI in all of its programs and activities. SCAG operates its program and services without regard to race, color or national origin in accordance with Title VI. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SCAG.

For more information on SCAG's Title VI Program, and the procedures to file a complaint, please visit our website at: <http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>; contact (213) 236-1895; or visit our office at 818 West 7th Street, 12th Floor, Los Angeles, CA 90017.

A complainant may also file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

If information is needed in another language, contact (213) 236-1895.

Si se necesita informacion en otro idioma, llame (213) 236-1895.

如果你需要用另一種語言獲取此信息，請聯繫 (213) 236-1895。

혹시 다른 언어로 된 정보가 필요하시면 (213) 236-1895로 연락하시기 바랍니다.

Nếu quý vị cần được cung cấp tin tức, tài liệu bằng một ngôn ngữ nào khác, xin liên lạc với (213) 236-1895.

Attachment C

Southern California Association of Governments Title VI Complaint Procedures

As a recipient of federal funds from the Federal Highway Administration and the Federal Transit Administration, the Southern California Association of Governments (SCAG) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs or activities on the basis of race, color or national origin, as provided in Title VI of the Civil Rights Act and Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time.

SCAG is committed to:

- Ensuring that the level and quality of regional planning is provided without regard to race, color, or national origin;
- Identifying and addressing, 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;
- Integrating into its activities an analytical process that identifies the benefits and burdens of its investments on different socioeconomic groups, identifying imbalances and responding to the analyses produced;
- Promoting the full and fair participation of individuals in low income and minority communities in regional planning and programming decision making;
- Addressing as appropriate the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensuring meaningful access to programs and activities by persons with limited English proficiency.

SCAG's Executive Director and staff are responsible for carrying out SCAG's commitment to Title VI. Specifically, SCAG's Chief Counsel shall serve as SCAG's Title VI Compliance Officer and is responsible for overseeing SCAG's Title VI-related activities, including the receipt and investigation of any Title VI complaints.

The process for addressing a Title VI complaint is as follows:

1. **Submission of Complaint:** Any person who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color or national origin, or has been subjected to discrimination prohibited under Title VI may file a written complaint with SCAG using the appropriate complaint form, a copy of which is attached as Exhibit 1 to these procedures. A complaint may also be filed by a

representative on behalf of such a person. All complaints must be referred to SCAG's Chief Counsel, serving as the agency's Title VI Compliance Officer, for review and action.

- (a) Such complaint must be filed within sixty (60) calendar days after the date of the alleged act of discrimination.
 - (b) Complaints shall be in writing and shall be signed by the Complainant and/or the Complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination. At a minimum, the complaint shall include the following information:
 - (1) Name, mailing address, and how to contact the complainant (i.e. telephone number, email address, etc.).
 - (2) Basis of complaint (i.e., race, color, or national origin).
 - (3) Date of alleged discriminatory act(s).
 - (4) How, when, where and why Complainant alleges he or she was discriminated against. Include the location, names and contact information of any witnesses.
 - (5) Other significant information.
2. **Review of Complaint:** Within ten (10) calendar days of receipt of the complaint, SCAG's Chief Counsel shall inform the Complainant in writing of the proposed action to process the complaint and advise the Complainant of other avenues of redress, such as submitting complaint with Federal Transit Administration. The Chief Counsel shall also inform SCAG's Executive Director of receipt of the complaint. Thereafter, the Chief Counsel shall investigate the Complaint, or authorize the conduct of an investigation of the Complaint. Review of the complaint shall be completed no later than sixty (60) calendar days after the date SCAG received the complaint. If more time is required, the Chief Counsel shall notify the Complainant of the estimated time-frame for completing the review. Upon completion of the review of the complaint, the Chief Counsel shall issue SCAG's written response to the Complainant, addressing the merits of the complaint and if applicable, recommending any improvements to SCAG's processes relative to Title VI, as appropriate.
3. **Request for Reconsideration:** If the Complainant disagrees with the written response by SCAG's Chief Counsel, he or she may request reconsideration by submitting a written request for reconsideration to SCAG's Executive Director within fourteen (14) calendar days of the date of the written response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Chief Counsel. The Executive Director will notify the Complainant of his or her decision either to accept or reject the request for reconsideration within ten (10) calendar days. In cases where the Executive Director agrees to reconsider,

the matter shall be re-evaluated by the Executive Director or his or her designee, and a written determination shall be made within thirty (30) days of the Executive Director's acceptance of the request for reconsideration.

4. **Submission of Complaint to the Federal Transit Administration:** If the Complainant is dissatisfied with SCAG's resolution of the Title VI complaint, he or she may also submit a complaint to the Federal Transit Administration for investigation. In accordance with Chapter IX, Complaints, of FTA Circular 4702.1B, such a complaint must be submitted within 180 calendar days after the date of the alleged discrimination. Chapter IX of the FTA Circular 4702.1B, which outlines the complaint process to the Federal Transit Administration, may be obtained by requesting a copy from SCAG's Chief Counsel at (213) 236-1928.

If information is needed in another language, contact (213) 236-1895.

Si se necesita informacion en otro idioma, llame (213) 236-1895.

如果你需要用另一種語言獲取此信息，請聯繫 (213) 236-1895。

혹시 다른 언어로 된 정보가 필요하시면 (213) 236-1895로 연락하시기 바랍니다.

Nếu quý vị cần được cung cấp tin tức, tài liệu bằng một ngôn ngữ nào khác, xin liên lạc với (213) 236-1895.

Exhibit 1 – SCAG Title VI Compliant Form

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Telephone Number _____

Work Telephone Number _____

Email Address _____

1. Were you discriminated against because of:

- Race National Origin Color
- Other _____

2. Date of Alleged Incident:

3. Please explain as clearly as possible what happened and how you were discriminated against. Indicate the location and who was involved. Be sure to include the names and contact information of any witnesses. If more space is needed, please attach additional pages or use the back of this form.

4. Have you filed this complaint with any other federal, state or local agency, or with any federal or state court? Yes No

If yes, please check all that apply:

Federal Agency Federal Court State Agency
 State Court Local Agency

Please provide information about a contact person of the agency or court where the complaint was filed:

Name _____
Address _____
City, State and Zip Code _____
Telephone Number _____

5. Will you be representing yourself in this complaint? Yes No

If no, please provide information about the person who will be serving as your representative in this complaint:

Name _____
Address _____
City, State and Zip Code _____
Telephone Number _____

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Signature _____ Date _____

Please mail or submit this form to:

Joann Africa, Chief Counsel/Title VI Compliance Officer
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

Appendix D

SCAG's Language Assistance Plan for Limited English Proficient (LEP) Populations

SCAG is the largest Metropolitan Planning Organization in the nation, representing six counties – Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura – and 191 cities. The SCAG region covers 38,000 square miles and includes a population of 18.4 million people, roughly 48% of the total state population.

As a recipient of federal funds, SCAG follows the Circular's guidance concerning recipients' responsibilities to limited English proficient (LEP) persons. Individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English are recognized as limited English proficient, or "LEP." SCAG's Language Assistance Plan for Limited English Proficient Populations is intended to guide the agency in the provision of meaningful access to its services, programs and activities by LEP persons. The plan considers the languages that are spoken in the region, which documents will be translated by the agency, special outreach methods, accommodations for oral language assistance, staff training and how SCAG will evaluate and improve its services to LEP persons.

In developing transportation plans, SCAG has employed numerous strategies to engage and seek input from traditionally underserved populations. This plan complements in many ways the goals and strategies outlined in SCAG's Public Participation Plan to engage the public in regional planning efforts. A full copy of the Public Participation Plan is included herein as **Appendix E** and can be found on SCAG's website at: <http://www.scag.ca.gov/participate/Pages/PublicParticipationPlan.aspx>

Four Factor Analysis of Language Assistance Measures

SCAG is required to ensure meaningful access to the benefits, services, and information regarding our programs and activities to individuals who are limited English proficient. SCAG has consulted the USDOT's LEP Guidance and performed a four factor analysis of LEP populations in the region and the agency's level of interaction to determine the appropriate mix of services to offer. The four factors consider the following:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the SCAG's programs.
2. The frequency with which LEP persons come into contact with SCAG's programs, activities or services.
3. The nature and importance of the program, activity, or service provided by SCAG to people's lives.
4. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

LEP Populations in the Region

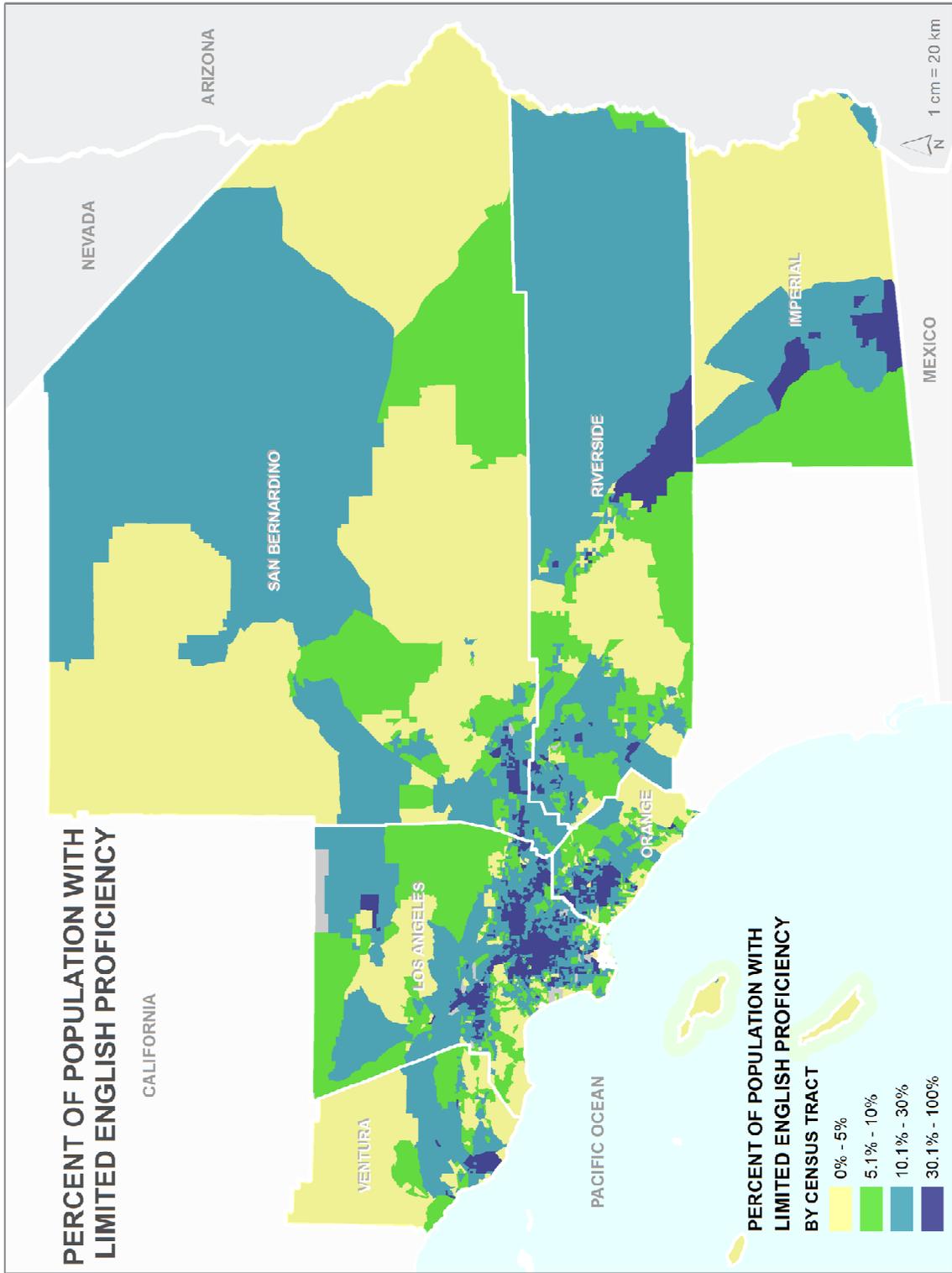
To identify LEP populations in the region, SCAG looked to the U.S. Census Bureau's American Community Survey (ACS) 2008-2012 Data Set using the criteria, "Language Spoken at Home, by Ability to Speak English, for Populations 5 Years and Older." In reviewing the ACS data, SCAG has made the determination that any individual who indicated they do not speak English "very well" would be classified as LEP. Out of a total population of 16,855,305 persons (ages 5 years and older) in the SCAG region, approximately 23%, or 3,871,149 persons, were identified as LEP. Spanish-speakers constituted the largest LEP group – 2,761,786 persons, or 16.4% of individuals in the SCAG region indicated that they did not speak English very well. Other large LEP populations in the region include Chinese, Korean and Vietnamese speakers. The following table provides additional information, including LEP populations that meet the DOJ's safe harbor threshold of 1,000 persons of the total LEP population eligible to be served.

To corroborate this data, SCAG looked to information from the 2000 Census, as the 2010 Census did not provide language statistics. Overall, LEP populations were higher in the 2000 Census figures, with 3,752,830 persons, or 24.6% of the total population ages 5 years and older who indicated they did not speak English very well. However, the dominant languages spoken by LEP populations were, by and large, similar to what we found in the 2008-2012 ACS data. Approximately 2,767,426 Spanish speakers spoke English either "well", "not well", or "not at all." In addition, 706,603 speakers of Asian-Pacific Islander languages, 234,751 speakers of other Indo-European languages, and 44,050 speakers of other languages indicated that they did not speak English very well.

LEP Populations in the SCAG Region

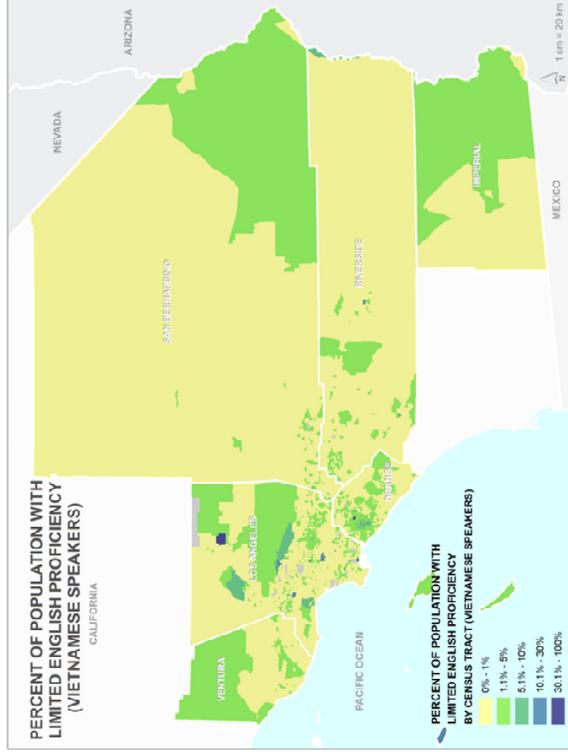
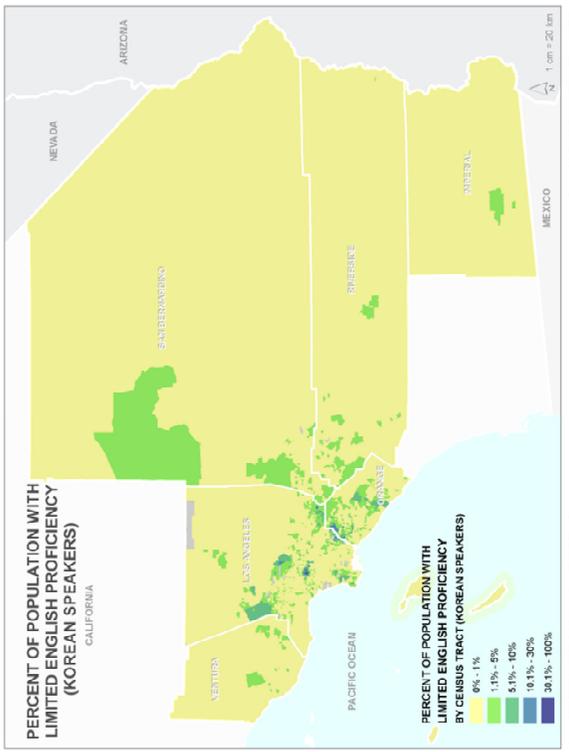
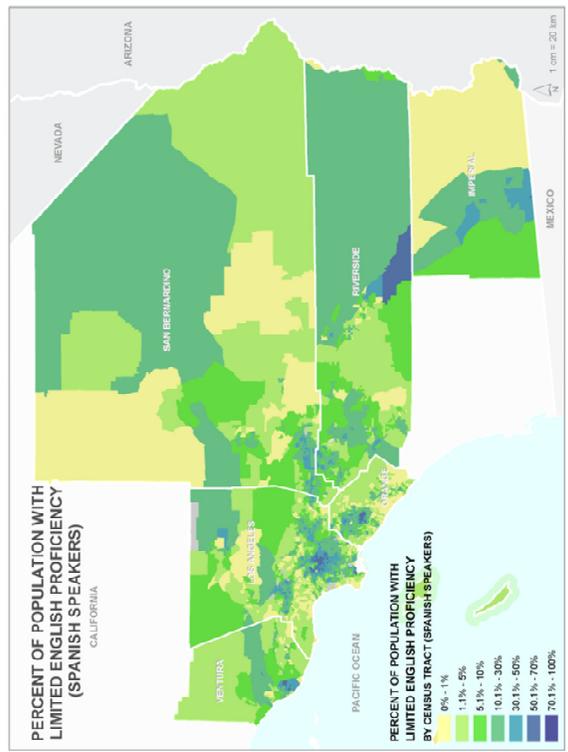
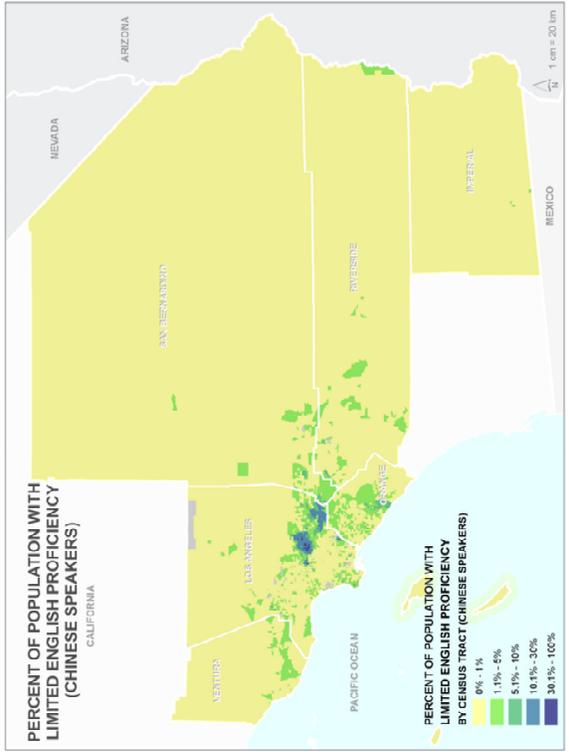
Language	Total LEP Persons	% of SCAG Region LEP Population	% of Total SCAG Population
Spanish	2,761,786	71%	16.4%
Chinese	255,943	6.6%	1.5%
Korean	173,271	4.5%	1.0%
Vietnamese	160,868	4.2%	1.0%
Tagalog	106,500	2.8%	0.6%
Armenian	85,720	2.2%	0.5%
Persian	45,097	1.16%	0.27%
Japanese	37,067	0.96%	0.22%
Russian	30,593	0.79%	0.18%
Arabic	28,579	0.74%	0.17%
Cambodian	22,281	0.58%	0.13%
Other Pacific Islander	18,599	0.48%	0.11%
Thai	18,481	0.48%	0.11%
Other Indic	18,329	0.47%	0.11%
Other Asian	12,220	0.32%	0.07%
French	10,760	0.28%	0.06%
Hindi	9,324	0.24%	0.06%
African	7,789	0.20%	0.05%
Other Indo-European	7,673	0.20%	0.05%
Gujarati	7,181	0.19%	0.04%
German	6,106	0.16%	0.04%
Italian	5,785	0.15%	0.03%
Urdu	5,530	0.14%	0.03%
Hebrew	5,495	0.14%	0.03%
Portuguese	4,929	0.13%	0.03%
Laotian	3,798	0.10%	0.02%
Polish	3,139	0.08%	0.02%
Other Slavic	2,860	0.07%	0.02%
Other Not Defined	2,844	0.07%	0.02%
Hungarian	2,483	0.06%	0.01%
Greek	2,327	0.06%	0.01%
Serbo-Croatian	2,123	0.05%	0.01%
Other West Germanic	1,981	0.05%	0.01%
Hmong	1,692	0.04%	0.01%
Scandinavian	1,071	0.03%	0.01%

- Source: U.S. Census American Community Survey, 2008 - 2012



Sources: SCAG, 2014; 2008-2012 American Community Survey (ACS), U.S. Census Bureau

Document Path: P:\Kimi\EA\Trev\Map722-4\mxd\Language_Total_LEF.mxd



Frequency of Interaction

In the past, SCAG's LEP Program focused on four major activities, which included:

- Providing interpreters available at meetings and workshops, with 72-hour advance notice
- Translating selected documents into Spanish, Chinese and Korean and making these documents available for download on the agency's website
- Utilization of a specialty outreach consultant to engage with the LEP and minority communities for the 2012 RTP cycle
- Disseminating notices of availability and press releases to print, radio and broadcast media serving minority communities

To better assess its LEP program, the agency surveyed staff's frequency of interaction with LEP communities from the past two years. In 2012, SCAG received two calls from Spanish speakers; provided Spanish interpretation services at a meeting once; and a presentation was given in Spanish once. In 2013, SCAG received six calls from Spanish speakers; Spanish interpreter services were provided at two separate public meetings; and staff conducted a presentation in Spanish once.

SCAG has largely relied on its bilingual staff to assist in our LEP efforts. The aforementioned phone calls by non-English speakers were requests for information, and bilingual staff from SCAG were able to address the caller's needs. In the few cases where interpreters were needed at public meetings, SCAG's bilingual staff were able to accommodate the non-English speaker(s). SCAG also receives visiting delegations from China and Korea, and bilingual staff members have provided approximately 12-15 in-language presentations a year, for the past two years.

In conducting outreach for its Draft 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy, SCAG translated several key documents and made these available on the agency website. These documents, including translated notices of availability and the executive summary of the 2012-2035 RTP/SCS, were accessed more frequently than interpretation services. The following tables illustrate the number of times the documents were accessed.

Download Frequency for the Translated Notice of Availability and Public Hearings for the Draft 2012-2035 RTP/SCS and Draft 2011 Federal Transportation Improvement Program Amendment #11-24

Language	Downloads
Spanish	86
Chinese	63
Korean	62
Armenian	60
Vietnamese	53

Download Frequency for Translated 2012-2035 RTP/SCS Executive Summaries

Language	Downloads
Korean	183
Chinese	126
Spanish	119

In addition to these documents, SCAG also translated into Spanish the 2012-2035 RTP/SCS Funding Strategies fact sheet. Our records show it was downloaded a total of 114 times.

The Importance of SCAG’s Programs to LEP Populations

As the Metropolitan Planning Organization for the region, SCAG represents six counties, including 191 cities and more than 18 million residents. The agency develops long-range regional transportation plans as well as sustainable communities strategies, growth forecast components, regional transportation improvement programs, regional housing needs allocations, and a portion of the South Coast Air Quality management plans. SCAG does not implement projects, so the agency works with its partners at the County Transportation Commissions and local jurisdictions to develop the plans in a “bottom-up” process. The agency follows this process to provide local and county jurisdictions a greater voice in determining their priorities.

SCAG’s planning activities have the potential to impact every person in the region – from the number of mobility choices they have to air quality impacts. In addition to developing its plans via a “bottom-up” approach, SCAG consults all interested parties and provides reasonable opportunities for interested parties to comment or provide input. SCAG’s Public Participation Plan outlines some of the strategies used to engage LEP populations, in particular those living in rural and environmental justice communities. A copy of the plan is available online at: <http://scag.ca.gov/participate/Pages/PublicParticipationPlan.aspx>

Resources for LEP Outreach

As listed in the Language Assistance Plan portion of this document, SCAG translates vital documents, makes available interpreters or translation services at public meetings upon request and conducts outreach to ethnic media. Outside of its main headquarters in downtown Los Angeles, SCAG maintains regional offices in the other five counties, including: Imperial, Orange, Riverside, San Bernardino and Ventura. These offices are each staffed by a liaison that provides outreach to member cities and other agencies. They play an important role in SCAG’s overall public outreach efforts by working with local agencies to identify stakeholder groups that may be interested in participating in regional planning. These liaisons also provide presentations to groups on the agency’s largest planning program, the Regional Transportation Plan/Sustainable Communities Strategy, which is updated every four years.

In addition to SCAG staff resources, approximately \$40,000 per year is allocated for additional language services provided by outside consultants. This amount includes funds for consultant-led outreach to constituent groups and additional ethnic press outreach.

Conclusion

Given the size and diversity of the SCAG region, SCAG's frequency and type of interaction with LEP persons, and the resources available, SCAG has determined that the agency will prioritize access to information and translation of vital documents in the four most frequently spoken languages in the region other than English – Spanish, Chinese, Korean and Vietnamese. Provided that it has the resources to do so, SCAG will also, upon request, translate documents and provide interpretation services in other languages.

SCAG's Language Assistance Plan for LEP Populations

Based on the results of the four factor analysis, SCAG has prepared an updated Language Assistance Plan, utilizing a broad range of tools to engage LEP populations and provide staff procedures for providing assistance.

Translation of Vital and Non-Vital Documents

To achieve compliance with U.S. DOT guidelines, SCAG has taken into consideration the Safe Harbor Provision of the FTA Title VI Circular (4702.1B) in developing its policy on translating documents:

“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.”

SCAG's four-factor analysis reveals more than 30 languages that are spoken by more than 1,000 LEP persons in the SCAG six-county region. Spanish-speaking LEP persons are the largest group, representing 71.34% of the total LEP population, followed by Chinese (6.61%), Korean (4.48%), Vietnamese (4.16%), Tagalog (2.75%) and Armenian (2.21%). There is no other language that exceeds two percent of the LEP population share.

Upon review of the four-factor analysis, SCAG has determined that the agency will translate documents considered “vital” into the four most frequently spoken languages other than English – Spanish, Chinese, Korean and Vietnamese. Vital documents include:

- Notices of availability
- Display ads in ethnic newspapers
- Public hearing/meeting notices with information on free language assistance services
- Title VI complaint form

- Notice of a person’s rights under Title VI

The agency will determine, on a case-by-case basis, the effectiveness and appropriateness to translate other non-vital documents – such as long-range plans (in their entirety), executive summaries of plans or fact sheets into Spanish, Chinese, Korean or Vietnamese.

With regard to translating vital and non-vital documents into other languages, SCAG is committed to providing reasonable access to all individuals and complying with the DOT’s Safe Harbor Provision. Subject to available resources, SCAG will provide translations of the agency’s vital – and non-vital documents on a case-by-case basis – by request. Requests can be made by emailing contactus@scag.ca.gov or through our online public participation form: <http://scag.ca.gov/participate/Pages/PublicComment.aspx>

Interpreting and Oral Language Assistance

SCAG will provide interpreting assistance at its public meetings and workshops with, at minimum, a 72-hour advance notice. Requests can be made by emailing contactus@scag.ca.gov or through our online public participation form: <http://scag.ca.gov/participate/Pages/PublicComment.aspx>

SCAG relies on its bilingual staff to meet most of its interpreting and translation needs. These staff members are fluent in English and Spanish, Chinese or Korean, and are well versed in planning terminology and concepts. SCAG will maintain a list of certified and/or qualified interpreters and will utilize them on an as-needed basis. Interpreters will need to assess the reading level of the audience and speak to the target language group’s vocabulary, phrases and/or dialects. Interpreters and translation services must also demonstrate proficiency in both English and the other language, as well as accurately communicate specialized terms or concepts in regional planning.

Outreach and Media Engagement

When engaging the public on its long-range plans and programs, SCAG has utilized traditional media outlets (print, radio and television) as a primary outreach tool. This applies to LEP populations as well. SCAG sends press releases and public meeting announcements to local ethnic media, and purchases display ads for public hearing notices in Chinese, Korean, Spanish and Vietnamese language newspapers serving the region.

As outlined in the Public Participation Plan, SCAG will outreach to local organizations to engage those who are traditionally uninvolved or underinvolved in the planning process, including rural and economically disadvantaged LEP populations. SCAG will provide in-language group presentations upon request towards this effort. Group in-language presentations may be requested by emailing contactus@scag.ca.gov or through our online public participation form: <http://scag.ca.gov/participate/Pages/PublicComment.aspx>

Staff Training

All front-line SCAG staff are provided with the LEP Plan and educated on procedures and services available. To assist in identifying LEP individuals who need language assistance, SCAG will utilize the U.S. Census Bureau's "*I Speak*" language identification list. The list translates "Mark this box if you read or speak [language name]" into 38 different languages and will be an effective tool at SCAG's reception desk, public meeting rooms and regional offices.

As mentioned previously, SCAG relies on a core group of volunteer bilingual staff to assist in providing live interpreting, light document translation, and consultant translation review. Special steps are taken during regular and special board meetings. Bilingual staff will be on hand to assist with interpreting, in particular during the public comment portion of the meetings. For public hearings and workshops required by law, SCAG's bilingual staff will be briefed on the content of any presentation and have access to additional resources with which to reference. A list of bilingual staff language availability will be posted internally on SCAG's intranet and made available to all staff.

For bilingual staff who volunteer to serve as interpreters and translators, they are provided an annual training on the following topics:

- Understanding the Title VI LEP responsibilities
- What language assistance services SCAG offers
- Frequently used planning terms and their translated equivalents
- Use of LEP "I Speak Cards"
- How to access a staff interpreter
- Documentation of language assistance requests
- How to handle a complaint

SCAG's Human Resources Department is also assessing the feasibility of utilizing a bilingual fluency examination to ensure that the volunteer bilingual staff possesses the requisite skill and proficiency to provide effective bilingual communication.

Monitoring and Evaluating the Plan

Ensuring fair and equal access to information is a priority for SCAG. SCAG will institute a formal procedure to document the frequency with which LEP persons come into contact with agency staff, programs, or download translated documents available on the website, in addition to the nature of the interaction (i.e. an information request, request to translate new documents, etc.).

When performing public outreach or at public hearings, SCAG will distribute a survey for LEP participants to assess the effectiveness of the agency's language services and whether alternate services may need to be employed.

SCAG will assess and evaluate its Language Assistance Plan, at minimum, every four years prior to the development of the RTP/SCS. This will allow the agency to determine if there are sufficient resources

(such as staff, technology and funding) to meet potential needs in advance of planned public outreach activities for the plan.

Appendix E

SCAG's Public Participation Plan



SCAG PUBLIC PARTICIPATION PLAN

Adopted April 3, 2014



2014 Public Participation Plan

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PUBLIC PARTICIPATION PLAN

SECTION I. MESSAGE FROM THE PRESIDENT

Public participation is essential to the bottom-up and integrated approach to regional transportation, land use and environmental planning conducted by the Southern California Association of Governments. (SCAG).

From the beaches to the high desert, the six-county region that encompasses Southern California spans 38,000 square miles. The people who live, work and play here have varying transportation needs and priorities, and their voices must be heard if we are to develop planning policies that truly meet the needs of the region. To that end, SCAG is committed to conducting robust public outreach and engagement, and has outlined that commitment in this Public Participation Plan.

SCAG's Public Participation Plan will help ensure that SCAG effectively seeks early and ongoing input from people and organizations throughout the region and effectively addresses the evolving transportation needs of Southern Californians now and for generations to come.



Greg Pettis
President
Southern California Association of Governments

SECTION II. INTRODUCTION

The Southern California Association of Governments (SCAG) recognizes that the opportunity to actively participate and provide input in the regional planning process is essential for the development of regional plans that truly enhance the overall quality of life in Southern California. To that end, SCAG's Public Participation Plan is intended to guide its public outreach process with the goal of reaching as many people as possible, whether they live, work or play in the region ("the public") or are affiliated with an entity that has an official role in the regional transportation planning process ("stakeholder"). This plan explains how SCAG operates, establishes core values for public participation, and sets forth goals and strategies for increasing public information and engagement in the planning process.

ABOUT SCAG

Founded in 1965, SCAG is the nation's largest Metropolitan Planning Organization (MPO). SCAG develops the long-range regional transportation plans and programs for the six-county planning area comprised of Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura counties. SCAG's regional transportation plans include sustainable communities strategies to address greenhouse gas emissions reduction requirements as well as population, household and employment growth forecast components. SCAG further oversees the Federal Transportation Improvement Program, regional housing needs assessment allocations, and a portion of the South Coast Air Quality Management plans. SCAG is also the nation's largest Council of Governments which convenes regularly as a forum to address regional issues.

Decision-making occurs through SCAG's Regional Council, a governing body comprised of elected officials representing the six counties and 191 cities in the region. Also serving on the Regional Council are representatives from the region's six County Transportation Commissions, federally recognized tribal governments, air quality districts and the Transportation Corridor Agencies. Currently the Regional Council consists of 86 members.

SCAG's policy-making process is guided by the work of three Policy Committees: Transportation Committee (TC); Community, Economic and Human Development (CEHD) Committee; and Energy and Environment Committee (EEC). Legislative and communication matters are reviewed by the Legislative/Communications and Membership Committee (LCMC) and the agency's operations are managed by the Executive/Administration Committee (EAC). Each committee reports to and may propose recommended actions to the Regional Council for adoption. Various other committees, subcommittees, task forces and working groups exist to work on specific topic areas. For example, the Technical Work Group (TWG) is an advisory group formed to provide SCAG staff with a venue to vet technical matters as they relate to SCAG's development of its regional plans, including the RTP/SCS. More information about each of SCAG's current committees, subcommittees, technical advisory committees and working groups may be found at on SCAG's website at: www.scag.ca.gov/committees/Pages/CommitteeL2/WorkingGroups.

PURPOSE OF THE PLAN

The purpose of this Public Participation Plan is for SCAG to describe its responsibilities as well as its goals and strategies for engaging the broadest and most diverse audiences possible in its planning and programming processes. The document will also outline opportunities for SCAG to increase public awareness and diversity in participation, while expanding the range of voices and views in developing regional plans.

SECTION III. PUBLIC PARTICIPATION PLAN GOALS

To demonstrate its commitment to a bottom-up planning approach, SCAG has established a set of activities to achieve key goals centered around three major areas of the agency's Public Participation Plan – Outreach, Engagement and Evaluation. As SCAG develops specific outreach around its planning activities and processes, SCAG will establish reasonable benchmarks and metrics for evaluating the effectiveness of its efforts in these three major areas.

Outreach

- Activity:** Using internal and external resources, identify affected public and stakeholders. Identify, allocate resources and utilize appropriate communication tools (i.e., phone, electronic, print or media) to best reach stakeholders and communities.
- Goal:** Ensure that a wide range of perspectives will be heard so that planning outcomes reflect the needs of the region's diverse communities; increase early and meaningful participation through targeted outreach strategies.

Engagement

- Activity:** Develop support materials that are easily understood and visually engaging in both print and electronic format and make them accessible at meetings and on SCAG's website. Plan workshops and/or public hearings at convenient venues and times across the region and/or provide virtual participation if feasible; and insure such events are fully accessible to the general public, including low-income, minority, rural and farmworker communities, the disabled and Limited English Proficiency populations.
- Goal:** Provide access to accurate, understandable, pertinent and timely policy, program and technical information to facilitate effective public participation in SCAG's decision-making process. Provide opportunities for the public and stakeholders across the region to engage in meaningful dialogue during the decision-making process.
- Activity:** Translate appropriate materials, provide translation resources and make presentations to special focus groups. Provide a variety of methods for the public

and stakeholders to submit comments or provide input, including via email to contactus@scag.ca.gov, online form or survey, soliciting public comment during public meetings and workshops held in convenient and easily accessible locations at various times (day and evening) and utilizing SCAG staff and training representatives of organizations that advocate for and represent the interests of traditionally underrepresented and/or underserved populations to conduct public outreach sessions.

Goal: To seek out, engage and consider the needs of traditionally underrepresented and/or underserved populations, such as low-income, minority, rural and farmworker communities, the disabled and Limited English Proficiency populations. Make commenting on plans convenient and accessible to the public and stakeholders.

Activity: Record/document public comments and incorporate feedback into the final plan, to the extent possible. Public comments and staff responses (when applicable) will be included as an appendix to a plan's final report.

Goal: Evaluate and incorporate public and stakeholder viewpoints and preferences into final decisions where appropriate and possible, communicate the decisions made and how the received input affected those decisions.

Evaluation

Activity: Provide opportunities for any stakeholder or member of the public to join SCAG's electronic mailing lists or follow SCAG's social media platforms. Provide regular updates on plans and introduce associated programs that they may be interested in participating in. Evaluate public participation activities by setting qualitative and quantitative goals and periodically (within a year of adoption of each RTP/SCS), conduct polling and surveying of the public and stakeholders to assess the effectiveness of the procedures and strategies contained in this Public Participation Plan to ensure a full and open participation process.

Goal: Encourage stakeholders and members of the public to remain engaged through the decision-making process, the implementation phase and beyond.

SECTION IV. PUBLIC PARTICIPATION PLAN PROCESS FOR ACHIEVING GOALS

To achieve the aforementioned goals, SCAG has established the following strategies and initiatives to engage the public and stakeholders in the region's transportation planning process.

Outreach

Outreach activities allow SCAG to inform the public and stakeholders of SCAG's regional planning efforts through elected officials, business and community leaders, civic and faith-based groups, environmental justice advocates, planning professionals and practitioners and a host of other interested and affected organizations. SCAG's process includes the following:

SCAG Board and Committees

Conduct Regional Council and Policy Committee meetings to ensure public and stakeholder input is considered at the policy/advisory and staff levels.

SCAG Members

Include representatives of municipal governments, air districts, transportation agencies, county transportation commissions, councils of government, tribal governments, municipal associations and county boards in the planning, programming and decision-making processes.

Agency Partners

Work with local, regional and state agencies including, but not limited to the Department of Motor Vehicles (DMV), the Southern California Regional Rail Authority (Metrolink), and local transit operators to develop outreach and relevant display advertising to engage transit riders using a variety of outreach/public participation tools, with the goal of ensuring their input in SCAG's planning processes and activities. By using these existing networks and relationships with our agency partners, we hope to engage transit users and drivers of personal vehicles and leverage their participation larger planning projects including the RTP/SCS.

Rural Unincorporated Communities and Farm Workers

Engage the assistance of community, legal, business and other groups to improve participation of rural, unincorporated communities and farm workers in SCAG's planning activities and processes in easily accessible and convenient locations.

Engagement with Private Sector Partners

Build on existing collaboration with planning professionals and practitioners from all disciplines (housing, transportation, economic development, etc.) and engage business, labor and community leaders, associations and organizations in SCAG's planning processes.

Advocacy Initiative

Maintain ongoing contact with community leaders, environmental justice organizations and residents who have been participating in meetings across the six-county region.

Collaborate with organizations to invite participation from advocacy groups and communities of interest and identify those who are traditionally uninvolved or under-involved in the planning process.

University Partnership Initiative

Expand SCAG's existing internship program by enhancing collaboration with high schools and universities to increase ongoing participation and develop networks involving high schools involving young people in municipal government and planning and policy work.

Technology Initiative

Expand and enhance SCAG's interactive technological environment to reach the public and stakeholders of the SCAG region and engage them in the SCAG planning process via web and other platforms to enable and encourage participation in online surveys and other forms of interactive dialogues and responses.

When developing initiatives where outreach is appropriate, SCAG will provide resources and staff time dedicated to public participation activities; time for conducting and evaluating those activities; and staff and resources to provide technical assistance to the involved public where appropriate.

For each new initiative where outreach is appropriate, SCAG will develop a public and stakeholder contact list and add additional members to the list upon request. SCAG will update each list frequently and strive to ensure public and stakeholder contact lists are inclusive of the region's diversity.

Staff can construct these lists of contacts using various methods, including by not limited to the following:

- Conducting scientific polling in the region
- Providing mailing list sign-up sheets and comment cards at workshops, community meetings, hearings and other public events.
- Asking event attendees whether any additional stakeholders or members of the public should have been invited.
- Using other comprehensive or creative means that understand the community structure, languages spoken, local communications preferences and locations (such as libraries, churches, schools and other centers) as to where the community regularly congregates.

Engagement

Public information programs require the use of appropriate communication tools and will be tailored to accommodate the public's familiarity with the subject and means of access. These can include publications, fact sheets, technical summaries, bibliographies, resource guides and other explanatory materials.

SCAG provides information, timely public notice and access to key decisions to support early and continuing public involvement in developing its regional plans. There are a variety of ways to participate and comment, including:

Public and Stakeholder Review and Feedback – SCAG develops regional plans and programs in collaboration with the public and stakeholders; circulates the draft versions of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), Federal Transportation Improvement Program (FTIP), Overall Work Program (OWP) and other regional initiatives; and provides time for public and stakeholder review and comment prior to finalizing them.

Regular Public Meetings – SCAG encourages the public and stakeholders to address the Regional Council and Policy Committees at every monthly meeting. Meetings for special subcommittees also include time for public comments.

Local Representation – SCAG's policy-making process is based on a structure that reflects Southern California's diverse population. Local elected officials throughout Southern California serve on SCAG's Regional Council and represent one or more communities within the region. The public and stakeholders may choose to speak to their Regional Council representative regarding SCAG plans and policy initiatives. A roster of Regional Council members is available on the SCAG website at www.scag.ca.gov.

Regional Services, Videoconferencing and Virtual Participation – To address the challenges of coordinating participation activities and events across 38,000 square miles of the region, SCAG has established regional offices in the counties of Imperial, Orange, Riverside, San Bernardino and Ventura. Each office is staffed by a Regional Affairs Officer who coordinates SCAG activities for each county. Additionally, SCAG's main office in Los Angeles and each regional office are equipped with state-of-the-art videoconferencing systems and SCAG provides additional videoconferencing sites in Coachella Valley, Palmdale and South Bay to provide opportunities for participation in SCAG meetings and workshops. SCAG also utilizes web and audio conferencing and often connects to videoconferencing locations throughout the state.

Advances in technology have also made it easier for the public to participate in the planning process on their own free time using a computer or mobile device. An increase in ownership of smart phones is narrowing the digital divide and presents additional

opportunities to engage users. To take advantage of this, SCAG will develop additional pathways as a way to enhance public engagement and encourage input on a variety of planning subjects. This information is valuable in helping inform SCAG's planning process, especially from young adults who are the most actively engaged in technology. Public and stakeholder input via electronic surveys another technology tools is valuable in helping inform SCAG's planning process, especially from young adults who are the most actively engaged in technology.

Information Resources & Visualization Tools – SCAG utilizes a variety of printed and electronic tools to inform the public about its mission and programs. Printed materials include pamphlets, brochures, reports, fact sheets, press releases and media advisories, plans, working papers, mailers and newsletters can all be accessed on SCAG's website. Electronic tools include use of social media, the website, list serves, compact discs, videos, PowerPoint presentations and SCAG's suite of online data visualization tools, techniques and interactive programs that allow participants to create various growth scenarios and compare them to their vision and goals. SCAG video productions and most PowerPoint presentations are available for public viewing on the SCAG website.

Education – SCAG hosts forums, holds news media briefings, public meetings, seminars, summits and workshops at easily accessible places to help educate and inform the public and stakeholders. For each meeting or event, a customized set of tools are tailored to localize the planning process and place government policy into context within broader regional planning efforts.

Continuity – SCAG strives to continually inform, educate and involve stakeholders and the public in the planning process. In measuring its work, SCAG continues to evaluate its public participation efforts and share those evaluation results.

Why does SCAG measure/evaluate public participation activities?

SCAG measures and engages the public in evaluating its public participation and planning activities to be in compliance with federal requirements and to ensure that public and stakeholder concerns and issues are directly considered in the alternatives and solutions developed and to provide feedback on how the public influenced SCAG's mission.

What does SCAG measure?

SCAG measures the number of meetings conducted, demographics of attendees, media coverage, the type and quantity of materials presented, translation of materials, website visits, the number of public comments, how those comments influenced the regional transportation plans, how public and stakeholder concerns and were addressed and whether the public and stakeholders understood the information provided to them.

How does SCAG measure?

SCAG uses a variety of tools, including print and online surveys and evaluations, public and stakeholder feedback. SCAG will incorporate the use of scientific polling and similar means to obtain metrics regarding the effectiveness of its outreach.

When does SCAG measure?

SCAG has typically measured major public outreach event outcomes at least annually and following planning cycles and during and/or at the end of planning cycles.

What feedback does SCAG provide?

Meeting reports, public comment and response reports, analyses on the impact of public response and a web-based public comment database.



SECTION V. INTERESTED PARTIES

SCAG intends to encourage involvement of a broad range of people and organizations in the RTP/SCS planning process by reaching out to a wide variety of potential participants. The following list is an example of target audiences SCAG aims to reach in the region:

- affordable housing advocates
- business organizations
- city managers
- community development representatives
- commercial property interests
- community-based organizations
- educational community and institutions
- elderly and retired persons
- elected officials
- environmental advocates
- freight shippers
- general public
- governmental agencies and non-profit organizations that receive Federal assistance from a source other than the Department of Transportation (DOT) to provide non-emergency transportation services and recipients of assistance under section 204 of Title 23 U.S.C.
- health and wellness representatives
- home builder representatives
- homeowner associations
- landowners
- limited English proficiency populations
- minority and low-income populations
- neighborhood and community groups
- neighborhood councils
- organizations serving rural area residents
- planners
- private providers of transportation
- private sector
- providers of freight transportation services
- public agencies
- public health and wellness representatives
- public sector
- representatives of the disabled
- representatives of transportation agency employees
- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of users of public transit
- special interest non-profit agencies
- subregional organizations
- transit operators
- transportation advocates
- Tribal Governments
- women's organizations

The goals and procedures described in this Plan are designed to encourage participation and provide opportunities to comment on the development and approval of plans and programs prepared by SCAG that statutorily require public participation or for which the Regional Council determines is necessary.

SECTION VI. PUBLIC PARTICIPATION PLAN REQUIREMENTS

As the MPO designated for the six-county metropolitan planning area (MPA), SCAG is responsible under federal and state transportation planning law, to develop a metropolitan transportation plan, referred to by SCAG as the Regional Transportation Plan (RTP) and a transportation improvement program (TIP), referred to as the Federal Transportation Improvement Program (FTIP).

The 2005 “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU) set forth public participation requirements for MPOs in developing these transportation plans. Specifically, SAFETEA-LU required MPOs to develop, in collaboration with interested parties, a Public Participation Plan that would provide reasonable opportunities for all parties to participate and comment on regional transportation plans. The transportation reauthorization bill “Moving Ahead for Progress in the 21st Century” (MAP-21) continues an emphasis on providing early and continuous opportunities for public involvement.

While regional transportation planning is the core component of SCAG’s activities, SCAG also develops the regional sustainable communities strategy as part of the regional transportation plan to address reductions of greenhouse gas emissions, as required under state law. SCAG is further responsible for development of population, employment and housing growth forecasts, and regional housing needs assessments. In carrying out its planning work, SCAG must comply with federal metropolitan planning law and regulations (23 U.S.C. Section 134 et seq. and 23 CFR Part 450 et seq.), state transportation planning law (Cal Gov. Code Section 65080 et seq.) which incorporates the requirements of California Senate Bill 375 (Steinberg 2008). SCAG is further committed to developing and updating its regional transportation plans in accordance with the following requirements, including but not limited to: California Environmental Quality Act (CEQA) and Guidelines; Federal Clean Air; American with Disabilities Act of 1990 (ADA); Title VI of the Civil Rights Act; Executive Order 12898 regarding Environmental Justice; Executive Order 13166 regarding Improving Access to Services for Persons with Limited English Proficiency; Executive Order 13175 regarding Consultation and Coordination with Indian Tribes.

In order to best meet the needs of our constituents, SCAG will use the Public Participation Plan as a guiding document for the agency.

Federal Planning Requirements

SCAG’s Public Participation Plan procedures will follow and must comply with the following federal planning regulations set forth under 23 C.F.R. Section 450.316:

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation,

representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, business and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

- (1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
 - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
 - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
 - (v) Holding any public meetings at convenient and accessible locations and times;
 - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
 - (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by SCAG and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
 - (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part [regarding Consultation]; and
 - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by SCAG. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

State Planning Requirements

The public participation plan further addresses state public participation requirements under California Government Code Section 65080(b)(2)(F), relating to the development of the Sustainable Communities Strategy (SCS) and an Alternative Planning Strategy (APS), if one is prepared, that includes the following components, in summary:

1. Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, consistent with SCAG's adopted Public Participation Plan;
2. Consultation with congestion management agencies, transportation agencies, and transportation commissions;
3. Workshops throughout the region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices;
4. Preparation and circulation of a draft SCS and APS, if one is prepared, not less than 55 days before adoption of a final RTP;
5. At least three public hearings on the draft SCS in the RTP and APS, if one is prepared, held in different parts of the region, if feasible;
6. A minimum of three public workshops in each county with a population of 500,000 or more; and
7. A process for enabling members of the public to provide a single request to receive notices, information and updates.

Further, SB 375 requires that SCAG conduct at least two informational meetings in each county within the region for members of the board of supervisors and city councils on the SCS and APS, if any. The purpose of the meeting shall be to present a draft of the SCS to the members of the board of supervisors and city council members in that county and to solicit and consider their input and recommendations.

SCAG has addressed the requirement concerning an expanded list of stakeholder groups under the Interested Parties section of this plan, and integrated the above requirements with its participation procedures for the regional transportation planning process. See attached Appendix "A."

Consultation Requirements & Activities

SCAG must consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the RTP. The consultation shall involve, as appropriate:

1. Comparison of transportation plans with State conservation plans or maps, if available; or
2. Comparison of transportation plans to inventories of natural or historic resources, if available.

See 23 U.S.C Section 134(i)(5).

SCAG's consultation requirements under federal planning regulations are set forth under 23 C.F.R. Section 450.316(b)-(e) as follows:

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the areas that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under Section 450.314 [metropolitan planning agreements].

Consultation activities are accomplished primarily through our policy committees, other committees, subcommittees, task forces, and working groups. Policy committees are primarily made up of local elected officials. There are several issue-specific as well as mode-specific committees, subcommittees, task forces and working groups that are on-going as well as some that are created for a specific purpose and specific timeframe. All of these groups provide input to SCAG who thereafter forwards their recommendations to the policy committees. Examples include the Aviation Technical Advisory Committee, Technical Working Group, Transit Technical Advisory Committee, Modeling Task Force, and Transportation Conformity Working Group.

(TCWG). Subsequent to the adoption of the 2012-2035 RTP/SCS SCAG convened six subcommittees: Active Transportation, Goods Movement, High-Speed Rail and Transit, Public Health, Sustainability, and Transportation Finance. These subcommittees were formed to follow up on implementing the 2012-2035 RTP/SCS and to help guide development of the 2016-2040 RTP/SCS. These subcommittees completed their work and reported to the SCAG Policy Committees in 2013. Membership on these groups includes elected officials as well as stakeholder agency representatives. The stakeholders have a direct pipeline to SCAG's planning processes through these groups.

SCAG conducts meetings with all 191 member city managers and provides individual city council briefings when requested. Also, SCAG conducts several workshops prior to releasing the Draft RTP/SCS involving stakeholders to ensure that their input on major issues is addressed in the plan. In addition, SCAG meets with State and local agencies responsible for land use management, natural resources, environmental protection, etc.

SCAG also utilizes the subregional council of governments (COG) structure to get the word out and solicit input on the content as well as the planning and programming process from local stakeholders.

SCAG mails out a notice of the Draft RTP and FTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP and FTIP. Comments as well as responses are fully documented and reflected in the final RTP.

SCAG engages Tribal Governments in the RTP and FTIP processes through Tribal Government representation on SCAG's governing board and policy committees.

Bottom-Up Planning and Interagency Consultation

SCAG's three Policy Committees (Transportation Committee, Energy & Environment Committee and Community, Economic & Human Development Committee) include members appointed to represent the 15 subregional organizations in the SCAG region. Further, the numerous subcommittees, technical advisory committees, working groups, and the AB 1246 process facilitate SCAG's ability to provide a framework for bottom-up planning and more frequent and ongoing participation by interested parties at all stages of the process.

Within the AB 1246 process, the multi-county designated transportation planning agency shall convene at least two meetings annually of representatives from each of the four commissions, the agency, and the Department of Transportation for the purposes below. The region wide Transportation Agencies CEOs Group is currently fulfilling the function of the AB 1246 process.

1. To review and discuss the near-term transportation improvement programs prior to adoption by the commissions.
2. To review and discuss the Regional Transportation Plan prior to adoption by the agency pursuant to Chapter 2.5 (commencing with Section 65080) of Title 7 of the Government Code.
3. To consider progress in the development of a region wide and unified public transit system.
4. To review and discuss any other matter of mutual concern.

SCAG has a memorandum of understanding (MOU) with the South Coast Air Quality Management District (SCAQMD) on transportation and air quality conformity consultation

procedures for the South Coast Air Basin and for the Riverside County portions of the Salton Sea Air Basin and the Mojave Desert Air Basin. Parties to the MOU include: SCAQMD, Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino Associated Governments, California Department of Transportation (Caltrans), California Air Resource Board, and the Federal Highway Administration., and the Federal Transit Administration.

Likewise, SCAG has an MOU for transportation and air quality conformity consultation procedures with the Ventura County Air Pollution Control District (VCAPCD) for the Ventura County portion of the South Central Coast Air Basin (SCCAB). Parties to the MOU include: VCAPCD, Ventura County Transportation Commission, Caltrans, California Air Resources Board, Federal Highway Administration and the Federal Transit Administration.

To support interagency coordination and fulfill the interagency consultation requirements of the Federal Transportation Conformity Rule, SCAG hosts and participates in the Transportation Conformity Working Group (TCWG). The group meets on a monthly basis to address and resolve regional issues pertaining to transportation conformity for the RTP and FTIP; RTP and TIP amendments; and the region's air quality management plans. TCWG also is the forum for interagency consultation on project-level PM hot-spot analysis. SCAG serves as the regional PM hot spot analysis clearinghouse and maintains records on all projects on the TCWG website.

Participants in the Southern California TCWG include representatives from federal, state, regional and sub-regional agencies such as the United States Environmental Protection Agency (both national and regional representatives), Federal Highway Administration, Federal Transit Administration, California Air Resources Board, California Department of Transportation, Air Quality Management Districts, County Transportation Commissions, Transportation Corridor Agencies, and SCAG.

Title VI and Environmental Justice

Consideration of Environmental Justice in the transportation planning process stems from Title VI of the Civil Rights Act of 1964 (Title VI). Title VI establishes the need for transportation agencies to disclose to the public the benefits and burdens of proposed projects on minority populations. Title VI states that “No person in the United States shall, on the ground of race, 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.”

Additionally, Title VI not only bars intentional discrimination, but also unjustified disparate impact discrimination. Disparate impacts result from policies and practices that are neutral on their face (i.e., there is no evidence of intentional discrimination), but have the effect of discrimination on protected groups. The understanding of civil rights has expanded to include low-income communities, as further described below.

In the 1990's, the federal executive branch issued orders on Environmental Justice that amplified Title VI, in part by providing protections on the basis of income as well as race. These directives, which included President Clinton's Executive Order 12898 (1994) and subsequent U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) orders (1997 and 1998, respectively), along with a 1999 DOT guidance memorandum, ordered every federal agency to make Environmental Justice part of its mission by identifying and addressing

the effects of all programs, policies and activities on underrepresented groups and low-income populations. Reinforcing Title VI, these measures ensure that every federally funded project nationwide consider the human environment when undertaking the planning and decision-making process.

On August 4, 2011, seventeen federal agencies signed the “Memorandum of Understanding on Environmental Justice and Executive Order 12898.” The signatories, including the U.S. Department of Transportation (DOT), agreed to develop Environmental Justice strategies to protect the health of people living in communities overburdened by pollution and to provide the public with annual progress reports on their efforts. The MOU advances agency responsibilities outlined in the 1994 Executive Order 12898 and directs each of the Federal agencies to make Environmental Justice part of its mission and to work with other agencies on Environmental Justice issues as members of the Interagency Working Group on Environmental Justice.

In response to this MOU, DOT revised its Environmental Justice Strategy. The revisions reinforce the DOT’s programs and policies related to Environmental Justice and strengthen its efforts to outreach to minority and low-income populations. In addition, in July 2012 the Federal Transit Authority (FTA) issued two Circulars on Title VI and Environmental Justice to clarify the requirements and offer guidance. FTA Circular 4702.1A, Title VI Requirements and Guidelines for Federal Transit Administration Recipients provides information required in the Title VI Program, changes the reporting requirement from every four years to every three years, and adds a requirement for mapping and charts to analyze the impacts of the distribution of State and Federal public transportation funds. The FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients (Docket number FTA-2011-0055) provides recommendations to MPOs (and other recipients of FTA funds) on how to fully engage Environmental Justice populations in the public transportation decision-making process; how to determine whether Environmental Justice populations would be subjected to disproportionately high and adverse human health or environmental effects as a result of a transportation plan, project, or activity; and how to avoid, minimize, or mitigate these effects. The Circular does not contain any new requirements, policies or directives. Nonetheless, SCAG complies with the framework provided to integrate the principles of Environmental Justice into its decision-making processes.

Under federal policy, all federally funded agencies must make Environmental Justice part of their mission and adhere to three fundamental Title VI/Environmental Justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In addition to Federal requirements, SCAG must comply with California Government Code Section 11135, which states that, “no person in the State of California shall, on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered by the state or by any state agency that is funded directly by the state, or receives any financial assistance from the state.”

The State of California also provides guidance for those involved in transportation decision-making to address Environmental Justice. In 2003, the California Department of Transportation (Caltrans) published the Desk Guide on Environmental Justice in Transportation Planning and Investments to provide information and examples of ways to promote Environmental Justice. The Desk Guide identified requirements for public agencies, guidance on impact analyses, recommendations for public involvement, and mitigation.

Finally, SCAG has in place a Title VI Program which was approved by FTA on February 22, 2012. The Title VI Program includes a process for investigating Title VI complaints as well as a copy of the agency’s Limited English Proficiency (LEP) Outreach Plan. The key elements of the LEP Plan include: (1) Spanish speaking translators available upon request for meeting and workshops; (2) selected RTP materials available in English, Spanish, Chinese and Korean languages; and (3) utilization of a specialty outreach consultant to engage with the LEP and minority communities. SCAG will continue these efforts for the 2016 RTP/SCS cycle. SCAG will also be updating the Title VI Program and LEP Plan by October 2014 as requested by the State Department of Transportation. More information about the agency’s Title VI Program and LEP Plan is available on the SCAG website at: <http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>.

SECTION VII. ACCOUNTABILITY

SCAG's plans and policies are adopted by the Regional Council, an 86-member governing board of elected officials and representatives from Tribal governments, County Transportation Commissions and air quality districts. Therefore, SCAG's Public Participation Plan and its associated public outreach efforts are accountable to local representatives.

The participation procedures, strategies and goals incorporated into this Plan are intended to provide interested parties with reasonable opportunities to be involved in the metropolitan transportation planning and programming processes. The Plan contains an expanded list of Interested Parties to encourage participation of a broad range of stakeholders. Additionally, SCAG is required to consult with state, local, and Tribal governments in the development of its RTPs and FTIPs. SCAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by SCAG's RTIP and FTIP (including, as appropriate, state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

This Plan is intended to guide the participation process and to coordinate the process with SCAG's consultation activities and other responsibilities. Detailed strategies, procedures and techniques for carrying out the participation process for the RTP, FTIP and Overall Work Program (OWP), are described in "Appendix A" of this Plan, and incorporated herein by this reference.

SECTION VIII. CONCLUSION

With 38,000 square miles, six counties, 191 cities and a population of 18 million residents, the SCAG region is among the largest and most diverse in the world, with wide-ranging socio-economic factors, languages, ethnicities and cultures. Residents in different parts of the region have very diverse interests and concerns. SCAG helps engage those diverse needs through a constructive dialog, resulting in comprehensive plans that enhance the overall quality of life in the region.

SCAG is committed to a public participation process that involves participation from conception to implementation. SCAG provides information to stakeholders, partners and the general public in order to make informed decisions regarding Southern California's physical capital. SCAG provides opportunities for the public to evaluate and respond to that information and considers all input before finalizing any transportation planning policies that will impact the SCAG region.



SECTION IX. APPENDIX A

Strategies, Procedures and Techniques for Public Participation Related to the Regional Transportation Plan (RTP), Federal Transportation Improvement Program (FTIP) and Overall Work Program (OWP)

SCAG's adopted Public Participation Plan ("Plan") serves as a guide for SCAG's public involvement process as well as the continuing, comprehensive and coordinated planning process among the stakeholders to ensure the ongoing opportunity for broad-based participation in the development and review of regional plans and programs. For purposes of the Plan, "public" is intended to mean "Interested Parties" including general public, affected public agencies, and other interested parties as identified in the Plan.

This Appendix "A" to the adopted Public Participation Plan provides more explicit details as to SCAG's strategies, procedures and techniques for public participation on the RTP, RTIP and OWP. The interrelated goals identified in the Plan suggest that a coordinated approach to public outreach is best in seeking to spread a consistent message and increase public awareness of SCAG's planning efforts. SCAG seeks the public's feedback, active participation and input in developing its plans and programs.

DEVELOPMENT OF STRATEGIES, PROCEDURES AND TECHNIQUES

SCAG staff consults a wide range of interested parties to fulfill federal and state requirements in developing public participation strategies, procedures and techniques. SCAG makes significant efforts to reach out to interested parties, encourage feedback, and involve interested parties in the development of the Plan's strategies and procedures and will continue these efforts in future updates to the Plan. Specifically, SCAG solicited comments and feedback from the county transportation commissions, the subregions, transit operators, federal and state resource agencies, Tribal Governments, representatives of the disabled, the business community, active transportation advocates, environmental groups, and other interested parties through mailings, email correspondence, workshops, presentations, meetings, telephone communications and website postings encouraging individuals to get involved with developing the Public Participation Plan. In developing the 2014 Public Participation Plan, SCAG conducted a survey of individuals who attended SCAG's public outreach workshops for the 2012-2035 RTP/SCS. The survey asked several questions to help SCAG determine how to improve public participation. SCAG solicits feedback year round through the availability of an online form on the SCAG website on the Contact Us page at: <http://www.scag.ca.gov/about/Pages/ContactUs.aspx> and the Public Participation page at: <http://www.scag.ca.gov/participate/Pages/PublicComment.aspx>. SCAG also solicits feedback through a SCAG Contact Form available on page 38 of this document.

REGIONAL TRANSPORTATION PLAN (RTP)

Federal and state laws require SCAG to prepare a long-range Regional Transportation Plan, or RTP. The purpose of the RTP is to combine transportation policies and projects to lay out the blueprint for Southern California's transportation network and how it can best handle the needs of the future. The RTP coordinates a balanced regional transportation system, identifies adequate funding for transportation projects, and meet federal air quality requirements.

An update of an existing RTP is required every four years, and SCAG is currently undertaking the development of the 2016 RTP/SCS to provide Southern California with a comprehensive vision for its transportation future to the year 2040.

State law SB 375 requires SCAG and other MPOs to engage the region in the development process of the Sustainable Communities Strategy (SCS) and/or an Alternative Planning Strategy (APS) through outreach efforts and a series of workshops and public hearings. For the SCAG region these workshops and public hearings include workshops for local elected officials and workshops in each county in the region (at least 16 public workshops.) SCAG will also conduct public hearings on the Draft RTP/SCS in different parts of the region.

1. Phase 1: Pre-Draft 2016 RTP/SCS (January 2013 – November 2015)
 - A. Hold Regular Outreach and RTP/SCS Coordination Team Meetings: (January 2013 – November 2015).

While outreach activities have been ongoing since the adopted 2012 RTP, the single most important element to fostering and maintaining a fully-integrated agency outreach effort is to schedule and hold regular coordination meetings with the principal staff in all planning areas and consultants associated with each of the various outreach efforts.

 - I. Outreach and SB 375 coordination meetings will provide important opportunities (1) to brief all members of the coordination team on overall goals and strategies; (2) to inform the team of upcoming outreach forums and other key milestones; (3) to identify strategies and specific work tasks that can either be shared or can accommodate multiple outreach objectives; and (4) Ensure all outreach events are being entered on SCAG's outreach calendar in a timely manner for public notice as well as documentation of SCAG's outreach history.
 - II. SB 375 allows sub-regional agencies to prepare a Sustainable Communities Strategy or Alternative Planning Strategy for their subregional area for incorporation into the regional strategy. SCAG's responsibility, as described in this Plan, is to conduct outreach in accordance with statutory requirements for the regional SCS and/or APS.
 - B. Initiate a Bottom-Up Local Input Process for the 2016 RTP/SCS: (March 2013 – September 2014) A critical component to the success of the RTP/SCS will be the participation and cooperation of all 197 local government partners within the Southern California Association of Governments (SCAG). To this end, SCAG staff is working to ensure that all local governments are fully informed of the planning process and have clear and adequate opportunities to provide input.

- I. Early in the planning process, SCAG staff sought input from local jurisdictions on baseline conditions throughout the region, including existing and planned land use, along with current demographic estimates and projections. SCAG's geographic datasets were published in individual Map Books, which were created for each local jurisdiction and distributed initially in August of 2013. For the second version of the booklets, initial revisions from jurisdictions were integrated, as were SCAG's demographic datasets showing population, household, and employment estimates for 2012 and projections for years 2020, 2035, and 2040. These new Data/Map Books were distributed to Local Jurisdictions in November and December of 2013, and are open for comments at this time.
 - II. To further solicit local input and actively engage participation in the formation of these datasets, SCAG staff have reached out to each jurisdiction's city/county manager, planning director, and elected officials to outline the process and schedule for providing input, have presented at meetings of SCAG's policy committees and at the standing meetings of several of our subregional partners, and plan to meet individually with 197 local jurisdictions during the months of January to May of 2014.
 - III. After this initial period of engagement is completed in May 2014, SCAG staff will be initiating scenario planning exercises with cities and counties for use in the 2016 RTP/SCS through September 2014
- C. Public Workshops: (June 2014 – November 2015).
 SCAG will conduct at least two public workshops in each county of the region, except for Imperial County, where one workshop will be conducted. These workshops will provide the public with a clear understanding of the issues and policy choices and will employ various visualization techniques. SCAG will also allow for members of the public to receive all notices, information, and updates through a single request. Additional public workshops will be held, as needed, in accordance with applicable requirements.
- D. Environmental Justice Outreach: (March 2014 – March 2015)

SCAG will engage the Environmental Justice community by the following outreach efforts:

- March 2014 – 1st Environmental Justice (EJ) workshop to discuss SCAG's EJ program and major planning areas (integrated regional transportation, land use and environmental planning) in the 2016 RTP/SCS cycle, and summarize and build on previous efforts for the 2012 RTP/SCS.
- September 2014 – Report on SCAG's plan for addressing EJ concerns that may arise from the 2016 RTP/SCS.
- September 2015 – Release SCAG's draft EJ Appendix for the 2016 RTP/SCS and go over analysis and process for providing comments on the Plan

- E. Update Contact Databases and Advisory Groups: (May 2013 – November 2015).
 - I. Review and update mailing lists for outreach efforts.
 - II. Expand contact databases to include representatives of all Interested Parties identified in the Plan.
 - III. Work with stakeholders to expand current list categories to include all Interested Parties.
 - IV. Convene an Environmental Justice Advisory Group. This group would include representatives of community-based organizations, non-profits, and Tribal Governments from all parts of the SCAG region.
 - V. Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media, government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.
- F. Update Existing Presentation Materials: (January 2014 – October 2015). Communications staff will continue to work closely with Planning staff to ensure a consistent look and message for all of SCAG’s communications.
 - I. Provide clear, consistent and concise primary messages for media and public involvement and interaction.
 - II. Update technical and non-technical PowerPoint presentations as new information becomes available.
 - III. Tailor specific presentations to meet the needs and interests of the target audiences.
 - IV. Maintain a library of all PowerPoint presentations developed.
 - V. Review and update Fact Sheets.
 - VI. Review and update brochures, fliers and other publications relating to SCAG and SCAG’s initiatives for general population distribution in concise, understandable, non-technical language.
 - VII. Review and update public feedback forms, both paper and web-based.
 - VIII. Review and enhance web interface to encourage public education and feedback on the related planning efforts.
 - IX. Include articles on plans and programs in SCAG’s e-newsletters, produced monthly.
- G. Create New Presentation Materials: January 2014 – October 2015
 - I. Develop new materials to simplify the RTP and cater to subregional audiences. Traditionally, interested parties raise questions about proposed projects in their specific community. Materials that visually highlight the most prominent features of the Plan and are most relevant to audiences will most likely be read and recalled.
 - II. Produce the RTP on a CD to ease handling and ensure more efficient use of resources.
 - III. Prepare press releases, calendar advisories, notices of public hearings (in one major newspaper in each of the six counties), and reach out to the ethnic press by providing notices in English, Spanish and Chinese.

- IV. Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, and illustrative drawings to better and more easily communicate technical planning issues and strategies.
- V. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences i.e. SCAG's Regional Offices, video conference, web meetings twitter, wiki, and surveys.
- H. Continually Enhance Website Capabilities: (January 2013 – October 2015).
 - I. Update web pages dedicated to the RTP, enhance navigation, and ensure information is up-to-date. Link to stakeholder web pages.
 - II. Translate key RTP communications in English, Spanish, and Chinese on the web pages.
 - III. Utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, key PowerPoint presentations, data and other planning-related information.
 - IV. Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.
- I. Coordinate Outreach Efforts with other Stakeholder Organizations: (January 2014 – October 2015).
 - I. Support interagency coordination by continuing to host and participate in the monthly TCWG meetings.
 - II. Mail Notice of Draft RTP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP. Ensure that the public comment period is at least 55 days for the plan.
 - III. Participate in regular monthly meetings with the CEOs of the county transportation commissions.
 - IV. Coordinate outreach efforts with the subregional organizations and transportation and air quality agencies.
 - V. Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, web site postings, email communications and other opportunities to participate, as appropriate.
 - VI. Expand the membership of some of SCAG's various committees, task forces and working groups to ensure inclusion of the broader stakeholders and interest groups identified in the Plan.
 - VII. Keep interested parties informed with monthly progress reports during the plan development phase.

- J. Maintain and create an Outreach Schedule: (January 2014 – October 2015).
 - I. Continue the practice of attempting to get on other groups' agendas.
 - II. Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.
 - III. Hold public meetings at convenient and accessible locations and times.
- K. Maintain a Log of Outreach Efforts: (January 2013 – October 2015).
 - I. Maintain a log of all agency-wide outreach presentations.
- L. Reach Out to Traditionally Underrepresented and/or Underserved Communities (January 2014 – October 2015).
 - I. Work with Regional Services staff and Subregional Coordinators to identify underrepresented segments of the region.
 - II. Coordinate with individuals, institutions or organizations to reach out to members in minority and/or low income communities.
 - III. Provide assistance, if requested 72 hours prior to the event, to people with disabilities.
 - IV. Provide language assistance, if requested 72 hours prior to the event, to Limited English Proficient Persons.
 - V. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.
- M. Evaluate Public Participation Activities: (November 2015).
 - I. Evaluate public participation efforts at the end of phase 1 so that necessary modifications can be made for subsequent phases.
 - II. Provide recommendations to enhance the outreach program and better serve the underrepresented segments of the region.
- 2. Phase 2: Post- Draft 2016 RTP/SCS (October 2015 – March 2016)
 - A. Notify public of the Draft Release (October 2015)
 - I. Draft RTP/SCS is released for a minimum 55-day public review and comment period.
 - II. Draft RTP/SCS is reviewed by SCAG's Transportation Committee and Community, Economic and Human Development Committee as part of a public meeting.
 - III. Develop procedures for public hearings. Include the time to be allotted to each speaker and how the order of appearance is determined. A written explanation of adopted procedures should be distributed to participants both prior to and at the hearing. Make arrangements for the submission of written statements in addition to verbal comments.
 - IV. Provide translation services at these public hearings, if needed.
 - B. Consider and Incorporate Comments Received into the Deliberations Regarding the Draft Plans and Programs: (October 2015 – March 2016).
 - I. Review and consider all public comments in the regional transportation planning process.
 - II. Record, track and maintain a log of comments and SCAG's response to the comments.
 - III. Acknowledge all comments received in a timely manner.

- IV. Evaluate public comments received throughout the planning process and assess whether, and to what extent, modifications were made in the draft documents as a result of the comments received.
 - V. Provide additional opportunity for public comment on the revised plan if the final plan differs significantly from the draft plan that was previously made public.
 - VI. Provide a summary, analysis and report on the disposition of comments as part of the final plan.
 - VII. Prepare Final RTP for adoption by Regional Council at a public meeting.
- C. Elected Official Meetings: (January 2016 – February 2016).
SCAG will conduct informational meetings in each county for members of the Board of Supervisors and City Councils in the respective county to consider and provide input on the Draft 2012 RTP/SCS. The purpose of the meetings is to present the Draft RTP/SCS to the members of the board of supervisors and the city council members in each county and to solicit and consider their input and recommendations.
Notice of the meetings shall be sent to the clerk of the board of supervisors and to each city clerk.
- D. Public Hearings: (January 2016 – February 2016).
SCAG will conduct at least three public hearings in different parts of the region on the Draft RTP/SCS to maximize the opportunity for participation. The public hearings will be announced in printed materials, on SCAG's website, and in local newspapers.
- E. Continually Enhance Website Capabilities: (October 2015 – March 2016).
- I. Continue to utilize SCAG's web site to provide information, announce draft and final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings, post meeting agendas and minutes and provide access to major SCAG publications including Your Guide to SCAG, the Benefits of Membership, Member Handbook, the Legislative Reference Guide, the e- newsletter, key PowerPoint presentations, data and other planning-related information.
 - II. Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.
- F. Update Contact Databases and Advisory Groups: (October 2015 – March 2016).
- I. Review and update mailing lists for outreach efforts.
 - II. Expand contact databases to include all Interested Parties identified in the Plan.
 - III. Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.
 - IV. Update media mailing lists that include metropolitan and local community newspapers, radio, television and cable outlets, trade journals, wire services, ethnic and foreign-language media,

- government and legal publications and special interest press directed at older audiences, the disabled, Native Americans and students.
- G. Coordinate Outreach Efforts with other Stakeholder Organizations: (October 2015 – March 2016).
 - I. Support interagency coordination by continuing to host and participate in the monthly TCWG meetings.
 - II. Participate in regular monthly meetings with the CEOs of the county transportation commissions.
 - III. Participate in and conduct two City Manager meetings
 - IV. Coordinate outreach efforts with the subregional organizations and transportation and air quality agencies.
 - V. Together with subregional partners and other stakeholder organizations, notify interested parties through traditional meeting announcements, newspapers, public service announcements, press releases, special mailers, publications and agendas of committees, meetings, workshops, briefings, website postings, email communications and other opportunities to participate, as appropriate.
 - VI. Hold monthly meetings with the Technical Working Group to review upcoming Regional Council and Policy Committee agendas and conduct other coordinating activities.
 - VII. Keep interested parties informed with monthly progress reports during the post-draft plan development phase.
 - H. Maintain an Outreach Schedule: (October 2015 – March 2016).
 - I. Proactively contact groups to schedule speakers from the pool of available speakers, as appropriate, to meet the interests of the particular group.
 - II. Continue the practice of attempting to get on other groups' agendas.
 - III. Conduct presentations, hold briefings, workshops, hearings to diverse groups and organizations throughout the region.
 - IV. Hold public meetings at convenient and accessible locations and times.
 - I. Maintain a Log of Outreach Efforts: (October 2015 – March 2016).
 - I. Continue to maintain a log of all agency-wide outreach presentations.
 - J. Reach Out to Traditionally Underrepresented and/or Underserved Audiences: (October 2015 – February 2016).
 - I. Work with Regional Services staff and stakeholders to identify underrepresented segments of the region.
 - II. Coordinate with individuals, institutions or organizations to reach out to members in minority and/or low income communities.
 - III. Engage Tribal Government in the RTP processes through Tribal Government representation on SCAG's governing board and policy committees.
 - IV. Provide assistance, if requested 72 hours prior to the event, to people with disabilities.

- V. Prepare press releases and reach out to the ethnic press by providing notices in English, Spanish and Chinese.
 - VI. Provide language assistance, if requested 72 hours prior to the event, to Limited English Proficient Persons.
 - VII. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.
3. Phase 3: Post- Final 2016 RTP/SCS (April 2016 – September 2016)
- A. Create New Presentation Materials: (April 2016 – September 2016).
 - I. Create a final factsheet or brochure which visually showcases regional projects of significance, economic impacts, mobility improvements and health impacts. Highlights of the plan will be summarized to peak interest and enhance readability.
 - II. Produce the RTP on a CD to ease handling and ensure more efficient use of resources.
 - III. Utilize visualization techniques whenever possible such as maps, videos, PowerPoint presentations with graphics and animation, flowcharts, computer simulation, interactive GIS systems, and illustrative drawings to better and more easily communicate technical planning issues and strategies.
 - IV. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.
 - B. Continually Enhance Website Capabilities: (April 2016 – September 2016).
 - I. Maintain web pages dedicated to the RTP and ensure information is up-to-date.
 - II. Translate key RTP communications in English, Spanish and Chinese on the web pages.
 - III. Utilize SCAG's website to provide information, announce final plan releases, encourage feedback and comments from the public, make draft and final plans and corresponding documents available, provide contact information, educate about SCAG and SCAG initiatives, inform of upcoming events and meetings,
 - IV. Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.
 - C. Update Contact Databases and Advisory Groups: (April 2016 – September 2016).
 - I. Review and update mailing lists for outreach efforts.
 - II. Expand contact databases to include all Interested Parties identified in the Plan.
 - III. Work with subregional coordinators and SCAG task force and committee members to expand current list categories to include all Interested Parties.
 - D. Evaluate Public Participation Activities: (April 2016 – September 2016).
 - I. Continue to monitor outreach presentations and assess whether outreach efforts are being conducted throughout the region, including the outlying areas of the region.
 - E. RTP Amendments
 - I. An amendment is a major revision to a long-range RTP, including adding or deleting a project, major changes in project/project phase

costs, initiation dates, and/or design concepts and scope. An RTP Amendment requires public review and comment, demonstration that the project can be completed based on expected funding, and a determination that the change conforms to air quality requirements.

- II. SCAG's strategies, procedures and techniques for public participation regarding RTP Amendments include, but are not limited to, the release of the proposed RTP amendment for a minimum 30-day public review, posting of the proposed RTP amendment on SCAG's website, presentation of the proposed RTP amendment before certain SCAG committees, review of the proposed RTP amendment by SCAG's Transportation and Communications Committee at a public meeting, and adoption of the proposed RTP amendment by SCAG's Regional Council as part of the public meeting.



FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

SCAG's Federal Transportation Improvement Program, or FTIP, is a capital listing of all transportation projects proposed over a six-year period. The listing identifies specific funding sources and funding amounts for each project. The proposed transportation projects are funded through a variety of federal, state and local sources. Projects consist of improvements such as, highway improvements, transit, rail, bus, high occupancy vehicle lanes, signal synchronization, intersection improvements, and freeway ramps to name a few. The FTIP must include all transportation projects that are federally funded, and/or regionally significant regardless of funding source or whether subject to any federal action. The projects are submitted to SCAG by the six County Transportation Commissions. SCAG analyzes the projects to ensure that they are consistent with state and federal requirements. Federal law requires the FTIP be consistent with the RTP.

The following outlines SCAG's strategies, procedures and techniques for public participation on the FTIP. SCAG intends to update this section of the Appendix as needed prior to commencing each FTIP cycle to reflect appropriate changes.

1. FTIP Public Participation Process in the SCAG Region

SCAG has a Memorandum of Understanding (MOU) with transit operators and each of the County Transportation Commissions (CTCs) within the SCAG Region. These MOUs specify the role of the CTCs with respect to approval of transportation projects utilizing federal, state highway, and transit funds within their respective jurisdiction. The County Transportation Commissions are also responsible for transportation programming and short range planning in their respective counties. The County Transportation Commissions transmit their approved County TIP to SCAG. The public participation process and coordination is a tiered process within the SCAG region. This tiered process initiates the public participation process at the CTC's county TIP development stage, which occurs long before the development of the SCAG FTIP.

There are several opportunities for the public to review and comment on projects and programs during the development of each county TIP and approval of the SCAG FTIP. These public participation opportunities are described below.

A. Project Identification

Public participation begins at the local agency level by identifying projects and associated work scopes based on local and regional transportation needs. Newly identified projects are commonly placed on funding needs lists, funding plans or capital improvement program plans and programs that identify projects to be funded. These lists, plans and programs are adopted by local agency boards (mostly elected officials) in meetings open to the general public. Stakeholders, interest groups and the general public have the opportunity to review and comment on these projects and local plans prior to local agency board approvals.

B. Project Funding

The general public, interested parties and stakeholders have an opportunity to review and comment on projects and programs during the allocation of funds by local agencies including cities, counties, special districts, and county transportation commissions (CTCs).

The process of assigning specific funding sources to projects normally occurs

in meetings open to the general public by public policy boards. For example, the CTCs in the SCAG region conducts a “call for projects” when funding under their control (federal, state and/or local) is available for programming. Local agencies apply and compete for available funding based on adopted eligibility guidelines consistent with federal, state and local county requirements. Candidate projects usually have gone through an initial public review process and are included in a local agency capital improvement needs programs or plans. The CTCs work through their respective committee review process to develop a list of projects recommended for funding and adoption by each respective policy board. CTCs review committees are comprised of local agency staff (stakeholders and interested parties), and in some cases include public elected officials. Review committee meetings are publicly noticed. The recommended project lists approved by the committees are forwarded to the respective policy boards for approval. Projects proposed for funding are made available for review by the general public, stakeholders and interested parties in advance of adoption by the CTCs policy boards. All allocation of funds by the policy boards occur in publicly noticed meetings open to the general public. The allocation of public funds to projects by other entities meet the public review requirements that are consistent with the federal, state and/or local laws that govern the allocation of the funds.

C. County TIP Development

The CTCs develop their respective TIPs based on FTIP Guidelines written by SCAG in consultation with the CTCs, SCAG’s TCWG, federal and state agencies staff, with approval by SCAG’s Regional Council. The FTIP is the implementing document of the RTP/SCS. The CTCs’ submittal of their county TIP to SCAG is their county implementation plan which is incorporated in its entirety into the SCAG FTIP. All projects programmed in County TIPs have been previously approved for funding by the entity responsible for allocating the project funds. When submitting County TIPs to SCAG, each CTC is required to adopt a financial resolution which certifies that it has the resources to fund the projects in the TIP and affirms its commitment to implement all projects. The financial resolution is approved by each policy board in publicly noticed meetings open to the general public.

D. SCAG FTIP Development

SCAG develops the FTIP for the six-county region based on the County TIPs prepared and submitted by the CTCs described above in Section iii. The Draft SCAG FTIP is noted for a minimum 30-day public review, and public hearings are held at the SCAG office and where possible these public hearings will be available via video or teleconference. Notices of the public hearings are placed in major newspapers throughout the SCAG region. SCAG also conducts public outreach efforts through social media outlets. The Draft SCAG FTIP documents are made available for review and comment by stakeholders, interested parties and the general public through the SCAG internet website at <http://ftip.scag.ca.gov/Pages/default.aspx> and at public libraries throughout the six-county region prior to the public hearing. In addition to the public hearings, SCAG committees and working groups also review and discuss the draft FTIP. These SCAG groups include the AB

1246 Chief Executive Officers Committee, the Transportation Committee (TC), the TCWG, and the Energy and Environment Committee (EEC). The SCAG Regional Council takes final action when they adopt the FTIP.

E. FTA Program of Projects

As required by federal law and guidance, a Program of Projects (POP) for FTA projects must be developed by the Designated Recipient of FTA funds. The POP is a list of proposed FTA funded projects that must undergo a public review process. Guidance provided by FTA allows the FTIP to function as the POP as long as the public is notified through SCAG's public notice that the FTIP public review process satisfies the public participation requirements of the POP. Once the FTIP is approved, the document will function as the POP for recipients of FTA funds in the SCAG region. SCAG's public participation process for the FTIP is intended to satisfy FTA Section 5307 funding recipients' public participation process for the POP.

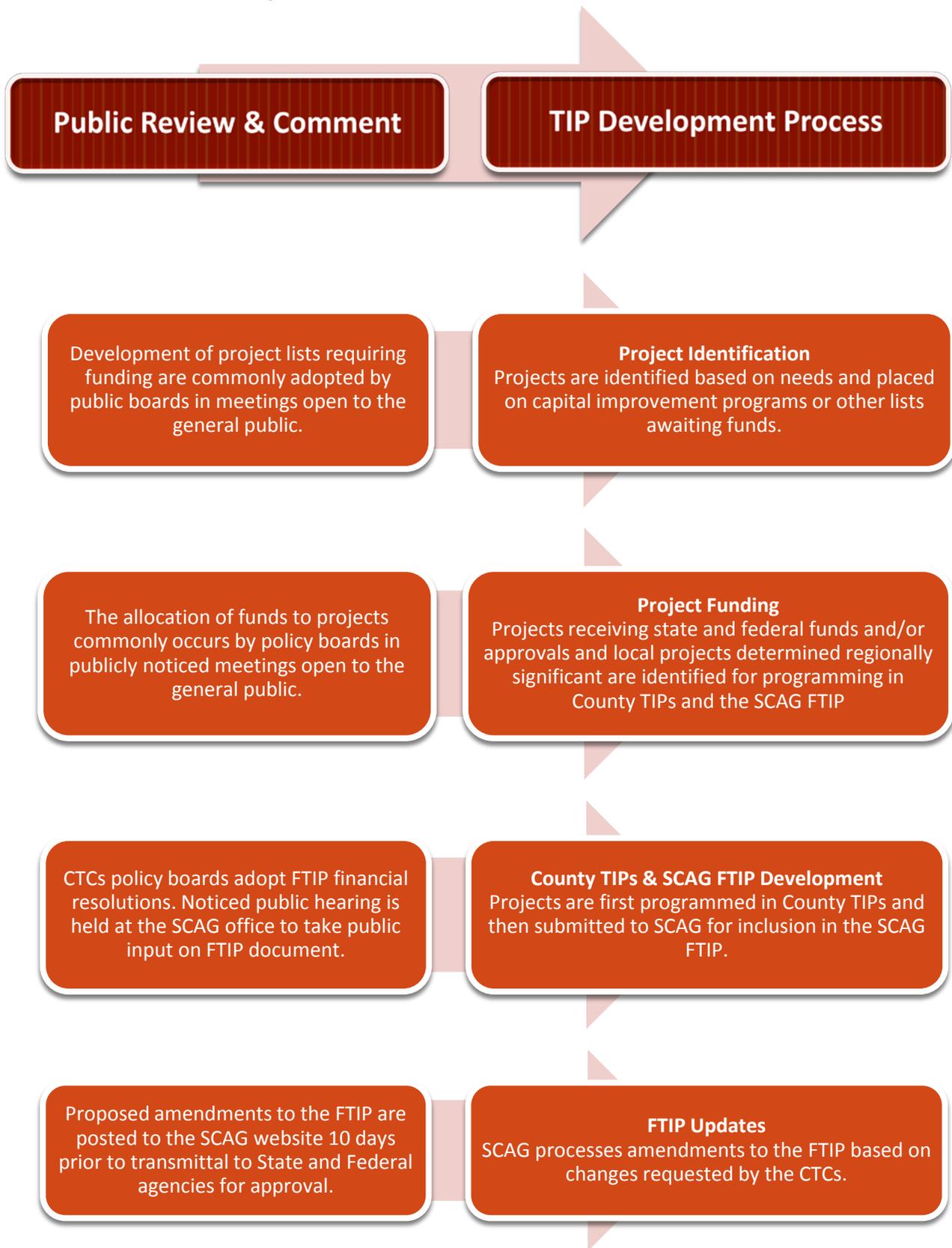
F. SCAG FTIP Updates

The FTIP is amended several times a year. This process is similar to developing the formal FTIP. Proposed amendments to the adopted FTIP are submitted by the CTCs to SCAG. After SCAG has completed its analysis of the proposed change(s) to the FTIP ensuring consistency with the various programming rules and regulations, SCAG electronically posts the proposed change(s) for public review and comment on the SCAG website at <http://ftip.scag.ca.gov/Pages/default.aspx>. In addition to posting the amendment information on the web, a notice is sent to the TCWG as part of the FTIP amendment public review process.

2. Schematic of the Public Participation Process

The following schematic helps to illustrate when stakeholders, interested parties and the general public have the opportunity to review and comment during the FTIP programming development process described below.

SCAG FTIP Public Participation Process



1. Other FTIP Public Participation strategies, procedures and techniques
 - A. Enhance Website Capabilities:
 - I. Utilize SCAG's web site to provide information, announce draft and final program releases, encourage feedback and comments from the public, make draft and final programs and corresponding documents available, provide contact information, inform of upcoming events and meetings, post meeting agendas and minutes
 - II. Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.
 - B. Update Contact Databases and Advisory Groups:
 - I. Review and update mailing lists for outreach efforts.
 - II. Expand contact databases to include all Interested Parties identified in the Plan.
 - C. Coordinate Outreach Efforts with other Stakeholder Organizations:
 - I. Support interagency coordination by continuing to host and participate in the monthly TCWG meetings.
 - II. Mail Notice of Draft FTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final FTIP. Ensure that the public comment period for the program is at least 30 days.
 - III. Participate in regular meetings with the county transportation commissions in the coordination of the draft and final FTIP.
 - D. Conduct Public Hearing:
 - I. Announce public hearings in printed materials, on SCAG's website, and in newspapers throughout the SCAG Region.
 - II. Hold public meetings at convenient and accessible locations and times.
 - III. Conduct at least two public hearings on the draft FTIP.
 - IV. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.
 - E. Maintain a Log of Outreach Efforts:
 - I. Maintain a log of all agency-wide outreach presentations.
 - II. Review and consider all public comments in the regional transportation planning process.
 - III. Record, track and maintain a log of comments and SCAG's response to the comments
 - IV. Respond to all comments received in a timely manner.
2. Annual Listing of Projects

Federal regulations require SCAG to develop an annual listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal funds were obligated in the preceding program year. SCAG, in consultation and coordination with the State, county transportation commissions, and public transportation operators throughout the SCAG region, compiles the information and produces the annual listing of projects. The annual listing of obligated projects may be found on the SCAG website at <http://ftip.scag.ca.gov/Pages/default.aspx>.
3. FTIP Amendments

For the FTIP, the Federal Highway Administration (FHWA) California Division has

provided definitions of amendments and corresponding conformity requirements. The following summarizes the categories of amendments identified by FHWA for the FTIP and the public participation requirements for each amendment type.

- A. Category 1. Administrative Modification
An administrative modification includes minor changes to project cost, schedule, and project description changes without affecting the scope, and/or funding sources. Please see the Federal Statewide Transportation Improvement Program (FSTIP) and Federal Transportation Improvement program (FTIP) Amendment and Administrative Modification Procedures for a complete definition of an administrative modification and eligibility.
- B. Category 2. Amendment – Changes that do not impact the existing conformity determination.
The Amendment category may include changes that are not eligible under an administrative modification.
- C. Category 3. Amendment – Relying on the existing Conformity Determination.
This amendment may include adding a project or a project phase to the program. This amendment category consists of projects that are modeled and are included in the regional emissions analysis.
- D. Category 4. Formal Amendment – New Conformity Determination.
This amendment may include adding or deleting projects that are not currently included in the regional emissions analysis or part of the existing conformity determination. This amendment may involve adding or deleting projects that must be modeled for their air quality impacts: significantly changing the design concept, scope; or schedule of an existing project.
- E. Category 5. Technical Amendment – Changes to project information not required to be included in the FTIP per federal requirements.
Changes are not subject to an administrative modification or an amendment such as changes to project codes, and changes to correct typographical errors. These technical corrections do not impact project scope or cost.

Public Hearing – Public Review & Comment Period Requirement

Amendment Category	Public Hearing Requirements	Public Review Period (# of days)
Category 1 - Administrative	n/a	n/a
Category 2 - Amendment Changes that do not impact the existing conformity determination	No	10
Category 3 Amendment Relying on existing conformity determination	No	10
Category 4 – Formal Requires a new conformity determination	Yes	30
Category 5 - Technical Correction Not subject to funding agency approval for public review	No	n/a

FTIP Amendment and Administrative Modification Approval Procedures – SCAG Executive Director Authority

FTIP Amendment Procedures

As part of the TIP approval process, the SCAG Regional Council approved Resolution # 11-532-1 granting authority to SCAG’s Executive Director or designee to approve Federal Transportation Improvement Program (FTIP) amendments and associated conformity determination and to transmit to the state and federal agencies amendments to the most currently approved FTIP. These amendments must meet the following criteria:

- Changes that do not affect the regional emissions analysis.
- Changes that do not affect the timely implementation of the Transportation Control Measures.
- Changes that do not adversely impact financial constraint.
- Changes consistent with the adopted Regional Transportation Plan.

Amendments triggered by an RTP amendment must be approved by the Regional Council

FTIP Administrative Modification Procedure

Consistent with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) letter dated June 3, 2011 the SCAG Regional Council has the discretion to delegate

authority to SCAG's Executive Director to approve FTIP Administrative Modifications to the Federal State Transportation Improvement Program (FSTIP) consistent with approved FSTIP/FTIP Administrative Modification and Amendment Procedures and as may be amended.

Administrative Modifications are minor project changes that qualify under the FSTIP/FTIP Administrative Modification and Amendment Procedures. Because FTIP Administrative Modifications are considered minor changes, public review is not required. Such delegation of authority was granted as part of the same SCAG Regional Council Resolution (# 11-532-1). The following procedures apply to this delegation of authority:

- SCAG will send copies of the approved administrative modification to Caltrans, FHWA, and FTA.
- Once the administrative modification is approved by SCAG, the administrative modification will be deemed part of the Federal State Transportation Improvement Program (FSTIP).
- SCAG will demonstrate in a subsequent amendment that the net financial change from each administrative modification has been accounted for.
- Caltrans will conduct periodic reviews of SCAG's administrative modification process to confirm adherence to the procedures. Noncompliance with the procedures will result in revocation of the MPO's delegation.

OVERALL WORK PROGRAM

Funding for SCAG's metropolitan planning activities are documented in an annual Overall Work Program (OWP) (also known as a Unified Planning Work Program), pursuant to federal requirements, 23 CFR 450.308(b)-(c), and Caltrans guidance.

The OWP is developed each fiscal year, and details the agency's planning and budgetary priorities for the following fiscal year. SCAG's federal and state funding partners (FHWA, FTA and Caltrans) must approve SCAG's OWP each year before it takes effect.

The following describes SCAG's strategies, procedures and techniques with respect to public participation on the OWP.

1. Adopt OWP Preparation Schedule and Work Programs Outcomes: (September-October).
 - A. Regional Council adopts the OWP preparation schedule and work program outcomes for the coming fiscal year.
2. Conduct a Budget Workshop: (February).
 - A. SCAG staff conducts a Budget Workshop for the Regional Council and members of the public.
3. Distribute Draft OWP: (March).
 - A. The Regional Council approves the Comprehensive Budget which includes the draft OWP. The draft OWP is distributed to all Regional Council members and the Regional Council approves the release of the document for a minimum 45-day public comment and review period. The draft OWP is also placed on SCAG's website.
4. Distribute the Draft OWP for Public Comments: (March).
 - A. Staff mails letters to over 300 City Planners, Planning Directors and other Planning representatives within the SCAG region, including subregional coordinators, CTCs and transit operators, encourages their feedback on the draft OWP, and notifies them of the availability of the draft document on SCAG's website.
5. Review and Consider Comments Received in the Final OWP Deliberations: (April).
 - A. Staff reviews and considers all public comments in the OWP planning process.
 - B. Staff records, tracks and maintains a log of comments and SCAG's response to the comments.
6. Adopt the Final Comprehensive Budget and Resolution Authorizing the Submittal to Funding Partners: (April).
 - A. The Regional Council adopts the Final Comprehensive Budget and Resolution authorizing the submittal of the Final OWP to Caltrans and other funding agencies as necessary for approval. Caltrans must submit the recommended Final OWP to FHWA/FTA by June 1 of each year.

SECTION IX. APPENDIX B – List of Acronyms

Below is a list of acronyms commonly used in SCAG's planning activities and processes. Not all of the terms are used in this Public Participation Plan but they are provided here as a general reference.

AB 1246	BILL ESTABLISHING FOUR-COUNTY TRANSPORTATION COMMISSIONS AND SCAG CONVENED MEETING PROCESS SET FORTH AT PUBLIC UTILITIES CODE §130059
ABAG	ASSOCIATION OF BAY AREA GOVERNMENTS
ADR	ALTERNATIVE DISPUTE RESOLUTION
APCD	AIR POLLUTION CONTROL DISTRICT
AQ	AIR QUALITY
AQMD	AIR QUALITY MANAGEMENT DISTRICT
AQMP	AIR QUALITY MANAGEMENT PLAN
AMPO	ASSOCIATION OF METROPOLITAN PLANNING ORGANIZATIONS
ARB	AIR RESOURCES BOARD (State)
ASPA	AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION
ATAC	AVIATION TECHNICAL ADVISORY COMMITTEE
ATIS	ADVANCED TRAVELER INFORMATION SYSTEM
ATMS/ATCS	AUTOMATIC TRANSPORTATION MANAGEMENT CONTROL SYSTEMS
AVCCOG	ARROYO VERDUGO CITIES COUNCIL OF GOVERNMENTS
AVO	AVERAGE VEHICLE OCCUPANCY
AVR	AVERAGE VEHICLE RIDERSHIP
BA#1	BUDGET AMENDMENT #1
BIA	BUILDING INDUSTRY ASSOCIATION
BLM	BUREAU OF LAND MANAGEMENT (Federal)
BSNF	BURLINGTON NORTHERN SANTA FE RAILWAY

Acronyms list continued:

BT&H	BUSINESS, TRANSPORTATION AND HOUSING AGENCY
CalEPA	CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
CAA	CLEAN AIR ACT (Federal)
CALCOG	CALIFORNIA ASSOCIATION OF COUNCILS OF GOVERNMENTS
CALFED	CALIFORNIA FEDERAL PARTNERSHIP PROGRAM
CARB	CALIFORNIA AIR RESOURCES BOARD
CALTRANS	CALIFORNIA DEPARTMENT OF TRANSPORTATION
CATIS	CALIFORNIA ADVANCED TRAVELER INFORMATION SYSTEM
CBD	CENTRAL BUSINESS DISTRICT
CCAA	CALIFORNIA CLEAN AIR ACT (SHER BILL) STATS 1988, CH. 1568
CEC	CALIFORNIA ENERGY COMMISSION
CEEP	CENTER FOR ECONOMIC AND ENVIRONMENTAL PARTNERSHIP
CEHD	COMMUNITY, ECONOMIC AND HUMAN DEVELOPMENT COMMITTEE
CEQA	CALIFORNIA ENVIRONMENTAL QUALITY ACT
CETAP	COMMUNITY AND ENVIRONMENTAL TRANSPORTATION ACCEPTABILITY PROCESS
CMAQ	CONGESTION MITIGATION AIR QUALITY FUNDS (ISTEA)
CMP	CONGESTION MANAGEMENT PLAN
CO	CARBON MONOXIDE
COG	COUNCIL OF GOVERNMENTS
CPG	CONSOLIDATED PLANNING GRANT
CR	CONTINUING RESOLUTION
CSAC	CALIFORNIA STATE ASSOCIATION OF COUNTIES
CTA	CALIFORNIA TRUCKING ASSOCIATION
CTC	CALIFORNIA TRANSPORTATION COMMISSION
CVAG	COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS

Acronyms list continued:

CVO	CENTRAL VALLEY OPERATIONS
CVP	CENTRAL VALLEY PARTNERSHIP
DBE	DISADVANTAGED BUSINESS ENTERPRISE
DBELO	DISADVANTAGED BUSINESS ENTERPRISE LIAISON OFFICER
DLAE	DISTRICT LOCAL ASSISTANCE ENGINEER
DOE	DEPARTMENT OF ENERGY (Federal)
DOF	DEPARTMENT OF FINANCE (State)
DOT	DEPARTMENT OF TRANSPORTATION
EAC	EXECUTIVE ADMINISTRATION COMMITTEE
EDD	EMPLOYMENT DEVELOPMENT DEPARTMENT (State)
EEC	ENERGY & ENVIRONMENT COMMITTEE (SCAG)
EIR	ENVIRONMENTAL IMPACT REPORT (State)
EIS	ENVIRONMENTAL IMPACT STATEMENT (Federal)
ELMT	ELECTRO-MECHANICAL TECHNOLOGY
EMFAC	EMISSION FACTOR
EPA	ENVIRONMENTAL PROTECTION AGENCY
FAA	FEDERAL AVIATION ADMINISTRATION
FEMA	FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION
FFGA	FULL FUNDING GRANT AGREEMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FIP	FEDERAL IMPLEMENTATION PLAN (Air Quality)
FPPC	FAIR POLITICAL PRACTICES COMMISSION
FRA	FEDERAL RAILROAD ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
FTIP	FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

Acronyms list continued:

GA	GENERAL ASSEMBLY
GAP	GROUND ACCESS PLAN
GCCOG	GATEWAY CITIES COUNCIL OF GOVERNMENTS
GHG	GREENHOUSE GAS
GIS	GEOGRAPHIC INFORMATION SYSTEMS
GMTF	GOODS MOVEMENT TASK FORCE (SCAG)
GO21	GROWTH OPTIONS FOR THE 21ST CENTURY
HBRR	HIGHWAY BRIDGE REPLACEMENT & REHABILITATION PROGRAM
HCD	DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (State)
HHS	DEPARTMENT OF HEALTH AND HUMAN SERVICES (Federal)
HOT	HIGH OCCUPANCY TOLL
HOV	HIGH OCCUPANCY VEHICLE
HSST	HIGH SPEED SURFACE TRANSPORTATION
HUD	DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (Federal)
ICTC	IMPERIAL COUNTY TRANSPORTATION COMMISSION
IEUA	INLAND EMPIRE UTILITIES AGENCY
IGR	INTERGOVERNMENTAL REVIEW (REPLACED A-95 REVIEW PURSUANT TO EXECUTIVE ORDER #12.372 (1982) (SCAG)
IMPLAN	IMPACT ANALYSIS FOR PLANNING
IOS	INITIAL OPERATING SEGMENT
IPG	INTERMODAL PLANNING GRANT
ISTEA	INTERMODAL SURFACE TRANSPORTATION EFFICIENCY ACT
ITI	INTELLIGENT TRANSPORTATION INFRASTRUCTURE
ITIP	INTERREGIONAL TRANSPORTATION IMPROVEMENT PROGRAM
ITS	INTELLIGENT TRANSPORTATION SYSTEM
ICTC	IMPERIAL COUNTY TRANSPORTATION COMMISSION

Acronyms list continued:

JPA	JOINT POWERS AUTHORITY
LACMTA	LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (Metro)
LADOT	LOS ANGELES DEPARTMENT OF TRANSPORTATION
LAFCO	LOCAL AGENCY FORMATION COMMISSION
LARTS	LOS ANGELES REGIONAL TRANSPORTATION STUDY
LAWA	LOS ANGELES WORLD AIRPORTS
LCC	LEAGUE OF CALIFORNIA CITIES
LCV	LEAGUE OF CONSERVATION VOTERS
LEAGUE	LEAGUE OF CALIFORNIA CITIES
LEED	LEADERSHIP ENERGY AND ENVIRONMENTAL DESIGN
LEWIS-PRESLEY	STATE STATUTE CREATING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) AND SCAG AIR QUALITY RESPONSIBILITIES
LOSSAN	LOS ANGELES-SAN DIEGO RAIL CORRIDOR AGENCY
LTF	LOCAL TRANSPORTATION FUND
LVMCOG	LAS VIRGENES/MALIBU COUNCIL OF GOVERNMENTS
MAGLEV	MAGNETIC LEVITATED (Train)
MAP	MILLION ANNUAL PASSENGERS
MDAB	METHODS DEVELOPMENT AND APPLICATION BRANCH
MEA	MASTER ENVIRONMENTAL ASSESSMENT
MECS	MANUFACTURING ENERGY CONSUMPTION SURVEY
METRO	LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA)
MOE	MEASURES OF EFFECTIVENESS
MOU	MEMORANDUM OF UNDERSTANDING
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	METROPOLITAN TRANSPORTATION AUTHORITY (L.A. County)

Acronyms list continued:

MTC	METROPOLITAN TRANSPORTATION COMMISSION (Bay Area)
NAAQS	NATIONAL AMBIENT AIR QUALITY STANDARDS
NAFTA	NORTH AMERICAN FREE TRADE AGREEMENT
NARC	NATIONAL ASSOCIATION OF REGIONAL COUNCILS
NEPA	NATIONAL ENVIRONMENTAL POLICY ACT
NHS	NATIONAL HIGHWAY SYSTEM
NIJC	NATIONAL INDIAN JUSTICE CENTER
NLC	NATIONAL LEAGUE OF CITIES
NOP	NOTICE OF PREPARATION (Of an environmental document)
NPIAS	NATIONAL PLAN OF INTEGRATED AIRPORT SYSTEMS
NOx	NITROGEN OXIDES
Ox	OZONE
OCCOG	ORANGE COUNTY COUNCIL OF GOVERNMENTS
OCTA	ORANGE COUNTY TRANSPORTATION AUTHORITY
OMB	OFFICE OF MANAGEMENT AND BUDGET (Federal)
ONT	ONTARIO AIRPORT
ONT GAP	ONTARIO AIRPORT GROUND ACCESS PLAN
OPR	OFFICE OF PLANNING AND RESEARCH (State)
OWP	OVERALL WORK PROGRAM
OWPA	OVERALL WORK PROGRAM AGREEMENT
PEIR	PROGRAM ENVIRONMENTAL IMPACT REPORT
PM-10	PARTICULATE MATTER 10
PM 2.5	PARTICULATE MATTER 2.5 (Fine Particle)
PMT	PERSON MATTER TRAVELED
POV	PRIVATELY OWNED VEHICLES

Acronyms list continued:

PPM	PARTS PER MILLION
PRC	PEER REVIEW COMMITTEE
PUC	PUBLIC UTILITIES COMMISSION (State)
RABA	REVENUE ALIGNED BUDGET AUTHORITY
RAC	REGIONAL ADVISORY COUNCIL (Inactive)
RC	REGIONAL COUNCIL (SCAG)
RCP&G	REGIONAL COMPREHENSIVE PLAN & GUIDE
RCTC	RIVERSIDE COUNTY TRANSPORTATION COMMISSION
RFP	REQUEST FOR PROPOSAL OR REASONABLE FURTHER PROGRESS (AQ)
RFQ	REQUEST FOR QUALIFICATIONS
RHNA	REGIONAL HOUSING NEEDS ASSESSMENT
RME	REGIONAL MOBILITY ELEMENT (SCAG)
ROG	REACTIVE ORGANIC GASES (Air Pollutants)
ROD	RECORD OF DECISION
ROW	RIGHT OF WAY
RPO	REGIONAL PLANNING ORGANIZATION
RSPA	RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION
RSTP	REGIONAL SURFACE TRANSPORTATION PROGRAM
RTA	RIVERSIDE TRANSIT AGENCY
RTAC	REGIONAL TRANSPORTATION AGENCIES COALITION
RTIP	REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (See also FTIP)
RTP	REGIONAL TRANSPORTATION PLAN
RTP/SCS	REGIONAL TRANSPORTATION PLAN/SUSTAINABLE COMMUNITIES STRATEGY
RTPA	REGIONAL TRANSPORTATION PLANNING AGENCY
RWQCB	REGIONAL WATER QUALITY CONTROL BOARD

Acronyms list continued:



SACOG	SACRAMENTO AREA COUNCIL OF GOVERNMENTS
SAFETEA-LU	SAFE ACCOUNTABLE FLEXIBLE EFFICIENT TRANSPORTATION EQUITY ACT: A LEGACY FOR USERS
SANBAG	SAN BERNARDINO ASSOCIATED GOVERNMENTS
SANDAG	SAN DIEGO ASSOCIATION OF GOVERNMENTS
SBCCOG	SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
SBIA	SAN BERNARDINO INTERNATIONAL AIRPORT
SCAB	SOUTH COAST AIR BASIN
SCAQMD	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
SCAQMP	SOUTH COAST AIR QUALITY MANAGEMENT PLAN
SCAAB	SOUTH CENTRAL COAST AIR BASIN
SCHWMA	SOUTHERN CALIFORNIA HAZARDOUS WASTE MANAGEMENT AUTHORITY
SCRRA	SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (Metrolink)
SEDAB	SOUTHEAST DESERT AIR BASIN
SEIR	SUPPLEMENTAL ENVIRONMENTAL IMPACT REPORT
SGVCOG	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS
SHOPP	STATE HIGHWAY OPERATION AND PROTECTION PROGRAM
SIB	STATE INFRASTRUCTURE BANK
SIP	STATE IMPLEMENTATION PLAN
SP&R	STATE PLANNING AND RESEARCH
SPMRP	SERVICE PLANNING MARKET RESEARCH PROGRAM
SRTP	SHORT RANGE TRANSPORTATION PLAN
SSA	SALTON SEA AUTHORITY
SSAB	SALTON SEA AIR BASIN
STP	SURFACE TRANSPORTATION PROGRAM (ISTEA)
STIP	STATE TRANSPORTATION IMPROVEMENT PROGRAM

Acronyms list continued:

SWP	STATE WATER PROJECT
SWRCB	STATE WATER RESOURCES CONTROL BOARD
TAC	TECHNICAL ADVISORY COMMITTEE
TCA	TRANSPORATION CORRIDOR AGENCIES
TC	TRANSPORTATION COMMITTEE (SCAG)
TCM	TRANSPORTATION CONTROL MEASURE
TCRP	TRAFFIC CONGESTION RELIEF PROGRAM
TDA	TRANSPORTATION DEVELOPMENT ACT
TDM	TRANSPORTATION DEMAND MANAGEMENT
TE	TRANSPORTATION ENHANCEMENT
TEA-21	TRANSPORTATION EQUITY ACT FOR THE 21ST CENTURY
TEU	TWENTY-FOOT EQUIVALENT UNIT
TIFIA	TRANSPORTATION INFRASTRUCTURE FINANCE & INNOVATION ACT
TIP	TRANSPORTATION IMPROVEMENT PROGRAM
TMA	TRANSPORTATION MANAGEMENT AREA
TMDL	TOTAL MAXIMUM DAILY LOAD
TOD	TRANSIT ORIENTED DEVELOPMENT
TRIS	TRANSPORTATION RESEARCH INFORMATION SERVICES
TTAP	TRIBAL TECHNICAL ASSISTANCE PROGRAM CENTER
UPRR	UNION PACIFIC RAILROAD
UPSP	UNION PACIFIC/SOUTHERN PACIFIC
UPWP	UNITED PLANNING WORK PROGRAM
US DOT	U.S. DEPARTMENT OF TRANSPORTATION
VAPCD	VENTURA AIR POLLUTION CONTROL DISTRICT
VCTC	VENTURA COUNTY TRANSPORTATION COMMISSION



Acronyms list continued:

VCOG	VENTURA COUNCIL OF GOVERNMENTS
VMT	VEHICLE MILES TRAVELED
WRCOG	WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
YOE	YEAR OF EXPENDITURE



SECTION XI. CONTACTING & PROVIDING INPUT TO SCAG

SCAG strives to make it easy to stay connected and provide input regarding the agency's policies, plans, programs, services, initiatives and events.

E-Communication – SCAG Spotlight is the official newsletter of the Regional Council. It includes information on recent Regional Council actions, an update from SCAG's Executive Director and news on upcoming events. To view or subscribe to SCAG's e-newsletters, visit www.scag.ca.gov.

Social Media – To help expand awareness of SCAG and broaden interest in its regional planning work, SCAG is active on several social networking sites. Stay current with SCAG news and events by 'liking' Southern California Association of Governments on Facebook or following the agency on Twitter at @SCAGnews.

Diverse Outreach – SCAG seeks to ensure that diverse populations are involved in the regional planning process. With a minimum advance notice of 72 hours, SCAG makes available translation assistance at its workshops and public meetings. SCAG translates key outreach materials into several languages and makes them available on the SCAG website at www.scag.ca.gov.

If you would like to receive information about SCAG policies, plans, programs, services, initiatives or events, please complete the SCAG contact form below and return to SCAG by either:

Mailing or dropping off at any SCAG office

- Main Office: 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017
- Imperial County Office: 1405 N. Imperial Avenue, Suite 1, El Centro, CA 92243
- Orange County Office: 600 S. Main Street, Suite 906, Orange, CA 92863
- Riverside County Office: 3403 10th Street, Suite 805, Riverside, CA 92501
- San Bernardino County Office: 1170 W. 3rd Street, Suite 140, San Bernardino, CA 92410
- Ventura County Office: 950 County Square Drive, Suite 101, Ventura, CA 93003

Emailing to: contactus@scag.ca.gov or Faxing to: 213-236-1961

Name

Email

If no email, **Street Address or PO Box**

City

State

Zip

SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

SCAG Main Office

818 West 7th Street, 12th Floor
Los Angeles, CA 90017
Telephone: (213) 236-1800
Fax: (213) 236-1825

www.scag.ca.gov

County Regional Offices

Imperial

1405 N. Imperial Ave., Suite 1
El Centro, 92243
T: (760) 353-7800
F: (760) 353-1877
videoconferencing is available

Orange

600 S. Main St., Suite 906
Orange, CA 92863
T: (714) 542-3687
F: (714) 560-5089
videoconferencing is available

Riverside

3403 10th St., Suite 805
Riverside, CA 92501
T: (951) 784-1513
F: (951) 784-3925
videoconferencing is available

San Bernardino

1170 W. 3rd St., Suite 140
San Bernardino, CA 92410
T: (909) 806-3556
F: (909) 806-3572
videoconferencing is available

Ventura

950 County Square Dr., Suite 101
Ventura, CA 93003
T: (805) 642-2800
F: (805) 642-2260
videoconferencing is available

Additional Videoconferencing Sites

City of Palmdale

38250 Sierra Highway
Palmdale, CA 93550
T: (661) 267-5337

Coachella Valley Association of Governments (CVAG)

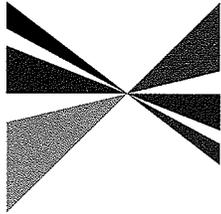
73-710 Fred Waring Dr., Suite 200
Palm Desert, CA 92260
T: (760) 346-1127

South Bay Cities Council of Governments (COG)

South Bay Environmental
Services Center
20285 S. Western Avenue, Suite 100
Torrance, CA 90501
T: (310) 371-7222 ext. 215

Appendix F

SCAG Board Resolution adopting 2014 Title VI Program



Main Office

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t (213) 236-1800

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First Vice President
Cheryl Viegas-Walker, El Centro

Second Vice President
Michele Martinez, Santa Ana

Immediate Past President
Greg Pettis, Cathedral City

**Executive/Administration
Committee Chair**

Carl Morehouse, San Buenaventura

Policy Committee Chairs

Community, Economic and
Human Development
Margaret Finlay, Duarte

Energy & Environment
Deborah Robertson, Rialto

Transportation
Alan Wapner, San Bernardino
Associated Governments

RESOLUTION NO. 14-562-6

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING
SCAG's 2014 TITLE VI PROGRAM AND
LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

WHEREAS, the Southern California Association of Governments (“SCAG”) is the designated Metropolitan Planning Organization (MPO), pursuant to 23 U.S.C. Section 134 et seq. and 49 U.S.C. Section 5303 et seq., serving the nation’s largest metropolitan planning area comprised of Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial Counties;

WHEREAS, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), hereinafter referred to as “Title VI,” prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance;

WHEREAS, on October 1, 2012, the Federal Transit Administration published Circular FTA C 4702.1B (Circular) to provide recipients of FTA financial assistance with guidance and instructions necessary to carry out the U.S. Department of Transportation (DOT) Title VI regulations (49 CFR part 21);

WHEREAS, as a direct recipient of funds from the FTA and Federal Highway Administration, SCAG is subject to Title VI and is required to submit a Title VI compliance report, or “Title VI Program” to FTA every three years;

WHEREAS, SCAG has developed its 2014 Title VI Program to comply with DOT’s latest Title VI requirements as promulgated in the Circular, which is intended to serve as an update to the agency’s current Title VI Program.

WHEREAS, included as part of SCAG’s 2014 Title VI Program is its Limited English Proficiency (LEP) Plan and related Language Assistance Program to which SCAG staff has developed for the purpose of improving its strategies to engage and seek input from traditionally underserved populations; and

WHEREAS, the 2014 Title VI Program, along with its corresponding staff report, has been reviewed and discussed by SCAG’s Executive/Administrative Committee and Regional Council.

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments that it to approves SCAG’s 2014 Title VI Program and LEP Plan.

BE IT FURTHER RESOLVED:

1. The Regional Council hereby authorizes submittal of SCAG's 2014 Title VI Program and LEP Plan to FTA and other applicable State and Federal agencies.
2. That SCAG's Executive Director, or his designee, is hereby designated and authorized to submit SCAG's 2014 Title VI Program, and to execute all related documents on behalf of the Regional Council.

PASSED, APPROVED AND ADOPTED by the Regional Council of the Southern California Association of Governments at a regular meeting this 11th day of September, 2014.



Hon. Carl E. Morehouse
President, SCAG
Councilmember, City of San Buenaventura

Attested by:



Hasan Ikhata
Executive Director

Approved as to Form:



Joann Africa
Chief Counsel

Appendix G

SCAG Notice to the Public and Complaint Procedures in Spanish, Chinese, Korean and Vietnamese languages

**NOTIFICACIÓN PARA EL PÚBLICO SOBRE
LOS DERECHOS DE ACUERDO CON LO QUE DISPONE EL TÍTULO VI
(TITLE VI, según sus siglas en inglés)**

ASOCIACIÓN DE GOBIERNOS DEL SUR DE CALIFORNIA

Como beneficiaria directa de los fondos Federales, la Asociación de Gobiernos del Sur de California (SCAG) se compromete a cumplir con los requisitos del Título VI en todos sus programas y actividades. SCAG opera su programa y servicios sin importar cuál sea la raza, color o nacionalidad de acuerdo con lo que dispone el Título VI. Toda persona que crea que ha sido ofendida por alguna práctica ilegal de discriminación de acuerdo con lo que estipula el Título VI puede presentar una queja ante SCAG.

Si desea más información sobre el Programa del Título VI de SCAG, así como los procedimientos para presentar una queja, por favor visite nuestro sitio web en: <http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>; llame al (213) 236-1895; o visite nuestra oficina principal en 818 West 7th Street, 12th Floor, Los Angeles, CA 90017.

Toda persona que quiera presentar una queja puede hacerlo directamente ante la Administración Federal de Tránsito en la Oficina de Derechos Civiles, dirigiéndola a Title VI Program Coordinator (Coordinador del Programa del Título VI), East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Si necesita información en otro idioma, llame al (213) 236-1895.

Asociación de Gobiernos del Sur de California
Procedimientos para Quejas Relacionadas con el Título VI
(TITLE VI, según sus siglas en inglés)

Como beneficiaria de fondos federales de la Administración Federal de Carreteras y la Administración Federal de Tránsito, la Asociación de Gobiernos del Sur de California (SCAG), de acuerdo con lo que dispone el Título VI de la Ley de Derechos Civiles y el Título 49 del Código de Reglamentos Federales, Parte 21, así como cualquier enmienda que se le haga en el futuro, se compromete a asegurar que no se le excluya a ninguna persona de que participe, se le nieguen los beneficios o se le discrimine en sus proyectos, programas o actividades debido a su raza, color o nacionalidad.

SCAG se compromete a:

- Asegurar que se proporcione el nivel y la calidad de planificación regional sin importar la raza, el color o nacionalidad;
- Identificar y hacer frente, según sea apropiado, a los efectos desproporcionadamente altos y adversos en la salud de los seres humanos y del medio ambiente, incluyendo los efectos socioeconómicos de los programas y las actividades tanto en las poblaciones de minorías como en poblaciones de bajos ingresos.
- Integrar en sus actividades un proceso analítico que identifique los beneficios y el impacto negativo de sus inversiones en diferentes grupos socioeconómicos, identificando los desequilibrios y respondiendo a los análisis producidos;
- Promover la participación plena y justa de los individuos de las comunidades de minorías y de bajos ingresos en la planificación regional y en la programación de la toma de decisiones;
- Atender, según se considere apropiado, el problema de que se nieguen, reduzcan o retrasen los beneficios relacionados con los programas y actividades que benefician a las poblaciones de minoría o las poblaciones de bajos ingresos; y
- Garantizarles a todas las personas con dominio limitado del inglés un acceso significativo a los programas y actividades.

El Director Ejecutivo y el personal de SCAG son responsables de cumplir el compromiso que SCAG tiene hacia el Título VI. Específicamente, el Abogado en Jefe de SCAG fungirá como el Funcionario de Cumplimiento del Título VI de SCAG y tiene la responsabilidad de supervisar las actividades de SCAG relacionadas con el Título VI, incluyendo el recibir y realizar la investigación de cualquier queja bajo este Título.

El proceso para atender una queja del Título VI es la siguiente:

1. **Presentación de la Queja:** Toda persona, ya sea individualmente o como miembro de un grupo de personas, que sienta que, debido a su raza, color o nacionalidad, ha sido sometida a discriminación que prohíbe el Título VI puede presentar una queja ante SCAG usando el formulario apropiado para quejas que se adjunta a estos procedimientos como Anexo 1. Una queja también puede ser presentada por un representante en nombre de dicha persona. Todas las quejas deberán ser remitidas al Abogado en Jefe de SCAG, que fungirá como el Funcionario de Cumplimiento del Título VI de la agencia, para revisar la queja.

Dicha queja deberá ser presentada dentro de sesenta (60) días calendario después de la fecha del supuesto acto de discriminación.

- (a) Las quejas deberán hacerse por escrito y estar firmadas por el Querellante o persona que esté presentando la queja y/o su representante. Las quejas deberán exponer tan detalladamente como sea posible los hechos y circunstancias en torno a la supuesta discriminación. Como mínimo, la queja deberá incluir la siguiente información:

- (1) Nombre, dirección postal, y cómo comunicarse con el Querellante (por ejemplo, número de teléfono, correo electrónico, etc.).
- (2) Base de la queja (por ejemplo, raza, color o nacionalidad).
- (3) Fecha de los supuestos actos de discriminación.
- (4) Cómo, cuándo, dónde y por qué el Querellante afirma que se le ha discriminado. Incluir el lugar, los nombres e información para contactar a cualquiera de los testigos.
- (5) Otra información importante.

2. **Revisión de la Queja:** Dentro de los diez (10) días calendario de haber recibido la queja, el Abogado en Jefe de SCAG le informará por escrito al Querellante la acción propuesta para procesar la queja y asesorará al Querellante sobre otras avenidas para rectificarla, como presentar la queja en la Administración

Federal de Tránsito. El Abogado en Jefe también informará al Director Ejecutivo de SCAG que se ha recibido una queja. A partir de ahí, el Abogado en Jefe investigará la queja o autorizará que se lleve a cabo una investigación de la misma. La revisión de la queja se deberá finalizar a más tardar sesenta (60) días calendario después de la fecha en la que SCAG la haya recibido. Si se requiere más tiempo, el Abogado en Jefe notificará al Querellante cuál es el período de tiempo estimado para que se termine la revisión. Una vez terminada la revisión de la queja, el Abogado en Jefe enviará por escrito la respuesta de SCAG al Querellante, abordando los méritos de la queja y, si corresponde, recomendando cualquier mejora a los procesos de SCAG en relación con el Título VI.

3. **Petición para Reconsideración:** Si el Querellante no está de acuerdo con la respuesta por escrito dada por el Abogado en Jefe de SCAG, el Querellante puede solicitar una reconsideración al Director Ejecutivo de SCAG dentro de catorce (14) días calendario a partir de la fecha de la respuesta por escrito. La petición para la reconsideración deberá estar lo suficientemente detallada de manera que incluya cualquier concepto que el Querellante considere que no haya entendido totalmente el Abogado en Jefe. El Director Ejecutivo le notificará al Querellante su decisión de aceptar o rechazar la petición para la reconsideración dentro de diez (10) días calendario. En casos en los que el Director Ejecutivo esté de acuerdo en reconsiderar, el asunto será reevaluado por el Director Ejecutivo o su designado, y se hará una determinación por escrito dentro de treinta (30) días de que el Director Ejecutivo acepte la petición para reconsideración.

4. **Presentación de la Queja ante la Administración Federal de Tránsito:** Si el Querellante no está satisfecho con la resolución de la queja del Título VI a la que llegó SCAG, puede presentar una queja a la Administración Federal de Tránsito para que se investigue. De acuerdo con el Capítulo IX, Quejas, de la Circular 4702.1B de FTA, dicha queja deberá ser presentada dentro de 180 días calendario después de la fecha de la supuesta discriminación. Se puede obtener el Capítulo IX de la Circular 4702.1B de FTA, que describe el proceso de queja ante la Administración Federal de Tránsito, solicitando una copia al Abogado en Jefe de SCAG llamando al (213) 236-1928.

Si se necesita información en otro idioma, llame al (213) 236-1895.

Anexo 1 – Formulario de SCAG para Quejas
Relacionadas con el Título VI

Nombre

Dirección

Ciudad _____ Estado _____ Zona Postal _____

Número de Teléfono del Hogar

Número de Teléfono del Trabajo

Correo electrónico

1. Lo discriminaron debido a:

Raza Nacionalidad Color

Otro _____

2. Fecha del Supuesto Incidente:

3. Por favor explique tan claramente como sea posible lo que pasó y de qué manera lo discriminaron. Indique el lugar y quién estuvo involucrado. Asegúrese de incluir los nombres y la información para contactar a cualquier testigo. Si necesita más espacio, por favor adjunte páginas adicionales o use la parte de atrás de este formulario.

4. ¿Ha presentado esta queja ante alguna otra agencia federal, estatal o local, o ante un tribunal federal o estatal? Sí No

Si la respuesta es sí, por favor marque todo lo que corresponda:

____ Agencia Federal ____ Tribunal Federal ____ Agencia Estatal
____ Tribunal Estatal ____ Agencia Local

Por favor proporcione información sobre la persona a quien tiene que contactar en la agencia o tribunal en donde se presentó la queja.

Nombre _____

Dirección _____

Ciudad, Estado y Zona Postal

Número de
Teléfono _____

5. ¿Se representará usted mismo en esta queja? Sí No

Si la respuesta es no, por favor proporcione información sobre la persona que será su representante en esta queja:

Nombre

Domicilio

Ciudad, Estado y Zona Postal

Número de
Teléfono _____

Por favor firme a continuación. Puede adjuntar cualquier material por escrito u otra información que piense que es relevante para su queja.

Firma _____ Fecha _____

Por favor envíe por correo o presente este formulario en:

Joann Africa, Chief Counsel/Title VI Compliance Officer
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

**《民權法》第六章公共通知
南加州政府協會**

作為一個直接接收聯邦政府撥款的組織，南加州**政府**協會（“協會”）承諾協會的所有規劃，方案，活動會遵守《民權法》第六章的規定。協會指定的規劃，運作方案，以及提供的行政服務嚴格遵守《民權法》第六章關於禁止考慮種族，膚色，或出生地國籍為由的歧視。任何人如果相信他/她的權益有受到歧視行為的侵害，違反的《民權法》第六章的規定可以向協會提出控訴。

想要更多了解協會《民權法》第六章的執行方案，以及如何向協會提出違反法案的控訴，可以登錄我們的網站：<http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>；撥打我們的電話(213) 236-1895；或者訪問我們的辦公室（地址：818 West 7th Street, 12th Floor, Los Angeles, CA 90017）。

控訴人也可以直接將控訴提交給美國運輸部，民權辦公室，第六章權益法案協調人。地址：

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

如果您需要將此通知翻譯成其他語言，請撥打（213）236-1895。

南加州政府協會 (SCAG) 美國聯邦民權法案第六條(Title VI)投訴程序

作為聯邦公路管理局(FHWA)和聯邦公共交通管理局(FTA)的聯邦基金接受者，南加州政府協會(SCAG) 致力確保在其項目、計劃或活動中沒有對任何種族、膚色或是出生地國籍的歧視、包括排除參加和忽視他們的自身利益。這些法律要求出自美國民權法案第六條(Title VI) 和聯邦管理法規(Code of Federal Regulations) 第21部分第49條，同時這些法律要求會不定時的修改。

南加州政府協會承諾：

- 保證提供區域規劃的水平和質量，不涉及種族、膚色或是出生地國籍；
- 恰當地鑑別和表達不成比例的、高度改變個人健康和環境影響的項目或者活動，包括對於少數裔族和低收入人群的社會經濟和環境影響；
- 綜合分析過程，辨認其投資對於不同社會經濟群體的益處及負擔，辨認不平衡影響，以及對這些分析結果的應對方案；
- 鼓勵低收入和少數裔族積極和公平參與區域規劃和項目決策的討論；
- 恰當地處理對於低收入和少數裔族有益處的項目和活動的否決、減少和延遲；
- 保證英文水平不佳者能夠有多樣化的途徑了解項目和活動。

南加州政府協會的執行官和工作人員有責任落實對於美國民權法案第六條(Title VI) 的承諾。具體來說，南加州政府協會的首席法律顧問將承擔監督第六條投訴程序相關的行為，包括接待和調查第六條投訴程序的投訴者。

Title VI投訴程序的實施流程如下：

1. **提交投訴**：任何個人或組織代表，如果認為自己因種族、膚色或出生地國籍而受到南加州政府協會的歧視，可以填寫並提交該機構的VI 條規定投訴表（見附表1）。投訴也可以由代理人提交。所有投訴必須提交給南加州政府協會首席律師、同時也是協會Title VI投訴的管理官員、來審理和批復所有投訴。
 - (a) 投訴必須在認為被歧視發生後60日內提交。
 - (b) 投訴必須由投訴人或代理人親筆填寫並簽字。投訴人應盡可能詳細描述歧視發生的事實和環境。投訴應至少包含以下內容：
 - (1) 姓名，地址以及聯繫方式（電話號碼，電子郵箱等）。
 - (2) 主要投訴內容（種族，膚色或出生地國籍）。
 - (3) 指控的歧視事件發生時間。
 - (4) 時間，地點，方式以及為何此投訴認為當事人被歧視對待。應包含任何目擊證人的地址，姓名和聯繫方式。
2. **投訴審理**：在收到投訴的10日內，南加州政府協會的首席律師應以書面形式通知投訴人關於投訴的建議處理方案，並提供給投訴人其他投訴方式，如向聯邦公共交通管理局提起投訴。首席律師還將此投訴通知南加州政府協會的執行官。此後，首席律師將直接或者授權其他工作人員對投訴者的投訴進行調查。投訴審理必須在南加州政府協會收到投訴後60天內完成。如需延期，南加州政府協會的首席律師將通知投訴人預估的審理完成時間。在投訴審理完成的基礎上，首席律師將向投訴

人發出南加州政府協會書面回復。如可能，說明投訴的益處並適時地建議SCAG遵循TitleVI過程的改進方法。

3. **投訴復議**：如果不接受南加州政府協會首席律師提供的書面回復，投訴人可以在書面回復日期之後的14天內以書面形式向南加州政府協會的執行官提出投訴復議請求。投訴復議請求應詳細包含任何投訴人認為未被首席律師理解的細節。執行官將在10日內通知投訴人接受或拒絕投訴復議請求的決定。如果執行官同意接受復議請求，此投訴將由執行官和或執行官授權人重新審理。審理結果應以書面形式在執行官接受復議請求的30天內給出。
4. **投訴提交至聯邦公共交通管理局**：如果對南加州政府協會的處理結果不滿意，投訴人可以向聯邦公共交通管理局（FTA）提起投訴。根據聯邦公共交通管理局 Circular 4702.1B第IX章中對投訴人的規定，投訴人必須在指控的歧視事件發生180天內提起投訴。投訴到聯邦公共交通管理局的流程，寫在FTA Circular 4702.1B的第IX章，投訴人可以通過撥打南加州政府協會首席律師的電話（213）236-1928獲得流程複印件。

如果需要另一種語言的信息，請聯繫(213) 236-1895.

4. 您是否有向其他任何聯邦、政府或者當地機構，或是任何聯邦或者州法院投訴？
[] 是 [] 否

如果是，請在下面合適處打勾
_____ 聯邦機構 _____ 聯邦法院 _____ 州機構 _____ 州法院
_____ 當地機構

請提供關於您投訴的機構或者法院聯繫人的信息：
姓名

_____ 地址

_____ 城市、州和郵編

_____ 電話

5. 您是否願意在這次投訴中代表您自己？ [] 是 [] 否

如果否，請提供您代理人的信息
姓名

_____ 地址

_____ 城市、州和郵編

_____ 電話

請在下方簽名。您可以提供任何書面材料或者其他您認為和投訴相關的材料。

簽名 _____ 日期 _____

請郵寄或者提交此表格到

Joann Africa, Chief Counsel/Title VI Compliance Officer
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

민권법 6장에 의거한 권리에 대한 공지

남캘리포니아정부연합 (SCAG)

1964년 민권법 제6장은 미국에서는 어떤 사람도 인종, 피부색, 국적으로 인해 연방정부가 재정지원을 하는 제반 프로그램 및 업무활동의 참여에서 제외되거나, 그 혜택을 거부당하거나, 차별을 받아서는 아니된다고 규정하고 있습니다.

SCAG은 연방자금을 직접 지원받는 기관으로서, 민권법 제6장의 규정을 준수할 의무가 있습니다. SCAG은 제반 프로그램 및 업무활동을 수행함에 있어서 인종, 피부색, 국적 등을 고려하지 않습니다. SCAG의 제반 프로그램 및 업무활동의 수행과 관련하여, 불법적인 차별을 경험한 자는 민권법 제6장에 의거하여 SCAG에 불만사항을 접수할 수 있습니다.

SCAG의 민권법 제6장 프로그램과 불만사항의 제출요령 등에 대한 자세한 내용은 SCAG 웹사이트(<http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>)를 방문하거나, (213) 236-1895로 문의할 수 있으며, SCAG의 본부사무실 (818 West 7th Street, 12th Floor, Los Angeles, CA 90017)을 방문하여서 구할 수 있습니다.

불만사항은 연방대중교통청 (Federal Transit Administration)의 민권담당부서(Office of Civil Rights)에 직접 접수할 수도 있으며, 접수처는 다음과 같습니다: Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

혹시 다른 언어로 된 정보가 필요하시면 (213) 236-1895로 연락하시기 바랍니다.

남캘리포니아정부연합 (SCAG)

민권법 6장 불만 처리 과정

남캘리포니아정부연합 (SCAG)은 연방고속도로청 및 연방대중교통청 (The Federal Highway Administration and the Federal Transit Administration)의 연방자금을 지원받는 기관으로서, 수시로 개정될 수 있는 민권법 제6장과 연방규정집 타이틀제49장 (Title 49, Code of Federal Regulations) 파트 21에 의거하여 어느 누구도 인종, 피부색, 국적에 의하여 제반 프로젝트와 프로그램 및 업무활동 등의 참여로부터 제외되거나, 그 혜택을 거부당하거나, 차별을 받지 아니하도록 보장하여야 합니다.

SCAG은 다음과 같은 사항을 보장하여야 합니다.

- 인종, 피부색, 출신 국가에 관계없이 수준 높은 지역계획을 제공함.
- 과도하게 주민의 건강을 해치고 지역의 환경을 오염시키는 경우를 확인하고 적절하게 대처하여야 함. 특히, SCAG 프로그램 및 업무활동에 따른 소수 인종 및 저소득층의 사회적 및 경제적 영향을 포함함.
- 공공투자가 여러 사회 경제적 집단에 미치는 편익과 부담을 계산하는 분석과정을 주요 업무활동의 하나로 간주하고, 편익과 부담의 불균형을 확인하며, 분석결과에 대하여 적절하게 대처함.
- 지역 계획 및 프로그램 의사 결정시에는 저소득층 및 소수 민족 사회의 완전하고 공정한 개인 참여를 촉진함.
- 소수 인종 및 저소득층 혜택 프로그램 및 업무활동과 관련한 혜택의 거부, 축소, 또는 지연에 대하여 적절하게 대처함.
- 영어 능력이 제한된 사람들이 제반 프로그램과 업무활동에 대하여 실질적인 접근이 가능하도록 함.

SCAG의 Executive Director (ED) 와 직원들은 민권법 제6장에 대한 SCAG의 책무를 이행할 책임이 있습니다. 특히, SCAG의 수석법률고문 (Chief Counsel)은 SCAG의 민권법 제6장 준법담당관의 역할과 더불어 민권법 제6장과 관련한 불만 접수 및 조사를 포함한 SCAG의 제반 업무를 책임집니다.

민권법 제6장과 관련한 불만 처리 절차는 다음과 같습니다.

1. 불만사항 제출: 개인적으로나 한 집단의 구성원으로서 민권법 제6장에서 금지하고 있는 인종, 피부색 또는 출신 국가에 대한 차별을 겪은 이는

남녀를 불문하고 누구나 SCAG에서 제공하는 제출양식을 이용하여 이의를 제기할 수 있습니다. 해당 양식의 사본은 부록1에 첨부되어 있습니다. 불만사항은 대리인이 대신하여 신청할 수 있습니다. 모든 불만사항은 검토 및 조치를 위하여 SCAG의 민권법 제6장 준법담당관인 SCAG의 수석법률고문에게 문의하여야 합니다.

- a. 불만사항은 차별의 혐의가 있는 날로부터 60일 이내에 제출되어야 합니다.
 - b. 불만사항은 서면으로 제출되어야 하며, 신청인 또는 신청인의 대표자의 서명이 필요합니다. 불만사항은 차별에 대한 정황이 가능한 한 자세하게 명시되어야 합니다. 최소한 불만사항은 다음과 같은 정보가 포함되어야 합니다.
 - i. 이름, 주소, 연락처 (예, 전화번호, 이메일주소 등)
 - ii. 불만사항 종류 (예, 인종, 피부색, 또는 출신 국가)
 - iii. 차별 행위 발생 날짜
 - iv. 차별 행위가 발생한 경로, 장소 및 차별이라 생각하는 이유. 가능하다면 목격자의 장소, 이름, 연락처 포함
 - v. 기타 중요한 정보
2. 불만사항의 검토: 불만사항 접수 후 10 일 이내에 SCAG의 수석법률고문은 신청인에게 불만사항 처리를 위해 제안된 조치를 서면으로 통보해야하고, 연방 대중교통청에 불만사항을 제출하는 등 시정의 다른 방안을 조언할 수 있습니다. 수석법률고문은 또한 SCAG의 ED에게 불만사항 접수를 통보해야합니다. 그 후, 수석법률고문은 불만사항을 조사하거나 불만사항에 대한 조사의 수행을 승인하여야 합니다. 불만사항의 검토는 SCAG이 불만사항을 접수받은 날로부터 60 일 이내에 완료되어야 합니다. 더 많은 시간이 필요한 경우, 수석법률고문은 신청인에게 검토 완료 예상 시간을 통지하여야 합니다. 불만사항 검토가 완료되면, 수석법률고문은 신청인에게 불만 접수에 대한 이점을 강조하거나, 민권법 제6장과 관련한 SCAG의 처리절차 개선에 대한 권고사항 등을 포함하여 서면으로 답변합니다.
3. 재검토 요청: 신청인이 SCAG의 수석법률고문에 의한 서면으로 답변한 내용에 동의하지 않을 경우, 서면 답변의 날짜로부터 14 일 이내에 SCAG의 ED에게 재심 요청을 서면으로 제출하여 재검토를 요청할 수 있습니다. 재심 요청은 신청인이 수석법률고문의 답변에 의해 이해되지 않은 모든 항목을 포함하여 상세히 열거해야 합니다. ED는 10 일 이내에

재심 요청을 수락하거나 거부한다는 자신의 결정을 신청인에게 통지할 것입니다. ED가 재고하기로 동의한 경우, 불만사항은 ED 또는 ED가 지정한 이에 의하여 재평가될 것입니다. 서면 결정은 재심 요청이 ED의 재심 요청 승인 후 30 일 이내에 이루어져야 합니다.

4. 연방대중교통청에 불만사항 제출: 신청인이 SCAG의 민권법 제6장 불만 결정에 대하여 불만족할 경우, 연방대중교통청에 불만사항 조사를 접수할 수 있습니다. FTA Circular 4702.1B 9장에 따르면, 불만사항은 차별이 발생한 날로부터 180일 이내에 제출되어야 합니다. FTA Circular 4702.1B 9장에는 연방대중교통청의 불만 처리가 기술되어 있으며, SCAG의 수석법률고문 (213-236-1928)에게 사본을 요청할 수 있습니다.

혹시 다른 언어로 된 정보가 필요하시면 (213) 236-1895로 연락하시기 바랍니다.

부록 1 - SCAG 민권법 6 장 불만 접수 양식

이름 _____

주소 _____

도시 _____ 주 _____ 우편번호 _____

주택전화번호

직장전화번호

이메일 주소

1. 당신의 불만사항은 다음 중 어느 것에 해당합니까?

- 인종 출신 국가 피부색
- 기타 _____

2. 사건이 발생한 날짜: _____

3. 가능한 한 명확하게 어떤 차별을 어떻게 겪었는지 기술하여 주십시오. 해당 차별 발생 장소와 누가 관계되어 있는지를 기술하여 주십시오. 가능하다면 목격자의 이름과 연락처를 같이 기재해 주십시오. 기재공간이 부족한 경우, 해당 양식의 뒷면을 이용하여 추가적으로 기재하여 주십시오.

4. 해당 불만사항을 다른 연방, 주, 지방정부기관, 혹은 다른 연방, 주법원에 신고한 적이 있습니까? 네 아니오

만약 맞다면, 해당 항목에 체크하여 주십시오.

____ 연방정부기관 ____ 연방법원 ____ 주정부기관
____ 주법원 ____ 지방정부기관

불만사항을 접수한 기관 혹은 법원의 담당자 정보를 기재하여 주십시오.

이름 _____
주소 _____
도시, 주, 우편번호 _____
전화번호 _____

5. 신청자가 불만사항 접수자 본인입니까? [] 네 [] 아니오

만약 본인이 아니라면, 불만사항 접수자의 대리인 정보를 아래에 기재하여 주십시오.

이름 _____
주소 _____
도시, 주, 우편번호 _____
전화번호 _____

다음 서명란에 서명하여 주십시오. 불만사항과 관련한 서면자료와 다른 기타 정보를 첨부할 수 있습니다.

서명 _____ 날짜 _____

다음의 주소로 제출하여 주십시오:

Joann Africa, Chief Counsel/Title VI Compliance Officer
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

THÔNG BÁO CHO CÔNG CHÚNG VỀ CÁC QUYỀN ĐƯỢC HƯỞNG THEO TITLE VI

HIỆP HỘI CÁC CHÍNH PHỦ NAM CALIFORNIA

Là một tổ chức trực tiếp nhận ngân quỹ Liên Bang, Hiệp Hội Các Chính Phủ Nam California (SCAG) cam kết theo đúng những đòi hỏi của Title VI trong tất cả những chương trình và hoạt động của mình. Tuân thủ Title VI, SCAG điều hành những chương trình và dịch vụ của mình không phân biệt sắc dân, màu da hoặc quốc tịch gốc. Bất cứ người nào tin tưởng rằng mình đã bị thiệt hại bởi bất kỳ một hành vi kỳ thị bất hợp pháp nào theo Title VI đều có thể nộp một đơn khiếu nại với SCAG.

Muốn biết thêm chi tiết về Chương Trình Title VI Program của SCAG, cùng những thủ tục nộp một đơn khiếu nại, xin vui lòng thăm trang mạng của chúng tôi tại:

<http://www.scag.ca.gov/participate/Pages/CivilRights.aspx>; xin liên lạc (213) 236-1895; hay thăm văn phòng chính của chúng tôi tại 818 West 7th Street, 12th Floor, Los Angeles, CA 90017.

Người Khiếu Nại cũng có thể nộp thẳng một đơn khiếu nại với Cơ Quan Liên Bang Federal Transit Administration bằng cách nộp một đơn khiếu nại cho Văn Phòng Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Nếu quý vị cần được cung cấp tin tức, tài liệu bằng một ngôn ngữ nào khác, xin liên lạc với (213) 236-1895.

Hiệp Hội Các Chính Phủ Nam California

Thủ Tục Khiếu Nại Title VI

Là một tổ chức nhận ngân quỹ liên bang từ Cơ Quan Liên Bang Federal Highway Administration và Cơ Quan Liên Bang Federal Transit Administration, Hiệp Hội Các Chính Phủ Nam California (SCAG) cam kết bảo đảm rằng trong những kế hoạch, chương trình hoặc hoạt động của Hiệp Hội, sẽ không có một ai bị loại ra không được tham dự, bị từ chối quyền lợi, hoặc bị đối xử kỳ thị, do những lý do sắc dân, màu da hoặc quốc tịch gốc, như đã được quy định trong Title VI của Bộ Luật Civil Rights Act và Title 49, Code of Federal Regulations, Part 21, ngay cả khi có thể những điều này đôi lúc sẽ được tu chính.

SCAG cam kết:

- Bảo đảm rằng trình độ và phẩm chất của công cuộc qui hoạch địa phương được cung cấp không phân biệt sắc dân, màu da, hoặc quốc tịch gốc;
- Nhận diện ra và giải quyết, một cách thích đáng, các ảnh hưởng lớn và bất lợi quá đáng đến sức khỏe con người và môi sinh, bao gồm các ảnh hưởng xã hội và kinh tế của những chương trình và hoạt động đối với các thành phần dân số thiểu số và các thành phần dân số lợi tức thấp;
- Đưa vào trong những hoạt động của mình một trình tự phân tích, nhận diện ra những lợi ích và những gánh nặng của những đầu tư của mình vào những nhóm xã-hội-kinh-tế khác biệt, nhận diện ra những bất quân bằng và ứng phó với những phân tích được ghi nhận;
- Cổ xúy sự tham dự đông đủ và công bằng của những cá nhân trong các cộng đồng lợi tức thấp và thiểu số vào việc quyết định các qui hoạch và chương trình địa phương;

- Giải quyết một cách phù hợp sự từ chối, giảm bớt, hoặc trì hoãn những lợi ích liên quan đến những chương trình và hoạt động mang lợi ích đến cho các thành phần dân số thiểu số hoặc các thành phần dân số lợi tức thấp; và
- Bảo đảm việc tham dự đầy ý nghĩa vào các chương trình và hoạt động cho những người có khả năng Anh Ngữ hạn chế.

Giám Đốc Điều Hành cùng nhân viên của SCAG có trách nhiệm thực hiện cam kết của SCAG đối với Title VI. Đặc biệt là Luật Sư Trưởng (Chief Counsel) của SCAG sẽ đảm nhiệm vai trò Viên Chức Phụ Trách Vấn Đề Tuân Thủ (Compliance Officer) Title VI của SCAG và có trách nhiệm giám sát các hoạt động liên quan đến Title VI của SCAG, kể cả việc nhận và điều tra bất kỳ khiếu nại Title VI nào.

Thủ tục khiếu nại Title VI như sau:

5. **Nạp Đơn Khiếu Nại:** Bất kỳ ai cảm thấy rằng mình, với tư cách của một cá nhân, hoặc của một thành viên của bất kỳ lớp người nào, vì lý do sắc dân, màu da hoặc quốc tịch gốc, đã bị kỳ thị --một điều bị cấm bởi Title VI-- đều có thể nạp một đơn khiếu nại bằng văn bản cho SCAG, sử dụng mẫu khiếu nại thích hợp. Một bản mẫu đơn khiếu nại được đính kèm, gọi là Phụ Lục 1 (Exhibit 1) cho thủ tục này. Đơn khiếu nại cũng có thể được nạp bởi một đại diện nhân danh người khiếu nại. Mọi đơn khiếu nại đều phải được gửi tới Luật Sư Trưởng của SCAG, đảm trách vai trò Viên Chức Phụ Trách Vấn Đề Tuân Thủ Title VI của Hiệp Hội, để xem xét và có hành động.
 - (a) Đơn khiếu nại phải được nạp trong vòng sáu mươi (60) ngày-theo-lich (calendar day) sau ngày xảy ra hành vi bị cáo buộc là kỳ thị.
 - (b) Đơn khiếu nại phải dưới dạng văn bản và phải được ký bởi Người Khiếu Nại và/hoặc đại diện Người Khiếu Nại. Đơn khiếu nại cần phải ghi ra càng đầy đủ càng tốt những dữ kiện và khung cảnh xung quanh hành vi bị cáo buộc là kỳ thị này. Tối thiểu, đơn khiếu nại phải gồm những chi tiết sau:

- (1) Họ Tên, địa chỉ gửi thư, và cách tiếp xúc với người khiếu nại (nghĩa là, số điện thoại, địa chỉ email, v.v...).
 - (2) Lý do khiếu nại (nghĩa là sắc tộc, màu da, hoặc quốc tịch gốc).
 - (3) Ngày xảy ra (những) hành vi bị cáo buộc là kỳ thị.
 - (4) Người khiếu nại cáo buộc rằng mình bị kỳ thị như thế nào, bao giờ, ở đâu và tại sao. Bao gồm cả địa điểm, tên cùng các chi tiết để tiếp xúc của bất kỳ người chứng nào.
 - (5) Những chi tiết quan trọng khác.
6. **Xem Xét Đơn Khiếu Nại:** Trong vòng mười (10) ngày-theo-lịch kể từ ngày nhận đơn khiếu nại, Luật Sư Trưởng của SCAG sẽ thông báo cho Người Khiếu Nại, bằng văn bản, về hành động được đề nghị để giải quyết đơn khiếu nại, và cố vấn cho Người Khiếu Nại về những phương cách giải quyết khác, thí dụ như nộp đơn khiếu nại với Cơ Quan Federal Transit Administration. Luật Sư Trưởng cũng sẽ thông báo cho Giám Đốc Điều Hành của SCAG về việc đã nhận đơn khiếu nại. Sau đó, Luật Sư Trưởng sẽ điều tra đơn khiếu nại, hoặc cho phép tiến hành một cuộc điều tra đơn khiếu nại. Việc xem xét đơn khiếu nại phải được hoàn tất không hơn sáu mươi (60) ngày-theo-lịch sau ngày SCAG nhận đơn khiếu nại. Nếu cần phải có thêm thời gian, Luật Sư Trưởng sẽ báo cho Người Khiếu Nại về thời điểm dự trù hoàn tất việc xem xét đơn khiếu nại. Khi đã hoàn tất việc xem xét đơn khiếu nại, Luật Sư Trưởng sẽ gửi văn bản trả lời của SCAG cho Người Khiếu Nại, đề cập đến giá trị của đơn khiếu nại, và nếu áp dụng được, đề nghị cải thiện thủ tục liên quan đến Title VI của SCAG, một cách thích đáng.
7. **Yêu Cầu Tái Xét:** Nếu Người Khiếu Nại không đồng ý với trả lời bằng văn bản của Luật Sư Trưởng của SCAG, người này có thể yêu cầu tái xét bằng cách đệ nộp một yêu cầu tái xét bằng văn bản đến Giám Đốc Điều Hành của SCAG

trong vòng mười bốn (14) ngày-theo-lịch kể từ ngày của văn bản trả lời. Yêu cầu tái xét phải đủ chi tiết để bao gồm bất kỳ vấn đề gì mà Người Khiếu Nại cảm thấy đã không được Luật Sư Trưởng hoàn toàn thấu hiểu. Giám Đốc Điều Hành sẽ báo quyết định chấp thuận hay từ chối yêu cầu tái xét của mình cho Người Khiếu Nại trong vòng mười (10) ngày-theo-lịch. Trong những trường hợp mà Giám Đốc Điều Hành chấp thuận tái xét, vấn đề khiếu nại sẽ được tái thẩm định bởi Giám Đốc Điều Hành hay người được vị này chỉ định, và một quyết định bằng văn bản sẽ được thực hiện trong vòng ba mươi (30) ngày tính từ ngày Giám Đốc Điều Hành chấp thuận yêu cầu tái xét.

8. **Nạp Đơn Khiếu Nại tới Cơ Quan Federal Transit Administration:** Nếu Người Khiếu Nại không bằng lòng với lối giải quyết đơn khiếu nại Title VI của SCAG, người này cũng có thể nạp một đơn khiếu nại tới Cơ Quan Federal Transit Administration để điều tra. Theo quy định của Chapter IX, Complaints, của FTA Circular 4702.1B, một đơn khiếu nại như thế này phải được nạp trong vòng 180 ngày-theo-lịch sau ngày xảy ra hành vi bị cáo buộc là kỳ thị. Có thể yêu cầu lấy một bản Chapter IX của FTA Circular 4702.1B --vạch ra quy trình khiếu nại với Cơ Quan Federal Transit Administration-- từ Luật Sư Trưởng của SCAG, số (213) 236-1928.

Nếu quý vị cần được cung cấp tin tức, tài liệu bằng một ngôn ngữ nào khác, xin liên lạc với (213) 236-1895.

Phụ Lục 1 (Exhibit 1) – Mẫu Đơn Khiếu Nại Title VI với SCAG

Họ Tên _____

Địa Chi _____

Thành Phố _____ Tiểu Bang _____ Zip Code _____

Số Điện Thoại Nhà _____

Số Điện Thoại Chỗ Làm _____

Địa Chi Email _____

1. Quý vị đã bị kỳ thị vì:

Sắc Tộc Quốc Tịch Gốc Màu Da

Lý Do Khác _____

2. Ngày xảy ra Hành Vi Bị Cáo Buộc: _____

3. Xin giải thích càng rõ càng tốt chuyện đã xảy ra, và quý vị đã bị kỳ thị như thế nào. Nêu lên địa điểm và người dính líu vào. Nhớ ghi lại tên và các chi tiết để tiếp xúc của bất kỳ người chứng nào. Nếu cần thêm chỗ, xin kèm thêm giấy vào, hoặc sử dụng mặt sau của mẫu này.

4. Quý vị đã có nộp đơn khiếu nại này với bất kỳ một cơ quan liên bang, tiểu bang hay địa phương nào khác, hoặc với bất kỳ một tòa án liên bang hay tiểu bang nào không?
 Có Không

Nếu có, xin vui lòng đánh dấu chọn tất cả những nơi đã có nộp:

Cơ Quan Liên Bang Cơ Quan Tiểu Bang Cơ Quan Địa Phương
 Tòa Án Liên Bang Tòa Án Tiểu Bang

Xin vui lòng cung cấp các chi tiết về một người để tiếp xúc tại cơ quan hay tòa án nơi quý vị đã nộp đơn khiếu nại:

Họ Tên _____

Địa Chi _____

Thành Phố, Tiểu Bang và Zip Code _____

Số Điện Thoại _____

5. Quý vị có sẽ tự đại diện cho chính mình trong đơn khiếu nại này hay không?
 Có Không

Nếu không, xin vui lòng cung cấp các chi tiết về người sẽ làm đại diện cho quý vị trong đơn khiếu nại này:

Title VI Complaint Procedures - Vietnamese

Họ Tên _____

Địa Chi _____

Thành Phố, Tiểu Bang và Zip Code _____

Số Điện Thoại _____

Xin vui lòng ký tên ở phía dưới. Quý vị có thể kèm theo bất kỳ tài liệu bằng văn bản nào hoặc những chi tiết khác mà quý vị nghĩ rằng có liên quan đến khiếu nại của mình.

Chữ Ký _____ Ngày _____

Xin vui lòng gửi hay nạp đơn này cho:

Joann Africa, Chief Counsel/Title VI Compliance Officer
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, CA 90012-3435

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