



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

525 South Main Street, Ukiah, CA 95482
Administration: Suite G ~ 707-234-3314
Planning: Suite B ~ 707-263-7799

LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) AGENDA

Wednesday, February 14, 2024
9:00

**Primary Location: Lake Transit Authority
9240 Highway 53, Lower Lake, California**

Alternate Conference Location:
Caltrans-District 1
1656 Union Street
Eureka, California

Zoom Login:

Dial-in number: 1 (669) 900-6833 / Meeting ID: 822 9723 8138 # Passcode: 269054

(Zoom link provided to the public by request.)

Public comments will be accepted in person and through teleconference during the meeting on any agenda item when public comment is invited by the Chair.

-
1. Call to Order/Roll Call
 2. Adjourn to Policy Advisory Committee
 3. Election of officers – Chair and Vice-Chair, Member-at-Large Vacancy and Standing Committees – Executive Committee and California Association of Councils of Governments (CalCOG)

PUBLIC EXPRESSION

4. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the agenda

CONSENT CALENDAR

5. Approval of December 13, 2023 Minutes
6. Approval of Social Services Transportation Advisory Council (SSTAC) Roster

REGULAR CALENDAR

7. Report from the Executive Committee Meeting:
 - a) Discussion of RuralREN (Regional Energy Network) *(Davey-Bates/Barrett)*
 - b) Discussion of the FY 2024/25 Local Transportation Fund (LTF) Estimate *(Pedrotti)*
 - c) Discussion and Recommended Revision to Lake APC Joint Powers Agreement *(Davey-Bates)*
 - d) Procurement Process for Professional Services for Administrative and Planning Services *(Mattina)*
8. Discussion and Recommended Approval of the 2024 Title VI Program *(Sookne)*
9. Discussion and Recommended Approval of the Carbon Reduction Program Policy *(Villa)*
10. Discussion of 2024/2025 Draft Overall Work Program and Proposed Approval to Forward to Caltrans for Review and Comment *(Pedrotti)*

RATIFY ACTION

11. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council
12. Consideration and Adoption of Recommendations of Policy Advisory Committee

REPORTS

13. Reports & Information:

- a. Lake APC Planning Staff
 - i. Planning Projects (*Speka*)
 - ii. Miscellaneous
- b. Lake APC Administration Staff
 - i. Next Meeting Date – **March 13, 2024** (*Lakeport*)
 - ii. Miscellaneous
- c. Lake APC Directors
- d. Caltrans
 - i. SR 29 Project Update (*Pimentel*)
 - ii. Lake County Project Status Update (*Ahlstrand*)
 - iii. Miscellaneous
- e. Rural Counties Task Force
 - i. Next Meeting Date – **March 15** (*Teleconference*)
- f. California Transportation Commission
 - i. Next Meeting Date – **March 21 – 22** (*San Jose*)
- g. California Association of Councils of Governments (CalCOG)
 - i. CDAC Meeting – **February 29** (*Virtual*)
 - ii. CalCOG Board of Directors Meeting – **March 15** (*Virtual*)
- h. Miscellaneous

INFORMATION PACKET

- 14. a) California DOT SR 20 Letter
- b) 11/16/23 Lake TAC Minutes
- c) 4/27/23 Lake SSTAC Minutes

ADJOURNMENT

PUBLIC EXPRESSION

Any member of the public may speak on any agenda item when recognized by the Chair for a time period, not to exceed 3 minutes per person and not more than 10 minutes per subject, prior to the Public Agency taking action on that agenda item.

AMERICANS WITH DISABILITIES ACT (ADA) REQUESTS

To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (as allowed under Section 12132 of the ADA) please contact the Lake Area Planning Council office at (707) 263-7799, at least 5 days’ notice before the meeting.

ADDITIONS TO AGENDA

The Brown Act, Section 54954.2, states that the Board may take action on off-agenda items when:

- a) a majority vote determines that an “emergency situation” exists as defined in Section 54956.5, **or**
- b) a two-thirds vote of the body, or a unanimous vote of those present, determines that there is a need to take immediate action and the need for action arose after the agenda was legally posted, **or**
- c) the item was continued from a prior, legally posted meeting not more than five calendar days before this meeting.

CLOSED SESSION

If agendized, Lake County/City Area Planning Council may adjourn to a closed session to consider litigation or personnel matters (i.e., contractor agreements). Discussion of litigation or pending litigation may be held in closed session by authority of Govt. Code Section 54956.9; discussion of personnel matters by authority of Govt. Code Section 54957.

POSTED: February 9, 2024

Lake County/City Area Planning Council Agenda

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Attachments:

Agenda Item #5 – 12/13/23 Lake APC Draft Minutes

Agenda Item #6 – SSTAC Membership Roster

Agenda Item #8 – Staff Report, Draft & Reso

Agenda Item #9 – Staff Report, Application & Criteria

Agenda Item #10 – Staff Report

Agenda Item #13ai – Staff Report

Agenda Item #13dii – LC Project Status Update

Information Packet – #14 a) SR 20 Letter

b) 11/16/23 Lake TAC Minutes

c) 4/27/23 Lake SSTAC Minutes



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LAKE COUNTY/CITY AREA PLANNING COUNCIL (APC) (DRAFT) MEETING MINUTES

Wednesday, December 13, 2023

Location: City Council Chambers

255 Park Street

Lakeport, California & Zoom

Present

Bruno Sabatier, Supervisor, County of Lake
Moke Simon, Supervisor, County of Lake
Stacey Mattina, City Council Member, City of Lakeport
Russ Cremer, City Council, City of Clearlake
Kenneth Parlet, Council Member, City of Lakeport

Also Present

Lisa Davey-Bates, Executive Director – Lake APC
Charlene Parker, Admin Staff – Lake APC
Michael Villa, Planning Staff – Lake APC
Laurie Fisher, Mobility Programs Manager – Lake Links
Jesus Rodriguez-Garcia, Admin Staff – Lake APC

Attending via Zoom

Tatiana Ahlstrand - Caltrans District 1 (Policy Advisory Committee)
Russell Perdock, Council Member, City of Clearlake
Nephele Barrett, Planning Staff – Lake APC
Mike Colety – Kimley Horn
Sheri Rodriguez – Caltrans District 1
Stephen Kullmann – Redwood Coast Energy Authority (RCEA)
Christie Scheffer, COO – Paratransit Services

1. Call to Order/Roll Call

2. Adjourn to Policy Advisory Committee

Chair Mattina adjourned the Policy Advisory Committee (PAC) at 9:07 a.m. to include Caltrans District 1 staff and allow participation as a voting member of the Lake APC.

PUBLIC EXPRESSION

3. Chair Mattina asked for any public input on any item under the jurisdiction of this agency, which is not otherwise on the agenda, but there was none.

CONSENT CALENDAR

4. Approval of November 8, 2023, Draft Minutes

Director Simon made a motion to approve the Consent Calendar, as presented. The motion was seconded by Director Sabatier and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Parlet, Tatiana Ahlstrand (PAC), Noes (0); Abstain (0); Absent (0)

REGULAR CALENDAR

5. Presentation of the California Strategic Highway Safety Plan (SHSP) Crash Data Dashboard:

Tatiana introduced Mike Colety, Kimley Horn, to present a Crash Data sharing platform that uses a regional analysis rather than individual crash sites. It focuses on fatalities and serious injuries as part of the strategic plan, emphasizing more severe accidents.

Mike demonstrated how users could filter data by region, such as Lake County, and how the dashboard offers insights into various crash causes and conditions. It was noted that the data, sourced from California Highway Patrol (CHP), is finalized, and includes fatalities and serious injuries, but not lesser accidents. Director Parlet and Cremer had questions on focused aspects of the data, such as the inclusion of pedestrian incidents and discrepancies in the recorded data versus known incidents. Mike and Sheri Rodriguez, Caltrans District 1, touched on the limitations of the dashboard, including its focus on more severe incidents and the challenges in incorporating comprehensive crash data without overloading the system.

6. Public Notice: Discussion Proposed Approval of the 2024 Regional Transportation Improvement Program (RTIP) and Resolution #23-24-11

Michael Villa presented the 2024 Regional Transportation Improvement Program (RTIP). Director Mattina confirmed that proper notice of the meeting had been published in the Lake County Record-Bee on December 13. Director Sabatier raised a concern about the notice's lack of a specified location. It was acknowledged that future notices should clearly state the meeting location for transparency.

Director Simon made a finding that proper notice has been provided. The motion was seconded by Director Parlet and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Parlet, Tatiana Ahlstrand (PAC), Noes (0); Abstain (0); Absent (0)

Michael presented the financial framework for the 2024 Regional Transportation Improvement Program. He specified that the total available funding for the cycle amounted to \$5,558,000. This sum included an unprogrammed balance from previous years and lapsed funds. Additionally, Villa mentioned a maximum net share of \$17,030,000 available through FY 2031/32. Focusing on the project submissions, he underscored two key projects: the Dam Road/Dam Road Extension Roundabout and the Soda Bay Road Rehabilitation and Bike Lanes Phase 2. Michael elaborated on the evaluation and recommendations by the Lake Technical Advisory Committee (TAC). These recommendations led to mark funds for future allocation and programming. This included the reprogramming of the Lakeport Boulevard Improvement Project.

Director Sabatier made a motion to approve resolution #23-24-11 which adopts the 2024 Regional Transportation Improvement Program (RTIP) as presented and authorize staff to submit the RTIP to Caltrans and the California Transportation Commission. The motion was seconded by Director Cremer and carried

unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Parlet Tatiana Ablstrand (PAC), Noes (0); Abstain (1)Perdock; Absent (0)

7. Approval of the Draft Lake APC Meeting Calendar

Lisa Davey-Bates presented the draft calendar for review to identify any potential conflicts. A change was highlighted for the meeting scheduled in May. Originally set for the second Wednesday of the month, it was proposed to move the meeting to the third Wednesday, specifically May 13. The board corrected the schedule with the proper date, which was determined to be May 15. This adjustment was suggested to accommodate the availability of consultants Maura Twomey and Diane Eidam, contracted for the procurement of administrative and planning services set to expire September 30, 2024. Additionally, it was noted that typically two field trips were scheduled each year, and one of these would fall in May. However, due to the rescheduling of the meeting to May 15, there would only be one field trip for the year. The council accepted this change without issue.

Director Sabatier made a motion to approve the 2024 Lake APC Meeting Calendar with the amendment for May 15. The motion was seconded by Director Cremer and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Parlet, Tatiana Ablstrand (PAC), Noes (0); Abstain (0); Absent (0)

8. Discussion of Rural Regional Energy Network (RuralREN)

Lisa Davey-Bates acknowledged delays in the RuralREN's establishment, originally targeted for the year's end, and noted that the Council's role was currently limited to that of a “subcontractor” to the Redwood Coast Energy Authority (RCEA), rather than a full partner. Consequently, the Lake APC had not participated in key discussions.

Stephen Coleman, representing the RCEA, elaborated the setbacks in launching the RuralREN, attributing them to regulatory challenges and governance issues. He mentioned ongoing negotiations with the energy division at the California Public Utilities Commission (CPUC) to resolve these problems, specifically seeking regulatory relief to clarify governance aspects. Coleman emphasized the intention to integrate Lake and Mendocino Counties as full members of the RuralREN leadership, allowing them to influence program decisions and budget allocations.

Director Sabatier asked about the current members of RuralREN. Lisa listed several partners, including the Sierra Business Council, the High Sierra Energy Foundation, the Association of Monterey Bay Area Governments (AMBAG), the Counties of San Luis Obispo and Ventura, and the San Joaquin Valley Clean Energy Organization. Director Parlet asked about the RuralREN's purpose. Stephen described it as a mechanism to provide energy services to California's rural customers, who are often overlooked by statewide programs. The services would include rebates for energy-efficient appliances, educational outreach, capacity building, and more.

9. Discussion and Proposed Approval of the Allocation Plan for Senate Bill 125 – Transit & Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) and Resolution #23-24-12

Lisa recalled that the direction given by the Board at the last meeting was to utilize these funds for the transit hub and the capital expenses for new buses.

James explained the distribution of funding between the two programs over four years, highlighting that TIRCP funds would be available in the first and second years, while the majority of the other program's funds would be in the first year, with an even distribution in the following years. He also broke down funds between the Transit Center, Fuel Cell Buses, hydrogen infrastructure, and administration costs, noting that the APC could use up to 1% of the total funding throughout the program's duration. James explained that the funds do not expire but need to be allocated within a specific timeframe. The appendices include the planned utilization of funds, greenhouse gas reduction data, and operator data.

Director Sabatier made a motion to approve resolution #23-24-12 which approves the SB-125 formula-based Transit & Intercity Rail Capital Program and Zero Emission Transit Capital Program and to submit the package to CalSTA by December 31. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (6)-Directors Sabatier, Simon, Cremer, Mattina, Parlet Tatiana Ahlstrand (PAC), Noes (0); Abstain (0); Absent (0)

RATIFY ACTION

10. Adjourn Policy Advisory Committee and Reconvene as Area Planning Council

Chair Mattina adjourned the Policy Advisory Committee at 10:02 a.m. and reconvened as the APC.

11. Consideration and Adoption of Recommendations of Policy Advisory Committee

Director Sabatier made a motion to adopt the recommendations of the Policy Advisory Committee and reconvene as the APC. The motion was seconded by Director Simon and carried unanimously.

Roll Call Vote: Ayes (5)-Directors Sabatier, Simon, Cremer, Mattina, Parlet, Noes (0); Abstain (0); Absent (0)

REPORTS

12. Reports & Information

a. Lake APC Planning Staff

i. Lake County State Highway Safety Concerns

Lisa briefly noted that the Wildlife Wildfire Preparedness plan RFP was distributed. She also mentioned that staff will be applying for two sustainable planning grants such as the Lake Tribal Lands Access Needs study and the Zero Emission Planning Grant.

ii. Miscellaneous

Lisa mentioned that John Speka and James Sookne did meet with Robinson Rancheria to begin discussions as part of the development of a long-range transportation plan.

James noted that the plan was in an early draft and the plan would be presented once they were further along.

b. Lake APC Administration Staff

i. Next Meeting Date – January 10, 2024 (Lakeport)

ii. Miscellaneous

Lisa Davey-Bates informed the Board of Paul Branson's recent passing and recognized his ongoing efforts and passion to transform and improve transportation in Lake County for elderly, disabled and low-income populations. His most recent work with the creation of Lake Links was also recognized.

c. Lake APC Directors

d. Caltrans

i. **SR 29 Project Update:**

None.

ii. **Lake County Project Status Update:**

Lisa presented in place for Jeff Pimentel and announced that the right of way funding for 2B will be voted on in March. By July 2024, staff will be able to start expending these funds.

iii. **Lake County State Highway Safety Concerns:**

Tatiana presented a letter in response to additional inquiries regarding safety concerns previously compiled by the Board. Tatiana gave a summary of the main concerns, notably at the intersection of State Route 29 with Bell Park Avenue, the intersection of State Route 53 and Dam Road, and State Route 20's Complete Streets projects through the community of Lucerne. Sheri announced that she would also answer any questions. Sheri mentioned a project slated for summer 2025, related to corridor lighting in Nice.

iv. **Miscellaneous:**

Director Simon gave a thank you to Tatiana for elevating past concerns and addressing them. Director Parlet gave a cautionary statement on vision issues and driving at night and in the rain. He mentioned that reflective line maintenance is important. Director Simon announced that the walking path in Middletown is very close to being finished. Director Cremer gave a appreciative note for Tatiana and Paul.

e. **Rural Counties Task Force**

i. *Next Meeting Date – January 19*

f. **California Transportation Commission**

i. *Next Meeting Date – January 25 – 26*

g. **California Association of Governments**

i. *Next CDAC – December 14, 2023*

ii. *CalCOG Board of Directors – February 7*

iii. *Regional Leadership Forum – February 7-9*

h. **Miscellaneous**

None.

ADJOURNMENT

The meeting was adjourned by Chair Mattina at 10:20 a.m.

Respectfully Submitted,

DRAFT

Jesus Rodriguez-Garcia, Administrative Assistant

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)
MEMBERSHIP ROSTER - 2022**

		<u>TERM</u>
1. Potential Transit User 60 Years or Older	Vacant	Nov. 2021 – Oct. 2024
2. Potential Transit User Disabled	Vacant	Nov. 2023 – Oct. 2026
3. Social Services Provider Seniors	Rev. Shannon Kimbell-Auth Community Disaster Risk Reduction American Red Cross Phone: 707-349-2324 E-mail: shannon.kimbellauth@redcross.org	Nov. 2022 – Oct. 2025
4. Transportation Provider	Holly Goetz, MSW, ASW Sutter Lakeside Hospital 5176 Hill Rd. E. Lakeport, CA 95453 E-mail: GoetzHR@sutterhealth.org	Nov. 2021 – Oct. 2024
5. Social Services Provider Disabled	Vacant	Nov. 2021 – Oct. 2024
6. Transportation Provider Disabled	Karen Dakari People Services 4195 Lakeshore Boulevard Lakeport, CA 95453 Phone: 263-3810 / E-mail: karendakari@yahoo.com	Nov. 2022 – Oct. 2025
7. Social Services Provider Limited Means	Melinda Lahr Lake County Department of Social Services P.O. Box 9000 Lower Lake, CA 95457 Phone: 707-995-4395 / E-mail: melinda.lahr@lakecountyca.gov	Nov. 2023 – Oct. 2026
8. Consolidated Transportation Services Agency	Vacant	Nov. 2023 – Oct. 2026
9. Consolidated Transportation Services Agency	Laurie Fisher Lake Links 14420 Lakeshore Drive Clearlake, CA 95422 Phone: 707-995-3330 / E-mail: laurie.fisher@lakelinks.org	Nov. 2022 – Oct. 2025



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: Title VI Program Update

DATE PREPARED: February 6, 2024

MEETING DATE: February 14, 2024

SUBMITTED BY: James Sookne, Program Manager

BACKGROUND:

All programs receiving financial assistance from the Federal Transit Administration (FTA) are subject to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Department of Transportation's (DOT) implementing regulations. Title VI prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons. Section 601 of Title VI of the Civil Rights Acts on 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.”

The term “program or activity” means all of the operations of a department, agency, special purpose district, or government; or the entity of such State or local government that distributes such assistance and each such department or agency to which the assistance is extended, in the case of assistance to a State or local government.

Since the Lake Area Planning Council (Lake APC) distributes FTA funds to the Lake Transit Authority, Lake APC is required to comply with Title VI and DOT's regulations. FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Sub-recipients (Lake APC) shall submit Title VI Programs to the primary recipient (Caltrans) from whom they receive funding in order to assist the primary recipient in its compliance efforts.

The Lake APC Title VI Program was originally adopted by the Board on August 13, 2014, and updated on December 13, 2017 and December 9, 2020. The program stipulates that it be updated every 3 years. Staff has reviewed the most current Census data into the attached updated 2024 Lake APC Title VI Program. The difference in data between the 2020 and the 2024 Programs is minimal and doesn't require the Lake APC to change any practices or policies.

Staff will be prepared to discuss this topic further at the meeting.

ACTION REQUIRED:

Approval of the updated Title VI Program.

ALTERNATIVES:

The Board may choose not to approve the updated Title VI Program.

RECOMMENDATION:

Staff recommends the Board approves the updated Title VI Program

Lake County/City Area Planning Council

Title VI Program
&
Limited English Proficiency Plan

2024





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Lake County/City Area Planning Council Title VI Program

Introduction:

The Lake County/City Area Planning Council (Lake APC) was established in June 1972 by a Joint Powers Agreement. Subsequently, it was designated by the Secretary of Transportation as the Regional Transportation Planning Agency for Lake County. The member entities amended the Joint Powers Agreement in 1986 to change the membership of the APC.

The APC is comprised of the unincorporated County of Lake and the incorporated cities of Lakeport and Clearlake. 2023 California Department of Finance population estimates place Lake County population at 66,800. This figure includes an unincorporated population of 45,469, and an incorporated population of Clearlake (16,364) and Lakeport (4,967). The majority of the population of the county resides along the shores of Clear Lake, the most prominent geographical feature of Lake County.

Acting as the Regional Transportation Planning Agency (RTPA), Lake APC disburses state and federal funds for transportation and provides regional planning. Lake APC is responsible for preparing the Regional Transportation Plan, and funded projects are to be consistent with the Plan. Projects involve planning, capital improvements, rehabilitation and maintenance, public transit fleet replacement, and multi-modal facilities.

In addition to the RTPA, Lake APC also serves as the Service Authority for Freeway Emergencies (SAFE) of Lake County, administering the call box program since 1994. Lake APC also is involved with housing and economic development.

Plan Statement:

The following program was developed to guide Lake APC in its administration and management of Title VI-related activities, and details how Lake APC 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:

Lake APC 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 in the level and quality of services or related benefits provided by Lake APC's employees, affiliates, and contractors.



Governing Board:

Lake APC's Board of Directors is comprised of eight (8) members: two (2) members of the County Board of Supervisors, two (2) members from each of the city councils, and two (2) countywide representatives appointed by the Board of Supervisors.

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 DOT Title VI regulations. Below are summaries of each requirement and how Lake APC'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.

Lake APC submits its Certifications and Assurances to Caltrans when they receive a grant.

2. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM.

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

Lake APC's Board of Directors will approve this Title VI Program by resolution. The effective date will be the date of the resolution.

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

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

Lake APC has developed a public Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B, Appendix B. A copy of this notice is found in Appendix A of this Title VI Program. The notice is displayed in Lake APC's office and on the following website:

<http://www.lakeapc.org/>.



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

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

Lake APC has developed a Title VI complaint procedure and form. In this Title VI Program, Appendix B outlines the Title VI Complaint Procedures, and Appendix C is a copy of the Title VI Complaint form.

The complaint procedures and form are available in English and Spanish in the Lake APC office and their website, <http://www.lakeapc.org/>. Individuals who do not have access to the internet may request that Lake APC mail them a paper copy of the procedures and form.

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

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

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

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

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

Lake APC's current public participation, adopted in 2020, is shown in Appendix E of this Title VI Program. Lake APC ensures that minority and LEP populations, as with all members of society, will be empowered to participate in Lake APC sponsored activities.



7. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS.

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

Please see Lake APC's Limited English Proficiency Plan attached to this Title VI Program. Lake APC's Four Factor Analysis and action plan are contained therein.

8. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES.

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

Lake APC does not have a non-elected board or advisory council.

9. REQUIREMENT TO PROVIDE ASSISTANCE TO SUBRECIPIENTS

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

Caltrans only.

10. REQUIREMENT TO MONITOR SUBRECIPIENTS

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

Caltrans only.



11. DETERMINATION OF SITE OR LOCATION OF FACILITIES.

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

Lake APC does not construct transit facilities.

12. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST.

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

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

Requirements for Fixed Route Transit Providers:

Chapter IV of FTA Circular 4702.1B addresses the reporting requirements for all fixed route public transportation providers who are recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with DOT Title VI regulations. Lake APC provides FTA funds to Lake Transit Authority (LTA), the regional public transit provider. Since LTA is a fixed route provider and a sub-recipient of FTA funds, they are required to submit their Chapter IV information to Lake APC every three years. The only information that LTA must submit to Lake APC is their system-wide standards and policies. All other requirements of Chapter IV do not apply since LTA does not operate 50 or more vehicles in peak service and they are not located in a UZA with a population of 200,000 or more. That information will be submitted in conjunction with the update of this plan.

See Appendix L for LTA's current system-wide standards and policies.



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Lake County/City Area Planning Council Limited English Proficiency Plan

Introduction

The purpose of this Limited English Proficiency Plan is to clarify the responsibilities of Lake County/City Area Planning Council (Lake APC), as a recipient of federal financial assistance from the U.S. Department of Transportation (DOT), to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 11, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

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

Plan Summary

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

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



Four Factor Analysis

The U. S. Department of Transportation (DOT) issued its Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons, regardless of whether or not the agency chooses not to prepare a written LEP plan. A brief description of the self-assessment undertaken in each of these areas follows.

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

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

A summation of these considerations is provided in the following section.

1. The number or proportion of LEP persons to be served or likely to be encountered by Lake APC.

As Lake County's Regional Transportation Planning Agency, Lake APC's work affects the entire County. To determine the number or proportion of LEP persons to be served or likely to be encountered, Lake APC used Table B16004 from the 2022 American Community Survey 5-Year Estimates.

Executive Order 13166 defines a LEP person as one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English. The data found in Table B16004 is separated into three age groups: 5 to 17 years, 18 to 64 years, and age 65 plus. The data in each age group is broken down by the language spoken at home. Finally, for each language spoken at home, the data is separated into four categories based on how well the person speaks English: "very well", "well", "not well", and "not at all". For the purpose of identifying a LEP person, Lake APC examined data for those who speak English "well", "not well", or "not at all".

The table in Appendix K shows that for all people age 5 and over, there are 3,770 LEP people across the county who speak a language other than English at home and are not very proficient with the English language. This is approximately 5.87% of the total population.

DOT has adopted Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations.



“The ‘Safe Harbor Provision’ as defined by Department of Justice, 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 encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.”

Based on the data in Table B16004, Spanish is the only language which falls under the ‘Safe Harbor Provision’. All other language groups have estimated populations of less than 1,000 persons or 5% of the total population. There are no languages that may approach the Safe Harbor Provision threshold in the foreseeable future.

2. The frequency with which LEP persons come into contact with Lake APC programs, activities, or services.

According to the *2022 American Community Survey 5-Year Estimates*, the largest geographic concentration of LEP individuals in Lake County is Spanish-speaking. This population is approximately 16.6% of the population over 5 years of age, or an estimated population of 10,687. Those that speak English less than “very well” are 5.26% of the population or an estimated 3,376 people. Lake APC regularly assesses the frequency at which staff have or could possibly have contact with LEP persons. This includes documenting phone inquiries and verbally surveying staff. Lake APC staff has infrequent interactions with Spanish speakers.

3. The nature and importance of the programs, activities or services provided by Lake APC to the population.

All Lake APC activities and programs are likely to affect some LEP individuals in Lake County.

4. The resources available to Lake APC for LEP outreach, as well as the costs associated with that outreach.

Lake APC has assessed its available resources that could be used for providing LEP assistance. Interpretation and translation services in Spanish are available through agencies such as Lake Family Resource Center, North Coast Opportunities, and Migrant Education. Language interpretation may be available for other languages in cooperation with Lake County Social Services. In addition, Lake APC’s Title VI Notice and Complaint Procedures and Form (Appendices A – C) are available in both English and Spanish and can be found at Lake APC’s office and on the website. More complex professional interpretation or translation services are done on an as-needed basis.



Language Assistance Plan

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

How Lake APC staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand
- All Lake APC staff will be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.
- All Lake APC staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When Lake APC sponsors an informational meeting or event, an advanced public notice of the event should be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Lake APC will handout a Title VI survey (See Appendix I) in an effort to collect LEP data. Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event, it will help identify the need for future events.

Language Assistance Measures

Although there are a low percentage of LEP individuals within Lake APC's service area, it will strive to offer the following measures:

1. Lake APC staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - a. If an individual is a Spanish-speaker, interpretation and translation services are available through agencies such as Lake Family Resource Center, North Coast Opportunities, and Migrant Education.
 - b. Language interpretation may be available for other languages in cooperation with Lake County Social Services.
3. Lake APC will publish meeting notices and minutes in Spanish and other languages upon request.



Staff Training

Lake APC has and will continue to be trained annually on the following:

- Information on the Title VI policy and LEP responsibilities.
- The policy and procedures for interaction with LEP persons
- Description of language assistance services offered to the public.
- Use of the Language Identification Chart.
- Documentation of language assistance requests.
- How to handle a Title VI/LEP complaint.

See Appendix J for Training Materials.

Monitoring and Updating

Lake APC's Language Assistance Plan is designed to be easily updated. At a minimum, Lake APC will follow the Title VI Program update schedule of submission every 3 years.

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

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Lake APC fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

Dissemination of the LEP Plan

Lake APC will include the Limited English Proficiency Plan along with the Title VI Program on their website (<http://www.lakeapc.org/>). Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. Copies of the Limited English Proficiency Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions regarding this plan should be directed to the Lake APC Title VI Coordinator:

Lake APC Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482
Phone: (707) 263-7799



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Appendix A: Title VI Notice to Beneficiaries

Lake County/City Area Planning Council (Lake APC) 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 Lake APC.

For more information on Lake APC's civil rights program and the procedures to file a complaint, contact (707) 263-7799; go online at <http://www.lakeapc.org/>; or visit our office at 525 S. Main Street, Suite G, Ukiah, CA 95482.

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

If information is needed in another language, contact (707) 263-7799.

Si se necesita información en otro idioma, llame al (707) 263-7799.



Appendix A: Título VI Aviso a los beneficiarios

Lake County/City Area Planning Council (Lake APC) opera sus programas y servicios sin tener en cuenta raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante Lake APC.

Para obtener más información sobre el programa de derechos civiles de Lake APC y los procedimientos para presentar una queja, contacte a (707) 263-7799; ir en línea en <http://www.lakeapc.org/>, o visite nuestra oficina administrativa en 525 S. Main Street, Suite G, Ukiah, CA 95482.

Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito mediante la presentación de una queja ante la Oficina de Tránsito Administration Federal de Derechos Civiles, Atención: Coordinador del Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., NW, Washington DC 20590.

Si se necesita información en otro idioma, llame al (707) 263-7799.



Appendix B: 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 Lake County/City Area Planning Council (Lake APC) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Lake APC investigates complaints received no more than 180 days after the alleged incident. Lake APC will process complaints that are complete.

All Title VI and related statute complaints are considered formal- there is no informal process. 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:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

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

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

After the investigator reviews the complaint, she/he 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, 5th Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.



Appendix B: Procedimientos de Quejas del Título VI

Cualquier persona que cree que él o ella ha sido víctima de discriminación en base a raza, color, u origen nacional por el sistema de tránsito de Lake County/City Area Planning Council (Lake APC) puede presentar una queja del Título VI, completando y enviando el Formulario de Quejas del Título VI de la agencia. Lake APC investiga las quejas recibidas no más tardar 180 días después del supuesto incidente. Lake APC procesará las denuncias que son completos.

Todos Título VI y las quejas de estatutos relacionados son considerados formales-no existe un proceso informal. Las quejas deben ser por escrito y firmado por el demandante en la forma proporcionada. Las quejas deben incluir el nombre del autor, dirección y número de teléfono y se detalla para especificar todas las cuestiones y circunstancias de la supuesta discriminación. Las denuncias deben basarse en cuestiones relacionadas con la raza, el color o el origen nacional. Quejas del Título VI de discriminación se pueden presentar con:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

Una vez recibida la denuncia, Lake APC lo revisará para determinar si nuestra oficina tiene jurisdicción. El demandante recibirá una carta de acuse de recibo informando a él / ella si la queja será investigada por Lake APC.

Lake APC tiene 30 días para investigar la denuncia. Si se necesita más información para resolver el caso, Lake APC puede ponerse en contacto con el demandante. El demandante tiene 15 días hábiles desde la fecha de la carta a enviar la información solicitada para el investigador asignado al caso. Si el investigador no está en contacto con el reclamante o no reciba la información adicional dentro de los 15 días hábiles, Lake APC puede cerrar administrativamente el caso. Un caso puede ser cerrado administrativamente también si el autor ya no desea seguir su caso.

Después de que el investigador revisa la queja, él / ella va a emitir una de las dos cartas a la denunciante: una carta de cierre o una carta de la búsqueda (LOF). Una carta de conclusión resume los hechos denunciados, y afirma que no hubo una violación del Título VI, y que el caso se cerrará. Un LOF resume los hechos denunciados y las entrevistas sobre el supuesto incidente y explica si alguna acción disciplinaria, la formación adicional del miembro del personal, u otra acción ocurrirá. Si el demandante desea apelar la decisión, él / ella tiene 30 días después de la fecha de la carta o el LOF para hacerlo.

Una persona también puede presentar una queja directamente con la Administración Federal de Tránsito, al TLC Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, Edificio Este, 5 ° Piso-TCR, 1200 New Jersey Avenue NW, Washington, DC 20590.



Appendix C: 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 Lake County/City Area Planning Council 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?

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:

Lake County/City Area Planning Council
Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482



Appendix C: Formulario de Quejas del Título VI

Sección 601 del Título VI del Acta de Derechos Civiles de 1964 establece que "Ninguna persona en los Estados Unidos, por motivos de raza, color u origen nacional, ser excluida de participar en, ser negado los beneficios de, o ser sometido a la discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal. **"Si usted siente que ha sido discriminado, por favor proporcione la siguiente información con el fin de asistir a Lake County/City Area Planning Council en el procesamiento de su queja.**

SECCIÓN 1 (Por favor escriba claramente):

Nombre: _____
Dirección: _____
Ciudad, Estado, Código Postal: _____
Número de teléfono: _____ (Casa) _____ (Trabajo)
Requisitos de formato accesible? ____ (Tipografía grande) ____ (Cinta de audio) ____ (TDD) ____ (Otros)

SECCION 2

¿Está usted presentando esta queja en su propio nombre? ____ (Sí) ____ (No)
Si usted contestó sí a esta pregunta, pase a la Sección 3.
Si no es así, por favor proporcione el nombre y la relación de la persona a la que usted se queja:
Nombre: _____ Relación: _____
Por favor, explique por qué usted ha presentado para un tercero: _____
Por favor, confirme que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de la tercera parte. ____ (Sí) ____ (No)

SECCIÓN 3

Creo que la discriminación que experimenté fue basada en (marque todo lo que corresponda):
_____ Raza _____ Color _____ Origen Nacional
Fecha y lugar del accidente: _____

Nombre (s) y cargo (s) de la persona (s) que creo que me discriminó:

La acción o decisión que me hizo creer que fui discriminado es el siguiente:
(Por favor, incluya una descripción de lo que pasó y cómo se les negaba sus beneficios, retraso o afectados):

Por favor escriba los nombres de todas y todos los testigos y los números de teléfono:



¿Qué tipo de acción correctiva le gustaría que se tomar?

SECCIÓN 4

¿Ha presentado anteriormente una queja del Título VI con esta agencia? ____ (Sí) ____ (No)

SECCIÓN 5

¿Ha presentado esta queja con cualquier otro federal, estatal o local, o ante cualquier tribunal federal o estatal? ____ (Sí) ____ (No)

En caso afirmativo, marque todo lo que corresponda:

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

Sírvanse proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la queja.

Nombre: _____ Título: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.

Creo que la información anterior es verdadera y correcta a lo mejor de mi conocimiento.

Firma y fecha requerida a continuación:

Firma

Nombre Impreso

Fecha

Por favor, envíe este formulario en persona en la dirección indicada más abajo o envíe por correo este formulario a:

Lake County/City Area Planning Council
Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482



Appendix D: 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, Lake County/City Area Planning Council 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
Investigations				
1.	N/A			
2.	N/A			
Lawsuits				
1.	N/A			
2.	N/A			
Complaints				
1.	N/A			
2.	N/A			



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Appendix E

Public Participation Plan For Lake County/City Area Planning Council



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Lake County/City Area Planning Council

Public Participation Plan

December 2020



Prepared by:

**Lake County/City Area Planning Council
525 S. Main Street, Suite B
Ukiah, CA 95482
707-263-7799**

INTRODUCTION

Background

The Lake County/City Area Planning Council (APC) is the Regional Transportation Planning Agency (RTPA) for the Lake County region. First established in 1972 by a Joint Powers Agreement, the LC/CAPC now consists of eight members—two members of the Lake County Board of Supervisors, two council members from the City of Lakeport, two council members from the City of Clearlake, and two at large citizen members appointed by the Board of Supervisors.

Region

The region served by the Lake County/City Area Planning Council transportation planning activities exists totally within the boundaries of Lake County. Lake County lies within the northern extension of California's Coastal Ranges. These mountains are characterized by a series of southeast to northwest trending ridges which are separated occasionally by narrow valleys. Lake County is bounded by Mendocino County on the west, Sonoma and Napa Counties to the south and Yolo, Colusa and Glenn Counties on the east. State Highway 20 connects the area with both U.S. 101 and Interstate 5. The County's most prominent geographical feature is Clear Lake, which covers approximately five percent of the county's land area. The northern third of the county is largely unoccupied, much of it lying within the Mendocino National Forest. Mountains are also predominant in the southern one third of Lake County.

The California Department of Finance places Lake County's population at 64,040. This includes a population of 45,066 within the unincorporated areas of the county and an incorporated population of 18,974. Clearlake is the larger of the two incorporated cities, with a population of 14,297. The City of Lakeport has a population of 4,677.

Lake County is a sparsely developed rural area. The bulk of the population is clustered in small areas around the shores of Clear Lake and in the Middletown/Hidden Valley Lake area in the south of the county.

Federal Transportation Bill Requirements

The 2005 federal transportation bill, Safe, Accountable, Flexible and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), emphasized the importance of public participation as part of the transportation planning process. The bill established the requirement for a public participation plan to be used by Regional Transportation Planning Agencies in their planning processes. These requirements were included in the current federal transportation bill, the Fixing America's Surface Transportation (FAST) Act, passed in 2015.

Purpose of This Plan

The APC recognizes the importance of public participation as well as interagency and intergovernmental participation. Without input and involvement from members of the public, 2 affected agencies, community groups, and other interested parties it would be difficult to develop a transportation program that effectively meets the needs of the county and its communities.

This plan will provide a clear directive for the public participation activities of the APC, particularly as they pertain to the agency's primary responsibilities, which include development and implementation of the following:

- Regional Transportation Plan (RTP)
- Regional Transportation Improvement Program (RTIP)
- Annual Overall Work Program (OWP)
- Administration of Transit Development Act (TDA) funds
- Federal and state grant programs
- Coordinated Human Transportation Plan
- Transit studies
- Area transportation plans
- Special projects

ADVISORY COMMITTEES

Three standing committees aid the Area Planning Council in performing its transportation planning functions.

Executive Committee: The Council may appoint an Executive Committee consisting of the Chair, the Vice Chair and a third council member from a city, the County, or Member-at-Large. The Executive Committee may carry on the administrative and executive functions of the Council between regular meetings of the Council. The Executive Committee may also be used to oversee the personnel budget and policy issues and make recommendations to the full Council. The Council shall attempt to appoint members to the Executive Committee that reflect a balance between city and County representation.

The Executive Committee reserves the right to hold executive sessions at any time to consider the employment of, or dismissal of, any public officer, independent contractor, or employee of the Council. Such executive sessions, if held, shall comply with all provisions of the Brown Act as set forth in the Government Code of the State of California.

Policy Advisory Committee (PAC): The PAC shall consist of the eight (8) Council members and one representative of the California Department of Transportation (Caltrans). The Council's agendas shall be structured such that the Caltrans representative, as a member of the PAC, shall have a vote on all matters dealing with transportation.

Technical Advisory Committee (TAC): The TAC shall consist of the Director of Public Works of Lake County, the Community Development Directors of Lake County and the cities of Clearlake and Lakeport, the City Engineers or Public Works Directors of Clearlake and Lakeport, the Commander of the Lake County Office of the California Highway Patrol, a representative from the Lake Transit Authority, and a transportation planner from the Caltrans District 1 Office, or authorized technical representatives from any of these noted agencies, for a total of nine (9) voting members. If a vote is required, and a quorum is not present, a motion must pass with a two-thirds majority of those members present voting in the affirmative.

The Lake APC seeks the TAC's professional expertise as an independent technical committee. Lake APC recognizes that the TAC is to review material presented before it and make recommendations to the Council. Lake APC also recognizes that, although the impact of the TAC's recommendations on an individual constituent agency may be a factor, the decision-making process must remain a combination of technical information and individual TAC members' education, experience, and professional judgement. Recommendations to the Council shall remain focused on improvement of the transportation system based on technical considerations.

The Lake APC Executive Director or his/her authorized representative shall have the responsibility of chairing the TAC and ensuring that the TAC's recommendations are reported to the Council.

Social Services Transportation Advisory Council (SSTAC) The purpose of the SSTAC is to advise the Lake APC on matters involving the needs of the transit dependent and transit disadvantaged, including the elderly, disabled and persons of limited means. The SSTAC shall consist of a representative of potential transit users 60 years of age or older, a potential transit user who is disabled, two representatives of local service providers for seniors, two representatives of local service providers for the disabled, a representative from a local social service provider for persons of limited means and two representatives from the local Consolidated Transportation Services Agency (CTSA), for a total of nine (9) voting members.

Additional committees are formed on an as needed basis, typically to advise on a particular project or serve a specific function, such as a study advisory group.

PUBLIC & AGENCY PARTICIPATION GOALS & STRATEGIES

Goal 1: Provide all interested parties and agencies reasonable opportunities for involvement in the transportation planning process.

Strategy 1.1: Provide adequate public notice of public participation opportunities and activities and time for public review of regionally significant plans and documents.

Strategy 1.2: Utilize the APC website as a means to alert the public and other agencies of the opportunity for public involvement in the transportation planning process when appropriate.

Strategy 1.3: Evaluate plans, programs, and projects to determine the most appropriate and effective tools and strategies for public and agency involvement and outreach.

Strategy 1.4: Provide the opportunity to comment on draft planning documents to affected local, state, federal and tribal agencies.

Strategy 1.5: Make transportation planning documents available for viewing on the APC website. Regionally significant documents, such as the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 1.6: In developing the RTP and other regionally significant plans, the APC will consult with local, state, federal and tribal agencies and officials that may be affected by proposed planning activities, including planning, transportation, environmental, economic development, housing, private industry, and resource agencies, as appropriate.

Strategy 1.7: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

Strategy 1.8: During the transportation planning process, the APC and its advisory bodies shall conduct open public meetings in accordance with the Brown Act (CGC Sec. 54950 et seq).

Strategy 1.9: Agendas for all APC board meetings and meetings of standing advisory bodies shall be posted a minimum of 72 hours prior to the meeting.

Goal 2: Increase public awareness and understanding of the transportation planning process in Lake County.

Strategy 2.1: Utilize the APC website to increase awareness of current transportation planning activities, and when appropriate, to communicate with the public about specific projects and plans in a non-technical, easily understood format.

Strategy 2.2: Employ visualization techniques as part of public involvement when appropriate.

Strategy 2.3: Provide information on regionally significant plans and projects to the local media for inclusion in their publications and/or reports.

Strategy 2.4: Maintain the APC website with current transportation planning activities, including reports and plans, as well as agendas and minutes for APC Board meetings.

Strategy 2.5: When appropriate, present information about specific plans and projects at public forums, such as City Council and Board of Supervisors meetings for increased public and governmental awareness.

Goal 3: Ensure accessibility to the transportation planning process and information for all members of the community.

Strategy 3.1: Hold public meetings at locations that are convenient and accessible to the public.

Strategy 3.2: When selecting meeting locations for community outreach activities, prioritize those locations that are accessible by means of public transit.

Strategy 3.3: When appropriate, incorporate tools that allow for alternate methods of participation.

Strategy 3.4: Make transportation planning documents available for viewing on the APC website. Regionally significant documents, such as the RTP, shall also be made available at key locations throughout the County including public libraries.

Strategy 3.5: Make every effort to accommodate requests for accessibility opportunities, including physical accessibility to public meetings as well as accessibility to information.

Goal 4: Maintain contact with interested individuals and agencies throughout the process of developing plans and projects.

Strategy 4.1: Encourage early involvement in the transportation planning process by providing timely notification and access to information regarding the development of plans and projects.

Strategy 4.2: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process. For some projects or plans, the TAC or SSTAC may serve this role.

Strategy 4.3: Maintain a contact list of agencies and individuals that may be interested in a specific project or plan.

Strategy 4.4: Identify key individuals and organizations, including small community organizations, that may be interested in or affected by a plan or program.

Strategy 4.5: Prior to adoption, provide additional opportunity for public and agency review and comment if a regionally significant plan, including the RTP, differs significantly from the draft that was made available for public review and raises new material issues which could not reasonably have been foreseen from the public involvement efforts.

Goal 5: Increase opportunities for those traditionally under-served, including the elderly, low income, disabled, and minority households, to participate in the transportation planning process.

Strategy 5.1: Utilize the Social Services Transportation Advisory Council (SSTAC) as a means of obtaining input and recommendations for plans and programs impacting the elderly, disabled and low-income communities, including the RTP and Coordinated Human Services Transportation Plan.

Strategy 5.2: Encourage representation on the SSTAC to be reflective of the underserved communities within Lake County.

Strategy 5.3: Offer key information, such as notices and announcements, in alternative languages when appropriate or requested.

Strategy 5.4: Provide the opportunity for alternative forms of public input (website, email, etc.) for individuals who are unable to attend public meetings or workshops.

Strategy 5.5: When appropriate, utilize alternative media outlets that may target minority or underserved segments of the community.

Goal 6: Consider public and agency input and comments as an integral part of F APC's decision making process.

Strategy 6.1: Utilize citizen and/or agency advisory groups as a means of providing input to the transportation planning process. The TAC may serve in this function if appropriate.

Strategy 6.2: Conduct public opinion surveys to help identify the needs, interests and concerns of the population when appropriate.

Strategy 6.3: Consider the input of local, state, federal, and tribal agencies during the decision-making process.

Strategy 6.4: As appropriate, incorporate concerns, issues, and suggestions of the public and agencies when developing plans and projects.

Goal 7: Consult with tribal governments within Lake County and provide opportunities for tribal government input into the transportation planning process.

Strategy 7.1: Provide early notice of the development of transportation plans and programs to all tribal governments within Lake County.

Strategy 7.2: Provide the opportunity for direct consultation with tribal councils and/or administrators as part of the transportation planning process.

Strategy 7.3: Provide the opportunity for tribal governments and the tribal community to review significant plans and programs, including the Regional Transportation Plan and the Regional Transportation Improvement Program.

PUBLIC PARTICIPATION TOOLS

This section describes the public participation tools used by the APC.

Most Common Public Participation Tools:

APC Website: the APC's website, www.lakeapc.org, provides the APC's contact information, public notices, and meeting agendas and minutes. The site also includes transportation plans and programs, local transportation studies, and documents for public review and comment.

Contact Lists: APC staff maintains a master list of all contacts, including public agencies, businesses, community groups, and members of the public. The list is used to establish and maintain a list of e-mail and regular mail contacts for general communications, electronic meeting notifications, and announcements.

Legal Advertisements: Legal notices are required to be published in a newspaper of countywide circulation. The APC typically publishes notices in the Lake County Record Bee. Notices for items that may be of greater regional concern may also be published in Clearlake Observer. Notices may advertise meetings, agendas, or public comment periods on proposed plans, programs, or documents. The timeframe required for publication of legal notices varies depending on the type of project or plan being considered.

Project Workshops/Open-Houses: Public and agency workshops are often held during development of various transportation plans. Workshops may be held at the initial stage of plan development and later in the process to allow the public opportunity to comment on a draft plan or project concept. These are typically casual, open meeting formats. Notices of workshops may be advertised in the newspaper and on the website and often promoted through direct mailings or emails as well.

Small Group Meetings: These types of meetings would typically be with study or project advisory groups convened for specific projects. Meetings of these groups would take place during project development and for project or plan review.

Public Hearings: Public hearings are used to solicit public comments on a project or issue being considered by the APC. Hearings provide a formal setting for citizens to provide comments to APC or another decision-making body. The requirement for a formal public hearing is usually statutorily established as is the need to publish a legal notice for the public hearing.

Press Releases: Press releases are sent to local media (newspaper, television, and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the APC or its committees.

Availability of Plans and Documents: Documents at all stages will be available for review by the public at the APC office and on the APC website. A copy of key regional draft documents, such as the RTP, may also be made available at other locations throughout the County, such as the public libraries.

Other Possible Tools for Public Outreach

Display Ads: Display ads in newspapers or on websites may be used to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. They are used to reach a larger audience than those that typically read legal ads. Display ads may also be used to advertise public comment periods on proposed plans, programs, or documents.

Direct Mailings: Letters or announcements may be mailed to lists of individuals or agencies regarding a specific project. Typically, the mailing list will be customized for a specific project.

Posters and Flyers: This tool would typically be used to promote a public workshop or meeting. The posters and flyers would be distributed at public places, such as city halls, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting/event, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using direct mailings and/or newsletters.

Surveys: Surveys may be used to gauge public opinion on certain issues. This tool has been used in the past to measure public support of a sales tax measure for transportation.

Radio and Television Ads: Paid radio and television ads may be used to generate public interest and involvement.

Member/Project Partner Agencies: The APC may ask that member agencies (County and cities) or project partner agencies (such as Caltrans) share information about projects, events, or public engagement opportunities on their websites, social media accounts, or by other commonly used means.

PUBLIC PARTICIPATION PERFORMANCE MEASURES

The strategies and goals contained in this plan will be reviewed periodically to analyze their effectiveness and determine if modification to this plan is necessary. Strategies may be modified and additional strategies may be added to improve the public participation process.

The following indicators may be used in reviewing and determining the effectiveness of this plan:

- Number of public meetings and workshops
- Number and origin of participants at public meetings and workshops
- Number of hits to the APC website
- Number of comments received during the public comment period for projects and programs
- Revisions to plans or projects based on citizen and agency input

REVIEW OF PUBLIC PARTICIPATION PLAN

Per the federal transportation bill, this public participation plan will be made available for public review and comment for 45 days prior to adoption at a public hearing. Comments on the plan may be submitted to the the APC offices by mail at 525 S. Main Street, Suite B, Ukiah, California, 95482. Comments may also be submitted via email to caseyd@dow-associates.com. Oral comments may be provided at APC Board meetings or via telephone at 707-263-7799.



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Appendix F: Letter Acknowledging Receipt of Title VI Complaint

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Lake County/City Area Planning Council alleging _____.

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 (707) 263-7799, or write to:

Lake County/City Area Planning Council
Attn: Title VI Coordinator
525 S. Main Street, Suite G
Ukiah, CA 95482

Sincerely,

Lake County/City Area Planning Council Title VI Coordinator



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

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against Lake County/City Area Planning Council 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. You were extremely 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,

Lake County/City Area Planning Council Title VI Coordinator



Appendix H: Closure Letter (Notifying Complainant that the Complaint Is Not Substantiated)

Today's Date

Ms. Jane Doe
1234 Main St.
Ukiah, CA 95482

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against Lake County/City Area Planning Council 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.

Lake County/City Area Planning Council has analyzed the materials and facts pertaining to your case for evidence of Lake County/City Area Planning Council'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 Lake County/City Area Planning Council.

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,

Lake County/City Area Planning Council Title VI Coordinator



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Appendix I

Caltrans Public Participation Survey

Participating Agency: Lake County/City Area Planning Council

The following information is being collected by the California Department of Transportation (Caltrans) in order to comply with Title VI of the Civil Rights Act of 1964, *Nondiscrimination in Federally Assisted Programs*. Please take a few moments to complete the following questions. The data you provide will enable Caltrans to identify residents and communities impacted by federally funded projects/or activities. Please check the appropriate boxes with an "X" that best describes you and return the completed survey to the event coordinator. Submittal of this information is *voluntary*.

Sex

Male Female

Ethnicity

Hispanic or Latino Not Hispanic or Latino

Race

American Indian or Alaska Native
 Black or African American
 Native Hawaiian or other Pacific Islander
 Asian
 White
 Other: _____

Disability

Yes No

Age

Under 40 Over 40

Income

\$22,050 or Less
 Over \$22,051

Language

What language is primarily spoken in your household? _____



Categories and Definitions

The minimum categories for data on race and ethnicity for federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

- a. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- b. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- c. **Black or African American:** A person having origins in any of the black racial groups of Africa.
- d. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- e. **Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- f. **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.



Appendix I

Caltrans Encuesta de Participación Pública

Agencia participante: Lake County/City Area Planning Council

La siguiente información está siendo recopilada por el Departamento de Transporte de California (Caltrans) con el fin de cumplir con el Título VI del Acta de Derechos Civiles de 1964, No discriminación en los programas de asistencia federal. Por favor tómese unos minutos para completar las siguientes preguntas. Los datos que proporcione permitirá Caltrans para identificar los residentes y las comunidades afectadas por los proyectos financiados por el gobierno federal / o actividades. Por favor, marque las casillas correspondientes wiht una "X" que mejor te describes y devuelva la encuesta completada a la coordinadora del evento. La presentación de esta información es voluntario.

Sexo

Hombre Mujer

Etnicidad

Hispano or Latino No Hispano or Latino

Raza

- Indio Americano o Nativo de Alaska
- Americano Negro o Africano
- Hawaiano Nativo o otra Isla del Pacifico
- Asiático
- Blanco
- Otro: _____

Discapacidad

Sí No

Edad

Menos de 40 Más de 40

Ingresos

- \$22.050 o Menos
- Más de \$22.051

Idioma

¿Qué idioma se habla principalmente en su hogar? _____



Categorías y Definiciones

Las categorías mínimas para datos de raza y origen étnico de las estadísticas federales, informes administrativos del programa, y los informes de cumplimiento de los derechos civiles se definen como sigue:

- a. **Indio Americano o Nativo de Alaska:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Norte y Sudamérica (incluyendo América Central), y que mantiene una afiliación tribal o de comunidad.
- b. **Asiático:** Una persona que tiene orígenes en cualquiera de los pueblos originales del Lejano Oriente, Sureste de Asia o el subcontinente indio, incluyendo, por ejemplo, Camboya, China, India, Japón, Corea, Malasia, Pakistán, las Filipinas, Tailandia y Vietnam.
- c. **Americano Negro o Africano:** Una persona que tiene orígenes en cualquiera de los grupos raciales negros de África.
- d. **Hispano or Latino:** Una persona de origen Cubano, Mexicano, Puertorriqueño, Centro o Sudamericano o de otra cultura u origen Español, sin importar la raza.
- e. **Hawaiano Nativo o otra Isla del Pacífico:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Hawaii, Guam, Samoa u otras Islas del Pacífico.
- f. **Blanco:** Una persona que tiene orígenes en cualquiera de los pueblos originales de Europa, el Medio Oriente o África del Norte.



Appendix J

Training Materials



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POLICY AND PROCEDURES FOR INTERACTIONS WITH LEP PERSONS

POLICY:

Lake County/City Area Planning Council (Lake APC) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of Lake APC is to ensure meaningful communication with LEP clients and their representatives. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and clients will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff and arrangements with local organizations providing interpretation or translation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

Lake APC will promptly attempt to identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (the "I Speak" cards). In addition, when records are kept of past interactions with clients the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

Lake APC staff is responsible for maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual resources (including staff). Staff is also responsible for contacting the appropriate bilingual resource to interpret, in the event that an interpreter is needed;

If the LEP person's native language is not English, contact the Lake County Social Services for available resources. If no resources are available, document the interaction so that resources for the particular language will be available in the future.

3. DOCUMENTING INTERACTIONS WITH LEP PERSONS

When Lake APC staff interacts with a LEP person, they must document the encounter using the LEP Documentation Form. This will help the Center track which languages may be needed in the future to assist LEP clients.



LEP Documentation Form

Date of Contact: _____

Location of Contact: _____

Name of staff member filling out form: _____

Indicate language of LEP person: SPANISH Other: _____

How were the LEP language needs met? _____

Please describe the nature of the LEP person's visit: _____

Were their needs met by the end of the visit? Yes No

Language Identification Chart by Dr. Lucila Makin/APCI

I speak English	English <small>(example)</small>
Unë flas shqip	Albanian
አማርኛ እናገራለሁ።	Amharic
Ես Հայերեն կը խոսիմ	Armenian
أنا أتكم اللغة العربية	Arabic
Мен азербайжан тилини билирмин	Azeri
আমি বাংলা বলি।	Bengali
Govorim bosanski	Bosnian
Аз говоря български	British Sign language
ကျွန်ုပ်တို့ ဗမာစကားပြော	Burmese
Parlo català	Catalan
我講廣東話	Cantonese
我講客家話	Hakka
我流普通话	Mandarin
Govorim hrvatski	Croatian
Mluvim češky	Czech
Jeg taler dansk	Danish
من دری صحبت می کنم	Dari
Ik spreek Nederlands	Dutch
Ik spreek Vlaams	Dutch /Flemish
Ma räägin Eesti keeli	Estonian
Medda Ewegbe	Ewé
من فارسی صحبت می کنم	Farsi

Minä puhun suomea	Finnish	Aš kalbu lietuviškai	Lithuanian	Waham ku hadiɓa Soomali	Somali
Je parle français	French	Jas zborovam makedonski	Macedonian	Hablo español	Spanish
მე ვსაუბრობ ქართულად	Georgian	Saya Bicara Bahasa Malay	Malay	Ninasema Kiswahili	Swahili
Ich spreche Deutsch	German	मी मराठी बोलतो	Marathi	Jag talar svenska	Swedish
Μιλώ τα ελληνικά	Greek	Mo koze créole	Mauritian Creole	Tagalog arg dking salita	Tagalog
මම කතා කරමි ඉංග්‍රීසි.	Gujarati	Eu vorbesc Moldovenește	Moldovan	தமிழ் பேசுகிறேன்	Tamil
Na yia Hausa	Hausa	Би Монгол хэлээр яригддэг	Mongolian	ฉันพูดภาษาไทย	Thai
אני מדבר עברית	Hebrew	म नेपाली बोल्दछु ।	Nepalese	အိန္ဒိယားဘာသာစကား	Tigrigna
मैं हिन्दी बोलता हूँ	Hindi	Jeg snakker norsk	Norwegian	Nli ngakula Tshiluba	Tshiluba
En magyarul beszélek	Hungarian	Say salitac el Pangasinan	Pangasinan	Ben Türkçe konuşuyorum	Turkish
Saya bicara bahasa Indonesia	Indonesian	I saba speak pidgin or broken english	Pidgin English	Mekam Twi	Twi
Anam asu igbo	Igbo	Mówię po polsku	Polish	Я розмовляю українською мовою	Ukrainian
Ti sarc kei Ilocano	Ilocano	Eu falo português	Portuguese	Мен ўзбекча гапирман	Uzbek
Parlo italiano	Italian	زہ پښتو خبری کولای شم	Pushlo	میں اردو بولتا ہوں	Urdu
私は日本語を話す	Japanese	میں پنجاب بولدا ہوں	Punjabi	Tôi nói tiếng Việt	Vietnamese
Мен казахша билемин	Kazakh	میں بھارتی بولتا ہوں	Romanian	Mo le so Yoruba	Yoruba
Nvuga ikinyarwanda	Kinyarwanda	Eu vorbesc limba Română	Romanian		
나는 한국어를 말한다	Korean	Я говорю по-русски	Russian		
Kurmançî zimane min e	Kurdish	Говорим српски	Serbian		
من به زبان کردی سورانی هسه نلامه	Kurdish Sorani	මම කතා කරමි සිංහලයේ	Sinhalese		
Es runāju latviski	Latvian	Ndino laura Shona	Shona		
Ngai malobaka Lingala	Lingala	Hovorim po slovensky	Slovak		
		Govorim slovenski	Slovenian		



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Appendix K: 2022 American Community Survey 5-Year Estimates

2022 American Community Survey 5-Year Estimates	
Language Spoken at Home	Total
Total:	64,191
5 to 17 Years	10,678
English only:	7,526
Spanish	3,011
<i>Speak English less than "very well"</i>	247
Other Indo-European languages:	135
<i>Speak English less than "very well"</i>	0
Asian and Pacific Island languages:	1
<i>Speak English less than "very well"</i>	0
Other languages:	5
<i>Speak English less than "very well"</i>	1
18 to 64 Years	37,712
English only:	29,983
Spanish	6,685
<i>Speak English less than "very well"</i>	2,707
Other Indo-European languages:	754
<i>Speak English less than "very well"</i>	169
Asian and Pacific Island languages:	232
<i>Speak English less than "very well"</i>	63
Other languages:	58
<i>Speak English less than "very well"</i>	7
65 Years and over	15,801
English only:	14,493
Spanish	991
<i>Speak English less than "very well"</i>	422
Other Indo-European languages:	249
<i>Speak English less than "very well"</i>	111
Asian and Pacific Island languages:	67
<i>Speak English less than "very well"</i>	44
Other languages:	1
<i>Speak English less than "very well"</i>	0

Sources:

"2022 American Community Survey 5-Year Estimates: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over" (Table B16004) for Lake County



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Appendix L

Lake Transit Authority

System-Wide Standards & Policies

(Pages 30-33 of LTA's Title VI Program – Updated 5/10/23)



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Additional Information for Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards

Effective Practices to Fulfill the Service Standard Requirement

Vehicle Load Standards

The average of all loads during the peak operating period should not exceed the following load factors for that type of service:

Local Routes 10, 11, 12: Minimum Standard: Loads not to exceed 1.25 passengers/seat 95% of the time. Target Standard: Loads not to exceed 1.1 passengers/seat 99% of the time.

Regional Routes 1, 2, 4, 4A, 8: Minimum Standard: Loads not to exceed 1.10 passengers/seat 95% of the time. Target Standard: Loads not to exceed 1.0 passengers/seat 99% of time.

County-to-County Routes 3 and 7: Minimum Standard: Loads not to exceed 1.0 passenger/seat 95% of the time. Target Standard: Loads not to exceed 1.0 passenger/seat 100% of time.

Vehicle Headway Standards

City-based Routes 10, 11, 12: Minimum Standard: Service frequency of 60 minutes or better.

Intra Lake County Routes 1, 2, 4, 4A, 8: Minimum Standard: Three round trips daily. Target Standard: Service frequency based on ridership demand, distance of trip, and transfer opportunities.

Intercity Route 3 and 7: Target Standard: Service frequency based on ridership demand, distanced of trip, and transfer opportunities. Connections with Greyhound and external transit systems should receive priority consideration.

On-Time Performance Standards

All Fixed Routes: Minimum Standard: 90% of all runs are on time (defined as from one minute early to 5 minutes late). Target Standard: 95% of all runs on time.

Demand Response: Minimum Standard: Ninety percent (90%) of reservation trips will be served within a 30 minute window (plus or minus 15 minutes from the recorded reservation time) Target Standard: Ninety Five percent (95%) of reservation will be served within a 30 minute window (plus or minus 15 minutes from the recorded reservation time)

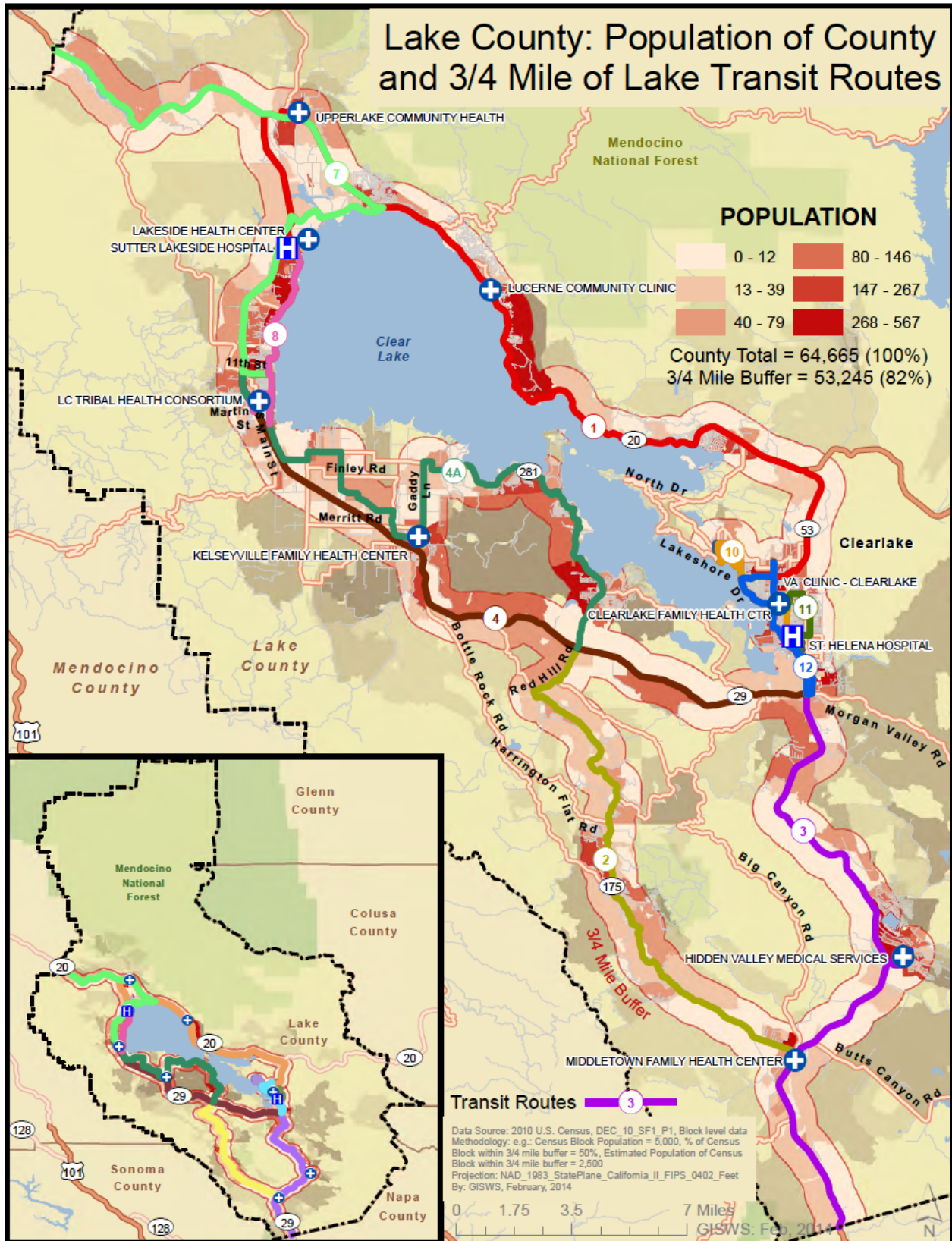
Service Availability Standards

All Fixed Routes: Minimum Standard: Throughout the County, 80 percent of the population should be within one mile of a bus stop. Target Standard: Throughout the County, 80 percent of the population should be within $\frac{3}{4}$ of a bus stop.

Demand Response: Target Standard: Paratransit service for ADA eligible and certified individuals shall be provided within one hour of the requested pickup or drop-off time, as appropriate, in response to a request for service made the previous day or up to seven days in advance.

The map on the following page demonstrates Lake Transit's current service availability. 53,245 individuals or 82% of the service area population (per the 2010 US census) are within $\frac{3}{4}$ miles of Lake Transit routes.

Lake Transit Service Availability



Effective Practices to Fulfill the Service Policy Requirement

Vehicle Assignment Policy

All Fixed Routes: Bus assignments take into account the operating characteristics of the various buses within the Lake Transit fixed route fleet, which are matched to the operating characteristics of the route. Vehicle assignments are made on a three-tier priority basis based on the vehicle size and seating capacity needs for a particular route. Vehicle assignments are rotated to ensure equal usage of qualified vehicles for a particular route on a monthly basis based on the route need except for non-availability due to mechanical breakdown.

Transit Amenities Policy

Systemwide, bus stops should be provided at locations serving 5 or more passengers per day, and shelters should be provided at locations serving 10 or more passengers per day.

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION NO. 23-24-13

APPROVE THE UPDATED TITLE VI PROGRAM AND ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN, AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE SAID POLICY ON BEHALF OF THE LAKE COUNTY/CITY AREA PLANNING COUNCIL AND APPOINT A TITLE VI COORDINATOR

THE AREA PLANNING COUNCIL HEREBY FINDS, DECLARES AND RESOLVES THAT:

WHEREAS,

- The Lake County/City Area Planning Council (Lake APC) is the designated Regional Transportation Planning Agency (RTPA) for Lake County; and
- As the recipient of Federal Transit Administration (FTA) funding, Lake APC must establish and maintain a Title VI program, including a Limited English Proficiency Plan, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987; and
- To ensure patrons of the Lake APC are protected from civil rights violations, the Lake APC established a Title VI program in 2014, with subsequent updates in 2017 and 2020; and
- The Lake APC desires to update the Title VI program to continue ensuring patrons of the Lake APC are protected from civil rights violations; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Area Planning Council hereby approves the Title VI Program and associated Limited English Proficiency Plan; and authorizes the Executive Director to execute the Title VI Program and associated Limited English Proficiency Plan and appoint a Title VI Coordinator.

Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of February 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRPERSON DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Chair

LAKE COUNTY/CITY AREA PLANNING COUNCIL

RESOLUTION NO. 23-24-13

APPROVE THE UPDATED TITLE VI PROGRAM AND ASSOCIATED LIMITED ENGLISH PROFICIENCY PLAN, AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE SAID POLICY ON BEHALF OF THE LAKE COUNTY/CITY AREA PLANNING COUNCIL AND APPOINT A TITLE VI COORDINATOR

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- The Lake APC desires to update the Title VI program to continue ensuring patrons of the Lake APC are protected from civil rights violations; and

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Adoption of this Resolution was moved by Director _____, seconded by Director _____, and carried on this 14th day of February 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

WHEREUPON, THE CHAIRPERSON DECLARED THE RESOLUTION ADOPTED, AND SO ORDERED.

ATTEST: Lisa Davey-Bates
Executive Director

Chair



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Carbon Reduction Program (CRP) Funding
Policy/Application Requirements

DATE PREPARED: 10/18/2023
MEETING DATE: 10/26/2023

SUBMITTED BY: Michael Villa, Project Coordinator

BACKGROUND: The Carbon Reduction Program (CRP) is a federal funding source provided by the Federal Highway Administration (FHWA) available for award by the RTPA. The purpose of the CRP is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions.

Prior to programming CRP funds, Lake APC must develop a Project Selection Strategy that will be used as the basis for all CRP funds. This strategy must reflect the Three Pillars of the State's Carbon Reduction Strategy (CRS) plan:

- Zero-Emission Vehicles & Infrastructure
- Active Transportation & Micromobility
- Rail & Transit

The Lake County region has \$118,677 for cycle 1 of the FFY 2022 apportionment and \$121,050 for cycle 2 of the FFY 2023 apportionment which comes to a total of \$239,727. Funds are available for obligation for a period of 3 years after the last day of the fiscal year for which the funds are authorized. CRP funds can be combined with other eligible USDOT funds that support the reduction of transportation emissions.

At the January meeting, TAC members reviewed the Policy/Application Requirements and recommended approval for the Lake APC Board.

ACTION REQUIRED: Review and approve draft Policy/Application Requirements.

ALTERNATIVES: Update Policy/Application Requirements per APC Board recommendation.

RECOMMENDATION: Approve the CRP Policy/Application Requirements.



Carbon Reduction Program Policy/Application Requirements

On XX, 2023, the Lake APC Board of Directors approved and adopted the policy for the administration and management of CRP funds for the Lake County Region. Eligible applicants should refer to the following policies as they prepare their applications.

PROGRAM OVERVIEW

- A. The Infrastructure Investment and Jobs Act (IIJA) (Bipartisan Infrastructure Law) provides \$6.4 billion dollars to states, Metropolitan Planning Organizations (MPOs), and non-MPO Regional Transportation Planning Agencies (RTPAs) like the Lake Area Planning Council (Lake APC) for the Carbon Reduction Program (CRP). The purpose of the CRP is to reduce transportation carbon dioxide (CO₂) emissions, from on-road sources. CRP funds are available for five years (2022-2026) and provide opportunities to support local priorities that decrease CO₂ emissions in the transportation sector and support regions towards net zero emissions by 2050.
- B. The allocations are split, with 65% as Local CRP and 35% as State CRP. Local CRP is allocated by population based on the 2020 US Census Urbanized Areas (UZA). Local CRP funds are allocated to MPOs or RTPAs and must be made available for use within the entire boundary. For Lake APC, this means the entire Lake County region. The CRP funds cannot be further suballocated within the Lake APC boundary. Instead, Lake APC must use a competitive, performance-driven process to select and program projects for CRP funds.

ELIGIBLE APPLICANTS

- A. Eligible applicants include Lake APC, cities, counties, tribal governments, transit agencies, and non-profit organizations within the Lake County region. For-profit organizations are not eligible. All other entities must partner with a city, county, or transit agency to apply for and/or administer a federal aid transportation project.
- B. Since this is a reimbursement program, recipients must have the capacity to cover project costs at the outset of project or program implementation. Eligible expenses will be reimbursed once the applicant has submitted a reimbursement request and supporting documentation.

PROJECT ELIGIBILITY

- A. CRP funds cover many different types of activities that address carbon emission reductions. A full list of eligible activities is available in the FHWA program guidance: https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf.
- B. The utilization of CRP funds necessitates their allocation to projects from the federally-eligible list, strategically supporting three crucial pillars: bicycle and pedestrian infrastructure, rail and

transit initiatives, and the development of zero-emission vehicles and related infrastructure. Eligible applicants must indicate on their Project Evaluation Criteria form how the proposed project meets one or more of the above “pillar” categories.

- C. It is required that an 11.47% percent local match, consisting of non-federal funds, be provided.
- D. The funds can be flexed to FTA upon approval by Caltrans and FHWA. If funds are flexed to FTA, FTA local match rules apply.

FUNDING PRIORITIES

A. Priority – I

- A public transportation project eligible under 23 U.S.C. 142; (this includes eligible capital projects for the construction of a bus rapid transit corridor or dedicated bus lanes as provided for in BIL Section 11130 (23 U.S.C. 142(a)(3)).
- A transportation alternative (as defined under the Moving Ahead for Progress under the 21st Century Act [23 U.S.C. 101(a)(29), as in effect on July 5, 2012]), including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Development of a carbon reduction strategy developed by a State per requirements in 23 U.S.C. 175(d).
- A project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs.
- Efforts to reduce the environmental and community impacts of freight movement.
- Sustainable pavements and construction materials. Sustainable pavements technologies that reduce embodied carbon during the manufacture and/or construction of highway projects could be eligible for CRP if a lifecycle assessment (LCA) demonstrates substantial reductions in CO2 compared to the implementing Agency’s typical pavement-related practices.
- Climate Uses of Highway Right-of-Way Projects including alternative uses of highway right-of-way (ROW) that reduce transportation emissions are also eligible. For example, renewable energy generation facilities, such as solar arrays and wind turbines, can reduce transportation emissions.
- Mode Shift Projects that maximize the existing right-of-way for accommodation of non-motorized modes and transit options that increase safety, equity, accessibility, and connectivity may be eligible.
- Projects that separate motor vehicles from pedestrians and bicyclists

B. Priority – II

- A project described in 23 U.S.C. 149(b)(4) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems.
- A project described in 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies.
- Deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment.
- A project to replace street lighting and traffic control devices with energy-efficient alternatives.
- A project that supports deployment of alternative fuel vehicles, including acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, vehicle fueling infrastructure, and purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities.
- A project described in 23 U.S.C. 149(b)(8) for a diesel engine retrofit.
- Certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity; [§ 11403; 23 U.S.C. 149(b)(5); and 175(c)(1)(L)].
- A project that reduces transportation emissions at port facilities, including through the advancement of port electrification.
- Climate Uses of Highway Right-of-Way Projects including alternative uses of highway right-of-way (ROW) that reduce transportation emissions are also eligible. For example, biologic carbon sequestration practices along highway ROW to capture and store CO₂ may demonstrate potential for substantial long-term transportation emissions reductions. State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance provides information on these practices.
- Projects that match vehicle speeds to the built environment, increase visibility (e.g., lighting), and advance implementation of a Safe System approach and improve safety for vulnerable road users may also be eligible.
- Micromobility and electric bike projects, including charging infrastructure, may also be eligible.

LAKE APC AND PARTNER ROLES

- A. FHWA and Caltrans guidelines identify the roles and responsibilities of state, regional, and local agencies. The following is a summary of those roles:
 - a. The **FHWA** is responsible for final review and approval.
 - b. **Caltrans HQ Division of Local Assistance** is responsible for performing eligibility review of projects selected by Lake APC.
 - c. **District 1** is responsible for reviewing projects, inputting the project information into the Funding Allocation and Delivery System (FADS), and submitting the project details to the Headquarters Implementation division of Caltrans.

- d. **Lake APC** is responsible for developing a program for managing CRP funds, conducting a call for projects, selecting projects for funding, programming projects for funding, and tracking progress on project funding. Lake APC may also serve as an eligible applicant.
- e. **Eligible applicants** identify eligible projects and compete for CRP funds, provide Lake APC and Caltrans necessary information for the programming of funds on selected projects, implement and complete projects, and submit annual (or more frequent) reporting for their projects.

CALL FOR PROJECTS AND PROJECT SELECTION

- A. Lake APC announces a call for projects via email and Lake APC's website and provides guidance and technical support to applicants.
- B. All projects undergo thorough evaluation to ensure alignment with project eligibility criteria and funding priorities, thereby ensuring consistency and strategic allocation of resources.
- C. Following the application deadline, applications will be selected through a competitive process.

PROJECT FUNDING, PROGRAMMING, AND OBLIGATION

- A. The Obligation Deadline (E76) for the year 2022 is September 30, 2025, while for 2023 it is September 30, 2026. The deadlines for the years 2024 to 2026 will be determined based on updates from Caltrans at this website: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/carbon-reduction-program>. It is important to note that the deadline to obligate (E76) is three Federal Fiscal Years after the FFY the funds were apportioned.
- B. The Expenditure Deadline for the years 2022 and 2023 is September 30, 2030, and September 30, 2031, respectively. The Expenditure Deadline for the years 2024 to 2026 will be determined based on updates from Caltrans at this website: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/carbon-reduction-program>.
- C. To effectively manage project funds Lake APC will:
 - Review all projects to ensure compliance with Build America Buy America (BABA) requirements, if applicable.
 - Conduct quarterly monitoring project process to identify potential issues or delays that could impede timely completion.
 - When a project is at risk of delay or cancellation, promptly notify the local agency responsible for implementation. Request the agency to assess the reasons behind the project's inability to proceed.
 - Seek the board's approval for reprogramming funds towards a new project(s) if needed.
 - Once approved, initiate the necessary steps to obligate the funds for the selected project(s) and coordinate with relevant stakeholders for smooth execution.
 - Continuously monitor the progress of the new project(s) to ensure timely implementation, promptly addressing any issues or delays and taking corrective actions as necessary.

APPLICATION REQUIREMENTS

Eligible entities must submit the following documents as part of their application request:

- A. Project Alignment Confirmation (Attachment A)
- B. A map of the project location
- C. Project Evaluation Criteria (Attachment B)
- D. Preliminary project estimate
- E. Additional project support documents, such as excerpts from prior plans or studies may also be attached.

EVALUATIONS

Due to the limited funding available, in the event partner agency requests exceed available funding the project requests will be evaluated by a review panel and scores will be determined by consensus, based on the following initial evaluation criteria:

Project Evaluation Criteria	Points
Eligible Activities and how well the project supports the State’s priorities and one (or more) of the three pillars of the State’s CRS plan: <ul style="list-style-type: none">• Bicycle and pedestrian infrastructure• Rail and transit initiatives• Zero-emission vehicles and related infrastructure	20
Regional Transportation Plan (RTP) and Regional Priorities/Region-wide benefits	15
Project Readiness	5
Maximum Available Points	40

ADDITIONAL INFORMATION

For additional information on Lake APC’s CRP policy please contact Michael Villa, Lake APC Project Coordinator at 707-263-7799

ATTACHMENTS

- A. Project Alignment Confirmation Form
- B. Project Evaluation Criteria

Project Evaluation Criteria

1) Supports the State's Priorities and one (or more) three pillars of the State's CRS plan 20 points

Applicants must specify how their project aligns with eligible activities as defined in the FHWA guidelines and should describe which of the State's three Carbon Reduction Strategy "Pillars" the project falls under (must be one, but can be more) and how the project supports them.

2) Regional Transportation Plan (RTP) and regional priorities 15 points

Describe how the project relates to the regional priorities considered in the Lake County RTP and how the region-wide benefits refer to positive outcomes and advantages that are experienced by an entire region or area, rather than being limited to specific individuals or communities.

3) Project Readiness 5 points

Applicants must specify the current phase of the project and estimated time of delivery for future phases.



LAKE COUNTY/CITY AREA PLANNING COUNCIL

STAFF REPORT

TITLE: FY 2024/25 Draft Transportation Planning Overall Work Program
Authorization to Release for Review, Comment, and Circulation

DATE PREPARED: 2/7/2024
MEETING DATE: 2/14/2024

SUBMITTED BY: Alexis Pedrotti, Project Manager

BACKGROUND:

As the Regional Transportation Planning Agency, one of Lake APC's regional responsibilities is the management of the Overall Work Program, a requirement of Caltrans, Office of Regional Planning. The OWP development process began in December with the planning project solicitation. In response to our annual call for transportation planning projects, seven applications (available for review here: <https://www.lakeapc.org/project-applications-for-owp-funding-in-the-draft-overall-work-program>) were received from local agencies for funding in Lake APC's FY 2024/25 Overall Work Program (OWP).

TAC Members reviewed and discussed the applications at the TAC Meeting on January 18, 2024, proposing options for staff to begin moving forward in developing the draft document. After the Technical Advisory Committee has a chance to review and comment on the Draft FY 2024/25 Overall Work Program at the February Meeting, staff will present it to the APC Board for further review. The Draft OWP could potentially include routine Lake APC planning staff work elements, new local agency project applications (listed below), a local match reserve for grant awards, as well as a few potential carryover projects.

The seven project applications for OWP funding in the Draft Overall Work Program include:

- City of Clearlake – SR 53 Corridor Public Outreach Project
- City of Lakeport – Federal and State Grant Prep., Monitoring and Assistance (WE 605 Staff Support)
- County of Lake – Lake County Regional Planning (WE 600 Staff Support)
- County of Lake – Federal and State Grant Prep., Monitoring and Assistance (WE 605 Staff Support)
- County of Lake – Lake County Special Studies (WE 607 Staff Support)
- County of Lake – Planning, Programming and Monitoring (WE 608 PPM Staff Support)
- County of Lake – Countywide Tech Support (WE 612 Staff Support)

The Draft OWP document is due to Caltrans by March 1st for review and comment. A requirement and minor formality of the submittal process for the RTPA is to obtain authorization from the Governing Board prior to releasing the draft to Caltrans. Unfortunately, the March due date does not allow time for the Lake TAC to review the document prior to bringing it back to the Lake APC Board for the required authorization. Therefore, we are seeking authorization from the Board to release the draft as recommended by the TAC at their next meeting. This is not approval of the OWP itself, just authorization to submit a draft for comment.

The APC Board will ultimately have an opportunity to review the draft OWP document in March and make comments or recommendations prior to adopting the final document.

ACTION REQUIRED:

Give authority to APC Staff to release the FY 2024/25 Draft Overall Work Program (OWP) for review, comment, and circulation, following a recommendation at the February TAC meeting.

ALTERNATIVES:

Don't authorize APC Staff to release the Draft Overall Work Program for review, comment, and circulation and provide alternative suggestions.

RECOMMENDATION:

Give authority to staff to release the FY 2024/25 Draft Overall Work Program (OWP) for review, comment, and circulation, following a recommendation at the February TAC meeting.



LAKE COUNTY/CITY AREA PLANNING COUNCIL TECHNICAL ADVISORY COMMITTEE STAFF REPORT

TITLE: Current or Proposed Planning Projects

DATE PREPARED: December 6, 2024

MEETING DATE: December 14, 2024

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: Below is a summary of current or potential projects and grant opportunities staff has been monitoring:

Wildfire Evacuation and Preparedness Plan- Awarded as part of last year's cycle of the Sustainable Transportation Planning Grant program, Lake APC staff began the procurement process by releasing an RFP in mid-November. Project proposals were due on December 22, 2023, with only one received through the process from The Resiliency Initiative (TRI). After a review from the Selection Committee, it was decided to move forward with a sole-source procurement. Caltrans confirmed that there would be no need to re-advertise, subject to a reasonably documented justification. An official kick-off meeting is scheduled for February 13, followed by the creation of a Technical Advisory Group (TAG) for the project.

Sustainable Transportation Planning Grants- Applications for the current year's cycle of Sustainable Transportation Planning Grants were due January 18. Staff applied for two grants. The first to fund a Tribal Transportation Needs Study that would include a short detailed list of projects for each of the region's tribes, estimated costs, and potential funding sources to implement selected projects, whether they are on or adjacent to tribal lands. The primary goals of the project will be to prioritize tribal transportation projects for the region as well as to strengthen lines of communication with local tribes and develop partnering opportunities for future projects.

A second application was also made, re-submitting a previously unsuccessful request to fund a regional infrastructure plan for Zero Emission Vehicle charging/fueling stations.

Safe Streets and Roads for All (SS4A)- Lake APC was awarded funds to have updates prepared for the Local Road Safety Plans (LRSPs) of each of the region's three jurisdictions. The updates will be designed to ensure that all requirements can be met for "safety action plans" of the capital grant component of the SS4A program. Staff will be working with program representatives at FHWA to determine next steps, and will be reaching out to public works agencies of Clearlake, Lakeport, and the County to keep them apprised of the update process as it proceeds.

Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program- APC staff is currently working with the City of Clearlake to prepare an application for a RAISE grant to help fund the construction of their Dam Road Roundabout project. The program is part of the federal infrastructure bill, and requires no match for rural, disadvantaged communities. Clearlake will be seeking funds that may be able to replace RTIP funds currently reserved for the project. Applications are due February 28.

ACTION REQUIRED: None, informational only

ALTERNATIVES: None

RECOMMENDATION: None, informational only

Past Due		Due in 3 Months		Complete		CT Milestone Report - Lake County - January 10, 2024															
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	0114000043	01-29811	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	Lake 29 Expressway - Safety	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	Improve Curve and Upgrade Shoulders	\$42,451,000	\$12,122,000	\$354,716	\$54,927,716	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/02/2019	11/06/2024
01	0114000044	01-29821	STIP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 STIP	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	LAK-29 CHILD STIP	\$23,757,000	\$4,866,000	\$113,271	\$28,736,271	CONST	07/01/1998	11/30/2016	03/06/2019	05/06/2019	12/02/2019	02/01/2025
01	0116000114	01-0G000	SAFE ROUTES	BUCK, JENNIFER L	LAK	029	4.15/5.14	Middletown Path	IN LAKE COUNTY IN MIDDLETOWN FROM RANCHERIA ROAD TO CENTRAL PARK ROAD	CONSTRUCT MULTI-USE PATH	\$0	\$0	\$326,763	\$326,763	CONST	04/08/2016	07/11/2019	12/28/2021	02/08/2022	06/01/2022	01/03/2024
01	0117000227	01-0H470	SHOPP MINOR B	COONROD, CAREN E	LAK	020	10.9/11.4	(MNRB 0H470) Pomo Way Intersection Lighting	IN LAKE COUNTY NEAR NICE FROM 0.3 MILE WEST TO 0.3 MILE EAST OF POMO WAY	INSTALL INTERSECTION LIGHTING	\$168,000	\$12,000	\$120,639	\$300,639	CONST		02/26/2019	12/17/2021	02/08/2022	07/13/2022	12/29/2023
01	0118000078	01-29841	STIP	PIMENTEL, JEFFREY L	LAK	029	23.6/26.9	LAK 29-KONOCTI CORRIDOR 2A	IN LAKE COUNTY NEAR LOWER LAKE ON ROUTE 29 FROM 3.3 MILES NORTH OF JUNCTION 29/53 TO 1.0 MILE SOUTH OF JUNCTION 29/281	CONSTRUCTION 4-LANE EXPRESSWAY	\$54,500,000	\$19,505,000	\$14,980,056	\$88,985,056	PSE	07/01/1998	11/30/2016	12/01/2026	12/15/2026	07/01/2027	12/01/2030
01	0118000079	01-29831	STIP	PIMENTEL, JEFFREY L	LAK	029	26.1/29.1	LAK-29 KONOCTI CORRIDOR 2B	IN LAKE COUNTY NEAR KELSEYVILLE ON ROUTE 29 FROM 1.8 MILES SOUTH TO 1.2 MI NORTH OF JUNCTION 29/281 & ON ROUTE 281 FROM JUNCTION 29/281 TO 0.3 MI WEST OF JUNCTION 29/281	CONSTRUCT 4-LANE EXPRESSWAY	\$51,900,000	\$40,571,000	\$15,118,080	\$107,589,080	PSE	07/01/1998	11/30/2016	12/01/2026	12/15/2026	07/01/2027	12/01/2030
01	0118000117	01-0H840	SHOPP	GOPANA, KIRAN K	LAK	020	2/2.8	BLUE LAKES SAFETY	IN LAKE COUNTY ABOUT 6 MILES WEST OF UPPER LAKE FROM 0.6 MILE WEST OF IRVINE AVENUE TO 0.1 MILE EAST OF MID LAKE ROAD	IMPROVE CURVE; WIDEN SHOULDER	\$16,468,000	\$781,000	\$4,550,251	\$21,799,251	CONST	12/05/2018	09/22/2020	11/07/2022	12/16/2022	08/23/2023	12/01/2025
01	0118000125	01-2982U	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 COMBINED	IN LAKE COUNTY NEAR KELSEYVILLE ON RTE 29 FROM 0.6 MI TO 3.7 MILES NORTH OF RTE 281 AND ON RTE 175 FROM SO JCT RTE 29 TO 0.3 MI EAST OF SO JCT RTE 29	CONSTRUCT EXPRESSWAY	\$66,208,000	\$0	\$37,980	\$66,245,980	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/02/2019	11/06/2024
01	0118000172	01-0E081	SHOPP	GOPANA, KIRAN K	LAK	VAR	0/0	Morrison, Robinson & Kelsey Creek	IN LAKE COUNTY AT VARIOUS LOCATIONS	BRIDGE RAIL & UPGRADE	\$9,447,000	\$358,000	\$880,390	\$10,685,390	CONST	07/02/2018	06/29/2020	05/19/2021	06/18/2021	10/19/2021	12/31/2024
01	0119000007	01-0J310	SHOPP MINOR B	COONROD, CAREN E	LAK	029	44.6/44.6	LAKEPORT MS OVERLAY	IN LAKE COUNTY NEAR LAKEPORT AT THE LAKEPORT MAINTENANCE STATION	MAINTENANCE STATION OVERLAY	\$265,000	\$0	\$84,970	\$349,970	CONST		06/07/2018	12/20/2021	02/11/2022	07/29/2022	12/29/2023
01	0119000062	01-2983U	SHOPP	MATTEOLI, JAIME C	LAK	029	28.5/31.6	LAK-29 combined mitigation	IN LAKE COUNTY NEAR KELSEYVILLE FROM 0.6 MILE NORTH OF THE JUNCTION OF SR 29/281 TO 0.6 MILE NORTH OF THE JUNCTION OF SR 29/175	ENVIRONMENTAL MITIGATION	\$0	\$0	\$508,232	\$508,232	CONST	01/17/2014	11/30/2016	05/05/2019	05/06/2019	12/30/2019	12/30/2027
01	0119000123	01-0J930	SHOPP	GOPANA, KIRAN K	LAK	029	11.9/23.6	Twin Lakes CAPM	IN LAKE COUNTY NEAR CLEAR LAKE FROM SPRUCE GROVE ROAD TO DIENER DRIVE/ROAD 543	Pavement Class 2 / CAPM	\$25,500,000	\$460,000	\$5,315,547	\$31,275,547	PAED	06/30/2022	06/28/2024	11/03/2025	11/15/2025	02/01/2026	12/01/2027
01	0120000076	01-0G331	SHOPP	FALK-CARLSEN, KARL	LAK	020	5.1/5.8	LAKE 20 Shoulders ENV Mitigation	IN LAKE COUNTY NEAR UPPER LAKE FROM 0.4 MILE WEST TO 0.3 MILES EAST OF WITTER SPRINGS ROAD	Mitigation	\$100,000	\$0	\$382,819	\$482,819	CONST		04/03/2019	04/07/2020	03/27/2023	11/30/2023	06/02/2029
01	0120000077	01-0F491	SHOPP	FALK-CARLSEN, KARL	LAK	020	5.8/5.8	Bachelor Creek Bridge Mitigation	IN LAKE COUNTY NEAR UPPER LAKE FROM 0.1 MILE WEST TO 0.5 MILE EAST OF BACHELOR CREEK BRIDGE #14-0001	ENVIRONMENTAL MITIGATION	\$0	\$0	\$207,516	\$207,516	CONST		12/17/2018	04/07/2020	07/01/2022	12/07/2022	12/31/2027
01	0120000130	01-0K660	SHOPP	GOPANA, KIRAN K	LAK	020	16.74/18.02	Lucerne Complete Streets	IN LAKE COUNTY IN LUCERNE FROM 0.1 MILE WEST OF MORRISON CREEK BRIDGE TO 0.1 MILE EAST OF COUNTRY CLUB DRIVE	Lucerne Complete Streets Improvements	\$15,756,000	\$794,000	\$10,851,075	\$27,401,075	PAED	05/20/2024	02/22/2027	08/07/2028	08/22/2028	12/11/2028	12/04/2030
01	0121000085	01-0L220	SHOPP	GOPANA, KIRAN K	LAK	029	17.6/18	Lak-29/C St Left Turn Channelization	IN LAKE COUNTY FROM 0.2 MILE SOUTH OF NORTH C STREET-ROAD 141S TO 0.1 MILE NORTH OF C STREET-ROAD 141S	LEFT TURN CHANNELIZATION	\$1,676,000	\$6,000	\$2,413,411	\$4,095,411	PAED	05/19/2022	11/07/2024	07/07/2025	07/22/2025	01/27/2026	12/01/2027
01	0121000088	01-0L260	SHOPP	GOPANA, KIRAN K	LAK	029	31.6/52.5	LAKEPORT CAPM	IN LAKE COUNTY NEAR LAKEPORT FROM 0.5 MILE NORTH OF JUNCTION ROUTE 175 TO JUNCTION ROUTE 20	CAPM	\$38,885,000	\$42,000	\$7,330,479	\$46,257,479	PAED	07/01/2024	02/02/2026	03/01/2027	07/15/2027	02/01/2028	04/15/2030
01	0122000027	01-0L590	SHOPP	KING, ROBERT W	LAK	029	5/5.9	Middletown Safety South	IN LAKE COUNTY AT MIDDLETOWN FROM 0.1 MILE SOUTH OF CENTRAL PARK ROAD TO 0.1 MILE NORTH OF YOUNG STREET	WIDEN AND CHANNELIZE	\$6,319,000	\$305,000	\$8,038,768	\$14,662,768	PAED	06/28/2023	07/01/2025	01/01/2027	02/12/2027	07/01/2027	01/01/2029
01	0122000056	01-0L870	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	0/20.307	LAK-29 MMBN	MIDDLE MILE BROADBAND 20.53 MILES IN LAKE COUNTY NEAR MIDDLETOWN FROM 0.2 MILE SOUTH OF ST HELENA CREEK BRIDGE TO JUNCTION 53 NORTH, LOWER LAKE	MIDDLE MILE BROADBAND	\$0	\$0	\$2,036,612	\$2,036,612	PAED	08/29/2022	06/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026
01	0122000057	01-0L880	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	053	.001/7.42	LAK-53 MMBN	MIDDLE MILE BROADBAND 7.42 MILES IN LAKE COUNTY NEAR CLEARLAKE FROM THE ROUTE 29-53 JUNCTION TO 0.1 MILE SOUTH OF THE ROUTE 20-53 JUNCTION	MIDDLE MILE BROADBAND	\$4,600,000	\$0	\$1,511,029	\$6,111,029	PAED	08/30/2022	03/15/2024	06/14/2024	06/24/2024	09/30/2024	12/30/2025
01	0122000059	01-0L900	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	020	0/31.593	LAK 3 locations MMBN	MIDDLE MILE BROADBAND 85.34 MILES IN LAKE COUNTY ON VARIOUS ROUTES AT VARIOUS LOCATIONS	MIDDLE MILE BROADBAND	\$0	\$3,000	\$8,271,204	\$8,274,204	PAED	06/08/2022	09/01/2024	08/01/2024	08/01/2024	12/03/2024	11/01/2026

Past Due		Due in 3 Months		Complete		CT Milestone Report - Lake County - January 10, 2024															
District	Project ID	Project Number	Program ^a	Project Manager	County	Route	Post Mile start/end	Nick Name	Legal Description	Work Description	Capital Construction Estimate	Capital Right-of-Way Estimate	Support Cost Estimate	Total Project Estimate	Current Phase ^b	Program Project	Project Approval & Environmental Document (PA&ED)	Right-of-Way Certification (RW Cert)	Ready to List (RTL)	Begin Construction	End Construction
01	0122000126	01-0M230	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	281	14/17	LAK-281 MMBN	MIDDLE MILE BROADBAND 2.95 MILES IN LAKE COUNTY NEAR LAKEPORT FROM BEGINNING ADOPTED ROUTE SODA BAY TO THE JUNCTION OF ROUTES 281 AND 20	MIDDLE MILE BROADBAND	\$2,000,000	\$0	\$1,233,686	\$3,233,686	PAED	08/29/2022	03/15/2024	06/14/2024	06/24/2024	09/30/2024	12/30/2025
01	0122000135	01-0M310	SHOPP	BRADY, MARIE A	LAK	020	R43.9/R44.2	Abbot Mine Curve Improvement	IN LAKE COUNTY ABOUT 15 MILES EAST OF CLEARLAKE OAKS FROM 0.3 MILE EAST OF WALKER RIDGE ROAD TO 0.6 MILE EAST OF WALKER RIDGE ROAD.	CURVE IMPROVEMENT	\$5,942,000	\$46,000	\$4,968,740	\$10,956,740	PAED	08/17/2023	11/17/2025	02/17/2027	04/21/2027	08/24/2027	01/18/2029
01	0123000008	01-0L902	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	175	19.23/19.73	3 LAK County Bridges MMBN	MIDDLE MILE BROADBAND 1.5 MILES IN LAKE COUNTY ON ROUTE 175 AT KELSEY CREEK BRIDGE, ON ROUTE 20 AT MORRISON CREEK BRIDGE AND ON ROUTE 29 AT ROBINSON CREEK BRIDGE	MIDDLE MILE BROADBAND	\$525,000	\$0	\$0	\$525,000	CONST	06/08/2022	09/01/2023	09/01/2023	09/01/2023	09/01/2023	11/01/2026
01	0123000017	01-0M470	SHOPP	KING, ROBERT W	LAK	029	7.4/8.9	Middletown North Safety	IN LAKE COUNTY NEAR MIDDLETOWN FROM 1.1 MILES NORTH OF BUTTS CANYON ROAD TO 0.3 MILE SOUTH OF GRANGE ROAD	WIDEN SHOULDERS AND INSTALL RUMBLE STRIPS	\$9,268,000	\$861,000	\$7,268,113	\$17,397,113	PID	03/21/2024	07/23/2026	12/17/2027	01/19/2028	06/27/2028	12/02/2030
01	0123000032	01-0M570	SHOPP	KING, ROBERT W	LAK	029	31.4/33.7	Bottle Rock Safety	In Lake County near Kelseyville from 1.0 mile South of Bottle Rock Road 515 to 0.7 mile North of Cole Creek Road 515E	SHOULDER WIDENING AND LEFT TURN CHANNELIZATION	\$12,461,000	\$1,239,000	\$11,879,036	\$25,579,036	PID	03/21/2024	05/25/2026	11/17/2027	12/17/2027	06/27/2028	12/02/2030
01	0123000051	01-0M640	MAINTENANCE	COONROD, CAREN E	LAK	029	R45.1/52.5	LAKEPORT OVERLAY	IN LAKE COUNTY NEAR LAKEPORT FROM PARK WAY OVERCROSSING TO ROUTE 20	OVERLAY	\$4,648,000	\$0	\$314,468	\$4,962,468	CONST		07/26/2023	09/25/2023	11/17/2023	05/01/2024	11/01/2024
01	0123000064	01-0M740	SHOPP MINOR B	COONROD, CAREN E	LAK	029	30.7/30.7	Konocti Wall Treatment	In Lake County near Kelseyville at 0.4 mile south of Route 175	Cover middle and bottom section of the retaining wall with shotcrete.	\$0	\$0	\$119,839	\$119,839	CONST		05/05/2023	07/25/2023	09/12/2023	01/01/2024	05/01/2024
01	0123000093	01-0M920	MAINTENANCE	COONROD, CAREN E	LAK	020	8.87/28.54	Pedestrian Safety Enhancement	IN LAKE COUNTY NEAR UPPER LAKE AND CLEAR LAKE OAKS AT VARIOUS LOCATIONS FROM MAIN STREET TO BUTLER STREET	Pedestrian Safety Enhancement	\$2,500,000	\$0	\$487,963	\$2,987,963	PSE		08/01/2023	12/15/2023	02/12/2024	07/01/2024	11/01/2024
01	0123000159	01-0N190	OTHER-LOCAL	DEMCAK, MEGAN J	LAK	053	1.99/1.99	18th Ave Encroachment Permit	In Lake County within the City of Clearlake at 18th Avenue	Encroachment Permit	\$50,000	\$0	\$28,491	\$78,491	CONST					07/11/2023	12/29/2023
01	0123000167	01-0L904	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	020	0/24.089	Lak-20 Mile Broadband Network	IN LAKE COUNTY ON ROUTE 20 TO THE JUNCTION OF ROUTE 53		\$20,500,000	\$0	\$915,154	\$21,415,154	PAED	06/08/2022	12/29/2023	01/15/2024	02/01/2024	02/29/2024	09/30/2025
01	0123000169	01-0L871	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	0/5.826	LAK- 29 Broadband Middle Mile	In Lake County near Middletown from Sonoma County Line to Route 175		\$4,620,000	\$0	\$734,887	\$5,354,887	PAED	08/29/2022	02/01/2024	03/10/2024	02/15/2024	03/15/2024	09/30/2025
01	0123000207	01-0N340	SHOPP	FINCK, BRIAN T	LAK	020	8.3/29.54	Lake 20 Complete Streets	In Lake County near Nice from Route 29 to Sulphur Bank Drive.		\$67,235,000	\$0	\$2,444,717	\$69,679,717	PID	07/01/2026	09/04/2028	09/04/2030	10/01/2030	03/18/2031	12/01/2032
01	0124000045	01-0N470	SHOPP MINOR B	COONROD, CAREN E	LAK	020	5.3/5.3	Upper Lake Slope Stabilization B	IN LAKE COUNTY NEAR UPPER LAKE AT 0.2 MILE WEST OF WITTER SPRINGS ROAD	RSP & Underdrain	\$250,000	\$0	\$544,656	\$794,656	PAED		09/01/2024	12/15/2024	02/01/2025	07/01/2025	12/01/2026
01	0124000046	01-0N480	SHOPP MINOR A	FLOYD, KIMBERLY R	LAK	020	5.9/6	Upper Lake Slope Stabilization A	IN LAKE COUNTY, NEAR UPPER LAKE AT 0.1 MILE EAST OF BACHELOR CREEK BRIDGE	RSP + underdrain, remove and replace dike, leveling course of HMA-A, restripe	\$1,500,000	\$0	\$2,647,333	\$4,147,333	PAED	05/06/2024	02/06/2026	10/07/2027	10/20/2027	05/19/2028	11/05/2029
01	0124000056	01-0L906	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	31.034/52.539	LAK-29, BBMM	IN LAKE COUNTY NEAR KELSEYVILLE FROM ROUTE 175 TO ROUTE 20 AT UPPER LAKE		\$10,160,000	\$0	\$613,147	\$10,773,147	PAED	06/08/2022	01/30/2024	03/01/2024	02/01/2024	02/29/2024	09/30/2025
01	0124000057	01-0L907	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	8.254/28.037	LAK-175 BBMM	IN LAKE COUNTY NEAR KELSEYVILLE FROM ROUTE 29 TO 0.6 MILE EAST OF DRY CREEK BRIDGE AT MIDDLETOWN		\$11,850,000	\$0	\$613,147	\$12,463,147	PAED	06/21/2022	02/01/2024	01/15/2024	02/01/2024	02/29/2024	09/30/2025
01	0124000084	01-0L873	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	R9.89/R9.89	LAK-29 Broadband Middle Mile-HUB-21			\$0	\$0	\$2,447,251	\$2,447,251	PAED	11/01/2023	04/01/2024	05/01/2024	06/03/2024	07/30/2024	07/30/2025
01	0124000085	01-0L908	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	R48.6/R48.6	LAK-29 Broadband Middle Mile-HUB-17	In Lake County near Lakeport at 0.6 mile south of West Lake Road		\$0	\$0	\$2,451,372	\$2,451,372	PAED	11/01/2023	04/01/2024	05/01/2024	06/03/2024	06/30/2024	06/30/2025
01	0124000091	01-0L905	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	27.893/31.034	LAK-29 Broadband Middle Mile	IN LAKE COUNTY ON ROUTE 29 FROM POST MILE 27.893 TO 31.034		\$0	\$0	\$2,114,479	\$2,114,479	PAED	08/30/2022	03/15/2024	06/14/2024	06/24/2024	09/30/2024	12/30/2025
01	0124000092	01-0L872	OTHER STATE FUNDS	FINCK, BRIAN T	LAK	029	5.811/20.307	LAK-29 Broadband Middle Mile	IN LAKE COUNTY on ROUTE 29 from PM 5.811 to 20.307		\$8,700,000	\$0	\$2,123,861	\$10,823,861	PAED	08/30/2022	03/15/2024	06/14/2024	06/24/2024	09/30/2024	12/30/2025
01	0124000096	01-0N680	MAINTENANCE	COONROD, CAREN E	LAK	020	16.9/17.8	Pedestrian Safety Enhancements [01-0N680 LAK-020]	IN LAKE COUNTY AT LUCERNE FROM FIRST STREET TO SEVENTEENTH STREET		\$0	\$0	\$485,420	\$485,420	PAED		08/01/2024	09/01/2024	12/30/2024	08/01/2025	11/01/2025
01	0124000101	01-0N710	MAINTENANCE	COONROD, CAREN E	LAK	029	R39.8/R39.8	LAKEPORT PARK AND RIDE OVERLAY	IN LAKE COUNTY NEAR LAKEPORT AT LAKEPORT PARK AND RIDE		\$0	\$0	\$34,926	\$34,926	PAED		08/01/2024	09/01/2024	12/30/2024	08/01/2025	11/01/2025
01	0124000104	01-0N740	MAINTENANCE	COONROD, CAREN E	LAK	029	R34.75/38.6	APS Signal System and Census Sites Upgrade in Lake County	IN LAKE COUNTY AT VARIOUS LOCATIONS		\$520,000	\$0	\$298,775	\$818,775	PAED		08/01/2024	11/01/2024	12/30/2024	06/30/2025	11/01/2025
01	0124000115	01-0N820	MAINTENANCE	COONROD, CAREN E	LAK	029	23.6/33.7	LAKE 29 MICRO-SURFACE	IN LAKE COUNTY NEAR KELSEYVILLE FROM 3.23 MILES NORTH OF SEIGLER CREEK BRIDGE TO 0.64 MILE NORTH OF JUNCTION ROUTE 281 AND FROM 0.36 MILE NORTH OF JUNCTION 175 TO 0.79 MILE NORTH OF COLE CREEK BRIDGE		\$2,424,000	\$0	\$491,824	\$2,915,824	PAED		08/01/2024	10/01/2024	12/30/2024	08/01/2025	11/01/2025

Field Descriptions for RTPA CT Milestones Reports

Footnote	Column	Description
a)	Program	The funding source for the project.
	LOCAL ASSISTANCE	This funding comes from various Federal and State programs specifically designed to assist the transportation needs of local agencies.
	MAINTENANCE	Highway maintenance is the preservation, upkeep, and restoration of the roadway structures as nearly as possible in the condition to which they were constructed.
	OTHER STATE FUNDS	Miscellaneous State funds.
	OTHER-LOCAL	Miscellaneous Local funds.
	PLANNING	During the PID phase (see below) prior to the project being programmed into either SHOPP or STIP.
	SAFE ROUTES	Safe Routes to Schools- Part of the Active Transportation and Complete Streets Program
	SHOPP	State Highway Operation and Protection Program - The SHOPP consists of safety projects and preservation projects necessary to maintain and preserve the existing State Highway System.
	SHOPP MINOR A	A SHOPP project that has a construction capital limit between \$291,001 and \$1,250,000.
	SHOPP MINOR B	A SHOPP project that has a construction capital limit of \$291,000 or less.
	STIP	State Transportation Improvement Program - The STIP primarily consists of capacity enhancing or increasing projects, but it can also include local road rehabilitation projects.
b)	Current Phase	The stage of progress of the project. Post-construction (close-out) projects are not included in this report.
	PID	Project Initiation Documents - Establishes a well-defined purpose and need statement, proposed project scope tied to a reliable cost estimate and schedule. Prior to the project being programmed.
	PAED	Project Approval and Environmental Document - Complete detailed environmental and engineering studies for project alternatives (as needed); approve the preferred project alternative.
	PSE	Plans, Specifications and Estimate - Conduct detailed project design; prepare and advertise project contract.
	CONST	Period from approval of the construction contract to final acceptance and payment of the work performed by the contractor.

Information

Packet

California Department of Transportation

DISTRICT 1
P.O. BOX 3700 | EUREKA, CA 95502-3700
(707) 445-6600 | FAX (707) 441-6314 TTY 711
www.dot.ca.gov



RECEIVED DEC 27 2023

December 12, 2023

Ms. Judy Cox
10127 Witter Springs Road
Witter Springs, CA 95493

Dear Ms. Cox:

Thank you for reaching out to Caltrans with your comments about changes proposed or recently completed on State Route 20 in Lake County. We apologize for the delay in sending this response, but since we were unable to identify the Brian to whom your letter was addressed, your letter was forwarded to the Caltrans District Office in Eureka. The District Office in Eureka has jurisdiction over the State highways in Lake County and District staff are generally better able to speak to your specific concerns.

Safety is at the top of our list of priorities and is reflected in our Department's mission statement and goals. We appreciate your enthusiasm for delivering safety improvements without delay and we support the use of signs, roadway striping, street and pedestrian-scale lighting, as well as concrete. Every tool in our toolkit is "on the table" to make our highways safe for the traveling public.

We currently have signs on eastbound Route 20 in Upper Lake and on westbound Route 20 in Clearlake Oaks to alert motorists to the presence of pedestrians. Mobility will be improved for bicycles and pedestrians by incorporating various features that will connect Lucerne's waterfront, parks, elementary school, and downtown area. The proposed features include separated bikeways, sidewalks, transit stop improvements, rectangular rapid flashing beacons (RRFBs), as well as a median island designed to calm traffic on the western entrance to Lucerne.

The District will be going to construction this summer on another project to enhance pedestrian crossings at nine marked crosswalks in Lucerne and install a rapid flashing beacon at 1st Street. Other work to be constructed this summer will include enhanced pedestrian crossings and rapid flashing beacons at two marked crosswalks in Upper Lake, three marked crosswalks in Nice, and at Butler Street in Clearlake Oaks. In 2025, the District will install rapid flashing beacons at the remaining eight enhanced pedestrian crossings in Lucerne and provide corridor lighting in Nice.

Ms. Judy Cox
12/12/2023
Page 2

We are sorry to hear about your disapproval of the color chosen for the street light posts in Clearlake Oaks. It is our understanding that the County installed the green streetlights using State or federal grant funds that were distributed by Caltrans but did not include Caltrans project oversight.

To stay informed with these and other transportation projects in Lake County, consider attending Lake County/City Area Planning Council (Lake APC) meetings, which are held once a month in either Lakeport or the City of Clearlake. These meetings are attended by Caltrans, Lake County, the City of Lakeport, the City of Clearlake, Lake APC, and Lake Transit Authority. We appreciate your input.

Sincerely,



TOM FITZGERALD
Deputy District 1 Director
Maintenance & Traffic

c: Lisa Davey-Bates, Executive Director, Lake County/City Area Planning Council
(Lake APC)



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

525 South Main Street, Ukiah, CA 95482
Administration: Suite G ~ 707-234-3314
Planning: Suite B ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE MEETING Meeting Minutes

Thursday, November 16, 2023
9:00 a.m.

Primary Location:

City of Lakeport Large Conference Room, 225 Park Street, Lakeport

Teleconference Locations:

525 South Main Street Suite B, Ukiah
Caltrans District 1, 1656 Union St., Eureka
City Council Chamber, 14050 Olympic Drive, Clearlake

Present

James Sookne, Lake Transit Authority
Ron Ladd, City of Lakeport
Blake Batten, Caltrans District 1
Victor Fernandez, City of Lakeport (Community Development, Associate Planner)
Max Stockton, County of Lake (Community Development, Planner)

Absent

Mireya Turner, County of Lake (Community Development Director)
Efrain Cortez, California Highway Patrol

Also Present

John Speka, Lake Area Planning Council
Lisa Davey-Bates, Lake Area Planning Council
Nephele Barrett, Lake Area Planning Council
Michael Villa, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
Jody Lowblad, Lake Area Planning Council
John Everett, County of Lake (Public Works)

- 1. Call to order**
The meeting was called to order at 9:01 a.m.
- 2. Approval of October 26, 2023, Minutes**
Motion by Victor, seconded by Blake, and carried unanimously to approve the October 26, 2023, minutes.
- 3. 2024 Regional Transportation Improvement Program/State Transportation Improvement Program (RTIP/STIP) Discussion and Approval**
Michael briefly covered what was covered at the previous TAC meeting in October. The Lake County region would have \$5,558,000 in funding available for new and existing

projects, along with a Maximum Net Share of \$17,030,000 through FY 31/32 (after adding the available funding with the \$11,472,000 of “advanced shares” allotted to the region from estimated future shares). Two projects were scored at that meeting, one each from the County and the City of Clearlake. The October meeting ended by the TAC reserving the \$5,558,000 target share for the County’s Soda Bay Road project, as well as \$5,500,000 of the advanced shares for the Clearlake Dam Road Roundabout project. The Board discussed these recommendations at its November 8, 2023, meeting, agreeing to move them forward for final approval at the December 13, 2023, meeting.

Ron made a motion to recommend approval of the 2024 RTIP/STIP, as presented. James seconded. Motion passed unanimously.

4. Discussion and Recommendation on Carbon Reduction Program (CRP) Project Selection Strategy

Michael went over the program, noting that CRP policies were created which included application requirements (project scoring criteria, selection strategy, etc.) following discussion at the August TAC meeting. There were funds available from the first cycle in the amount of \$118,677 (FY 2022), and also \$121,050 from Cycle 2 (FY 2023). A Call for Projects will be put out once the policies have been adopted by the Board. James asked why one of the scoring criteria (Question #2) provided 10 points for “eligible activity,” which he didn’t feel necessary. In other words, a project would either be eligible or not, but points shouldn’t need to be considered for something that was more of a screening issue. Lisa added that the purpose of the eligibility question was to have a project ranked by how well it fit with the overall intent of the program and maybe would need to be worded differently. Something along the lines of “does the project meet the eligible criteria of the CRP Program?” It was suggested that the question be combined with Question #1 in the application that considered adherence to State carbon reduction goals, and perhaps increasing the scoring on the combined question from the previous 15, to 20. As question #3-4 were also considered to be similar, it was suggested that they be combined as well, totaling 15 points. Question #5 (5 points) was to be left as is. The new scoring would include three questions, totaling 40 points overall.

Motion made by Victor, seconded by Blake, to revise the scoring of the new CRP application as discussed, and recommend approval to the Board. Motion passed unanimously.

5. Announcements and Reports

a. Lake APC

i. Update on Planning Grants

John reported that staff had just received a Notice to Proceed letter from Caltrans for their Wildfire Evacuation and Preparedness Plan through the Sustainable Transportation Planning Grant program. An RFP was sent out and the deadline for proposals was set for December 22, 2023. A selection committee was to be formed and meet tentatively on January 3 or 4 of the New Year. A new cycle of the Sustainable Transportation Planning Grant program has just opened in October with applications due in January. Lake APC was planning to submit (potentially) three new applications: one a resubmittal of last year’s unsuccessful Lake County Zero Emission Vehicle Infrastructure Plan application, a second for the similarly unsuccessful Clear Lake Ferry Service Feasibility Study, and a third for a Tribal Land Access Needs Study. The tribal lands application could be beneficial in partnering with the tribes in accessing funding sources for prioritized projects (as determined by the Study) whether tribal, or regional in scope.

John also reported attending an Active Transportation Program workshop in Santa Rosa put on by CTC staff. Lake APC staff would be working with the City of Lakeport on an application for a project on Lakeshore Boulevard, which would involve Safe Routes to School improvements at the north end of the City running along Lakeshore Boulevard to the intersection of Twentieth Street and Hartley. The scoring cut off is expected to be fairly high for this cycle (Cycle 7) of the ATP program, due to less funding being available compared to past cycles. It could be in the 95 to 97 range, meaning that an application would need to be nearly flawless. The deadline will be June 17, 2024, and getting an early start would be helpful. Ron is currently working on putting together a Project Study Report (PSR) for the application process. The CTC is holding a workshop on December 5 on PSR Equivalency which is open to all and what will be needed for an application that will be worth attending. Also, the CTC offers site visits to look over projects where they will be able to offer suggestions regarding improving applications. They have been offered every Tuesday and Thursday since October and will last until March. John mentioned this too would be worthwhile for the City to think about, which Ron agreed.

John Everett mentioned that the County's Bridge Arbor project may also be a good candidate for the ATP program involving bicycle route improvements north of Lakeport to Upper Lake. There have been recorded fatalities through that area. John Speka offered to meet with John E and Scott to discuss where they may want to go with such a project.

ii. Miscellaneous

Michael noted that the Highway Infrastructure Program (HIP) had \$55,924 available and the Call for Projects deadline was last October. The County submitted the only application for a sidewalk project in Kelseyville, which was approved by the Board at the November 8 meeting. The total for the project will be about \$688,000. The HIP funds will be added to \$450,000 in earmarked funding and an additional \$51,181 in bike and pedestrian funding (which was confirmed by Lexi during the TAC meeting).

b. Lake Transit Authority

i. Transit Hub Update

James reported that they had another meeting with Caltrans where they received direction on how to proceed with the next steps of the project. They will also be adding SB 125 funds to the project to cover any shortfalls.

ii. Current Transit Projects – Lisa reiterated they would be working on the SB 125 allocation plan which will probably be coming before the TAC at its next meeting.

iii. Miscellaneous - None

c. Caltrans

i. Lake County Projects Update - None

ii. Miscellaneous

Blake mentioned that the Sustainable Transportation Planning Grant program deadline this year will be January 18, 2024. Also that there would be four more

virtual office hour sessions to answer questions, with the next one being November 30.

Blake further mentioned a topic from previous TAC meetings concerning encroachment permits in the State right-of-way. He asked the TAC what the preferred method would be to discuss in the future. Lisa noted that she spoke to Tasha about the issue and it might end up being a topic at a future TAC meeting. John wasn't sure whether there would be a need for a TAC meeting in December, but could check to see if the item could be put on a subsequent TAC agenda.

d. Regional Housing Update

John reported that he recently attended a housing conference put on by the State Department of Housing and Community Development (HCD). He went over the Pro-Housing Designation program which involves local jurisdictions adopting a list of policies or procedures to facilitate housing production in the region (e.g. streamlining, reducing development costs, etc.). The benefits of the designation includes bonus points in several grant programs such as the Affordable Housing Sustainable Community program, or the Infill Infrastructure Program, and more recently, transportation grant programs as well, such as the Sustainable Transportation Planning Grant program, the Active Transportation Program, and the Local Partnership Program. Also discussed at the conference was a new housing related grant program, known as the Pro-housing Incentive Program, which could potentially be used for housing related funding for pro-housing designated areas. John mentioned he would be putting together a presentation at a future TAC meeting that could cover a few of the details describing the designation benefits. Victor asked whether the Regional Housing Needs Allocation (RHNA) played a role in receiving the designation. John said he'd look further into the program details and report back.

e. Local Agency Updates

City of Lakeport: The City is finishing the Tenth Street bike and ped project with the trail now completed which connects the end of Tenth to Pool Street. Pedestrian lighting is still needed on Eleventh Street for pedestrians safety getting to Tenth. Also, he would be getting the Lakeport Boulevard Project Programming Request (PPR) to Michael soon. The HSIP sign inventory project is nearing completion and the City was asking D1 about expanding the scope on it to include additional signs. Finally, the City has decided on a consultant for the Sustainable Transportation Planning Grant Active Transportation Plan and will be contracting with them soon.

City of Clearlake: None

County of Lake: John Everett discussed County projects. The County was nearing completion of the Middletown Multi-Use Trail ATP project. They were also working on the Konocti Road Safe Routes to School project, which will involve the HIP funds discussed earlier in the meeting.

6. Information Packet – None

7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda – None

8. **Next Proposed Meeting** – December 21, 2023

9. **Adjourn Meeting** – Meeting adjourned at 9:53.

Respectfully Submitted,

John Speka
Lake Area Planning Council



LAKE COUNTY/CITY AREA PLANNING COUNCIL

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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC) MEETING Meeting Minutes

Thursday, April 27, 2023
1:30 p.m.

Location
Lake Transit Authority
9240 Highway 53
Lower Lake, CA

Present: Paul Branson – Chair, Laurie Fisher; Karen Dakari, Holly Goetz (1:47PM)

Absent: Melinda Lahr

Non-SSTAC Attendees: Blake Batten (Caltrans), Shannon Kimbell-Auth (American Red Cross)

Staff Present: James Sookne, John Speka (1:40PM)

1. Call to Order and Introductions

The meeting was called to order at 1:33 p.m. Introductions were made.

2. Public Input

Shannon Kimbell-Auth spoke about the Community Organizations Active in Disaster (COAD). The Lake County COAD is in the process of reforming and there are members of from state, local, and tribal governments. There are work committees that focus on preparedness, recovery, food, shelter, and health needs as well as community organizations that are active during disasters. These three types of organizations meet once a month and discuss the unmet needs of the county regarding disaster preparedness. One of the conversations that comes up often is transportation needs. There isn't a committee specifically focused on transportation and Shannon was wondering if there was someone from the SSTAC who could come to the monthly COAD meetings. Alternatively, she could rejoin the SSTAC and bring information from the COAD to the SSTAC.

Laurie stated that she has attended these meetings in the past and could continue to do so. Paul said that there is a member of the Advisory Council on Aging that also attends these meetings. He feels that since transportation is such an important piece of disaster planning, there should be reports from the COAD to the SSTAC.

3. Approval of Draft January 23, 2023 SSTAC Meeting Minutes

Laurie motioned, Karen seconded, to approve the January 23, 2023, minutes as presented. Approved unanimously.

4. FY 2023/24 Unmet Transit Needs Process and Proposed Approval

The 23/24 Unmet Transit Needs Process started in November 2022 where the group reviewed the list from the previous year. The SSTAC met again in January and developed the 23/24 list. That list went before the Lake APC Board in March where they determined that at least one of the needs on

that list met the adopted definition of an unmet transit need. James reviewed LTA's response to each item on the list.

1. **Eastbound service to Spring Valley.** Analysis that was completed during the update to the Transit Development Plan suggested that lifeline service to Spring Valley by reservation is an option. However, at this time, service to Spring Valley is an unmet need that is unreasonable to meet due to a lack of resources.
2. **Eastbound service, allowing people to connect with service to the Sacramento area.** LTA is looking at how to close this gap and connect to Shasta's service along the I-5 corridor LTA has also looked at connecting to transit service in Marysville. However, at this time, service to the Sacramento area is an unmet need that is unreasonable to meet due to a lack of resources.
3. **Non-Emergency Medical Transportation in outlying areas.** Under LTA's most recent 5310 grant, LTA began offering in-county NEMT service, therefore it is reasonable to meet.
4. **Non-Emergency Medical Transportation to out-of-county locations.** NEMT service to out-of-county locations is reasonable to meet and was implemented in 2019. The service currently provides trips to Calistoga, Santa Rosa, and Ukiah and funding is available to provide trips as far as the San Francisco Bay Area and the Sacramento area.
5. **Fixed route service on Sundays.** Analysis that was completed during the update to the Transit Development Plan found that this is a need, but they were unable to determine the level of demand. The recommendation from the plan is to do a pilot project in Clearlake using micro transit. If it is successful, the model can be expanded to other areas such as Lakeport and Kelseyville. However, currently, this need is unreasonable to meet due to a lack of resources.
6. **Expanded transit service and mobility training to accommodate job placement for the developmentally disabled.** LTA can provide service during their normal hours of operation. Redwood Coast Regional Center can also help with this since many people with developmental disabilities are their clients. This is not an unmet need at this time.
7. **NEMT after normal business hours.** This is an unmet need; however, at this time it is unknown if it is reasonable to meet.
8. **Individualized, flexible transportation to meet the transportation needs of seniors, persons with disabilities, or low-income persons who are unable to utilize the existing public transportation system.** At this time, an "on-demand" type service to meet this need is unreasonable to meet due to a lack of resources.
9. **Earlier service to Ukiah for medical appointments, criminal justice appointments, and courses at Mendocino College.** Following analysis in the Transit Development Plan, a recommendation was made to eliminate the last Route 7 to Ukiah and replace it with an earlier one. Ridership on the last run of Route 7 is very low so eliminating it would have minimal impact. Therefore, this need is reasonable to meet with some planning and adjustments to the schedule.

Karen made a motion to accept the list of FY 23/24 Unmet Transit Needs as presented. Holly seconded the motion and it passed unanimously.

5. **SSTAC Membership Roster Update and Proposed Approval**

The following four spots are currently open on the SSTAC roster:

1. Potential Transit User 60 Years or Older

2. Potential Transit User Disabled
3. Social Services Provider to Seniors
4. Social Services Provider to the Disabled

The position for a social service provider to seniors was previously filled by Dena Eddings-Green, but she resigned. Based on her current position at the American Red Cross, Shannon Kimbell-Auth could fill the role of social services provider to seniors or the disabled. Paul suggested that for now, she fill the role of social service provider to seniors and if things need to be adjusted in the future, she can be. She was amenable to that. Karen made a motion for Shannon to fill that position. Laurie seconded and it passed unanimously.

6. **Update on Lake Links**

Laurie stated that Pay-Your-Pal program is doing really well and they're reimbursing close to 15,000 miles a month. The program is bringing in 6 to 10 new people to the program each month. Lake Links mailed out surveys to their clients at the end of the year and received about half of them back. The survey looked at barriers to transportation prior to using Lake Links as well as how the program has impacted their lives.

The final hurdle to getting Ride Links, the volunteer driver program, up and running is finding insurance. Lake Links believes they have something lined up and is awaiting an answer on a quote. Once they have insurance, they'll be able to recruit drivers and get the program off the ground. One of the main issues with attaining insurance has been confusion caused by the information that has been on the Lake Links website. Insurance companies have had the impression that Lake Links has been providing transportation services in conjunction with LTA, not just brokering the trips. The Lake Links website is undergoing an overhaul where it will be clear that they're just the broker and not the actual transportation provider.

7. **Update on Lake Transit Projects and Grants**

James reported that the transit center is still in the design phase and that LTA is working with Caltrans to move forward. The contactless payment system on the fixed route service is up and running. Marketing has been minimal so that any issues that arise can be addressed. The update to the Transit Development Plan is nearly complete.

Paul asked if there is a timeline for the new transit center. James stated that they're hoping to begin it in 2024.

8. **Update on Lake Transit Authority (LTA) Meetings**

a. May 10, 2023 meeting

The draft FY 23/24 Budget and an update to the Title VI plan will go before the Board. The Title VI plan outlines the process for ensuring LTA doesn't discriminate against people who aren't proficient in the English language. James will also discuss the most recent allocation of funds through the Low Carbon Transit Operations Program (LCTOP), which will be for two electric paratransit vans. Additionally, he's going to submit a purchase order for 5 new buses.

James also discussed the Innovative Clean Transit Rollout Plan, which will detail LTA's transition to zero emission vehicles. This plan is based on the assumption that there will be hydrogen fuel cell cutaway buses available for purchase by 2029.

9. **Update on Human Services Transportation Programs**

a. People Services

Karen reported that things are finally starting to back to “normal.” They’re now looking to hire people to fill positions that were vacated during the pandemic.

b. Other programs and plans

10. Discussion of issues and/or concerns of the members of the SSTAC

Holly asked if Lake Links would take on a client who didn’t meet the qualifications for the Pay Your Pal Program. Laurie told her to have them just call because they look can at things on a case-by-case basis. Holly said that she knows of people who need rides and are willing to pay for them but do not have anyone that can provide them.

Holly suggested that since Veteran’s Affairs also provides transportation to senior and disabled veterans, someone from there may be an option to sit on the SSTAC.

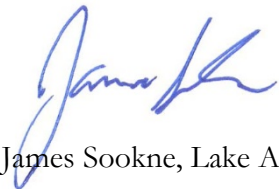
11. Discuss next meeting Date: James stated that the next meeting will probably be in August.

12. Announcements/Good of the Order

None

13. Adjourn SSTAC Meeting - Meeting adjourned at 2:28 p.m.

Respectfully Submitted,



James Sookne, Lake APC Administration