



KINGS COUNTY ASSOCIATION OF GOVERNMENTS

## 2018 Title VI Program

*With Limited English Proficiency (LEP) Plan*

Updated  
September 26, 2018

Adopted  
May 27, 2015

Kings County Association of Governments  
339 West D Street, Suite B  
Lemoore, CA 93245  
(559) 852-2654 office  
(559) 924-5632 fax  
[www.kingscog.org](http://www.kingscog.org)

*This document was prepared by Kings County Association of Governments (KCAG) and approved by its Board of Directors to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients".*

*In compliance with the Americans with Disabilities Act:*

To obtain services or copies in an alternate format or language, please contact Terri King at (559) 852-2678, or visit the website: [www.kingscog.org](http://www.kingscog.org).

Para recibir servicios o copias en otro formato o idioma, contacte a Terri King a (559) 852-2678 o visite el sitio web [www.kingscog.org](http://www.kingscog.org).

## Table of Contents

<b>Introduction</b> .....	<b>1</b>
<b>KCAG Title VI Policy Statement</b> .....	<b>1</b>
<b>KCAG Organization and Title VI Coordinator Responsibilities</b> .....	<b>2</b>
A. General Organization and Staff .....	2
B. Title VI Coordinator Responsibilities .....	3
<b>KCAG Title VI Notice to the Public</b> .....	<b>4</b>
<b>KCAG Title VI Notice to the Public (Spanish)</b> .....	<b>5</b>
<b>Posting Locations for Title VI Notice</b> .....	<b>6</b>
<b>Title VI Complaint Procedures</b> .....	<b>7</b>
A. Submission of Complaint .....	7
B. Review of Complaint .....	7
C. Determination of Complaint .....	8
D. Appeal .....	8
E. Submission of Complaint to the Federal Transit Administration .....	8
F. Final Remedial Action Plan .....	9
<b>KCAG Title VI Complaint Form</b> .....	<b>10</b>
<b>KCAG Title VI Complaint Form (Spanish)</b> .....	<b>12</b>
<b>List of Transit-Related Title VI Investigations, Complaints, and Lawsuits</b> .....	<b>14</b>
<b>Public Participation Plan</b> .....	<b>15</b>
A. Title VI Compliance and Environmental Justice .....	15
B. Public Involvement Process .....	16
1. Citizen Participation – Public Hearings .....	16
2. Citizen Participation – Public Outreach .....	17
3. Engaging Title VI Protected Groups .....	18
4. Summary of Outreach Strategies .....	19
<b>Limited English Proficiency Plan</b> .....	<b>22</b>
A. Four-Factor Analysis .....	23
Factor 1 .....	23
Factor 2 .....	25
Factor 3 .....	25
Factor 4 .....	26

## Table of Contents – cont’d

B. Language Assistance Measures .....	27
C. Safe Harbor Provision .....	28
D. Notification to LEP or Low Literacy Persons .....	28
E. Maintenance and Monitoring of the LEP Plan .....	28
F. Staff LEP Training.....	29
<b>Minority Representation on Non-Elected Transit Advisory Committees .....</b>	<b>30</b>
A. Social Service Transportation Advisory Council.....	30
B. KCAG Technical Advisory Committee .....	30
<b>Minority Representation on Elected Transit Advisory Committees.....</b>	<b>31</b>
A. KCAG Commission.....	31
B. KCAG Transportation Policy Committee .....	31
C. Abandoned Vehicle Abatement Service Authority.....	32
<b>Requirements for Metropolitan Planning Organizations .....</b>	<b>33</b>
A. Demographic Profile of the Metropolitan Area .....	33
B. Identification and Consideration of Mobility Needs of Minority Populations within KCAG’s Planning Process .....	38
1. Identification of Mobility Needs of Minority Populations within KCAG’s Planning Process.....	38
2. Consideration of Mobility Needs of Minority Populations within KCAG’s Planning Process.....	38
C. Analysis of KCAG’s Transportation System Investments .....	40
D. Requirements for Program Administration .....	41
1. Procedures for Pass-Through Funds and Demonstration of Non-Discriminatory Manner .....	41
2. Record of Funding Requests to Provide Assistance to Predominantly Minority Populations (PMP) .....	42
3. Description of KCAG’s Competitive Selection Process for Public Transportation Funding .....	42
4. Description of KCAG’s Criteria for Selecting Entities to Participate in a FTA Grant Program.....	43

## Appendices

Appendix A: KCAG Transportation Policy Committee Resolutions

Appendix B: KCAG Supplemental Public Participation Plan for the 2018 RTP/SCS

Appendix C: Caltrans Title VI Program Checklist

## Introduction

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have a longstanding policy of actively ensuring nondiscrimination in federally funded activities under Title VI of the 1964 Civil Rights Act. Both Title VI issues and environmental justice in minority and low-income populations have become a more integral focus of the transportation planning and programming process of Metropolitan Planning Organizations and Regional Transportation Planning Agencies. This document establishes a framework for the Kings County Association of Governments' (KCAG) efforts to ensure compliance with the Title VI and related statutes regarding nondiscrimination and environmental justice in consideration of the social and economic effects on disadvantaged communities with the delivery of services and benefits under federally-funded programs or activities. This document has been prepared in response to FTA Circular 4702.1B, dated October 1, 2012.

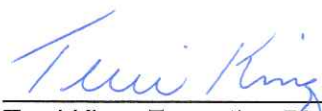
KCAG is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its projects, programs, or activities on the basis of race, color, creed, national origin, sex, or age, as provided in the Title VI of the Civil Rights Act and 49 United States Code Section 5332.

The FTA FFY 2019 Certifications and Assurances, FHWA FFY 2019 Planning Process Certification, and the Department of Transportation (Caltrans) FY 2018/2019 Debarment and Suspension Certification are included in Appendices B through D hereto.

## KCAG Title VI Policy Statement

KCAG is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. KCAG assures that no person shall on the grounds of race, color, creed, national origin, gender, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any KCAG service, program, or activity. The Agency also assures that every effort will be made to prevent discrimination through the impacts of any of its programs, policies, and activities on minority and low-income populations. The Agency further assures that every effort will be made to ensure nondiscrimination in any agency-sponsored program or activity, whether those programs and activities are federally funded or not. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

In the event that KCAG distributes Federal aid funds to another entity, KCAG will include Title VI language in all written agreements and will monitor for compliance. Title VI compliance is a condition of the receipt of federal funds. KCAG's Executive Director as Title VI Coordinator and/or her Designee are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulation (CFR) 200 and Title 49 CFR 21.



Terri King, Executive Director  
Kings County Association of Governments

September 26, 2018  
Date

## KCAG Organization and Title VI Coordinator Responsibilities

### A. General Organization and Staff

The Kings County Association of Governments (KCAG) is a Council of Governments (COG) responsible for addressing inter-jurisdictional public policy matters. KCAG is a voluntary organization whose member agencies include the cities of Avenal, Corcoran, Hanford, Lemoore, and the County of Kings. KCAG is both a state-designated regional transportation planning agency (RTPA) and a federally recognized Metropolitan Planning Organization (MPO).

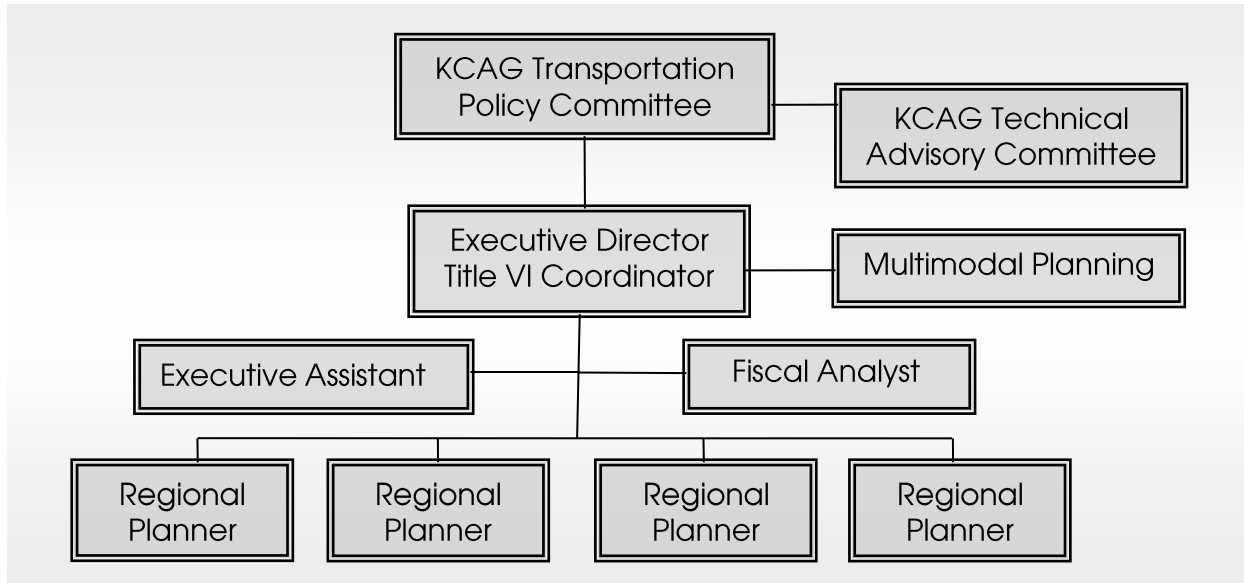
As a RTPA and MPO, KCAG prepares and maintains local transportation plans, reviews California's transportation plans, oversees grant proposals, and administers local and state funds. KCAG is responsible for reviewing and implementing local transportation plans, such as the Regional Transportation Plan, the Regional Transportation Improvement Program, the Federal Transportation Improvement Program, and the State Transportation Improvement Program for prioritization of transportation projects for the region. Additional tasks include monitoring local public transit operations, overseeing federal transportation grant proposals, and administering the Local Transportation Fund and State Transit Assistance funds.

The KCAG MPO is governed by a Transportation Policy Committee (TPC), a sub-committee of the KCAG Commission. All RTPA activities are governed by the TPC, which is the final approving authority. The Transportation Policy Committee is composed of local elected officials from each member agency who are regular members of the KCAG Commission and the Director of Caltrans District 6, representing the Director of Caltrans Headquarters. The Transportation Policy Committee is advised by the Technical Advisory Committee and the Social Service Transportation Advisory Council.

The Executive Director of the Kings County Association of Governments is responsible for ensuring the implementation of the KCAG Title VI Program. The Executive Director of KCAG, on behalf of the KCAG Transportation Policy Committee, is responsible for the overall management and day-to-day administration of the Title VI program and serves as the Title VI "Coordinator" (Figure 1).

Kings County Association of Governments  
Executive Director  
Title VI Coordinator  
Terri King  
Office: (559) 852-2678  
Fax: (559) 924-5632  
Email: [terri.king@co.kings.ca.us](mailto:terri.king@co.kings.ca.us)

Figure 1: KCAG Organizational Chart



## B. Title VI Coordinator Responsibilities

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring KCAG compliance with Title VI regulations, including but not limited to:

1. Process the disposition of Title VI complaints as received by KCAG.
2. Collect statistical data (race, color, sex, age, disability, or national origin) of participants in and beneficiaries of federal aid highway and transit programs.
3. Conduct Title VI reviews of consultants and other recipients of federal aid highway and transit fund contracts administered through KCAG.
4. Conduct annual Title VI reviews of program areas (planning, consultant selection) to determine the effectiveness of program activities at all levels.
5. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
6. Prepare a yearly report of Title VI accomplishments and goals, as required by 23 CFR 200.
7. Participate in training programs on Title VI and other related statutes for KCAG employees and recipients of federal aid highway and transit funds.
8. Conduct post-grant approval reviews of KCAG programs and applicants (e.g. consultants, design and relocation, and persons seeking contracts with KCAG) for compliance with Title VI requirements.
9. Identify and eliminate discrimination.
10. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.

**Notifying the Public of Rights Under Title VI**



**KINGS COUNTY ASSOCIATION OF GOVERNMENTS**

Kings County Association of Governments (KCAG) is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives and assures that no person shall be excluded from the equal distribution of its services, programs, or activities because of race, color, national origin, gender, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

- KCAG 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 KCAG. All complaints will be fairly and objectively investigated.
- To file a complaint, you may contact our Title VI Program Coordinator, Terri King at (559) 852-2678; or by email [terri.king@co.kings.ca.us](mailto:terri.king@co.kings.ca.us); or visit the KCAG office at 339 West D Street, Suite B, Lemoore, CA, 93245.
- For more information about the KCAG Title VI Program and complaint procedure, contact (559) 852-2654 or visit KCAG's website: [www.kingscog.org](http://www.kingscog.org).
- 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, D.C. 20590.
- To obtain services or copies in an alternate format or language, please contact Terri King at (559) 852-2678, or visit the website: [www.kingscog.org](http://www.kingscog.org).

**Notificación al Público de los Derechos Bajo el Título VI**



ASOCIACIÓN DE GOBIERNOS DEL CONDADO DE KINGS

El Asociación de Gobiernos del Condado de Kings (KCAG) se compromete a cumplir con el Título VI del Acta de Derechos Civiles de 1964 y todas las normas y directivas relacionadas y asegura que nadie podrá ser excluido de la distribución equitativa de sus servicios, programas o actividades a causa de raza, color, origen nacional, sexo, edad o discapacidad, según lo dispuesto por el Título VI del Acta de Derechos Civiles de 1964 y la Ley de Restauración de Derechos Civiles de 1987 (PL 100,259).

- KCAG 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 KCAG. Todas las quejas serán investigadas de manera justa y objetiva.
- Para presentar una queja puede comunicarse con nuestro Coordinador del Programa Título VI, Terri King al (559) 852-2678; o por correo electrónico [terri.king@co.kings.ca.us](mailto:terri.king@co.kings.ca.us) de; o visite la oficina KCAG en 339 West D Street, Suite B, Lemoore, CA, 93245.
- Para obtener más información acerca del Programa KCAG Título VI y el procedimiento de queja, llame al (559) 852-2654 o visite el sitio web de KCAG: [www.kingscog.org](http://www.kingscog.org).
- 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.
- Para recibir servicios o copias en otro formato o idioma, contacte a Terri King a (559) 852-2678 o visite el sitio web [www.kingscog.org](http://www.kingscog.org).

Posting Locations for Title VI Notice

KCAG’s Title VI Notice to the Public is currently posted at the following locations:

Location Name	Address	City
KCAG Office – Reception Room and Conference Room	339 West D Street, Suite B	Lemoore
KCAG Website	<a href="http://www.kingscog.org">www.kingscog.org</a>	Lemoore

## Title VI Complaint Procedures

The complaint process will follow the California Department of Transportation's (Caltrans) procedures. Caltrans has the principal responsibility for processing, investigating, and resolving any complaint arising as a result of operations of its subrecipients such as KCAG.

Any person who believes he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, may file a complaint by completing and submitting KCAG's Title VI Complaint Form. The basis of the complaint must be (a) unequal treatment because of race, color, national origin, gender, age, and/or disability, or (b) noncompliance with Title VI rules or guidelines adopted there under. Every effort will be made to resolve the complaint(s) information at the MPO and consultant level. KCAG investigates complaints received no more than 180 days after the alleged incident. KCAG will only process complaints that are complete.

For complaints of discrimination by member agencies of KCAG, KCAG will be responsible for processing, investigating, and resolving those complaints. Complaints received by KCAG will be forwarded to the Department of Transportation Civil Rights Office in Sacramento, California.

Complaints may also be filed directly with the Federal Transit Administration through the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue, SE, Washington, DC 20590. If information is needed in a different language, contact 559-852-2654.

As a recipient of federal dollars, KCAG is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. KCAG has in place a Title VI Complaint Procedure, which outlines the process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B dated October 1, 2012. The complaint procedure has five steps, outlined below:

### A. Submission of Complaint

Any person who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color, national origin, or limited means (low-income) status has been excluded from or denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance through KCAG may file a written complaint by completing and submitting the agency's Title VI Complaint Form to the KCAG Title VI Coordinator. Such a complaint must be filed within 180 calendar days after the date the person believes the discrimination occurred. The KCAG Title VI Complaint Procedures and Complaint Forms are available online at [www.kingscog.org](http://www.kingscog.org).

### B. Review of Complaint

- Upon receipt of the Complaint, the Executive Director as Title VI Coordinator or his/her Designee, shall review, investigate and evaluate the Complaint. The Complainant will receive an acknowledgement letter by registered mail informing him/her whether the complaint will be investigated by KCAG within 10 business days of receipt of the complaint.
- The Title VI Coordinator shall complete the review no later than 45 calendar days after the date KCAG received the Complaint.

- If more time is required, the Title VI Coordinator shall notify the Complainant in writing of the estimated time-frame for completing the review. If more information is needed to resolve the case, the Title VI Coordinator may contact the Complainant. The Complainant has 10 business days from the date of the letter to submit requested information to the Title VI Coordinator. Failure of the Complainant to submit additional information within the designated timeframe may be considered good cause for a determination of no investigative merit, and KCAG can administratively close the case.
- A case can be administratively closed also if the Complainant no longer wishes to pursue their case.
- Upon completion of the review by the Title VI Coordinator, an investigative report and findings of the complaint will be sent to KCAG's legal counsel for review. The Executive Director, as Title VI Coordinator, shall, based on the information before him/her and in consult with legal counsel, make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the Title VI Coordinator may recommend improvements to KCAG's processes relative to Title VI and environmental justice, as appropriate.

### C. Determination of Complaint

Determination on the disposition of the complaint shall be made within 10 business days from the date of the investigative report. Notice of the Executive Director's determination shall be mailed to the Complainant as either a closure letter or 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. A 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.

### D. Appeal

If the complainant wishes to appeal the decision, he/she has 10 calendar days after receipt of the Executive Director's written decision. The complainant may either request a reconsideration by the KCAG Executive Director if new facts not previously considered are made available, or appeal the Executive Director's response to the complaint by submitting a written appeal to the KCAG Transportation Policy Committee for investigation. The complainant is entitled to review the denial, to present additional information and arguments, to separation of functions (i.e. a decision by a person or body of persons not involved with the initial decision to deny eligibility), and to receive written notification of the decision of the appeal and the reasons for it.

### E. Submission of Complaint to the Federal Transit Administration

If the complainant is dissatisfied with KCAG's resolution of the complaint, he/she may file a complaint directly with the FTA:

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

## F. Final Remedial Action Plan

A copy of the complaint and KCAG's investigation report/letter of finding and a Final Remedial Action Plan will be issued to FTA within 90 calendar days of the receipt of the complaint. After receiving FTA's comments, briefings may be scheduled with all relevant parties to the complaint. A summary of the complaint and its resolution must be included in the Annual Report to the FTA.

## KCAG Title VI Complaint Form

<b>Section I: Please write legibly in ink</b>		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone (Optional):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
6. Are you filing this complaint on your behalf?	YES*	NO
* If you answered "Yes" to question 6, go to Section III.		
7. If you answered "No" to question 6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission from the aggrieved party to file on their behalf.	YES	NO
<b>Section III:</b>		
11. I believe the discrimination I experienced was based on (check all that apply):  <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination (mm/dd/yyyy):		
13. Please explain as clearly as possible what occurred and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form to complete your explanation.		

# KCAG Title VI Complaint Form

Page 2

<b>Section IV:</b>		
14. Have you previously filed a Title VI complaint with KCAG?	YES	NO
<b>Section V:</b>		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes* <input type="checkbox"/> No		
If Yes, check all that apply:		
<input type="checkbox"/> Federal Agency _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> Local Agency _____	
<input type="checkbox"/> State Court _____		
16. If you answered "Yes" to question 15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:	Email Address:	
<b>Section VI:</b>		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

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

Signature and date are required below to complete form:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Kings County Association of Governments  
Title VI Coordinator  
339 W. D Street, Suite B  
Lemoore, CA 93245**

## KCAG Title VI Complaint Form (Spanish)

<b>Sección I: Por favor, escriba de manera legible en tinta</b>		
1. Nombre:		
2. Dirección (física):		
3. Teléfono:	3.a. Teléfono secundario ( <i>Opcional</i> ):	
4. Correo electrónico:		
5. Requisitos para accesibilidad de formato:	<input type="checkbox"/> Letra Grande	<input type="checkbox"/> Audio en cinta
	<input type="checkbox"/> Teletipo	<input type="checkbox"/> Otros
<b>Sección II:</b>		
6. ¿Está completando esta queja en su propio nombre?	SÍ *	NO
* Si su respuesta es "Sí" a la pregunta 6, vaya a la Sección III.		
7. ¿Si contestó "No" a la pregunta 6, ¿cuál es el nombre de la persona para la cual usted está presentando esta queja? Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor, explique por qué usted ha presentado la queja para la otra persona:		
10. Por favor confirme que ha obtenido el permiso de la parte agraviada para presentar en su nombre.	SÍ	NO
<b>Sección III:</b>		
11. Creo que la discriminación que experimenté fue basado en ( <i>marque todo lo que aplique</i> ):  <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional		
12. Fecha de la presunta discriminación ( <i>mm/dd/aaaa</i> ):		
13. Por favor explique lo más claramente posible lo que ocurrió y por qué cree que fue discriminado. Describa todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y la información de contacto con cualquier testigo. Si se necesita más espacio, por favor use el reverso de este formulario para completar su explicación.		

## KCAG Title VI Complaint Form (Spanish)

Page 2

<b>Sección IV:</b>		
14. ¿Ha presentado anteriormente una queja del Título VI con KCAG?	SÍ	NO
<b>Sección V:</b>		
15. ¿Ha presentado esta queja con cualquier otra, agencia local o estatal, federal, o ante cualquier tribunal federal o estatal? <input type="checkbox"/> Sí * <input type="checkbox"/> No  En caso afirmativo, marque lo que corresponda: <input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Corte Federal _____ <input type="checkbox"/> Agencia Local _____ <input type="checkbox"/> Tribunal Estatal _____		
16. Si ha respondido "Sí" a la pregunta 15, proporcione información acerca de una persona de contacto en la agencia/tribunal donde se presentó la queja.		
Nombre:		
Título de contacto:		
Agencia/Tribunal:		
Dirección:		
Teléfono:	Dirección de correo electrónico:	
<b>Sección VI:</b>		
Nombre de la Agencia de Tránsito queja es en contra:		
Persona de contacto:		
Teléfono:		

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

Para completar la forma se requieren firma y fecha abajo:

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

Por favor entregue este formulario en persona o envíe por correo este formulario a la dirección indicada a continuación:

**Kings County Association of Governments**  
**Title VI Coordinator**  
**339 W. D Street, Suite B**  
**Lemoore, CA 93245**

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

KCAG has not been involved in any transit-related Title VI investigations, complaints, or lawsuits.

Below is a summary table KCAG utilizes to record Title VI complaints.

<b>Kings County Association of Governments Title VI Complaint Log</b>				
<b>Case #</b>	<b>Date Filed (mm/dd/yyyy)</b>	<b>Basis of Complaint (race, color or national origin)</b>	<b>Status</b>	<b>Disposition action(s) taken</b>
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

## Public Participation Plan

KCAG utilizes an adopted Public Participation Plan (PPP) that outlines various outreach activities required to meet the federal planning process. KCAG's PPP addresses all aspects of public involvement, from transportation planning to the dissemination of information. Effective strategies are required to be tailored to fit both the subject matter and the audience. Effective public involvement requires building relationships with members and organizations in the community. While it is sometimes challenging to engage the public in regional transportation, this plan seeks to identify strategies to inform and encourage community participation. KCAG is committed to involving traditionally underserved persons of race, color or national origin, low income, and the elderly, those addressed by the Americans with Disabilities Act (ADA), Native American tribal governments, and communities in the transportation planning processes. The PPP is periodically reviewed to evaluate its effectiveness in promoting public participation for Limited English Proficiency (LEP) persons in KCAG's transportation planning processes.

The Public Participation Plan was first adopted by the KCAG Commission in January 2008, and a technical update revised the plan in December, 2011. A Supplemental Public Participation Plan was adopted with the 2014 RTP Update and Sustainable Communities Strategy (RTP/SCS) in June 2013. KCAG's current Supplemental Public Participation Plan for the 2018 RTP/SCS, adopted in February 2017, provides updated information to the comprehensive Federal Public Participation Plan. The 2011 Public Participation Plan in its entirety and prior supplemental updates may be viewed online at [www.kingscog.org](http://www.kingscog.org). However, the 2018 Supplemental PPP is included in Appendix E and does not replace nor supersede any elements in the 2011 KCAG-PPP and its subsequent updates, but should be regarded as complementary and mainly provides the process of public engagement for KCAG through the development of the 2018 RTP/SCS. This Supplemental PPP reflects the most current public engagement process that KCAG will utilize for future transportation planning processes.

### A. Title VI Compliance and Environmental Justice

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." Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be non-discriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. "Environmental justice" is a term used to help ensure equal protection under the country's laws. KCAG's goal is to ensure that all people, regardless of race, color, national origin or income are protected from disproportionate negative or adverse impacts due to transportation projects. There are three principles that are fundamentally known as the core of environmental justice:

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

KCAG, a designated MPO receiving Federal funding, is responsible for implementing Title VI and conforming to federal environmental justice principles. Kings County's transportation decision making includes an inclusive approach to consider the human environment and the adverse impacts transportation projects may have. It also looks at safety and mobility issues, which are key elements in achieving environmental justice. KCAG approaches and resolves transportation decision making by:

- Meeting the needs of all people.
- Planning transportation facilities that fit into communities.
- Increasing the involvement with the public.
- Analyzing potential impacts on minority and low-income populations by accessing, monitoring, and improving data collections.
- Connecting with other public and private programs to achieve common vision for communities.
- Preventing high and adverse impacts on minorities and low-income populations.
- Identifying and mitigate concerns that the public might have which benefit or affect communities and/or neighborhoods.

## B. Public Involvement Process

### 1. Citizen Participation – Public Hearings

Outlined in the 2011 KCAG PPP, the citizen participation process used by KCAG has many components. The KCAG Commission and TPC receive citizen input from the communities in many ways. All have *Unscheduled Appearances* on their agency agendas and receive public input at that time. All representatives hold office hours and utilize public email addresses to receive input and to answer questions. In turn, the agency representatives carry forward this information to the TPC public hearings for discussion. The KCAG Commission, TPC, and Technical Advisory Committee (TAC) meetings are open to the public, with agendas posted 24 hours in advance on the KCAG website, at the KCAG Office, and at the Kings County Board of Supervisors Chambers. In addition, *Miscellaneous Correspondence* on the agenda of each meeting provides a more specific forum for citizen input by accepting/addressing written letters from the public regarding transportation issues or concerns.

Among KCAG's MPO and RTPA responsibilities, this agency develops and updates a Regional Transportation Plan (RTP), prepares a Regional Transportation Improvement Program (RTIP), prepares a Federal Transportation Improvement Program (FTIP), and administers the Transportation Development Act (TDA). KCAG routinely provides opportunities for public comment and continually strives to solicit public comments and involve all segments of the population. Twice per month for each Board, the official public hearings are advertised and held on specific agenda items including, but not limited to, the RTP and the RTIP, and the Overall Work Program (OWP) and Budget. Public hearings are held, with additional special meeting agendas available when appropriate, in order to provide citizens ample opportunity to provide input or to review any of the Commission's requests.

KCAG staff will advertise public hearings in both English and Spanish in the local newspaper of circulation, the Hanford-Sentinel, prior to the final public hearings on each plan or program, and utilizes news releases in English and Spanish sent to local news sources soliciting for both oral and/or written comments. The agendas are also utilized to advise the public that agenda backup information and public records provided to the Commission are available for public review at the KCAG office and on the KCAG website, as well as at the County Board of Supervisors Chambers.

## 2. Citizen Participation – Public Outreach

Public workshops are utilized by KCAG as a public participation strategy to encourage interaction with the public and to seek input on technical analyses or alternatives that are defined as a result of the initial public input phase in the transportation planning processes. For example, KCAG is responsible for the RTP, a 26-year planning document that serves the Kings County's transportation planning process of the region's mobility needs and issues. The Sustainable Communities Strategy (SCS) is a regional document providing the framework on how to integrate land use decisions made by the cities and county and the transportation investments in the region with a goal of reducing the greenhouse gas emissions from cars and light duty trucks in the region. Together, the RTP and SCS are updated every four years and require public notification. KCAG will conduct a second series of public meetings, along with a series of technical working group meetings for public input and consultation with professional consultants performing transportation studies on the behalf of the MPO. The technical working groups are typically comprised of stakeholders with representation from affordable housing advocates, transportation advocates, including active transportation advocates, neighborhood and community groups, environmental advocates, home builder representatives, broad-based business organizations, landowners, commercial property interests, and homeowner associations. Also included are representatives from the agricultural community, goods movement, senior citizens, bicyclists, economic development interests, public health, elected representatives (at the local, state, and federal level), education, the Santa Rosa Tachi Yokut Tribe, and the Lemoore Naval Air Station. KCAG maintains a comprehensive email database of stakeholders, high propensity voters, as well as representatives of economically disadvantaged, minority, elderly, disabled, and LEP groups, in order to reach people from all four cities and the County regarding upcoming presentations, regional workshops, and engagement opportunities.

KCAG will conduct interagency coordination with both federal and state agencies and notify interested parties, including other MPOs and RTPAs who share a significant amount of interregional travel, and land use authorities, as appropriate, depending on the project or plan.

In addition to posting all agendas on the KCAG website, other information such as agenda and meeting minutes, planning and programming documents, and agency announcements are posted to the website that the public can access to assist in the planning process. Public outreach materials to solicit public comments and questions for the planning stages of various plans and programs may include utilizing the internet and social media, with the creation of a project website where information about the plan or program process is readily available or to utilize online surveys to gather input. The project website may contain meeting materials and background on the planning process and provide opportunities for public comments and questions. KCAG will also utilize online surveying websites, such as SurveyMonkey.com, to poll information from the public regarding project specific goals and concerns. This tool has proven very effective

in collecting data from transit surveys for the update to KCAG's Transit Development Plan and for other planning documents, such as the San Joaquin Valley Greenprint. KCAG will use social media via a Facebook page to post updates, workshop information, and meeting announcements, and to gather public feedback regarding plans and processes. KCAG may also distribute factsheets with necessary information regarding complex planning matters in a simplified version for transportation projects.

### 3. Engaging Title VI Protected Groups

KCAG 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, KCAG will make all significant service-related planning and policy publications available, and will include translation for the LEP groups for both language and for written documents when necessary or upon request. KCAG will work with other public agencies and organizations which represent minorities, LEP persons, the elderly, and disabled persons to maintain a two-way dialogue regarding transportation processes and issues that are important to them. This may include non-profit organizations, advocacy groups, and public agencies that provide assistance to minority, LEP, elderly, disabled, and low income persons to educate and inform them regarding transportation processes.

KCAG ensures the participation of disadvantaged persons through localized meetings of elected Executive Board members in their respective areas in locations that are accessible to transit riders and people with disabilities, scheduled at times that are convenient for members of the public to attend. Citizens who make comments or express interest in items at public meetings or major informational meetings are placed on a mailing list to be notified of other meetings and any proposed actions. For example, extensive public outreach effort through annual Unmet Transit Needs public hearings ensures the needs of the residents of Kings County are presented and addressed about transit services funded through the State Transportation Development Act. These meetings are held at the County seat (City of Hanford) and in Corcoran, and additional Social Service Transportation Advisory Council (SSTAC) meetings are held either in Lemoore or Hanford to facilitate the transit needs of members.

To engage transit dependent and transit disadvantaged persons, several disabled and minority citizens have been selected to serve on the SSTAC and the KCAG TPC. The main purpose of the SSTAC is to serve as an advisory body to the KCAG TPC regarding the transit needs of the elderly, handicapped, and economically disadvantaged citizens. One of the key responsibilities that SSTAC members have is to participate annually in identifying transit needs, review, and recommend action to the KCAG TPC on transit needs and advise the RTPA on any other major transit issues, including the coordination and consolidation of specialized transportation services. Identification of transit needs is accomplished by reviewing the testimony given at a public hearing to be held by the KCAG TPC or to solicit input from the group each member represents. Annual SSTAC meetings are held to allow representatives of user groups to comment and discuss concerns about transit services, as well as to review and make recommendations for any unmet transit needs. KCAG has a cross section of council members on the SSTAC that consists of Title VI protected groups:

- One representative of potential transit users who are 60 years of age or older;
- One representative of potential transit users who are disabled;
- Two representatives of local social service providers for seniors, including one representative of a social service transportation provider, if one exists;

- Two representatives of local social service providers for the disabled, including one representative of a social service transportation provider, if one exists;
- One representative of local social service provider for persons of limited means;
- One representative from local consolidated transportation service agency, if one exists, including one representative from an operator;
- Additional members may be appointed by the transportation planning agency.

KCAG includes the local Tachi Yokut Indian Nation in its transportation planning processes through the Santa Rosa Rancheria membership on the KCAG TAC. This membership provides for input from the Tachi Yokut Tribe on all transportation decisions affecting the planning area which allows the Tachi Yokut to express the entity's transportation needs and concerns for their Reservation. Inclusion of the local Santa Rosa Tachi Yokut Tribe establishes regular consultation and collaboration with the tribe in accordance with Executive Order (EO) 13175, *Consultation and Coordination With Indian Tribal Governments*.

In order to provide meaningful access to LEP persons, KCAG will publish public notices, include public notices on its website and send press releases regularly issued to local newspapers to comply with the Brown Act in both English and Spanish. This applies to KCAG projects which include, but not limited to, the administration of the FTA program of projects, RTP, FTIP, and RTIP adoption and amendments, and the TDA unmet transit needs process. Press releases are sent to local media to announce upcoming meetings and activities, and to provide information on specific issues being considered by KCAG and its committees. For example, when vacancies occur on citizen advisory committees, such as the SSTAC, a press release will generally go out to various local media (radio and television) in English and Spanish to generate public interest.

#### 4. Summary of Outreach Strategies

KCAG will use identified strategies for outreach to engage minority and LEP populations, but may require additional activities depending on the scale and nature of the project. Aside from the statutory requirements for notification and posting public hearings and/or documents for circulation review, KCAG will:

- Continue building an active citizen participation forum and work to create an atmosphere that encourages the expression of all viewpoints, allowing both obvious and latent issues to be brought into the open.
- Seek representation from the entire community, including the elderly, economically disadvantaged, persons with disabilities, and the census-identified environmental justice areas of Kings County.
- Work with local non-profit organizations, advocacy groups, and public agencies that provide assistance to minority, persons of limited means, and LEP persons to educate and inform them regarding transportation processes.
- Use the KCAG Transportation Policy Committee (TPC) and Technical Advisory Committee (TAC) meetings to announce or discuss upcoming transportation processes and/or documents for the public to participate in or to review.

- Use the Social Services Transportation Advisory Council (SSTAC) as a forum to address transit needs for traditionally underserved persons.
- Hold citizen meetings at convenient times and places that are accessible to transit riders and people with disabilities, and will be scheduled at times that are convenient for members of the public to attend. Public meetings may be less formal through an open house format or more formal with a structured presentation.
- Hold presentations for transportation planning projects to schools, non-profit and community organizations, public agencies, etc. KCAG will focus on conducting these presentations during optimal times convenient for stakeholders and the communities, when opportunities are available at regularly scheduled public meetings of the City Council or Planning Commission, for example.
- Utilize visualization techniques to convey transportation related information through both online and paper surveys, using voting clickers for participants at stakeholder group meetings to engage in decision making processes, and by distributing factsheets on complex planning matters to supply information. Charts, photographs, table top displays, or other illustrated formats will also be used.
- Avoid complex terminology and technical terms to help the general public clearly understand what transportation planning is and how they can become involved in the process.
- Provide non-English language translation at meetings or for written documents when necessary or upon request.
- Provide a notice that if a person needs special assistance to participate in the meeting, including auxiliary aids, translation requests, or other accommodations, or to access the agenda and documents in the agenda packet, that they can contact the KCAG office by the Friday prior to the meeting.
- Provide a notice that agenda backup information and public records provided to the Commission after the posting of the agenda is available for public review at the KCAG office.
- Post important public documents such as the RTP, Unmet Needs Public Hearing Notices, and special planning studies on the KCAG website ([www.kingscoq.org](http://www.kingscoq.org)).
- Utilize a Facebook page as a social media tool to post updates, workshop information, and other meeting announcements, while enabling the public to provide feedback on the page about transportation planning processes.
- Advertise public meetings at additional venues (libraries, senior centers, schools, shopping areas, etc.) and through KCAG's email, agency website, and Facebook page.
- Attend already existing community meetings and events, such as school meetings, fairs/festivals, and other community activities in order to invite participation from minority, low-income, and LEP populations who may not normally attend KCAG's public meetings or public events.

- Provide Spanish translation of its website content through Google Translator.
- Issue public hearing notices in English and Spanish for transportation projects.
- Issue news releases regarding important transportation processes and accomplishments in English and Spanish. News release to the press and local media officially notifies the public of upcoming meetings and/or the availability of documents for review and comment. Additionally, KCAG annually updates its media mailing list.
- Use the Technical Advisory Committee (TAC), through the Tachi Yokut Tribe's representative, as a forum to keep the Tribe informed of transportation issues both significant to the Tribe and to the County as a whole.
- Follow KCAG's Policy for Government-to-Government Consultation with Federally Recognized Native American Tribal Governments.

## Limited English Proficiency Plan

The Language Assistance Plan that KCAG will utilize is based on the U.S. Department of Transportation Limited English Proficiency (LEP) Guidance. The LEP Plan has been prepared to address KCAG's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. and its implementing regulations, which state that no persons shall be subjected to discrimination on the basis of race, color, or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, was issued to clarify Title VI of the Civil Rights Act of 1964 with the purpose to ensure accessibility to programs and services to eligible persons who are not proficient in the English language. This executive order indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all federal agencies and as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients range from state and local agencies, to non-profits and other organizations. Title VI covers a recipient's entire program or activity.

KCAG is the MPO for Kings County and has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by KCAG. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. KCAG's Limited English Proficiency Plan is included in this Title VI Program, and in its entirety may also be viewed online at [www.kingscog.org](http://www.kingscog.org).

In order to prepare this plan, an assessment to identify LEP individuals who need assistance must be made. KCAG undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a TCAG activity or service.
2. The frequency with which LEP individuals come in contact with KCAG programs, activities, or services.
3. The nature and importance of the programs, activities, or services provided by KCAG to the LEP population.
4. The resources available to KCAG and the overall costs to provide LEP assistance.

The following analysis may be helpful in determining if KCAG communicates effectively with LEP persons and will be informative of language access planning.

## A. Four-Factor Analysis

### Factor 1. The number and proportion of LEP persons served or encountered in the Eligible Service Population

Understanding the needs of the community begins with identifying the number of LEP persons eligible to be served, likely to be served, or likely to be encountered by KCAG through its programs, services, or activities. The currently available U.S. Census data was used to determine the geographic boundaries of KCAG's service area and identify LEP populations within that area. The 2011-2015 U.S. Census Bureau American Community Survey (ACS), the most recent ACS available for analysis of language, was based upon 138,825 individuals living within Kings County at the time of the survey. KCAG analyzed the ACS data for people who speak English "less than very well" as limited English proficient persons. The survey revealed that 56,589 persons (40.76 percent of the total population) older than 5 years old, spoke a language other than English. The survey also indicated that 23,385 persons (16.84 percent of the total population) had limited English proficiency; meaning, they spoke English less than "very well". After reviewing the data in the ACS, it appears that a high concentration of LEP persons lived in the cities of Avenal, Corcoran, and within rural areas of Kings County.

Per Table 1, Spanish is the one language that falls outside of the Safe Harbor Provision of over 5 percent or 1,000 individuals (whichever is less) of the total population within the service area, with regards to the written translation requirements of written documents. The number of Spanish speaking persons far exceeds the Safe Harbor threshold, which is strong evidence that the translation of documents by KCAG is a vital and necessary practice.

Table 1 – Languages Spoken in the Kings Region<sup>1</sup>

<b>Kings County - Language Spoken At Home</b>		
<b>Language</b>	<b>Estimate</b>	<b>Percent</b>
<i>Total Population (5 years and older)</i>	138,825	100.00%
Speak only English	82,236	59.24%
Language other than English	56,589	40.76%
Speak English less than “very well”	23,385	16.84%
Spanish	49,821	35.89%
French	133	.10
French Creole	23	.02
Italian	91	.07
Portuguese	1,203	.87
German	249	.18
Other West Germanic	101	.07
Scandinavian	6	.00
Greek	5	.00
Russian	54	.04
Polish	71	.05
Serbo-Croatian	20	.01
Other Slavic	4	.00
Armenian	75	.05
Persian	21	.02
Gujarati	52	.04
Hindi	35	.03
Urdu	138	.10
Other Indic	436	.31
Other Indo-European	14	.01
Chinese	376	.27
Japanese	155	.11
Korean	48	.03
Mon-Khmer, Cambodian	24	.02
Hmong	70	.05
Thai	43	.03
Laotian	37	.03
Vietnamese	274	.02
Tagalog	2,185	1.57
Other Pacific Island	155	.11
Navajo	12	.01
Other Native North American	73	.05
Hungarian	36	.03
Arabic	408	.29
Hebrew	3	.00
African	122	.09
Other and unspecified	16	.01

<sup>1</sup> Source: U.S. Census Bureau/American Fact Finder. “B16001: Language Spoken At Home - 5 years and older”. 2011-2015 American Community Survey 5-Year Estimates. Web. 21 August 2018. <http://factfinder.census.gov>.

## Factor 2. The frequency with which LEP individuals come into contact with programs, activities, and services

KCAG's prior experience with limited English proficiency persons has been primarily with Spanish-speaking individuals during outreach efforts for the long-range transportation plan (Regional Transportation Plan) and the Sustainable Communities Strategy and the Active Transportation Plan, and during the Unmet Transit Needs process that occurs annually. KCAG has contracted with private consultants for each four-year update of its long-range transportation plan to gather input from LEP, minority households, limited means households, ADA individuals, and elderly residents, through public workshops, surveys, and interviews as needed. Outreach meetings have been helpful in providing insight into the needs and concerns of residents who often do not participate in regional government or transportation planning processes. Materials, including written and online surveys, are translated into the language or languages recommended by the community group(s), which is predominantly Spanish in Kings County. KCAG also has an adopted Public Participation Plan outlining various outreach activities required to meet the federal planning process. KCAG staff routinely contacts citizens, businesses, commercial organizations, and the Tribal Council Chairman of the Santa Rosa Tachi Yokut Tribe for input into specific planning items. KCAG's website includes meeting agendas and meeting minutes, planning and programming documents, and other information that the public can access to assist in the planning process.

During the annual Unmet Transit Needs process, KCAG works to ensure all segments of the population, including LEP persons, have the opportunity to be involved and to voice their concerns regarding transit services within the county. KCAG holds a public hearing over a period of two months to provide outreach and receive input from the county's residents with regard to transit systems and services. Outreach materials are published in both English and Spanish, such as flyers, emails, and notices on the KCAG website, in local newspapers, and news releases to local news radio and television stations. KCAG will also provide translation services as requested by LEP persons.

KCAG will also conduct several public meetings each year through the Social Services Transportation Advisory Council (SSTAC) to provide outreach to LEP, persons of limited means, ADA, and elderly groups with regard to the transit systems services. Many of the social service providers on the Council will provide feedback from their transit-dependent constituents regarding transit service needs in the communities. SSTAC members will also advocate the purpose of the SSTAC for LEP, disabled and/or elderly public transit users to join the SSTAC or attend meetings to broaden the diversity of the SSTAC's membership. KCAG's annual recruitment activities to increase membership on the SSTAC include utilizing outreach materials translated into Spanish. The current SSTAC includes a representative from the Valley LEAP (Latino Environmental Advancement Project) and several Spanish-speaking social service and public agency representatives whose clientele are mainly Spanish-speaking individuals using transit services.

## Factor 3. Importance of programs, activities, and services to LEP population

KCAG engages in and administers a variety of programs, activities, and services of importance to LEP persons in general that are long-term in nature. Some programs KCAG administers have a larger reach, such as the updates to the RTP and the annual Unmet Transit Needs process. Community-based organizations in Kings County are contacted and asked to assist in the distribution of surveys in English and Spanish in order to determine how people in the county are using the current transportation systems and what are the long-

term transportation needs of the communities. Translation services at the public outreach meetings held throughout the county are vital to gather input on the preparation of the RTP and Active Transportation Plan and other processes.

The Unmet Transit Needs process provides a valuable service to the transit-dependent individuals within the county by providing outreach opportunities to riders to voice their concerns regarding KCAG services, transit systems, and other information. The transit-dependent include LEP persons, persons with disabilities, the elderly, and persons of limited means. The KCAG Transportation Policy Committee reviews unmet needs and policies, and ensures that an agency's transit routes, hours and days of service, and other service parameters are responsive to the needs of these populations, which generally include requests to provide transit to educational facilities, medical appointments, and places of employment. KCAG works with the Kings County Area Public Transit Agency (KCAPTA) to administer the Kings Area Rural Transit (KART) bus system carried out under contract with a private firm to provide fixed route, paratransit and commuter services. Both KCAG and KCAPTA must continue to seek out and define transportation needs. It is vital that the KART system remain proactive to transit patron's needs, allowing both input and feedback for future transit service adjustments. KART provides both fixed route and paratransit services between Kings County urban and rural communities with predominantly LEP populations, and commuter route services from Hanford to communities within the adjoining counties of Tulare, Fresno and Kern. Service is provided to Visalia in Tulare County and to Laton and Selma in Fresno County, including service to medical facilities in Fresno. However, there are no reciprocal services provided by other transit operators in other counties to Kings County communities.

KCAG also works with City of Corcoran to define transportation needs for the community. Corcoran Area Transit (CAT) provides demand response transit service to its community with connection to Hanford via KART, and maintains a multimodal station used for CAT and Amtrak service. CAT's demand response serves the general public, including local school children, within the city limits. KCAG administers the Transportation Development Act (TDA) funding for both the Corcoran and KART transit systems, in addition to various FTA program funds available to transit operators which directly impact the services available to the LEP population.

#### Factor 4. Resources available to KCAG and overall cost to provide LEP assistance

KCAG provides non-English language translation at public meetings when necessary or upon request to allow LEP persons to participate in the core planning, investment policies, and transportation planning processes. KCAG works with the local jurisdictions and local advocacy groups representing LEP persons to determine their language needs and concerns for planning purposes.

When necessary, KCAG will contract with a professional interpreter service. The unit cost for interpreter services is approximately \$100 per hour. KCAG will resource and reduce administrative costs by reasonable business practices and the sharing of language assistance materials and services among and between recipients and advocacy groups. For example, KCAPTA staff provided translation of transit surveys for KART ridership in Spanish at no cost, as well as interpretation of the long-range transportation planning process to LEP persons at various KCAG-sponsored outreach meetings. KCAG will also utilize any available in-house staff to properly translate documents for the public in addition to using free Google Translate online. KCAG also engages relevant community organizations, such as the Valley Latino Environmental Advancement Project (LEAP), an advocacy group for Latinos, immigrants and youth engaged to achieve environmental sustainable justice while improving

community health, to provide important transportation planning processes or to gather input from Spanish speaking groups.

## B. Language Assistance Measures

KCAG uses a number of techniques and practices to provide productive opportunities for all interested Kings County residents to participate in the dialogue that informs important decisions, regardless of language barriers:

- Provide notification of translation services on the monthly agenda that if translation services are needed, to contact the KCAG office by the Friday prior to the scheduled meeting to allow access to the agenda and documents in the agenda packet to LEP persons.
- Post important documents, such as the Regional Transportation Plan (RTP), Unmet Needs public hearing information, and special transportation studies, on the KCAG website.
- KCAG will provide Spanish translation of its website content through Google Translator and through available Spanish-speaking staff
- KCAG will utilize Google Translator for planning documents to provide translated materials to LEP populations.
- Provide professional interpreter service for non-English translation at meetings or to explain key documents such as brochures, fact sheets, and important planning documents when necessary or upon request.
- Flyers for major community workshops and similar meetings include instructions on how to request translation services.
- Use maps, charts, photographs, and other visualization techniques to convey transportation related information.
- Avoid complex terminology and technical terms to help tailor the presentation in a way that is appropriate when addressing the general public and LEP persons.
- Tailor public participation activities to reflect the unique LEP population with a respective community.
- Advertise public hearing notices in English and Spanish in newspapers of general circulation.
- Advertise news releases with non-English language media outlets (radio and television stations) to place articles or public service announcements about KCAG's projects or to announce participation opportunities.
- Develop relationships with local social service organizations and public agencies that provide services to LEP persons and seek opportunities to provide information about KCAG transportation planning projects.
- Disseminate notices through partnerships with community-based and interest organizations.

- Post notices of Unmet Needs public hearings on all transit buses and at the multi-modal stations in English and Spanish.
- Make regular reports to KCAG's ongoing committees such as the SSTAC.

### C. Safe Harbor Provision

Based on the four-factor LEP analysis, Spanish is the only language that must be translated for vital written documents. For other language groups, KCAG will provide an interpreter if requested by an individual for the translation of documents, as appropriate.

### D. Notification to LEP or Low Literacy Persons

The public must be informed of their rights under Title VI and the language assistance available from KCAG. This will be done in several ways, including:

- Notifications posted in KCAG's reception area and meeting rooms. Notice of the public's Title VI rights (in English and Spanish) will also be placed in the KCAG office reception and meeting rooms.
- Notification posted on the KCAG website; any person or agency with internet access will be able to access and download the KCAG LEP Plan.
- Flyers for major community workshops and similar meetings include instructions on how to request translation services.
- Routine use of language on printed or electronic announcements for public workshops on key planning efforts that alert interested individuals on how to request translation services.
- Alternatively, any person or agency may request a copy of the LEP Plan via telephone, mail, or email and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which KCAG will provide, if feasible.

### E. Maintenance and Monitoring of the LEP Plan

KCAG will monitor and evaluate the LEP Plan as follows:

- The LEP Plan will be assigned to KCAG's Title VI Coordinator, who will ensure compliance and correct implementation.
- KCAG will monitor requests for translation and adjust practices to meet demand while maintaining a basic level of access by LEP populations to key programs and documents.
- KCAG will determine whether the need for translation services has changed.
- KCAG will determine whether its financial resources are sufficient to fund language assistance resources needed.
- KCAG will communicate with LEP individuals by including questions about language assistance and information needs on any community surveys.
- KCAG will conduct ad-hoc outreach with LEP groups.

- KCAG’s LEP Plan will be updated periodically as needed.
- KCAG will maintain on-going communication with organizations serving LEP populations.
- KCAG will hold conversations with key contacts that work with LEPs.
- KCAG will track language assistance efforts, including:
  - reporting front-line staff’s interactions with LEP;
  - documenting the number of LEP persons encountered annually;
  - documenting how the needs of LEP persons have been addressed;
  - determining whether complaints have been received concerning the agency’s failure to meet the needs of LEP individuals; and
  - maintaining a Title VI complaint log, including LEP to determine issues and basis of complaints.

#### F. Staff LEP Training

The following training procedure will be implemented by the KCAG Title VI Coordinator:

1. Staff will be trained on Title VI procedures and LEP responsibilities.
2. Staff will be informed of the language assistance services offered to the public by KCAG.
3. Staff will be trained on who to contact when professional interpreter services are required.
4. Staff will receive training on how to handle a potential Title VI/LEP complaint.
5. Staff will receive training on how to document language assistance requests.

## Minority Representation on Non-Elected Transit Advisory Committees

### A. Social Service Transportation Advisory Council

KCAG has two non-elected transit advisory councils. As required by TDA provisions, the Social Service Transportation Advisory Council (SSTAC) was established to provide broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. Table 2 indicates the racial/ethnicity breakdown of the 2018 membership of the SSTAC. The number of Hispanic members serving on the SSTAC is the second highest group, which has historically increased with recruitment efforts to encourage greater public participation from LEP groups.

Table 2 - Social Service Transportation Advisory Council

	Gender		Race/Ethnicity					
	Male	Female	White	African American	Native American	Asian American	Hispanic	Other
<b>No.</b>	8	16	12	3	0	0	9	0
<b>Percent of Total Council</b>	33%	67%	50%	12%	0%	0%	38%	0%

As indicated in the PPP and the LEP Plan, KCAG reaches out to minorities, disabled individuals, the elderly, persons of limited means, and LEP persons in its recruiting efforts to maintain a wide range of individuals on the SSTAC in accordance with the Transportation Development Act. Members of the SSTAC are appointed by the RTPA. Each member serves a three-year term and participates annually in identifying transit needs, review and recommend action to the KCAG Transportation Policy Committee (TPC) on transit needs, and advise the RTPA on any other major transit issues, including the coordination and consolidation of specialized transportation services and identification of transit needs within the communities. KCAG annually solicits SSTAC participation from interested individuals who seek to improve transit service within Kings County. Historically, Avenal, Corcoran, Kettleman City, Lemoore, Stratford, and the Santa Rosa Rancheria Tribe have had limited or no representation on the council. Increased efforts in the past few years have brought new representatives from Avenal and Fresno. KCAG will continue recruitment efforts to secure representatives from underrepresented areas and LEP groups in order to better serve the transit needs of the entire county.

### B. KCAG Technical Advisory Committee

The KCAG Technical Advisory Committee (TAC) has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of KCAG's Overall Work Program (OWP) and Budget and to advise the KCAG TPC on appropriate actions to taken. The TAC is composed of KCAG staff, county and city public works and planning directors, city managers, county administrative officer, and ex-officio non-voting members from Caltrans District 6 staff, a Kings County Area Public Transit Agency representative, a Lemoore Naval Air Station representative, a San Joaquin Valley Air Pollution Control District, a County Environmental Health Representative, and a Santa Rosa Rancheria Tribe Tachi Yokut representative. Table 3 indicates the racial/ethnicity breakdown of the 2018 membership of the KCAG Technical Advisory Committee.

Table 3 - Technical Advisory Committee

	Gender		Race/Ethnicity					
	Male	Female	White	African American	Native American	Asian American	Hispanic	Other
<b>No.</b>	15	6	15	0	2	0	3	1
<b>Percent of Total</b>	71%	29%	71%	0%	10%	0%	14%	5%

## Minority Representation on Elected Transit Advisory Committees

### A. KCAG Commission

The KCAG Commission is responsible for all actions, agreements, and functions carried out by the Kings County Association of Governments. An Executive Director is hired by the KCAG Commission to administer the day-to-day operations and direct KCAG staff. The KCAG Commission is comprised of the following subcommittees: the Transportation Policy Committee, Technical Advisory Committee, and the Social Service Transportation Advisory Council. The Commission is composed of two members from the County and one member from each of the four cities. Table 4 indicates the racial/ethnicity breakdown of the 2018 membership of the KCAG Commission.

Table 4 - KCAG Commission

	Gender		Race/Ethnicity				
	Male	Female	White	African American	Native American	Asian American	Hispanic
<b>No.</b>	5	1	4	0	0	0	2
<b>Percent of Total</b>	83%	17%	67%	0%	0%	0%	33%

### B. KCAG Transportation Policy Committee

The KCAG Transportation Policy Committee (TPC) has the authority and primary responsibility to conduct informed reviews regarding all work activities of the Overall Work Program and Budget and to decide on appropriate actions to be taken. The TPC is comprised of two subcommittees: the Technical Advisory Committee and the Social Service Transportation Advisory Council. The Transportation Policy Committee is composed of one member from each of the cities, two members from the County, and a Caltrans Director (ex-officio non-voting member). Table 5 indicates the racial/ethnicity breakdown of the 2018 membership of the Transportation Policy Committee.

Table 5 - KCAG Transportation Policy Committee

	Gender		Race/Ethnicity				
	Male	Female	White	African American	Native American	Asian American	Hispanic
<b>No.</b>	5	2	5	0	0	0	2
<b>Percent of Total</b>	71%	29%	71%	0%	0%	0%	29%

### C. Abandoned Vehicle Abatement Service Authority

The KCAG Commission also serves as the Board of Directors of the Kings County Abandoned Vehicle Abatement Service Authority (KCAVASA). The responsibilities of the Board of Directors are to manage the financial affairs of the Authority, review and approve quarterly claims for reimbursement, submit annual reports to the California Highway Patrol, and disburse funds to claimants. Table 6 indicates the racial/ethnicity breakdown of the 2018 membership of the Kings County Abandoned Vehicle Abatement Service Authority.

Table 6 - Abandoned Vehicle Abatement Service Authority

	Gender		Race/Ethnicity				
	Male	Female	White	African American	Native American	Asian American	Hispanic
No.	4	1	3	0	0	0	2
Percent of Total	80%	20%	60%	0%	0%	0%	40%

## Requirements For Metropolitan Planning Organizations

This section describes procedures unique to KCAG's role as a metropolitan transportation planning organization regarding compliance with the Department of Transportation's Title VI regulations.

### A. Demographic Profile of the Metropolitan Area

Executive Order (EO) 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, pertains to environmental justice in transportation decision-making, which can improve potential disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations. In response to EO 12898, KCAG has identified the following racial and ethnic groups, including low-income and disadvantaged communities within Kings County.

The metropolitan planning area for KCAG is the County of Kings and includes the cities of Hanford, Lemoore, Corcoran, and Avenal. Table 7 depicts the most up-to-date population estimates (2016) based on race/ethnicity for the member jurisdictions and unincorporated areas of the county.

Table 7 - KCAG Member Agency Populations<sup>2</sup>

Member Agency	Census 2010 Population	Census 2016 Population
Avenal	15,749	13,590
Corcoran	25,136	22,917
Hanford	52,315	54,912
Lemoore	23,901	25,169
Unincorporated Areas	34,021	33,673
Total Population	151,122	150,261

Table 8 depicts the population estimates for different races and ethnicities in Kings County. The U.S. Census identifies "Hispanic or Latino" as an ethnicity while other population groups are identified as races. To prevent double-counting, persons whom identified themselves as Hispanic were excluded from racial population counts, but comprise a portion of the total minority population. Therefore, KCAG utilized data for White and Minority populations under the Hispanic or Latino and Race subgroups.

According to the demographic profile based on Census Block Groups with minority populations greater than 50 percent, over a five-year survey (2012-2016), minorities made up approximately 66.4 percent of the total population in Kings County.

Statistics on LEP populations in the Kings Region can be found in the LEP Plan included on page 24. Locations of aggregate minority populations can be viewed in Map 1. Locations of disadvantaged communities can be viewed in Map 2. Both maps indicate the correlation of the highest concentrations of minority households with the disadvantaged community areas in Kings County.

<sup>2</sup> Source: U.S. Census Bureau/American Fact Finder. "DP05: ACS Demographic and Housing Estimates – Race Total population". *2012-2016 American Community Survey 5-Year Estimates*. Web. 29 August 2018. <http://factfinder.census.gov>.

Table 8 - Demographic Profile of Kings County<sup>3</sup>

Subject	Kings County		Percentage of Total Community				
	Estimate	Percent	Avenal	Corcoran	Hanford	Lemoore	Kings County
<b>Total Population</b>	<b>150,261</b>	<b>100%</b>	<b>13,590</b>	<b>22,917</b>	<b>54,912</b>	<b>25,169</b>	<b>33,673</b>
<b>Ethnicity</b>							
Hispanic or Latino	79,862	53.1%	78.8%	66.8%	48.7%	41.9%	49.1%
Not Hispanic or Latino	70,399	46.9%	21.2%	33.2%	51.3%	58.1%	50.9%
	<b>Total</b>	<b>100%</b>					
<b>Race</b>							
White	50,536	33.6%	11.9%	18.6%	39.9%	40.2%	37.6%
Black/African American	8,917	5.9%	5.7%	10.0%	4.4%	4.5%	6.9%
American Indian/Alaskan Native	1,163	0.8%	0.9%	1.2%	0.3%	0.4%	1.5%
Asian	5,422	3.6%	0.7%	1.0%	4.3%	8.2%	1.9%
Native Hawaiian/Other	336	0.2%	0%	0.2%	0.1%	0.4%	0.3%
Some other race	328	0.2%	0%	0.1%	0.1%	0.2%	0.6%
Two or more races	3,697	2.6%	2.0%	2.1%	2.2%	4.2%	2.1%
	<b>Total</b>	<b>100%</b>					
<b>Minority</b>		66.4%	88.1%	81.4%	60.1%	59.8%	62.4%
<b>Poverty - All People<sup>4</sup></b>	28,661	21.6%	32.8%	36.2%	19.7%	16.5%	21.9%
<b>Household Income<sup>5</sup></b>	\$47,241		\$35,103	\$35,531	\$51,231	\$50,871	\$63,469

Hispanic/Latino (of any race) Population Concentrations

Within the Kings Region, the largest minority group was Hispanic (53.1 percent), followed by Black (5.9 percent). In the communities of Avenal and Corcoran, a majority of residents identified themselves as Hispanic or Latino (78.8 percent and 66.8 percent, respectively).

White Population Concentrations

Within the Kings Region, 33.6 percent of the population was classified as White, the second largest single racial group in Kings County. The two highest concentrations of White

<sup>3</sup> Source: U.S. Census Bureau/American Fact Finder. "DP05: ACS Demographic and Housing Estimates – Hispanic or Latino and Race". 2012-2016 American Community Survey 5-Year Estimates. Web. 27 August 2018. <http://factfinder.census.gov>.

<sup>4</sup> Source: U.S. Census Bureau/American Fact Finder. "DP03: Selected Economic Characteristics – Percentage of People Whose Income in the Past 12 Months is Below the Poverty Level". 2012-2016 American Community Survey 5-Year Estimates. Web. 28 August 2018. <http://factfinder.census.gov>.

<sup>5</sup> Source: U.S. Census Bureau/American Fact Finder. "DP03: Selected Economic Characteristics – Income and Benefits – Median household income". 2012-2016 American Community Survey 5-Year Estimates. Web. 29 August 2018. <http://factfinder.census.gov>.

population are located in the city of Lemoore (40.2 percent) and city of Hanford (39.9 percent).

#### Black/African American Population Concentrations

Within the Kings Region, only 5.9 percent of the population identified themselves as Black or African American. The highest concentration of Black/African American population is located in the city of Corcoran (10 percent).

#### American Indian/Alaskan Native Population Concentrations

Within the Kings Region, only .8 percent of the population was American Indian or Alaskan Native. Although the Santa Rosa Rancheria with the Tachi Yokut population is located in the county, the highest concentration of American Indian/Alaskan Native population is located in the city of Corcoran (1.2 percent).

#### Asian and Native Hawaiian or Other Pacific Islander Concentrations

Within the Kings Region, 3.6 percent of the population was Asian with the highest concentration in the Lemoore community (8.2 percent) and .2 percent was either Native Hawaiian or other Pacific Islander origin, with the highest concentration in Lemoore (.4 percent).

#### Some Other Race or Two or More Races Concentrations

The concentrations for Other Race or combination of Two or More Races ranged between .2 and 2.6 percent within the Kings Region.

#### Population Concentrations of Poverty

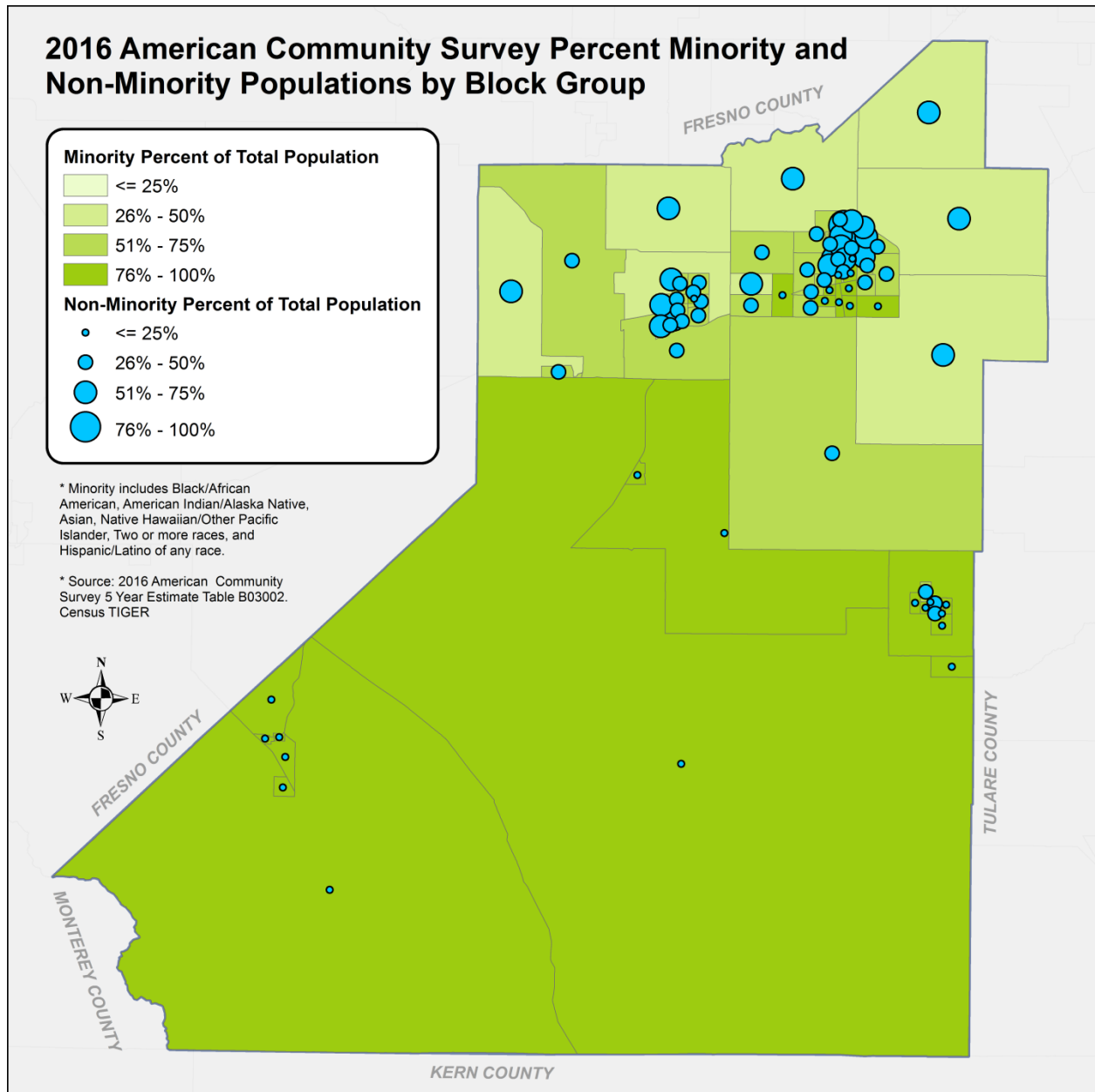
Table 8 indicates the poverty level by jurisdiction. Approximately 21.6 percent of those residing in Kings County lived below the poverty level in 2016, exceeding the State poverty level of 15.8 percent. The lowest percentage of individuals in poverty was in Lemoore (16.5 percent) while the highest concentration was in the city of Corcoran (36.2 percent).

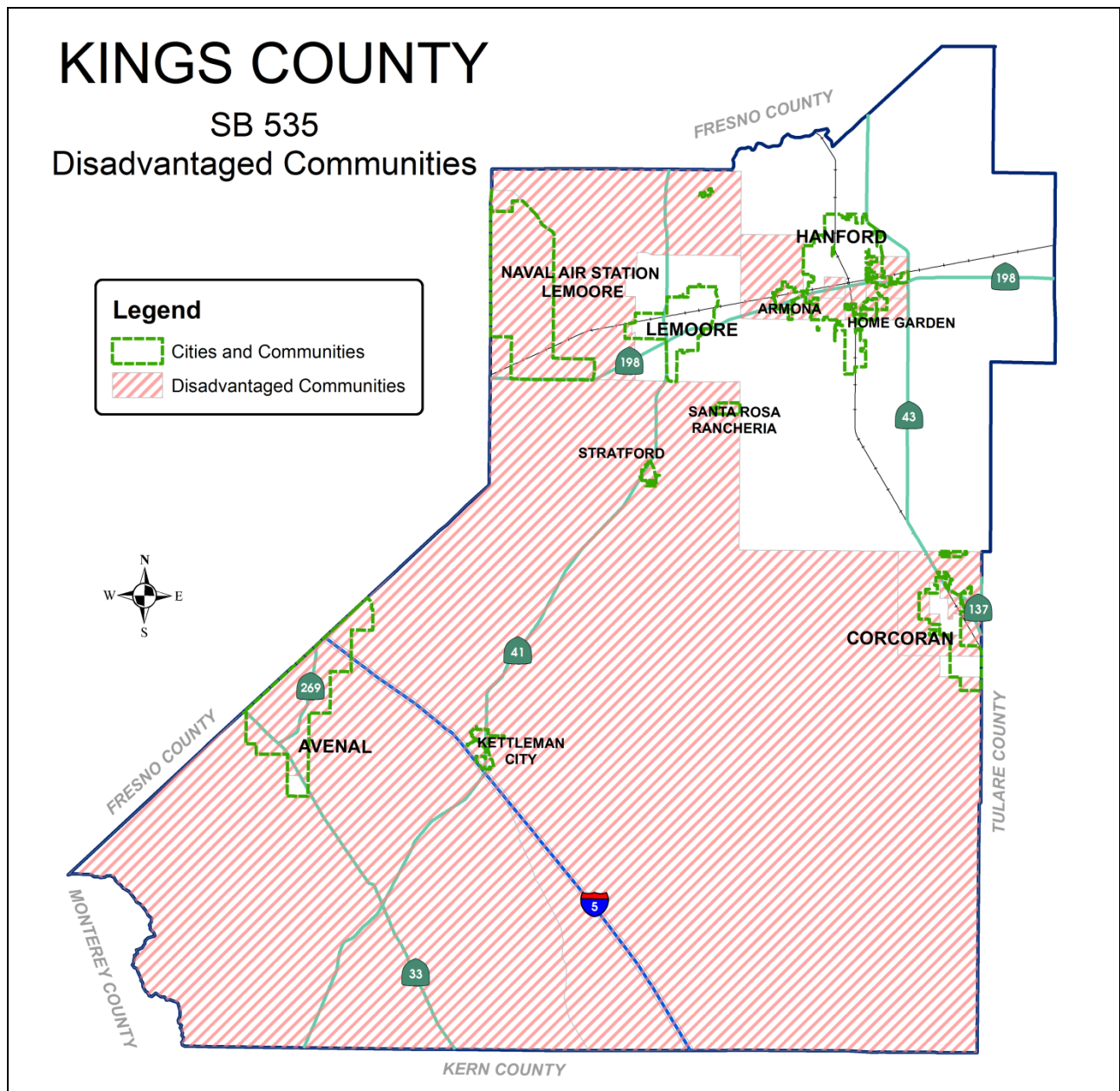
#### Low Income Levels

Table 8 depicts the household income levels by jurisdiction. The State median income in 2016 was \$63,783 and the median income for Kings County was \$47,241. The lowest median household income of \$35,103 was in the city of Avenal.

Approximately 66.4 percent of the Kings County population consists of minorities, and all four incorporated cities and the county also have lower median income levels than the State median income, indicating that within the Kings region, areas with high concentrations of minority populations also have high concentrations of low-income populations. This requires the need to properly address the unique needs of different socioeconomic groups and provide opportunities for public engagement, and promote environmental justice to ensure non-discrimination in the transportation decision making process within these communities.

Map 1 – Demographic Map of Kings County Region by Block Group





Source: <https://oehha.ca.gov/calenviroscreen/sb535>, dated 6/4/2018

## B. Identification and Consideration of Mobility Needs of Minority Populations within KCAG's Planning Process

### 1. Identification of Mobility Needs of Minority Populations within KCAG's Planning Process

KCAG regularly collects and analyzes demographic information to help plan for a more accessible regional transportation system. KCAG prepared an environmental justice analysis as part of the 2018 Regional Transportation Policy (RTP) process, identifying and mitigating human environment and adverse impacts that transportation projects may have.

Low-mobility populations are limited in their ability to access needed goods and services or limited in their means by which they reach their destination due to expense or inconvenience. In the environmental justice analysis, transit-dependent populations were identified by jurisdiction and Census-Designated Places (CDP) within the Kings region. Transit-dependent households were defined as having fewer than two vehicles per household. The analysis determined there are fewer transit-dependent populations within the county, higher vehicle usage, lower transit and active transportation (walk/bike) usage, and shorter travel commuting times when compared to California averages. However, transit-dependent households were concentrated within the communities of Avenal, Stratford and Lemoore Station. Through the environmental justice and public participation processes, KCAG can better identify opportunities to improve transportation accessibility for disadvantaged populations where low-income and minority households may have restricted mobility and may not have access to private vehicles.

### 2. Consideration of Mobility Needs of Minority Populations within KCAG's Planning Process

KCAG ensures that members of minority communities are provided with opportunities to engage in the transportation planning process in the following ways:

- KCAG reacts promptly to questions and concerns, including those that address minority populations.
- KCAG holds meetings outside of regular business hours as demand arises, and when the subject matter warrants a more accessible meeting time.
- KCAG considers additional outreach at events with higher concentrations of Spanish speakers as demand arises. For example, in the development of the 2018 RTP and the Active Transportation Plan (ATP), surveys and other meeting materials were translated into Spanish. In addition, KCAG conducted workshops in minority cities providing translation services in addition to Spanish-written handouts to encourage the number of Spanish speakers who participated in the process.
- KCAG has translated the following documents into Spanish and are available online:
  - Title VI Public Notice
  - Title VI Complaint Procedures
  - Title VI Complaint Form

- KCAG is adding accessibility features to its website ([www.kingscog.org](http://www.kingscog.org)), as part of the OWP process.
- KCAG provides special accommodations (transportation, language interpretation, etc.) upon request.
- KCAG provides sufficient public notice for public comment periods and meetings as required, so individuals, including minorities, have enough time to review draft documents and/or plan to attend KCAG meetings.

KCAG is responsible for various transportation planning processes. The mobility needs of the minority and low income populations are identified during the Unmet Transit Needs public hearing process. The public hearing takes place every year, and an extensive outreach effort is undertaken to contact the elderly, disabled persons, minorities, persons of limited means (low income), and the LEP populations in an effort to determine what unmet transit needs exist within Kings County. The meeting is noticed by flyers and in newspapers of general circulation in English and Spanish, with translation services available upon request for materials and/or at the public hearing. Unmet transit needs are submitted verbally at the public hearing, by telephone, email, or written letters mailed to KCAG's office.

In addition to the outreach and transportation planning involved with the most recent Transit Development Plan (TDP) update, which serves as the strategy for transit planning for the county's transit providers, the Kings County Area Public Transit Agency (KCAPTA) employs transit marketing strategies developed with the KCAPTA Marketing Plan to target groups for ridership on Kings Area Rural Transit (KART) buses. Although strategies serve to improve farebox revenue and performance, the end goal is to improve mobility needs identified within the county. The City of Corcoran is encouraged to look at marketing strategies as much as financially possible. Subject groups targeted by the marketing strategies include minorities, the elderly, disabled, LEP, and persons of limited means who rely upon public transit as their primary means of transportation and mobility.

KCAG's Social Services Transportation Action Plan (SSTAP), updated in 2015 with the TDP, lists social service providers within the county and their programs to facilitate the coordination of transit services for the elderly, disabled, and persons of limited means which may also impact minorities and LEP persons. This list is updated annually by KCAG staff.

## C. Analysis of KCAG’s Transportation System Investments

Table 9 lists all of the transportation funding that KCAG approves (funds received and funds directed) for public transportation and non-motorized transportation in the Kings region (based on FY 2018/2019).

Table 9 – Funds Directed Toward Public Transportation/Non-motorized Transportation

FUNDS		Expenditures
KCAG Directs to Public and/or Non-motorized Transportation		FY 2018/19
*/ ***	FTA Section 5303	\$ 356,000
	+ FTA Section 5307 (Operating)	\$ 2,500,000
**	+ FTA Section 5310	\$ 511,000
	+ FTA Section 5311	\$ 740,000
	+ FTA Section 5339	\$ 213,000
***	FHWA PL	\$ 1,610,661
*	State Planning, Programming, and Monitoring	\$ 40,719
	State Transit Assistance	\$ 1,321,575
	Local Transportation Fund	\$ 4,100,000
	Abandoned Vehicle Abatement Service Authority	\$ 43,000
*	Local Funds	\$ 35,200
	<b>Total</b>	<b>\$ 11,471,155</b>
* Denotes KCAG receives funding directly		
** FTA approval FY 2015 to 2017		
*** Includes carryover funds		
+ Denotes programmed amounts		

KCAG receives Federal Transit Administration (FTA) Section 5303, local funds, and State Planning, Programming, and Monitoring (PPM) funds directly for public transportation planning in the region (thus, the minority populations shown in the demographic map (Map 1) stand to benefit from these planning efforts). FTA 5303 funds support urban transit planning activities, such as transit studies and transit asset management plans. Local funds are derived from member agencies who contribute to the cost of local planning projects for which other funds are not eligible, based on their percentage of the total county population. PPM funds are state funds used for planning activities in the Kings County region.

Federal Highway Administration (FHWA PL) funds provide for MPO urban transportation planning activities, based on urban area population. KCAG uses these funds for projects such as traffic counts, regional ATP, regional Corridor Study, and other transportation management studies or plans.

Abandoned Vehicle Abatement (AVA) funds are State funds collected through a fee on registered vehicles, used to administer the Abandoned Vehicle Abatement Service Authority Program.

## D. Requirements for Program Administration

### 1. Procedures for Pass-Through Funds and Demonstration of Non-Discriminatory Manner

KCAG, as primary recipient of FTA “pass-through” funds (FTA 5307/5311/5339), will program the funds planned for the transportation projects in the 2018 RTP into the Transportation Improvement Plan (TIP) and create a priority list of projects and project phases to be carried out in each year of the four-year period after the initial adoption of the TIP. A second phase is a financial plan that demonstrates how the TIP can be implemented. The financial plan is also required to indicate all public and private resources and financing techniques that are expected to be used to carry out the plan. KCAG passes federal funds to subrecipients without regard to race, color or national origin, and ensures that minority populations are not being denied the benefits of or excluded from participation in these programs.

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. It is the identification and assessment of adverse effects of programs, policies, or activities on minority and low-income population groups. For KCAG’s purposes, environmental justice refers to equity in the distribution of benefits and costs arising from transportation policies, programs, and projects included in the Regional Transportation Plan (RTP) and the Federal Transportation Improvement Program (FTIP).

For the 2018 RTP Update and 2019 FTIP, the environmental justice impacts analyzed include: human health and safety, economic development, society and culture, and natural environment. Through the use of demographic and transportation data, including identified performance measures, to conduct impact analysis, it was concluded that the implementation of the 2018 RTP/SCS may cause adverse effects on a minority or low-income population; however, these potential impacts would be reduced to a level of less than significant based on the analysis and will not disproportionately impact any low-income or minority population within Kings County.

The adopted 2011 Public Participation Plan includes practices of environmental justice; however, the 2018 Supplemental Public Participation Program includes enhanced outreach approaches to environmental justice populations to meet state and federal principles and to eliminate participation barriers to active participation in these populations. All of the Public Participation Plan documents may be viewed on KCAG’s website at [www.kingscoq.org/get\\_involved](http://www.kingscoq.org/get_involved).

The adopted 2019 FTIP will include programmed investments of more than \$87 million. More than \$75 million or 86% of those funds are for projects that directly benefit our environmental justice populations. Other projects identified in the FTIP also benefit our environmental justice population while they benefit the remaining population of Kings County. These mutually beneficial projects include traffic flow improvements and increased access to public agencies and private commercial facilities. The project types included in the \$78 million are for transit expansions, operations and transit asset management/rehabilitation, or for roadway and safety improvements in areas with a concentrated environmental justice community.

In addition to the federally funded safety improvements, local agencies are pursuing state funded safety improvements that are not included in the FTIP. KCAG’s analysis demonstrates that the investments included in the 2019 FTIP and 2018 RTP will not have a disproportionately adverse impact on minority or low-income communities. In addition, none of the individual projects included in the 2019 FTIP or the 2018 RTP would create significant negative impacts in the environmental justice communities.

2. [Record of Funding Requests to Provide Assistance to Predominantly Minority Populations \(PMP\)](#)

The Kings region has census tracts that consist predominantly of minority populations. KCAG will log funding requests for projects that are concentrated within Predominantly Minority Populations (PMP) when applicable.

Table 10 – Record of Funding Requests for PMPs

Date of Request	Applicant	FTA Program	Amount Requested	Amount Directed toward a PMP	Project Description	Accepted or Rejected	Amount Awarded
None	None	None	None	None	None	None	None

3. [Description of KCAG’s Competitive Selection Process for Public Transportation Funding](#)

Most public transportation investments are directed toward the cities of Hanford, Corcoran, Avenal, the County, and the subarea of Hanford-Armona, where the majority of minority populations are concentrated. KCAG will conduct a Transportation Development Act (TDA) annual transit needs assessment to determine if there are unmet transit needs within the region. TDA findings inform the use of FTA funds for transit operators. Whenever FTA funding becomes available, KCAG announces the opportunity for public transportation funding to the region’s transit providers, including the local Native American Tribes and social service transportation providers. KCAG solicits participation and nominates individuals involved with local human services agencies, non-profit community based organizations, and other local stakeholders for membership on the Social Services Transportation Advisory Council (SSTAC).

For FTA formula grant programs, such as Section 5307, 5311 and 5339 that provide pass-through funds, KCAG will provide allocations based on population to the region’s public transit operators to use for improvements in transit service and transportation projects for the general public and traditionally underrepresented and underserved populations such as the elderly, disabled, low income, and minority groups within Kings County.

For FTA discretionary grant programs, KCAG maintains a record of funding requests and a list of applicants who use the grant program funds to provide assistance to predominantly minority populations. KCAG will publish public notices or issue announcement flyers to local media, in addition to publishing grant information on its website, in order to ensure the equitable distribution of funds to subrecipients who serve minority populations, including the local Native American Tachi Yokut Tribe. FTA Section 5310 provides discretionary distribution of competitive funds for capital and operating assistance projects that meet the transportation needs of seniors and individuals with disabilities where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that

improve access to fixed-route service; or that provide alternatives to public transportation. KCAG administers the discretionary grant process for the region's public transit operators and private non-profit providers of alternative transit, who are all direct recipients of these FTA funds. Each direct recipient is required to adopt Title VI programs and comply with the related requirements.

#### 4. [Description of KCAG's Criteria for Selecting Entities to Participate in a FTA Grant Program](#)

FTA defines eligibility criteria for its programs. To date, KCAG has recommended all of the proposed FTA project applications it has received.

KCAG does not discriminate on the basis of race, color, or national origin against residents who wish to participate on non-elected or other advisory committees. KCAG solicits participation and nominates individuals who use transit and those involved with local human services agencies, non-profit community based organizations, and other local stakeholders.

*(Intentionally Blank)*

## APPENDIX A

### KCAG TRANSPORTATION POLICY COMMITTEE RESOLUTIONS

BEFORE THE KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE

\* \* \* \* \*

IN THE MATTER OF ADOPTING THE )  
2018 KCAG TITLE VI PROGRAM )

RESOLUTION NO. 18-15

RE: 2018 KCAG TITLE VI  
PROGRAM

**WHEREAS**, the Kings County Association of Governments (KCAG) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization, pursuant to State and Federal designation; and

**WHEREAS**, KCAG obtains financial assistance from the Federal Transit Administration (FTA) and must comply with federal regulations including Title VI; and

**WHEREAS**, federal planning regulations require Metropolitan Planning Organizations to prepare and adopt a Title VI Program; and

**WHEREAS**, the purpose of the Title VI Program is to prohibit discrimination on the basis of race, color, or national origin in programs and activities; and

**WHEREAS**, the 2018 KCAG Title VI Program amends the 2015 Title VI Program to comply with United States Department of Transportation Title VI regulations 49 CFR part 21.

**NOW, THEREFORE, BE IT RESOLVED**, that the KCAG Transportation Policy Committee adopts the 2018 KCAG Title VI Program with Limited English Proficiency Plan.

The foregoing Resolution was adopted on a motion by Commissioner Verboon, seconded by Commissioner Palmerin, at a regular meeting held on the 26th day of September, 2018 by the following vote:

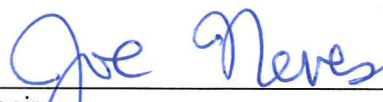
**AYES:** Verboon, Palmerin, Neves, Ayers, Brown, Miller, Woolley

**NOES:**

**ABSTAIN:**

**ABSENT:**

KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE

  
\_\_\_\_\_  
Chair

WITNESS, my hand this 26<sup>th</sup> day of September, 2018.

  
\_\_\_\_\_  
Terri King, Executive Director

BEFORE THE KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE

\*\*\*\*\*

IN THE MATTER OF AUTHORIZING THE )  
EXECUTION OF THE UPDATES TO THE )  
KCAG TITLE VI PROGRAM )

RESOLUTION NO. 15-09

RE: KCAG TITLE VI  
PROGRAM UPDATES

**WHEREAS**, the Kings County Association of Governments (KCAG) obtains financial assistance from the Federal Transit Administration (FTA) and must comply with federal regulations including Title VI; and

**WHEREAS**, the purpose of the Title VI Program is to prohibit discrimination on the basis of race, color, or national origin in programs and activities; and

**WHEREAS**, the Department will need to administer and amend the Title VI Program with Limited English Proficiency (LEP) Plan periodically in accordance with provisions of the Title VI program; and

**WHEREAS**, the Kings County Association of Governments wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director be authorized to execute all required documents of the Title VI Program with Limited English Proficiency (LEP) Plan and any Amendments thereto with the Federal Transportation Administration.

The foregoing Resolution was adopted on a motion by Commissioner Cartwright, seconded by Commissioner Casida, at a regular meeting held on the 27th day of May, 2015, by the following vote:

AYES: Cartwright, Casida, Neves, Curry, Scherr, Verboon, Wynne

NOES:

ABSENT:

ABSTAIN:

KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE

  
\_\_\_\_\_  
Chair

WITNESS, my hand this 27<sup>th</sup> day of May, 2015.

  
\_\_\_\_\_  
Terri King, Executive Director

## APPENDIX B

### KCAG SUPPLEMENTAL PUBLIC PARTICIPATION PLAN FOR THE 2018 RTP/SCS

**Supplemental  
Public Participation Plan  
for the  
2018 Regional Transportation Plan and  
Sustainable Communities Strategy**



**Developed by Kings County Association of  
Governments (KCAG)**

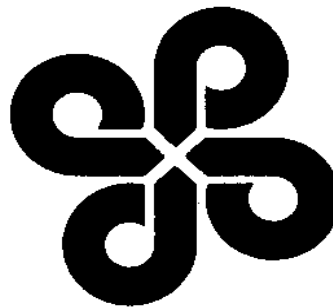
**Final  
February 22, 2017**

This page intentionally left blank

**Supplemental  
Public Participation Plan**

**for the**

**2018 Regional Transportation Plan and  
Sustainable Communities Strategy**



*Prepared by*

*Kings County Association of Governments  
339 W. "D" Street, Suite B  
Lemoore, California 93245  
(559) 852-2654  
[www.kingscog.org](http://www.kingscog.org)*

---

**BEFORE THE KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE**

\*\*\*\*\*

<b>IN THE MATTER OF APPROVING THE SUPPLEMENTAL PUBLIC PARTICIPATION PLAN FOR THE 2018 REGIONAL TRANSPORTATION PLAN / SUSTAINABLE COMMUNITIES STRATEGY</b>	) ) ) ) )	<b>RESOLUTION NO. 17-03 RE: 2018 SUPPLEMENTAL PUBLIC PARTICIPATION PLAN FOR THE RTP/SCS</b>
---	-----------------------	---

**WHEREAS**, the Kings County Association of Governments (KCAG) is a Regional Transportation Planning Agency (RTPA) and a Metropolitan Planning Organization (MPO) pursuant to State and Federal designation; and

**WHEREAS**, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) requires RTPAs and MPOs to include at a minimum a plan for additional consultation with resource agencies, fourth year financial constraint planning, and increased public outreach with the public including visualizing techniques; and

**WHEREAS**, Senate Bill 375 (The Sustainable Communities and Climate Protection Act of 2008) (SB 375) requires that MPOs develop a specific public participation plan for the outreach associated with the development of the Sustainable Communities Strategy (SCS) element of the Regional Transportation Plan (RTP); and

**WHEREAS**, KCAG has worked with the public, stakeholders, and all other interested parties to prepare a Supplemental Public Participation Plan to comply with the SB 375 requirements; and

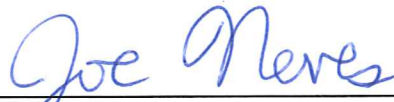
**WHEREAS**, on February 20, 2017, the draft Supplemental Public Participation Plan for the 2018 RTP/SCS was widely circulated for a 45-day comment period and reviewed by KCAG advisory committees representing the technical and managements staffs of the member agencies; representative of other government agencies, including State and Federal; representatives of special interest groups; representatives of private business sector; and residents of Kings County.

**NOW, THEREFORE, BE IT RESOLVED**, that the KCAG Transportation Policy Committee approves the Supplemental Public Participation Plan for the 2018 RTP/SCS.

The foregoing Resolution was adopted on a motion by Commissioner Madrigal, and seconded by Commissioner Mendes, at a regular meeting held on the 22nd day of February, 2017, by the following vote:

- AYES:** Madrigal, Mendes, Neves, Marquez, Woolley  
**NOES:**  
**ABSENT:** Palmerin, Verboon  
**ABSTAIN:**

KINGS COUNTY ASSOCIATION OF GOVERNMENTS  
TRANSPORTATION POLICY COMMITTEE

  
\_\_\_\_\_  
Chairman

**WITNESS**, my hand this 22nd day of February, 2017.

  
\_\_\_\_\_  
Terri King, Executive Director

# Table of Contents

	<u>Page</u>
<b>I. Introduction</b> .....	1
A. Regional Transportation Plan .....	2
B. Sustainable Communities Strategy .....	2
C. Alternative Planning Strategy .....	3
<b>II. Public Participation Plan Requirements</b> .....	4
A. SB 375 Outreach Requirements .....	4
<b>III. Development of the Public Participation Plan</b> .....	8
A. What We Heard From the Public .....	8
<b>IV. Public Outreach Techniques</b> .....	10
A. KCAG Website.....	10
B. Social Media .....	10
C. E-Newsletter .....	10
D. Visualization.....	10
E. Notifying the Public .....	11
F. Public Meetings/Workshops.....	11
Appendix A: Survey .....	A-1
Appendix B: Survey Results .....	B-1
Appendix C: Disadvantaged Communities Map .....	C-1

## I. Introduction

This specific Public Participation Plan for the development of the 2018 Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS) is a Supplemental Public Participation Plan to the comprehensive KCAG Public Participation Plan (KCAG-PPP) adopted on December 7, 2011 by the KCAG Commission and an update to the adopted 2013 Supplemental Public Participation Plan. The draft KCAG-PPP is available online at <http://www.kingscog.org/planning.html>. This document does not replace or supersede any elements in the 2011 KCAG-PPP, but should be seen as complementary. The purpose of this supplemental document is to describe how KCAG will engage the public through the 2018 RTP Update and development of the Sustainable Communities Strategy for the Kings County region.

California's Global Warming Solution Act of 2006 (Assembly Bill 32 or AB 32), gives the California Air Resources Board (ARB) authority to regulate sources of greenhouse gas emissions that contribute to climate change. According to the ARB, transportation accounts for 40 percent of greenhouse gas emissions, with cars and light trucks accounting for almost three-quarters of those emissions (30 percent overall).

The Sustainable Communities and Climate Protection Act of 2008 (Senate Bill 375 or SB 375), builds on the existing framework of regional planning in an effort to reduce greenhouse gas emissions from motor vehicle trips. SB 375 became effective on January 1, 2009 and is expected to reduce greenhouse gas emissions by 5 million metric tons statewide.

ARB has set regional targets for reducing greenhouse gases that must be accounted for in the RTP Updates. SB 375 requires that the 18 California Metropolitan Planning Organizations (MPOs) prepare a SCS (and, if the SCS does not meet the targets, an Alternative Planning Strategy or APS) in collaboration with stakeholders in the region. Specific opportunities for input by local officials and the public are discussed in this document. KCAG is the MPO tasked with developing the RTP and SCS for the Kings County region with the 2018 update of the RTP.

In addition, SB 375 synchronizes the timing of the formerly separate RTP and Regional Housing Needs Allocation (RHNA) cycles, so that transportation decisions and housing are now coordinated together. The RHNA is a forecast of future household growth with detailed economic allocations that is given to each Council of Governments (COGs) by the California Department of Housing and Community Development (HCD) to be distributed to their member jurisdictions. The RHNA distribution must be consistent with the development pattern included in the SCS. The member jurisdictions will use their share of the RHNA as the primary assumption for their respective Housing Elements, which are due 18 months after adoption of the RTP. SB 375 uses the SCS to serve as a common

set of land use assumptions for both the RTP and the RHNA. KCAG is tasked with distributing the RHNA to its member agencies as part of the RTP Update and development of the SCS. The latest RHNA prepared by KCAG was adopted on January 28, 2015 and utilized in the 2014 RTP/SCS. COGs are encouraged to work with HCD in incorporating the appropriate RHNA within their RTP Updates.

## **A. Regional Transportation Plan**

The Regional Transportation Plan (RTP) is the principal long-range planning document developed by KCAG that prioritizes and guides the transportation investment in Kings County for (at least) the next twenty years. The RTP is the comprehensive plan for transportation investments (transit, highway, local roads, bicycle, and pedestrian projects) and establishes the financial foundation for how the region will invest in its surface transportation system. The RTP identifies how much money is available to address critical transportation needs and determines the policies on how projected revenues are to be spent. Therefore, the RTP establishes the region's goals, policies, and objectives for meeting current and future transportation mobility needs.

The RTP is developed in coordination with each city in Kings County, the County of Kings, Caltrans, the San Joaquin Valley Air Pollution Control District, transit operators, and citizen groups. The RTP is made available for participation and comment to other federal, state, regional and local agencies through the Inter-Agency Consultation (IAC) Process. RTPs through the 2011 Update contained three basic elements: Policy Element, Action Element, and Financial Element. Beginning with the 2014 RTP Update, as required by SB 375, the Sustainable Communities Strategy (SCS) is the fourth element of the RTP.

As required by the 2018 RTP Update, KCAG will consult with federal land use management agencies as appropriate during the development of the RTP.

## **B. Sustainable Communities Strategy**

The Sustainable Communities Strategy (SCS) will describe how the Kings County region will address reducing greenhouse gas emissions from motor vehicles. The SCS is a regional growth strategy that provides the basis for the integration of the land use decisions made by our cities and county and the transportation investments in the region with a goal of reducing the greenhouse gas emission from cars and light trucks in the region. The SCS must be based on "current planning assumptions".

The SCS must identify the "general location of uses, residential densities, and building intensities" including areas sufficient to house all the economic segments of the projected regional population, while still meeting the greenhouse gas

targets as set by ARB. SB 375 requires that transportation funding decisions in the RTP be consistent with the SCS. Therefore, the SCS is a fiscally constrained element of the RTP.

Because KCAG is committed to meeting the greenhouse gas emission reduction targets set by ARB with the development of a SCS for the region; throughout this document, when a reference is made to the SCS understand that this includes the development of an APS in the unforeseen event that KCAG is unable to document the required GHG reductions in the SCS – although the APS will not necessarily be mentioned at the time.

### **C. Alternative Planning Strategy**

An Alternative Planning Strategy (APS) must be prepared if the SCS cannot meet the greenhouse gas targets set by ARB. Unlike the SCS, the APS is not fiscally constrained and is not an element of the RTP. The APS would meet the greenhouse gas targets through a combination of alternative development patterns, infrastructure investments, or additional transportation measures or policies. KCAG will strive to meet the ARB established GHG reduction targets with the development of a SCS.

## II. Public Participation Plan Requirements

### A. SB 375 Public Outreach Requirements

The California Transportation Commission (CTC), through its legislatively assigned authority, has provided guidance in the 2010 Regional Transportation Plan Guidelines on legal requirements applicable to development of the SCS and an APS. Accordingly, the MPO shall adopt a Public Participation Plan in advance of developing an SCS (and an APS as necessary) that should include:

- ✓ An outreach effort encouraging the active participation of a broad range of stakeholders in the planning process, consistent with the agency's adopted Federal Public Participation Plan. This includes, but is not limited to, affordable housing advocates, transportation builder representatives, broad-based business organizations, landowners, commercial property interests, and homeowner associations.
- ✓ Consultation with congestion management agencies, transportation agencies, and transportation commissions.
- ✓ Regional public workshops with information and tools providing a clear understanding of policy choices and issues. At least one workshop in each county. For counties with a population greater than 500,000, at least three workshops must be held. To the extent possible, each workshop shall include urban simulation computer modeling to create visual representations of the SCS.
- ✓ Preparation and circulation of a draft SCS (and APS, if one is prepared) not less than 55 days before adoption of a final RTP.
- ✓ For multiple-county MPOs at least three public hearings shall be held on the draft SCS in the RTP (and APS, if one is prepared). For a single county MPO, at least two public hearings shall be held. To the maximum extent feasible, the hearings shall be in different parts of the region to maximize the opportunity for participation by members of the public throughout the region.
- ✓ A process enabling the public to provide a single request to receive notices, information, and updates.

KCAG in accordance with state guidelines developed a focused outreach strategy that detailed how KCAG will engage the public and stakeholders during the 2014 RTP Update and development of the SCS. While a separate Public Participation Plan is not required, KCAG felt that a separate and Supplemental Public Participation Plan, consistent with our adopted 2011 KCAG-PPP, would be the most efficient and user friendly format to detail the focused outreach strategy.

KCAG will continue to consult with other agencies and commissions and will actively seek public input throughout the development of the 2018 RTP Update

and the development of the SCS (and APS, if applicable). Striving to create a collaborative transportation process, KCAG will consult with local elected officials as key stakeholders. The State requires that KCAG provide outreach to all local elected officials and their member jurisdictions affected by the SCS. KCAG will also coordinate and consult with local land use authorities within each of our member cities and county in the development of the RTP and SCS. In preparing an SCS, KCAG shall consider spheres of influence that have been adopted by the Local Agency Formation Commission (LAFCO) of Kings County. KCAG may consult with LAFCO of Kings County regarding special districts within the region that provide property-related services such as water or wastewater services, and may further consult with these regional special districts. KCAG may also consult with school districts in the Kings County region as school-related trips constitute a significant portion of all vehicle trips. If possible, KCAG may incorporate current and future school needs into the 2018 RTP Update.

### Interagency Coordination

As KCAG begins the 2018 RTP Update and SCS, staff will undertake interagency coordination with both federal and state agencies and will notify all interested parties. Interagency consultation should include but not be limited to:

- Federal agencies including: Federal Highways Administration (FHWA), Environmental Protection Agency (EPA), and Federal Transit Administration (FTA)
- California Department of Housing and Community Development (HCD)
- California Air Resources Board (ARB)
- California Department of Transportation (Caltrans)
- Appropriate Resource Agencies
- Adjacent MPOs and RTPAs with which the MPO shares a significant amount of interregional travel

The California Transportation Commission (CTC) also encourages State agencies to work with KCAG to provide the best data and information available as they develop their greenhouse gas emission modeling methodology together with ARB. KCAG will work with HCD as well as local land use authorities to incorporate our appropriate Regional Housing Needs Allocation (RHNA) within our 2018 RTP Update and development of the SCS. KCAG prepared the latest RHNA in coordination and consultation with local land use authorities to allocate each jurisdiction's fair share of new housing units projected to be needed from January 1, 2014 to January 31, 2024. The latest RHNA was adopted in January 28, 2015 and its regional housing needs distribution was used in the 2014 RTP/SCS.

## Stakeholders

There are several stakeholders that will be targeted for input during the 2018 RTP Update and development of the SCS. These stakeholders may include but are not limited to:

- Citizens
- Affected Public Agencies
- Representatives of Public Transportation Employees
- Freight Shippers/ Operators
- Private providers of transportation
- Major trucking firms
- Representatives of users of public transportation
- Representatives of users of pedestrian walkways and bicycle transportation facilities
- Representatives of people with disabilities
- Home Builder Representatives
- Commercial Property Interests
- Homeowner Associations
- Chamber of Commerce
- Large Employers and Business Organizations
- Federally Recognized Tribal Nation
- Affordable Housing Advocates
- Neighborhood and Community Groups
- Environmental Advocates
- Health Advocates
- Representatives of local public health
- Environmental Justice and disadvantaged Groups
- Farming and Agricultural Interests

KCAG will maintain a record of its public participation efforts during the 2018 RTP Update and development of the SCS. As the KCAG region has a population of 150,400, at least one public workshop on the draft SCS with information and tools will be held. The draft SCS (and APS, if applicable) will be circulated for a minimum of a 55 day public review and comment period, prior to adoption of the final 2018 RTP. KCAG will also provide an option on the agency's website, [www.kingscog.org](http://www.kingscog.org) for interested parties to sign up to receive notices, information, and updates on the 2018 RTP Update and development of the SCS (and APS, if applicable). As with development of this 2016 Supplemental Public Participation Plan and past updates of the RTP, KCAG staff is always available to meet with interested parties.

Meetings/ Workshops

During the development of the SCS, KCAG must conduct at least two informational meetings for members of the board of supervisors and city councils. Only one informational meeting is needed if it is attended by representatives of the county board of supervisors and city councils that represent a majority of the population in the incorporated areas of that county. The purpose of this meeting(s) shall be to discuss the SCS (and APS, if applicable), including the key land use and planning assumptions (provided by the cities and county), with the members of the board of supervisors and city council(s) and to solicit and consider their input and recommendations. Notices of these meetings will be sent to the clerks of the board of supervisors and city councils.

### **III. Development of the 2013 Supplemental Public Participation Plan**

During the development of the 2013 Supplemental Public Participation Plan, in order to get a sense of how best to engage the Kings County region in our public participation efforts, a brief six question survey was made available electronically and in hard copy format in both English and Spanish. In order to encourage the highest response rates the website links for both language versions (via Survey Monkey) was provided to over sixty key stakeholders in the region through email and hard copies in both English and Spanish were made available. KCAG staff encouraged interested parties to fill out the survey at meetings of the KCAG Technical Advisory Committee and the KCAG Commission. Hard copies of the survey were also available at these meetings. A total of 24 surveys were received at the close of the survey. This included 23 responses from the online survey links and 1 hard copy.

Staff met with the KCAG Technical Advisory Committee and KCAG Commission to discuss the Supplemental Public Participation Plan and finalized the plan for adoption. During development of the 2013 Supplemental Public Participation Plan, KCAG was available to meet with interested groups or individuals to discuss the Plan.

In addition, this Supplemental Public Participation Plan went through the Inter-Agency Consultation (IAC) process. The IAC provided an opportunity for regional, state, and federal agencies to provide comments on the draft document. The IAC consists of representatives from the San Joaquin Valley MPOs, Caltrans, Federal Highways, Federal Transit, Environmental Protection Agency, and the San Joaquin Valley Air Pollution Control District.

#### **A. What We Heard From the Public**

During development of the Supplemental Public Participation Plan, KCAG used key survey data to provide guidance on the best methods to engage the public in the 2014 RTP Update and development of the SCS. The question and answer summaries immediately following will help guide the public participation efforts.

*1. Please select the category that best describes your organization/affiliation?*

The majority of survey participants noted that they were from a local governmental agency at 46%, followed next by farmer/ agricultural interests at 21%, and public transportation/ transit service responding at 2%.

2. *What is the most effective method of providing updates to you and or your organization/ affiliation on the RTP and SCS process?*

Overwhelmingly, the public told us that the most effective method to provide updates was through email. To a much lesser degree, the KCAG website and mailings of flyers or invitations were noted as the preferred methods. It was also suggested that KCAG post flyers in public areas.

3. *In your opinion, how best can KCAG advertise upcoming workshops or key meetings to the general public?*

The majority of the surveys indicated that email blasts were the preferred advertising method, followed by notices in the local paper, and on the KCAG website. Additional popular responses included mailing flyers or invitations, radio announcements, and the use of social media.

KCAG will continue to use these preferred methods and will consider the use of the additional methods as time and resources allow.

4. *What is the most convenient time of day to attend a workshop or key meeting for you and or your organization/ affiliation from Monday through Friday?*

The survey respondents equally chose morning between 9:00 a.m. – noon and afternoons between noon and 5:00 p.m. as the most convenient time of day to attend a workshop or key meeting.

5. *Would you and your organization/ affiliation like to request a face to face meeting to further discuss development of the KCAG 2013 Supplemental Public Participation Plan?*

KCAG staff contacted one interested person that left the necessary contact information. A telephone interview was conducted and the individual will continue to participate in future RTP/SCS work.

6. *Please provide any comments relative to the KCAG 2013 Supplemental Public Participation Plan. This plan will provide guidance on how KCAG will engage the public during the Regional Transportation Plan (RTP) Update with the newly mandated Sustainable Communities Strategy (SCS) element.*

Survey question six was purposely written as an open ended question to allow participants to provide additional input not confined to a specific question. The following response was provided:

“Thanks for working to better public transit for our clients.”

## IV. Public Outreach Techniques

KCAG will utilize a variety of public participation strategies to communicate and encourage interaction with the public during the 2018 RTP update and development of the SCS.

### A. KCAG Website

The KCAG website is located at [www.kingscog.org](http://www.kingscog.org) and provides information on current activities and planning documents. A separate page devoted solely to the 2018 RTP update and development of the SCS will be made available. A feature will also be added to allow individuals to sign up to receive notifications, information, and updates on the 2018 RTP and SCS. Local agencies will also be encouraged to provide links on their websites to direct the general public who are interested in RTP/SCS development updates to KCAG website for further information.

### B. Social Media

KCAG will use social media tools to help keep the public informed on progress during the RTP update and development of the SCS. KCAG will launch a Facebook Fan Page to post updates, workshops and meeting announcements. The Facebook Page will also allow the public to provide feedback about the plans and processes.

### C. E-Newsletter

Regular updates regarding RTP/SCS development will be delivered via e-newsletters to stakeholder groups and other interested parties. The general public can sign up to receive e-newsletter through the KCAG website or Facebook page.

### D. Visualization

KCAG will utilize a variety of visualization tools to encourage public input and participation in the SCS development process, including:

- **Maps and figures:** visualize KCAG planning effort for RTP/SCS update
- **Voting clickers:** enable participants to provide feedback

- **Factsheets:** deliver necessary information on complex planning matters in a simplified version.

## **E. Notifying the Public**

A combination of press releases and official public notices will be used to notify the general public of upcoming meetings and/or the availability of documents for review and comment.

Throughout the project duration, press releases will be distributed through KCAG's existing media mailing list to keep the public informed about the development and progress of the 2018 RTP update and development of the SCS.

As KCAG meets with city councils and the board of supervisors in mandated SB 375 meetings, notices will be sent to the clerks of the board of supervisors and city councils. Additionally, public notices will be posted in the local newspaper to announce official actions during the 2018 RTP and development of the SCS. When the Draft 2018 RTP and SCS are made available for the mandated 55-day public review and comment period, a noticed public hearing will occur during the period. The public notice will include the beginning and ending dates of the public review period and will provide the date that the draft 2018 RTP and SCS will be considered for adoption by the KCAG Transportation Policy Committee.

## **F. Public Meetings/ Workshops**

KCAG will use public meetings and workshops as a forum to solicit public participation and share information during the 2018 RTP update and development of the SCS. Meeting locations and times will be scheduled in an effort to be the most convenient for stakeholders and the greater community. KCAG is open to co-hosting workshops with community groups or other governmental agencies as opportunities become available. Also, KCAG staff will take advantage of existing regularly scheduled meetings, such as City Council or Planning Commission meetings in our member agencies jurisdictions.

To inform the public of upcoming meetings and workshops, press releases, public notice hearings, flyers, emails, newspaper articles, word of mouth, and direct mailings may be utilized.

Disadvantaged communities will be invited to public meetings/ workshops to ensure that their input will be reflected throughout the new RTP/SCS development process. (see Appendix C for Kings County Disadvantaged Communities Map).

KCAG regularly consults and coordinates with the Standing Committees and Boards throughout the entire SCS development process. The following list of Committees will actively engage in the development of the RTP and SCS.

**KCAG Commission and Transportation Policy Committee (TPC)**

The Transportation Policy Committee (TPC) serves as the governing board for KCAG with final approving authority on policy decisions and all RTPA activities. The TPC is a committee of the KCAG Commission and composed of members of the regular KCAG Commission with the addition of the Director of the Caltrans District 6 representing the Director of Caltrans Headquarters.

**KCAG Technical Advisory Committee (TAC)**

The Technical Advisory Committee (TAC) is comprised of members from the cities of Avenal, Corcoran, Hanford, Lemoore, and the County of Kings, in addition to others. The primary responsibility of the TAC is to review all issues that KCAG will consider and to provide technical input to advise the Commissioners in making their decisions on a broad range of planning issues. The Committee includes county and city public works and planning directors, city managers, county administrative officer, Caltrans District 6 staff, a Kings County Area Public Transit Agency (KCAPTA) representative, a Lemoore NAS representative, a San Joaquin Valley Air Pollution Control District representative, Kings County Public Health representative, and a Santa Rosa Rancheria Tachi Yokut Tribe representative.

**Social Services Transportation Advisory Council (SSTAC)**

The SSTAC is a statutorily created committee with specific responsibilities that include advising the TPC on transit needs issues of the elderly, persons with disabilities, and low income citizens. The members of the SSTAC consist of representatives of social service providers and transit users from the above mentioned needs group, as well as citizens who are interested in the transit planning process.

The KCAG Technical Advisory Committee meets every second Wednesday of each month at 1:30 p.m. in Lemoore and the KCAG Transportation Policy Committee and KCAG Commission meet every fourth Wednesday of each month at 4:30 p.m. in Hanford. These meetings are open to the public and include an opportunity for public comments. Throughout the 2018 RTP update and development of the SCS, KCAG staff will provide regular updates at these meetings. The meeting agendas are always posted at the KCAG office and available at least 72 hours in advance on the KCAG website at

[www.kingscog.org](http://www.kingscog.org). In addition, the agendas for the KCAG Transportation Policy Committee and KCAG Commission meetings are also posted at the meeting room location at 1400 W. Lacey Blvd. in Hanford at the Board of Supervisors Chambers.

KCAG will hold additional meetings during the 2018 RTP update and development of the SCS to share information and provide an opportunity for the public to provide input on the project. Formats for meetings may include an informal open house style or a more structured presentation manner. KCAG staff will strive to use a variety of visualization tools during these meetings that may include maps, charts, photographs, table top displays, or other illustrated formats. KCAG staff will also be available to groups or individuals who would like to have face to face meetings. KCAG staff will use workshops when there is specific input that is being requested by the public during the 2018 RTP update and development of the SCS.

When a meeting is legally required by SB 375, KCAG staff will follow all legal notification and posting requirements. KCAG must conduct at least two informational meetings for members of the board of supervisors and city councils. Only one informational meeting is needed if it is attended by representatives of the county board of supervisors and city councils that represent a majority of the population in the region.

## **Appendix A**

### **Kings County Association of Governments 2013 Supplemental Public Participation Plan**

#### **Surveys**

## **Appendix B**

### **Kings County Association of Governments 2013 Supplemental Public Participation Plan**

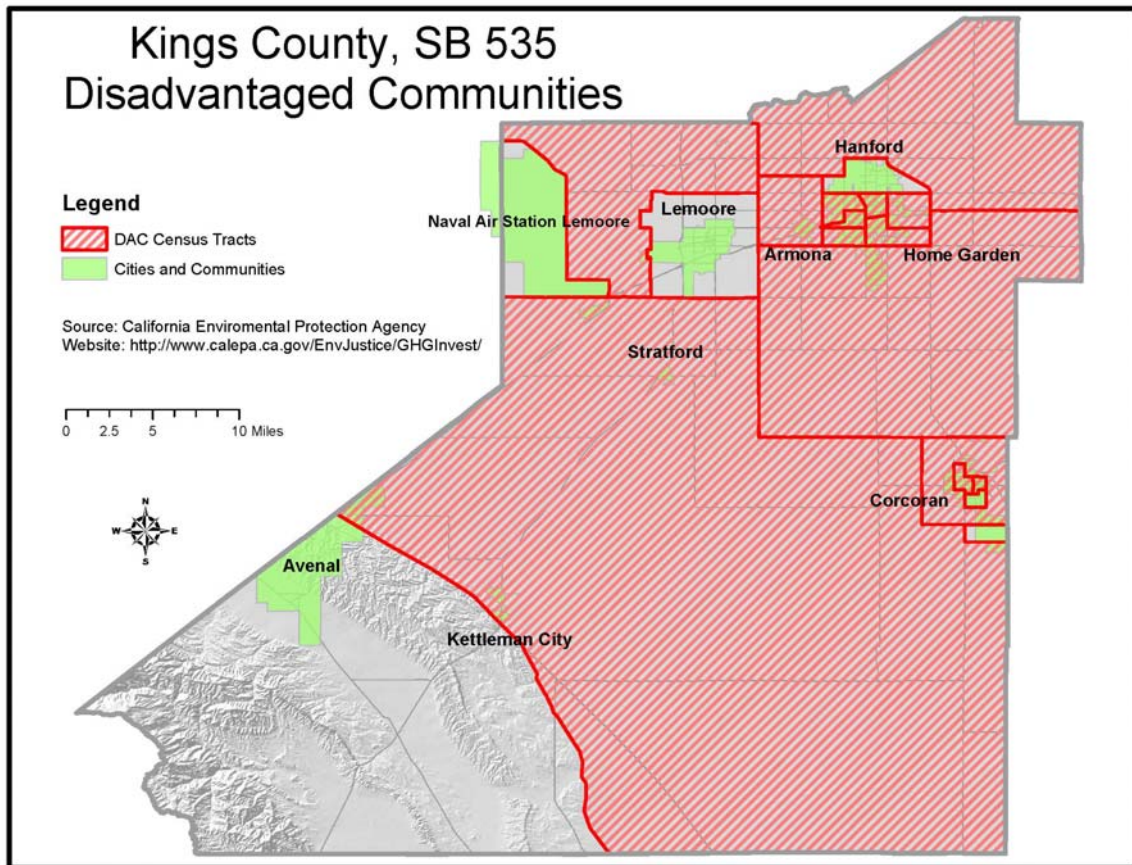
### **Survey Results**

## Appendix C

### Kings County Association of Governments

### Supplemental Public Participation Plan

### Kings County Disadvantaged Communities Map



APPENDIX C

CALTRANS TITLE VI PROGRAM CHECKLIST



Page # Select  
One

23,28  Yes

c. Safe Harbor Provision – applies to the translation of written documents only (Chapter III-9)

28  Yes

d. Describe how the agency provides notice to LEP person about the availability of language assistance

28  Yes

e. Describe how the agency monitors, evaluates and updates the language access plan

29  Yes

f. Describe how the agency trains employees to provide timely and reasonable language assistance to LEP population

30-32  Yes

7. 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.

---  n/a

8. If a facility has been constructed, a Title VI equity analysis must have been conducted during the planning stage regarding the location. A copy of the analysis must be provided. (Chapter III-11)

App.A  Yes

9. Board Resolution or similar approving the Title VI Plan (Chapter III-1)

### **Additional Requirements for MPOs**

Requirements in Chapter IV apply to MPO that are a provider of fixed route public transportation service that receive federal assistance.

If the MPO is a direct recipient or primary recipient, the MPO will be required to submit additional information to FTA.

33-35  Yes

10. A demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate

38-39  Yes

11. A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process

36-37,40  Yes

12. Demographic maps that overlay the percent minority and non-minority populations as identified in Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient

40-43  Yes

13. An analysis of impacts identified in the paragraph above that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

## Planning Certification Review

All MPOs are required to self-certify compliance with all applicable federal requirements. Planning certification reviews conducted jointly by Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) of the metropolitan transportation planning processes of transportation management areas include a review of Title VI compliance.

By checking the following boxes, the MPO certifies that the below items are achieved for Planning certification reviews by FTA and FHWA.

Check

- a. Analyze regional demographic data to identify minority populations within the region.
- b. Where necessary, provide member agencies with regional data to assist them in identifying minority populations in their service area.
- c. Ensure that members of minority communities are provided with full opportunities to engage in the transportation planning process. This includes actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.
- d. Monitored the activities of subrecipients with regard to Title VI compliance, where the MPOs passes funds through to subrecipients.

## Requirements for Program Administration

In order to comply with 49 CFR Section 21.5, the general nondiscrimination provision, MPOs shall document that they pass through FTA funds under any FTA programs to subrecipient without regard to race, color, or national origin and assure that minority populations are not being denied the benefits of or excluded from participating in these programs. MPOs shall prepare and maintain, but not report unless requested by FTA, the following information:

Check

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

I have reviewed the above information and certify that it is correct and complete.



(Must be signed by MPO/RTPA  
Executive Director or designated representative)

9-26-18

Date

**For additional information and resources see the web addresses below:**

Federal requirements FTA Circular 4702.1B (October 1, 2012)

<http://www.fta.dot.gov/civilrights/12328.html>

Overview of Final Circular 4702.1B Title VI Requirements and Guidelines for Recipients

[http://www.fta.dot.gov/documents/Title\\_VI\\_Overview\\_4702.1B\\_11.05.12\\_ER.pdf](http://www.fta.dot.gov/documents/Title_VI_Overview_4702.1B_11.05.12_ER.pdf)

For information, guidance, and technical assistance on the implementation of the LEP initiative please visit <http://www.LEP.gov>