ATTACHMENT

TITLE VI PROGRAM

Adopted March 21, 2024

Yuba-Sutter Transit
Authority 2100 B Street
Marysville, CA 95901
Phone: (530) 634-6880
www.yubasuttertransit.com

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Section 1: Yuba-Sutter Transit Title VI Policy and Complaint Procedures

Title VI Policy Statement

The Yuba-Sutter Transit Authority (Yuba-Sutter Transit) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color or national origin. All persons, regardless of their citizenship, are covered under this regulation. In addition, Yuba-Sutter Transit prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

Yuba-Sutter Transit will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a Complaint or participated in an investigation under Title VI, and /or this regulation.

As a Federal Transit Administration (FTA) fund recipient, Yuba-Sutter Transit will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.

Yuba-Sutter Transit will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.

Yuba-Sutter Transit will promote the full and fair participation of all affected populations in the transportation decision-making process.

Yuba-Sutter Transit will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within Yuba-Sutter Transit's service area as provided herein.

Yuba-Sutter Transit will ensure that Limited English Proficient (LEP) individuals have access to Yuba-Sutter Transit's programs, activities, and services.

In compliance with Title 49 CFR Section 21.9(d), Yuba-Sutter Transit will provide information to the public regarding its obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

Applicability

This policy is applicable to all Yuba-Sutter Transit employees, members of the public and all contractors hired by Yuba-Sutter Transit.

Failure of a Yuba-Sutter Transit employee to follow this policy and procedure may subject such employee to disciplinary action up to and including employment termination.

Yuba-Sutter Transit does not engage with any sub-recipient agencies.

Yuba-Sutter Transit has not identified a site or location for a new facility or constructed a new facility since August 1, 2017.

Definitions

Adverse Effect means having a harmful or undesired effect.

Discrimination refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, or national origin.

Limited English Proficient (LEP) Persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

Low-Income Population means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.

Minority Individuals

a) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
b) Asian, which refers to people having origins in any of the original peoples of

the Far East, Southeast Asia, or the Indian subcontinent.

c) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
d) Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
e) Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

National Origin means the particular nation in which a person was born, or where the person's parents or ancestors were born.

Race means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

Recipient means any public or private entity that receives Federal financial assistance from FTA, whether directly from FTA or indirectly through a primary recipient. This term includes sub recipients, direct recipients, designated recipients, and primary recipients. The term does not include any ultimate beneficiary under any such assistance program.

Retaliation Any adverse action taken against another individual because of his/her participation in the Complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

Vital Documents are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, Complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

General Requirements and Guidelines

Yuba-Sutter Transit will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. Yuba-Sutter Transit or any of its employees will not, on the grounds of race, color or national origin, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination

under any Yuba-Sutter Transit programs, services, or activities.

Yuba-Sutter Transit or any of its employees will not, on the grounds of race, color or national origin:

a) Provide any service, financial aid, or benefit that is different from that provided to others
b) Subject an individual to segregation or separate treatment
c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others
d) Deny any individual service, financial aid, or benefits under any Yuba-Sutter Transit programs, services, or activities
e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements
f) Deny an individual the opportunity to participate as a member of a planning or advisory body

Yuba-Sutter Transit shall evaluate significant system-wide service and fare changes at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficiency individuals. This applies to major service changes that affect 25 percent or more of system-wide service hours or miles.

Yuba-Sutter Transit schedules regular, public meetings of its Board of Directors to ensure that individuals are afforded an opportunity to participate in transportation decisions.

Yuba-Sutter Transit's legal counsel will maintain a list (a minimum of four years in active status) of any Title VI investigations, Complaints, or lawsuits filed which allege Yuba-Sutter Transit discriminated against a person or group on the basis of race, color, or national origin. This list will include, at a minimum:

a) The date the investigation, Complaint, or lawsuit was filed
b) A summary of the allegation(s)
c) The status of the investigation, Complaint, or lawsuit
d) Any actions or corrective actions taken by Yuba-Sutter Transit in response to the investigation, Complaint or lawsuit.

Yuba-Sutter Transit will keep the public informed of the protections against discrimination afforded to them by Title VI and Yuba-Sutter Transit's obligations under Title VI by posting a Title VI Notice (Exhibit A). Public locations where this notice is

posted include:

1. The agency's website
2. On transit vehicles
3. In public areas of the agency's administrative office.

The Title VI Policy Statement (see page 4) and the Complaint Form (Exhibit B) will also both be posted on Yuba-Sutter Transit's website at www.yubasuttertransit.com and available at the Yuba-Sutter Transit administrative offices. Versions of the statement are available in English and Spanish on demand and in other languages by request.

Yuba-Sutter Transit will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP). Notices detailing Yuba-Sutter Transit's Title VI obligations and Complaint procedures shall be translated into languages other than English, as needed, consistent with the DOT LEP Guidance and Yuba-Sutter Transit's Language Assistance Plan.

Yuba-Sutter Transit will provide information, upon request from FTA, in order to investigate Complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.

Yuba-Sutter Transit will submit its Title VI Program to the FTA's Regional Civil Rights Officer once every three years to ensure compliance with Title VI Requirements.

Yuba-Sutter Transit will ensure that minority and low-income individuals have meaningful access to Yuba-Sutter Transit programs, activities and services.

Environmental Justice Requirements

Yuba-Sutter Transit shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. Yuba-Sutter Transit is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. Yuba-Sutter Transit will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this

population (e.g., analysis of Census data, direct observation, or a public involvement process)

b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations
c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility
d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project
e) A discussion of the remaining effects, if any, and why further mitigation is not proposed
f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas

Limited English Proficient (LEP) Individuals and Public Participation Requirements

Yuba-Sutter Transit will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. Yuba-Sutter Transit's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

Yuba-Sutter Transit will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. Yuba-Sutter Transit will continually assess the language assistance needs of the population to be served.

Yuba-Sutter Transit will use the following Four-Factor Analysis to determine the appropriate level of LEP assistance and outreach efforts needed:

a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service
b) Frequency with which LEP individuals come into contact with Yuba-Sutter Transit programs, activities, and services
c) Importance of the program, activity, or service provided by Yuba-Sutter Transit to LEP individual's lives
d) Resources available to provide effective language assistance and costs

Yuba-Sutter Transit will make every effort to employ bilingual staff to provide Spanish-speaking interpretation at its Administrative office and within its customer service/dispatch department to assist LEP individuals with questions and trip planning.

Service Standards and Policy Requirements

FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards which are applicable to each individual agency rather than across the entire transit industry.

- Vehicle load for each mode: Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. Transit providers can specify vehicle loads for peak vs. off-peak times, and for different modes of transit.
- Vehicle headways for each mode: The amount of time between two vehicles traveling in the same direction on a given line or combination of lines.
- On-time performance for each mode: A measure of runs completed as scheduled.
- Service availability for each mode: A general measure of the distribution of routes within an agency's service area.

Yuba-Sutter Transit's service standards and policies are detailed in Section 4 of this document.

Complaint Procedures and Appeals

How to File a Title VI Complaint with Yuba-Sutter Transit

Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color or national origin with respect to Yuba-Sutter Transit programs, activities, services, or other transit related benefits, may file a written Complaint with Yuba-Sutter Transit. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but Complainants are encouraged to submit Complaints as soon as possible.
Yuba-Sutter Transit will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

A Complaint must include the following information:

1. A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
2. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the Complainant, the date, time and location of the incident.
3. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

The Complaint Form can be used to file a Title VI Complaint with Yuba-Sutter Transit. A Complaint Form will be made in an accessible format upon request. A Complaint Form can be requested/obtained by the following:

- Electronic download from the Yuba-Sutter Transit website at **www.yubasuttertransit.com**
- By calling Yuba-Sutter Transit at (530) 634-6880
- By picking up a Complaint form during normal business hours, Monday through Friday, at the Yuba-Sutter Transit Administrative Offices, 2100 B Street, Marysville, California, 95901.

Upon receipt of a completed Complaint Form, it shall be forwarded to the Executive Director or his/her designee as soon as practicable but within no later than two (2) business days of receipt. The Executive Director shall provide a copy of the Complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

Procedures for Investigating Complaints

The Executive Director or his/her designee shall promptly investigate the alleged Complaint and shall prepare a written response as soon as practicable, but within no later than ten (10) business days of his/her receipt of the Complaint. The Executive Director or his/her designee may consult with appropriate staff in the preparation of his/her response to the Complaint.

Efforts to Contact Complainant

The Executive Director or his/her designee shall make efforts to speak (meeting or by telephone conversation) with the Complainant, at which time the Complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The Executive Director or his/her designee shall review and consider in the response prepared by the Executive Director or his/her designee, all the information provided by the Complainant, if any, and any other evidence available regarding the allegations of the Complaint. The Executive Director or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.

Completion of Investigation

As soon as it is practicable, but no later than twenty (20) business days following receipt of the initial Complaint, the Executive Director or his/her designee shall inform the Complainant of his/her findings and any corrective action to be taken as a result of the Complaint together with the timetable for completion of such action.

Appeal to Chair

If the Complainant is not satisfied with the findings and/or action of the Executive Director or his/her designee, then the Complainant may file his/her Complaint with the Chair of the Yuba-Sutter Transit Board of Directors or with the FTA's Office of Civil Rights.

Appeal Process

If the Complainant chooses to file his/her Complaint with the Chair of the Yuba-Sutter Transit Board of Directors, then the Complaint and any supporting documentation should be submitted within five (5) business days of his/her receipt of the results of the Executive Director's investigation. Complaint submissions to the Chair of the Yuba-Sutter Transit Board of Directors should be made by providing all relevant documentation to the Executive Director at the Yuba-Sutter Transit Administrative offices during normal business hours. Upon review of the filing, the Chair of the Yuba-Sutter Transit Board of Directors shall notify the Complainant of what actions, if any, will be taken as a result of the review by the Chair within ten (10) business days of the Chair's notification that the Complainant is not satisfied with the results of the Executive Director's investigation. The decision of the Chair of Yuba-Sutter Transit Board of Directors shall be final.

Timeline Waiver

Any timeline set forth herein may be extended by the Executive Director and/or Chair of the Yuba-Sutter Transit Board of Directors upon a showing of good cause.

Filing a Title VI Complaint with FTA Office of Civil Rights

Any person who believes that he/she or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color or national origin, with respect to Yuba-Sutter Transit's programs, activities, or services, or other transit related benefits, may file a written Complaint directly with the Federal Transit Administration (FTA). A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination unless the time for filing is extended by FTA. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations 49 CFR 21.11(b) and 21.11 (c). FTA may delay its investigation if the Complainant and the party complained against agree to postpone the investigation pending settlement negotiations.

A. A Complaint must include the following information: A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken. In cases where a Complainant is unable or

incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration Office of Civil Rights Attn: Title VI Program Coordinator
1200 New Jersey Avenue, S.E.
East Building, 5th Floor-TCR
Washington, DC 20590
TTY: 1-800-877-8339
Voice: 1-866-377-8642
FTA.ADAAsistance@dot.gov

B. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

Complaint Acceptance

Once a Complaint has been accepted by FTA for investigation, FTA will notify the recipient that it is the subject of a Title VI Complaint and ask the recipient to respond in writing to the Complainant's allegations. If the Complainant agrees to release the Complaint to the recipient, FTA will provide the agency with the Complaint, which may have personal information redacted at the request of the Complainant. If the Complainant does not agree to release the Complaint to the recipient, FTA may choose to close the Complaint.

Investigations

FTA will make a prompt investigation whenever a compliance review, report, Complaint, or any other information indicates a possible failure to comply with DOT's

Title VI regulations. The investigation will include, where appropriate, a review of the pertinent practices and policies of the recipient, the circumstances under which the possible noncompliance with DOT's Title VI regulations occurred, and other factors relevant to a determination as to whether the recipient has failed to comply with DOT's Title VI regulations.

Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and Yuba-Sutter Transit one of the following letters based on its finding:

1. **Letter of Finding (Compliance)** indicating FTA did not find a violation of DOT's Title VI regulations. This letter will include an explanation of why FTA did not find a violation. If applicable, the letter may include a list of procedural violations or concerns, which will put the recipient on notice that certain practices are questionable and that without corrective steps, a future violation finding is possible.
2. **Letter of Finding (Noncompliance)** indicating the recipient is in violation of DOT's Title VI regulations. The letter will include each violation referenced to the applicable regulation, a brief description of proposed remedies, notice of the time limit on coming into compliance, the consequences of failure to achieve voluntary compliance, and an offer of assistance to the recipient in devising a remedial plan for compliance, if appropriate.

Administrative Closure

FTA will administratively close Title VI Complaints before a resolution is reached where (1) the Complainant decides to withdraw the case; (2) the Complainant is not responsive to FTA's requests for information or to sign a consent release form; (3) FTA has conducted or plans to conduct a related compliance review of the agency against which the Complaint is lodged; (4) litigation has been filed raising similar allegations involved in the Complaint; (5) the Complaint was not filed within 180 days of the alleged discrimination; (6) the Complaint does not indicate a possible violation of 49 CFR part 21; (7) the Complaint is so weak, insubstantial, or lacking in detail that FTA determines it is without merit, or so replete with incoherent or unreadable statements that it, as a whole, cannot be considered to be grounded in fact; (8) the Complaint has been investigated by another agency and the resolution of the Complaint meets DOT regulatory standards; (9) the Complaint allegations are foreclosed by previous

decisions of the Federal courts, the Secretary, DOT policy determinations, or the U.S. DOT's Office of Civil Rights; (10) FTA obtains credible information that the allegations raised by the Complaint have been resolved; (11) the Complaint is a continuation of a pattern of previously filed Complaints involving the same or similar allegations against the same recipient or other recipients that have been found factually or legally insubstantial by FTA; (12) the same Complaint allegations have been filed with another Federal, state, or local agency, and FTA anticipates that the recipient will provide the Complainant with a comparable resolution process under comparable legal standards; or (13) the death of the Complainant or injured party makes it impossible to investigate the allegations fully.

Deficiencies with Title VI Compliance

Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under 49 CFR 21.11(a).

If FTA determines that Yuba-Sutter Transit is in noncompliance with Title VI, it will provide a Letter of Finding that describes FTA's determination and requests that Yuba-Sutter Transit voluntarily take corrective action(s) which FTA deems necessary and appropriate.

Yuba-Sutter Transit will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's Letter of Finding.

Administration of Regulation

Yuba-Sutter Transit will integrate the provisions within its Title VI Program into all programs, activities, and services provided by Yuba-Sutter Transit.

Yuba-Sutter Transit will integrate the Title VI Program into its policies and procedures.

Section 2: Public Participation Plan

Purpose of the Plan

As an FTA grant recipient, Yuba-Sutter Transit complies with the public participation requirements of 49 U.S.C. Sections 5307(b) (requires programs of projects to be developed with public participation) and 5307(c)(1)(I) (requires a locally developed process to consider public comment before raising a fare or carrying out a major reduction in transportation service).

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into Yuba-Sutter Transit's public participation process. This document describes the proactive strategies, procedures, and desired outcomes that underpin Yuba-Sutter Transit's public participation activities. This plan provides guidelines for involving the public in Yuba-Sutter Transit planning efforts to ensure that all groups are represented and their needs considered. Yuba-Sutter Transit will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available.

Recent Public Outreach

Over the last four years, Yuba-Sutter Transit has consistently informed and engaged the public. One of our main tools is our agency website, which was developed in 2016. We work with a provider that allows staff to manage content quickly and easily. Now public notices, press releases, email lists, newsletters, meeting notices, plans and project updates from the past and present can be accessed on our website by the public at any time. Additionally, document text is posted directly into the pages of the website, which can then be translated into about 100 various languages via an embedded Google Translate widget.

Reduced Sacramento Commuter Service

In the summer of 2023, needed changes to the commuter schedules to Sacramento necessitated outreach. Staff used our extensive email list of commuters to gather input, develop a draft schedule, held public hearings, and released a second draft schedule for a second round of comments before adopting our new schedule. Many

comments were received via email as well as at the public hearings.

The website has also been a valuable tool in keeping the public informed on daily operations. Information is posted on our homepage on holiday schedules, service disruptions due to natural disasters and special events. Passengers are increasingly learning that the website is maintained, updated and is a good source for up-to-date information.

Fixed Route 2 Reduction

With the onset of the pandemic in March 2020, a number of routes experienced a precipitous drop in ridership. Consequently a temporary reduction in service occurred on local fixed routes and six commuter schedules while other routes received increased levels of service to maintain a minimum number of passengers on the bus to avoid the spread of the COVID-19 virus. In August 2022, a public hearing was held to gather input on the continuation of the temporary service changes and to reduce a temporary express service that had been added to Route 1 to keep passenger load levels at appropriate levels. Finally it was determined that ridership was not returning to pre-pandemic levels and the temporary reductions to the fixed route services needed to be made permanent. Route 2 consisted of a loop route with two buses doing the loop in each direction; clockwise and counter clockwise with 30 minute frequency. The reduction resulted in one bus in each direction with 1 hour frequencies. In June 2023 a public hearing notice was posted and an explanation of why service was being reduced. To reach a greater audience, the public hearing notice was also posted on social media platforms. The July 2023 newsletter also ….which is posted on our website, emailed out to stakeholders and the public and distributed on the buses. Due to the fact that the service had already been temporarily suspended for the past two years, only a few comments were received.

Adoption of COA

In 2022 a Sustainable Communities Transportation Planning Grant was received to update the short range transit plan. For this plan a total four open houses/workshops were held at a centralized locations that was accessible by transit. The public meetings were held at various inflection points during the development of the NexGen Transit Plan to build community awareness about the Plan and discuss public perspectives about the current transit system.Learn about anticipated local and regional transportation needs, issues, preferences, and concerns as they relate to the current fixed route, Dial-A-Ride, and commuter services. Engage with disadvantaged

communities within the Yuba-Sutter Transit service area. Obtain informed input on draft recommendations for extended evening hours, Sunday service, increased frequencies, on-demand micro-transit, or expanded service. The engagement team created a stakeholder database of representatives from 66 key stakeholder organizations and groups that were involved in outreach and education around the plan. The purpose of this database was to inform these stakeholders of updates in the project, invite their involvement in key milestones of the public engagement, and to encourage them to share about the engagement efforts within their networks. These stakeholders represent key perspectives in Yuba-Sutter Transit's geographic service area, including those from the four member jurisdictions. Stakeholder contacts also included organizations that meet the following criteria: affordable housing advocates, community development, environmental concerns, education, economic and job development, transit and alternative transportation advocates, medical facilities, and social services agencies. In addition 13 interviews were conducted with key stakeholders. The purpose of the interviews was to obtain the input of key stakeholder groups representing clients in economically disadvantaged, disabled, and/or transit dependent communities on service needs, as well as the leadership of jurisdictions served by Yuba-Sutter Transit. All this input was considered by the technical advisory committee (TAC) as the plan was produced and finalized.

Site selection study-Purchase of property for NextGen Transit Facility

In 2019 a Caltrans Adaptation Planning grant was received to conduct a site selection study for the NextGen Transit Facility. A consultant was hired to conduct an analysis and determine the optimal location for a facility considering a substantial number of criterion. The original list of potential sites was reduced to ten for consideration in the study. After the analysis of the sites, the top three scoring sites were analyzed in more detail with draft facility designs taking into consideration compatibility with surrounding land uses. There were two public hearings held as the sites were narrowed down and considered by the Yuba-Sutter Transit Authority Board of Directors. Adjacent property owners and businesses were contacted and consulted with to determine if there were any objections to having a transit maintenance and operations facility in close proximity. The selected site is 6035 Avondale Ave, Marysville, CA 95901 is an old brownfield site that was an old log storage area for an adjacent lumber mill. The property has been vacant for nearly 30 years so no persons or businesses were displaced as a result of selecting this site. The nearby cement plant, gravel truck parking facility and residential areas were analyzed for compatibility with a fleet

parking and maintenance facility. In fact, it was determined that with proper design of the fencing and landscaping the facility would reduce the noise impacts of the uses on the west side of Avondale Ave to adjacent residents. The future zero emission bus maintenance facility will be quitter and produce significantly less pollution than a diesel bus fleet thus further minimizing the impact to adjacent property owners as zero emission buses are purchased and used in operations. Consequently it was determined that there was not any disparate impacts to nearby neighbors including any specific race or ethnic community. Due to the 19.2 acre size of the parcel, the development of the parcel can be done in areas that will greatly minimize impacts to adjacent land owners.

Approach to Public Participation

The desired outcome of public engagement programs is to ensure that the concerns and issues of those with a stake in transportation decisions are identified and addressed in the development of policies, programs and projects being proposed in their communities. As projects vary in time and size, the public participation process may vary for each, as well as the extent of public participation. The following sections outline proactive strategies, tools and procedures to ensure constructive, productive dialogue that will lead to practical decisions benefitting all members of the community, including low-income, traditionally underserved and limited English proficient populations.

Major Service/Fare Change Policy

Yuba-Sutter Transit shall maintain an open and participative process including the consideration of public comment before a fare increase or major service reduction. Public input is solicited while proposals are under consideration. Affected community members are notified before the implementation of any major service changes or fare increases. In face, in the spring of 2023 staff went through the process to reorganize and reduce the amount of commuter service provided. Public notices were posted online, distributed through email and handed out on the commuter service as the existing schedule times for the commuter service needed to be modified to fill in gaps left by schedules that were eliminated at the onset of the COVID-19 pandemic. Fortunately, staff maintains an extensive email distribution list to reach out to

commuters. After receiving comments, a draft schedule of Sacramento commuter services was released and additional time was provided for comments to be received and considered. Finally a public hearing was held and public comments were heard before the final schedule was adopted.

It is the intent of Yuba-Sutter Transit to comply with the Federal Public Comment on Service Change and Fare Change policy cited in 49 U.S.C. Section 5307(c)(1)(I). For the purpose of this section, Yuba-Sutter Transit's definitions of a major service change and/or fare change is as follows:

Major Service Change: A change in service that is equal to or greater than 25 percent of any route or service.

Fare Change: Any increase of any amount compared to the existing fare.

In order to insure maximum opportunity for community input and involvement in the decision making process for major service changes or fare changes, Yuba-Sutter Transit adheres to the following, at a minimum:

- Provide a thirty (30) day advance notice of a public hearing to consider the proposal in appropriate local and/regional publications as appropriate.
- Provide customer information regarding the fare or service change proposal and the process for public comment on board service vehicles.
- Conduct at least one (1) formal public hearing to solicit public input and consider recommendations to the proposed fare or service change. The hearing includes a staff presentation of proposed changes and the opportunity for testimony from any interested individual in attendance. Minutes of the hearing are recorded.
- Following the conclusion of the public hearing, the Yuba-Sutter Transit Board of Directors will consider both the staff recommendations and the public comment before making the final decision regarding the proposed fare or service change by a simple majority vote. The effective date of any approved fare or service change shall be at least ten (10) days after the date of the Board action.

Outreach Requirements and Activities

The following public outreach and involvement activities are intended to serve as guidelines for minimum levels of outreach so as to ensure that affected populations in the Yuba-Sutter Transit service area have equal access and opportunity to participate in

transportation planning and decision-making processes. These also provide strategies for soliciting input and engaging various communities. These activities have been ongoing for at least the last three years and continue to be utilized as a key component of the Title VI plan.

- Notice for public events may include posters, email blasts, media releases to local papers, the Yuba-Sutter Transit website, or other means as appropriate and as time and funding allow.
- To the extent possible, notices will be posted at least one (1) week prior to the public event.
- Notices may be posted at the Yuba-Sutter Transit administrative offices, on buses and at bus shelters as is appropriate, and at key community centers as deemed appropriate.
- Comments will be accepted at public outreach events, via email, by mail, and by phone to ensure that all populations have the opportunity to participate.

Outreach to Engage Minority and Limited English Proficient Populations

Considering the needs of and engaging minority and LEP populations in public participation activities supports Yuba-Sutter Transit's goals under Title VI. The following actions are a building block of this plan.

- Yuba-Sutter Transit will continue cultivating relationships with community agencies that serve LEP populations.
- Public outreach may include attending already existing community meetings and gatherings, such as school meetings, farmers markets, faith-based events, and other community activities in order to invite participation from LEP populations who may not attend hosted public events.
- Yuba-Sutter Transit will ensure that non-English language interpretation will be available at any public meeting or workshop, as is appropriate and necessary
- Notices will be made bilingual or Spanish language notices will be developed and posted with English notices, as deemed necessary.
- Spanish-language notices will be posted on vehicles that have been identified as key routes used by an LEP population and at bus shelters that have been identified as key destinations of LEP populations, if such information exists.

- Event information on Yuba-Sutter Transit's website will be posted in English and Spanish, as deemed necessary.
- Yuba-Sutter Transit will distribute event information to community groups and agencies that work with LEP populations, if such contacts exist.
- As identified in its Language Assistance Plan, Yuba-Sutter Transit will contract to provide language assistance for customers and callers that are non-English speaking, as deemed necessary.
- When it is appropriate or necessary, Yuba-Sutter Transit will insure non-English language interpretation in additional languages is available.

Yuba-Sutter Transit will continue assessing the language needs of citizens in its service area through its Language Assistance Plan. At such time, as additional groups with limited English proficiency reach significant mass, Yuba-Sutter Transit will review this plan and its strategies to engaging with non-English speaking populations.

The public participation process will be augmented with specific outreach activities appropriate for the particular projects; such as additional public workshops, focus groups and surveys. As funding allows, multiple public hearings or workshops may be held at different times to accommodate varying schedules. As is possible, public participation events will be held at central locations close to a bus stop to enhance access for all individuals. These projects may also require the development of special materials such as fact sheets, newsletters, a project webpage, and additional media releases.

Benefits of Enhanced Outreach

Changes to Transit policies, routes, schedules or capital projects can have significant impacts on non-English speaking populations. Enhanced outreach through multiple means of communication can enable the non-English speaking population to become directly engaged in the decision making process, provide a voice in the discussion to find consensus and potentially minimize unnecessary impacts. This is especially true if public outreach focuses on and is conducted during key decision points in the decision making process. This enables the non-English speaking population meaningful opportunities to influence the outcomes and not become disenfranchised with the public process.

Section 3: Limited English Proficiency (LEP) Plan

Introduction

Yuba-Sutter Transit is a joint powers agency formed in 1975 by the Counties of Yuba and Sutter and the Cities of Marysville and Yuba City for the purpose of providing public transportation services to the residents of the Bi-County area. Yuba-Sutter Transit offers a broad range of public transit services including fixed route, paratransit, rural and intercity commuter services.

The Yuba-Sutter Transit Limited English Proficiency (LEP) Plan has been developed in accordance with Title VI of the Civil Rights Act of 1964; DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency". This LEP Plan outlines the reasonable steps Yuba-Sutter Transit shall take to ensure meaningful access to benefits, services, information and other important portions of its programs and activities for individuals who are limited-English proficient.

Plan Summary

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; how to notify LEP persons that assistance is available; how staff monitors, evaluates and updates the language access plan; and, staff training that may be required.

In order to prepare this plan, Yuba-Sutter Transit first 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 Yuba-Sutter Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Yuba-Sutter Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by

Yuba-Sutter Transit to the LEP population.

4. The resources available to Yuba-Sutter Transit and overall cost to provide LEP assistance.

Four-Factor Analysis

This section outlines the results of Yuba-Sutter Transit's Four-Factor Analysis, including, under Item 1, a description of the LEP populations served or potentially underserved due to language barriers.

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Yuba-Sutter Transit program, activity or service.

The data source for this analysis is the 2018-2021 American Community Survey (ACS) Census. For comparison and analysis purposes, Table 1 (Exhibit C) includes LEP data for the State of California; Sutter and Yuba Counties both individually and collectively; and, Census Data Places (CDP) within the two counties that are served by Yuba-Sutter Transit services of any kind. In terms of Census data, LEP is defined as persons age 5 and over for whom English is not their primary language and speak English well, not well, or not at all. The Yuba-Sutter Transit service area population has a generally equal percentage of LEP persons to the two counties as a whole and that area will be the focus of this analysis.

The data describing the LEP population shows the Bi-County area population speaks English at a significantly higher percentage than the state population as a whole (64 percent vs. 52.9 percent). Conversely, service area residents who speak languages other than English represent a similarly significant percentage less than the state population as a whole (28.8 percent vs.41.6 percent). While LEP individuals as a percentage of the total population in the service area is slightly lower than that seen statewide (11.9 percent vs. 16.4 percent), the percentage of LEP persons among those that speak languages other than English is also lower (28.8 percent vs. 41.6 percent) in the Bi-County area.

In raw numbers, the data indicate that 21,428 people age five and over in the Yuba-Sutter Transit service area speak English "well, "not well," or "not at all." Of those, 55.7 percent are Spanish speakers; 30.4 percent speak other Indo-European languages; and 13.3 percent speak Asian or Pacific Island languages. Compared to the

statewide data, the percentage of the service area population of LEP persons is similar for Spanish language speakers; much higher for those who speak other Indo-European languages and less than half as much for those who speak Asian and Pacific Islander languages.

2. The frequency with which LEP persons come in contact with Yuba-Sutter Transit programs, activities or services.

Yuba-Sutter Transit assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. This includes surveying vehicle operators, dispatch and administrative staff regarding the frequency of contact with LEP individuals. As the primary front-line employees, drivers report having the most contact with Spanish-speaking, LEP individuals in the course of normal fixed route operations. The main points of contract with LEP persons includes:

- Buses
- Drivers
- Dispatchers
- Bus pass sales locations
- Website at www.Yubasuttertransit.com

Bus drivers and dispatchers are able to translate for passengers as needed or refer them to the printed ride guide brochures that are written in English and Spanish.

Incoming calls received from LEP individuals seeking general information, trip planning assistance and passenger materials/documents are routed to bi-lingual administrative staff. Typical phone requests include the following:

- Requests for general service information/assistance
- Local, fixed route schedule and fare inquiries
- Dial-A-Ride reservation requests

To date, the most frequent contact between LEP persons is with bus drivers and administrative staff that either field incoming phone calls or handle walk-in customers at the front counter.

3. The nature and importance of programs, activities or services provided by Yuba-Sutter Transit to the LEP population.

The vast majority of LEP persons in the Yuba-Sutter Transit service area (87.8 percent) reside within the Yuba City/Marysville/Olivehurst/Linda Urbanized Area where most of Yuba-Sutter Transit's service is provided (82.7 percent of all vehicle service hours operated) in the form of local fixed route and demand response services. These two services provided just under 473,144 passenger trips in FY 2023. The remainder of the Yuba-Sutter Transit system is operated as intercity commuter service to downtown Sacramento and rural routes to Live Oak and Wheatland and a number of Yuba County foothill communities.

Within the urban area, the largest concentration of LEP persons is in Yuba City CDP with 12,182 individuals representing 15.4 percent of the total population. As noted above, the urban area is served by a comprehensive network of local fixed route and complementary demand response services operating six days a week. The largest single concentration of LEP persons per capita is found in Linda with 1,950 individuals representing 17.5 percent of the total population. Linda is served by a fixed route service that operates hourly, five days a week.

Based on the demographic analysis and the frequency of contact with the available services, Yuba-Sutter Transit considers access to its local fixed route services, demand response services within the urban area and the rural Live Oak deviated route as essential with respect to the LEP population. These services provide access to educational and employment opportunities, social services, shopping and other essential activities. Yuba-Sutter Transit will continue to assess the relative impact of these services on LEP individuals and employ effective means to provide language assistance for LEP persons to ensure meaningful access.

4. The resources available to Yuba-Sutter Transit and the overall cost to provide LEP assistance.

Yuba-Sutter Transit has in-house staff resources along with a number of outside community partners to assist LEP populations with accessing the agency's programs, activities and services. These include several bilingual bus drivers who represent a cross-section of the most common languages that are spoken in the service area including Spanish and Punjabi. Several office staff members are also bilingual to assist LEP persons calling for route or schedule information or service reservations. This includes staff in both the operating office as well as the administration office. These same staff members attend or accompany others to selected community events and outreaches where the need for their skills is expected.

In addition, local social service agencies, schools, job training centers and regional centers provide information, fares for clients and assistance with accessing and utilizing transit services. These partners extend the outreach into LEP populations beyond what Yuba-Sutter Transit has means to do to ensure LEP populations have access to transportation.

The primary passenger informational piece is the Ride Guide which covers both the local fixed route and demand response services is printed in both English and Spanish. Vital documents, on-board posters and instructional signs are printed in both English and Spanish. In addition, outreach materials are translated and printed in whatever language is deemed appropriate for selected community events expected to draw LEP populations.

Language Assistance Plan (LAP)

Identifying LEP Persons Who Need Language Assistance

Yuba-Sutter Transit will use any or all of the following means to identify those who need language assistance:

- Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
- Regularly encourage and solicit input from bus drivers and other front-line staff and telephone personnel for feedback on how to identify LEP persons, what language issues are being encountered and how these issues might best be resolved. Vehicle operators and other front-line staff, like dispatchers, dial-a-ride schedulers, and service development planners, will be surveyed on their experience concerning any contacts with LEP persons during the previous year.
- Have bi-lingual staff available at Yuba-Sutter Transit meetings and/or Census Bureau Language Identification Flashcards available to assist staff in identifying language assistance needs for future meetings.
- Have a staff person greet participants as they arrive at Yuba-Sutter Transit sponsored outreach events. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English and determine the need for language services at future events.

Language Assistance Measures

Yuba-Sutter Transit provides language assistance to LEP persons via numerous measures, including both oral and written language services. The following list outlines the various ways in which Yuba-Sutter Transit facilitates these services to LEP persons, whether in person, by telephone or in writing:

- Yuba-Sutter Transit will continue to provide bilingual staffing, to the extent possible, at its Administrative offices and within its operations/dispatch staff to assist LEP persons with reservations, general information questions and trip planning.
- Yuba-Sutter Transit will continue to provide vital transit service information to groups and organizations likely to include a high percentage of LEP individuals.
- Yuba-Sutter Transit will network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information on transit programs and services.
- Yuba-Sutter Transit will continue to provide bilingual staff, to the extent possible, at community events.
- Yuba-Sutter Transit will continue to encourage and solicit input, on no less than an annual basis, from bus drivers and other front-line staff on their experience concerning any contacts with LEP persons.
- Upon request, Yuba-Sutter Transit will make group training available to LEP persons with the assistance of bilingual staff.
- When an interpreter is needed for a language other than those spoken by available staff, in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

Outreach Techniques

While most often available or utilized in Spanish, which is by far our highest encountered LEP group at a rate of 55.7 percent, these actions will be applied to speakers of languages in other categories as they are encountered. Locally, this is likely to apply to speakers of Punjabi and Hmong.

In order to ensure that Spanish-speaking LEP individuals are made aware of the

availability of Yuba-Sutter Transit's language assistance measures, the following will be provided:

- Information in Spanish included in passenger materials, where appropriate. Such materials include Ride Guides, Discount Card Applications, Complaint Forms, and notices for safety, meetings and public hearings.
- Spanish language assistance contact information, phone and email, posted on the agency website
- To the extent possible, bilingual staff will continue to be available for in-person or phone customer service at the administrative offices

Additionally, when staff prepares a vital document or schedules a meeting for which the target audience is expected to include LEP individuals of any language background, alternative language assistance information will be included in related documents, meeting notices, flyers, and/or agendas based on the known LEP population. These notices may be posted in the following locations:

- Yuba-Sutter Transit Administrative offices
- Yuba-Sutter Transit buses
- Yuba-Sutter Transit website

Such notices may also be posted or announced with local stakeholders, community centers and major route transfer points. A general notice in multiple languages may also be posted in publicly accessed areas and on our website.

Yuba-Sutter Transit will continue to work with in-house staff and community groups to identify opportunities to provide language assistance. Yuba-Sutter Transit will also look for opportunities for targeted outreach especially at special events and community meetings.

Staff Training

The following training will be provided to Yuba-Sutter Transit staff:

- Information on Yuba-Sutter Transit's Title VI and LEP procedures and responsibilities
- Description of language assistance services that are offered to the public
- Documentation of language assistance requests
- Use of the language-line service (over the phone interpretation provider)
- How to handle a potential Title VI/LEP Complaint

All training will emphasize the need to communicate effectively with LEP persons.

Monitoring and Updating the Plan

In order to accurately monitor the success of its LAP, Yuba-Sutter Transit will regularly survey key program areas and assess major points of contact with the public to determine:

- Overall use of essential services by LEP individuals
- Volume of requests for information, trip planning, general assistance and/or the purchase of passes and tickets, over the phone and in-person from LEP individuals
- Participation by LEP individual or groups in public meetings
- Customer service interactions

Yuba-Sutter Transit will update the LEP as required by applicable laws and regulations. At a minimum, the plan will be reviewed and updated every three (3) years in conjunction with the Title VI Plan submission, or when data is available indicating that higher concentrations of LEP individuals are present in the service area. Development of plan updates will include analysis of the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have or have not been addressed
- The current LEP population in the service area
- Whether the need for translation services has changed
- Whether local language assistance programs have been effective and sufficient to meet the need
- Whether Yuba-Sutter Transit's financial resources are sufficient to fund the language assistance resources needed
- Whether Yuba-Sutter Transit has fully complied with the goals of this LEP Plan
- Whether Complaints have been received concerning Yuba-Sutter Transit's failure to meet the needs of LEP individuals

Yuba-Sutter Transit will remain in contact with community organizations or advocacy groups and regularly encourage and solicit internal feedback on the provision of meaningful access to LEP individuals.

Section 4: Service Standards and Policies

Introduction

Title 49 CFR Section 21.5 states the general prohibition of discrimination on the grounds of race, color, or national origin. Section 21.5(b)(2) specifies that a recipient shall not "utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin." Section 21.5(b)(7) requires recipients to "take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color, or national origin." Finally, Appendix C to 49 CFR part 21 provides in Section (3)(iii) that "[n]o person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service furnished as a part of the project on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin."

All fixed route transit providers are required to set service standards and policies for each specific fixed route mode of service they provide. Yuba-Sutter Transit's fixed route modes of service include local bus and commuter bus. The following standards and policies address how service is distributed across the transit system, and ensure that the manner of the distribution affords users access to these assets.

Service Standards

FTA requires all fixed route transit providers to develop quantitative standards, for all fixed route modes of operation, for the indicators listed below.

1. Vehicle Load

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a sixteen-seat bus, a vehicle load of 1.5 means all seats are filled and there are approximately eight standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standards for peak and off-peak times for each mode of fixed route transit service, as the standard may

differ by mode.

The average of all loads during the peak operating period should not exceed the vehicles' achievable capacities, which are 24 passengers for a 1600 cutaway bus, 46 passengers for a 3100 Gillig bus, 48 passengers for a 3200 Gillig bus, and 70 passengers for a 5700 MCI commuter coach.

Fixed Route Vehicle Load Standards

Vehicle Type	Average Passenger Capacities			
Local Bus	Seated	Standing	Total	Maximum Load Factor
1600 Cutaway	16	8	24	1.5
3100 Gillig	31	16	47	1.5
3200 Gillig	32	16	48	1.5
Commuter Bus				
5700 MCI	57	13	70	1.2

As expressed in the above table, Yuba-Sutter Transit's peak operating vehicle load standard is a factor of 1.5 for local bus routes and 1.2 for commuter routes.

2. Vehicle Headway

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., 4 buses per hour). Headways and frequency of service are general indications of the level of service provided along a route.

As expressed in the 2015 Yuba-Sutter Short Range Transit Plan, the minimum standard is 60 minute headways for all local fixed routes. The target frequency goal is to provide 30 minute service for all local routes that can achieve at least 15 passengers per hour, after a two year implementation period. The current local route system configuration is detailed below.

Route 1: Yuba City and Yuba College

Route 1 operates primarily along an east / west alignment that connects Yuba City with

Marysville and Linda. This route is the spine of the system that connects major activity centers across the service area. Route 1 has a headway frequency of 30 minutes. It operates from 6:24 am to 6:45 pm on weekdays and from 8:19 am to 5:45 pm on Saturdays.

Route 2: Yuba City Loop

Route 2 operates in two directions within central Yuba City extending from a northern boundary of Northgate Drive to the south along Lincoln Road. It serves the city center of Yuba City, including the Alturas & Shasta Terminal in the east and the Walton Terminal in the west. The service frequency is 60 minutes on weekdays and Saturdays in both the clockwise and counter clockwise directions. It operates from 6:17 am to 6:21 pm on weekdays and from 8:17 am to 5:21 pm on Saturdays.

Route 3: Yuba College and Olivehurst

Route 3 operates along a mostly north / south alignment in Linda and Olivehurst. Its northern terminal is located at Yuba College. From there, the route heads westbound along North Beale Road to the Feather River Center area, which includes Walmart. Two sheltered bus stops on either side of North Beale Road serve as the North Beale Transit Center. Route 3 has a headway frequency of 30 minutes. It operates from 6:09 am to 6:39 pm on weekdays and from 8:39 am to 5:39 pm on Saturdays.

Route 4: Marysville Loop

Route 4 operates in two directions in and around Marysville, extending from a northern boundary of 22nd St. to the south along North Beale Road and Lindhurst Avenue and to the Peach Tree Clinic in Linda. It serves major retail locations, government offices, schools and medical centers. The service frequency is 60 minutes in both the clockwise and counter clockwise directions. It operates from 6:33 am to 6:33 pm on weekdays and from 8:33 am to 5:33 pm on Saturdays.

Route 5: Southwest Yuba City

Route 5 serves the western and southern portions of Yuba City. It covers the area from Butte House Road in the north to Bogue Road in the south. The north / south alignment uses Harter Parkway, Stabler Lane and Walton Avenue as well as Lincoln Road and Garden Highway. Route 5 has a headway frequency of 60 minutes. It operates from 6:18 am to 6:22 pm on weekdays and 8:08 am to 5:22 pm on Saturdays.

Route 6: Linda Shuttle

Route 6 operates in Linda and serves Yuba College, Hammonton-Smartsville Road, North Beale Road and Feather River Boulevard. It extends on Island Avenue to Grand Avenue and Pasado Road, across Highway 70 to Edgewater Circle. Route 6 has a headway frequency of 60 minutes. It operates from 6:20 am to 6:13 pm on weekdays and 8:13 am to 5:13 pm on Saturdays.

Sacramento Commuter and Midday Express Services

The Sacramento Commuter express service operates peak hour weekday service in two corridors between Marysville/Yuba City and downtown Sacramento. There are three Highway 99 schedules in the morning and three in the afternoon. The primary Highway 99 stops on most runs in the Yuba-Sutter Transit service area are the Yuba County Government Center, Walton Terminal (Sam's Club Terminal) and the Bogue Road Park and Ride Lot. In the morning, the first run starts at 5:30 am with the first drop-off in Sacramento at 6:20 am. The last run leaves Walton Terminal (Sam's Club Terminal) at 6:45 am and the last drop-off in Sacramento for the Highway 99 commuter schedules is 7:53 am. In the afternoon, the first Highway 99 run starts at 2:40 pm at the Yuba County Government Center with the first stop in downtown Sacramento at 3:30 pm and the last drop off at the Yuba County Government Center in Marysville at 6:55 pm.

There are three Highway 70 Commuter schedules in the morning and three in the afternoon. The primary Highway 70 stops in the Yuba-Sutter Transit service area are the Yuba County Government Center, the McGowan Park and Ride, and the Plumas Lake Park and Ride. The first run starts at 5:25 am with the first drop-off in Sacramento at 6:15 am. The last run leaves Yuba County Government Center at 6:40 am and the last drop off in Sacramento for the morning Highway 70 schedules is 7:55 am. In the afternoon, the first Highway 70 run starts at 3:35 pm at the first stop in downtown Sacramento and the last drop off at the Yuba County Government Center in Marysville is at 6:30 pm.

There are also two round trip Midday Express schedules that operate to and from Sacramento. The first run starts at the Walton Terminal (Sunsweet) at 7:50 am with drop-offs in Sacramento starting at 8:50 am and returning to the Yuba/Sutter area based pm requests of those making the return trip. The second starts at the Yuba County Government Center at 11:10 am, arrives in downtown Sacramento at 12:05 noon and ends at the Yuba County Government Center.

3. On-Time Performance

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." Yuba-Sutter Transit considers it acceptable if a fixed route vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. An acceptable level of performance for each mode of fixed route service is expressed as a percentage of runs completed system-wide or on a particular route within the standard.

To ensure a high quality of service, Yuba-Sutter Transit's minimum on-time standards for fixed routes are as follows:

Fixed Routes – 0.5 percent of early stop departures within a given run and 95 percent of vehicles will complete their runs no more than 5 minutes late in comparison to the established schedule/published timetables

4. Service Availability

Service availability is a general measure of the distribution of routes within a transit provider's service area. Standards may be set such that a specified percentage of all residents in the service area are within a certain walking distance of bus service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. Commuter service availability standards might include a threshold of residents within a certain driving distance as well as within walking distance of the stations or access to the terminal.

To the extent possible, Yuba-Sutter Transit will provide fixed route transit service to residential areas, major medical, shopping, government, employment centers, and activity centers that can support at least 15 passengers per revenue vehicle hour after a two year implementation period. The local route system will be designed such that 85 percent of the urban area population resides within three-quarters (3/4) of a mile from a fixed route. For inter-city or commuter services, the goal is to provide transit service to those employment centers that can support commuter service consistent with the service efficiency and effectiveness goals of
Yuba-Sutter Transit.

With respect to complementary paratransit services required in conjunction with the local fixed route system, 100 percent of all trips requested by ADA-qualified patrons

within three-quarters (3/4) of a mile of the fixed route shall be accommodated.

Service Policies

FTA requires fixed route transit providers to develop a policy for each of the following service indicators. Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system.

Transit Amenities Policy

The following policies will be applied as funding allows:

Installation of a shelter should be considered at bus stops with an average of 20 boardings per day or more. Seating/benches should be considered at bus stops with an average of 10 boardings per day or more. Passenger amenities such as system maps, signage, service messages, route schedules and/or waste receptacles will be posted at agency owned bus stops and shelters, based on average daily passenger boardings and space availability.

Priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities that serve clients with mobility impairments.

Vehicle Assignment Policy

Fixed Route [Local and Commuter]:

Bus assignments take into account the operating characteristics (i.e. physical size and passenger capacity) of the various buses within the Yuba-Sutter Transit local and commuter bus fleet, which are matched to the operating characteristics (i.e. turning restrictions and average passenger loads) of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicles through the applicable routes in the system.

Demand Response:

Except for situations requiring the assignment of a trip to a specific vehicle for reasons such as lift capacity, interior clearance or operating characteristics within the service

area, demand response trips shall be assigned so as to ensure that vehicles are randomly operated in these services.

Policy Development and Adoption (Non-Discriminatory)

Policies are developed and adopted by the Yuba-Sutter Transit Authority's Board of Directors in an open and public forum. Policies are made based on compliance to state and federal laws, industry standards, or have clear goals. There are multiple levels of review, a public comment period including public hearing and an opportunity for input form riders. The agency reviews policies from other similar sized transit agencies and demographic makeup. Additionally policies are reviewed and discussed amount administration staff, operations management, drivers and other staff. Key policy documents are translated into the appropriate languages to ensure access for all stakeholders. Additionally, the agency makes a point to continuously review LEP data as it becomes available.

Exhibit A
Yuba-Sutter Transit Title VI Notice

NOTICE

Notifying the Public of Rights Under Title VI

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

For more information on Yuba-Sutter Transit's civil rights program, and the procedures to file a complaint, contact (530) 634-6880; send an email to: info@yubasuttertransit.com; or visit the administrative offices at 2100 B Street, Marysville, CA 95901. For more information visit our website: www.yubasuttertransit.com

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 other languages or formats, contact (530) 634-6880 for assistance.

Si require informacion en otro idioma, llame a (530) 634-6880.

AVISO

Aviso al público sobre los derechos previstos en el Título VI de la Ley de Derechos Civiles

La Autoridad de Transporte Público de los condados de Yuba y Sutter opera sus programas y servicios sin distinción de raza, color o nacionalidad, de conformidad con el Título VI de la Ley de Derechos Civiles. Toda persona que considere que ha sido víctima de prácticas discriminatorias ilegales conforme a lo dispuesto en el Título VI puede presentar un reclamo a la Autoridad de Tránsito Público de los condados de Yuba y Sutter.

Para más información sobre el programa de derechos civiles de la Autoridad de Tránsito Público de los condados de Yuba y Sutter, y los procedimientos de presentación de reclamos, puede llamar al (530) 634-6880; enviar un mensaje de correo electrónico a la dirección info@yubasuttertransit.com, o visitar las oficinas administrativas que están ubicadas en 2100 B Street, Marysville, CA 95901. Para más información, visite nuestro sitio web en la dirección www.yubasuttertransit.com

El reclamante puede presentar un reclamo directamente a la Administración de Transporte Público Federal en la Oficina de Derechos Civiles: Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Si necesita información en otros idiomas o formatos, llame al número (530) 634-6880 para obtener ayuda.

TITLE VI DISCRIMINATION COMPLAINT FORM

Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901

Section I:				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	

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

Section III:

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

[ ] Race [ ] Color [ ] National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened 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 attach additional pages.

_____

_____

Section IV:		
Have you previously filed a Title VI complaint with this agency?	Yes	No

BACK →

Section V:
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [ ] Yes [ ] No If yes, check all that apply: [ ] Federal Agency: _____ [ ] Federal Court _____ [ ] State Agency _____ [ ] State Court _____ [ ] Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.
Name:
Title:
Agency:
Address:
Telephone:
Section VI:
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below

_____ _____

Signature Date

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

Yuba-Sutter Transit
ATTN: Executive Director
2100 B Street
Marysville, CA 95901
Phone: (530) 634-6880
Fax: (530) 634-6888

Yuba-Sutter Transit Authority, 2100 B Street, Marysville CA 95901

How to File a Title VI Complaint with Yuba-Sutter Transit:

Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color or national origin with respect to Yuba-Sutter Transit programs, activities, services, or other transit related benefits, may file a written Complaint with Yuba-Sutter Transit. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but Complainants are encouraged to submit Complaints as soon as possible. Yuba-Sutter Transit will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

A Complaint must include the following information:

1. A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.

2. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the Complainant, the date, time and location of the incident.

3. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

The Complaint Form can be used to file.a Title VI Complaint with Yuba-Sutter Transit. A Complaint Form will be made in an accessible format upon request. A Complaint Form can be requested/obtained by the following:

- Electronic download from the Yuba-Sutter Transit website at www.yubasuttertransit.com
- By calling Yuba-Sutter Transit at (530) 634-6880
- By picking up a Complaint form during normal business hours, Monday through Friday, at the Yuba-Sutter Transit Administrative Offices, 2100 B Street, Marysville, California, 95901.

Upon receipt of a completed Complaint Form, it shall be forwarded to the Executive Director or his/her designee as soon as practicable but within no later than two (2) business days of receipt. The Executive Director shall provide a copy of the Complaint to the Chair of the Board of Directors regarding the program, activity or service that is identified as being out of compliance.

For more information on Yuba-Sutter Transit's Title Vi policies and procedures, please contact Yuba-Sutter Transit at (530) 634-6880 or email to info@yubasuttertransit.com.

FORMULARIO DE RECLAMO POR DISCRIMINACIÓN CONFORME AL TÍTULO VI

Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901

Sección II:				
Nombre:				
Dirección:				
Teléfono (casa):		Teléfono (oficina):		
Dirección de correo electrónico:				
¿Requisitos de formato accesible?	Letras grandes		Cinta de audio	
	TDD (para sordos)		Otro	

Sección II:		
¿Está presentando este reclamo en su propio nombre?	Sí*	No
*Si respondió "sí" a esta pregunta, pase directamente a la Sección III.		
Si su respuesta es negativa, indique el nombre de la persona por quien está presentando el reclamo y la relación que tiene con ella:		
Explique la razón por la que presenta el reclamo en nombre de un tercero:		
Si está presentando un reclamo en nombre de un tercero, confirme que ha obtenido la autorización de la parte agraviada.	Sí	No

Sección III:

Creo que la discriminación de la que fui objeto ocurrió por motivos de (marque todos los motivos que correspondan): [ ] Raza [ ] Color [ ] Nacionalidad

Fecha de la supuesta discriminación (mes, día, año): _____

Explique de la manera más clara posible lo que sucedió y por qué cree que fue objeto de discriminación. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona o las personas que le discriminaron (si conoce la información), y los nombres e información de contacto de los testigos, si procede. Si necesita más espacio, agregue hojas adicionales.

_____

_____

Sección IV:		
¿Ha presentado anteriormente un reclamo a este organismo conforme a lo dispuesto en el Título VI?	Sí	No

CONTINÚA ATRÁS →

Sección V:
¿Ha presentado este reclamo a otro organismo federal, estatal o local, o a algún tribunal federal o estatal? [ ] Sí [ ] No Si su respuesta es afirmativa, marque todos los que correspondan: [ ] Organismo federal:_____ [ ] Tribunal federal_____ [ ] Organismo estatal_____ [ ] Tribunal estatal_____ [ ] Organismo local _____
Proporcione la siguiente información sobre la persona de contacto en el organismo o tribunal donde presentó el reclamo.
Nombre:
Cargo:
Organismo:
Dirección:
Teléfono:
Sección VI:
Nombre del organismo contra el que va dirigido el reclamo:
Persona de contacto:
Cargo:
Teléfono:

Puede adjuntar materiales escritos u otra información que considere relevante para su reclamo. A continuación, firme y escriba la fecha.

_____ _____

Firma Fecha

Entregue este formulario en persona en la dirección que se indica abajo, envíelo por correo postal a:

Yuba-Sutter Transit
ATTN: Executive Director/ Director Ejecutivo
2100 B Street
Marysville, CA 95901
Teléfono: (530) 634-6880
Fax: (530) 634-6888

Logo and branding elements updated 01-15-2026

Yuba-Sutter Transit Authority, 2100 B Street, Marysville, CA 95901

Cómo presentar reclamos relacionados con lo dispuesto en el Título VI a la Autoridad de Transporte Público de los condados de Yuba y Sutter:

Cualquier persona o miembro de una clase específica de personas que considere haber sido objeto de discriminación por motivos de raza, color o nacionalidad, en programas, actividades, servicios u otros beneficios de transporte puede presentar un reclamo por escrito a la Autoridad de Transporte Público de los condados de Yuba y Sutter. La persona puede presentar el reclamo directamente o por medio de un representante. El Reclamo debe presentarse en el transcurso de los 180 días siguientes a la fecha de la supuesta discriminación, pero se recomienda a los Reclamantes presentar los Reclamos tan pronto como sea posible. La Autoridad de Transporte Público de los condados de Yuba y Sutter investigará sin demora todos los reclamos presentados conforme a lo dispuesto en el Título VI, en virtud de este Reglamento.

El Reclamo debe incluir la siguiente información:

1. El reclamo debe presentarse por escrito y debe estar firmado y fechado por el Reclamante o su representante antes de que pueda tomarse cualquier medida.

2. El Reclamo describirá de la manera más completa posible los hechos y las circunstancias en torno a la supuesta discriminación, incluso el nombre y la dirección del Reclamante y la fecha, hora y lugar del incidente.

3. El Reclamante incluirá una descripción del programa, la actividad o el servicio en el que ocurrió la supuesta discriminación.

El Formulario de reclamo puede utilizarse para presentar un Reclamo a la Autoridad de Transporte Público de los condados de Yuba y Sutter, conforme a lo dispuesto en el Título VI. El Formulario de reclamo se pondrá a disposición en un formato accesible previa solicitud. Para solicitar u obtener el Formulario de reclamo usted puede:

- Descargarlo por medios electrónicos del sitio web de la Autoridad de Transporte Público de los condados de Yuba y Sutter en www.yubasuttertransit.com.

- Llamar a la Autoridad de Transporte Publico de los condados de Yuba y Sutter al (530) 634- 6880.
- Retirarlo durante el horario de oficina normal, de lunes a viernes, en las oficinas administrativas de la Autoridad de Transporte Publico de los condados de Yuba y Sutter, 2100 B Street, Marysville, California, 95901.

Una vez que se reciba el Formulario de reclamo lleno, será enviado al Gerente de transporte público o a la persona designada tan pronto como sea posible, pero a más tardar dos (2) días hábiles después de la fecha de recepción. El gerente de transporte público proporcionará una copia del reclamo al presidente de la junta directiva a cargo del programa, la actividad o el servicio que se ha identificado en incumplimiento de la normativa.

Para más información sobre las políticas y los procedimientos de la Autoridad de Transporte Público de los condados de Yuba y Sutter relacionados con lo dispuesto en el Título VI, comuníquese con la Autoridad de Transporte Público al (530) 634-6880 o envíe un mensaje de correo electrónico a la dirección info@yubasuttertransit.com.

Exhibit C

Yuba-Sutter Transit Title VI Program

Table 1: Limited English Proficiency (LEP) Data - Statewide, Sutter/Yuba Counties and Census Designated Places within Yuba-Sutter Transit Service Area

	Age	Total Pop	Engl Only	Engl Only %	Speak Other than English	% Speak Other than English	Spanish	Spanish LEP[1]	Other Indo-European	Other Indo-European LEP[1]	Asian and Pacific Island	Asian and Pacific Island LEP[1]	Other	Other LEP[1]	Total LEP[1]	% total pop 5 and over LEP[1]	% non-English that are LEP[1]
California	5 - 17	2,909,270	3,807,286	130.9%	2,607,303	89.6%	1,968,363	404,000	215,981	35659	356,756	85,572	66,203	9,702	534,933	18.4%	20.5%
	18 - 64	30,581,534	13,267,365	43.4%	11,491,009	37.6%	7,433,155	2,984,845	1,248,114	329,834	2,506,288	1,049,417	303,452	88,207	4,452,303	14.6%	38.7%
	65+	5,865,300	3,735,020	63.7%	2,272,164	38.7%	1,059,874	680,443	333,215	167,322	819,663	572,315	59,412	31,295	1,451,375	24.7%	63.9%
	State Total	39,356,104	20,809,671	52.9%	16,370,476	41.6%	10,461,392	4,069,288	1,797,310	532,815	3,682,707	1,707,304	429,067	129,204	6,438,611	16.4%	39.3%
Sutter County	5 - 17	18,921	12,691	67.1%	6,230	32.9%	3,856	579	2,129	270	211	83	34	0	932	4.9%	15.0%
	18 - 64	64,602	35,773	55.4%	22,508	34.8%	12,774	5,729	8,018	3,978	1,531	768	185	43	10,518	16.3%	46.7%
	65+	15,578	11,260	72.3%	4,318	27.7%	1,730	1,115	2,116	1,838	439	382	33	8	3,343	21.5%	77.4%
	Sutter Total	99,101	59,724	60.3%	33,056	33.4%	18,360	7,423	12,263	6,086	2,181	1,233	252	51	14,793	14.9%	44.8%
Yuba County	5 - 17	11,613	12,235	105.4%	3,873	33.4%	2,895	250	242	105	713	88	23	0	443	3.8%	11.4%
	18 - 64	59,542	35,574	59.7%	13,418	22.5%	9,267	3,518	918	216	3,117	1,243	116	14	4,991	8.4%	37.2%
	65+	10,550	8,861	84.0%	1,689	16.0%	1,119	742	127	102	340	280	103	77	1,201	11.4%	71.1%
	Yuba Total	81,705	56,670	69.4%	18,980	23.2%	13,281	4,510	1,287	423	4,170	1,611	242	91	6,635	8.1%	35.0%
Challenge-Brownsville CDP, California	5 - 17	174	174	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	590	545	92.4%	52	8.8%	23	0	29	0	0	0	0	0	0	0.0%	0.0%
	65+	95	95	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	Total	859	814	94.8%	52	6.1%	23	0	29	0	0	0	0	0	0	0.0%	0.0%
Dobbins CDP, California	5 - 17	28	28	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	392	392	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	65+	176	176	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	Total	596	596	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
Linda CDP, California	5 - 17	5428	3291	60.6%	1,746	32.2%	1427	118	51	26	268	0	0	0	144	2.7%	8.2%
	18 - 64	15523	8901	57.3%	4,884	31.5%	3557	1333	119	0	1208	424	0	0	1,757	11.3%	36.0%
	65+	1738	1361	78.3%	377	21.7%	257	219	58	58	62	58	0	0	335	19.3%	88.9%
	Total	22689	13553	59.7%	7007	30.9%	5241	1670	228	84	1538	482	0	0	2236	9.9%	31.9%
Live Oak CDP, California	5 - 17	1423	1591	111.8%	575	40.4%	346	31	187	72	8	8	34	0	111	7.8%	19.3%
	18 - 64	7968	3318	41.6%	2,898	36.4%	1864	736	826	471	109	22	99	0	1,229	15.4%	42.4%
	65+	1752	1094	62.4%	658	37.6%	577	537	77	73	4	0	0	0	610	34.8%	92.7%
	Total	11143	6003	53.9%	4131	37.1%	2787	1304	1090	616	121	30	133	0	1950	17.5%	47.2%
Loma Rica CDP, California	5 - 17	290	275	94.8%	14	4.8%	14	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	2170	1277	58.8%	168	7.7%	168	5	0	0	0	0	0	0	5	0.2%	3.0%
	65+	725	725	100.0%	0	0.0%	0	0	0	0	0	0	0	0	0	0.0%	0.0%
	Total	3185	2277	71.5%	182	5.7%	182	5	0	0	0	0	0	0	5	0.2%	2.7%
Marysville City, California	5 - 17	2121	2085	98.3%	722	34.0%	461	45	58	58	203	44	0	0	147	6.9%	20.4%
	18 - 64	9518	5959	62.6%	1,971	20.7%	1401	736	120	41	436	159	14	14	950	10.0%	48.2%
	65+	1588	1359	85.6%	229	14.4%	121	103	63	41	45	12	0	0	156	9.8%	68.1%
	Total	13227	9403	71.1%	2922	22.1%	1983	884	241	140	684	215	14	14	1253	9.5%	42.9%
Olivehurst CDP, California	5 - 17	4783	4150	86.8%	1,213	25.4%	935	75	106	21	149	0	23	0	96	2.0%	7.9%
	18 - 64	18147	15578	85.8%	4,572	25.2%	3254	1103	299	53	955	472	64	0	1,628	9.0%	35.6%
	65+	2569	1952	76.0%	617	24.0%	579	307	0	0	38	31	0	0	338	13.2%	54.8%
	Total	25499	21680	85.0%	6402	25.1%	4768	1485	405	74	1142	503	87	0	2062	8.1%	32.2%
Plumas Lake CDP, California	5 - 17	2289	1721	75.2%	159	6.9%	74	0	85	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	5485	3908	71.2%	1,050	19.1%	500	135	207	21	315	130	28	0	286	5.2%	27.2%
	65+	527	365	69.3%	162	30.7%	155	147	0	0	7	0	0	0	147	27.9%	90.7%
	Total	8301	5994	72.2%	1371	16.5%	729	282	292	21	322	130	28	0	433	5.2%	31.6%
Wheatland city, California	5 - 17	1247	1019	81.7%	31	2.5%	31	0	0	0	0	0	0	0	0	0.0%	0.0%
	18 - 64	2609	2316	88.8%	293	11.2%	181	47	83	8	29	18	0	0	73	2.8%	24.9%
	65+	540	499	92.4%	41	7.6%	19	0	3	0	19	8	0	0	8	1.5%	19.5%
	Total	4396	3834	87.2%	365	8.3%	231	47	86	8	48	26	0	0	81	1.8%	22.2%
Yuba City city, California	5 - 17	6650	9770	146.9%	5,275	79.3%	3162	387	1937	198	176	55	0	0	640	9.6%	12.1%
	18 - 64	58938	28101	47.7%	18,546	31.5%	10016	4502	7107	3464	1342	713	81	43	8,722	14.8%	47.0%
	65+	13291	8772	66.0%	3,519	26.5%	1079	516	2017	1957	392	339	31	8	2,820	21.2%	80.1%
	Total	78879	46643	59.1%	27340	34.7%	14257	5405	11061	5619	1910	1107	112	51	12182	15.4%	44.6%

[1]LEP = Limited English Proficiency defined as persons for whom English is not their primary language and speak English well, not well, or not at all.

Source: 2018-2022 American Community Survey (ACS) Census (most recent available)

Appendix 1

YUBA-SUTTER TRANSIT AUTHORITY
RESOLUTION NO. 4-24

ADOPTION OF THE YUBA-SUTTER TRANSIT TITLE VI PROGRAM
AS REVISED MARCH 21, 2024

WHEREAS, *Title VI of the Civil Rights Act of 1964, Federal statute provides 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 subjected to discrimination under any program or activity receiving Federal financial assistance; and,*

WHEREAS, *Under Title VI, the U.S. Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce their compliance with Title VI, to ensure that recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin; and,*

WHEREAS, *Title 49 CFR Section 21.9(b) requires all recipients of Federal funds to document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their Federal Transit Administration (FTA) regional civil rights officer once every three years or as otherwise directed by FTA; and,*

WHEREAS, *The Title VI Program must be approved by the recipient's Board of Directors or appropriate governing entity prior to submission to FTA:*

NOW, THEREFORE, BE IT RESOLVED that the Yuba-Sutter Transit Authority Board of Directors does hereby adopt the Yuba-Sutter Transit Title VI Program as presented March 21, 2024.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY INTRODUCED, PASSED AND ADOPTED BY THE YUBA-SUTTER TRANSIT AUTHORITY AT THE REGULAR MEETING THEREOF HELD ON MARCH 21, 2024.

Ayes: Blaser, Buttacavoli, Flores, Fuhrer, Hudson, Kirchner and Shaw

Noes: None

Chair, Board of Directors

ATTEST:

Lisa O'Leary
Secretary to the Board

Appendix 2
Yuba-Sutter Transit Title VI Program, March 21, 2024

List of Title VI Related Complaints/Lawsuits Filed Against the Yuba-Sutter Transit Authority

Yuba-Sutter Transit has not been involved in any transit-related Title VI investigations, complaints, or lawsuits for the period of January 1, 2015 to the date of adoption of this plan by the Yuba-Sutter Transit Board of Directors.

Appendix 3
Yuba-Sutter Transit Title VI Program, March 21, 2024

Statement of the Racial Breakdown of Membership on Non-Elected Boards, Councils or Committees

The Board of Directors governing Yuba-Sutter Transit is composed of two elected representatives from each of the four-member jurisdictions.

Yuba-Sutter Transit

YUBA-SUTTER TRANSIT
FEDERAL TRANSIT ADMINISTRATION
TITLE VI CIVIL RIGHTS ASSURANCE

The Yuba-Sutter Transit Authority HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance from the Federal Transit Administration (FTA), Department of Transportation (DOT) it will ensure that:

1. No person on the basis of race, color, or national origin will be excluded from participation in, denied the benefits of, or be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

2. Full and fair participation of all affected populations in transportation decision making is promoted and that meaningful access to programs and activities is provided to persons with limited English proficiency.

3. The Yuba-Sutter Transit authority will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1A, Title VI and Title VI-Dependent Guidelines for FTA Recipients and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.

4. The Yuba-Sutter Transit Authority will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.

KEITH MARTIN
Transit Manager

Date: 8/31/11

2100 B Street • Marysville, CA 95901 • (530) 634-6880 • FAX 634-6888
www.yubasuttertransit.com

Yuba-Sutter Transit

DEPARTMENT OF TRANSPORTATION TITLE VI ASSURANCE

The Yuba-Sutter Transit Authority (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Federal Transit Administration (FTA), Department of Transportation (DOT) it will comply with Title VI of the Civil Rights Act of 1964, hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, 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 otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Transit Administration. Full and fair participation of all affected populations in transportation decision making will be promoted and meaningful access to programs and activities will be provided to persons with limited English proficiency. Recipient HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) of the Regulations.

More specifically, and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to all FTA programs.

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.

2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all FTA programs and, in adapted form in all proposals for negotiated agreements.

   The Yuba-Sutter Transit Authority, in accordance with Title VI of the Civil Rights Act of 1964, Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to this Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the Recipient received Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient received Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.

7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under all FTA program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under all FTA programs.

8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under all

FTA programs and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in all FTA programs.

The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

YUBA-SUTTER TRANSIT AUTHORITY

Keith E. Martin, Transit Manager

8/31/11
Date

Attachments: Appendices A, B, and C

APPENDIX A
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Yuba-Sutter Transit Authority or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Yuba-Sutter Transit Authority or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, the Yuba-Sutter Transit Authority shall impose contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:

(a) withholding of payments to the contractor under the contract until the contractor complies; and/or

(b) cancellation, termination or suspension of the contract in whole or in part.

(6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of

equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Yuba-Sutter Transit Authority or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Yuba-Sutter Transit Authority, to enter into such litigation to protect the interests of the Yuba-Sutter Transit Authority, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B
TITLE VI ASSURANCE

The following clauses shall be included in any and all deeds effecting or recordings the transfers of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Yuba-Sutter Transit Authority will accept title to the lands and maintain the project constructed thereon, in accordance with the State of California, the Regulations for the administration of all FTA programs and the policies and procedures prescribed by FTA of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Yuba-Sutter Transit Authority all the right, title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Yuba-Sutter Transit Authority and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the Yuba-Sutter Transit Authority, its successors and assigns.

THE YUBA-SUTTER TRANSIT AUTHORITY, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed and* (2) that the Yuba-Sutter Transit Authority shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.*

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

APPENDIX C
TITLE VI ASSURANCE

The following clauses shall be included in all deeds, licenses, leases, permits or similar instruments entered into by the Yuba-Sutter Transit Authority pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permitee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provisions of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (licenses, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Yuba-Sutter Transit Authority and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Yuba-Sutter Transit Authority pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in case of deeds, and leases add "as a covenant runnings with the land") that (1) no person on the grounds of race, color or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishings services thereon, no person on the grounds of race, color or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of

Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to terminate the (license, lease, permit, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Yuba-Sutter Transit Authority shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Yuba-Sutter Transit Authority and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Yuba-Sutter Transit

TITLE VI
SERVICE MONITORING PROCESS

Yuba-Sutter Transit conducts periodic passenger surveys for comments on the quality of service. In addition, surveys are often conducted before a service change to receive input on suggested bus stop locations and schedule changes.

To ensure that service is equitably distributed, buses are rotated daily, regardless of age. Twice a year boarding and alighting surveys are conducted to determine the numbers of passengers boarding and disembarking at each stop. A listing of fixed route boarding activity at major stops is compiled from the surveys. This listing is used to consider the placement of bus stop shelters and benches based on boarding counts and site restrictions.

Yuba County now has 20 bus stop shelters and 29 advertising benches while Sutter County has 21 shelters and 41 advertising benches.

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2100 B Street • Marysville, CA 95901 • (530) 634-6880 • FAX 634-6888
www.yubasuttertransit.com