



PLACER COUNTY  
TRANSPORTATION  
PLANNING AGENCY

Placer County  
Transportation Planning Agency  
Title VI Program

Adopted on May 27, 2015

299 Nevada Street • Auburn, CA 95603 • (530) 823-4030 (tel/fax)



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# PCTPA Title VI Program

## Plan Statement

The following program was developed to guide the Placer County Transportation Planning Agency (PCTPA) in its administration and management of Title VI-related activities, and details how PCTPA meets the requirements as set forth in FTA Circular 4702.1B.

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

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

## Policy

PCTPA is committed to ensuring that no person on the basis of race, color, or national origin will be excluded from participation or subjected to discrimination with regard to the transportation planning and programming activities conducted by PCTPA’s employees, affiliates, and contractors.

## Governing Board

The governing board for PCTPA is made up of nine (9) members. Three (3) members are appointed by the Placer County Board of Supervisors and one (1) member each from the incorporated cities of Auburn, Colfax, Lincoln, Loomis, Rocklin and Roseville.

## General Reporting Requirements

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with Department of Transportation (DOT) Title VI regulations. Below are summaries of each requirement and how PCTPA’s Title VI Program fulfills that requirement.

1. REQUIREMENT TO PROVIDE TITLE VI ASSURANCES

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

**PCTPA annually submits its Certifications and Assurances to the California Department of Transportation.**

2. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

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

**PCTPA has approved the Title VI Program by resolution and submitted it to the California Department of Transportation. The effective date will be the date of the resolution, May 27, 2015.**

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

*The Title VI Program shall include recipient’s Title VI notice to the public that indicates the recipient complies with Title VI, informs members of the public of the protections against*

*discrimination afforded to them by Title VI, and includes a list of locations where the notice is posted.*

**PCTPA has developed a public Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B, Appendix B. A copy of the notice is found in Appendix 1 of this Title VI Program.**

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

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

**PCTPA has developed a Title VI complaint procedure and form. In this Title VI Program, Appendix 2 outlines PCTPA's Title VI Complaint Procedures, and Appendix 3 is a copy of PCTPA's Title VI Complaint form.**

**The complaint procedures and form are available in English on PCTPA's website, [www.PCTPA.ca.gov](http://www.PCTPA.ca.gov). Individuals who do not have access to the internet may request that PCTPA mail them a paper copy of the procedures and form.**

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

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

**PCTPA will maintain a list of all investigations, lawsuits and complaints naming PCTPA according to the guidelines of Circular FTA C 4702.1B, Appendix E. A copy of this list is provided in Appendix 4 of this Title VI Program. In addition, PCTPA will maintain permanent records of all related documents. PCTPA has not received any Title VI complaints of discrimination and therefore does not have any investigations or lawsuits to report; however, the processes are in place in the event that complaints are made.**

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

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

**PCTPA's Public Participation Policy is shown in Appendix 5 of this Title VI Program. PCTPA ensures that minority and LEP populations, as with all members of the public, will be empowered to participate in decisions involved with PCTPA's transportation planning and programming activities.**

7. **REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS**

Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP).

**Assessment of LEP Access**

The US Department of Transportation (DOT) issued its Policy Guidance Concerning Recipients Responsibilities to LEP [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan:

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

**Factor 1: The number of LEP persons eligible to be served or likely to be encountered**

The non-English language that PCTPA needs to address is Spanish. As shown on Table 1, 50,280, or 15% speak a language other than English, with 17,447, or 5.2% of the County’s population speak English less than “very well”. 6.8% of Placer County’s population is Spanish speaking. Remaining languages spoken at home include a large variety of Indo-European, Asian and Pacific Islander and other languages. These numbers indicate that Spanish is the one non-English language that PCTPA needs to address for the purposes of LEP requirements. Spanish speaking persons who are identified as speaking English less than “very well” represent 2.6% of Placer County’s population, compared to 13.1% statewide in California.

<b>Number of Persons Over 5 years of Age with the Ability to Speak English Less than “Very Well” within Placer County</b>		
<b>Language Spoken at Home</b>	<b>Placer County</b>	<b>% Placer County</b>
<b>Population 5 years and over</b>	335,197	
<b>English only</b>	284,917	85.0%
<b>Language other than English</b>	50,280	15.0%
<b>Speak English less than "very well"</b>	17,447	5.2%
<b>Spanish or Spanish Creole</b>	22,793	6.8%
<b>Spanish speakers who speak English less than "very well"</b>	8,570	2.6%

**Source:** American Community Survey 2009-2013, US Census Bureau

**Factor 2: The frequency with which LEP individuals come into contact with the program**

PCTPA regularly assesses the frequency at which staff have, or could possibly have contact with LEP persons. PCTPA staff have had infrequent interactions with Spanish speakers during the planning and programming processes

**Factor 3: Importance to LEP Population of Programs, Services and Activities**

Most PCTPA programs, activities, and services of importance to LEP persons in general are long-term in nature since the Agency primarily engages in planning activities. PCTPA serves as the region's transportation programmer and planner rather than a direct provider of services. PCTPA works to ensure that all segments of the population, including LEP persons, have the opportunity to be involved in the transportation planning process.

**Factor 4: Resources and Costs**

Given the relatively small amount of LEP persons encountered in day to day activities, there has not been significant investment in Spanish language materials. PCTPA has assessed its available resources that could be used for providing LEP assistance. PCTPA makes provision to have translators available at transportation needs workshops, when such services are requested.

**Conclusion of Four Factor Assessment**

Given the relatively modest size of the PCTPA's programs, services and activities, and the small amount of LEP persons countywide, PCTPA has determined that it is not necessary to develop a formal LEP plan. This is done with the full understanding that the absence of a written LEP plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to PCTPA's programs. In addition, PCTPA will continue to develop materials to provide meaningful access to Spanish speaking persons as appropriate.

**Maintenance and monitoring of LEP Program**

PCTPA will monitor request for translation and adjust practices to meet demand while maintaining a basic level of access by LEP populations to key programs and documents. PCTPA's will review the need for a formal LEP plan when data from the 2020 U.S. Census is available, or when it is evident that higher concentrations of LEP persons are present in the PCTPA area and coordinated with the Public Participation Plan.

8. **MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

*Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." Recipients that have transportation-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.*

**Appendix 6 shows PCTPA's Table Depicting Minority Representation on PCTPA Committees and Councils.**



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

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

## **Appendix 1: Title VI Notice to Beneficiaries**

The Placer County Transportation Planning Agency (PCTPA) operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with PCTPA.

For more information on PCTPA's Civil Rights Program and the procedures to file a complaint, contact (530) 823-4030; go online at [www.pctpa.net](http://www.pctpa.net); or visit our office at 299 Nevada Street, Auburn, CA 95603.

A complainant may 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.

This notice is posted in the PCTPA office, 299 Nevada Street, Auburn, CA and on the PCTPA website: [www.pctpa.net](http://www.pctpa.net).

## **Appendix 2: Title VI Complaint Procedures**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Placer County Transportation Planning Agency (hereinafter referred to as “PCTPA”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. PCTPA investigates complaints received no more than 180 days after the alleged incident. PCTPA will process complaints that are complete.

Complaints must be in writing and signed by the complainant on the form provided. Complaints must include the complainant’s name, address, and phone number and be detailed to specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color or national origin. Title VI Complaints of Discrimination may be filed with:

PCTPA  
Attn: Title VI Coordinator  
299 Nevada Street  
Auburn, CA 95603

Once the complaint is received, PCTPA will review it to determine if its office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by PCTPA.

PCTPA has 30 days to investigate the complaint. If more information is needed to resolve the case, PCTPA may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to PCTPA. If PCTPA is not contacted by the complainant or does not receive the additional information within 15 business days, PCTPA can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After PCTPA reviews the complaint, it will issue one of two letters to the complainant: a closure letter or a Letter of Finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

## Appendix 3: Title VI Complaint Form

Section 601, under Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” **If you feel you have been discriminated against, please provide the following information in order to assist PCTPA in processing your complaint.**

**SECTION 1** (Please print clearly):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_(Home) \_\_\_\_\_(Work)  
Accessible format requirements? \_\_\_\_ (Large print) \_\_\_\_ (Audiotape) \_\_\_\_ (TDD) \_\_\_\_ (Other)

**SECTION 2**

Are you filing this complaint on your own behalf? \_\_\_\_ (Yes) \_\_\_\_ (No)  
If you answered yes to this question, go to Section 3.  
If not, please supply the name and relationship of the person for whom you are complaining:  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Please explain why you have filed for a third party: \_\_\_\_\_  
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. \_\_\_\_ (Yes) \_\_\_\_ (No)

**SECTION 3**

I believe the discrimination I experienced was based on (check all that apply):

\_\_\_\_\_ Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin

Date and Place of Occurrence: \_\_\_\_\_

Name (s) and Title(s) of the person (s) who I believe discriminated against me:

\_\_\_\_\_  
\_\_\_\_\_

The action or decision which caused me to believe I was discriminated against is as follows:  
*(Please include a description of what happened and how your benefits were denied, delayed or affected):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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**SECTION 4**

Have you previously filed a Title VI complaint with this agency? \_\_\_\_ (Yes) \_\_\_\_ (No)

**SECTION 5**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? \_\_\_\_ (Yes) \_\_\_\_ (No)

If yes, check all that apply:

Federal Agency \_\_\_\_ Federal Court \_\_\_\_ State Agency \_\_\_\_ State Court \_\_\_\_ Local Agency \_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

I believe the above information is true and correct to the best of my knowledge.

Signature and date required below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please submit this form in person at the address below or mail this form to:**

PCTPA  
Attn.: Title VI Coordinator  
299 Nevada Street  
Auburn, CA 95603

## Appendix 4: List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

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

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

Thus far, PCTPA has not received Title VI Investigations, Complaints or Lawsuits. Below is the list that will be used for tracking these incidents:

### Investigations, Lawsuits and Complaints

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

## **Appendix 5: Public Participation Plan**

### **PCTPA COMMUNITY INFORMATION AND PARTICIPATION PROGRAM**

PCTPA's community information and participation program, in compliance with Title VI of the Civil Rights Act of 1964, is an on-going effort of informing, encouraging involvement, and inviting public and community participation in the transportation planning process. PCTPA's community information and participation program is consistent with SACOG's adopted Public Participation Program, as amended.

PCTPA's community information and participation program is multi-purposed:

- Provide information to the public about key countywide transportation projects, planning, and funding issues;
- Establish the process by which the public can express itself;
- Provide the public with opportunities to be involved in transportation planning;
- Ensure transportation projects and programs are genuinely reflective of the region's values as determined through public input; and
- Establish and continue good relationships with the public.

#### **Community and Public Outreach**

Community and public outreach is an ongoing effort that can occur in a variety of ways.

PCTPA solicits input through various policy, technical, and public forums using the outreach efforts and techniques summarized below. Outreach to Native American tribal governments, specifically, the United Auburn Indian Community is included.

PCTPA seeks input and feedback from all members of the public, engages stakeholders potentially affected, especially groups considered traditionally underrepresented, such as low-income and minority groups (per FHWA and FTA guidance on Environmental Justice in compliance with Executive order 12898 issued in 1994) in the regional transportation planning process. Environmental Justice is also applicable at the project level when project sponsors are proposing a new project in a local community and federal funds are involved.

#### **Board Meetings**

PCTPA Board meetings are open to the public at a convenient and accessible location that complies with Brown Act and ADA requirements. Agendas are posted prior to public meetings.

#### **Public Hearings, Informational Meetings, and Workshops**

PCTPA conducts public hearings regarding the development and adoption of the Regional Transportation Plan, the Regional Transportation Improvement Program, and the annual unmet transit needs hearing. Additional public hearings, informational meetings, and workshops are held for specific planning activities and individual projects. Visualization techniques are often used, in the form of printed materials, graphics, mapped information, and power point presentations in narrative summary and bullet points. Sign-in sheets are used to update mailing/e-mail lists for future notification use and document distribution.

## **Availability of Information**

Members of the public have access to technical and policy information and documents - through meeting agendas, which are mailed and distributed by e-mail; can be viewed online at PCTPA's website; and available for review at PCTPA during normal business hours.

## **Use of Technology**

The community information and participation effort has been further enhanced by using technology to reach the public. Expansion of the agency's website on the internet provides citizens with greater access to agency and specific project information, documents, and planning activities. A monthly newsletter, "Planning Ahead," is e-mailed to transportation stakeholders, which provides up-to-date information about transportation issues, including project updates, funding issues, and other policy issues that affect Placer County. PCTPA also established a Facebook Group called, "Fix Placer Traffic," which enables PCTPA and residents to communicate quickly about a variety of transportation issues, with a link back to the PCTPA website so users can access additional information.

Teleconferences are often used with public agencies

## **Open Houses**

PCTPA Board members often host open houses in the area they represent. Open House's allow the public to learn and ask questions about PCTPA planning and project activities.

## **Presentations**

Upon request, PCTPA's speaker bureau conducts presentations to various community groups.

## **Media Relations**

A greater emphasis is now placed on working with local media outlets - newspapers, radio, television/cable, and the internet. Also included, are reporter briefings, opinion editorial placements, letters to the editor, and editorial board meetings.

Local media is an important component of PCTPA's community information and participation program. It provides an ongoing, highly efficient, and effective tool to communicate important transportation and funding issues to the public.

## **Consultation and Coordination**

Ongoing consultation and coordination breaks down barriers between agencies and jurisdictions; increases chances of reaching consensus; and creates the opportunity to diffuse potentially controversial issues.

Ongoing consultation and coordination occurs with officials responsible for other types of planning activities that are affected by transportation in the area. This includes a wide range of agencies such as Native American tribal governments; federal, state and regional land management, transportation, and environmental agencies; local jurisdictions; and project sponsors. PCTPA also depends on input and feedback from its own advisory committees.



## Appendix 6: Table Depicting Minority Representation on Committees and Councils Selected by PCTPA

### SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

Body	Caucasian	Hispanic/ Latino	Hawaiian/ Pacific Islander	African American	Asian American	Native American	Other
<b>Population<sup>1</sup></b>	75.4%	13%	0.2%	1.2%	6.2%	0.5%	3.5%
<b>SSTAC</b>	18	0	1	2	0	0	0
Language Group	English	Spanish		Asian Pacific	Indo / European	Other	
<b>Population<sup>2</sup></b>	85%	0%	6.8%	3.5%	4.3%	0%	0.4%
<b>SSTAC</b>	21	0	0	0	0	0	0

<sup>1</sup> Table DP-05, U.S. Census Bureau, 2009-2013 American Community Survey

<sup>2</sup> Table S1601, U.S. Census Bureau, 2009-2013 American Community Survey

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

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

**As described in subdivision (a):** The Social Services Transportation Advisory Council shall consist of the following members:

- One representative of potential transit users who is 60 years of age or older;
- One representative of potential transit users who is disabled;
- Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists;
- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
- One representative of a local social service provider for persons of limited means;
- Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

## **Appendix 7: Employee Education Form**

### **Title VI Policy**

No person 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.

All employees of PCTPA and its affiliates are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to PCTPA Title VI Coordinator.

## **Appendix 8: Acknowledgement of Receipt of Title VI Plan**

I hereby acknowledge receipt of PCTPA's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the PCTPA on the basis of race, color, or national origin, as protected by Title VI.

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Your signature

---

Print your name

---

Date

## **Appendix 9: Letter Acknowledging Receipt of Title VI Complaint**

Today's Date

Ms. Jane Doe  
1234 Main St.  
Auburn, CA 95603

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against PCTPA alleging

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An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning (530) 823-4030, or write to:

Placer County Transportation Planning Agency  
Attn: Title VI Coordinator  
299 Nevada Street  
Auburn, CA 95603

Sincerely,

PCTPA Title VI Coordinator

## Appendix 10: Letter of Finding (Notifying Complainant that Complaint Is Substantiated)

Today's Date

Ms. Jane Doe  
1234 Main St.  
Auburn, CA 95603

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against PCTPA alleging a Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. Your input was helpful during our review of this matter. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

PCTPA Title VI Coordinator

## **Appendix 11: Closure Letter (Notifying Complainant that the Complaint Is Not Substantiated)**

Today's Date

Ms. Jane Doe  
1234 Main St.  
Auburn, CA 95603

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the Placer County Transportation Planning Agency (PCTPA), alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

PCTPA has analyzed the materials and facts pertaining to your case for evidence of PCTPA's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within thirty calendar days of receipt of this final written decision from PCTPA.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

PCTPA Title VI Coordinator

**PLACER COUNTY TRANSPORTATION PLANNING AGENCY**

**IN THE MATTER OF: A RESOLUTION  
TO ADOPT A TITLE VI PROGRAM FOR  
THE PLACER COUNTY TRANSPORTATION  
PLANNING AGENCY**

**RESOLUTION NO. 15-14**

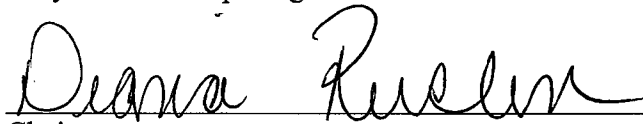
The following resolution was duly passed by the Placer County Transportation Planning Agency at a regular meeting held May 27, 2015 by the following vote on roll call:

AYES: Baker, Hesch, Holmes, Nader, Nesbitt, Rohan, Ruslin, Treabess, Uhler

NOES: None

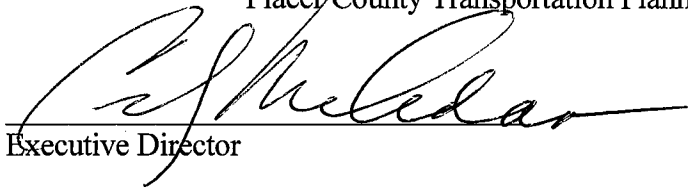
ABSENT: None

Signed and approved by me after its passage



Chair

Placer County Transportation Planning Agency



Executive Director

**WHEREAS**, pursuant to California Government Code, Title 7.91, Section 67910, the Placer County Transportation Planning Agency (PCTPA) was created as a local area planning agency to provide regional transportation planning for the area of Placer County, exclusive the Lake Tahoe Basin; and

**WHEREAS**, pursuant to California Government Code Section 29532.1(c), identifies PCTPA as the designated regional transportation planning agency for Placer County, exclusive of the Lake Tahoe Basin; and

**WHEREAS**, PCTPA is responsible for the administration of federal funds; and

**WHEREAS**, PCTPA must comply with Federal Circular 4702.1B which set new guidelines for the compliance with Title VI of the 1964 Civil Rights Act to receive federal funds; and

**WHEREAS**, in accordance with Federal Circular 4702.1B, PCTPA has prepared a Title VI Program document; and

**NOW THEREFORE, BE IT RESOLVED** that PCTPA has approved and adopted the "Placer County Transportation Planning Agency Title VI Program".