

SIERRA COUNTY TRANSPORTATION COMMISSION

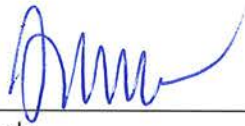


TITLE VI PROGRAM

**Adopted
October 18, 2017**

TITLE VI POLICY STATEMENT

The Sierra County Transportation Commission (SCTC) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. SCTC assures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SCTC service, program, or activity. The Agency also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.



Tim H. Beals
Executive Director

October 18, 2017
Date

Notifying the Public of Rights Under Title VI **Sierra County Transportation Commission**

- The Sierra County Transportation Commission 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 the Sierra County Transportation Commission.
- For more information on the Sierra County Transportation Commission civil rights program, and the procedures to file a complaint, contact 530-289-3201, email transportation@sierracounty.ca.gov; or visit our administrative office at 101 Courthouse Square, Downieville, CA 95936. For more information, visit www.sierracounty.ca.gov
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 530-289-3201.

Notificación al Público de los Derechos Bajo el Título VI **Comisión de Transporte del Condado de Sierra**

- La Comisión de Transporte del Condado de Sierra opera sus programas y servicios, sin distinción de 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 la Comisión de Transporte del condado de Sierra .
- Para más información sobre el programa de derechos civiles de la Comisión de Transporte del Condado de Sierra , y los procedimientos para presentar una queja, comuníquese con 530-289-3201 , transportation@sierracounty.ca.gov email , o visite nuestra oficina administrativa en 101 Courthouse Square , Downieville, CA 95936 . Para obtener más información, visite www.sierracounty.ca.gov
- Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito mediante la presentación de una queja ante la Oficina de Derechos Civiles , Atención: Coordinador de Programa del Título VI , East Building , 5th Floor - TCR , 1200 New Jersey Ave . , SE, Washington, DC 20590
- Si se necesita información en otro idioma , comuníquese con 530-289-3201 .

TITLE VI PROGRAM

The Sierra County Transportation Commission (SCTC) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a written complaint with the Executive Director, Sierra County Transportation Commission, PO BOX 98, Downieville, CA 95936; at (530) 289-3201; or by e-mail to transportation@sierracounty.ca.gov.

I. TITLE VI PROGRAM MONITORING

The requirement to establish internal monitoring processes and methodologies is applicable to all recipients of Federal assistance. SCTC must monitor its service once per year, or when major service changes are proposed, using the procedures outlined in this section.

a. Civil Rights Assurance

The Assurances that are signed by SCTC's Executive Director and attested by SCTC's attorney, assure that the level and quality of transit service and related benefits are provided in a manner consistent with Title VI. Program monitoring is conducted to ensure that SCTC complies with this assurance.

b. Incorporation of Corrective Actions into Policy & Procedure Manual (PPM)

If previous Title VI deficiencies have been found by SCTC or through an audit review, the corrective action to remedy these deficiencies must be incorporated into SCTC's PPM to assure compliance with Title VI.

c. Monitoring Procedures

SCTC must implement complaint procedures to monitor the level and quality of transit service provided to the minority community against overall system averages to determine compliance with Title VI. These comparisons will measure the actual realization of established service policies and standards.

II. PUBLIC INFORMATION REQUIREMENTS

SCTC will disseminate Title VI Program information to SCTC employees, contractors, subcontractors, and beneficiaries as well as the general public. Public dissemination will include the posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation in the vicinity of proposed projects.

- a. SCTC's Title VI Policy and any other related information will be available to the public upon request.
- b. More detailed information regarding complaint procedures and Title VI civil rights will be available on the SCTC website.
- c. Multilingual Requirements. Where a significant number or portion of the population eligible to be served by SCTC needs service information in a language other than English to participate in federally funded programs, SCTC shall take every reasonable step to provide information in appropriate languages. In cases where SCTC posts signs warning the general public about dangerous situations information must be in other languages when a significant number of the population is non English speaking.

III. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Introduction

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and the US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by Sierra County Transportation Commission's programs, services, or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service, or activity to people's lives.
4. The resources available and the overall cost.

The goal of Sierra County Transportation Commission's Limited English Proficiency (LEP) Access Plan is to ensure that SCTC recognizes the needs of limited English proficient members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information, and decision-making.

Sierra County Transportation Commission Factor Analysis

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to SCTC planning area.

Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency persons eligible to be served, likely to be served, or likely to be encountered by SCTC through its programs, services, or activities.

Methodology for Data Sources:

- To determine potential LEP needs in SCTC planning area (Sierra County), staff reviewed the latest data available through the US Census Bureau American Community Survey for the Period of 2011-2015.

Data collected for Sierra County indicated that 3.3% of the total population 5 years and older speak English "less than very well". Further analysis shows that 8.1% of the same population speaks Spanish; 1.0% speaks an Indo-European language; 0.5% speaks and Asian or Pacific Islander language; and 0.0% speaks another language (see Table 1). This information led staff to review the Spanish speaking LEP group identify whether this population was concentrated into specific communities.

Table 1: The Top Languages Spoken at Home in Sierra County

Population 5 years and older	No. of LEP Persons	% of LEP Persons	% of LEP Persons who speak Spanish	% of LEP Persons who speak Indo-Euro Languages	% of LEP Person who speak Asian or Pacific Islander Languages	% of LEP Persons who speak Other Languages
2,927	96	3.3%	8.1%	1.0%	0.5%	0.0%

Source: US Census Bureau's 2011-2015 American Community Survey

Spanish was reported to be the most prevalent language spoken by persons that speak English "less than very well". There is no specific data available on the geographic concentration (or location) of Spanish speaking individuals. However, due to the very unique nature of Sierra County's low population and small size of its communities, staff's local understanding and connections with the communities allows for the understanding that this group of people is heavily concentrated in the community cores identified in the Sierra County General Plan.

Factor 2: Assessing Frequency of Contact with LEP Persons.

Methodology:

- Survey and collect data from drivers to determine the frequency of contact with LEP persons, as well as the languages spoken.

The results of the surveys indicate that Spanish is the most prevalent language spoken by the LEP population in Sierra County. The Sierra County LEP population has very limited interaction with the current transit system.

Factor 3: Assessing the Importance of SCTC' Services.

Methodology:

- Identify SCTC's critical services or activities

All of SCTC services are important; however, those related to general route information, transit fares, safety, nondiscrimination, and public involvement are among the most important.

Factor 4: Determining Available Resources.

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization.

Methodology:

- Create an inventory of language assistance measures currently provided, along with the associated cost.
- Determine what, if any, additional services are needed to provide meaningful access.
- Analyze SCTC's budget.

Given the size of the Spanish LEP population, SCTC will ensure that public notices, such as the Unmet Needs Hearing are written in Spanish and made available for viewing on the County website.

SCTC will also maintain a list of those staff members who speak a language other than English to provide a point of contact for persons needing information.

Language Assistance Plan

Based on the four-factor analysis, Sierra County Transportation Commission (SCTC) recognizes the need to continue providing language services in our service area. A review of SCTC relevant programs, activities, and services that are being offered or will continue to be offered by SCTC include the following:

- Maintain a list of employees who competently speak Spanish and are willing to provide translation and/or interpretation services and distribute this list to staff that regularly have contact with the public.
- Vital documents are available in both English and Spanish.
- Public Notices are available in both English and Spanish.

SCTC will contact the community organizations that serve LEP persons, as well as LEP persons themselves, and perform a four-factor analysis every three years to identify what, if any additional information or activities might better improve SCTC services to assure non-discriminatory services to LEP persons. SCTC will then evaluate the projected financial and personnel needed to provide the requested services and assess which of these can be provided cost-effectively. This information will be reflected in the 3 year Title VI update.

IV. NOTIFICATION OF CONSTRUCTION PROJECT

No Construction Projects are planned for the Sierra County Transit Program

V. PUBLIC PARTICIPATION PLAN

The Public Participation Plan outlines the strategies that SCTC will use to engage the public in the process of transportation decisions. This plan is utilized to cultivate relations with the community and encourage interaction with the minority and non-English speaking communities. Public Notices and general information will be provided in both English and Spanish.

a. OPPORTUNITIES FOR PUBLIC COMMENT:

SCTC routinely provides opportunities for public comment, and continually strives to find new and innovative opportunities to solicit public comments and involve all segments of the population. Comments are accepted at any time by phone, fax, email, US mail, in person, or at any open meeting. Examples of these opportunities include:

- The public is notified of regular SCTC commission meetings. The public is invited to attend these meetings. Meeting announcements are published on the County website and in the newspaper, they are also posted at local the Post Offices, and the County Courthouse.
- SCTC holds annual Public Hearings to learn about the needs of the residents of Sierra County. The public is invited to attend and present comments or concerns about transit services. Notices are published on the County website and in the newspaper, they are also posted at local the Post Offices, and the County Courthouse.
- Annual Social Service Transportation Advisory Council Meetings are held. These meetings allow representative of user groups to comment and discuss concerns about transit services.

b. ENGAGING TITLE VI PROTECTED GROUPS

SCTC realizes that there are large segments of the population from whom input is rarely, if ever received. In an effort to hear a truly representative voice of the public, SCTC will make all significant service-related planning and policy publications available in accessible formats for the elderly and persons with disabilities through the following steps:

Continue to be an active member of the Social Service Transportation Advisory Council. This council consists of the following members:

- Representative of potential transit users who are 60 years of age or older;
- Representative of potential transit users who are handicapped;
- Representative of local social service providers for seniors;
- Representative of local social service providers for the handicapped;
- Representative of local social service provider for persons of limited means;
- Representative from local consolidated transportation service agency;

c. PUBLIC OUTREACH

SCTC attends various community events and conducts presentations at various organizations, to assist in gathering information and see what services are most frequently sought by potential users of the transit system including the elderly and disadvantaged populations.

d. STAFF ACCESSIBLE

Staff is accessible in person, on the phone, by mail, by fax, or by email. Contact information is provided on the agency's website and public notices.

e. PROVIDE SERVICE FOR THE DISABLED AND LEP

Upon advance notice, special accommodations will be provided for public meetings. These services include translators, special assistance, and or transportation.

f. PLANS WITH SPECIFIC PUBLIC PARTICIPATION REQUIREMENTS

The State Transportation Improvement Program (STIP) implements the policy and investment priorities expressed by the public and adopted by the Sierra County Transportation Commission in the Regional Transportation Plan (RTP). In this respect, public comments made as part of the RTP are reflected in the STIP as well.

The RTP covers a 20 year long rang outlook and is updated every five years. All projects included in the STIP must be consistent with the RTP. The RTP is a comprehensive listing of Sierra County transportation projects that:

- Receive federal and state funds, or are
- Subject to federal and state required action, or are
- Regionally significant.

The STIP is a 4 year plan updated every two years with amendments occurring as needed.

VI. COMPLAINTS OF DISCRIMINATION PROCEDURE

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by SCTC as to consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

Complaint Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint with SCTC. The complaint form may be downloaded (sierracounty.ca.gov) or is available in hard copy from Sierra County Transportation Commission (Appendix 1). A formal complaint must be filed within 180 days of the alleged occurrence.
2. In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the complainant and if necessary assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.
3. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.
4. SCTC will provide the complainant or his/her representative and any contractor (respondent) with a written acknowledgement that SCTC has received the complaint within five (5) working days of receipt.
5. A copy of the complaint will be forwarded to SCTC's legal counsel for review.
6. The Executive Director will assign an investigator to the complaint (this may be the Title VI Coordinator or other designated staff).
7. The Investigator will determine if the complaint has investigative merit:
 - a. It was received within 180 days of the alleged occurrence.
 - b. It does not appear to be frivolous or trivial.
 - c. It involves SCTC or SCTC contractors and not another entity.
 - d. A complaint against a contractor involves a SCTC Federally Funded contract.
8. The complainant and contractor or other party to the complaint will be notified of the status of the complaint within 10 days of receipt of the complaint, *by registered mail*:
 - a. That the complaint will not be investigated and the reasons why the complaint does not have investigative merit.
 - b. That the complaint will be investigated and a request for additional information needed to assist the investigator.
9. The complainant or contractor must submit the requested information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a

determination of no investigative merit. Failure of the contractor to submit additional information within the designated timeframe may be considered good cause for a determination of noncompliance under the contract.

10. The internal investigator and/or contractor must within 15 working days, supply the Executive Director with status report of their investigation and/or resolution of the complaint.
11. Within 60 working days of the receipt of the complaint, the investigator will prepare a written report for the Executive Director.
 - The report shall include:
 - a. A narrative description of the incident. Including persons or entities involved.
 - b. A statement of the issues raised by the complainant and the respondent's reply to each of the allegations.
 - c. Citations of relevant Federal, State and local laws, SCTC policy etc.
 - d. Description of the investigation, including list of the persons contacted and a summary of the interviews conducted.
 - e. A statement of the investigator's finding and recommendations for disposition.
12. The investigative report and findings of the complaint will be sent to legal counsel for review.
13. The Executive Director shall, based on the information before him or her and in consult with legal counsel, make a determination on the disposition of the complaint. Determination shall be made within 10 days from Executive Director's receipt of the investigator's report.
 - Examples of disposition are as follows:
 - a. Complainant is found to have been discriminated against. SCTC or Contractor is therefore in noncompliance with Title VI regulations. Reasons for the determination will be listed. Remedial actions that SCTC or the Contractor must take will be listed.
 - b. Complaint is found to be without merit. Reasons why will be listed.
14. Notice of the Executive Director's determination will be mailed to the complainant and contractor. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal.
 - Example of a notice of appeal follows:
 - a. SCTC will only reconsider this determination, if new facts, not previously considered are provided.
 - b. If the complainant is dissatisfied with the determination and/or resolution set forth by SCTC, the same complaint may be submitted to the Federal Transit Administration (FTA) for investigation. For more information, please contact the Federal Transit Administration, Office of Civil Rights, 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.
15. A copy of the complaint and SCTC's investigation report/letter of finding and Final Remedial Action Plan will be issued to FTA within 90 days of the receipt of the complaint.
16. After receiving FTA's comments, briefings may be scheduled with all relevant parties to the complaint.
17. A summary of the complaint and its resolution must be included in the annual report to the FTA.

VI. QUEJAS DE PROCEDIMIENTO DISCRIMINACIÓN

Estos procedimientos cubren todas las quejas presentadas en virtud del Título VI del Acta de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, Ley de Restauración de Derechos Civiles de 1987, y el Acta de Americanos con Discapacidades de 1990, relativa a cualquier programa o actividad administrada por SCTC como a consultores y contratistas. La intimidación o represalias de cualquier tipo está prohibida por la ley. Los procedimientos no niegan el derecho del demandante a presentar denuncias formales con otras agencias estatales o federales o de buscar un abogado privado para las quejas que alegan discriminación. Se hará todo lo posible para obtener pronta resolución de las quejas en el nivel más bajo posible. La opción de la reunión de mediación informal (s) entre las partes afectadas y el Coordinador del Título VI se puede utilizar para su resolución.

Procedimiento de Quejas

1. Cualquier persona, grupo de personas o entidad que crea que ha sido objeto de una discriminación prohibida por requisitos de no discriminación puede presentar una queja ante SCTC. El formulario de queja puede ser descargada (sierracounty.ca.gov) o está disponible en copia dura de Condado de Sierra Comisión de Transporte (Apéndice 1). Una queja formal debe ser presentada dentro de los 180 días de la supuesta aparición.
2. En los casos en que el demandante no pueda o incapaz de proporcionar una declaración por escrito, una queja verbal puede hacerse. El Coordinador del Título VI entrevistará al denunciante y si es necesario ayudar a la persona en la conversión de las quejas verbales a la escritura. Todas las quejas deben, sin embargo, será firmada por el reclamante o su representante /.
3. Quejas deberá indicar, en todo lo posible, los hechos y las circunstancias que rodean la supuesta discriminación.
4. SCTC proporcionará al demandante o su representante / y cualquier contratista (demandado) con un reconocimiento por escrito de que SCTC ha recibido la queja dentro de los cinco (5) días hábiles siguientes a la recepción.
5. Una copia de la queja será remitida al consejo legal de SCTC para su revisión.
6. El Director Ejecutivo asignará un investigador para la queja (este puede ser el Coordinador del Título VI u otro personal designado).
7. El investigador determinará si la queja tiene mérito investigativo:
 - a. Fue recibido dentro de los 180 días de la supuesta aparición.
 - b. Es no parece ser frívola o trivial.
 - c. Implica SCTC o SCTC contratistas y no otra entidad.
 - d. Una queja en contra de un contratista implica una SCTC contrato con fondos federales.
8. El demandante y el contratista u otra parte de la queja serán notificados de la situación de la queja dentro de los 10 días de la recepción de la queja, por correo certificado;
 - a. Que la queja no será investigado y las razones por las que la queja no tiene méritos de investigación.
 - b. Que la queja será investigada y una solicitud de información adicional necesaria para ayudar al investigador.
9. El demandante o el contratista deberá presentar la información solicitada dentro de los 60 días hábiles a partir de la fecha de la solicitud original. El fallo de la demandante de presentar información adicional en el plazo señalado se puede considerar una buena causa para la determinación de ningún mérito investigativo. Incumplimiento del contratista de presentar información adicional en el plazo señalado se puede considerar una buena causa para una determinación de incumplimiento bajo el contrato.

10. El investigador y / o contratista interno debe dentro de 15 días hábiles, suministrar al Director Ejecutivo informe sobre la situación de la investigación y / o resolución de la queja.
1. 11 Dentro de los 60 días hábiles siguientes a la recepción de la queja, el investigador preparará un informe escrito por el Director Ejecutivo.
2. El informe incluirá:
 - a. Una descripción narrativa de los hechos. Incluyendo las personas o entidades involucradas.
 - b. Una declaración de las cuestiones planteadas por el querellante y la respuesta del demandado a cada una de las acusaciones.
 - c. Las citas de Federal correspondiente, las leyes estatales y locales, la política, etc SCTC
 - d. Descripción de la investigación, incluyendo la lista de las personas contactadas y un resumen de las entrevistas realizadas.
 - e. Una declaración de conclusiones y recomendaciones para la disposición del investigador.
3. Se enviarán 12 El informe de la investigación y las conclusiones de la queja a un abogado para su revisión.
4. 13 El Director Ejecutivo, en base a la información antes de él o ella y en consultar con un asesor legal, tomar una decisión sobre la disposición de la queja. Determinación se hará dentro de los 10 días desde la recepción del informe del investigador de la Directora Ejecutiva.
5. Ejemplos de disposición son las siguientes:
 - a. Demandante se demuestre que ha sido objeto de discriminación. Por lo tanto, SCTC contratista está en incumplimiento de las regulaciones del Título VI. Se enumerarán Razones para la determinación. Se enumerarán las medidas correctivas que SCTC o el Contratista deben tomar.
 - b. Queja resulta ser infundada. Razones por las que se enumeran.
6. 14 Notificación de la determinación del Director Ejecutivo será enviada a la demandante y el contratista. Notificación deberá incluir información sobre los derechos de apelación de queja e instrucciones para iniciar tal apelación.
7. Ejemplo de un aviso de apelación sigue:
 - a. SCTC sólo reconsiderará esta determinación, si se proporcionan nuevos hechos, no considerados previamente.
 - b. Si el demandante no está satisfecho con la determinación y / o resolución establecida por SCTC, la misma denuncia podrá ser presentada a la Administración Federal de Tránsito (FTA) para su investigación. Para obtener más información, póngase en contacto con la Administración Federal de Tránsito, Oficina de Derechos Civiles,
8. 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.
9. 15 Una copia de la denuncia y el informe de la investigación de SCTC / carta de encontrar y el Plan de Acción Final de remediación será emitida a TLC dentro de los 90 días siguientes al recibo de la queja.
10. 16 Después de recibir los comentarios de los TLC, reuniones de información se pueden programar con todas las partes pertinentes a la queja.
11. 17 Un resumen de la queja y su resolución debe ser incluida en el informe anual a la FTA.

VII. GENERAL REPORTING REQUIREMENTS

Title VI of the Civil Rights Act of 1964 (Title VI), states the following: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”

The Department of Justice and the Department of Transportation regulations implementing Title VI, require Federal agencies to collect data and other information to enforce Title VI. In this regard Sierra County Transportation Commission, as an applicant and/or recipient receiving Federal funding, hereby provides to FTA the following information:

- There are NO active lawsuits or complaints naming Sierra County Transportation Commission nor were there any investigations, complaints, or lawsuits in the past three years, which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.
- There are currently no pending construction projects which would negatively impact minority communities being performed by SCTC.

VIII. RECORD KEEPING REQUIREMENTS

The Title VI manager shall ensure that all records relating to SCTC’s compliance to Title VI are maintained for a minimum of seven (7) years.

Records must be available for compliance review audits.

Copies of the following material will be kept available by the Title VI Coordinator for dissemination to the public upon demand:

- SCTC’s Title VI policy.
- Annual reports to FTA.
- Audit report findings and recommendations.
- Summaries of actions taken by SCTC to remedy audit findings.
- Complaints received and a summary of their disposition.
- Annual report to Executive Director regarding Title VI compliance.

Appendix 1
SIERRA COUNTY TRANSPORTATION COMMISSION
TITLE VI COMPLAINT FORM

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone No: (____) _____

Work Telephone No: (____) _____

Were you discriminated against because of:

Race National Origin

Color

Other

Date of Alleged Incident: _____

Explain as clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include the names and contact information of any witnesses. If more space is needed please use the back of the form.

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 _____

Address _____

City, State, and Zip Code _____

Telephone Number _____

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

Signature

Date

Please mail this form to:

Sierra County Transportation Commission
Title VI Coordinator
PO BOX 98
Downieville, CA 95936

APÉNDICE 1

SIERRA COUNTY TRANSPORTATION COMMISSION

TÍTULO VI FORMULARIO DE QUEJA

Nombre:

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal: _____

Teléfono de la casa: (____) _____

Trabaje Teléfono: (____) _____

¿Fue discriminado debido a:

Raza Origen Nacional

Color

Otros

Fecha del incidente alegado: _____

Explique lo más claramente posible lo que pasó y cómo fue discriminado. Indique quién estaba involucrado. Asegúrese de incluir los nombres e información de contacto de cualquier testigo. Si necesita más espacio, por favor use el reverso del formulario.

¿Ha presentado esta queja ante cualquier otro programa federal, estatal o local, o con cualquier tribunal federal o estatal? Sí _____ No _____

En caso afirmativo, marque lo que corresponda:

___ Agencia Federal ___ Tribunal federal ___ Agencia estatal

___ Corte del Estado ___ Agencia local

Por favor de proporcionar información acerca de una persona de contacto en la corte o agencia donde se presentó la queja.

Nombre _____

Dirección _____

Ciudad, estado y código postal _____

Número de Teléfono _____

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

Firma

Fecha

Por favor envíe este formulario a:

Sierra County Transportation Commission
Coordinador del Título VI
PO BOX 98
Downieville, CA 95936

Sierra County Transportation Commission
List of Title VI
Notice to Public Locations

<i>Date</i>	<i>Location</i>
10/9/2017	SCTC Office, 101 Courthouse Square, Downieville
10/26/2017	Sierra County Website www.sierracounty.ca.gov
10/25/2017	All Transit Vehicles
10/26/2017	Golden Rays Office, 305 A Main Street, Downieville
10/16/2017	Incorporated Seniors Office, 302 First Street, Loyalton, CA 96118

Sierra County Transportation Commission
List of Title VI
Investigations

Number	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
None				

Sierra County Transportation Commission
 List of Title VI
 Lawsuits

Number	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
None				

Sierra County Transportation Commission
 List of Title VI
 Complaints

Number	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
None				