

Attachments:

Item	Page	Description
B.	11	Excerpts from ARB FY 2015-16 Funding Plan
C.	16	Excerpts from TCAG's State of System Report
D.	21	Driver Stories
E.	24	Title VI Plan
F.	47	FY 2015/16 final budget

California Environmental Protection Agency
Air Resources Board

PROPOSED
FISCAL YEAR 2015-16 FUNDING PLAN
FOR
LOW CARBON TRANSPORTATION INVESTMENTS
AND
THE AIR QUALITY IMPROVEMENT PROGRAM

Release Date: May 21, 2015

Board Consideration: June 25, 2015



proposes placing conditions in the solicitations and grant agreements for several of projects listed in Table 1 to ensure this target is met. Those details are described further in the Chapter 2 of this Funding Plan.

Light-Duty Vehicle Investments: Staff proposes a total of \$200 million for light-duty vehicle projects. These investments are aimed at supporting the long-term transformation of the light-duty fleet to one that is largely zero-emission by 2050 (and fueled by low carbon, renewable energy sources) while also providing immediate emission benefits. ARB's light-duty investment strategy includes two distinct, but complementary elements. CVRP supports increasing the number of ZEVs on California's roadways to meet deployment goals established by regulation, statute, and policy – including the Governor's goal for 1.5 million ZEVs by 2025. CVRP is complemented by a suite of pilot projects designed to increase access to these clean vehicles for disadvantaged communities and lower-income households. SB 1275 reaffirms both elements of the strategy by directing ARB to continue investing in each with refinements to CVRP.

Staff's proposed \$163 million CVRP allocation would meet the expected growth in demand projected for the upcoming year. Staff proposes to address the SB 1275 requirement to limit CVRP eligibility by income with a two pronged approach: (1) an income eligibility cap that would exclude the higher-income consumers most likely to purchase a ZEV without a CVRP rebate coupled with (2) higher rebate levels for lower income consumers most in need of financial incentives to purchase a CVRP eligible vehicle. Staff believes this approach would improve CVRP's effectiveness by targeting rebates where they are likely to have the greatest impact.

For light-duty vehicle pilot projects to benefit disadvantaged communities, staff proposes a \$37 million allocation to build upon last year's investments and fulfill statutory direction from SB 1275 to establish these types of programs. This would expand each of the four pilot projects currently being launched and add a new project targeting turnover of the agricultural worker vanpool fleet in the San Joaquin Valley. The four existing pilots include: increased incentives for public fleets to purchase CVRP-eligible vehicles; advanced technology car sharing and mobility options; increased vehicle replacement incentives through the Enhanced Fleet Modernization Program; and financing assistance.

Heavy-Duty Vehicle and Equipment Investments: Staff proposes a total of \$167 million for heavy-duty vehicle and equipment projects as shown in Table ES-1. These investments would support the demonstration and deployment of the zero-emission and near-zero emission heavy-duty freight and transportation technologies needed to meet GHG emission reduction targets and air quality goals. Investments would support the transformational changes called for in ARB's 2015 *Sustainable Freight: Pathways to Zero and Near Zero Emissions* discussion draft. These investments continue, expand, and add to projects started in previous funding cycles.

CURRENT PROJECT STATUS AND STAFF PROPOSAL FOR FY 2015-16

For FY 2015-16, staff proposes to build upon last year’s investments and fulfill statutory direction from SB 1275 to establish these types of programs by allocating \$37 million for light-duty vehicle pilot projects that benefit disadvantaged communities, an increase of \$28 million over the \$9 million funding level provided in the FY 2014-15 Funding Plan. Staff proposes continuing and expanding each of the four pilot projects being launched with the FY 2014-15 appropriation with the addition of a new pilot project targeting turnover of the agricultural worker vanpool fleet in the San Joaquin Valley. These five projects are shown in Table 8 and described below.

Table 8: Proposed Light-Duty Pilot Projects to Benefit Disadvantaged Communities for FY 2015-16

Pilot Project	FY 2014-15 Allocation (million)	Proposed FY 2015-16 Allocation (million)
Increased Incentives for Public Fleets	\$3	\$5
Car Sharing and Mobility Options	\$2.5	\$5
Enhanced Fleet Modernization Program (EFMP) Plus-Up	\$2	\$20
Financing Assistance	\$1.5	\$4
<u>Agricultural Worker Vanpools in the San Joaquin Valley (new).</u>	\$0	\$3
TOTAL	\$9	\$37

ARB staff conducted an extensive public process to develop each of the four pilot projects funded in FY 2014-15 beginning in September 2014 through February 2015, with solicitations and project selections following. Parallel to those efforts, ARB also conducted a public process to develop the proposed 2015-16 Funding Plan. The input from interested stakeholders throughout both processes helped to inform and shape the following proposals. At these meetings, many stakeholders commented that an increase in funding from the \$9 million allocated in FY 2014-15 is needed to expand these projects.

Increased Incentives for Public Fleets Pilot Project

Public fleets are not always eligible for additional incentives, such as the federal tax credit, that bring down the higher prices associated with advanced clean cars. Because of this and other barriers, local and State government fleets make up a very small number of the total rebates reserved in CVRP. The Public Fleet Incentive Pilot Project offers rebates of up to \$15,000 for public fleets to reduce emissions in neighborhoods that are already disproportionately impacted by pollution. It is operated as a set aside within CVRP.

- Staff proposal for FY 2015-16:
 - Funding level: \$20 million.
 - Allow participation for all air districts that implement a vehicle scrap and replacement program that meets the minimum requirements established in the EFMP regulation.
 - Amend FY 2014-15 grant agreements with South Coast and San Joaquin Valley to include FY 2015-16 funds and enter into new grant agreements with additional air districts.
 - ARB will coordinate with all participating air districts to determine appropriate funding allocations for each air district based on existing and expected demand.
-

Financing Assistance Pilot Project

Vehicle financing is a significant barrier to vehicle ownership for some lower-income consumers. The Financing Assistance Pilot Project is intended to provide financing assistance, such as loan loss guarantees for financial institutions, interest rate buy-downs, or vehicle price buy downs through non-profit organizations that are already lending to lower income consumers, where the consumer is purchasing an advanced technology vehicle instead of a conventional gasoline vehicle. The goal of this pilot project is to improve financing options for lower income consumers living in or near disadvantaged communities who are interested in acquiring advanced technology vehicles. In addition to vehicle financing, this pilot project covers financing for the purchase and installation of EVSE at a residence, including multiunit dwellings. By helping consumers that would not typically qualify for conventional financing, this pilot project may help to increase the number of cleaner advanced technology vehicles in and near disadvantaged communities. Financing assistance is identified as a potential disadvantaged community program for ARB to fund in Health and Safety Code Section 44258.4(4)(A)(i).

- Current status of FY 2014-15 project:
 - Funding level: \$1.5 million.
 - Solicitation released in March 2015 and closed in May 2015.
 - Project selection anticipated to take place in June 2015.
- Staff proposal for FY 2015-16:
 - Funding level: \$4 million.
 - Award grant funding through a combination of a new competitive solicitation and a non-competitive interagency agreement with the State Treasurer.

Agricultural Worker Vanpools in the San Joaquin Valley Pilot Project.

Vanpools benefiting disadvantaged communities were an eligible project type in the FY 2014-15 Car Sharing and Mobility Options Pilot Project. During the Funding Plan development process, stakeholders presented a compelling case for a new, standalone

pilot project to provide expanded access to cleaner transportation options for agricultural workers in the San Joaquin Valley's disadvantaged communities and much needed emission reductions. These stakeholders urged consideration of incentives to turn over the fleet of older, higher emitting vanpool vehicles that serve agricultural workers.

Based on this input, staff proposes a new pilot project for FY 2015-16 to incentivize the purchase of new HVIP-eligible zero-emission, plug-in hybrid, and hybrid passenger vans to turn over the existing fleet or to expand availability to new riders. Conversions of appropriate vehicles in the existing fleet to bring them to up to advanced clean technology, and EVSE for appropriate multi-unit dwellings may also be considered. Because this is proposed as a new standalone project, staff will use a public work group process with stakeholders to more fully develop the parameters for this project as it did in developing the pilot projects funding in FY 2014-15. As noted earlier in this section, car sharing is identified as a potential disadvantaged community program for ARB to fund in Health and Safety Code Section 44258.4(4)(A)(ii).

- Staff proposal for FY 2015-16:
 - Funding level: \$3 million.
 - Eligibility is limited to projects that serve disadvantaged community census tracts.
 - Use public work group process to develop project parameters, including assessment of optimal method to select projects and award grants.

Disadvantaged Communities Investment Targets

All of the \$37 million proposed for these pilot projects must benefit disadvantaged communities. However, to ensure that ARB meets its target that at least 10 percent of its Low Carbon Transportation investments are made in disadvantaged community census tracts, staff proposes that the full \$3 million Agricultural Worker Vanpools in the San Joaquin Valley Pilot Project and at least half of the \$5 million Increased Incentives for Public Fleets Pilot Project funding be reserved for applicants that meet the requirement of being located within a disadvantaged community census tract. ARB's *Investments to Benefit Disadvantaged Communities: Interim Guidance to Agencies Administering Greenhouse Gas Reduction Funding Monies* provides the criteria for evaluating benefits to disadvantaged communities. Staff will use this guidance document to determine whether potential projects meet the requirement for benefiting or being located in a disadvantaged community. (See Chapter 2 for a broader discussion on the disadvantaged community investment targets for ARB's Low Carbon Transportation appropriation.)

Other Projects Considered

Staff considered an incentives pilot project for the purchase of low rolling resistance tires to increase use of this technology in the replacement tire market. This technology holds promise for obtaining increased fuel efficiencies and emission reductions in the



Tulare County Long Range Transit Plan STATE OF THE SYSTEM REPORT Tulare County Association of Governments

March 2015

TULARE COUNTY LONG RANGE TRANSIT PLAN – STATE OF THE SYSTEM REPORT
Tulare County Association of Governments

Table of Figures

	Page
Figure 4-1	Population of Primary Communities in Tulare County..... 4-1
Figure 4-2	Tulare County Population Projections, 2014-2040 4-2
Figure 4-3	Population Density, 2010..... 4-3
Figure 4-4	Employment Density, 2011 4-4
Figure 4-5	Senior Population Density, 2012..... 4-5
Figure 4-6	Density of Persons with Disabilities, 2012..... 4-6
Figure 4-7	Density of Adults Aged 18 to 21, 2012..... 4-7
Figure 4-8	Density of Households with No Vehicle Available, 2012..... 4-8
Figure 4-9	Density of Households Below the Poverty Line 4-9
Figure 4-10	Density of Rental Households 4-10
Figure 4-11	Employment Locations of Visalia Residents 4-12
Figure 4-12	Employment Locations of Tulare Residents 4-13
Figure 4-13	Employment Locations of Porterville Residents 4-14
Figure 4-14	Employment Locations of Dinuba-Cutler-Orosi Residents 4-15
Figure 4-15	Employment Locations of Exeter-Lindsay Residents 4-16
Figure 4-16	Employment Locations of Woodlake Residents 4-17
Figure 5-1	Countywide System Map 5-2
Figure 5-2	Service Headway Comparison 5-3
Figure 5-3	Weekday Service Span Comparison 5-5
Figure 5-4	Saturday Service Span Comparison..... 5-6
Figure 5-5	Sunday Service Span Comparison..... 5-7
Figure 5-6	Historical Combined Countywide Fixed Route Ridership..... 5-8
Figure 5-7	Historical Fixed Route Ridership by Agency 5-8
Figure 5-8	Fixed Route Productivity by Agency, FY 2013-2014..... 5-9
Figure 5-9	Annual Ridership by Agency and Route, FY 2013-2014..... 5-10
Figure 5-10	Ridership Performance – Boardings per Revenue Hour, FY 2013-2014..... 5-11
Figure 5-11	Holidays not Served by Fixed-route Providers 5-12
Figure 5-12	Countywide Fixed-Route Operating Costs, 2009-2013 5-13
Figure 5-13	Countywide Fixed-Route Revenue Hours, 2009-2013 5-13
Figure 5-14	Countywide Fixed-Route Ridership, 2009-2013 5-14
Figure 5-15	Fixed-Route One-Way Fare Structure..... 5-15
Figure 5-16	Fixed-Route and Dial-a-Ride Pass Options..... 5-16
Figure 5-17	Dial-A-Ride One-Way Fare Structure..... 5-17
Figure 5-18	Dial-A-Ride Fare Multiplier 5-17
Figure 5-19	T-Pass Ridership (FY 2013-2014)..... 5-18
Figure 5-20	College of the Sequoias Student Transit Pass Program Ridership..... 5-19
Figure 5-21	Transit Center-to-Transit Center Travel Time 5-20
Figure 5-22	Auto Travel Time Matrix..... 5-20
Figure 5-23	Transit Travel Time Matrix 5-21
Figure 5-24	Number of Connections Required..... 5-21
Figure 6-1	CalVans Tulare County Origins by City 6-1
Figure 6-2	CalVans Employment Destinations..... 6-2

6 REGIONAL PROVIDERS

CALVANS

The California Vanpool Authority (CalVans) is a ridesharing service that is tailored to the needs of commuters who cannot travel between home and work with local fixed-route or demand-response service. The program in its current form grew out of a pilot project known as the Agricultural Industries Transportation Services (AITS) in Kings County, targeted at providing safer transportation options for farm workers. The CalVans program operates across multiple counties, with over 200 vanpools serving commuters and 150 serving farm workers.

Currently, there are 95 vehicles that provide service to workers who live or work in Tulare County, with a total capacity of 625 passengers. The majority of vans in Tulare County run out of Visalia (Figure 6-1). The primary employment destinations are correctional facilities in Corcoran and Delano, including California State Prison and Kern Valley State Prison (Figure 6-2). In total nearly 70% of vanpools starting or ending in Tulare County serve correctional institutions. Other destinations include several state, medical, and agricultural employers.

Figure 6-3 shows the original and destination pairs for existing CalVans. The majority of vanpool trips starting or ending in Tulare County cross the County line. Common origins or destinations outside of the County include Fresno, western Kings County, Corcoran (Kings County), and Delano. There are also numerous shorter trips in northwest Tulare County/south Fresno County.

Figure 6-1 CalVans Tulare County Origins by City

Origin	Capacity	Vans	Percent Total Capacity
Visalia	731	52	55%
Porterville	191	14	15%
Tulare	105	9	9%
Dinuba	60	4	4%
Orosi	60	4	4%
Orange Cove	45	3	3%
Cutler	30	2	2%
Lindsay	30	2	2%
Springville	30	2	2%
Exeter	15	1	1%
Reedley	15	1	1%
Selma	15	1	1%

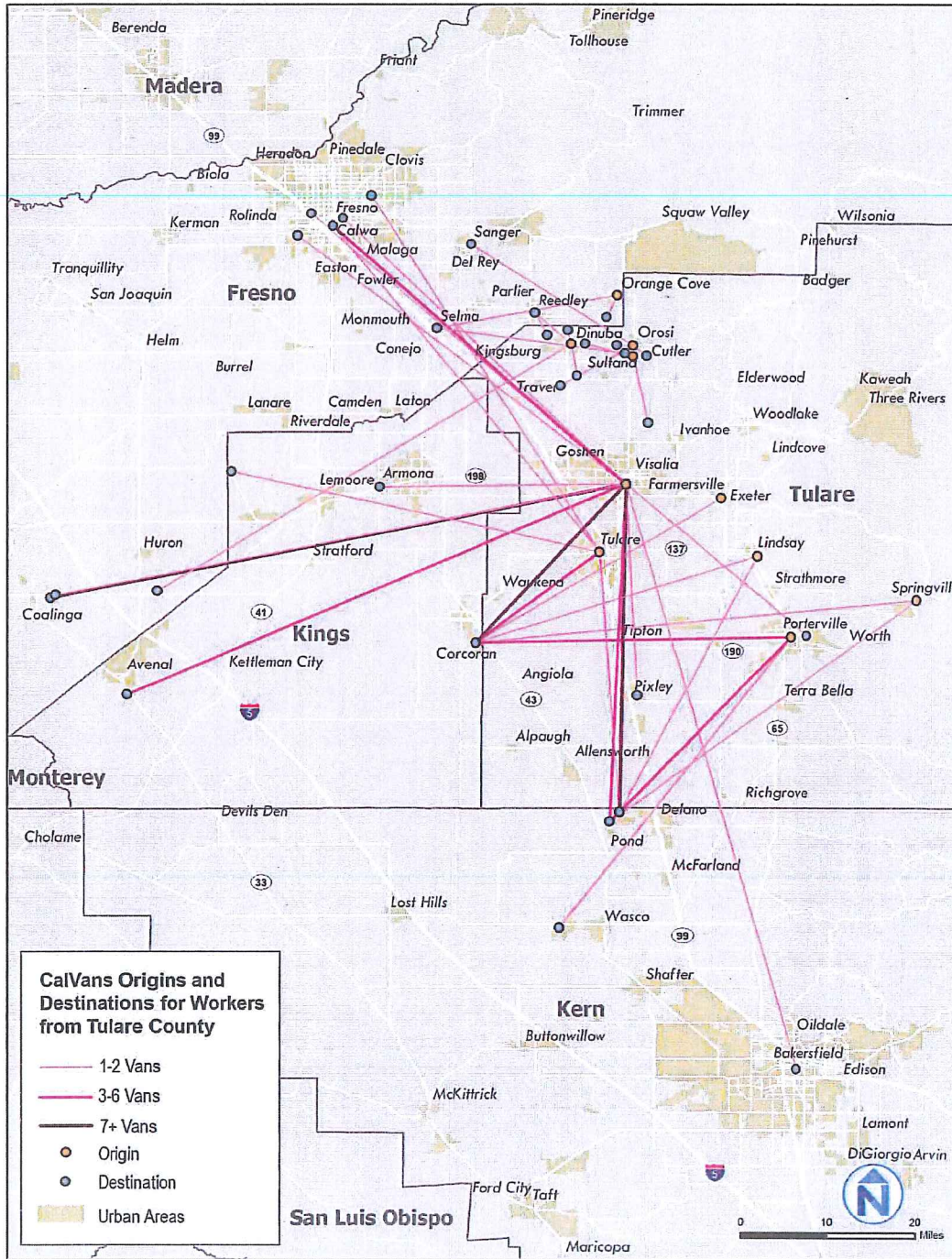
TULARE COUNTY LONG RANGE TRANSIT PLAN – STATE OF THE SYSTEM REPORT
Tulare County Association of Governments

Figure 6-2 CalVans Employment Destinations

Employer	City	Vans	Capacity	Percent Total Capacity
California State Prison	Corcoran	17	223	18%
Kern Valley State Prison	Delano	13	192	14%
California State Abuse and Treatment Facility	Corcoran	12	173	13%
North Kern State Prison	Delano	10	144	11%
Pleasant Valley State Prison	Coalinga	7	105	7%
Coalinga State Hospital	Wasco	3	45	3%
Avenal State Prison	Avenal	3	45	3%
IRS	Fresno	4	32	4%
Wawona Packing	Cutler	2	30	2%
Mission Ventures	Dinuba	2	30	2%
Armona School	Armona	2	30	2%
YNT Harvesting	Dinuba	1	15	1%
Wasco State Prison	Wasco	1	15	1%
WMJ Famrs	Dinuba	1	15	1%
Valley Farm Service	Dinuba	1	15	1%
Sierra Labor	Reedley	1	15	1%
Rivas	Dinuba	1	15	1%
Pixley Elementery	Pixley	1	15	1%
Monarc Del Valley	Dinuba	1	15	1%
Mc Clurry Farms	Selma	1	15	1%
Margret Gonzales	Orosi	1	15	1%
Naval Air Station Leemore	Lemoore	1	15	1%
Latino Farm Labor	Visalia	1	15	1%
JA FarmLabor	Orosi	1	15	1%
Family Ranch	Avenal	1	15	1%
Cream of the Crop	Bakersfield	1	15	1%
AGR Contracting	Porterville	1	15	1%
Fresno	Fresno	1	15	1%
Theater Aviation Sustainment Maintenance Group	Fresno	1	8	1%
CalVet (Veteran Affairs)	Fresno	1	8	1%
DMV-Fresno	Fresno	1	7	1%

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Figure 6-3 CalVans Tulare County Destinations



ROADSIDE CALAMITY ENDS WELL FOR PASSENGERS



Ignacio Torres left King City at 3:30 a.m. as usual. The 80-mile commute had become routine, and Torres had no reason to expect today's drive would be different from any other. He picked up his fellow CalVans passengers, who settled in for the winding 90-minute drive along Highway 198 between the Salinas and San Joaquin Valleys. All aboard were confident the vehicle would carry them safely to the fields in time to begin work as the sun rose over the Sierra Nevada Mountains.

Unlike employees in many other industries, Torres and his fellow farmworkers rarely receive paid time off for illness, injury or other emergencies. Seasonal crops come and go, so Torres and the passengers with him must take advantage of every opportunity to work. Their income depends on it. This day was no exception.

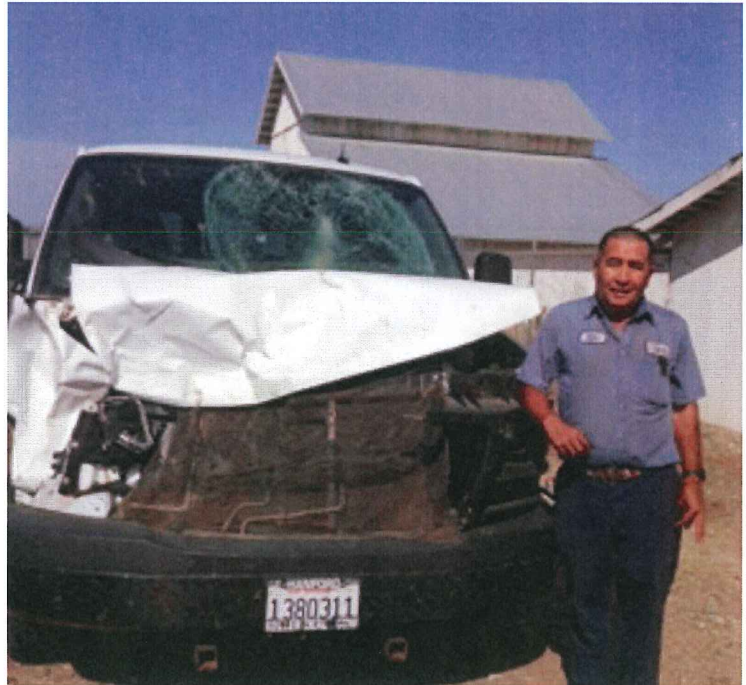


California's drought has adversely affected the agriculture industry and the families it supports. Torres was grateful for the promise of income this day represented.

Several miles into their commute, the routine drive took an unexpected turn. Torres had no time to react when an elk leapt out of the darkness directly in front of the van. He and his passengers collided with the full-grown animal, killing the elk and damaging the van.

A moment of panic gave way to relief when everyone reported they had not been injured. Other than shock and soreness, the passengers were fine. However, the van was totally destroyed.

Torres immediately contacted Hector Aldaco, CalVans on-call staff member in nearby Greenfield. Aldaco rolled out of bed and delivered another CalVans vehicle to the accident site within the hour.



Though shaken by the events, Torres and his fellow farmworkers chose to continue on to their jobsite in order to earn the income they had counted on for that day of work. The crew boarded the replacement vehicle and resumed their commute to the San Joaquin Valley, with assurances to Aldaco that they would see a doctor if their soreness continued.



CalVans kept a roadside calamity from robbing its driver and passengers from the opportunity to earn a living and support their families. Vanpooling with CalVans was the right choice for Torres and the farmworkers riding with him the day an unexpected turn of events ended well for everyone onboard.



A DRIVER'S STORY

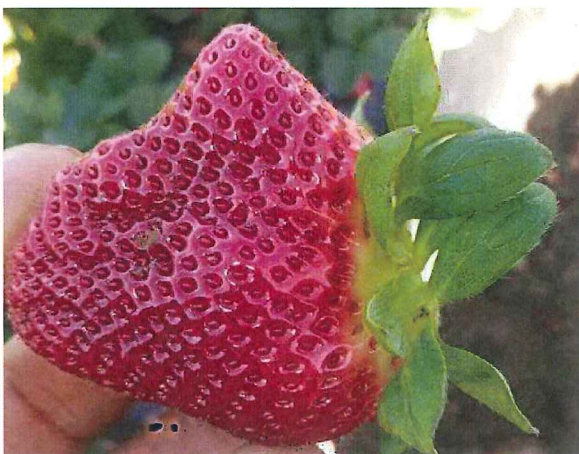
Public
Vanpools
Leading
the **Way**

The Strawberry



Fernando's cheerful nature adds a little sweetness to any day. He shares this and other traits with the strawberries he harvests. Did you know the strawberry isn't a berry? Did you know farmworkers aren't necessarily what they seem? Fernando may not appear wealthy, but his bountiful kindness and happy life serve as the measure of his success.

The adaptable strawberry plant can tolerate a range of growing conditions and still thrive. To maintain an income, agricultural workers like Fernando must travel to find seasonal employment and adapt to their working conditions.

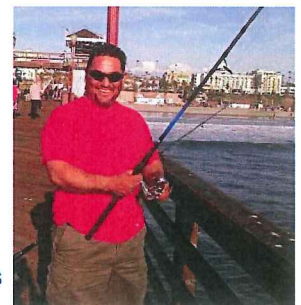


A dedicated father and husband, Fernando works hard to support his family. He relies on CalVans to arrive in the strawberry fields on time each day and make it home safely each night. He is the main driver of CalVans vanpool 812, where he enjoys the camaraderie of his coworkers during their commute. Together, they share stories with loud voices and laughter before the sun rises on another workday. And as the sun sets, they give thanks for plentiful work and good health. They pray for the protection of their families back home and a safe return to them come season's end.



During the strawberry harvest, Fernando stays in a small, coastal California town. He uses Facebook to share his adventures while away from home. Pictures of his coworkers in the red and green fields appear together with photos of fishing the Pacific Ocean from a pier and catching the "Big One." Fernando enjoys living in the coastal town, but looks forward to returning to his home and family in Heber, California. The Imperial Valley community is also the location of his employer, Fresh Harvest.

Fernando and his crew appreciate the simple things in life and don't worry too much about tomorrow. Like the strawberry, they thrive in a range of conditions by adapting to their environment. Their ability to persevere and maintain a positive outlook involves a measure of faith. Perhaps it's their touch on the strawberry plant that sends a little sweetness our way.





A DRIVER'S STORY

Public
Vanpools
Leading
the Way

Winter Crops Drive CalVans South



Jose sips his coffee and waits in the darkness of early morning for the arrival of his coworkers. The gas station in Calexico, California near the border crossing from Mexico is far from his home in the Salinas Valley, but maintaining year-round employment depends on relocating when the harvest ends further north.

Jose lowers the volume of the radio inside the 16-passenger van to greet the first of his fellow crewmembers to climb aboard. Several of the men and women who ride with him to work in the "Winter Vegetable Capital of the World" arrived at the Mexican side of the border hours ago, coming from the only affordable housing available to them.



Laughter warms the chilly, predawn air as farmworkers fill the van and dozens like it parked nearby. Newer to the landscape than the familiar large buses adorned with logos from various Central California companies, the white vans each feature the bright blue and orange CalVans logo.

In the winter of 2011, CalVans began providing agricultural vanpools to California employees relocating to Imperial County. The reliable, insured vehicles offer occupants a safe and comfortable commute paid for by their employer. Growers welcome the seasonal workers who caravan from Salinas Valley, some with their entire families in tow. These winter visitors, known as "Snowbirds" to longtime residents of Imperial County, are better able to support their families with their cost of transportation covered. By 2013, CalVans was providing over 100 vans to support the employees of 18 Imperial County growers. Lettuce, onions, asparagus and broccoli harvested by migrant workers like Jose feed millions of people across the United States. And CalVans helps them travel safely to and from their far-from-home workplace.



Before partnering with Southern California growers, CalVans stored its agricultural vehicles during the winter months. Workers returned their vans after harvest and disbanded their vanpools. The unused CalVans could no longer earn a profit, but continued accruing expenses for insurance, maintenance and depreciation. By shifting its agricultural vanpool fleet to Imperial County during what had traditionally been the off-season, CalVans earns income continuously and effectively supports California's agricultural industry year round.

California Vanpool Authority



Public Vanpools Leading The Way

TITLE VI PROGRAM

Developed: June 11, 2015
Approved by California Vanpool Authority
Board of Directors:

1340 North Drive
Hanford, CA 93230
Contact: Ronald Hughes, Executive Director
(559) 852-2696
CalVans.org

INTRODUCTION

This document was prepared by California Vanpool Authority to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

Table of Contents

Title VI Notice to the Public	Pg. 3
List of Locations Where Title VI Notice Is Posted	Pg. 5
Title VI Complaint Procedures	Pg. 6
Title VI Complaint Form	Pg. 7
List of Transit-Related Title VI Investigations, Complaints, and Lawsuits	Pg. 12
Public Participation Plan	Pg. 13
Summary of Outreach Efforts Made Since 2009 Title VI Submission	Pg. 13
Language Assistance Plan	Pg. 16
Membership of Non-Elected Committees And Councils	Pg. 22
Title VI Equity Analysis	Pg. 22
Board of Directors Approval of Title VI Program	Pg. 23

California Vanpool Authority Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

California Vanpool Authority

- California Vanpool Authority operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with California Vanpool Authority.
- For more information on California Vanpool Authority civil rights program, and the procedures to file a complaint, contact California Vanpool Authority, or visit our administrative office at 1340 North Drive, Hanford CA 93230. For more Information you may also email ron.hughes@co.kings.ca.us.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact The California Vanpool Authority Office at (559) 852-2696.

Notificación Al Público De Los Derechos Bajo Título VI **California Vanpool Authority**

- California Vanpool Authority opera sus programas y servicios sin tomar en cuenta raza, color o origen nacional de acuerdo con Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que ella o el han sido agraviados, por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con California Vanpool Authority
- Para más información sobre el programa de derechos civiles y los procedimientos o para presentar una queja visite nuestra oficina administrativa en 1340 North Drive, Hanford, CA 93230. Para más información, envíe un correo electrónico a calvans@co.kings.ca.us.
- Un querellante puede presentar una queja directamente con Administración Federal de Transito de Derechos Civiles, Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Si necesita información en otro idioma, contacte al la oficina de California Vanpool Authority al (559) 852-2711 o (866) 655-5444.

List of Locations Where Title VI Notice Is Posted

California Vanpool Authority notice to the public is currently posted at the following locations and in all agency vehicles:

Location Name	Address	City
CalVans office	1340 North Drive	Hanford
CalVans office	1684 Callen Road, Unit B	Ventura
CalVans office	42281 Patricia Lane	Greenfield
CalVans office	260 N.San Antonio Rd., Suite B	Santa Barbara
CalVans office	101 East Main Street	Heber

The Title VI notice and program information is also provided on California Vanpool Authority website at <http://www.calvans.org/>

Title VI Complaint Procedures

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

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by California Vanpool Authority may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. California Vanpool Authority investigates complaints received no more than 180 days after the alleged incident. California Vanpool Authority will only process complaints that are complete.

Within 10 business days of receiving the complaint, California Vanpool Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. California Vanpool Authority has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, California Vanpool Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days California Vanpool Authority can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

California Vanpool Authority Title VI Complaint Form

COMPLAINT FORM

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone (Optional):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. 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 sheets of paper.		

California Vanpool Authority Title VI Complaint Form, Page 2

COMPLAINT FORM

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

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

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:
 California Vanpool Authority, Title VI Coordinator Ronald Hughes
 1340 North Drive
 Hanford, CA 93230

Procedimientos de Reclamación Título VI

Como beneficiador de fondos federales, California Vanpool Authority es requerido cumplir con el Título VI de la Acta de Derechos Civiles del año 1964 y asegurar que servicios y beneficios sean proveídos en manera no discriminatoria. California Vanpool Authority tiene en su lugar un Procedimiento de Queja de Título VI, el cual explica el proceso de disposición local de quejas de Título VI y es consistente con las directrices encontrados en el Circular 47021.B fechada el 1 de octubre de 2012 el la Administración de Transito Federal.

Cualquier persona que cree que ella o el han sido discriminados a base de raza, color, o origen nacional por California Vanpool Authority puede presentar un queja por medio de completar y presentar la forma de quejas de Título VI de la agencia. California Vanpool Authority investiga quejas recibidas dentro de los 180 días de cuando ocurrió el incidente. California Vanpool Authority solo procesara las reclamaciones con formas completas.

Dentro de diez días de haber recibido su queja, California Vanpool Authority revisara su queja para determinar si nuestra oficina tiene jurisdicción. El querellante recibirá una carta para infórmale si su reclamación será investigada por nuestra oficina. California Vanpool Authority tiene 30 días para investigar su reclamación. Si acaso ay alguna razón que necesitamos mas de 30 días, una notificación será enviada directamente al querellante.

Si más información se necesita puede que California Vanpool Authority se comuniquen con el querellante. El querellante tendrá diez días para responderle, de la fecha que se envió la carta pidiendo información adicional, al investigado asignado al caso. Si no contactan al investigador dentro los diez días y/o no se recibe la información requerida California Vanpool Authority tiene el derecho administrativo de cerrar su caso.

Un caso puede ser cerrado administrativamente si el querellante no desea continuar con su caso. Después que el investigador revise la queja, ella/el emitirá una de dos cartas al querellante: una carta de conclusión o una letra de descubrimiento (LDD). Una letra de descubrimiento resume las alegaciones y especifica que no hubo violación bajo el Título VI y que el caso se cerrara. Una letra de descubrimiento resume las alegaciones y las entrevistas de acuerdo al presunto incidente, y explica si una acción disciplinaria, entrenamiento adicional del miembro, u otra acción se llevara acabo. Si el querellante desea apelar la decisión, ella//el tiene 10 días después de la fecha escrita en la letra de descubrimiento o LDD para hacerlo.

Cualquier persona puede clasificar una queja directamente con La Administración Federal de Transito en FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

California Vanpool Authority Forma de Queja Titulo IV

FORMA DE QUEJA

Sección I: Por favor escriba legible		
1. Nombre:		
2. Dirección:		
3. Teléfono:		3.a. Teléfono secundario (Opcional):
4. Email:		
5. ¿Requisito de formato accesible?	<input type="checkbox"/> Letra grande	<input type="checkbox"/> Cinta de Audio
	<input type="checkbox"/> TDD	<input type="checkbox"/> Otro
Sección II:		
6. ¿Esta presentando esta queja en su propia cuenta?	SI*	NO
*Si contesto "si" a #6, vaya a la Sección III.		
7. Si contesto "no" a #6, ¿Que es el nombre de la persona de la cual esta presentando esta queja? Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor explique porque Usted a presentado por un tercero:		
10. Por favor confirmar que ha obtenido el permiso de la parte agraviada para presentar en su nombre.	SI	NO
Sección III:		
11. Creo que la discriminación que he experimentado se baso en (anote lo aplicable):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional
12. Fecha de la supuesta discriminación: (mm/dd/aaaa)		
13. Explique lo mas claramente posible lo que ocurrió y porque cree que usted fue discriminado. Describa todas las personas que fueron involucradas. Incluya el nombre y la información de contacto de la persona(s) que discrimino (si es conocido/a), y también incluya nombres e información de contacto de cualquier testigo. Si necesita mas espacio, favor de añadir paginas adicionales.		

California Vanpool Authority Forma de Queja Titulo VI, Pagina 2

FORMA DE QUEJA

Sección IV:		
14. ¿Ha presentado anteriormente una queja de Titulo VI con California Vanpool Authority?	SI	NO
Sección V:		
15. ¿Ha usted presentado esta queja con cualquier otra agencia federal, estatal, o local, o con corte federal o del estado?		
<input type="checkbox"/> SI* <input type="checkbox"/> NO Si su respuesta es SI, anote lo que aplica: <input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Corte Federal _____ <input type="checkbox"/> Agencia Local _____ <input type="checkbox"/> Corte Estatal _____		
16. Si respondió "si" a #15, provea información acerca de una persona de contacto el la agencia/corte donde se presento la queja.		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		Correo-electrónico:
Sección VI:		
Nombre de la Agencia de Transito del la cual la queja es contra:		
Persona de contacto:		
Teléfono:		

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

Firma y fecha es necesaria para que esta forma sea completa.

FIRMA _____

FECHA _____

Por favor de presentar esta forma en persona o por correo a la dirección abajo:
 California Vanpool Authority, Titulo VI Coordinador Ronald Hughes
 1340 North Drive
 Hanford, CA 93230

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

California Vanpool Authority has not been involved in any transportation-related Title VI investigations, lawsuits or complaints.

California Vanpool Authority List of Investigations, Lawsuits and Complaints

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

35

Public Participation Plan

About California Vanpool Authority

California Vanpool Authority is a public transit agency formed as a Joint Powers Agency representing 10 Council of Governments or Regional Planning Agency formed for the purpose of providing vanpool services to residents and business of member agencies. As a public agency California Vanpool Authority tracks and reports all vanpool trip information to appropriate government authorities. California Vanpool Authority Staff work with member agencies and local organizations to promote the project.

Many vanpool participants are residents from low income communities that the vanpool program does or could serve. The service provides the residents the ability to access employment opportunities that they may not otherwise be able to access. The agency does make presentations at groups when invited. These groups range from City Councils to Hispanic support groups. Some of these are opportunities for public engagement as outlined below.

Purposes of this Plan

Public participation is the process through which stakeholders can partake directly in agency decision-making, and express their concerns, desires, and values. It is the mission of this agency to provide transportation options for those individuals living in minority communities with a high non-English speaking population, thus insuring their ability to secure long term employment. At every opportunity the agency will solicit input from stakeholders in order to best support persons served without creating disproportionately high and adverse human health or environmental effects on minority and/or low-income populations.

Summary of Outreach Efforts

The following is a summary of outreach efforts conducted by California Vanpool Authority as they relate to Title VI requirements under the Public Participation Plan. Many of our activities are conducted in partnership or ad hoc outreach with other service organizations and non-profit agencies within the community. This is in no way a complete list but rather documents the agency's outreach efforts as they relate specifically to minority and low-income populations.

Board Meetings Open to the Public

California Vanpool Authority monthly Board meetings are open to the public and announced on the agency's website. The public meeting are conducted through a conference call with Board or Staff members at the following locations. The public can attend at any of these locations.

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- California Vanpool Authority office at 1340 North Drive, Hanford CA 03230
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Imperial County Transportation Commission, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243 and 128 Heffernan Ave., Calexico, CA 92231
- Kern Council of Governments, Conference 1401 19th Street, Board Room, Bakersfield, CA 93301, and 3000 W Cecil Avenue, Delano, CA 93216
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- Santa Barbara County Association of Governments, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463
- Tulare County Association of Governments, Porterville City Hall, 291 North Main, Porterville, CA 93257
- Ventura County Transportation Commission, Conference Room, 950 County Square Drive, Suite 108, Ventura, CA 93003

Staff for each of the 10 organizations forming California Vanpool Authority participate in the outreach and promotion of the program. This helps to promote and advertise the program in their jurisdictions.

The following are some of the meetings or events California Vanpool Authority attend or participate in that help to promote the service being provided:

Kern County of Governments:

etrip coordinators meeting: meet with the company etrip coordinators and disperse details about the different ridesharing options that we have available and how they work.

IRS

Routinely meet with IRS staff to promote ridesharing opportunities.

Measure C

Participate in outreach activities to promote Measure C to ridesharing opportunities to Fresno County residents.

Caterpillar Inc.,

Conducted a meeting with employees of Caterpillar to promote ridesharing opportunities.

Tulare County Health Fair

Participate in annual Tulare County Health Fair to promote ridesharing opportunities to Tulare County employees.

Fresno County Health Fair

Participate in the Fresno County Health Fair to promote ridesharing opportunities to Fresno County employees.

Taft College

Promote ridesharing opportunities to Taft College students through meeting in Shafter as well as on campus.

Tune In & Tune Up

Numerous outreach events in the Central Valley to promote clean air to the residents of Turlock, Lemoore, Los Baños, Tulare, Bakersfield, Fresno and the surrounding communities.

Brake Parts

Meeting to promote ridesharing opportunities to Brake Parts Inc. employees.

Annual Green Summit

Participate in the Annual Green Summit in Reedley College to promote green awareness to college students and the surrounding communities.

Vanpool workshops in Tulare County

Conduct workshop to promote ridesharing opportunities for Tulare County employees traveling from the different communities in the valley.

Meeting with various Contractors/Growers

Staff conducts ongoing outreaches with individuals and companies wanting to know how the vanpool works for those working in the fields or on a farm.

Kiwanis Club

California Vanpool Authority maintains an on-going partnership with the Hanford Noon Kiwanis Club to provide coordinated transportation assistance via the agency's FTA 5310 vehicle. Additionally, several members of the California Vanpool Authority staff maintain membership with the Kiwanis Club, which serves low-income and minority populations.

California Vanpool Authority Website

Currently, California Vanpool Authority posts notices and announcement on the agency's website. Additional public input can be obtained by the Title VI Complaint Form, which is available as a download in English and Spanish.

Language Assistance Plan

Overview

The first section in this document describes the purpose of the Language Assistance Plan (LAP). The second section in this document provides the four-factor Limited English Proficient (LEP) analysis (as outlined by the Department of Transportation (DOT) used to identify LEP needs and assistance measures. The four-factor LEP analysis includes:

- **Factor 1:** The number or proportion of LEP persons in the service area who may be served or are likely to encounter the Life Skills Learning Center program, activity or service.
- **Factor 2:** The frequency with which LEP persons come in contact with the Life Skills Learning Center program, activity or service.
- **Factor 3:** The nature and importance of programs, activities or services provided by Life Skills Learning Center to the LEP population.
- **Factor 4:** The resources available to California Vanpool Authority and overall cost to provide LEP assistance.

The third and final section discusses the implementation of the Language Assistance Plan, which includes methodologies for identifying LEP individuals, providing services, establishing policies, monitoring the LAP, and recommendations for future LAP implementations.

Purpose of the Language Assistance Plan

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that Limited English Proficiency (LEP) persons face with respect to accessing information about and using transit service. Transit operators must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from "utilize[ing] criteria or methods of administration which have the effect of subjecting individuals 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 as respects to individuals of a particular race, color, or national origin."

FTA Circular 4702.1B was developed by the Federal Transit Administration (FTA) and details the administrative and reporting requirements for recipients of FTA financial assistance to comply with Title VI and related executive orders including on LEP.

The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers. California Vanpool Authority's language assistance plan (LAP) includes a four factor analysis and implementation plan that complies with the requirements of DOT LEP guidance.

Four Factor Analysis

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by California Vanpool Authority.

California Vanpool Authority holds a unique position in regard to meeting the Title VI requirements. As occasional sub-recipient of FTA 5316 Grant funding, the agency's focus is primarily to provide vanpool services to those wishing to form a group and vanpool to work.

Those forming groups are either general vanpool groups going to traditional places of employment or farmworkers going to the fields to do field work. Most if not all of the farmworkers are Spanish speaking and come from communities where the predominate language is Spanish.

Given that close to 100% of some communities are Spanish speaking participants, Staff has hired bilingual staff and provided information in Spanish when working in Spanish communities. The fact that census information only shows 17% of the California Vanpool Project area speak "English less than very well" does not accurately describe the larger percentage of residents who do not "speak English less than very well" in the rural San Joaquin Valley area.

American Community Survey

The U.S. Census Bureau 2008-2012 American Community Survey (ACS) Language Spoken at Home by the Ability to Speak English estimates that of the 4,570,982 residents living in the areas served by California Vanpool Authority, 2,555,870 speak Spanish at home and 796,071, or 17%, speak English less than "very well". Several other groups were looked at to see if they might make up more than 5% of the remaining population. It was found that none of the next four largest groups, comprised of the Hmong Chinese, Tagalog, and Portuguese were greater than 5%. All remaining groups of non-English languages resulted in less than 5% of the population.

Demographics of overall area served by the California Vanpool Authority

	Estimate	Percentage	Percentage by group
Total:	4,570,982	100%	
Speak only English	2,555,870	56%	56.00%
Spanish	1,704,972	37%	37.00%
* Speak English "very well"	908,903	20%	
* Speak English less than "very well".	796,071	17%	
Hmong	32,593	0.71%	0.71%
* Speak English "very well"	18,072	0.40%	
* Speak English less than "very well".	14,521	0.32%	
Chinese	30,083	0.66%	0.66%
* Speak Chinese "very well"	15,710	0.34%	
* Speak English less than "very well".	14,376	0.31%	
Tagalog	45,533	1.00%	1.00%
* Speak Tagalog "very well"	29,520	0.65%	
* Speak English less than "very well".	16,013	0.35%	
Portuguese	13,592	0.30%	0.30%
* Speak Portuguese "very well"	9,450	0.21%	
* Speak English less than "very well".	4,142	0.09%	
Total in Survey =			95.66%

California Vanpool Authority Expenditures

The program and annual budget for FY 15/16 is estimated at 8.7 million, and is divided into two activity types, general vanpools and agricultural vanpools. Expenditures in the agricultural vanpool program are estimated at 3.8 million, with primarily language of choice being Spanish. Few if any of the participants converse in English, as they are more comfortable in conversing in Spanish. All primary contact individuals are bilingual, as well as all after our support staff. We have not measured the percent of Spanish only speaking individuals because most if not all prefer speaking in Spanish.

Historical Analysis of LEP Persons Served by California Vanpool Authority

A final source of data to be considered to determine the number of LEP persons likely to be served by this program is an analysis of those consumers served. We do not track client's ethnicity but do track those using the agriculture vanpool program. As stated earlier, these individuals generally converse in Spanish and could be considered our minority group.

Presently the program provides 267 general vanpools and 179 agricultural vanpools. This put the percentage of Hispanic or Spanish speaking individuals at close to 41%. With an average ridership of 11 per vanpool group, the total number of participants is 1,969.

Factor 2: The frequency with which LEP persons come into contact with the program.

As all of our primary contact staff is fluent in Spanish, we have not asked those that call if they are able to speak English. We assume some that call or come in one of our offices probably can, but would prefer to speak in Spanish.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.

The primary purpose of the California Vanpool Program is to promote and provide vanpool services to individuals within the areas we serve. This includes meeting with individuals at their home or place of work. New vanpools are just as often assigned in the field as in the office; it depends on what works best for the driver and riders.

Those in traditional jobs stay in their vanpool for extended periods, with some having been in a van since the inception of the program in 2002. Those in the agricultural program tend to stay with their vanpool, sometimes leaving when the growing season ends and returning when it starts again.

The average rider traveling 70 miles per day is paying \$93 per month. Based on AAA 2015 cost of car ownership, the average rider is saving 58 cents per mile or \$719 per month.
calculations (\$815-93=\$719)

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

Although the California Vanpool Authority does not have an operating budget or a specific line item for providing language access and outreach. Outreach expenses as they relate to LEP populations are an ongoing part of the organizations structure, particularly as it relates to the Hispanic population. Someone using the CalVans website can convert the pages to Spanish. Material including outreach documents and agreements are in Spanish. The following is the organizations list of employees showing those that are bilingual. As shown, only 4 are not bilingual and they are in the Hanford office. All outlying offices have full bilingual staff.

	Position	Name	Bilingual
1	Executive Director	Hughes, Ron	N
2	Accountant	Randhawa, Baldev	N
3	Office Manager	Rosie Nava	Y
4	Account Clerk III	Streeper, Amanda	N
5	Account Clerk II	Maria Ortiz	Y
6	Account Clerk II	Rodriguez, Luz	Y
7	Account Clerk II	Ruch, Amanda	N
8	Account Clerk II	Sales, Raquel	Y
9	Service Writer	Miguel Solorio	Y
10	Transit Clerk	Michelle Gomez	Y
11	Transit Assistant	Perez, Gloria	Y
12	Transit Assistant	Marquez, Cecelia	Y
13	Transit Coordinator	Banda, Gustavo	Y
14	Transit Coordinator	Cardenas, Georgina	Y
15	Transit Coordinator	Hernandez, Tomas	Y
16	Transit Coordinator	Mora, Carmen	Y
17	Transit Coordinator	Ortiz, Cuahutemoc	Y
18	Lead Transit Aide	Aldaco, Hector	Y
19	Lead Transit Aide	Gomez, Marino	Y
20	Lead Transit Aide	Gonzalez, Oscar	Y
21	Lead Transit Aide	Laura Rodriguez	Y
22	Lead Transit Aide	Luis Aldaco	Y
23	Transit Aide	Albert Solis	Y
24	Transit Aide	Alcala, Angelica	Y
25	Transit Aide	Palacio, Enrique	Y
26	Transit Aide	Parraz, Rudy	Y
27	Transit Aide	Ramirez, Socorro	Y
28	Transit Aide	Sandoval, Martin	Y
		Total Spanish speaking	24
		Total Non-Spanish speaking	4

SUMMARY

The results of the Four Factor Analysis can be summarized with the following points:

- CalVans recognizes and has prepared for the fact that a large portion of those seeking to use its services will be Spanish speaking.
- Given its bilingual Staff and outreach material, California Vanpool Authority has not identified a “true” LEP person that has not been served or could have been served in the last 12 years.
- No consumers were underserved or exited the program due to language barriers.
- Agency staff responds to LEP phone calls on a daily basis.
- Provision of transit is not considered an "essential" service but is a component of the California Vanpool Authority program.
- California Vanpool Authority does not have an LEP specific budget line.

Language Assistance Implementation Plan (agency specific)

Methodologies

Identifying LEP Individuals

As evidenced by the Four Factor Analysis, California Vanpool Authority is set up to receive and process Spanish speaking clients as needed. There are few if any "true" LEP individuals referred to the California Vanpool Authority program, as those contacting the agency do so in the language they are most comfortable with. The predominant language of those in the minority areas of the region is Spanish.

Providing Services

The agency does not currently have an on-going need for professional translation services; on-site agency staff is fluent in Spanish and provides translation services at all facilities as needed. Documents that are offered in Spanish include:

- Title VI Notice to the Public
- Title VI Complaint Form
- Title VI Complaint Procedures
- Program Information
- Agency website Title VI information

Documents not now in Spanish can be translated to Spanish in written form or orally transcribed.

Monitoring

California Vanpool Authority holds monthly staff meetings to review operations and identify any barriers that Spanish speaking individuals might come across. This is done in part to insure program growth within low income minority areas in the California Vanpool Authority region.

Any complaints regarding poor service being provided is reviewed when the complaint is received. The Title VI Plan will also be evaluated and updated every three years.

Employee Training

California Vanpool Authority conducts monthly training for staff that can include Customer Service and Language Assistance training. The training includes:

- Transferring Spanish calls or inquiries to a bilingual staff member using the phrase "un momento por favor" which means "one moment please".
- Direction on accessing Google's free online translation when needed for other languages.
- Instruction on using assigned Iphone translation feature to communicate with a client.
- What to do in the event of a complaint.

Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

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

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

Membership of Non-Elected Committees and Councils

California Vanpool Authority does not have a non-elected transit related advisory council at this time.

Title VI Equity Analysis

California Vanpool Authority does not have transit related facilities.

Board of Directors Approval of California Vanpool Authority Title VI Program

Resolution 02-15

A RESOLUTION OF THE California Vanpool Authority BOARD OF DIRECTORS AUTHORIZING THE TITLE VI COMPLIANCE PLAN FOR THE AGENCY.

WHEREAS, California Vanpool Authority desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients,"

WHEREAS, the Board of Directors wishes to authorize approval of the compliance plan developed by staff to comply with necessary provisions of the Civil Rights Act,

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of California Vanpool Authority as follows:

1. The Executive Director is authorized to implement the components of the plan in order to meet Federal requirements.
2. The Executive Director is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

PASSED AND ADOPTED by the Board of Directors of California Vanpool Authority, State of California, on this 11th day of June, 2015.

President of the Board

BUDGET - FY2015/16

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	639,225	501,900	137,325	27.36%
Extra Help	82110020	20,000	20,000	-	0.00%
Overtime	82110030	55,000	54,888	112	0.20%
Retirement	82120000	76,483	88,530	(12,047)	-13.61%
Health Insurance	82130000	213,500	238,940	(25,440)	-10.65%
MGMT Benefits/Life	82130010	15,000	15,000	-	0.00%
Insurance-Workercomp	82131000	110,000	100,000	10,000	10.00%
Unemployment Insurance	82140000	9,000	4,700	4,300	91.49%
Social Security/Medicare	82151000	10,600	10,000	600	6.00%
Total Salaries & Employee Benefit		1,148,808	1,033,958	114,850	11.11%
Services & Supplies					
Communications	82212000	70,000	78,225	(8,225)	-10.51%
Insurance	82215000	55,500	50,000	5,500	11.00%
Maintenance - Equipment	82217000	37,500	35,000	2,500	7.14%
Maintenance - Accident Rep	82217012	5,000	5,000	-	0.00%
Fuel and Oil	82217020	10,000	10,000	-	0.00%
Maintenance - SI&G	82218000	11,952	-	11,952	#DIV/0!
Memberships	82220000	8,000	8,000	-	0.00%
Office Expense	82222000	35,000	40,000	(5,000)	-12.50%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	20,000	20,000	-	0.00%
Offset Printing/Stores	82222040	3,105	2,939	166	5.65%
Computer Software Expense	82222045	3,500	1,000	2,500	250.00%
Prof & Spec Services	82223000	155,000	152,500	2,500	1.64%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	50,000	30,000	20,000	66.67%
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	2,500	2,500	-	0.00%
Supplies & Materials	82223135	10,000	10,000	-	0.00%
Pubs & Legal Notices	82224000	1,000	500	500	100.00%
Rents Office Space	82226010	50,000	50,000	-	0.00%
Small Tools	82227000	500	500	-	0.00%
Purchasing Charges	82228200	9,623	9,380	243	2.59%
In Services Training	82228465	5,000	5,000	-	0.00%
Travel & Expense	82229010	15,000	15,000	-	0.00%
Utilities	82230000	54,500	50,000	4,500	9.00%
Administrative Allocation	82314000	(1,777,742)	(1,622,729)	(155,013)	9.55%
Information Tech Services	82314050	54,688	44,242	10,446	23.61%
Cap Charges	82314060	7,566	6,485	1,081	16.67%
Total Services & Supplies		(1,039,808)	(933,458)	(106,350)	11.39%

BUDGET - FY2015/16

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets					
Total Fixed Assets				-	-
Gross Expenditures		109,000	100,500	8,500	0.23

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	%
Sales and Use Tax	81160000			-	
Interest on Current Deposits	81400000			-	
JARC Funds	81514025			-	
St Aid for Transportation	81522025			-	
St Aid for Transportation- 1B Fund	81522025			-	
Section 5311	81538001			-	
CMAQ	81538001	-	11,000	(11,000)	-100.00%
SJV Air District Grant	81540019			-	
Other InterGovtl Rev	81550035			-	
Other Revenue	81720005	50,000	25,000	25,000	100.00%
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		50,000	36,000	14,000	0
		(59,000)	(64,500)	5,500	0.16

BUDGET - FY2015/16

BUDGET UNIT 9171 - Cal Van - Gen VP

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	263,835	298,640	(34,805)	-11.65%
Overtime	82110030	20,000	16,000	4,000	25.00%
Retirement	82120000	38,390	55,000	(16,610)	-30.20%
Unemployment Insurance	82140000	3,500	3,000	500	16.67%
Social Security/Medicare	82151000	5,000	4,750	250	5.26%
Total Salaries & Employee Benefits		330,725	377,390	(46,665)	-12.37%
Services & Supplies					
Communications	82212000	145,000	145,000	-	0.00%
Insurance	82215000	505,000	481,500	23,500	4.88%
Maintenance - Equipment	82217000	601,492	578,833	22,659	3.91%
Maintenance - Accident Rep	82217012	25,000	8,000	17,000	212.50%
Fuel and Oil	82217020	1,839,475	1,969,183	(129,708)	-6.59%
Maintenance - SI&G	82218000			-	-
Memberships	82220000			-	-
Cash Shortage	82221010	-	-	-	-
Office Expense	82222000	1,000	1,000	-	0.00%
Bank Charges	82222005	-	-	-	-
Postage & Freight	82222030	-	-	-	-
Offset Printing/Stores	82222040	-	-	-	-
Computer Software Expense	82222045	-	-	-	-
Prof & Spec Services	82223000	22,790	14,407	8,383	58.18%
Legal Expenses	82223005	-	-	-	-
Outreach Expense	82223035	-	-	-	-
Auditing & Accounting	82223040	-	-	-	-
Fitness Examinations	82223100	28,500	23,184	5,316	22.93%
Supplies & Materials	82223135	10,000	8,000	2,000	25.00%
Pubs & Legal Notices	82224000	-	-	-	-
Rents & Leases - Equipment	82225000	497,135	393,225	103,910	26.43%
Rents Office Space	82226010	18,500	16,000	2,500	15.63%
Small Tools	82227000			-	-
Purchasing Charges	82228200			-	-
In Services Training	82228465			-	-
Motor Pool Service	82229000			-	-
Travel & Expense	82229010	1,500	1,000	500	50.00%
Utilities	82230000			-	-
Loan Principal Repayments	82302100			-	-
Interest Expense	82305100			-	-
Administrative Allocation	82314000	711,097	649,092	62,005	9.55%
Information Tech Services	82314050			-	-
Cap Charges	82314060			-	-
Loss of Sale of Fixed Asset	89226360			-	-
Total Services & Supplies		4,406,489	4,288,424	118,065	2.75%

49

BUDGET - FY2015/16

BUDGET UNIT 9171 - Cal Van - Gen VP

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets					
				-	
Mobile Data Terminals	82440092	61,740	60,000	1,740	2.90%
				-	
Sprinter Vans	82440056		87,000	(87,000)	-100.00%
				-	
				-	
Reserve for purchase of Fixed Assets				-	
Total Fixed Assets		61,740	147,000	(85,260)	(0.97)
Gross Expenditures		4,798,954	4,812,814	(13,860)	(1.07)

BUDGET UNIT 9171 - Cal Van - Vanpool

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	%
JARC Funds	81514025			-	
Other InterGovtl Rev	81550035	650,500	616,800	33,700	5.46%
Van Pool Revenue - Gen	81700070	4,749,565	4,915,485	(165,920)	-3.38%
Other Revenue	81720005			-	
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		5,400,065	5,532,285	(132,220)	0.02
		601,111	719,471	(118,360)	1.09

BUDGET - FY2015/16

BUDGET UNIT 9172 - Cal Van - AG

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	353,980	366,000	(12,020)	-3.28%
Overtime	82110030	25,000	20,000	5,000	25.00%
Retirement	82120000	42,125	70,000	(27,875)	-39.82%
Unemployment Insurance	82140000	3,500	3,500	-	0.00%
Social Security/Medicare	82151000	6,250	5,800	450	7.76%
Total Salaries & Employee Benefits		430,855	465,300	(34,445)	-7.40%
Services & Supplies					
Communications	82212000	135,000	135,000	-	0.00%
Insurance	82215000	375,500	371,870	3,630	0.98%
Maintenance - Equipment	82217000	330,000	307,800	22,200	7.21%
Maintenance - Accident Rep	82217012	-	-	-	-
Fuel and Oil	82217020	1,265,000	1,368,000	(103,000)	-7.53%
Maintenance - SI&G	82218000	-	-	-	-
Memberships	82220000	-	-	-	-
Cash Shortage	82221010	-	-	-	-
Office Expense	82222000	1,350	1,350	-	0.00%
Bank Charges	82222005	-	-	-	-
Postage & Freight	82222030	-	-	-	-
Offset Printing/Stores	82222040	-	-	-	-
Computer Software Expense	82222045	-	-	-	-
Prof & Spec Services	82223000	24,500	21,500	3,000	13.95%
Legal Expenses	82223005	-	-	-	-
Outreach Expense	82223035	-	-	-	-
Auditing & Accounting	82223040	-	-	-	-
Fitness Examinations	82223100	20,600	18,654	1,946	10.43%
Supplies & Materials	82223135	5,000	5,000	-	0.00%
Pubs & Legal Notices	82224000	-	-	-	-
Rents & Leases - Equipment	82225000	120,000	91,800	28,200	30.72%
Rents Office Space	82226010	-	-	-	-
Small Tools	82227000	-	-	-	-
Purchasing Charges	82228200	-	-	-	-
In Services Training	82228465	-	-	-	-
Motor Pool Service	82229000	-	-	-	-
Travel & Expense	82229010	10,000	5,000	5,000	100.00%
Utilities	82230000	1,500	1,500	-	0.00%
Loan Principal Repayments	82302100	-	-	-	-
Interest Expense	82305100	-	-	-	-
Administrative Allocation	82314000	1,066,645	973,637	93,008	9.55%
Total Services & Supplies		3,355,095	3,301,111	53,984	0.02

51

BUDGET - FY2015/16

BUDGET UNIT 9172 - Cal Van - AG

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Reserve for purchase of Fixed Assets					
Mobile Data Terminals	82440092	41,160	40,000	1,160	2.90%
Total Fixed Assets		41,160	40,000	1,160	0.03
Gross Expenditures		3,827,110	3,806,411	20,699	0.544%

BUDGET UNIT 9172 - Cal Van - Farm Labor

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	% Accrual
Sales and Use Tax	81160000			-	
Interest on Current Deposits	81400000			-	
JARC Funds	81514025	-	-	-	
Section 5311	81538001			-	
CMAQ	81538001			-	
SJV Air District Grant	81540019			-	
Other InterGovtl Rev	81550035	-	-	-	
Advertisement Revenue	81700075			-	
Passenger Fares Transit System	81700100			-	
Van Pool Revenue - Ag	81700105	3,285,000	3,151,440	133,560	4.24%
Other Revenue	81720005	-	-	-	
Revenue Transfer In	81810000	-	-		
Remote Deposit Return	81720060	-	-		
Total Revenue		3,285,000	3,151,440	133,560	0.04

(542,110) (654,971) 112,861 0.04

BUDGET - FY2015/16

BUDGET UNIT ALL- Cal Van

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	1,257,040	1,166,540	90,500	7.76%
Extra Help	82110020	20,000	20,000	-	0.00%
Overtime	82110030	100,000	90,888	9,112	10.03%
Retirement	82120000	156,998	213,530	(56,532)	-26.47%
Health Insurance	82130000	213,500	238,940	(25,440)	-10.65%
MGMT Benefits/Life	82130010	15,000	15,000	-	0.00%
Insurance-Workercomp	82131000	110,000	100,000	10,000	10.00%
Unemployment Insurance	82140000	16,000	11,200	4,800	42.86%
Social Security/Medicare	82151000	21,850	20,550	1,300	6.33%
Total Salaries & Employee Benefits		1,910,388	1,876,648	33,740	1.80%
Services & Supplies					
Communications	82212000	350,000	358,225	(8,225)	-2.30%
Insurance	82215000	936,000	903,370	32,630	3.61%
Maintenance - Equipment	82217000	968,992	921,633	47,359	5.14%
Maintenance - Accident Rep	82217012	30,000	13,000	17,000	130.77%
Fuel and Oil	82217020	3,114,475	3,347,183	(232,708)	-6.95%
Maintenance - SI&G	82218000	11,952	-	11,952	#DIV/0!
Memberships	82220000	8,000	8,000	-	0.00%
Office Expense	82222000	37,350	42,350	(5,000)	-11.81%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	20,000	20,000	-	0.00%
Offset Printing/Stores	82222040	3,105	2,939	166	5.65%
Computer Software Expense	82222045	3,500	1,000	2,500	250.00%
Prof & Spec Services	82223000	202,290	188,407	13,883	7.37%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	50,000	30,000	20,000	66.67%
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	51,600	44,338	7,262	16.38%
Supplies & Materials	82223135	25,000	23,000	2,000	8.70%
Pubs & Legal Notices	82224000	1,000	500	500	100.00%
Rents & Leases - Equipment	82225000	617,135	485,025	132,110	27.24%
Rents Office Space	82226010	68,500	66,000	2,500	3.79%
Small Tools	82227000	500	500	-	0.00%
Purchasing Charges	82228200	9,623	9,380	243	2.59%
In Services Training	82228465	5,000	5,000	-	0.00%
Travel & Expense	82229010	26,500	21,000	5,500	26.19%
Utilities	82230000	56,000	51,500	4,500	8.74%
Information Tech Services	82314050	54,688	44,242	10,446	23.61%
Cap Charges	82314060	7,566	6,485	1,081	16.67%
Total Services & Supplies		6,721,776	6,656,077	65,699	0.99%

53

BUDGET - FY2015/16

**BUDGET UNIT ALL- Cal Van
FUND # 7603**

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets		-	-	-	-
		-	-	-	-
		-	-	-	-
Mobile Data Terminals	82440092	102,900	100,000	2,900	0.03
		-	-	-	-
		-	-	-	-
Sprinter Vans	82440056	-	87,000	(87,000)	-100.00%
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Total Fixed Assets		102,900	187,000	(84,100)	-44.97%
Gross Expenditures		8,735,065	8,719,725	15,339	0.00

**BUDGET UNIT ALL- Cal Van
FUND # 7603**

Title	Account	Adopted Budget	Budget Adjustments	Amended Budget	%
Sales and Use Tax	81160000	-	-	-	-
Interest on Current Deposits	81400000	-	-	-	-
JARC Funds	81514025	-	-	-	-
CMAQ	81538001	-	11,000	(11,000)	-100.00%
Other InterGovtl Rev	81550035	650,500	616,800	33,700	5.46%
Van Pool Revenue - Gen	81700070	4,749,565	4,915,485	(165,920)	-3.38%
Van Pool Revenue - Ag	81700105	3,285,000	3,151,440	133,560	4.24%
Other Revenue	81720005	50,000	25,000	25,000	100.00%
Revenue Transfer In	81810000	-	-	-	-
Remote Deposit Return	81720060	-	-	-	-
Total Revenue		8,735,065	8,719,725	15,340	0.00
		1	(0)	1	0.00

54