This meeting will be open to in-person attendance and available to the public via teleconference. The public may observe and provide public comments by using the Teams options below:

By Phone: 1-323-892-2486
Access Code: 250 131 660#

By PC: https://tinyurl.com/SCTC-11-16-22

In compliance with Section 202 of the Americans with Disabilities Act of 1990, and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting, including auxiliary aids or services, should contact the SCTC office at (530) 289-3201 at least 72 hours in advance of the meeting.

AGENDA

Matters under the jurisdiction of the Commission, and whether or not on the posted agenda, may be addressed by the general public during the Public Comment Opportunity time. No action may be taken, or substantive discussion pursued on matters not on the posted agenda.

1. Call to Order and Roll Call and Introductions - 10:00 A.M.

2. Pledge of Allegiance

3. Approval of Agenda

4. Approval of Minutes of September 21, 2022

5. Announcements

6. Public Comment Opportunity

7. Transit Issues
   A. Discussion and report on status of Transit Fund and Transit Services within County.
   B. Adopt Resolution approving updated Title VI Program (Civil Rights) required by the Federal Transit Administration (FTA).
8. **Overall Work Program**
   
   A. Report on status of the Overall Work Program Budget for the current fiscal year.

9. **Planning, Programming and Monitoring**
   

10. **CALTRANS Report and Other Transportation Discussion/Direction Items and Updates**
    
    A. Caltrans Report
    
    B. Project Updates
    
    C. Other Transportation Issues

11. **Schedule Next Meeting**

12. **Adjourn**
1. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 10:02 a.m. by Chair Dryden

Roll Call

Commissioners Present: Roen, Cueto, Riede, Huebner (Remote), Dryden
Commissioners Absent: Markum, Gerow
A Quorum was established.

Staff Present: Suzanne Smith, Executive Secretary; Bryan Davey, Transportation Planner;
Tim Beals, Executive Director

Also in attendance: Caltrans District 3 – Branch Chief, Kevin Yount and Regional Planner, David Dosanjh

Introductions were made.

2. PLEDGE OF ALLEGIANCE: Led by Mr. Davey

3. APPROVAL OF AGENDA:

Commission Action: Commissioner Roen moved to approve the agenda; seconded by Commissioner Riede. Motion was carried unanimously by roll call.

4. APPROVAL OF MINUTES:

Commission Action: Commissioner Roen moved to approve the minutes of April 13, 2022; seconded by Commissioner Cueto. Motion was carried unanimously by roll call.

Commission Action: Commissioner Roen moved to approve the minutes of May 18, 2022; seconded by Commissioner Cueto. Motion was carried unanimously by roll call.

5. ANNOUNCEMENTS:

No announcements were made.

6. PUBLIC COMMENT:

No public comment was given.
7. TRANSIT ISSUES

Mr. Davey reported current contracts are in place and operators are performing well. A fund estimate spreadsheet was distributed showing payments totaling $14,337.95 have been received into the Local Transportation Fund, which come from the quarter percent Sales and Use Tax. State Transit Assistance State of Good Repair funds are coming in as expected.

Mr. Davey explained we are scheduled to order two vans this year. We have applied for a 5339 Grant to purchase these vans anticipating the award around the first of the year.

Discussion regarding 5311 funds being supplemented with Covid funds; Caltrans has advised that the regular 5311 grant for the 2021 FY will not be awarded, resulting in a loss of $48,000 in the planned funding scenario. Caltrans also advised that the COVID relief funds which are provided at 100% reimbursement can be used to back fill the loss in regular 5311 programmatic funding. There was much discussion on this topic; staff directed to get further clarification from Caltrans pertaining to the regular program funding as the COVID relief is supposed to be in addition to the regular funding.

8. OVERALL WORK PROGRAM

All quarterly reports are current. The indirect cost allocation plan dispute has been resolved as Sierra County has been recognized for the services provided to the Transportation Commission. Therefore, the Commission has been reimbursed for all past indirect costs.

Discussion regarding the current open position for a Transportation Planner. There are several advertisements out to rural planning communities.

9. PLANNING, PROGRAMMING AND MONITORING

Mr. Davey explained this is an annual agreement with Caltrans. A portion of the STIP Planning, Programming & Monitoring Program Fund Transfer monies is set aside specifically for administration purposes of planning, programming and monitoring.

Commission Action: Commissioner Roen moved to adopt a resolution approving the agreement for STIP Planning, Programming & Monitoring Program Fund Transfer agreement 2022-2023; seconded by Commissioner Cueto. Motion was carried unanimously by roll call.

Mr. Davey explained this is the technical services that we need for engineering on an annual basis.

Commission Action: Commissioner Roen moved to approve the agreement for professional services with MGE Engineering; seconded by Commissioner Riede. Motion was carried unanimously by roll call.

10. AUDITS

Mr. Davey reported the performance audit had a finding due to the untimely manner in which it was submitted. Typically, the County Auditor performs this task, as of now we are doing it ourselves and will be responsible for making sure the audit from our two transit providers are transmitted to us in a timely manner based on the statutory requirements.

Commission Action: Commissioner Roen moved to accept the Audit as presented; seconded by Commissioner Cueto. Motion was carried unanimously by roll call.

11. CALTRANS REPORT AND OTHER TRANSPORTATION DISCUSSION/DIRECTION ITEMS AND UPDATES

Caltrans – District 3, Branch Chief, Kevin Yount introduced himself and Regional Planner, David Dosanjh. Mr. Yount and Mr. Dosanjh are the “new faces” in the department and look forward to working with the
Commission. Mr. Yount reported a 30-day review of the grant guidelines is projected for October, anticipating November/December for the call for projects likely being due in January. However, this projection continues to get pushed back. Mr. Yount further stated some of the projects could be around climate change, wildfire evacuation and funding for adaptation. No information was available regarding the status of vegetation management project that is focusing on fire. Mr. Davey reported the two bridge projects on Gold Lake Highway were approved by the Sierra County Board of Supervisors on August 16, 2022, for bids to be opened September 27, 2022. Mr. Davey also reported we received notice the RSTP funds are available; that agreement will be at our next meeting. Discussion was held regarding community needs for traffic safety.

Commissioner Riede reported the City of Loyalton, Chamber of Commerce is in the process of beautifying the once renovated corner of Hwy 49 and Second Street working together with the City of Loyalton to maintain the landscape and possibly put in a sidewalk. Commissioner Riede also reported that the City of Loyalton is getting LED streetlights.

12. SCHEDULE NEXT MEETING

The next meeting is scheduled for November 16, 2022, at the Sierraville School.

13. ADJOURNMENT

Chairman Dryden adjourned the meeting at 11:02 a.m.

Sharon Dryden, Chair
Sierra County Transportation Commission

ATTEST:

Suzanne Smith, Executive Secretary
Sierra County Transportation Commission  
Meeting: November 16, 2022  
Agenda Item 7 - Transit – Items A & B

---

A. Discussion and report on status of Transit Funds as well as current state of transit services with County.

This is a standing agenda item. No action required.

B. Adopt Resolution approving updated Title VI Program (Civil Rights) required by the Federal Transit Administration (FTA).

Background: The Title VI Program is required to be renewed and adopted every 3 years. There are no changes, but the demographics and surveys have been updated since 2017.

Recommended Motion: Adopt resolution approving updated Title VI Program.

---


September 26, 2022

Sierra County Transportation Commission
ATTN: Bryan Davey
101 Courthouse Square
Downieville, CA 95936

Re: Title VI Plan Acceptance

Dear Title VI Coordinator:

Thank you for submitting the Sierra County Transportation Commission Title VI Plan. Upon review, we have determined that it meets the requirements set forth in the Federal Transit Administration’s (FTA) Title VI Circular, 4702.1B, “Title VI Program Guidelines for Federal Transit Administration Recipients,” effective October 1, 2012. This Plan becomes part of your Certificate and Assurances that will be uploaded in TRAMs for final FTA approval. Please upload your agency’s Plan and this letter into the BlackCat system under the “Important Documents” tab.

Your approval is pending – and requires submission of your agencies signed Board Resolution approving the plan.

Your next Title VI Plan must be updated and submitted by November 2025.

We thank you for partnering with us to meet the FTA compliance requirements. Please feel free to contact me at (916) 657-5206, should you have any questions or need immediate technical assistance. I can also be reached by e-mail at Sharon.Beasley@dot.ca.gov

Sincerely,

Sharon Beasley
SHARON BEASLEY, Specialist
Federal Policies & Reporting
Office of Transit Grants and Contracts

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability”
SIERRA COUNTY TRANSPORTATION COMMISSION

IN THE MATTER OF APPROVAL
OF THE TITLE VI PROGRAM
FOR TRANSIT ADMINISTRATION

Resolution 2022-11

BE IT RESOLVED that the Sierra County Transportation Commission Title VI Program updated on September 1, 2022, is approved.

ADOPTED by the Sierra County Transportation Commission on the 16th day of November 2022, by the following vote:

AYES: _______________________________________
NOES: _______________________________________
ABSTAINED: ___________________________________
ABSENT: _____________________________________

______________________________
Sharon Dryden, CHAIRPERSON
Sierra County Transportation Commission

ATTEST:

______________________________
Suzanne Smith, Executive Secretary to the Commission
SIERRA COUNTY
TRANSPORTATION COMMISSION

TITLE VI PROGRAM

Updated
September 1, 2022
The Sierra County Transportation Commission (SCTC) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. SCTC assures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SCTC service, program, or activity. The Agency also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

Tim H. Beals
Executive Director

September 1, 2022
Date
# Table of Contents

Title VI Notice to the Public (English & Spanish)  
List of Locations Where Title VI Notice Is Posted  
I Title VI Program Monitoring  
II Public Information Requirements  
III Limited English Proficiency (LEP) Plan  
IV Notification of Construction Projects  
V Public Participation Plan  
VI Title VI Complaint Procedures (English)  
VI Title VI Complaint Procedures (Spanish)  
VII General Reporting Requirements  
VIII Record Keeping Requirements  
List of Transit-Related Title VI Investigations, Complaints, and Lawsuits  
Appendix I TITLE VI COMPLAINT FORM (English)  
Appendix I TITLE VI COMPLAINT FORM (Spanish)
Notifying the Public of Rights Under Title VI

Sierra County Transportation Commission

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

• For more information on the Sierra County Transportation Commission civil rights program, and the procedures to file a complaint, contact 530-289-3201, email transportation@sierracounty.ca.gov; or visit our administrative office at 101 Courthouse Square, Downieville, CA 95936. For more information, visit www.sierracounty.ca.gov

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

• If information is needed in another language, contact 530-289-3201.

Notificación al Público de los Derechos Bajo el Título VI

Comisión de Transporte del Condado de Sierra

• La Comisión de Transporte del Condado de Sierra opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Comisión de Transporte del condado de Sierra.

• Para más información sobre el programa de derechos civiles de la Comisión de Transporte del Condado de Sierra, y los procedimientos para presentar una queja, comuníquese con 530-289-3201, transportation@sierracounty.ca.gov email, o visite nuestra oficina administrativa en 101 Courthouse Square, Downieville, CA 95936. Para obtener más información, visite www.sierracounty.ca.gov

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

• Si se necesita información en otro idioma, comuníquese con 530-289-3201.
List of Locations Where Title VI Notice Is Posted

Cambria Community Council Bus notice to the public is currently posted at the following locations:

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>101 Courthouse Square</td>
<td>Downieville</td>
</tr>
<tr>
<td>All Transit Vehicles</td>
<td>Location varies</td>
<td>Sierra County</td>
</tr>
</tbody>
</table>

The Title VI notice and program information is also provided on our website http://www.sierracounty.ca.gov/321/Transportation-Commission

TITLE VI PROGRAM

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

I. TITLE VI PROGRAM MONITORING

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

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

   b. Incorporation of Corrective Actions into Policy & Procedure Manual (PPM)
   If previous Title VI deficiencies have been found by SCTC or through an audit review, the corrective action to remedy these deficiencies must be incorporated into SCTC’s PPM to assure compliance with Title VI.

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

   d. Volunteer Training
   Sierra County Transit conducts training for volunteer bus drivers that includes safe operation of the bus, necessary log information, and sensitivity training regarding riders.
Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

"DOT has adopted DOJ’s Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program."

The Sierra County Transit Bus program serves individuals who are over sixty years of age or disabled. As such, the majority of consumers have reasonable communication skills and are able to make their needs known to the volunteer drivers and the dispatcher of the transit vehicle.

Membership of Non-Elected Committees and Councils

The Sierra County Transportation Commission annually seeks members for the Social Services Technical Advisor Council with the following demographics:

1. Potential Transit User with Disability
2. Transit Representative SCTC
3. Provider for Elderly, Disabled & Persons of Limited Means
4. Potential Transit User Eastern Sierra County
5. Potential Transit User Western Sierra County
6. Potential Transit User over the age of 60
7. Social Services Provider for Elderly, Disabled, and Persons of Limited Means
8. Provider for Elderly, Disabled, and Persons of Limited Means
9. Hispanic Population Representative
10. Social Services Provider for Elderly, Disabled, and Persons of Limited Means

II. PUBLIC INFORMATION REQUIREMENTS

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

a. SCTC’s Title VI Policy and any other related information will be available to the public upon request.

b. More detailed information regarding complaint procedures and Title VI civil rights will be available on the SCTC website.

c. **Multilingual Requirements.** Where a significant number or portion of the population eligible to be served by SCTC needs service information in a language other than English to participate in federally funded programs, SCTC shall take every reasonable step to provide information in appropriate languages. In cases where SCTC posts signs warning the general public about dangerous situations information must be in other languages when a significant number of the population is non English speaking.

## III. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

### Introduction

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

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

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

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

**Sierra County Transportation Commission Factor Analysis**

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

**Factor 1: Review of LEP Populations**

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

*Methodology for Data Sources:*
To determine potential LEP needs in SCTC planning area (Sierra County), staff reviewed the latest data available through the US Census Bureau American Community Survey for the Period of 2016-2019.

Data collected for Sierra County indicated that .3% of the total population 5 years and older speak English "less than very well". Further analysis shows that 7.8% of the same population speaks Spanish; 2.0% speaks an Indo-European language; 0.0% speaks Asian or Pacific Islander language; and 0.0% speaks another language (see Table 1). This information led staff to review the Spanish speaking LEP group identify whether this population was concentrated into specific communities.

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

<table>
<thead>
<tr>
<th>Population 5 years and older</th>
<th>No. of LEP Persons</th>
<th>% of LEP Persons</th>
<th>% of LEP Persons who speak Spanish</th>
<th>% of LEP Persons who speak Indo-European Languages</th>
<th>% of LEP Person who speak Asian or Pacific Islander Languages</th>
<th>% of LEP Persons who speak Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,870</td>
<td>273</td>
<td>9.8%</td>
<td>7.8%</td>
<td>2.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Source: US Census Bureau’s 2016-2019 American Community Survey

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

**Factor 2: Assessing Frequency of Contact with LEP Persons.**

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

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

**Factor 3: Assessing the Importance of SCTC’ Services.**

*Methodology:*  
- Identify SCTC’s critical services or activities

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

**Factor 4: Determining Available Resources.**

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

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

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

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

Language Assistance Plan

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

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

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

IV. NOTIFICATION OF CONSTRUCTION PROJECT

No Construction Projects are planned for the Sierra County Transit Program

V. PUBLIC PARTICIPATION PLAN

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

a. OPPORTUNITIES FOR PUBLIC COMMENT:

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

- The public is notified of regular SCTC commission meetings. The public is invited to attend these meetings. Meeting announcements are published on the County website and in the newspaper, they are also posted at local the Post Offices, and the County Courthouse.

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

b. ENGAGING TITLE VI PROTECTED GROUPS

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

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

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

c. PUBLIC OUTREACH

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

d. STAFF ACCESSIBLE

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

e. PROVIDE SERVICE FOR THE DISABLED AND LEP

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

f. PLANS WITH SPECIFIC PUBLIC PARTICIPATION REQUIREMENTS

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

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

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

The STIP is a 4 year plan updated every two years with amendments occurring as needed.
VI. COMPLAINTS OF DISCRIMINATION PROCEDURE

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

Complaint Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint with SCTC. The complaint form may be downloaded (sierracounty.ca.gov) or is available in hard copy from Sierra County Transportation Commission (Appendix 1). A formal complaint must be filed within 180 days of the alleged occurrence.

2. In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the complainant and if necessary assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.

3. Complaints shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination.

4. SCTC will provide the complainant or his/her representative and any contractor (respondent) with a written acknowledgement that SCTC has received the complaint within five (5) working days of receipt.

5. A copy of the complaint will be forwarded to SCTC’s legal counsel for review.

6. The Executive Director will assign an investigator to the complaint (this may be the Title VI Coordinator or other designated staff).

7. The Investigator will determine if the complaint has investigative merit:
   a. It was received within 180 days of the alleged occurrence.
   b. It is does not appear to be frivolous or trivial.
   c. It involves SCTC or SCTC contractors and not another entity.
   d. A complaint against a contractor involves a SCTC Federally Funded contract.

8. The complainant and contractor or other party to the complaint will be notified of the status of the complaint within 10 days of receipt of the complaint, by registered mail;
   a. That the complaint will not be investigated and the reasons why the complaint does not have investigative merit.
   b. That the complaint will be investigated and a request for additional information needed to assist the investigator.

9. The complainant or contractor must submit the requested information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated timeframe may be considered good cause for a
determination of no investigative merit. Failure of the contractor to submit additional information within the designated timeframe may be considered good cause for a determination of noncompliance under the contract.

10. The internal investigator and/or contractor must within 15 working days, supply the Executive Director with status report of their investigation and/or resolution of the complaint.

11. Within 60 working days of the receipt of the complaint, the investigator will prepare a written report for the Executive Director.

   The report shall include:
   a. A narrative description of the incident. Including persons or entities involved.
   b. A statement of the issues raised by the complainant and the respondent’s reply to each of the allegations.
   c. Citations of relevant Federal, State and local laws, SCTC policy etc.
   d. Description of the investigation, including list of the persons contacted and a summary of the interviews conducted.
   e. A statement of the investigator’s finding and recommendations for disposition.

12. The investigative report and findings of the complaint will be sent to legal counsel for review.

13. The Executive Director shall, based on the information before him or her and in consult with legal counsel, make a determination on the disposition of the complaint. Determination shall be made within 10 days from Executive Director’s receipt of the investigator’s report.

   Examples of disposition are as follows:
   a. Complainant is found to have been discriminated against. SCTC or Contractor is therefore in noncompliance with Title VI regulations. Reasons for the determination will be listed. Remedial actions that SCTC or the Contractor must take will be listed.
   b. Complaint is found to be without merit. Reasons why will be listed.

14. Notice of the Executive Director’s determination will be mailed to the complainant and contractor. Notice shall include information regarding appeal rights of complainant and instructions for initiating such an appeal.

   Example of a notice of appeal follows:
   a. SCTC will only reconsider this determination, if new facts, not previously considered are provided.
   b. If the complainant is dissatisfied with the determination and/or resolution set forth by SCTC, the same complaint may be submitted to the Federal Transit Administration (FTA) for investigation. For more information, please contact the Federal Transit Administration, Office of Civil Rights, 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.

15. A copy of the complaint and SCTC’s investigation report/letter of finding and Final Remedial Action Plan will be issued to FTA within 90 days of the receipt of the complaint.

16. After receiving FTA’s comments, briefings may be scheduled with all relevant parties to the complaint.

17. A summary of the complaint and its resolution must be included in the annual report to the FTA.
VI. QUEJAS DE PROCEDIMIENTO DISCRIMINACIÓN

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

Procedimiento de Quejas

1. Cualquier persona, grupo de personas o entidad que crea que ha sido objeto de una discriminación prohibida por requisitos de no discriminación puede presentar una queja ante SUCT. El formulario de queja puede ser descargado (sierracounty.ca.gov) o está disponible en copia dura de Condado de Sierra Comisión de Transporte (Apéndice 1). Una queja formal debe ser presentada dentro de los 180 días de la supuesta aparición.

2. En los casos en que el demandante no pueda o incapaz de proporcionar una declaración por escrito, una queja verbal puede hacerse. El Coordinador del Título VI entrevistará al denunciante y si es necesario ayudar a la persona en la conversión de las quejas verbales a la escritura. Todas las quejas deben, sin embargo, será firmada por el reclamante o su representante /.

3. Quejas deberá indicar, en todo lo posible, los hechos y las circunstancias que rodean la supuesta discriminación.

4. SUCT proporcionará al demandante o su representante / y cualquier contratista (demandado) con un reconocimiento por escrito de que SUCT ha recibido la queja dentro de los cinco (5) días hábiles siguientes a la recepción.

5. Una copia de la queja será remitida al consejo legal de SUCT para su revisión.

6. El Director Ejecutivo asignará un investigador para la queja (este puede ser el Coordinador del Título VI u otro personal designado).

7. El investigador determinará si la queja tiene mérito investigativo:
   a. Fue recibido dentro de los 180 días de la supuesta aparición.
   b. Es no parece ser frívola o trivial.
   c. Implica SUCT o SUCT contratistas y no otra entidad.
   d. Una queja en contra de un contratista implica una SUCT contrato con fondos federales.

8. El demandante y el contratista u otra parte de la queja serán notificados de la situación de la queja dentro de los 10 días de la recepción de la queja, por correo certificado;
   a. Que la queja no será investigado y las razones por las que la queja no tiene méritos de investigación.
   b. Que la queja será investigada y una solicitud de información adicional necesaria para ayudar al investigador.

9. El demandante o el contratista deberá presentar la información solicitada dentro de los 60 días hábiles a partir de la fecha de la solicitud original. El fallo de la demandante de presentar información adicional en el plazo señalado se puede considerar una buena causa para la determinación de ningún mérito investigativo. Incumplimiento del contratista de presentar información adicional en el plazo señalado se puede considerar una buena causa para una determinación de incumplimiento bajo el contrato.
10. El investigador y/o contratista interno debe dentro de 15 días hábiles, suministrar al Director Ejecutivo informe sobre la situación de la investigación y/o resolución de la queja.

1. Dentro de los 60 días hábiles siguientes a la recepción de la queja, el investigador preparará un informe escrito por el Director Ejecutivo.

2. El informe incluirá:
   a. Una descripción narrativa de los hechos. Incluyendo las personas o entidades involucradas.
   b. Una declaración de las cuestiones planteadas por el querellante y la respuesta del demandado a cada una de las acusaciones.
   c. Las citas de Federal correspondiente, las leyes estatales y locales, la política, etc SCTC
   d. Descripción de la investigación, incluyendo la lista de las personas contactadas y un resumen de las entrevistas realizadas.
   e. Una declaración de conclusiones y recomendaciones para la disposición del investigador.

3. Se enviarán 12 El informe de la investigación y las conclusiones de la queja a un abogado para su revisión.

4. El Director Ejecutivo, en base a la información antes de él o ella y en consultar con un asesor legal, tomar una decisión sobre la disposición de la queja. Determinación se hará dentro de los 10 días desde la recepción del informe del investigador de la Directora Ejecutiva.

5. Ejemplos de disposición son las siguientes:
   a. Demandante se demuestre que ha sido objeto de discriminación. Por lo tanto, SCTC contratista está en incumplimiento de las regulaciones del Título VI. Se enumerarán Razones para la determinación. Se enumerarán las medidas correctivas que SCTC o el Contratista deben tomar.
   b. Queja resulta ser infundada. Razones por las que se enumeran.

6. Notificación de la determinación del Director Ejecutivo será enviada a la demandante y el contratista. Notificación deberá incluir información sobre los derechos de apelación de queja e instrucciones para iniciar tal apelación.

7. Ejemplo de un aviso de apelación sigue:
   a. SCTC sólo reconsiderará esta determinación, si se proporcionan nuevos hechos, no considerados previamente.
   b. Si el demandante no está satisfecho con la determinación y/o resolución establecida por SCTC, la misma denuncia podrá ser presentada a la Administración Federal de Tránsito (FTA) para su investigación. Para obtener más información, póngase en contacto con la Administración Federal de Tránsito, Oficina de Derechos Civiles.

8. 201 Mission Street, Suite 1650; San Francisco, CA 94105 / (415) 744-3133.

9. Una copia de la denuncia y el informe de la investigación de SCTC / carta de encontrar y el Plan de Acción Final de remediación será emitida a TLC dentro de los 90 días siguientes al recibo de la queja.

10. Después de recibir los comentarios de los TLC, reuniones de información se pueden programar con todas las partes pertinentes a la queja.

11. Un resumen de la queja y su resolución debe ser incluida en el informe anual a la FTA.
VII. GENERAL REPORTING REQUIREMENTS

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

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

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

VIII. RECORD KEEPING REQUIREMENTS

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

Records must be available for compliance review audits.

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

- SCTC’s Title VI policy.
- Annual reports to FTA.
- Audit report findings and recommendations.
- Summaries of actions taken by SCTC to remedy audit findings.
- Complaints received and a summary of their disposition.
- Annual report to Executive Director regarding Title VI compliance.
Appendix 1

SIERRA COUNTY TRANSPORTATION COMMISSION
TITLE VI COMPLAINT FORM

Name: ____________________________________________________________

Address: ___________________________________________________________________

City: __________________________ State: _______ Zip Code: _______________________

Home Telephone No: (_____) _____________________

Work Telephone No: (_____) _____________________

Were you discriminated against because of:

[ ] Race    [ ] National Origin

[ ] Color

[ ] Other

Date of Alleged Incident: __________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? ______________ Yes ____________ No

If yes, check all that apply:

[ ] Federal agency [ ] Federal court [ ] State agency

[ ] State court [ ] Local agency

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

Name __________________________________________________________

Address _________________________________________________________

City, State, and Zip Code __________________________________________

Telephone Number _____________________________________________

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

__________________________________________________________
Signature Date

Please mail this form to:

Sierra County Transportation Commission
Title VI Coordinator
PO BOX 98
Downieville, CA 95936
APÉNDICE 1
SIERRA COUNTY TRANSPORTATION COMMISSION
TÍTULO VI FORMULARIO DE QUEJA

Nombre: ________________________________________________________________

Dirección: ______________________________________________________________

Ciudad: ___________________________ Estado: ________ Código Postal:___________

Teléfono de la casa: (____) _____________________

Trabajo Teléfono: (____) _____________________

¿Fue discriminado debido a:

[ ] Raza [ ] Origen Nacional

[ ] Color

[ ] Otros

Fecha del incidente alegado: ________________________________________________

Explique lo más claramente posible lo que pasó y cómo fue discriminado. Indique quién estaba involucrado. Asegúrese de incluir los nombres e información de contacto de cualquier testigo. Si necesita más espacio, por favor use el reverso del formulario.
¿Ha presentado esta queja ante cualquier otro programa federal, estatal o local, o con cualquier tribunal federal o estatal? Sí ___________ No ___________

En caso afirmativo, marque lo que corresponda:

___ Agencia Federal     ___Tribunal federal     ___Agencia estatal

___ Corte del Estado     ___Agencia local

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

Nombre _____________________________________________________________________

Dirección __________________________________________________________________

Ciudad, estado y código postal ________________________________________________

Número de Teléfono __________________________________________________________

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

____________________________________ ________________________

Por favor envíe este formulario a:

Sierra County Transportation Commission
Coordinador del Título VI
PO BOX 98
Downieville, CA 95936
A. Discussion and report on status of the Overall Work Program Budget for the current fiscal year.

This is a standing agenda item. No Action required.
Planning, Programming and Monitoring

A. Resolution approving agreement for STIP Planning, Programming & Monitoring Program Fund Transfer agreement for the Fiscal Year 2022/23.

**Background:** An agreement for execution has been received from CALTRANS, covering funding for the State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program Fund Transfer Agreement. This Fund Transfer Agreement releases $21,000 for the PPM Program, the annual allocation of STIP funds for Planning, Programming & Monitoring $21,000.00.

**Recommended Motion:** Adopt resolution approving agreement.
WHEREAS, the Sierra County Transportation Commission (SCTC) is designated as the Regional Transportation Planning Agency Sierra County; and,

WHEREAS, SCTC has requested allocation of Planning, Programming and Monitoring (PPM) funds for the Fiscal Year 2022/23 in the amount of $21,000; and,

WHEREAS, an allocation in the amount of $21,000 has been approved by the CTC; and,

WHEREAS, Sierra County Transportation Commission must enter into an agreement with the State of California for the purpose of receipt of funding for Planning, Programming and Monitoring (PPM) for Fiscal Year 2022/23.

NOW, THEREFORE, BE IT RESOLVED that Sierra County Transportation Commission approves the referenced agreement and authorizes the Chairman of the Commission or Executive Director to execute the STIP Planning Programming & Monitoring Program Fund Transfer Agreement; Project No. PPM23-6150(037), Agreement No. PPM23-6150(037); on its behalf.

ADOPTED by the Sierra County Transportation Commission on the 16th day of November, 2022 by the following vote:

AYES: _________________
NOES: ________________________
ABSTAINED: ________________________
ABSENT: ________________________

SHARON DRYDEN, CHAIRPERSON
SIERRA COUNTY TRANSPORTATION COMMISSION

ATTEST:

__________________________
SUZANNE SMITH, EXECUTIVE SECRETARY
THIS AGREEMENT, effective on June 30, 2022, is between the State of California, acting by and through the Department of Transportation, hereinafter referred to as STATE, and Sierra County Transportation Commission, a local public agency, hereinafter referred to as ADMINISTERING AGENCY.

WHEREAS the annual California State Budget Act appropriates State Highway funds under local assistance for the State Transportation Improvement Program (STIP) Planning, Programming and Monitoring Program (PPM), and

WHEREAS PPM is defined as the project planning, programming and monitoring activities related to development of the Regional Transportation Improvement Program and the STIP required by Government Code Section 14527, et. seq. and for the monitoring of project implementation for projects approved in these documents, hereinafter referred to as PPM PROJECT, and

WHEREAS the California Transportation Commission (CTC) is tasked to allocate these funds in accordance with the amounts approved in the STIP in accordance with section 14527 (h) of the California Government code:

NOW, THEREFORE, the parties agree as follows:

SECTION I

STATE AGREES:

1. As authorized by Section 14527(h) of the Government Code to release to the ADMINISTERING AGENCY for its PPM PROJECT in an amount not to exceed $21,000.00 from monies appropriated for the PPM Program as follows:

   For Caltrans Use Only

   I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance

   Accounting Officer | Date 08/03/2022 | $21,000.00
2. To pay the ADMINISTERING AGENCY a single lump sum payment upon final execution of this AGREEMENT and the receipt of an original and two copies of a signed initial invoice in the proper form from ADMINISTERING AGENCY in the amount shown in Section 1, Article (1) as promptly as state fiscal procedures will permit.

3. When conducting an audit of the costs claimed under the provisions of this Agreement, to rely to the maximum extent possible on any prior audit of ADMINISTERING AGENCY pursuant to the provisions of State and federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to STATE when planning and conducting additional audits.

SECTION II

ADMINISTERING AGENCY AGREES:

1. To use all state funds paid hereunder only for eligible PPM specific work activities as defined in Attachment A to this AGREEMENT.

2. To use all state funds paid hereunder only for those transportation purposes that conform to Article XIX of the California State Constitution.

3. To prepare and submit to STATE an original and two copies of signed invoice for payment.

4. To prepare a Final Project Expenditure Report including a final invoice reporting actual costs expended in accordance with Attachment A and submit that Report and invoice no later than 60 days following the completion of expenditures. These allocated PPM funds are available for expenditure until June 30, 2024. The Final Report of Expenditures must state that the PPM funds were used in conformance with Article XIX of the California State Constitution and for PPM purposes as defined in this Agreement. Three copies of this report shall be submitted to STATE.

5. COST PRINCIPLES
   A) To comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government, and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

   B) ADMINISTERING AGENCY will assure that its Fund recipients will be obligated to agree that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) those parties shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving Funds as a contractor or sub-contractor under this Agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
C) Any Fund expenditures for costs for which ADMINISTERING AGENCY has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200, are subject to repayment by ADMINISTERING AGENCY to STATE. Should ADMINISTERING AGENCY fail to reimburse Fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the Parties hereto, STATE is authorized to intercept and withhold future payments due ADMINISTERING AGENCY from STATE or any third-party source, including, but not limited to, the State Treasurer, the State Controller and the CTC. The implementation of the Supercircular will cancel 49 CFR, Part 18.

6. THIRD PARTY CONTRACTING
A) ADMINISTERING AGENCY shall not award a construction contract over $10,000 or other contracts over $25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by ADMINISTERING AGENCY as a result of disbursing Funds received pursuant to this Agreement shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with ADMINISTERING AGENCY should be consistent with Local Program Procedures as published by STATE.

7. ACCOUNTING SYSTEM
ADMINISTERING AGENCY, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of ADMINISTERING AGENCY, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

8. RIGHT TO AUDIT
For the purpose of determining compliance with this Agreement and other matters connected with the performance of ADMINISTERING AGENCY'S contracts with third parties, ADMINISTERING AGENCY, ADMINISTERING AGENCY'S contractors and subcontractors and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to ADMINISTERING AGENCY. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and ADMINISTERING AGENCY shall furnish copies thereof if requested.
9. TRAVEL AND SUBSISTENCE
Payments to only ADMINISTERING AGENCY for travel and subsistence expenses of ADMINISTERING AGENCY forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of those authorized DPA rates, then Administering Agency is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

SECTION III

IT IS MUTUALLY AGREED:

1. All obligations of STATE under the terms of this AGREEMENT are subject to the availability of the state funds.

2. Eligible expenditures under this AGREEMENT shall be from the effective date of allocation to June 30, 2024.

3. In the event that ADMINISTERING AGENCY fails to implement or complete the PPM program commenced under this Agreement, fails to perform any of the obligations created by this agreement or fails to comply with applicable State laws and regulations, STATE reserves the right to terminate funding for the PPM program or portions thereof, upon written notice to ADMINISTERING AGENCY. An audit may be preformed as provided in Section II, Article (4) of this agreement.

4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, ADMINISTERING AGENCY shall fully defend, indemnify and save harmless the State of California, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of anything done or omitted to be done by ADMINISTERING AGENCY under or in connection with any work, authority or jurisdiction delegated to ADMINISTERING AGENCY under this Agreement.

5. As a condition of acceptance of the State funds provided for under this Agreement, ADMINISTERING AGENCY will abide by all State policies and procedures pertaining to the PPM Program.

6. This Agreement shall terminate on December 31, 2024.

STATE OF CALIFORNIA
Department of Transportation
By: __________________________
Office of Project Implementation
Division of Local Assistance
Date: ________________________

Sierra County Transportation Commission
By: __________________________
Title: ________________________
Date: ________________________
Attest: ________________________
Title: ________________________
The agency shall prepare a PPM plan, which will become a part of the Fund Transfer Agreement, titled Attachment A.

This plan is a one or two page summary outline of the major activities and, where appropriate, sub activities that will be accomplished with the current year PPM fund allocation. The plan shall outline the specific activities the Agency plans to implement. Indicate the approximate time period and cost for each major activity.

Funds may be moved between the elements. It is expected that work will be accomplished for each element and any revisions will be discussed in the Final Report of Expenditures.

Indicate if this is a single or multi-year plan for this specific allocation and the anticipated date of completion of all expenditures.

Fund allocations for future years should not be requested until this plan's expenditures are near completion.

Expenditures must be completed no later than two years after the fiscal year of allocation.

A Final Report of Expenditures is required within 60 days of completion of expenditures. Current or future allocations may be terminated if this report is not prepared in a timely manner. Unexpended funds shall be returned to the State.

A very simple plan is illustrated below. Details of a plan should be consistent with the activities proposed and funding received.

<table>
<thead>
<tr>
<th>Attachment A</th>
<th>XYZ RTPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIP Planning, Programming and Monitoring Activities Plan (FY 2009/2010)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Period</th>
<th>Cost($1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Prepare/Review Project Study Reports</td>
<td>9/02-4/03</td>
<td>$10</td>
</tr>
<tr>
<td>B. RTIP Amendment Project Review/Programming</td>
<td>2/02-5/03</td>
<td>$5</td>
</tr>
<tr>
<td>C. STIP Amendment Processing/CTC Coordination</td>
<td>5/02-6/02</td>
<td>$5</td>
</tr>
<tr>
<td>D. Monitoring Implementation</td>
<td>9/02-6/03</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$30</strong></td>
</tr>
</tbody>
</table>

Anticipated Completion date: 6/30/13

---

rev 08/13/2012
Attachment A

Sierra County Transportation Commission
STIP Planning, Programming and Monitoring Activities Plan (FY 2022-2023)

A. Prepare/ Review Project Study Reports $2,000
B. RTIP Amendment Project Review/Programming $2,000
C. STIP Amendment Processing/CTC Coordination $2,000
D. Monitoring Implementation $15,000

Total $21,000

Anticipated Completion Date: June 30, 2025
<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
</tr>
<tr>
<td>January 01</td>
<td>February 02</td>
<td>March 03</td>
</tr>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>2 3 4 5 6 7 8</td>
<td>1 2 3 4 5 6 7</td>
<td>6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>9 10 11 12 13 14 15</td>
<td>13 14 15 16 17 18 19</td>
<td>13 14 15 16 17 18 19</td>
</tr>
<tr>
<td>16 17 18 19 20 21 22</td>
<td>20 21 22 23 24 25 26</td>
<td>20 21 22 23 24 25 26</td>
</tr>
<tr>
<td>23 24 25 26 27 28 29</td>
<td>27 28</td>
<td>27 28 29 30 31</td>
</tr>
<tr>
<td>30 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 04</td>
<td>May 05</td>
<td>June 06</td>
</tr>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>1 2</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>3 4 5 6 7 8 9</td>
<td>8 9 10 11 12 13 14</td>
<td>5 6 7 8 9 10 11</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>15 16 17 18 19 20 21</td>
<td>12 13 14 15 16 17 18</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>22 23 24 25 26 27 28</td>
<td>19 20 21 22 23 24 25</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>29 30 31</td>
<td>26 27 28 29 30</td>
</tr>
<tr>
<td>July 07</td>
<td>August 08</td>
<td>September 09</td>
</tr>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
</tr>
<tr>
<td>1 2</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3</td>
</tr>
<tr>
<td>3 4 5 6 7 8 9</td>
<td>7 8 9 10 11 12 13</td>
<td>4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>21 22 23 24 25 26 27</td>
<td>18 19 20 21 22 23 24</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30 31</td>
<td>25 26 27 28 29 30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 10</td>
<td>November 11</td>
<td>December 12</td>
</tr>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
<td>2022 Calendar</td>
</tr>
<tr>
<td>01</td>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3</td>
</tr>
<tr>
<td>2 3 4 5 6 7 8</td>
<td>6 7 8 9 10 11 12</td>
<td>4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>9 10 11 12 13 14 15</td>
<td>13 14 15 16 17 18 19</td>
<td>11 12 13 14 15 16 17</td>
</tr>
<tr>
<td>16 17 18 19 20 21 22</td>
<td>20 21 22 23 24 25 26</td>
<td>18 19 20 21 22 23 24</td>
</tr>
<tr>
<td>23 24 25 26 27 28 29</td>
<td>27 28 29 30</td>
<td>25 26 27 28 29 30 31</td>
</tr>
<tr>
<td>30 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Calendar</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>January 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November 2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2023 Calendar**

**January 2023**
- 01: New Year's Day
- 16: Martin Luther King Day

**February 2023**
- 20: Presidents Day

**March 2023**
- 29: Memorial Day

**April 2023**
- 04: Independence Day

**May 2023**
- 23: Thanksgiving

**June 2023**
- 04: Labor Day

**July 2023**

**August 2023**
- 11: Veterans' Day

**September 2023**
- 25: Christmas Day

**October 2023**

**November 2023**

**December 2023**

*www.blank-calendar.com*