

Stockton Metropolitan Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Stockton Metropolitan Airport** projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.³ This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the **Stockton Metropolitan Airport** CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Jamie Vilinskas	Marketing & Business Development Administrator

Responsible officials’ contact information is shared with the public through the following methods:

Website⁴, In-person, and Other Communication Methods

1 flystockton.com/titlevi

In addition, **Stockton Metropolitan Airport (SCK)** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **SCK** and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of **Stockton Metropolitan Airport’s** Title VI Plan.

https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/

¹ See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

² Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

³ Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

⁴ [If adding a website, include the relevant webpage location address]

SCK also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

Website⁵, In-person, and Other Distribution Methods

- | |
|-------------------------------------------------------------------------|
| 1. flystockton.com/titlevi |
| 2. Eblast |

2. Goals and Objectives

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

SCK’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

- | |
|-----------------------------------------|
| 1. County Airport Advisory Committee |
| 2. Environmental impact statement (EIS) |
| 3. Environmental assessment (EA) |
| 4. Airport Master Plan |

Stockton Metropolitan Airport seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Website	# 1,2,3,4
B. Townhall	# 4
C. Eblast	#2,3,4

⁵ [If adding a website, include the relevant webpage location address]

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **SCK**'s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **SCK** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁶ are provided below.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.)⁷	Focused Outreach Steps
i. Escalon	1. County Supervisor 2. City of Escalon 3. Escalon Chamber of Commerce	a. Invite to join b. Request CPP announcement be shared with audiences c. Request to distribute virtual surveys for those unable to attend with audiences
ii. Stockton	1. County Supervisor 2. City of Stockton 3. Greater Stockton Chamber of Commerce 4. San Joaquin County Hispanic Chamber of Commerce 5. African American Chamber of Commerce Stockton 6. Central Valley Asian Chamber of Commerce	a. Invite to join b. Request CPP announcement be shared with audiences c. Request to distribute virtual surveys for those unable to attend with audiences

⁶ "Affected communities" means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

⁷ Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

4. Effective Communication

Stockton Metropolitan Airport will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of **Stockton Metropolitan Airport's** Title VI Plan.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1. flystockton.com/titlevi
2. [instagram.com/flystockton](https://www.instagram.com/flystockton)
3. [facebook.com/flystockton](https://www.facebook.com/flystockton)
4. Flyers

6. Records

This section includes the procedures **Stockton Metropolitan Airport** will follow to document ~~of~~ outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

Website⁸, In-person, and Other Storage Methods

1. flystockton.com/titlevi
2. Project folder on the Airport File Share Drive

Records will be kept for community input. The records will document how **SCK** considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

⁸ [If adding a website, include the relevant webpage location address]

Website⁹, In-person, and Other Storage Methods

1. flystockton.com/titlevi
2. Project folder on the Airport File Share Drive

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.¹⁰ Demographic information will be requested by the following methods

Demographic Information Collection Methods

1. Anonymous demographic forms at Town Hall event
2. Anonymous Demographic section for virtual surveys

CPP records will be made available to the public using the same methods for other information outlined within this plan.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY),¹¹ Stockton Metropolitan Airport will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with **SCK's** Title VI Plan.

⁹ *[If adding a website, include the relevant webpage location address]*

¹⁰ This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

¹¹ The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

Appendix 1

Complete only if required by Section 3¹²

Not required by Stockton Metropolitan Airport, which has a Title IV Plan

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **Stockton Metropolitan Airport** will be able to identify, understand, and engage with communities. In doing so, the **SCK** needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by SCK’s airport program. *[List each affected community and its population size (if known) – “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.]. [See examples of Affected Communities in table.]*

Affected Communities ¹³	Population
Escalon	7,458
Stockton	317,818

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities¹⁴.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **Stockton Metropolitan Airport** is collecting information about affected and potentially affected low-income communities.

According to *[cite source, for example a U.S. Census Report, such as S1701: Poverty Status in the Past 12 Months]*, the overall poverty level for the *[identify a reasonable scope, encompassing the entire area affected by and benefitting from the airport operations, e.g., metropolitan area, county, state, etc., that includes all of the Affected Communities]* is approximately *[identify percentage]* %. The poverty rate remains [“low,” “similar,” “high”] compared with the rest of the *[identify a reasonable larger area for useful comparison, e.g.,*

¹² *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*

¹³ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

¹⁴ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

region, state, country]. The poverty rates for the specific Affected Communities are as follows [list, if Census or local data is available].

Affected Communities	Poverty Rate
<i>Airport View Estates</i>	<i>1.0%</i>
<i>Historic Heights</i>	<i>5.0%</i>
<i>West Village</i>	<i>25.0%</i>
[...]	%

[Add or delete lines, as needed. Add poverty rate data, for example from the “Percent below poverty level” column from Table S1701, American Community Survey (ACS) 5-Year Estimate to populate the data for the Poverty Rate column in the above table. See S1701: Poverty Status in the Past 12 Months]

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows¹⁵: **[add an additional table for each Affected Community]**

Affected Community: West Village
Total Affected Community Population: 10,000

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	<i>2500</i>	<i>25%</i>
<i>Black or African American</i>	<i>1500</i>	<i>15%</i>
<i>American Indian or Alaska Native</i>	<i>500</i>	<i>5%</i>
<i>Asian</i>	<i>1000</i>	<i>10%</i>
<i>Native Hawaiian or Other Pacific Islander</i>	<i>500</i>	<i>5%</i>
<i>Hispanic or Latino</i>	<i>3000</i>	<i>30%</i>
<i>More than one</i>	<i>500</i>	<i>5%</i>
<i>No response / would not say</i>	<i>500</i>	<i>5%</i>
[...]		%

¹⁵ Recommend using demographic groups from the U.S. Census.

[Add more lines and charts, as necessary. Add relevant data, for example from the Total column for Table S1701, ACS 5-Year Estimate to populate the data for Number of People in Minority Group column in each affected community table. See S1701: Poverty Status in the Past 12 Months]

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **[Stockton Metropolitan Airport]** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages¹⁶ that are spoken in LEP households in the Affected Communities. The data source is **[Source, for example American Community Survey]**.

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.¹⁷ The safe harbor for our community is **[Calculate the safe harbor. If the total population in your area is 20,000 or greater, then the safe harbor is 1,000. If the total population in your area is less than 20,000, then the safe harbor will be 5% of the total population. For example, if your total population is 15,000, the safe harbor should be 750]**. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish	1000	+/-100
Tagalog (incl. Filipino)	1000	

Add or delete lines, as needed, for languages that meet the threshold. Add Census table B16001 for the jurisdiction(s) to the end of the plan for reference. See Table B16001: Language Spoken at Home by Ability to Speak English]

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages): **[Use an “X” to indicate the frequency for each language encountered]**

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>				X

¹⁶ Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

¹⁷ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

<i>Chinese (incl. Mandarin, Cantonese)</i>		X		
<i>Arabic</i>	X			
<i>Korean</i>			X	
<i>French</i>	X			
[...]				

[Add or delete lines, as needed]

[If available and distinct from the LEP data above: Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: **[list below or write “none”]**]

Additional Languages Spoken

<i>Hindi</i>
<i>Portuguese</i>
[...]

[Add or delete lines, as needed]

This information is updated annually¹⁸ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	<i>https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001</i>
<i>Local public school data</i>	<i>www.example1.gov</i>
<i>Local housing and/or other assistance service data</i>	<i>www.example2.gov</i>
<i>Consultation with community centers</i>	<i>www.example3.gov</i>
<i>Consultation with Tribal Offices</i>	<i>www.example4.gov</i>
<i>Public health department</i>	<i>www.example5.gov</i>
<i>State demographics agency</i>	<i>www.example6.gov</i>
[...]	

[Add or delete lines, as needed]

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Airport Customer Service Office conducts biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.*
- *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.*

¹⁸ Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

Appendix 2

Complete only if required by Section 4¹⁹

Not required by Stockton Metropolitan Airport, which has a Title IV Plan

In creating a Language Assistance Plan, the **Stockton Metropolitan Airport** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities [*copy and paste from Appendix 1; insert the languages that met the safe harbor threshold and languages that are frequently encountered*]:

Language
<i>Spanish</i>
<i>Chinese (incl. Mandarin, Cantonese)</i>
<i>Tagalog (incl. Filipino)</i>
<i>Vietnamese</i>
<i>Arabic</i>
<i>Korean</i>
<i>French</i>
<i>Hindi</i>
<i>Portuguese</i>
[...]
[Add or delete lines, as needed]

[**Stockton Metropolitan Airport**] also collects data for languages spoken by airport guests.²⁰
Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Airport language line usage data</i>	<i>www.languageline.com</i>
<i>Airline-provided data</i>	<i>N/A</i>
<i>Assumption from flight origin / destination</i>	<i>N/A</i>
<i>Assistance requests to airport information desks</i>	<i>N/A</i>
[...]	

¹⁹ [In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].

²⁰ We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

[Add or delete lines, as needed]

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: *[list below or write “none”]*

Language
<i>Russian</i>
<i>Bengali</i>
<i>[...]</i>

[Add or delete lines, as needed]

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the **[Stockton Metropolitan Airport]** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations: *[list below or write “none”]*

Translation Vendors	Languages
<i>Universal Document Translator, Inc.</i>	<i>All above languages</i>
<i>[...]</i>	

[Add or delete lines, as needed]

- Information regarding translation services can be obtained at: *[identify online and in-person resources, including locations in pre- and post-security screening areas, such as security desks, public information counters, and terminal services officers, or write “none.”]*

Location for Translation Assistance	Languages
<i>Airport website request form</i>	<i>All above languages</i>
<i>Airport website translate view</i>	<i>Spanish</i>
<i>Volunteer multi-lingual staff pool</i>	<i>Spanish, Portuguese</i>
<i>[...]</i>	

[Add or delete lines, as needed]

Interpretation Services:

- The following vendors have been identified for interpretation services: *[list below or write “none”]*

Interpretation Vendors	Languages
<i>Language Line, Inc.</i>	<i>All above languages</i>
<i>[...]</i>	

[Add or delete lines, as needed]

- Information regarding interpretation services can be obtained at: *[identify online and in-person resources, including locations in pre- and post-security screening areas, such as security desks, public information counters, and terminal services officers, or write “none.”]*

Location for Interpretation Assistance	Languages
<i>Airport Language Assistance page</i>	<i>All above languages</i>
<i>Airport information desks</i>	<i>All above languages, using Language Line, Inc.</i>
<i>[...]</i>	

[Add or delete lines, as needed]

Description of Interpretation Assistance Processes

- *Airport Customer Service Office maintains a list of multilingual employees, the languages they speak, and their associated office telephone numbers.²¹ The list is updated annually in the Public Information Handbook and provided to all airport employees. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.*
- *The airport contracts with the Language Line, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport information desk staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Language Line, Inc. and “parks” the request in the queue for the appropriate language. Language Line, Inc. operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Line Service binder. This log is kept for one year.*

[If applicable: “Detailed information is available in the Language Assistance plan.”]

²¹ The list will confirm whether each employee is proficient to provide interpretation and/or translation services.