

California Department of Transportation

Title VI Program

Annual Element Update

FFY 2011
Issued by Office of Business
& Economic Opportunity



**California Department of Transportation
Title VI Program Annual Element Update
Federal Fiscal Year (FFY) 2011**

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Introduction

This report supplements the *California Department of Transportation Title VI Program Plan* and provides information about the California Department of Transportation's (Caltrans) efforts to comply with nondiscrimination requirements found in Title VI of the Civil Rights Act of 1964 and related statutes (Title VI). The report was prepared in accordance with *23 Code of Federal Regulations, Part 200, Section 200.9(b) (10)*.

I. Organization and Staffing Level Changes

Blanca Rodriguez was appointed Acting Deputy Director of the Office of Business and Economic Opportunity (OBEO) effective October 1, 2011. She replaced former Deputy Director, Olivia Fonseca, who retired. Blanca Rodriguez reports directly to the Caltrans Director.

On May 16, 2011, Mario Solis was appointed Acting Manager of the Title VI and Americans with Disabilities Act (ADA) programs. He replaced Charles Wahnnon, who retired. Mario Solis reports to Sherri Gastinell, Chief, External Equal Opportunity Program.

In June 2011, the Discrimination Complaint Investigation Unit (DCIU) was moved from the OBEO to the Division of Human Resources.

Effective September 1, 2011, the title of *Statewide ADA Coordinator*, along with responsibility for processing ADA complaints, was transferred to the Division of Traffic Operations, ADA Infrastructure Program. Alex Morales has served as Statewide ADA Coordinator since the transfer.

Please refer to Attachment A for an organization chart reflecting the staffing level in the External Equal Opportunity Program.

In addition, there were several new appointments to the Title VI Interdisciplinary Team, Program Area Administrators (PAAs), and Title VI Liaisons in the districts and in headquarters. See Attachment B for an updated list.

II. Title VI Complaints

There were four Title VI complaints received in FFY 2011, three of which are still under investigation. In the case that was closed, the DCIU determined there were no violations found due to insufficient evidence.

III. FFY 2011 Accomplishments

The following FFY 2011 accomplishments are reported for various headquarters divisions, program areas, and Districts 1-12:

A. Office of Business and Economic Opportunity, Title VI Program

- Streamlined the review process for Title VI program assessments of districts, divisions, and subrecipients. Revisions were made to a pre-assessment questionnaire and one-on-one interview questions to yield more relevant data and reduce the burden on staff members who participate in the process.
- Modified the process for reporting and providing feedback during program assessments. A new reporting format was introduced to provide more detailed feedback and a clearer understanding of Caltrans and subrecipient responsibilities relative to Title VI.

Self-Monitoring

Completed 26 Title VI program assessments; one review was rescheduled from FFY 2010. Of the 26 reviews, eight were headquarters divisions, twelve were district offices, and six were subrecipients.

B. Division of Construction

Title VI Training

- Reported staff members completed the Title VI online training.
- Conducted training courses which included a Title VI component. The following courses were offered:
 - Course # 100023 - Resident Engineer Academy. Two course sessions were held with 59 students in attendance. The courses were held in Sacramento during the months of January-March 2011.
 - Course # 100003 - Labor Compliance for Resident Engineers and Inspectors. Five course sessions were held with 74 students in attendance. These courses were held in various locations during the months of January-March 2011.

Limited English Proficiency (LEP)

- Relied on a number of Division of Construction staff members, who speak foreign languages, to serve as interpreters or translators to perform a variety of tasks, such as translating Caltrans documents from English to Spanish and Spanish to English, responding to telephone calls requiring translation from Spanish to English, and establishing a list of LEP services.
- Relied on the Language Line Services contract for over-the-phone interpretation.

Self-Monitoring

- Participated in Title VI Interdisciplinary Team/Liaison meetings.
- Reviewed current policies and procedures to ensure compliance with Title VI requirements.
- Participated in the annual Title VI review.

C. Division of Design

- Participated in Title VI Interdisciplinary Team/Liaison meetings.
- Updated the internal contact list to reflect the current PAA for Title VI issues and complaints.

Title VI Training

- Held two five-day Project Engineering Academies in February 2011. Thirty-seven Caltrans employees and two Federal Highway Administration (FHWA) representatives participated. In April 2011, 38 Caltrans employees and two FHWA representatives participated.
- Held one two-day Design Senior Seminar. Ninety-three Caltrans employees and three FHWA representatives participated.

Limited English Proficiency

Reported there were no requests for materials to be translated into non-English languages or any requests for translation services for outreach or educational purposes.

Self-Monitoring

Conducted Title VI self-monitoring activities by using the standard operating procedures described in the *Project Development Procedures Manual* to help the Division of Design achieve uniformity when notifying the public or conducting public meetings. Peer review of documents helped the Division of Design monitor the wording used to describe a project and assess community impact. The Division of Design attends ADA and civil rights training regularly to ensure a strong knowledge of concerns pertaining to Title VI issues.

D. Division of Engineering Services

- Recruited and hired a new Division of Engineering Services (DES) EEO Officer/Title VI PAA, who reported on October 1, 2010.
- Displayed the Caltrans nondiscrimination posters throughout DES facilities, including public access points.
- Displayed Title VI brochures at public access points.
- Monitored DES for Title VI activities.

Title VI Training

Distributed a monthly notice to all DES staff members to encourage and recommend they take the Title VI online training.

E. Division of Local Assistance

- Partnered with OBEO, Title VI Program, to conduct six local agency program assessments in the areas of Title VI, ADA, and Disadvantaged Business Enterprise (DBE). On-site program assessments included the following local agencies:
 - Los Angeles County MTA, January 24-26, 2011
 - City of Clovis, April 26-27, 2011
 - Town of Mammoth Lakes, June 1-3, 2011
 - City of Imperial, July 11-12, 2011
 - City of San Diego, July 13-15, 2011
 - Mendocino County, August 9-11, 2011
- Participated in bi-monthly Local Agency Program Assessment Review meetings with OBEO.
- Responded to district and local agency inquiries related to Title VI subject matter.

- Attended Title VI Program update meetings.
- Facilitated communication to local agencies and district staff members regarding Title VI training. To promote maximum attendance, Title VI training was presented via a two-hour webinar session, held on June 8 and July 20, 2011.
- Coordinated with districts to ensure local agencies' completion of United States Department of Transportation (USDOT) Federal-Aid Highway Construction Contractors Annual EEO Report, FHWA Form 1391. Coordination efforts included providing step-by-step instructions for completing Form 1391; providing a reporting calendar and reminder e-mails; ongoing telephone support, such as answering questions from both local agencies and district staff members; and coordinating the collection of responses and forms from over 600 local agencies.
- Conducted analysis of *LP2000*, Division of Local Assistance's (DLA) project management system, to determine efficacy of current reporting, identify areas of need, develop updates to modules, and provide data entry training to district staff.

Title VI Training

Participated in the June 8 and July 20, 2011, webinar entitled, *Local Public Agencies and Title VI Nondiscrimination Responsibilities*, which was prepared by FHWA and made available to local agencies.

Self-Monitoring

- Tracked projects in *LP2000* that require relocation and/or socio-economic studies to be performed for possible Title VI compliance review and reporting.
- Reviewed Local Program Procedures (LPPs) for Title VI-related subject matter updates and changes to the *Local Assistance Procedures Manual (LAPM)*.

F. Division of Mass Transportation

- Distributed public participation surveys at each of the seven Federal Transit Administration (FTA) Section 5310 application workshops held in Northern, Central, and Southern California in January and February 2011. Surveys were collected and data analyzed.
- Participated in Title VI Interdisciplinary Team/Liaison meetings.
- Facilitated coordination between transportation services furnished by transit with those provided by health and human service agencies. This kind of

coordination has the potential for improving service delivery to health and human service agency clients, many (if not most) of whom are the elderly, the disabled, or persons or families with low-incomes.

Title VI Training

- Conducted FTA Section 5310 application workshops held at seven Northern, Central, and Southern California locations in January and February 2011. The federal grant program workshops included a Title VI component. Workshops were attended by federal transit grant subrecipients.
- Completed the Title VI online training.
- Attended FTA-sponsored state management training, which included a comprehensive Title VI component.

Limited English Proficiency

- Conducted FTA Section 5310 application workshops held at seven Northern, Central, and Southern California locations in January and February 2011. The federal grant program workshops included a Limited English Proficient (LEP) component. Workshops were attended by federal transit grant subrecipients.
- Ensured all materials on the Division of Mass Transportation (DMT) web site provided contact information for special needs assistance.
- Participated in the State Personnel Board biennial statewide language survey.

Self-Monitoring

- Ensured all of the FTA Section 5310 grant money that is administered to private nonprofit and public transit agencies required the subrecipients to be in compliance with Title VI requirements prior to project approval.
- Monitored federal transit grant subrecipients periodically to include Title VI compliance activities.
- Ensured State Management Plans for each of the FTA grant programs contained Title VI compliance requirements.

G. Division of Procurement and Contracts (DPAC)

- Participated, in partnership with Caltrans Districts, in two outreach events for prime contractors, subcontractors, small businesses, disadvantaged business enterprise (DBE), underutilized disadvantaged business enterprise (UDBE) and disabled veterans business enterprise (DVBE). General information about

conducting business with DPAC was provided regarding up-and-coming advertised Architectural and Engineering (A&E) contracts.

- Held an outreach event on July 27, 2011, in District 4 for on-call A&E contract design and design support for the old San Francisco Bay Bridge East Span Dismantling project. Also, held an outreach event on July 28, 2011, in District 7 for the following two on-call A&E contracts: Construction Inspection and Field Material Testing, and Plant Inspection.
- Attended Title VI Interdisciplinary Team/Liaison meetings, in which Title VI updates and issues were discussed.

Title VI Training

Ensured all employees received training in the laws and regulations regarding equal opportunity in Caltrans' programs, policies, services, and activities.

Limited English Proficiency

- Utilized the Title VI LEP/ADA training guide to assist with client service requests from internal and external customers.
- Maintained the LEP reporting form instructions to guide DPAC staff when assisting internal and external LEP/ADA customers.
- Ensured external web site data complied with LEP requirements.
- Conducted the SPB biennial statewide language survey to identify staffing deficiencies of LEP persons. The results of the survey, derived from the Public Contacts Tally Sheet, revealed DPAC did not have any deficiencies. DPAC identified the public it serves, the languages spoken, and bilingual resources available to ensure equal access.
- Identified eight internal bilingual staff who speak the following languages: Amharic, Vietnamese, Spanish, Punjabi, Farsi and Samoan. Two volunteered for interpreting services; they speak Farsi and Samoan.
- Updated internal LEP training resources. The training was developed to guide DPAC staff members when assisting internal and external customers with LEP or sensory disabilities.
- Reviewed and updated the Intranet web site to ensure all information is LEP and ADA compliant.

Self-Monitoring

Required contractor/vendor compliance in all contracts, through contracting and procurement terms and conditions.

H. Division of Rail

Conducted a two-week customer survey campaign on the San Joaquin and Pacific Surfliner Corridors to solicit input from passengers. Information generated from the surveys will be used to make improvements to the Amtrak California rail passenger service.

Title VI Training

Provided Title VI online training to staff members.

Limited English Proficiency

- Provided Spanish-speaking menus on the San Joaquin Corridor train. This corridor provides services to and from Sacramento, the Bay Area, and Bakersfield.
- Provided Google language translation service on all Caltrans Amtrak California train Web sites.
- Provided English and Spanish Amtrak California 2-for-1 coupons.
- Assisted with interpreting information at public outreach events to raise awareness of Amtrak California rail transportation service.

I. Division of Research and Innovation

- Advised Division of Research and Innovation (DRI) staff members of the discrimination complaint investigation process, which includes ongoing training on identifying and reporting Title VI and Title VII complaints of discrimination (PAA and the Administrative Support Branch Chief).
- Maintained the DRI web site to allow the sight, hearing, or mobility impaired to review web pages utilizing voice readers. This includes using "alt" tags for images that allow the voice reader to process what is on the screen, and the use of various tags to help the screen reader distinguish between regular text and headers that need emphasis.

Title VI Training

Encouraged all staff to take the Title VI online training located.

Limited English Proficiency

- Maintained procedures to accommodate any request for a DRI-published document in an alternate format, such as Braille. Procedures have been made accessible to all employees online in a shared drive.
- Ensured research reports are available, upon request, in languages other than English, in Braille, large print, and audiocassette or computer disk for individuals with sensory disabilities.
- Maintained the list of DRI staff members that are fluent in alternate languages. This includes surveying the staff members and outlining and updating procedures for staff members to follow on a case-by-case basis.
- Provided translation services information to staff members via posters and e-mail.

J. Division of Right of Way and Land Surveys

- Provided Title VI training in different functional Right of Way courses developed in-house, such as the two Right of Way Academies and the Basics of Property Management. Also, held discussions with agents during team meetings and manual training.
- Conducted Title VI and LEP training in the Right of Way Academy, a mandatory course for all new agents. In FY 2010-2011, 15 new agents were trained in Title VI issues in one Right of Way Academy held in January 2011.
- Ensured the newly developed course, *Basics of Property Management*, contained references to landlord/tenant and Title VI issues.

Title VI Training

Ensured all headquarters employees completed the Title VI online training.

Limited English Proficiency

- Maintained the Title VI brochure and provided translations of brochures for different functional areas. The Title VI brochure was downloaded in different languages from the Title VI Program web page.
- Reported Right of Way district and regional offices have a number of bilingual employees who can communicate with the public in languages other than English. At public meetings, where such individuals are expected to be present, Right of Way provides brochures in the appropriate languages.

- Translated the brochure, *Your Property, Your Transportation Project* (July 2008 edition), into Spanish and Hmong. Also, a printable format was developed for Intranet use.
- Reported the Relocation Assistance Program (RAP) has RAP pamphlets in Spanish and they were provided to clients as needed. The Residential RAP brochure was translated into Hmong and Spanish.
- The federal, *I-Speak Card*, was added to the *Right of Way Manual* as an exhibit to be used by Right of Way Agents to identify 38 languages during negotiations with non-English speaking property owners and tenants. A laminated version is available for easy use in the field and is provided to students attending Right of Way Academy I.

Self-Monitoring

- Discussed Title VI issues with agents to prevent any complaints. Right of Way ensured continuous communication between OBEO and Right of Way to provide excellent service to the public and avoid complaints.
- Provided support and encouraged district Title VI liaisons to apply a preventative approach to avoid Title VI complaints.
- Ensured Quality Enhancement Joint Reviews incorporated relevant Title VI elements to ensure distribution of Title VI brochures.

K. Division of Transportation Planning

Office of Community Planning

- The Community-Based Transportation Planning Grant Program awarded over \$3.692 million in grant funding for FFY 2011 to local and regional planning agencies to engage their local communities in developing strategies to improve their physical environments. Public participation and community outreach are very crucial components of the awarded projects.
- The Environmental Justice Transportation Planning Grant Program awarded \$2.263 million in grant funding for FY 2010-2011 to local and regional planning agencies. The awarded grantees will receive funding to help engage environmental justice communities to improve their physical and social environments. Engagement of historically underrepresented populations is a requirement to receive a grant.
- Published the *Community Primer on Environmental Justice and Transportation Planning*. This resource is intended to inform underserved communities,

community-based organizations, and the general public on the transportation planning process in California. The document intends to enable traditionally underrepresented communities to participate in the complex transportation decision making process.

- Continued to work with Caltrans district staff members to develop better ways to implement planning projects by sharing public engagement strategies to incorporate diverse populations into transportation planning projects.
- Complete Streets Implementation Action Plan: Deputy Directive (DD) 64-R1 calls for the development and implementation of a department-wide “complete streets” plan. This plan outlines strategies and activities in order to meet the goals defined in DD 64-R1 and create transportation facilities that consider all legal users.
- Provided funding for specialized services and skills needed to ensure public engagement success. The Planning Public Engagement Contract (PPEC) provides funding for specialized services and skills needed to ensure public engagement success that is not otherwise available to Caltrans and headquarters. This contract ensures outreach to the underrepresented population, translation into foreign languages, expert meeting design, and group facilitation. Complex planning and design issues are translated into practical language and graphics that people can understand. These outreach efforts engage all stakeholders, especially community members that are traditionally underserved. This inclusive approach ensures that underrepresented community members are aware of current community projects and will likely stay actively invested in the planning process. Caltrans has successfully engaged the public on a wide range of projects that support community-based planning, public engagement, and Context Sensitive Solutions.

Title VI Training

- Trained Transportation Planners on public engagement techniques and strategies. Carolyn Verheyen and Lou Hexter, MIG associates, were featured speakers in the Planning Horizons public engagement training presentation in February of 2011. There was an overwhelming response to the program evaluations that were sent out prior to this presentation, which proves the interest and need of the Caltrans Planning staff members to learn more about public engagement strategies. Convening staff members from headquarters and the districts provided a unique opportunity to reflect on recent engagement efforts, lessons learned, and identified future focus areas.

Office of Community Planning - Native American Liaison Branch

There are 109 federally recognized Indian Tribes of California; over 87 non-federally recognized tribes, and numerous diverse Native American populations and

entities within California who are interested in participating in regional transportation issues.

- Worked in collaboration with the Director, Caltrans management, tribes and other interested agencies to update Caltrans' policy regarding Tribal Employment Rights Ordinances (TERO). The updated Caltrans TERO policy will assist in providing employment opportunities to Native Americans.
- Held a tribal summit in May of 2011, in coordination with the National Indian Justice Center, on the Rincon Reservation.
- Conducted four quarterly NAAC meetings and addressed a variety of transportation and environmental issues.
- Collaborated with the Bureau of Indian Affairs (BIA), the District Native American Liaisons (DNALs), and tribes to gather the information necessary to complete requests to add backlogged Indian Reservation Roads (IRR) to the IRR inventory by assisting the tribal governments in completing and submitting their IRR inventory data to BIA. NALB worked with the DNALs and several tribes to submit nearly 2,000 miles to be added to the IRR inventory, increasing the total amount to nearly 5,000 miles.
- Collaborated with the National Indian Justice Center in providing various transportation training opportunities to Native American communities through the Tribal Technical Assistance Program (TTAP).
- Worked with FHWA on providing Pedestrian Safety Audit trainings to requesting tribal communities.
- Completed eight Title VI reviews on the districts and divisions as requested by the OBEO.
- Updated contact information for tribes and posted the contact information on the NALB web site.
- Provided advice and guidance to the Director's Office and districts in resolving Native American issues.
- Provided advice and guidance to various federal and State agencies on NALB's programs and procedures.
- Collaborated with the State Tribal Liaisons in the annual Native American Day celebration.

- Reviewed and commented on Overall Work Programs, Regional Transportation Plans, Tribal Transportation Plans, Native American related legislation, and transportation and environmental handbooks/guidelines.
- Continued to work with the Office of State Planning to provide tribal input on the California Interregional Blueprint (CIB).
- Provided a tribal perspective for the Office of Community Planning Environmental Justice grant review committee.

Office of Resources, Administration and State Planning and Research

- Attended Title VI Interdisciplinary Team/Liaison meetings to keep current on Title VI Program information and make certain all staff members remained current on Title VI requirement information.
- Met quarterly with division Title VI representatives for the purpose of networking, educating each other, sharing best practices, developing common goals, ensuring consistency in the Division of Transportation Planning (DOTP), and self-monitoring.
- Reported One Senior Transportation Planner attended Supervisory Training Program (STP) that addressed: Diversity in the Workplace, Discriminatory Practices and Equal Employment Opportunity laws, Sexual Harassment, Supervisor's Role in Promoting a Discrimination-Free Work Environment.
- Worked with the OBEO, Title VI Program, in coordinating and responding to the Title VI Program annual compliance report.

Title VI Training

- Mandated all employees to complete the Title VI online training module.
- Conducted Title VI training presentation to staff members.

Limited English Proficiency

Provided interpretation and translation services—large script, Braille, and languages other than English—as needed.

Office of State Planning

- Conducted CIB process outreach with the North Coast Tribal Transportation Commission. This meeting included information about the CIB and how to connect with the CIB process.

- Conducted CIB process outreach with the San Diego Association of Governments (SANDAG). This meeting included information about the CIB and how to connect with the CIB process.

Title VI Training

- Reported one employee completed Title VI online training in October 2010.

Office of System and Freight Planning

- Worked with other Caltrans units, districts, regional transportation planning agencies, and other partners to ensure Caltrans' compliance with Title VI and related requirements, including outreach activities and other aspects of transportation equity in the planning process.
- Encouraged broad outreach to all stakeholders, including underserved communities, to ensure they have meaningful opportunities to provide input to transportation system planning and goods movement infrastructure projects and decision-making.
- Provided Corridor Mobility, System Planning, and Freight Planning outreach and public availability via the web site pages, which were undergoing considerable improvement.
- Participated in public meetings conducted by others, such as the Business Transportation Housing Agency, the California Air Resources Board, and regional transportation planning agencies. Public invitations for these meetings typically include statements encouraging and supporting broad and inclusive participation by diverse groups, and also offer meeting materials in accessible formats. No major outreach events were held at headquarters level, but the Office of System and Freight Planning (OSFP) did respond to a wide variety of inquiries, comments, questions, and input from interest groups, organizations, and the general public.
- Ensured Title VI compliance through all pertinent activities and work products. Each of the following items contains Title VI elements at the headquarters and/or district level, typically including broad and inclusive opportunities for stakeholder involvement:
 - Corridor Mobility Website: Available to the public, a web site that links to all of System Planning's products, related district products, and contacts.
 - Corridor and Special Studies (State Planning and Research [SP&R] and Public Transportation Account [PTA] Funding): Special studies and analysis performed for underserved rural areas.
 - District System Management Plan (DSMP) Guidelines: Headquarters is updating guidelines for the districts' strategic and policy planning DSMP

documents, which present long-range transportation goals, policies, and programs.

- I-15 Corridor Mobility Alliance: This multi-state I-15 Corridor Strategic Study includes an inclusive outreach effort for scoping and feasible funding for I-15 through California, Nevada, Arizona, and Utah.
 - Interregional Transportation Strategic Plan (ITSP): An updated guide to system planning for the interregional transportation system, focusing on measuring performance in development of high-emphasis and focus routes, freight corridors, and interregional transit in predominantly non-urbanized areas. Includes data collection and analysis of alternative transportation modes.
 - Transportation Corridor Concept Reports (TCCR) Guidelines: A long-term corridor concept, which identifies current operating conditions, future deficiencies, a target level of service (LOS) for each segment in that route, and improvements needed to sustain or reach those targets. TCCR guidance will reinforce the concept of considering all communities and affected populations.
 - Transportation System Analysis Evaluation (TSAE) Relinquishments: A requirement to review and analyze state facilities (e.g., roads and highways) to be relinquished and concur with recommendations and findings to keep or relinquish those facilities. These evaluations treat all communities equally and consider modes used by all groups.
- Transportation System Development Program (TSDP) Guidelines: Each District's TSDP is a long-range (20-year) list of planned and programmed transportation projects that could affect the performance of the State Highway System.

Title VI Training

- Conducted Title VI online training in October 2010 and April 2011.
- Reviewed Title VI compliance on a yearly basis, as well as with new staff when they join the unit. A high level of DOTP staff members successfully completed Title VI training. OSFP staff members have received training related to Title VI via the Transportation Planning Academy and mandatory supervisor and manager Title VI training.

Limited English Proficiency

Provided interpretation and translation services—large script, Braille, and languages other than English—as needed.

Self-Monitoring

- Provided ongoing monitoring services and reporting on all system and freight products.

Office of Workforce Development

- Participated in the following activities:
 - Planning Horizons - February 2, 2011
Public Participation Best Practices - MIG (Public Participation Consultant)
 - Planning Horizons - March 2, 2011
Smart Growth/Mobility in Sacramento County
Sacramento County Public Works Department & Sacramento Area Council of Government
 - Field Academy - April 2011
Metro Station Art Tour
Redevelopment Tour/Low-Income Housing Tour
Public Participation & Community Involvement
 - Planning Academy - May 2011
Native American Tribal Connections
Environmental & Community Issues
 - CalAct Partnership Grants Presentations - September 21, 2011
Fundamentals of Grant Writing
Grant Writing Tools and Techniques
 - All Staff - September 22, 2011
Title VI presentation
“Overview of Title VI and How it Effects DOTP”

M. Districts 1 - 12

The following accomplishments are reported for FFY 2011:

District 1 - Eureka

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 1 - Division of Administration - Equal Employment Opportunity

- Attended project dry runs and public open houses to ensure that documents were in compliance with Title VI, the facilities were accessible, and that Title VI surveys, brochures, and sign-in sheets were readily available to the public.

- Attended “Title VI and Local Assistance Responsibilities” webinar held on July 20, 2011.
- Attended quarterly Title VI Interdisciplinary Team/Liaison meetings.
- Displayed the Civil Rights posters in all operational and public areas throughout the district and field offices.

Title VI Training

- Encouraged all staff to complete the Title VI online training on a quarterly basis.
- Incorporated a segment of the Title VI training into sexual harassment prevention training.
- Conducted Title VI public participation survey collection training for individual employees.

Limited English Proficiency

- Updated the *Limited English Proficiency Procedure and Resource Manual* for security and reception staff located in District 1.
- Worked with the Public Information Office (PIO) and Program Management to determine if translated materials were needed for open houses and public meetings, and followed up with helping to find appropriate resources.

Self-Monitoring

- Provided yearly updates to the Title VI Program’s assessment and recommendations report.
- Used the Title VI Program’s assessment and recommendations report as a guideline to assist in self-monitoring issues.

District 1 - Division of Planning and Local Assistance

- Promoted context sensitive planning and interdisciplinary efforts to address the interests and concerns of low-income and minority populations in project development. The efforts include reaching out to low-income and minority communities by engaging underrepresented communities with outreach activities, several within the activities noted by other divisions in the outreach matrix. In addition, developed information and data to support this activity.

- Worked with the District 1 Title VI Liaison in an effort to maintain a process to coordinate and implement federal requirements and to ensure Project Management is in compliance with those requirements.
- Worked on developing a Travel Demand Model in Del Norte County and an area-wide microsimulation model in Lake County. All of these projects involve the participation of numerous tribes. Existing transportation modeling projects are found in Humboldt, Mendocino, and Lake counties.
- Held Native American leadership and outreach meetings in Humboldt, Del Norte, Lake, and Mendocino counties to develop and maintain effective relationships between tribes and Caltrans.
- Participated on the North Coast Tribal Transportation Commission, which consists of representatives from Caltrans and tribes from Humboldt and Del Norte counties. It meets regularly and provides input on local transportation projects and policies.
- Participated in Regional Transportation Planning Agency (RTPA) Technical Advisory Committee (TAC) meetings to actively encourage and support consideration of the needs of underserved communities.
- Provided grant oversight for the Environmental Justice grants in all four District 1 counties, including grants funding transportation planning activities for traditionally underserved communities, such as low-income and Native American groups.
- Provided feedback to RTPAs in the development of their individual Overall Work Program (OWP) activities to ensure that underserved communities and Native American tribes are afforded the opportunity to participate in the transportation planning process.
- Worked with Round Valley Tribes on a technical needs assessment funded by the Office of State Planning and Research.
- Conducted informational webinars. Local agencies and tribes were invited to participate in webinars to discuss current Local Assistance issues, American Recovery and Reinvestment Act (ARRA) updates, and availability of federal-aid funding for transportation projects.
- Worked with the Smith River Rancheria to develop a feasibility study and project study reports for projects that were identified through a participatory Value Analysis/Roadway Safety Audit process that took place last year.

Title VI Training

All Planning staff members have completed the Title VI online training.

Limited English Proficiency

- Notified the public about the availability of translation services for Caltrans-hosted events.

District 1 - Division of Program/Project Management

- Participated in meetings to help address the needs of underserved communities.
- Consulted with various tribes on specific project related issues within, and in close proximity, to their tribal land.
- Attended regular meetings in Willits for the Willits Bypass to ensure full participation of any underserved communities within the area.
- Worked closely with the District Title VI Liaison to ensure outreach activities met requirements and goals of the program.
- Participated in an awareness meeting with the EEO/Title VI Liaison.

Title VI Training

- Completed the Title VI online training. All employees are knowledgeable about the procedures for responding to LEP persons.
- Held a pre-public meeting/open house review on Title VI goals and procedures with participating staff members.

District 1 - North Region - Division of Construction

- Awarded fifty federal-aid projects from September 1, 2010, to May 31, 2011. This included 24 federal-aid projects in District 3. Prior to award of all contracts and before the construction phase begins, all Title VI requirements were incorporated into the construction contract documents.
- Addressed mitigation efforts within the construction phase of a project in contract change orders (CCOs). There were two Title VI mitigation CCOs in North Region during the reporting period for ADA compliance.

District 1 - North Region - Division of Environmental Planning

Held the following three public meetings:

- Klamath Grade Hinge project: The project impacts the Native American community. A paid advertisement for the meeting was in the local newspaper.
- Avenue of the Giants/Four Bridges project: The project impacts the local community and parties interested in the state park. A paid advertisement for the meeting was in a local newspaper. Several letters were mailed via Certified Mail to local, state, and federal agencies; local businesses; community groups; and interested parties.
- Klamath Grade Raise project: The project impacts the Native American community. The meeting was organized in conjunction with the Yurok Tribe's transportation manager.

Title VI Training

One North Region Environmental Planning staff member attended the Environmental Planner's Academy (January 31, 2011, to February 4, 2011), which included modules on Title VI and Environmental Justice. In addition, staff completed the Title VI online training.

Limited English Proficiency

- Ensured Spanish language translations and translators were available at meetings, when appropriate.
- Ensured project displays that are the centerpiece of the North Region's public workshops required minimal English language skills to interpret. Typically, Environmental, Design, and Project Management staff members are available to answer questions and provide verbal explanations of the proposed project.
- Ensured court reporters were available to record comments at public meetings for EIS-level projects at the Draft Environmental Document stage. The court reporter was available if attendees either could not or preferred not to write down their comments.

Self-Monitoring

Senior Environmental Planners, Associate Environmental Planners, and Environmental Planners are responsible for identifying potential Title VI issues with both minor and major projects. Caltrans headquarters has staff working directly on community impacts, who are available to provide input on how to resolve Title VI issues. In addition, division staff contacts headquarters staff if clarification is necessary.

District 1 - North Region - Division of Right of Way

Held Title VI training to ensure that Title VI brochures and forms were distributed to property owners impacted by transportation projects.

Title VI Training

All District 1 Right of Way employees have completed the Title VI online training within the last 12 months.

Limited English Proficiency

- Ensured the district and regional offices have a number of bilingual employees who can communicate with the public in languages other than English.
- Ensured Right of Way brochures were available in Spanish at public meetings. The RAP pamphlets were also available in Spanish and provided to individuals who needed them.

Self-Monitoring

- Mailed or hand-delivered a copy of the Title VI brochure during the initial contact with the property owner. If mailed, the agents note when the certified letter was received by the property owner in their diary.
- Monitored functional activities in Appraisals, Acquisitions, Relocation Assistance, Property Management, Excess Lands, etc., by reviewing diary entries in Right of Way files.

District 2 - Redding

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 2 - Division of Administration

- Provided quarterly reminders to all employees of the online Title VI and Environmental Justice training videos.
- Attended Title VI Interdisciplinary Team meetings.
- Attended one mandatory pre-bid meeting.

Title VI Training

Reminded all staff to take the Title VI online training on a quarterly basis.

Limited English Proficiency

- There were no instances in which translation services were necessary for the public.
- Included verbiage offering translation services in advertisements of public meetings.

Self-Monitoring

Used a Title VI database, which is updated on a continuous basis. Currently, the database is maintained by the EEO Officer.

District 2 - Division of Construction

- Fifty federal-aid projects were awarded from September 1, 2010, to May 31, 2011. This included 24 federal-aid projects in District 3. Prior to award of all contracts and before the construction phase begins, all Title VI requirements were incorporated into the construction contract documents.
- Mitigation efforts within the construction phase of a project are addressed in CCOs. There were two Title VI mitigation CCOs in North Region during the reporting period for ADA compliance.

Title VI Training

Completed Title VI online training.

Limited English Proficiency

Offered translation services for all public outreach events.

District 2 - Division of Environmental Analysis

Analyzed projects for potential Environmental Justice issues.

Title VI Training

Some staff completed the Title VI online training.

Limited English Proficiency

- Provided Spanish language translations and translators at meetings, when appropriate.

- Ensured the project displays that are the centerpiece of the North Region’s public workshops required minimal English language skills to interpret. Typically, Environmental, Design, and Project Management staff members are available to answer questions and provide verbal explanations of the proposed project.
- Ensured a court reporter is available to record comments at public meetings for EIS-level projects at the Draft Environmental Document stage. The court reporter is available if attendees either cannot or prefer not to write down their comments.

Self-Monitoring

- Senior Environmental Planners, Associate Environmental Planners, and Environmental Planners are responsible for identifying potential Title VI issues with both minor and major projects.
- Consulted with Caltrans headquarters staff working directly on community impacts to provide input on how to resolve Title VI issues.

District 2 - Division of Planning and Local Assistance

- Attended a Northern California tribal stakeholders’ conference on improving government-to-government relationships through effective consultation and collaboration. This was a two-day event held in Crescent City and open to all California tribes (over 40 were in attendance). The Bureau of Indian Affairs, local tribes, and Caltrans were present.
- Coordinated through Caltrans and the Redding Rancheria Tribal Government tribal outreach with Shasta County’s RTPA. A staff member from the Shasta County RTPA attended a tribal council meeting with the Redding Rancheria to review the county’s tribal consultation policy. This outreach occurred in April 2011.

Title VI Training

- Participated in the Transportation Planning Academy. This Academy includes a Title VI component in the presentations from the Community Planning Office (grants) and the External Equal Opportunity Program.
- Completed the Title VI online training.

Self-Monitoring

Analyzed outreach efforts to determine if impacted populations benefitted. Using a “meeting demographics” form, division staff members were able to identify who

attended the outreach meetings and compared the results to the U.S. Census data for that area.

District 2 - Division of Program/Project Management

Title VI Training

- Completed Title VI online training.
- Completed a refresher course on Title VI. The discussion included ways to implement and improve participation in Title VI.

Self-Monitoring

Received training on using the U.S. Census web site.

District 2 - Division of Right of Way

Reported Right of Way District 1 and Regional Offices have not reported incidents of Title VI discrimination during the reporting period.

Title VI Training

- Provided training to Right of Way Agents regarding Title VI issues in order to prevent any complaints.
- Conducted Title VI and LEP training in the Right of Way Academy, a mandatory course for all new agents, as well as online training. Agents take the following oath: "I am aware that as an employee of Caltrans, I have a responsibility to ensure nondiscrimination in our programs, activities, and services."
- Conducted individual Title VI training with Right of Way Agents who are involved with activities (Appraisal, Acquisition, Relocation Assistance, Property Management, etc.) that directly impact the public.
- Held Title VI training and discussions with agents during team meetings and training sessions.

Limited English Proficiency

- The division has a number of bilingual employees who can communicate with the public in languages other than English. At public meetings, where such individuals are expected to be present, Division of Right of Way provides bilingual staff or informational brochures in languages other than English.

- Provided Relocation Assistance Program pamphlets in 15 different languages. They are provided to the public as needed.

Self-Monitoring

Monitored functional activities in Appraisals, Acquisitions, Relocation Assistance, Property Management, Excess Land, etc., by reviewing diary entries in Right of Way files. There were no significant Title VI issues or concerns identified during the reporting period.

District 3 - Marysville

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 3 - North Region - Division of Construction

- Fifty federal-aid projects were awarded from September 1, 2010, to May 31, 2011. This included 24 federal-aid projects in District 3. Prior to award of all contracts and before the construction phase begins, all Title VI requirements were incorporated into the construction contract documents.
- Mitigation efforts within the construction phase of a project are addressed in CCOs. There were two Title VI mitigation CCOs in North Region during the reporting period for ADA compliance.

District 3 - North Region - Division of Environmental Planning

- Held the following public meetings in District 3:
 - SAC 5 HOV Lanes: Two meetings were held to receive public input on the Draft Environmental Document. A public notice was published in the local newspaper. In addition, direct mailers were sent to interested parties.
 - Marysville Rehab: The public meeting for the Draft Environmental Documents was held to inform concerned citizens of the project. Direct mailers were sent to interested parties and property owners/tenants within the project area.
 - EIP Tahoe City to Kings Beach: There was a proposed project scope change during construction that would impact the community. The public meeting was conducted to obtain input on the proposed change. Two paid advertisements were in local newspapers and there were public radio announcements. In addition, mailers were sent to landowners within the project area.

- ED 49 Curve: The open house was held to obtain public input on the Draft Environmental Document. There was a paid advertisement in a local newspaper, direct mailers, and the Notice of Intent was posted in frequented businesses around the project area to alert the public to attend the meeting.
- Continued to analyze projects for potential Environmental Justice issues.

Title VI Training

Two North Region Environmental Planning staff members, located in District 3, attended the Environmental Planner's Academy (January 31, 2011, to February 4, 2011), which included modules on Title VI and Environmental Justice. In addition, staff completed the Title VI online training.

Limited English Proficiency

- Provided Spanish language translations and translators at meetings, when appropriate.
- Ensured the project displays that are the centerpiece of the North Region's public workshops required minimal English language skills to interpret. Typically, Environmental, Design, and Project Management staff members are available to answer questions and provide verbal explanations of the proposed project.
- Ensured a court reporter was available to record comments at public meetings for EIS-level projects at the Draft Environmental Document stage. The court reporter is available if attendees either cannot or prefer not to write down their comments.

Self-Monitoring

Senior Environmental Planners, Associate Environmental Planners, and Environmental Planners are responsible for identifying potential Title VI issues with both minor and major projects. Caltrans headquarters has staff members working directly on community impacts, who are available to provide input on how to resolve Title VI issues.

District 3 - Division of Planning and Local Assistance

Held the following public meetings:

- Colusa Complete Streets Grant: A public hearing was held to disseminate results of past outreach efforts and provided a forum for questions and discussion.

- Highway 99 Sound Wall Community Safety and Enhancement Grant: Two community meetings were held for outreach to specific property owners for properties located adjacent to Caltrans' right of way and sound wall on Highway 99 in Sacramento.

District 3 - North Region - Division of Right of Way

Title VI Training

- Implemented and trained staff on the process recommendations for collection and reporting of data for public outreach activities.
- Distributed a plan and guidelines for Title VI training and reporting to all staff members in electronic file format. Created a Title VI folder in division shared drive.
- Monitored all Title VI training and involvement for the fiscal year. This included but was not limited to monitoring the sending of training notifications, filing Right of Way Title VI Surveys on projects (sent out with Notice of Intent to Appraise Letters), and the completion of LEP logs.
- All Division of Right of Way staff members completed the Title VI online training.

Limited English Proficiency

Received LEP quarterly logs from two staff members who assisted with non-English correspondence with the public and grantors on two high-profile transportation projects.

District 4 - Oakland

Division of External Affairs - Equal Employment Opportunity

Participated in the SPB biennial statewide language survey.

Title VI Training

Offered Title VI training for groups by special request. A copy of the Title VI training was given to the Maintenance Division, so that the training could be provided to employees with no computer access.

Division of External Affairs - Public Affairs

- Distributed public meeting notices: flyers, mailers, press releases, media coverage, Twitter, YouTube, Internet, Facebook, SMS, direct e-mail, door to door, and fax.
- Participated in the SPB biennial statewide language survey.

District 4 - Division of Construction

- Performed pre-construction meetings with contractors and subcontractors to discuss federal and state labor law requirements applicable to contracts.
- Ensured contractors properly displayed the required civil rights discrimination posters at job sites in both English and Spanish languages.
- Reviewed the EEO interview forms, which are completed by the contractors' employees to address alleged discrimination complaints occurring at the construction job sites.
- Notified the contractors and their subcontractors to complete the annual EEO report (FHWA 1391).
- Updated the database of DBEs. Information from the database was available to the Resident Engineers for use in identifying potential substitutions of a DBE contractor.

Title VI Training

Reported 473 employees completed Title VI online training.

District 4 - Division of Design

Title VI Training

Reported 17 employees completed Title VI online training.

District 4 - Division of Program/Project Management

Title VI Training

Reported 190 employees completed Title VI online training.

District 4 - Division of Right of Way

- Discussed Title VI issues with agents to prevent any complaints. District 4 Right of Way had no reported incidents of Title VI discrimination during the reporting period.
- Continued communication between the OBEO and the Division of Right of Way to provide excellent service to the public and avoid complaints.
- Initiated 83 acquisition negotiations. All acquisition files were in compliance with Title VI. There were no reported concerns raised by minorities, women, elderly, disabled, or low-income citizens concerning their options in the negotiation phase.
- Utilized Relocation Impact Studies as a tool to identify communities that would be impacted by future transportation projects. Right of Way used departmental data developed at the planning stage of the project to offer brochures and booklets in different languages regarding property owners' rights in the affected communities.
- Participated in public hearings. In District 4, the Public Affairs Office organizes public hearings.
- Completed 22 relocations. All relocation files were in compliance with Title VI. No concerns were raised involving Title VI in relation to the Relocation Assistance Program.

Limited English Proficiency

Offered English/Spanish bilingual services using staff translators, especially in the Acquisition and Relocation Assistance Program functions. District 4 Right of Way also has staff members who are fluent in Cantonese, Farsi, Greek, Mandarin, Russian, Tagalog, and Vietnamese.

District 4 - Division of Environmental Planning & Engineering

- Distributed information to all Environmental Branch Chiefs informing them the revised public participation survey and visual tally forms were available on the District 4 EEO Intranet Web site. The memo included instructions and a sample script for form usage.

Title VI Training

Reported 80 Division of Environmental Planning and Engineering employees completed Title VI online training.

Limited English Proficiency

- Distributed promotional materials that were available in English, Spanish, and Chinese for the *Don't Trash California!* campaign event (Water Quality Program).
- Encouraged a number of employees who speak foreign languages to serve as interpreters/translators at public meetings and assist in the preparation of public notices in languages other than English.
- Ensured technical reports and environmental documents were available, upon request, in languages other than English, in Braille, large print, and audiocassette or computer disk for individuals with sensory disabilities.

District 4 - Division of Right of Way

Title VI Training

Reported 169 Division of Right of Way employees completed Title VI online training.

District 4 - Division of Transportation Planning and Local Assistance

- Addressed Title VI-related issues in Project Initiation Documents (PIDs) approved during FFY 2011.
- Considered Title VI-related issues in review of various planning documents.
- Required completion of online Title VI training for supervisors and encouraged all other staff to do the same.

District 5 - San Luis Obispo

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 5 - Division of Administration - Equal Employment Opportunity

- Advised, promoted, and directed awareness in the District.
- Ensured Title VI compliance within the District.
- Assisted with compliance reviews and related Title VI activities.
- Referred Title VI complaints (if received) to the DCIU.

Title VI Training

- Integrated Title VI information and related statutes into Sexual Harassment Prevention training.
- Participated in District Branch Managers meetings to share information on Title VI training opportunities.

Limited English Proficiency

- Offered translation and interpretation from Spanish to English at public outreach meetings, community events, and on informational materials for public and media distribution.
- Ensured that public notices and press releases were sent to local Spanish print, radio, and television media.
- Provided *I-Speak Cards* to the security desks and the Public Information Officer for public contact, along with LEP/language assistance service information.

District 5 - Division of Construction

- Attended public meetings that were held to inform the public of transportation construction projects.
- Participated in pre-construction meetings for all contracts, which included EEO requirements, state and federal prevailing wage requirements, and job site poster requirements.
- Conducted Labor Compliance/EEO interviews with the contractor and subcontractor's forces working on the project.

Title VI Training

- Conducted Title VI training as part of the Resident Engineer Academy. Three Construction employees attended training.
- Conducted Title VI training as part of the Construction Boot Camp. Thirteen Construction employees attended training.
- Encouraged all staff to participate in the Title VI online training. Fifteen Construction staff participated in the training.
- Conducted Title VI training as part of the Labor Compliance for Resident Engineers. Twelve Construction employees attended this training.

Limited English Proficiency

Tracked public LEP contact information by utilizing the monthly LEP tracking log.

District 5 - Division of Planning

- Participated in outreach with local Latino Outreach, Economic Self-Sufficiency Partnership, and Ride-On Transportation.
- Increased awareness of Environmental Justice and Title VI with area leaders, local government agency staff, and key stakeholders.
- Contracted with public outreach consultants specializing in identifying traditionally underrepresented groups in District 5.
- Hosted public workshops to recruit local government applications for the Environmental Justice and Community-Based Transportation Planning grants.

District 6 - Fresno

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 6 - Division of Administration - Equal Employment Opportunity

- Participated in monthly VTC meetings with Office of Equal Employment Opportunity, Title VI liaisons, ADA headquarters, and the district team.
- Maintained the web site that provides EEO policies, standards, and resources to enhance and comply with Title VI.
- Issued all users in District 6 e-mail notices on EEO, Title VI, and ADA policies and procedures for compliance in the district.
- Posted the “Civil Rights-Equal Employment Opportunity Program” posters in all operational and public areas within District 6 facilities and field offices.
- Provided public contact positions in the district with language assistance information, including the following documentation: Language Identification Guide, District 6 LEP interpreter/translator list, Quick Reference Guide for Language Line Services, and Tips for Working with an Interpreter.
- Established LEP monthly monitoring of district staff contacts for reporting purposes.

- Provided quarterly articles for the district newsletter on EEO, Title VI and ADA information.
- Provided assistance and review in obtaining annual element updates from each program area for the *Title VI Annual Element Update* report.
- Participated in and coordinated responses from the district in April and May 2011 for the Title VI program assessment conducted by headquarters.
- There were no Title VI complaints referred to DCIU during FFY 2011.

Title VI Training

- Provided information to all users on February 8, 2011, and in August 2011 regarding the Title VI online training. The web link is available all year and participants are directed to send a copy of the completion certificate they receive to the Training Officer.
- Provided a quarterly newsletter article on April 8, 2011, for District 6 outlining the Title VI Program.
- Reported 76 employees completed the Title VI online training.

Limited English Proficiency

- Maintained the LEP process with volunteers in the District who speak foreign languages to serve as volunteer interpreters/translators on an as-needed basis.
- Maintained distribution of Title VI brochures.
- Maintained *I-Speak* cards in 12 languages, along with a list of District volunteer interpreters for public contact staff in the District.
- Provided public contact positions in the District with language assistance information, including the following documentation: Language Identification Guide, District 6 LEP interpreter/translator list, Quick Reference Guide for Language Line Services, and Tips for Working with an Interpreter.
- Established a monthly LEP report for tracking purposes.
- Provided information to all users regarding the LEP program in February and August 2011.

District 6 - Division of Construction

- Attended public meetings that were held to inform the public of Caltrans construction projects.
- Participated in the pre-construction meeting of all contracts, which included EEO requirements, state and federal prevailing wage requirements, and job site poster requirements.
- Conducted Labor Compliance/EEO interviews with the contractor and subcontractor's forces working on the project.

Title VI Training

- Conducted Title VI training as part of the Resident Engineer Academy. Three Construction employees attended the training.
- Conducted Title VI training as part of the Construction Boot Camp. Thirty-three Construction employees attended the training.
- Encouraged employees to complete the Title VI online training. Fifteen Construction staff members participated in the training.
- Conducted labor compliance as part of the Labor Compliance for Resident Engineers. Eleven Construction employees from District 6 attended this training.

Limited English Proficiency

- Tracked public contact by utilizing the monthly LEP tracking.
- Utilized bilingual flyers to announce road closures and detours for various construction projects.

District 6 - Division of Project Development - Design

- Reviewed all Design project plans for Title VI compliance.
- Addressed Title VI considerations through stakeholder involvement mechanisms throughout the project development process. Strived to ensure that all efforts are made to identify all persons affected by a project and provide them an opportunity to participate in the decision-making process.
- Addressed Title VI considerations by providing technical assistance, training, and guidance to the district's Design staff involved in project development as covered in the *Project Development Procedures Manual* (PDPM). In addition,

headquarters provided assistance to the districts through the Design Reviewers and Design Coordinators.

- Provided assistance on integrating the Context Sensitive Solution (CSS) process of stakeholder involvement into all design activities. Some of the ongoing efforts of the CSS process ensure that the project development process promotes early and interactive stakeholder input. The district includes community members on many Project Development Teams and in Value-Analysis Studies.
- Participated in the Project Engineer academies.

District 6 - Division of Right of Way

- Conducted several public outreach meetings targeted at minorities, women, elderly, disabled, and low-income populations for the Madera Avenue 12 project, Tulare 99 Goshen to Kingsburg project, and others to inform the communities about the impact(s).
- Conducted 61 negotiations and 16 relocations during the reporting period.

Title VI Training

All agents attended Title VI training.

Limited English Proficiency

Ensured there were brochures available in various languages and employees available as translators.

Self-Monitoring

Provided the Title VI informational brochure to property owners during the Right of Way process. The Title VI informational brochure is sent to each property owner with the "Notice of Decision to Appraise" letter.

District 6 - Division of Planning and Local Assistance

- Provided outreach efforts towards tribal governments and communities and Environmental Justice communities within the development of *District 6 Transportation Concept* reports.
- Managed the Transit, Environmental Justice, and Community Based Transportation Planning Grant projects and assured the participation of these communities in the transportation planning process.

- Implemented Native American Liaison Branch policy and consulted with tribal governments and communities.
- Worked with FHWA, Bureau of Indian Affairs, and tribal governments in the development of the *Tribal Transportation Plan*.
- Reviewed Regional Planning documents for the MPOs efforts to conduct outreach with Title VI communities.
- Reviewed IGR/CEQA of proposed developments by Picayune Rancheria of Chukchansi Indians of California and Big Sandy Rancheria Tribe.
- Worked with Tule River Indian Tribe, Tulare County Transit, USDOT's Tribal Transit Program, and Tulare County Association of Governments to address the tribe's need to have transit to the Tule River Indian Reservation.

District 7 - Los Angeles

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 7 - Division of External Affairs - Equal Employment Opportunity

- Developed a Title VI Guide for all District 7 staff members. The guide includes information and procedures for the following: Program Overview and Goals, Director's Policies/Directives/Publications, Limited English Proficiency, and Public Participation Data Collection. The guide was distributed to the Division Title VI Coordinators.
- Trained all Division Title VI Coordinators on the *Title VI Guide*. The coordinators will provide guidance and monitor all division staff members on Title VI related information that is provided by the District Title VI Liaison.
- Participated in the OBEO's on-site Title VI review of the Los Angeles County Metropolitan Transportation Authority (LACMTA) from January 24, 2011, to January 26, 2011.
- Participated in Title VI Interdisciplinary Team/Liaison meetings.
- Enhanced and updated the EEO Intranet Web site with Title VI information, including forms/publications/services to ensure that the most current and accurate information is provided to our customers.
- Marketed public participation data collection.

Title VI Training

- Set up the Title VI online training through the Learning Management System (LMS) at a designated time frame. This helped District 7 keep better track of employee participation to achieve a completion rate of 100 percent.
- Marketed and provided Title VI training to 35 staff members and contractors by attending pre-construction meetings to monitor compliance with Title VI guidelines.
- Provided the EEO Awareness/Title VI Overview presentation to divisions.

Limited English Proficiency

- Completed the mandatory SPB biennial statewide language survey.
- Promoted and provided guidance on the LEP Program.
- Updated the LEP Volunteer Interpreter List. It is available to all staff members.
- Translated two pamphlets for the Division of Environmental Planning.
- Served as a Spanish interpreter for community meetings held by Public Affairs.
- Translated letters, memos, and documents upon request.
- Provided pamphlets in other languages and formats.

Self-Monitoring

- Displayed the “Civil Rights” posters in all operational and public areas.
- Monitored and kept records of LEP requests.
- Promoted, marketed, and participated in public participation data collection efforts during all public outreach events/meetings.
- Obtained Title VI online training reports from headquarters and distributed them among the Division Deputy Chiefs in order to monitor compliance.
- Tracked and monitored all Title VI activities.
- Participated in meetings with Title VI Program representatives to enhance communication.

- Prepared quarterly/annual Title VI reports.

Division of External Affairs - Office of Government, Community, and Legislative Affairs

Met with and provided ongoing networking coordination to private and public sector entities interested in developing or promoting career training for the greater Los Angeles area.

Community Affairs

- Partnered with local business leaders, neighborhood/civic associations, and councils regarding Caltrans' proposed projects within the environmental arenas.
- Assisted with coordinating meetings with community-based organizations regarding signage, graffiti, trash, and litter removal.

Title VI Training

Reported staff members successfully completed the Title VI online training.

Limited English Proficiency

Participated in the SPB biennial statewide language survey.

Self-Monitoring

Encouraged all staff members to complete the Title VI online training.

District 7 - Division of Construction

- Completed the Title VI online training in April 2011.
- Hosted three minority students for the high school summer internship program. Provided inner city high school, low-income, and minority students the opportunity to learn about transportation and engineering.
- Hosted one female college student for an FHWA-sponsored program to promote females in the transportation field in March 2011.
- Awarded 76 contracts between October 1, 2010, and August 1, 2011. A pre-construction conference was conducted on each contract prior to the contractor commencing work. Resident Engineers and Labor Compliance Officers informed the contractors of EEO/nondiscrimination information that was taken directly from the FHWA 1273, as included in all federal-aid contracts. The training material included Spanish and English posting of required federal

posters, minority utilization goals, the contractor's EEO plan, and the annual EEO report required in July of each year.

Title VI Training

- Provided Title VI online training to all staff members in April 2011.
- Used the M.E.E.T. model to recognize, respond to, and resolve day-to-day workplace situations that could arise out of cultural and other differences. This session provided the understanding, skills, and goals necessary to create and maintain a respectful workplace.

Limited English Proficiency

- Provided approximately 74 labor compliance posters in Spanish to prime contractors.
- Participated in the SPB biennial statewide language survey.

Self-Monitoring

Encouraged all staff members to complete the Title VI online training.

District 7 - Division of Design

- Developed transportation improvement projects that were consistent with the requirements of Title VI.
- Participated in public hearings and outreach meetings to ensure that impacted members of the community were given the opportunity to provide input into the design of transportation improvement projects.

Title VI Training

Completed the Title VI online training.

Limited English Proficiency

Participated in the SPB biennial statewide language survey.

Self-Monitoring

Encouraged all staff members to complete the Title VI online training.

District 7 - Division of Environmental Planning

- Participated in a series of community meetings to present technical study findings and receive input and comments from the public for the State Route 710 Tunnel project.
- Participated in a series of public meetings to present project details and solicit comments and suggestions on the proposed new State Route 138 project.
- Participated in a community outreach meeting to present project details and receive public input and comments for the State Route 71 freeway conversion project.

Title VI Training

- Completed the Title VI online training.
- Participated in the Environmental Planner Academy, held January 31, 2011, to February 4, 2011. This week-long academy focused on the environmental process and touched on topics such as Environmental Justice, Community Impacts, and Title VI as it relates to the environmental process and transportation projects.
- Participated in the Community Impact Assessment workshop held on March 8, 2011.

Limited English Proficiency

- Provided Spanish or other language translations and translators at meetings when appropriate.
- Provided a court reporter to record comments at public meetings for environmental document review. The court reporter was available if attendees either could not or preferred not to write down their comments.
- Participated in the SPB biennial statewide language survey.

Self-Monitoring

- Encouraged all staff members to complete the Title VI online training.
- Identified and monitored potential Title VI issues for all projects. Senior Environmental Planners, in consultation with Associate Environmental Planners, are responsible for carrying out these activities.

District 7 - Division of Planning and Local Assistance

- District 7 Community Planning and Regional Planning staff (Division of Planning), in conjunction with headquarters' Office of Community Planning, presented a Transportation Planning Grant Workshop for FY 2011/12 grant applicants in Los Angeles, Imperial, San Bernardino, Riverside, and Ventura counties. These workshops were simultaneously broadcast via satellite to Districts 7, 8, 11, and 12.
- Informed and assisted potential grantees on the requirements for the application and preparation of Community Based Transportation Planning, Environmental Justice, Partnership Planning, and Transit Planning Demonstration grant proposals.
- Worked closely with the California Blueprint Implementation strategies to monitor compliance with Title VI requirements.
- Public Affairs, Office of Community Planning, and headquarters databases were used to contact numerous community-based organizations, advocacy groups, consultants, councils of governments, universities, and cities representing various ethnic groups throughout the District 7 region.
- A multi-district regional teleconference was presented. Based on this teleconference, the district received a total of over 100 combined grants (i.e., Environmental Justice, Community-Based, and Partnership Planning).
- Completed Title VI online training.
- Provided Title VI online training to more than 110 local agencies.
- Compiled the annual EEO reports (FHWA PR-1391) from contractors that performed work on federal-aid contracts the last full week of July.

Title VI Training

- Completed the Title VI online training.
- Attended the Transportation Planning Field Academy in Los Angeles, which included a workshop regarding Title VI.
- Attended Title VI training provided by EEO.

Limited English Proficiency

- Participated in the SPB biennial statewide language survey.

- Continued to provide assistance for the hearing impaired and translators for the non-English speaking in all the workshops and meetings held by the Division of Planning. All of the focus groups included sessions in various languages. Interpreters and facilitators from various ethnic groups also participated.
- Translated written outreach materials in the following languages: English, Spanish, Korean, Chinese, Japanese, and Indonesian.

Self-Monitoring

- Monitored the Title VI activities through quarterly and annual reporting documents.
- Developed a set of performance measures to evaluate and monitor Title VI activities.

District 7 - Division of Program and Project Management

Limited English Proficiency

Participated in the SPB biennial statewide language survey.

Title VI Training

Reported 91 percent of staff members completed the Title VI online training.

Self-Monitoring

Encouraged all staff members to complete the Title VI online training.

District 7 - Division of Right of Way

Title VI Training

- Developed a customized Title VI training program that is delivered to each employee.
- Reported all management and rank and file employees completed Title VI online training in the months of January and February 2011.

Limited English Proficiency

- Distributed brochures and booklets in English and Spanish. Also provided translators at public meetings for anyone with LEP.
- Participated in the SPB biennial statewide language survey.

District 8 - San Bernardino

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 8 - Division of Equal Employment Opportunity

- Public Affairs conducted twelve legislative activities, four press releases, and two public meetings during the reporting period. Several methods were used to ensure public participation. They included:
 - Press releases
 - Public Service Announcements (PSAs)
 - Flyers
- Projects included: (1) SR86S/Airport Blvd. Interchange; and (2) East Junction Interchange. Several methods were used to ensure public participation. They included:
 - Press releases
 - Handouts
 - Newspaper advertisements
 - Web Site updates
- Provided Title VI brochures and public participation surveys to Public Affairs, which are made available at all public meetings and outreach events.
- Coordinated the District's Title VI on-site program assessment. On-site interviews were conducted from June 20 - 22, 2011.
- There were no Title VI complaints received in the District.

Title VI Training

- Advertised and encouraged District 8 employees to complete Title VI online training.
- Attended 17 pre-construction meetings during the reporting period to provide guidance to contractors regarding Title VI compliance.
- Reported 837 (58 percent) district staff completed Title VI online training. In addition, 1,230 (92 percent) of district staff have completed online or classroom training in the last 24 months.

- Conducted eight Sexual Harassment Prevention/EEO Overview classes, which included a brief introduction to Title VI and instructions on how to take the online training course.
- Attended two Title VI Interdisciplinary/Team/Liaison VTC meetings.

District 8 - Division of Construction

- Focused on several high profile projects to increase public awareness and inform the public of proposed construction-related closures.
- Held quarterly outreach/small business workshops that include minority groups, women, elderly, and disabled persons.

Limited English Proficiency

Detailed informational handouts and notices were distributed at public awareness meetings held throughout the year.

District 8 - Division of Design

Title VI Training

- Attended the mandated Title VI and related statutes overview training classes in the district.
- Implemented practices from Context Sensitive Solutions (CSS) training for designs related to roadside rest areas and visual site assessments.

Self-Monitoring

Participated and provided input in the district's outreach efforts to communities and other public activities, such as public meetings and hearings.

District 8 - Division of Environmental Planning

Title VI Training

Reported 44 employees completed the Title VI online training.

Limited English Proficiency

- Published notices in Spanish language in conjunction with public outreach efforts for projects where it was established that a Spanish-speaking population was present.

- Completed nine Environmental Document Review Checklists for the following Environmental Assessments:
 - BRLS-5033 (042) – Draft and Final
 - STPL-5453 (011) – Final
 - 08-0F1620 – Draft and Final
 - 08-0K7100 – Draft
 - 08-448100 – Final
 - 08-464600 – Final
 - 08-497100 – Draft
- Completed one Environmental Document Review Checklist for the following Draft Environmental Impact Statement (DEIS), 08-0F5400. All of the above referenced checklists (whether for an EA or for an EIS) include Community Impacts and Environmental Justice as content topics.
- Signed environmental documents. Final Environmental Documents (FEDs) – Environmental Assessments determined to be eligible to receive a Finding of No Significant Impact (FONSI) were signed for the following three projects: 08-0F1620, 08-448100, and 08-464600.

Self-Monitoring

- Ensured Title VI training notices were distributed and there was follow-up with senior staff members.

District 8 - Division of Planning

Freight and Systems Planning

- Completed the *Pass Area Regional Transportation Needs Assessment Report (PARTNAR)-Phase 2*. The recommendations will benefit goods movement and local area needs within the study area by adding a business plan in the final report.
- Completed a draft *Southwest Riverside County Area Needs (SWAN) Study Report*. The recommendations will benefit regional and local area needs within the study area.
- Discussed Corridor System Management Plans (CSMP) with stakeholders as it related to corridors (I-10, I-15, SR-91, and I-215). Participation in these discussions provided an opportunity to present and obtain feedback in the study.
- Worked with the regional partners in developing priorities for east-west freight movement, in an effort to reduce both local and regional traffic congestion and environmental impacts.

Native American Liaison

- Reviewed Project Study Reports, Project Reports and Intergovernmental Review proposals relative to their impacts to area tribes. Acted as the first point of contact for tribes seeking assistance and guidance from our various Caltrans departments. Assist tribes with ongoing maintenance and access issues from the adjoining state highway.

Office of Regional Planning

- Provided the general public with transit information by maintaining a transit kiosk in the lobby of the District 8 headquarters building. Brochures were available in Spanish, as well as English.
- Prepared advanced planning studies in an effort to identify and prioritize the short, medium and long term transportation improvements needed in the Region.

Title VI Training

Reported seven managers and 17 staff members completed Title VI training.

District 8 - Division of Right of Way

- Provided informal Title VI training with Senior Right of Way Agents who are involved with activities such as Appraisal, Acquisition, Relocation Assistance, Property Management, etc. and directly interact with the public.
- Provided brochures to local agencies in the acquisition of property rights on federal funded transportation projects. Also provided brochures during public hearings.
- Provided the public, grantors, displacees, and others affected by transportation projects with Title VI information including the complaint process. This information is provided during appraisal, acquisition, and relocation activities.
- Discussed Title VI issues with agents to help prevent any complaints by scheduling team meetings and manual training.
- Required all agents to take the online Title VI training module and submit their completion certificates to management.
- Negotiated approximately 150 new acquisitions. Acquisition files were in compliance with Title VI. There were no reported concerns raised by minorities, women, elderly, disabled, or low-income citizens concerning their options in the negotiation or relocation phase. The negotiator's log does not

reflect any disparity in the conduct of the negotiations between minorities and non-minorities.

- Continued to utilize Relocation Impact Studies as a tool to identify communities that will be impacted by future transportation projects. The Division of Environmental Planning usually conducts Title VI studies and community outreach to identify those community representatives to become involved in the project potential location and environmental phase.
- Utilized departmental data developed at the planning stage of the project to offer brochures and booklets in different languages regarding property owner's rights in the communities affected.
- Continued to offer English/Spanish bilingual services using staff translators, especially in the Acquisition and Relocation Assistance Program functions. District 8 Right of Way provided services using staff translators.
- Continued to utilize the Language Identification Flashcards, which include 30 different languages, for all public contact by agents.
- Reviewed parcel diaries by peers and superiors to ensure the Acquisition Agent verified the receipt of the Title VI survey and brochures by the property owners. Acquisition Agents also worked with the owners to identify their language of preference during negotiations and accommodated them accordingly.

District 9 - Bishop

***District 9 - Administration Division - EEO/Claims/Facilities
Management/Personnel/Public Information/Small Business Program/Workforce
Development***

EEO/Management Services

Title VI Training

- Reported the EEO Officer is up-to-date on Title VI online training. Forty-five percent of the 256 employees have completed the Title VI online training.
- Conducted a training meeting on how to answer the Title VI compliance review questions.

Limited English Proficiency

- Updated and distributed district volunteer translation sheet.

- Distributed information to all supervisors on how to access phone translation service.

Self-Monitoring

Participated in the Title VI Program compliance review.

Claims

Title VI Training

Reported the Claims Officer completed the Title VI online training.

Self-Monitoring

Participated in the Title VI Program compliance review.

Facilities Management

Title VI Training

Reported Facilities staff members have completed the Title VI online training.

Limited English Proficiency

Provided a volunteer Spanish interpreter for a Planning survey.

Self-Monitoring

Participated in the Title VI Program compliance review.

Personnel

Title VI Training

Completed the Title VI online training.

Public Information

Title VI Training

Reported the Public Information Officer completed the Title VI online training.

Self-Monitoring

Participated in the Title VI Program compliance review.

Small Business Program

Title VI Training

Reported the Small Business Liaison completed the Title VI online training.

Self-Monitoring

Participated in the Title VI Program compliance review.

Workforce Development

Title VI Training

Reported the Workforce Development Officer completed the Title VI online training.

District 9 - Division of Design

Title VI Training

Completed the Title VI online training.

Limited English proficiency

Provided Spanish translation for a planning survey.

District 9 - Maintenance and Operations Division

Title VI Training

Reported 50 percent of staff members completed the Title VI online training.

Self-Monitoring

Participated in the Title VI Program compliance review.

District 9 - Planning & Programming Division

Title VI Training

Reported over 90 percent of staff members completed the Title VI online training.

Self-Monitoring

Participated in the Title VI Program compliance review.

District 9 - Program Project Management Division

Project Managers

Self-Monitoring

Participated in the Title VI Program compliance review.

Surveys

Title VI Training

Completed the Title VI online training.

District 10 - Stockton

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 10 - Division of Administration - Equal Employment Opportunity

- Provided quarterly updates to the Headquarters Title VI Program in response to the Title VI Program's annual compliance review.
- Met regularly with the District 10 Title VI Program Coordinators to ensure proper documentation for reports, including reporting requirements, and reviewed Title VI related policies and procedures to educate and maintain consistency throughout the district.

Title VI Training

On October 25, 2010, 21 employees completed online Title VI training; on January 1, 2011, 56 employees completed the training; and on May 20, 2011, 58 employees completed the training.

Limited English Proficiency

Compiled monthly LEP tracking reports from public contact employees.

Self-Monitoring

- Maintained the supply of Title VI brochures in the main lobby of the District 10 office building.

- Met with staff from Program/Project Management and the Public Information Office to ensure they had all the necessary forms and reporting instructions prior to conducting public meetings, hearings, and workshops.
- Met regularly with District Title VI Program staff members to maintain compliance with Title VI, ensured statistics were being collected, and that data was being analyzed and reported properly.

District 10 - Division of Planning

- Completed the public outreach workshops for the SR-49 TCR involving Amador, Calaveras, Tuolumne, and Mariposa counties.
- Represented Caltrans on the Tribal Advisory Committee (TAC) and Regional Transportation Plan (RTP) update committees.
- Participated with headquarters for ways to include tribal governments in the California Interregional Blueprint Plan process.
- Assisted the Tuolumne Band of Me-Wuk Indians with their Environmental Justice grant.
- Utilized headquarters' public engagement contract funds, in coordination with Districts 3 and 4, to develop and implement a Public Outreach Plan for the long range transportation planning study of SR-12. Two stakeholder/public meetings were held to update status of the study as well as obtain comments on various documents.

Title VI Training

Completed Title VI online training.

Limited English Proficiency

Provided Spanish translation to the Right of Way Acquisition Unit at least once a month, and more often during the months of March–July 2011.

Self-Monitoring

Met regularly with District Title VI Program staff members to maintain compliance with Title VI, ensured statistics were being collected, and that data was being analyzed and reported properly.

District 10 - Central Region Division of Construction

- Attended public meetings that were held to inform the public of transportation construction projects.
- Participated in pre-construction meeting of all contracts, which included EEO requirements, state and federal prevailing wage requirements, and job site poster requirements.
- Ensured all required job site posters are posted at the project.
- Conducted Labor Compliance/EEO interviews with the contractor and subcontractors' forces working on the project.

Title VI Training

- Conducted Title VI training as part of the Resident Engineers academies. Two Construction employees attended the training.
- Conducted Title VI training as part of the Construction Boot Camp. Thirty-eight Construction employees attended the training.
- Participated in the Title VI online training. Fifty Construction employees participated in the training. Construction is encouraging all staff members to participate in this training.
- Conducted Title VI training as part of the Labor Compliance for Resident Engineers. Thirty-two Construction employees from District 10 attended this training.

Limited English Proficiency

Tracked public contact with LEP by utilizing the monthly LEP tracking report.

District 11 - San Diego

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 11 - Division of Administration - Equal Employment Opportunity

- Ensured the partnership and communication with the Headquarters Title VI Program staff members.
- Attended Title VI Program VTC meetings.

- Encouraged and delivered Title VI training with the assistance of the OBEO, Title VI Program, and District 11 training staff members.
- Provided Title VI training to external customers/clients on an as-needed basis.
- Participated in public outreach meetings, as needed, to provide information and/or address Title VI issues.

Title VI Training

- Reported all staff members (100 percent) completed the Title VI online training course.
- Enhanced and updated the EEO Intranet web site with updated Title VI information, including forms/publications/services to ensure that we provide the most current and accurate information to our customers.
- Coordinated questionnaire responses for the Title VI compliance review.

Limited English Proficiency

- Coordinated and participated in the SPB biennial statewide language survey.
- Enhanced and updated our EEO Intranet web site with updated information on the LEP Volunteer Interpreter List, including the use of the Language Line Services contract and the SPB's Language Identification Guide.

Self-Monitoring

- Displayed EEO posters in all operational and public areas.
- Promoted public participation data collection and the visual tally at all public outreach events/meetings.
- Tracked and monitored all Title VI online training course completions for district staff.
- Participated in meetings with the Title VI Program representatives to enhance communication and working relationships.
- Prepared quarterly/annual Title VI reports.
- Responded timely to any Title VI requests from internal and external customers and stakeholders.

District 11 - Division of Administration - Public Information Office (PIO)

- Provided information regarding the planning, design, construction, maintenance, and the operation of the state transportation system to members of the public, media, legislative offices, and community groups. The Public Information Office also worked with elected officials to address constituent concerns and resolve issues involving the district/Caltrans.
- The PIO used demographic information (U.S. Census, San Diego Association of Governments Regional Census Data Center, and planning and community groups) to evaluate the needs of communities impacted by transportation projects, including information provided by District Environmental and Program Project Management staff and data collected at public meetings.
- Identified the needs of low-income communities by field visits, talks with residents and business owners and apartment managers, and solicited feedback from local agencies servicing those areas.
- Responded to inquiries by personal contact, by telephone, e-mail, through the web site, and the California Public Records Request Act. Public outreach efforts made by the PIO are targeted to reach the maximum numbers of all affected populations. The PIO attempted to provide timely accurate responses to all public, media, and legislative inquiries regardless of the source of inquiry.
- Held three news conferences to provide information about a nine-day closure of the Interstate 15 Express Lanes Project (11-2T0934) and the subsequent opening of new Express Lanes; three news conferences to promote the Move Over Law; and news conferences to announce the locally preferred alternatives for the State Route 76 East Project (11-257110) and the Interstate 5 Express Lanes Project (11-235800).
- Attended public hearings and public meetings for the Interstate 5 Express Lanes Project (11-235800), the State Route 76 East Project (11-080104), and the State Route 94 HOV/Bus Rapid Transit Project (11-2T1300) to coordinate media interviews with senior project staff and to respond to media inquiries on other issues not related to the project.

Title VI Training

Reported five employees completed the Title VI online training module, representing approximately 71 percent of the division's staff members.

Limited English Proficiency

- Maintained contact information. The PIO had access to more than 100 media outlets and maintained an updated list of area media contacts including English

and Spanish language media. The PIO also maintained listings of community contacts, legislative contacts, and local chambers of commerce.

- Assisted in coordinating Spanish language media interviews with Spanish speaking Caltrans representatives at media events, public meetings, and upon request from Spanish language print and television media outlets.
- Provided a staff member to provide information in Spanish upon request.
- Assisted persons requesting other languages to speak with one of the district's language volunteers and had one occasion to use the Language Line Services contract.
- Participated in the SPB biennial statewide language survey in compliance with the provisions of Government Code Section 7290-7299.8 and the Dymally-Allatorre Bilingual Services Act.
- Provided Spanish language translation fact sheets for State Route 11/Otay Mesa East Port of Entry and the State Route 98 Widening projects. No other languages were identified or requested.

District 11 - Division of Administration - Small Business

Title VI Training

Reported all staff members completed the Title VI online training in FFY 2011.

Limited English Proficiency

- Participated in the SPB biennial statewide language survey.
- Provided EEO with the monthly LEP reporting form.

Self-Monitoring

- Completed public participation and visual tally sheets for public meetings.
- Completed LEP reporting forms.

District 11 - Division of Administration - Training

Coordinated with EEO the delivery of Title VI online training and ensured tracking of course completions within the district's Learning Management System (LMS).

Title VI Training

Reported 100 percent of staff members completed the Title VI online training.

Limited English Proficiency

Participated in the SPB biennial statewide language survey.

Self-Monitoring

Promoted the Title VI online training module.

District 11 - Division of Construction

- Provided information to contractors and field staff at pre-construction meetings, including Spanish language posters.
- Participated in Title VI Interdisciplinary Team/Liaison meetings.

Title VI Training

Reported 17 employees completed the Title VI online training.

Limited English Proficiency

- Participated in the SPB biennial statewide language survey.
- Translated forms and letters to Spanish and offered Spanish-speaking interpreters when required in the areas of labor compliance, leases, and contract administration.
- Ensured that Spanish-language posters were displayed at construction work sites.
- Relied on a number of Construction staff members, who speak foreign languages, to serve as interpreters or translators to perform a variety of tasks, including translating Caltrans documents from English to Spanish and Spanish to English, and responding to telephone calls requiring translation from Spanish to English.

Self-Monitoring

- Ensured contractors properly displayed the required EEO/nondiscrimination posters at job sites for their employees to review. Division of Construction will withhold funds if contractors are not in compliance.

- Monitored completion of the Title VI online training.
- Reviewed current policies and procedures to ensure compliance with Title VI requirements.

District 11 - Division of Environmental Planning

- Participated in public hearings to receive input and comments about the State Route 11/Otay Mesa East Port of Entry project. The public review period was from December 3, 2010, to February 1, 2011. A public hearing was held on January 19, 2011.
- Participated in public hearings to receive input and comments about the State Route 15/Mid City Bus Rapid Transit project. The public review period was from December 30, 2010, to February 14, 2011. A public hearing was held on January 26, 2011.
- Participated in public hearings to receive input and comments about the State Route 76 East (South Mission to I-15) project. The public review period was August 2010 to November 2010. A public hearing was held on September 23, 2010.
- Participated in public hearings to receive input and comments about the Interstate 805 Managed Lanes South project. The public review period was held from August 30, 2010, to October 28, 2010. Public hearings were held on September 21-22, 2010.
- Held public outreach on the I-5 NCC Project. The outreach is ongoing. The District Design Branch continues to meet with the local community groups located along the project corridor.
- Held public outreach on the State Route 94/HOV project. The outreach is ongoing by the Project Development Team (Design and Environmental) to local community groups located along the project corridor.

Title VI Training

Reported 25 employees have completed the Title VI online training.

Limited English Proficiency

- Provided translation or alternate formats (language handouts) for the following projects:
 - State Route 11/Otay Mesa East Port of Entry Project: Draft Environmental Document (Draft Tier II EIR/EIS) was circulated for public review from

December 3, 2010, to February 1, 2011. The public hearing was held on January 19, 2011. A Notice of Availability of the hearing and Draft Environmental Document were posted twice in the *Union Tribune* on December 3, 2010, and January 14, 2011 (English), and twice in *Enlace* (Spanish) on December 4, 2010, and January 15, 2011.

- Interstate 805 Managed Lanes South: Draft Environmental Document (EIR/EA) was circulated for public review from August 30, 2010 to October 28, 2010. There were two public hearings scheduled for September 21-22, 2010. Spanish translators were available at both public hearings. Handouts at the hearing were available in English and Spanish. A Notice of Availability of the hearings and Draft Environmental Document were posted in the *Union Tribune* (English), *Enlace* (Spanish), and *Filipino Press* (English).
 - State Route 15/Mid City Bus Rapid Transit: Draft Environmental Document (IS/EA) was circulated for public review from December 30, 2010, to February 14, 2011. The public hearing was held on January 26, 2011, at Central Elementary. Spanish, Vietnamese, and Somali translators and handouts were available at the hearing. A Notice of Availability of the hearing and Draft Environmental Document were posted in the *Union Tribune* (English) and *Enlace* (Spanish). The notice of the public hearing and Draft Environmental Document was sent to the Horn of Africa community group that serves the area's East African population.
 - State Route 76 East (South Mission to I-15): Draft Environmental Document (EIR/EIS) was circulated for public review from August 3, 2010, to November 2, 2010. The public hearing was held on September 23, 2010. A Notice of Availability of the hearing and Draft Environmental Document was posted in the *North County Times* (English), *Hispanos Unidos* (Spanish), and *Fallbrook Village News* (English). Handouts at the hearing were available in English and Spanish. The court reporter spoke Spanish for comments.
- Participated in the SPB biennial statewide language survey.

District 11 - Division of Maintenance

Title VI Training

Reported 261 employees completed the Title VI online training course.

Limited English Proficiency

- Participated in the SPB biennial statewide language survey.

- Provided in-house language assistance to 317 non-English or LEP customers.

District 11 - Division of Planning

- Carried out the following activities:
 - Environmental Justice Grant Program. Completed two Environmental Justice Grant Program projects: one with the City of El Centro and the other with the San Diego Association of Governments (SANDAG). Caltrans provides grants to promote Environmental Justice and Context Sensitive Planning. The grants demonstrate different approaches to community involvement, land use transportation strategies, and planning activities in low-income and minority communities. The Environmental Justice Grant Program is intended to promote the involvement of low-income, minority communities, and Native American Tribal Governments in the planning for transportation projects. One Environmental Justice grant was awarded to the City of Imperial Beach.
 - Community-Based Transportation Planning Grant Program. The Community-Based Transportation Planning Grant Program funds coordinated transportation and land use planning projects that encourage community involvement and partnership. District 11's Division of Planning completed one project awarded to the City of Vista under this grant program.
 - Partnership Planning and Transit Planning Grants. The four Transportation Planning Grant Programs included in this section are funded with federal funds. It is the intent of Caltrans to solicit applications from the broadest spectrum of applicants and to strengthen government/regional agency partnerships. Metropolitan Planning Organizations (MPOs) or RTPAs (located in non-MPO regions) must be the applicant for the following four grant programs. The role of the MPO and RTPA is to facilitate a fair and open competitive application process.
 - Partnership Planning. The Partnership Planning Element requires MPOs and RTPAs to jointly perform transportation planning studies with Caltrans that have a statewide benefit or multi-regional significance or both. The FHWA has authorized Caltrans to allocate these grant funds. The anticipated benefits of the proposal must result in improvements to the statewide or regional transportation system. These benefits may include: (1) strengthen the economy, promote equity, protect the environment, and promote public health and safety in the state; (2) improved public involvement and consensus efforts, including government-to-government relations; (3) enhanced ability to plan or operate, collect data, and provide information about state, regional, or local transportation systems; and (4) improved ability to plan and implement transportation services, systems, and

projects that improve mobility across the state. Four partnership grants were completed and one project was awarded in FY 2011.

- FTA Section 5311. This is a non-urbanized area formula funding program authorized by 49 United States Code (U.S.C.), Section 5311. This federal grant program provides funding for public transit in non-urbanized areas with a population fewer than 50,000 as designated by the Bureau of the Census. FTA apportions funds to governors of each state annually. The Division of Mass Transportation is the delegated grantee.

Air Quality

- Provided input on May 10, 2011, to Headquarters on analysis of health impacts of air pollution emissions to persons living next to/near the State Highway System using the I-15 Mid City Air Quality Study.
- Provided air quality conformity review and comment to SANDAG for the Federal Transportation Improvement Program (FTIP) amendments as they are released for public comment.

Tribal Relations

- Met with the La Jolla Tribe regarding their proposal to build a casino on the reservation. Staff members have met several times with the tribe to develop project documents, such as environmental, and an agreement for reimbursement of work.
- Worked with the Pala Tribe during the expansion of the casino and on agreements for proposed SR-76 projects, including a county agreement to place monies for operational improvements, along with bus restrictions that impact several tribes within the region.
- Coordinated with the Quechan Tribe. The tribe has proposed to do the SR-186 improvements, possibly by encroachment permit, and the I-8 bridge work done at a later date (stage the work) when traffic is warranted.
- Coordinated with the La Posta Tribe on erosion and drainage issues on I-8; prepared projects to correct erosion issues.
- Attended various TERO meetings held at the San Pasqual Reservation sponsored by the U.S. Department of Labor. Staff participated at a TERO forum held at the California State University, San Marcos-McMahan House, advocating Caltrans' revised TERO policy.

Border Relations

- Participated in the U.S.-Mexico Joint Working Committee (JWC). The JWC meets semi-annually and consist of transportation and planning representatives from the ten border states.
- Participated in the California-Baja California Border Liaison Mechanism (BLM). This group is co-chaired by the U.S. and the Mexican Consulates of San Diego and Tijuana. The BLM meets to address social, economic, and transportation issues of the California-Baja California border region.
- Participated in the SANDAG's Borders Committee. The Borders Committee provides oversight for planning activities that impact any of the borders of the San Diego region (Orange County to the northwest, Riverside County to the northeast, Imperial County to the east and Mexico to the south).

Title VI Training

- Reported 100 percent of Division employees completed the Title VI online training.
- Provided federally mandated training information to transit agencies and other grant recipients.

Limited English Proficiency

Provided information on various workshops and community meetings in languages other than English.

Self-Monitoring

Monitored agencies receiving state and federal grants to ensure they submitted their nondiscrimination certifications and assurances.

District 11 - Division of Program/Project Management - Local Assistance

- Reviewed LPPs for Title VI compliance.
- Reviewed projects submitted by local agencies that required relocation and/or socio-economic studies for Title VI compliance.

Title VI Training

- Reported 92 percent of the Division employees have completed the Title VI online training.

Limited English Proficiency

- Participated in the SPB biennial statewide language survey.

District 11 - Division of Right of Way

- There were 60 negotiations (First Written Offers) made during the reporting period. The negotiators' diaries did not show any signs of disparity of treatment between minorities and non-minorities.
- Held three public meetings.

Title VI Training

- Attended and provided ethics training and routine manual training including Title VI.
- Discussed Title VI issues with agents periodically in team meetings.
- Provided informal training to Right of Way employees to implement *Right of Way Manual* changes, including use of the Language Identification Flashcard for all public contacts for whom English proficiency may be an issue.
- Reminded all agents to ensure that Title VI survey forms included the project identifier on the form.

Limited English Proficiency

- Two certified Spanish bilingual agents provided assistance to the RAP and acquisition staff members with LEP displacees.
- Reported RAP pamphlets were available in Spanish to clients as needed as well as in many other languages located on the OBEO's Title VI Program web site.
- Participated in the SPB biennial statewide language survey.

Self-Monitoring

- Verified that Title VI information was given by the appraiser, both in the parcel diary and verbally with the grantor/lessee. If needed, new Title VI information was given.
- Ensured the Title VI informational brochure, survey, and complaint form were sent with each *Notice of Decision to Appraise* letter by monitoring the appraiser's note in the parcel diary. In their review of each appraisal, the

supervisor confirmed that the appropriate materials were sent to the grantor and for adherence to Title VI policies.

- Ensured every application had a notice of nondiscrimination and each new tenant was given a Title VI survey letter.

District 12 - Orange County

Participated in numerous public outreach activities. For details of the events, please refer to Attachment C.

District 12 - Division of Administration - Equal Employment Opportunity

- Completed the annual Title VI questionnaire and compliance review in accordance with Caltrans and FHWA regulations.
- Held ongoing meetings with the District Title VI representatives to increase reporting and Title VI compliance throughout each program and division within the district.

Title VI Training

- Conducted a training meeting in November 2010 to review the Title VI guidelines and reporting requirements with staff members from the Environmental Division.
- All staff members completed Title VI online training.

Limited English Proficiency

- Provided a shared drive to all staff members which included updated LEP guidance. Also, provided the information in printed format to public contact employees and to the Title VI representatives within the district.
- Updated the district's LEP web page information.

District 12 - Division of Administration - Office of Public Information

- Participated in several community outreach events in the communities of San Juan Capistrano regarding the I-5/SR-74 Interchange project and the I-5/Camino Capistrano project; in San Clemente regarding the I-5 HOV lane addition project; and in Trabuco Canyon regarding the M2 Freeway Environmental Mitigation Program. Minorities, women, elderly, disabled, and low-income populations were present at the outreach events.

- Attended 12 pre-construction meetings to ensure contractors were cognizant of sensitive community issues within the contract's scope of work.

Limited English Proficiency

- Provided English/Spanish bilingual services for Spanish-speaking customers at outreach meetings. Sign language interpreters were also present. Handout materials were also available in both English and Spanish.

Self-Monitoring

- Conducted internal reviews of documents and data from the U.S. Census, local demographics, and training materials.

District 12 - Division of Administration - Office of Small Business

- Held an informational outreach event on April 12, 2011, to inform small businesses and the public about upcoming contracts in District 12.
- Attended one pre-construction meeting to ensure contractors were cognizant of sensitive community issues within the contract's scope of work.

District 12 - Division of Construction

- Provided Resident Engineers with support and guidance on labor compliance and Title VI requirements.
- Reviewed 75 labor compliance/EEO interviews.
- Conducted 13 pre-construction meetings.

Title VI Training

- Participated in the Title VI training at the Resident Engineer Academy, Labor Compliance for Resident Engineers and Inspectors class, and Labor Compliance Basic class.
- Attended quarterly Title VI Public Participation Update meetings.

Limited English Proficiency

- Labor Compliance has two bilingual volunteers and one staff member receiving bilingual pay for translating duties required during labor case investigations.
- Participated in the SPB biennial statewide language survey.

Self-Monitoring

- Maintained a database which monitors the number of Labor Compliance/EEO interviews taken by inspectors. District 12 continues to monitor the number of interviews taken. When more interviews are required, the Resident Engineer is contacted and encouraged to take a more active role in obtaining EEO interviews.

District 12 - Division of Design

- Participated in three project-related public outreach meetings and forums for locally funded projects.

Title VI Training

- Participated in the Title VI online training in August 2011.

District 12 - Division of Environmental Analysis

- Held a public hearing on December 2, 2010, for the SR-91 Westbound Lane Extension and Auxiliary Lane Reconstruction project (0C5600), at Crescent Elementary School in the City of Anaheim. During the hearing, Environmental Analysis as well as staff members from other units interacted with the public and answered their questions and concerns regarding the construction of the project. Alternate formats of the public notice and hearing were available upon request, and a PowerPoint presentation of the project's purpose and need, alternatives, and impacts was displayed throughout the hearing. Attendees were notified as to where to find the environmental documents (IS/MND) for public review/comments. Outreach methods used: advertisements in several minority newspapers, Internet, and direct mailers.
- Held a public hearing on March 22, 2011, for the City of Santa Ana Grand Avenue Widening project, from First to Fourth Street (STPL 5063 [128]). Caltrans is the NEPA lead for this local assistance project and assisted the City of Santa Ana in interacting with the public regarding their questions and concerns about the construction of the project. Attendees were notified as to where to find the environmental documents (EA) for public review/comments. Outreach methods used: advertisements in several minority newspapers, Internet, and direct mailers.

Title VI Training

- Followed the Caltrans Title VI policy statement, Executive Order 12898, and guidance from the Caltrans Standard Environmental Reference (SER) to serve Title VI and Environmental Justice populations.

- Participated in the weekly Community Impact Workshop teleconference.
- Participated in the Cumulative and Growth Related Impacts Workshop held in November 2010.

Limited English Proficiency

- Provided Spanish and sign language interpreters at meetings when appropriate. In addition, handout material was available in both English and Spanish.
- Translated into Spanish newspaper advertisements announcing public hearings.

Self-Monitoring

- Utilized self monitoring activities for Title VI compliance. Internal reviews of documents and data from the U.S. Census and local demographics were used. Review of training materials throughout the process ensured compliance with Title VI. Environmental Planners used the SER for guidance and as a measure to self-check their work.

District 12 - Division of Planning

Transportation Planning

- Held a grant workshop on February 18, 2011, at the Orange County Transportation Authority in Orange, CA. Representatives from two jurisdictions attended, including the City of Anaheim, as well as several private entities.

Regional Planning

- Sent comments to SCAG, in coordination with Districts 7 and 8, regarding the upcoming 2012 RTP, specifically concerning multimodal accessibility; support of standards for increased safety, walkability, and sustainability for communities; as well as regional transportation facilities.

Self-Monitoring

- Conducted the Guidelines Update Review in March 2011.

District 12 - Division of Right of Way

- Discussed Title VI issues with agents to prevent any complaints. The District had no reported incidents of Title VI discrimination during the reporting period.

Title VI Training

- Participated in the Title VI online training.

Limited English Proficiency

- Offered English/Spanish bilingual services using staff translators, especially in the Acquisition and RAP functions. Title VI brochures were available in different languages from the OBEO's Internet web site.
- Provided RAP pamphlets in Spanish to clients as needed.

V. FFY 2012 Goals/Planned Activities

The following goals/planned activities are reported for various headquarters divisions, program areas, and Districts 1-12 for FFY 2012:

A. Office of Business and Economic Opportunity, Title VI Program

- Update the *Caltrans Title VI Program Plan*.
- Schedule regional Title VI training workshops—on-location or via teleconference—to provide hands-on direction to districts, divisions, and subrecipients regarding program requirements, such as annual reporting and data collection and analysis.
- Update the Title VI online training module.
- Improve the way in which Title VI training data is managed; provide direct access to training data for district and division training coordinators.
- Update Caltrans' master list of volunteer translators and certified bilingual staff.
- Revise Caltrans' public participation survey form to improve the quality and consistency of data received.
- Enhance the Title VI program's presence on the Internet/Intranet.

B. Division of Construction

- Address any construction-related Title VI issues.
- Provide support to district construction staff members who must comply with Title VI and Caltrans Title VI policy.

- Work with the OBEO, Title VI Program, to coordinate Title VI new employee and refresher training.
- Update the Division of Construction's Intranet web site to inform staff members of the Division LEP volunteers and Title VI information.

C. Division of Design

- Incorporate Title VI principles, including Environmental Justice and LEP, into Division of Design documents by including the division's PAA in the review process for all new policies.
- Include a module for Title VI in all *Design Senior Seminars*. The PAA is working with the Division of Design office responsible for the *Design Senior Seminars* to determine appropriate level and length of time.
- Review new Division of Design training courses for possible inclusion of Title VI issues, including Environmental Justice and LEP.

D. Division of Engineering Services

- Provide Title VI training to the new Title VI PAA.
- Work with division management to ensure that all employees have a basic understanding of Title VI.
- Encourage management and staff members to complete the Title VI online training.

E. Division of Local Assistance

- Review and update the web site and the LAPM for Title VI compliance.
- Track projects in *LP2000* for projects that require relocation and/or socio-economic studies to be performed for possible Title VI compliance review and reporting.
- Conduct two local agency Title VI compliance reviews.

F. Division of Mass Transportation

- Seek to facilitate coordination between transportation services furnished by transit with those provided by health and human service agencies. This kind of coordination has the potential for improving service delivery to health and human service agency clients, many (if not most) of whom are the elderly, disabled, or persons or families with low-incomes.

- Increase Title VI awareness among internal and external partners and staff through annual funding workshops.
- Attend Title VI Interdisciplinary Team/Liaison meetings and available training.
- Utilize the Caltrans Public Participation Survey at public meetings and workshops.
- Monitor subrecipient contracts to ensure nondiscrimination language is included in contract provisions and ensure that staff and subrecipients comply with Title VI requirements through monitoring activities.
- Look for opportunities to work with community-based organizations (CBOs) in order to provide minority, low-income, disabled, and elderly populations increased access to funding programs.
- Update the *State Management Plans* for each of the FTA grant programs to include current Title VI compliance requirements.
- Refer LEP callers to Language Line Services to ensure division staff members are providing equitable services to individuals who require telephone interpreter assistance.
- Update the notification regarding agendas and meeting announcements to include the accessible format.

G. Division of Procurement and Contracts

- Ensure all employees receive Title VI and LEP training, as recommended by the OBEO.
- Provide training at staff meetings to ensure employees are aware of how to proceed with Title VI complaints.
- Provide ongoing review and implementation of policy and procedures to ensure Title VI compliance.
- Conduct the SPB biennial statewide language survey to identify bilingual staff members for possible volunteer translation and interpreter services.
- Identify and utilize bilingual staff members for possible volunteer interpreter services.
- Review and update the Title VI training plan that includes the LEP sheet designed to guide DPAC staff members when assisting internal and external customers.

- Review and update the internal web site to ensure all information is ADA compliant and provide a link to the Title VI policy statement.
- Review and implement the use of Caltrans' public participation surveys for all public contact and outreach events.

H. Division of Rail

- Provide language translated menus for the Capitol, San Joaquin, and Pacific Surfliner corridors.
- Participate in the SPB biennial statewide language survey.
- Provide Google language translation service on all Caltrans Amtrak California train websites.
- Ensure contracts contain nondiscrimination language obligating contractors to nondiscrimination.
- Evaluate procedures to identify areas of weaknesses and deficiencies. Where weakness and deficiencies are found, mechanisms will be revised or developed and implemented to ensure Title VI compliance requirements are met and that there are no unresolved Title VI violations prior to award of contract or grant.

I. Division of Research and Innovation

- Serve as resource to the division. The Division's PAA and the Administrative Support Branch Chief will advise DRI staff members of Caltrans' discrimination complaint investigation process to include ongoing training on identifying and reporting Title VI and Title VII complaints of discrimination.
- Maintain a list of DRI staff members who are fluent in alternate languages. This includes surveying employees and outlining and updating procedures to follow on a case-by-case basis.
- Provide training to all staff members on the new LEP reporting form developed by the Title VI Program. Develop guidelines for staff members on processing the requests.
- Develop procedures to encourage employees to take the Title VI online training utilizing the webinar meeting format on a semi-annual basis. The goal is to have 70 percent compliance by December 2012.
- Ensure research reports are available upon request in languages other than English, in Braille, large print, and on audiocassette or computer disk for individuals with sensory disabilities. Review the DRI's bilingual translation

procedures, along with the listing of designated volunteers who are available to provide translation when needed.

- Ensure compliance with Title VI, such as continuing to include Title VI boilerplate language in all contracts, and continuing to ensure that university contractors' methods of recruiting students to participate on highway research projects is in compliance with Title VI.
- Research and develop procedures to include Title VI boilerplate language in all marketing information distributed by DRI within division and external customers.

J. Division of Right of Way and Land Surveys

- Continue to develop preventative measures to assure excellent, non-discriminatory services to the general public.
- Educate and train staff for compliance with Title VI.
- Support the Title VI components that are taught in the training course, *The Basics of Caltrans Property Management*, as well as Right of Way Academies I and II.
- Translate *Right of Way Manual* forms, exhibits, and letters into other languages as needed.
- Revise Title VI training (currently given during the Right of Way Academies) in order to make it more interactive.

K. Division of Transportation Planning

Office of Community Planning

- Carry out the Community-Based Transportation Planning Grant Program, which provides \$3 million in grant funding for FY 2012 to local and regional planning agencies to engage their local communities in developing strategies to improve their physical environments. Public participation and community outreach are very crucial components of the awarded projects.
- Carry out the Environmental Justice Transportation Planning Grant Program, which provides \$3 million in grant funding for FY 2012, to local and regional planning agencies to engage Environmental Justice communities to improve their physical and social environments. Engagement of historically underrepresented populations is a requirement to receive a grant.

- Build on existing outreach efforts toward reaching traditionally underserved groups by supporting CBOs and local agencies that provide transportation planning services to minority and low-income populations.

Office of Community Planning - Native American Liaison Branch

- Work directly with the 18-member Caltrans NAAC on issues that directly affect Caltrans, Native Americans or tribal governments. One of the most pressing issues is Caltrans legal and policy stance on TERO. The Branch will work on finding a way to resolve the issue on TERO.
- Update Deputy Directive, DD-74 (TERO), in partnership with the impacted tribes in California. This collaborative update will include the following activities: hold a statewide meeting of TERO officers and other stakeholders, including National TERO experts to define the issues; develop a workgroup to address the short-term problems; draft an updated policy and collaborate with the NAAC and the larger TERO community on the draft; and finally complete the internal Caltrans process for updating the policy.
- Address the backlog for the 2010 Indian Reservation Road Inventory program. Prepare letters of acknowledgement and otherwise assist in facilitating the inclusion of the 800 state routes. This project should be completed by June 2011.
- Work with FHWA, tribal communities in California, and other key stakeholders to facilitate a Statewide Tribal Safety Summit to give tribal leaders and others an opportunity to focus on critical road safety.
- Address pedestrian safety issues on tribal lands by identifying, customizing, and delivering a pedestrian safety audit course for a Native American community in California.
- Conduct training to tribal governments regarding the planning, programming, and implementation of transportation projects within California. Most of these workshops are held in the Indian communities and are held in collaboration with FHWA, FTA, Metropolitan Planning Organizations (MPOs) and regional agencies, and district offices.
- Recognize *Native American Day*. The California Governor issues a proclamation each year recognizing the last Friday of September as *Native American Day*. The Branch collaborates with other state agencies and departments in the development and implementation of the annual celebration.
- Provide technical assistance and transportation information to tribal governments.

- Provide information and technical assistance to districts, other divisions, and programs within Caltrans on tribal governments and Native Americans.
- Participate on the Office of Community Planning Environmental Justice grants review committee.
- Produce an educational encroachment permit brochure (currently in process), which educates Native American communities on the process and how to apply for encroachment permits.

Office of Resources, Administration and State Planning and Research

- Attend Title VI Interdisciplinary Team/Liaison meetings to keep current on Title VI Program information and make certain that all DOTP staff remain current on Title VI requirement information.
- Meet quarterly with division Title VI representatives for the purpose of networking, educating each other, sharing best practices, developing common goals, ensuring consistency in the division, and self-monitoring.
- Respond to the OBEO, Title VI Program's annual compliance review report.

Office of State Planning

- Implement the adopted public participation plan for statewide planning in outreach during the development of the CIB and the *California Transportation Plan 2040*.
- Promote statewide use of the CIB web portal and post updated materials for public review, education, and comment.

Office of System and Freight Planning

- Provide updated guidance documents to the districts. These guidance documents will provide the tools necessary for Caltrans to monitor the applicable statutes and regulations with respect to Title VI, Environmental Justice, public participation, and other transportation equity considerations.

Among the System Planning guidance documents being updated is the guidance for Transportation Corridor Concept Reports (TCCRs), which reflect elements of public participation, including discussion of Environmental Justice issues. TCCRs are the result of a coordinated planning process, which includes input from regional agencies, cities, counties, transit providers, and operators. These concepts then are brought forward for inclusion in the Regional Transportation Plans (RTPs), which are circulated for local and regional review and comment. Future projects are identified in the RTPs, and Caltrans plans are linked to

development of the State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP) processes. Public and special interest groups have additional opportunity for involvement through the STIP development process. These include public information notices for adoption of the programming documents via meetings conducted by the California Transportation Commission.

Caltrans' Freight Planning Program is integrated into the State transportation planning process. Freight (or goods movement) planning involves maintaining and improving freight mobility throughout the State's multi-modal transportation system by identifying, prioritizing, and guiding port, rail, air cargo, and highway infrastructure projects, while minimizing air pollution and other adverse effects to the environment, communities, and public health.

- Incorporate Title VI compliance activities in all pertinent products and services, including contract solicitation and administration, public contact and outreach, and program management.
- Encourage broad outreach to underserved communities to ensure that they have the meaningful opportunities to provide input to goods movement infrastructure projects and decision-making. In public participation programs and events, OSFP will continue to implement best practices to reach out to traditionally underserved and under-represented communities. OSFP will maintain up-to-date lists and databases of stakeholder organizations and individuals, including non-traditional and underrepresented. State, regional, and system/freight planning efforts will be coordinated to document early, continuous, and meaningful public participation.
- Engage in partnerships with the private sector and local and regional agencies to foster consideration of Title VI requirements in freight planning and implementation. OSFP will continue working with Caltrans districts, regional transportation agencies, railroads, ports, air cargo shippers, trucking associations, and other partners to ensure that compliance with Title VI requirements is achieved, including (but not limited to) the area of public outreach and public meetings. OSFP will seek out and consider the needs of nontraditional stakeholders related to freight transport.
- Include an Environmental Justice component, as appropriate, to comply with Title VI public participation elements. For example, the revised System Planning guidance documents will contain specific Environmental Justice components.
- Monitor the district work programs for compliance with Title VI. Working with the districts, OSFP will continue to emphasize the importance of broad, meaningful, and inclusive public participation in planning and project delivery. Districts will be requested to certify that appropriate public participation and

environmental justice issues were addressed in the development of its system and freight planning products to ensure non-discrimination per Title VI.

- Improve its web site pages to provide Corridor Mobility and System and Freight Planning outreach and public availability.
- Assist Caltrans and state contracting units to fully comply with Title VI requirements. In the administration of transportation planning-related contracts, OSFP will seek to ensure that contractors comply with the spirit and law of Title VI and related requirements.
- Ensure that socioeconomic, housing, and demographic data—especially related to underserved communities, the economically disadvantaged, and/or communities of color—reflect the impact of transportation activities on these communities. OSFP will continue to use these data to develop appropriate solutions to these impacts.
- Include as applicable, the travel needs and behavior of ethnic, minority, low-income, senior, and disabled groups when analyzing trends (typically along with other Caltrans units). Travel behavior coupled with the demographic growth and distribution projections will assist planners in providing for future mobility needs of specific demographic groups.

District 1 - Eureka

District 1 - Division of Administration - Equal Employment Opportunity

- Provide and recommend that all staff take the Title VI online training to promote awareness of Title VI requirements, policies, and procedures.
- Provide direction to District 1 programs in the collection, reporting, and analyzing of public participation data.

District 1 - Division of Planning and Local Assistance

- Participate in planning partnership and grant management activities associated with Community Based Transportation Planning (CBTP) and Environmental Justice grants awarded to CBOs.
- Provide feedback to ensure that underserved communities and Native American tribes are afforded the opportunity to participate in the transportation planning process.
- Initiate consultations with Native American tribes regarding transportation projects on tribal land.

- Conduct outreach meetings to provide opportunities for the general public, local businesses, local agencies, and tribes to participate in planning transportation projects in District 1.

District 1 - Division of Program/Project Management

- Meet and consult with RTPAs and other groups on project activities to ensure underserved communities and Native American tribes have the opportunity to participate in all stages of the project development process.
- Meet and consult with Native American tribes regarding transportation projects on tribal land.
- Utilize Title VI guidelines in appropriate District correspondence and related job activities.
- Promote accessible information to minority persons, low-income neighborhoods, and LEP persons.
- Participate in training and receive guidance from the EEO/Title VI Coordinator. Implement procedures to ensure and address Title VI issues respectfully, legally, and consistently.
- Assist in providing community members with clear and accurate information about projects and decisions that are made at the state and local levels and assist in providing knowledge and tools the community needs to participate effectively in the project development process.
- Assist in seeking participation from those directly impacted by the project and work to ensure nondiscrimination in Caltrans' transportation program processes.
- Post outreach “lessons learned” review with Project Management staff members about activities that could be perceived as discriminatory.

District 1 - North Region - Division of Construction

- Incorporate CCOs for contracts after award for mitigation efforts within the construction phase of a project.

District 1 - North Region - Division of Right of Way

- Provide the Title VI information to all potential grantors at public meetings and at initial contact for acquisition purposes.
- Use Relocation Impact Studies as a tool to identify communities that will be impacted by future transportation projects.

- Use departmental data developed during the planning stages of a project to offer brochures and pamphlets in different languages to affected property owners.
- Take the Title VI online training course once a year to stay current with Title VI laws and guidelines

District 2 - Redding

District 2 - Division of Administration

- Participate in quarterly meetings with Title VI Interdisciplinary Team.
- Attend Executive Review meetings for reminder of Title VI reporting responsibilities.
- Develop consistent reporting processes for all divisions.

District 2 - Division of Construction

- Incorporate CCOs for contracts after award for mitigation efforts within the construction phase of a project.

District 2 - Division of Environmental Analysis

- Provide Title VI training opportunities for North Region Environmental staff members.
- Look for opportunities to work with existing community organizations in order to involve minority, low-income, disabled, and elderly populations in the environmental process.
- Utilize site visits and other data collection techniques to identify potential environmental justice impacts.
- Analyze techniques for collecting information on public meeting attendees in order to evaluate how well outreach techniques are working.

District 2 - Division of Planning and Local Assistance

- Hold a Tribal Summit. This would involve tribal leadership and Caltrans District 2 leadership in a forum discussing transportation concerns.
- Conduct planning studies for State Routes 3 and 70. Public outreach will be conducted during both of these studies.

District 2 - Division of Right of Way

- Continue to develop preventive measures to assure excellent, nondiscriminatory services to the general public.
- Educate and train staff on compliance with Title VI.
- Train new Right of Way Agents during the Right of Way Academy I and II sessions.

District 3 - Marysville

District 3 - North Region - Division of Construction

- Incorporate CCOs for contracts after award for mitigation efforts within the construction phase of a project.

District 3 - North Region - Division of Environmental Planning

- Provide Title VI training opportunities for North Region Environmental staff members.
- Look for opportunities to work with existing community organizations in order to involve minority, low-income, disabled, and elderly populations in the environmental process.
- Utilize site visits and other data collection techniques to identify potential environmental justice impacts.
- Analyze techniques for collecting information on public meeting attendees in order to evaluate how well outreach techniques are working.

District 3 - Division of Planning and Local Assistance

- Ensure that the consultant team for the Public Participation Engagement Contract (PPEC) performs the enhanced public outreach efforts identified in the task orders.

District 3 - North Region - Division of Maintenance

- Participate in the Title VI online training.

District 3 - North Region - Division of Right of Way

- Work on refining the formal process for training, collection, and reporting of Title VI information.

- Streamline the disbursement of quarterly LEP logs to the bilingual staff members.
- Maintain yearly staff Title VI training records, LEP logs, and Right of Way Title VI surveys on projects (sent out with Notice of Intent to Appraise Letters).

District 4 - Oakland

District 4 - Division of Construction

- Translate written materials into non-English languages when required.
- Provide translators when required.
- Provide Title VI information at pre-job conference meetings with contractors and subcontractors.
- Obtain 100 percent employee compliance in Title VI online training.
- Address and appropriately handle construction related Title VI issues.

District 4 - Division of Design

- Ensure that Division of Design staff members complete Title VI online training annually.
- Provide staff with ADA training to improve knowledge of Title VI issues.

District 4 - Division of Environmental Planning and Engineering

- Work closely with the District 4 Public Affairs office to better identify community and neighborhood groups that current efforts fail to reach.
- Work with Public Affairs to broaden public outreach events.
- Increase the number of cards, brochures, and other mailers translated into languages other than English.

District 4 - Division of External Affairs-Equal Employment Opportunity

- Offer Title VI training for groups by special request, and for those employees without computer access.
- Provide new employees with Title VI overview training at New Employee Orientation classes.

- Offer the Title VI online training on a monthly basis through the LMS system to ensure accuracy on employees training profile and to obtain 100 percent compliance in Title VI training for District 4.
- Ensure the Title VI online training is provided to new managers and supervisors within 30 days of hire.

District 4 - Division of Operations

- Promote, endorse, and encourage training for all managers, supervisors, and staff members in order to comply with Title VI requirements.
- Provide ongoing review and implementation of policy and procedures to ensure Title VI compliance.
- Report any Title VI complaints as appropriate.
- Strive to achieve a workforce that is consistent with Title VI requirements, including upward mobility, vendor selection, consultant services, products, and purchases.

District 4 - Division of Right of Way

- Participate in public hearings.
- Provide English/Spanish bilingual services when needed.
- Offer brochures and booklets in different languages regarding property owners' rights.
- Obtain 100 percent employee compliance in Title VI online training.

District 4 - Division of Transportation Planning and Local Assistance

- Address Title VI-related issues in all PIDs.
- Support staff training related to Title VI.

District 5 - San Luis Obispo

District 5 - Division of Administration - Equal Employment Opportunity

- Achieve 100 percent participation in Title VI online training.
- Ensure that all public meetings are being tracked using the monthly LEP tracking protocols.

- Continue to offer training to increase personnel's Title VI awareness.

District 5 - Division of Construction

- Participate in pre-construction meetings and community meetings.
- Participate in Title VI training through the various Resident Engineer Academies and Construction Boot Camps.
- Encourage Construction staff to attend various training classes, such as ESL Grammar and Writing Skills and ESL Speaking and Listening Skills.
- Encourage all Construction staff to participate in Title VI online training.
- Conduct mandatory pre-construction meetings.
- Monitor projects and conduct worker interviews to ensure the EEO requirements are being met.

District 6 - Fresno

District 6 - Division of Administration - Equal Employment Opportunity

- Coordinate and provide training promoting awareness of Title VI requirements, policies and procedures.
- Participate in Title VI Interdisciplinary Team/Liaison meetings conducted by the Title VI Program.
- Participate in Title VI related training/meetings to enhance the understanding of Title VI.
- Incorporate a Title VI overview into the New Employee Orientation.
- Provide LEP and Title VI public information in languages other than English at public meetings and outreach events.

District 6 - Division of Construction

- Participate in pre-construction meetings and community meetings.
- Participate in Title VI training through the various Resident Engineer Academies and Construction Boot Camps.

- Encourage Construction staff to attend various training classes, such as ESL Grammar and Writing Skills and ESL Speaking and Listening Skills.
- Encourage all Construction staff to participate in Title VI online training.
- Conduct mandatory pre-construction meetings.
- Monitor projects and conduct worker interviews to ensure the EEO requirements are being met.

District 6 - Division of Project Development - Design

- Incorporate Title VI requirements into Design documents.
- Utilize training resources to assist employees in complying with departmental policies and federal regulations pertaining Title VI.
- Consider and incorporate context sensitive solution considerations into Design documents.
- Send staff to five-day Project Engineer Academies.

District 6 - Division of Right of Way

- Distribute the proper literature at the beginning of the appraisal process.

District 7 - Los Angeles

District 7 - Division of External Affairs - Equal Employment Opportunity

- Provide Title VI guidance to executive staff, supervisors, managers, and rank and file employees
- Partner with the District Title VI Division Coordinators and have monthly meetings to update on Title VI activities. Provide training as needed.
- Update the Title VI Guide and continue to train the Title VI Division Coordinators.
- Enhance and update the EEO Intranet web site with Title VI information, including forms, publications, and services to ensure that the most current and accurate information is provided to our customers.
- Promote and monitor Title VI Online Training compliance/update reports and provide to deputies.

- Attend quarterly Title VI Interdisciplinary Team/Liaison meetings.
- Provide EEO Awareness training/Title VI Overview presentation to managers, supervisors, and rank and file employees.
- Update the volunteer interpreter list on an annual basis.
- Monitor and keep reports on LEP.
- Provide interpretation and translation services, in languages other than English, upon request.
- Promote and monitor public participation, data collection, and use of the Language Line Services contract.
- Monitor all Title VI activities to ensure compliance.
- Participate in public meetings, outreach events, and pre-construction meetings to provide information and/or address Title VI issues.

District 7 - Division of External Affairs - Office of Government, Community and Legislative Affairs

- Participate in public meetings, outreach events, and pre-construction meetings to provide information and/or address Title VI issues.

District 7 - Division of Construction

- Provide Title VI online training for all staff to ensure compliance with Title VI requirements.
- Attend public meetings and inform the public and answer questions the public may have of a project.

District 7 - Division of Design

- Encourage employees to take the Title VI online training.
- Develop transportation improvement projects that are consistent with the requirements of Title VI.
- Participate in public hearings and outreach meetings to ensure that impacted members of the community are given the opportunity to provide input into the design of transportation improvement projects.

District 7 - Division of Environmental Planning

- Use innovative and technologically advanced methods to improve upon our public outreach/notification process as it pertains to preparing environmental documents. Planned activities include providing materials in as many different languages as necessary and informing the public using social media outlets.

District 7 - Division of Planning and Local Assistance

- Identify constituents and continually evaluate and correct the public participation plan.
- Ensure the Corridor System Management Plan (CSMP) reflects elements of public participation, including discussion of Environmental Justice issues.
- Focus on public health impacts of transportation facilities and proposed facilities on minority populations.
- Coordinate with individuals, institutions, and organizations in the affected communities to educate the public and to enhance public participation.
- Engage emerging population groups (“boomers,” “echo-boomers,” and immigrants) and their communities within the District on transportation issues.
- Improve the level of contact and assistance with communities within the District to improve pedestrian access and safety.
- Improve the size and accuracy of the District’s database of community-based organizations for outreach on future planning and project development.
- Increase the number of information meetings in low-income and minority communities on highway and mass transit projects.
- Improve the number and level of contacts between minority communities adjacent to port facilities on goods movement projects.
- Increase the number of speaking engagements within low-income and minority communities.
- Coordinate efforts in Environmental Justice/Title VI with other divisions and partner agencies.
- Circulate and create specialized materials that reflect the concerns and sensitivities of particular populations as they relate to transportation issues.

District 7 - Division of Program and Project Management

- Promote and participate in the Title VI online training.

District 7 - Division of Right of Way

- Carry out all of the right of way duties in compliance with the Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970 (as amended).
- Provide workshops and meetings to inform the public that is impacted by the I-5 project. One new area for activities is a series of workshops for each section of right of way to address any potential issue that may come up throughout the year.

District 8 - San Bernardino

District 8 - Division of Equal Employment Opportunity

- Conduct “brown bag” lunch sessions for employees to view informative Title VI videos, such as *Environmental Justice and Transportation for California Tribes* and *Language Assistance for Limited English Proficient (LEP) Persons: Your Responsibility under the Dymally-Alatorre Bilingual Services Act*. The lunch sessions will be conducted on an ongoing basis by the District Title VI Liaison.
- Facilitate quarterly meetings on an ongoing basis with the district’s Title VI program areas (Construction, Planning, Local Assistance, Environmental, and Right of Way) contact persons.
- Attend pre-construction meetings on an ongoing basis.
- Conduct Title VI training presentations to staff members in the district.
- Advertise and encourage employees to complete the Title VI online training.
- Participate in public meetings/public outreach events to conduct Title VI awareness training for the public, continuing focus on underrepresented groups.
- Update the *I-Speak Cards* and distribute to public contact staff in the district. The in-house interpreters list will be added to the District 8 EEO Web page.
- Promote public awareness campaigns to accommodate other languages, such as Spanish, and provide sign language interpreters at public meetings as needed (Public Affairs).

- Utilize Spanish and any other needed language media in order to advertise and buy Public Service Announcements (Public Affairs).
- Make available to the public Title VI information in languages other than English at public meetings and outreach events.
- Facilitate and utilize various methods of communication, such as construction alert flyers, radio and newspaper advertisements, e-mail, and the Internet (Public Affairs).
- Ensure all contracts and subcontract agreements continue to contain Title VI contract provisions.

District 8 - Division of Construction

- Implement tracking of liaison activities with respect to construction projects. Tracking information will include: date of meeting/activity, project number/description and purpose of meeting, method of outreach, target audience, and number of attendees.
- Continue to include a labor compliance and Title VI component at the annual Resident Engineers' meetings.
- Hold quarterly outreach/small business meetings to include minority groups, elderly, and disabled persons as part of the ongoing planned activities from last year's reporting. Construction Division will assume an active role in these meetings.
- Complete Title VI online training.

District 8 - Division of Environmental Planning

- Ensure methods of public outreach are considered and provided for involvement of minority, disabled, and low-income populations in the decision-making process.
- Incorporate Title VI principles into the district's Environmental Documents.
- Enroll and send the Environmental Planning Division's new and established staff members to Title VI training and other related courses whenever offered.

District 8 - Division of Planning

Native American Liaison

- Conduct various tribal workshops and outreach to various tribes on reservations to discuss Environmental Justice programs and tribal transportation issues.
- Complete facts sheets on every tribal government in Riverside and San Bernardino counties
- Conduct workshops to district staff members to provide awareness of tribal transportation issues.

Freight and System Planning

- Participate in stakeholders meetings to identify how to best meet the needs of the local communities and regional traffic.
- Work with our regional partners on developing priorities for east-west freight movement in an effort to reduce local and regional traffic congestion and environmental impacts.

Office of Regional Planning

- Provide the general public with transit information by maintaining a transit kiosk in the lobby of District 8. Brochures will be available in Spanish as well as English.
- Provide safe interregional bike routing to the public as requested.
- Prepare advanced planning studies with stakeholders in an effort to identify and prioritize the short, medium, and long term transportation improvements needed in the region.

Office of Community Planning

- Assist the cities of Ontario and Temecula in completion of their projects, such as outreach, managing timeline, and invoicing for reimbursement.
- Assist newly awarded grantee (City of Big Bear, Big Bear Valley Pedestrian, Bicycle, and Equestrian Master Plan) to start project in accordance with Transportation Planning grant guidelines and procedures.

District 8 - Division of Right of Way

- Educate and train staff members for compliance with Title VI. Continue informal training and review of documents including reviewing/monitoring of diary entries for Title VI issues.
- Mandate all employees to complete the Title VI online training module on an annual basis.
- Train newer Right of Way Agents through the courses provided in the mandated Right of Way Academy classes.

District 9 - Bishop

District 9 - Administration Division - EEO/Claims/Facilities Management/Personnel/Public Information/Small Business Program/Workforce Development

EEO Management Services

- Complete Title VI online training every two years.
- Encourage better communication from headquarters regarding changes to Title VI reporting and points of contact for districts to turn to when direction is needed.

Public Information

- Place public information notices in the local Spanish language paper.

Workforce Development

- Research how to attach Title VI online training to LMS records.

District 9 - Division of Design

- Conduct additional outreach through meetings and local media for upcoming projects as the construction of the High Point Curve Realignment project approaches.

District 10 - Stockton

Division of Administration - Equal Employment Opportunity

- Meet quarterly with District 10 Title VI Program Coordinators for the purpose of networking, educating each other, sharing best practices, developing common goals, ensuring consistency in the District, and self monitoring.
- Provide direction to District 10 Programs when it comes to collecting, reporting, and analyzing public participation data.
- Provide and recommend that all employees take the Title VI online training to promote awareness of Title VI requirements, policies, and procedures.
- Participate in Title VI Interdisciplinary Team/Liaison meetings, conducted by the Caltrans' Title VI Program.
- Work with the Caltrans' Title VI Program in coordinating and responding to the Title VI compliance reviews.

District 10 - Division of Planning

- Continue the Indian Reservation Roads (IRR) project with tribes.
- Prepare for the November 2011 *National American Indian Heritage Month*.
- Develop and strengthen the Division's Title VI and Environmental Justice Programs.
- Continue oversight of compliance responsibilities with RTPAs and local agencies.
- Participate in community functions throughout the district.
- Engage underrepresented communities early and throughout the transportation planning process.
- Identify and engage more tribal governments on transportation projects.
- Provide Title VI/Environmental Justice training as needed within the Planning Division.
- Continue efforts on the Title VI Work Plan.

- Engage youth in the planning process and programs, such as the California Interregional Blueprint (CIB), Corridor System Management Plan (CSMP) development, etc.

District 10 - Central Region Division of Construction

- Participate in pre-construction meetings and community meetings.
- Participate in Title VI training through the various Resident Engineer Academies and Construction Boot Camps.
- Encourage Construction staff members to attend various training classes, such as ESL Grammar and Writing Skills and ESL Speaking and Listening Skills.
- Encourage all Construction staff members to participate in Title VI online training.
- Conduct mandatory pre-bid meetings for construction projects.
- Monitor projects and conduct worker interviews to ensure the EEO requirements are being met.

District 11 - San Diego

District 11 - Division of Administration - Equal Employment Opportunity

- Promote, market, and participate in the Title VI online training, public participation data collection, and the Language Line Services contract.
- Update District 11's EEO Intranet web site, including pertinent links to Title VI information.

District 11 - Division of Administration - Public Information Office

- Evaluate community needs and meet with Planning, Project Management, and Environmental staff members to assess Title VI issues and develop outreach strategies.
- Promote the services provided by the Language Line Services contract.
- Explore and employ creative outreach methods (social media, movie slides, YouTube ads, etc.) to maximize efficacy of outreach to communities throughout the district.
- Continue efforts to develop and maintain relationships with community groups, media outlets, and other external agencies.

- Update the public web site with accessible current information.

District 11 - Division of Administration - Training

- Coordinate with EEO the delivery of the Title VI online training and ensure tracking of course completions within the district's Learning Management System (LMS).
- Market and promote the Title VI training class to division Training Coordinators during training meetings and district-wide employees' monthly meetings to encourage full compliance with Title VI requirements.

District 11 - Division of Construction

- Continue outreach efforts for 2012.

District 11 - Division of Environmental Planning

- Hold the following public hearings, or schedule opportunities for public hearings, to receive public input/comment on the Draft Environmental Documents for the following projects.
 - I-5/SR 56 Interchange Project - Winter/Spring 2012
 - I-5 North Coast Corridor Project - Winter/Spring 2012
 - I-5/Encinitas Blvd. Interchange Project (unofficial title) - Summer 2012
 - I-5/Gillman Overcrossing (unofficial title) - Summer 2012
- Tentatively schedule public hearings or opportunities for public hearings on the Draft Environmental Documents for the following projects: (1) Mid Coast Transit Light Rail; and (2) Sorrento Valley Interchange Reconstruction.
- Conduct community outreach to local community groups located along the project corridor for the following project: State Route 94/HOV

District 11 - Division of Planning

- Make as many agencies and nonprofit entities aware of the Environmental Justice grants as possible, so that they develop applications to address transportation issues in Title VI communities.

District 11 - Division of Program/Project Management - Local Assistance

- Review LPPs for Title VI compliance.

- Review projects submitted by local agencies that require relocation and/or socio-economic studies to be performed for possible Title VI compliance review and reporting.

District 11 - Division of Right of Way

- Participate in community outreach efforts regarding the district's upcoming projects to ensure that concerns are addressed and fair and equal standards are applied to all.
- Educate and train staff for compliance with Title VI. Continue informal training and review of documents including reviewing/monitoring of diary entries for Title VI issues.
- Mandate all employees to complete the Title VI online training module provided by headquarters.

District 12 - Orange County

District 12 - Division of Administration - Equal Employment Opportunity

- Ensure the Title VI online training for all District 12 staff is completed annually by September 30.
- Ensure district employees are familiar with the LEP policy and are aware of where to find information regarding translators and/or interpreter services.
- Arrange district Title VI representative meetings on a regular basis to keep all divisions and programs aware of Title VI changes and updates to the policy.
- Work with district Title VI representatives to collect accurate public participation data at all district public outreach meetings.

District 12 - Division of Administration - Office of Public Information

- Participate in community meetings to inform the public of transportation construction projects and ensure that Title VI information pamphlets are available to the public.
- Collect accurate public participation data at all District outreach meetings.
- Implement and monitor all Title VI activities and provide training throughout the year.

District 12 - Division of Construction

- Provide guidance regarding labor compliance to Resident Engineers to ensure compliance with Title VI requirements.
- Ensure Labor Compliance Officers attend all pre-construction conferences and cover EEO compliance.
- Participate in community meetings to inform the public of transportation construction projects and ensure that Title VI information pamphlets are available to the public at public meetings.
- Enforce the annual EEO reporting requirement.
- Conduct outreach for the collection of data for the annual EEO report.
- Attend meetings to keep current on Title VI Program information and make certain that all division staff remain current on Title VI requirement information.
- Maintain a record of the collected Title VI statistical data and report this information to the District Title VI Liaison at District meetings.
- Promote Title VI training opportunities.

District 12 - Division of Design

- Work with stakeholders and project teams to ensure that all projects are in full compliance with applicable federal and state rules, regulations, policies and standards throughout the project development process.

District 12 - Division of Environmental Analysis

- Ensure Title VI implementation through the public notification and public hearing process, including ADA accessible meeting locations, alternate format, environmental documentation, and TTY access; availability of court reporters and Spanish language translators; and by consistently utilizing the Standard Environmental Reference (SER), which contains guidance for staff members to ensure Environmental Justice.

District 12 - Division of Planning

- Advertise availability of FFY 2012 Environmental Justice grants in contact/meetings with other jurisdictions.
- Participate in all Title VI training whenever available.

District 12 - Division of Right of Way

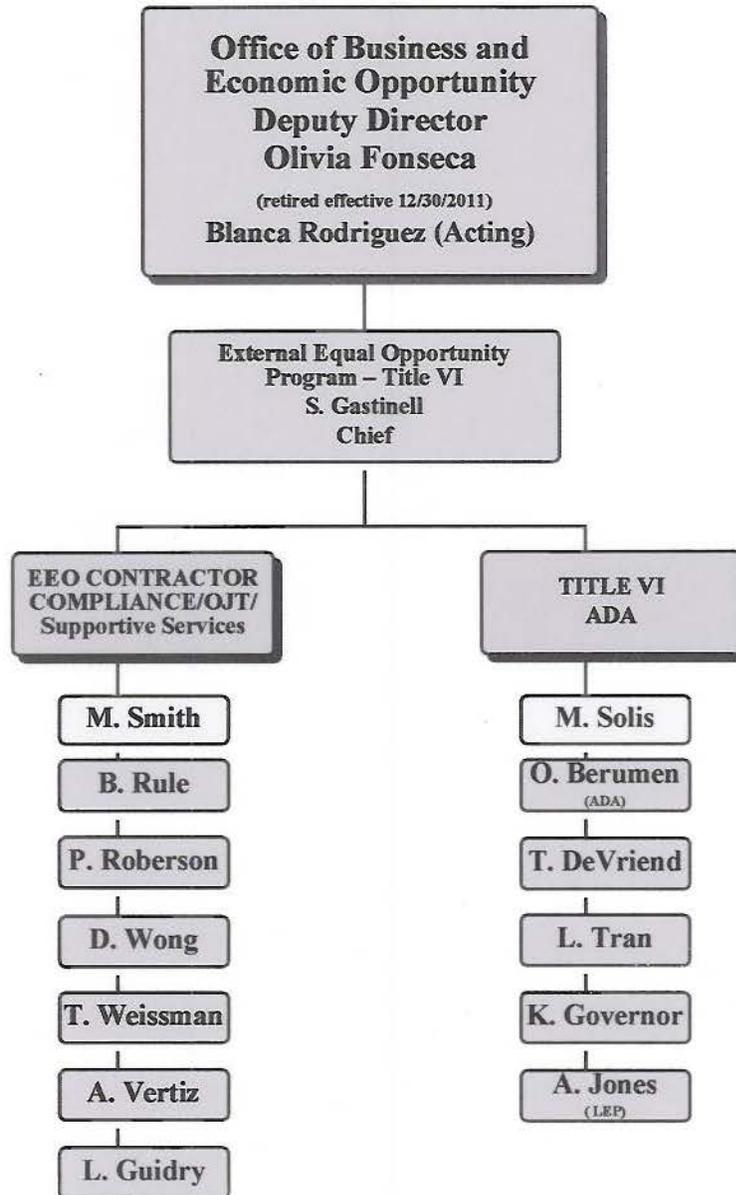
- Discuss Title VI information with agents to prevent any complaints.

Attachments A-C

Attachment A
Title VI Program Organization Chart



**DEPARTMENT OF
TRANSPORTATION**
*Office of Business and Economic Opportunity –
External Equal Opportunity
Title VI Program*



Attachment B
Title VI Liaisons
(Interdisciplinary Team/Program Area Administrators/Districts)

**California Department of Transportation
Title VI Interdisciplinary Team**

NAME	TITLE	DIVISION	PHONE NUMBER	E-MAIL ADDRESS
Sherri Gastinell	Chief, External Equal Opportunity Program	Office of Business & Economic Opportunity	(916) 324-8399	sherri_gastinell@dot.ca.gov
Angela Shell	Branch Chief, Labor Compliance	Construction	(916) 654-3501	angela_shell@dot.ca.gov
Pam Suszko	Senior Transportation Engineer	Design	(916) 653-6296	pam_suszko@dot.ca.gov
Terry Meleski cc: Barbara Martinez	Associate Governmental Program Analyst	Engineering Services	(916) 227-9525	terry_meleski@dot.ca.gov
Peter Bond	Sr. Environmental Planner	Environmental Analysis	(916) 653-8307	peter_bond@dot.ca.gov
Sue Morandi	Associate Governmental Program Analyst	Legal	(916) 654-2630	sue_morandi@dot.ca.gov
Eugene Shy	Sr Transportation Engineer	Local Assistance	(916) 651-6552	eugene_shy@dot.ca.gov
Michelle Sommer	Chief, Personnel & Field Support	Maintenance	(916) 651-2002	michelle_sommer@dot.ca.gov
Lynette Bell	Staff Services Manager I	Research & Innovation	(916) 654-7654	lynette_bell@dot.ca.gov
Beth Thompson cc: Louise Lozova	Associate Governmental Program Analyst	Procurement and Contracts	(916) 227-6018	beth_thompson@dot.ca.gov
Emma Barwela	Associate Governmental Program Analyst	Project Management	(916) 653-3075	emma_barwela@dot.ca.gov
Deborah Cunningham	Sr. Right of Way Agent	Right of Way and Land Surveys	(916) 654-3212	deborah_l_cunningham@dot.ca.gov
Michelle Robinson	Chief, Administration Support Branch	Transportation Planning	(916) 651-6889	michelle_robinson@dot.ca.gov
Della Moore	Chief, Administrative Services Branch	Traffic Operations	(916) 651-9046	della_moore@dot.ca.gov

**Title VI Program
Program Area Administrators**

NAME	TITLE	DIVISION	PHONE NUMBER	EMAIL ADDRESS	DIVISION CHIEF
Carol Glatfelter	Program Area Administrator	Aeronautics	(916) 654-5253	carol_glatfelter@dot.ca.gov	Gary Cathey (916) 654-5183
Sherrri Gastinell	Chief, External Equal Opportunity Program	Civil Rights	(916) 324-8399	sherrri_gastinell@dot.ca.gov	Blanca Rodriguez (Acting) (916) 324-0990
Angela Shell	Branch Chief, Labor Compliance	Construction	(916) 654-3501	angela_shell@dot.ca.gov	Mark Leja (916) 654-2157
Pam Suszko	Senior Transportation Engineer	Design	(916) 653-6296	pam_suszko@dot.ca.gov	Terry Abbott (916) 654-3858
Terry Meleski cc: Barbara Martinez	Associate Governmental Program Analyst	Engineering Services	(916) 227-9525	terry_meleski@dot.ca.gov	James Davis (Acting) (916) 227-8800
Peter Bond	Sr. Environmental Planner	Environmental Analysis	(916) 653-8307	peter_bond@dot.ca.gov	Jay Norvell (916) 653-7136
Vacant	Civil Rights Coordinator	Local Assistance	(916) 653-9251		Denix Anbiah (916) 653-1776
Michelle Sommer	Chief, Personnel & Field Support	Maintenance	(916) 651-2002	michelle_sommer@dot.ca.gov	Tony Tavares (916) 654-5849
Kimberly Gayle cc: Michael Lange	Office Chief, FTA Grants Program	Mass Transportation	(916) 654-8074	kimberly_gayle@dot.ca.gov	Jane Perez (916) 654-8144
Beth Thompson cc: Kemuel Pruitt and Louise Lozova	Associate Governmental Program Analyst	Procurement & Contracts	(916) 227-6018	beth_thompson@dot.ca.gov	Francesca Negri (916) 227-6100
Emma Barwela	Associate Governmental Program Analyst	Project Management	(916) 653-3075	emma_barwela@dot.ca.gov	Karla Sutliff (916) 654-2494
Mary Rodriguez	Staff Services Manager I	Rail	(916) 651-8478	mary_rodriguez@dot.ca.gov	William D. Bonte (916) 654-3797
Glenna Stewart cc: Lynette Bell	Staff Services Analyst	Research & Innovation	(916) 654-7482	glenna_stewart@dot.ca.gov	Larry Orcutt (916) 654-8877
Deborah Cunningham	Sr. Right of Way Agent	Right of Way & Land Surveys	(916) 654-3212	deborah_l_cunningham@dot.ca.gov	Brent Green (916) 654-5075
Kim Ross cc: Della Moore	Associate Governmental Program Analyst	Traffic Operations	(916) 654-5674	kim_ross@dot.ca.gov	Robert Copp (916) 654-2352

Revised: 10/18/10

**Title VI Program
Program Area Administrators**

NAME	TITLE	DIVISION	PHONE NUMBER	EMAIL ADDRESS	DIVISION CHIEF
Michelle Robinson	Chief, Administration Support Branch	Transportation Planning	(916) 654-5353	michelle_robinson@dot.ca.gov	Sharon Scherzinger (916) 653-1818

District Title VI Liaisons

NAME	DISTRICT	PHONE/FAX	TITLE	E-MAIL ADDRESS	LOCATION
Emma Cleveland	1	(707) 445-5318 (707) 441-5871	EEO Officer/Title VI Liaison	emma_cleveland@dot.ca.gov	1656 Union Street Eureka, CA 95501
Mark E. Robertson	2	(530) 225-3055 (530) 225-3244	EEO Officer/Title VI Liaison	mark_e_robertson@dot.ca.gov	1657 Riverside Dr. Redding, CA 96001
Sue Takhar	3	(530) 741-4025 (530) 741-5346	Sr. Transportation Planner/Title VI Liaison	sukhvinder_takhar@dot.ca.gov	703 B Street, MS 19 Marysville, CA 95901
Araceli Oropeza cc: Deborah Smith	4	(510) 286-5871 (510) 286-5872	EEO Branch Chief	araceli_oropeza@dot.ca.gov	111 Grand Avenue, MS 6A Oakland, CA 94613
Gillian McCallum	5	(805) 549-3037 (805) 549-3307	EEO Officer/Title VI Liaison	gillian_mccallum@dot.ca.gov	50 Higuera Street San Luis Obispo, CA 93401
Patti Van Loon	6	(559) 444-2522 (559) 488-4332	EEO Manager/Title VI Liaison	patti_van_loon@dot.ca.gov	1352 West Olive Ave Fresno, CA 93728
Sylvia Delgado	7	(213) 897-8244 (213) 897-8512	EEO Officer/Title VI Liaison	sylvia_delgado@dot.ca.gov	100 S. Main Street, 12th Floor Los Angeles, CA 90012
Michelle Profant	8	(909) 383-6396 (909) 383-7211	EEO Officer/Title VI Liaison	michelle_profant@dot.ca.gov	464 West 4th Street, MS 1249 San Bernardino, CA 92401
Deb Lowgren	9	(760) 872-0752 (760) 872-1873	EEO Officer/Title VI Liaison	deborah_lowgren@dot.ca.gov	500 S. Main Street Bishop, CA 93514
Maribel Aceves cc: Lauren Pulido	10	(209) 948-3911 (209) 948-7949	EEO Officer/Title VI Liaison	maribel_aceves@dot.ca.gov	1976 E. Dr. Martin Luther King Jr. Blvd. Stockton, CA 95205
Rafael Dominguez	11	(619) 688-4249 (619) 688-6691	EEO Officer/Title VI Liaison	rafael_dominguez@dot.ca.gov	4050 Taylor Street, MS 251 San Diego, CA 92110
Sarah Sanchez	12	(949) 724-2332 (949) 253-2957	EEO Officer/Title VI Liaison	sarah_sanchez@dot.ca.gov	3347 Michelson Drive, Suite 100 Irvine, CA 92612

Attachment C
Outreach to Communities – Districts and Divisions (Headquarters)

Outreach to Communities
FFY 2011

District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 1 Advance Planning	Business Outreach Meeting for Broadway Feasibility Study	Informational Input	Best Western Bayshore, Eureka, CA	Yes	To introduce feasibility study to business owners/ property owners within project limits	2/7/11	No	Yes. Spanish	General	General	N/A	25	Mail and in person
District 1 Advance Planning	01-49540K Hiouchi Community Improvement Project	Open House	Hiouchi Fire Hall	Yes	Introduce improvement concepts/ solicit comments	2/24/11	No	Yes. Title VI brochures provided in Spanish	15 Not Hispanic/Latino	1 over 40 1 disabled 3 American Indian	U.S. Census VT-No	15	Newspaper, USPS mailing, email
District 1 North Region Construction	Eureka Resurfacing Project	Open House	Wharfinger Eureka	Yes	Introduce improvement concepts/ solicit comments	4/14/11	No	Yes. Title VI brochures provided in Spanish	9 Not Hispanic/Latino	4 over 40 2 disabled 1 Asian 2 American Indian 3 below poverty level	U.S. Census VT-No	9	Newspaper, USPS mailing, email
District 1 North Region Environmental Planning	01-3634V Public meeting for Community Impact Assessment for Proposed Klamath Grade Raise Project	Informational: provide information on project and receive input on potential socio-economic issues for the Tribe	Yurok Tribal Office, Klamath	Yes	To elicit public input on potential effects of project on society and economy of Klamath	1/4/11	No	Yes. Title VI brochures provided in Spanish	0 Hispanics or Latino 11 Not Hispanics or Latino	Visual estimate of participants: 75% Native American 25% not Native American 64% male 36% female approx 0% estimated low income	VT-Yes	11	Arranged with Yurok Tribe's Transportation Manager (Joe James)
District 1 North Region Environmental Planning	01-43060 Avenue of the Giants Four Bridges Project	Scoping Meeting	Humboldt Redwoods State Park	Yes	Introduce improvement concepts/ solicit comments	2/28/11	No	Yes. Title VI brochures provided in Spanish	41 Not Hispanic or Latino	34 over 40 8 disabled 1 Asian 1 American Indian 5 Other 14 below poverty level	U.S. Census VT-No	42	Newspaper, USPS mailing, email
District 1 Project Management	01-43640 Dr. Fine Bridge Scoping Meeting	Open House	Smith River Community Center, Smith River	Yes	To receive public input from communities/public	11/3/10	No	Yes. Translated informational handouts and comment cards from English to Spanish	0 Hispanics or Latino 25 Not Hispanics or Latino	4 Male American Indian 1 Female American Indian 22 over age 40 4 participants indicated low-income on survey	U.S. Census VT-No	33	Paid ad in local daily newspaper; direct mailers; and door-to-door
District 1 Project Management North Region Environmental Planning	01-47690 Klamath River Hinge Replacement Project	Public Meeting	Yurok Tribal Office, Klamath	Yes	To receive public input from communities/public	11/10/10	No	Yes. Title VI brochures provided in Spanish	0 Hispanics or Latino 2 Not Hispanics or Latino	1 participant over 40	U.S. Census VT-No	2	Mailers to interested parties and the Yurok Tribe, and an ad in newspapers.
District 2 Division of Program/Project Management	City of Dorris	Informational	Dorris Chamber of Commerce	Yes	Discussion of Scope of project	3/16/11	No	No	19% Hispanic or Latino 79% Not Hispanic or Latino	50/50	U.S. Census	35	Sponsored by the Dorris Chamber of Commerce

Outreach to Communities
FFY 2011

District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 3 Public Information Office	Outreach effort for I-5 paving project in Elk Grove	Public outreach for construction activities			Public outreach for construction activities	8/8/11	No	No					14,700 flyers sent August 8 out to affected parties
District 3 Public Information Office	Outreach effort for Highway 49/La Barr Meadows project	Public outreach for construction activities			Public outreach for construction activities	May of 2011	No	No					1000 flyers distributed in May to two local mobile home communities
District 3 Public Information Office	U.S. Highway 50 El Dorado County Outreach on the Public Participation Plan for the Closure of U.S. Highway 50 Echo Summit project (ARRA)	Public Meetings (Public Input) attended numerous public & local workshops	South Lake Tahoe Community College, City of South Lake Tahoe -City Council (Air Port facility) South Lake Tahoe LTVA, Chamber of Commerce Building	Yes	Public outreach/ awareness campaign for two week full closure of U.S. Highway 50	Participated in 14 events between 10/5/10 - 4/14/11	Yes, Spanish interpreter, radio, and television interviews	Yes, Spanish					Paid ad in several News Paper: Public Service/Radio announcements: Internet: Facebook, Twitter, Television, door-to-door. Both in English and Spanish languages.
District 3 Division of Planning & Local Assistance (DPLA)	Colusa Complete Streets	Hearing (Public Input)	Colusa City Hall Auditorium 425 Webster St., Colusa, CA	Yes	To provide study results and recommendations	11/16/10	No	No	75% Not Hispanic or Latino	95% over 40 45% Male 55% Female	VT-Yes	80	Ad in newspapers, Internet, direct mailers.
District 3 Division of Planning & Local Assistance (DPLA)	Highway 99 Soundwall Community Safety and Enhancement	Two Community Meetings for outreach to specific property owners for properties located adjacent to Caltrans' right of way and soundwall on Highway 99 in Sacramento	Meeting #1: Fruitridge Community Center in Sacramento. Meeting #2: Pacific Elementary School in Sacramento.	Yes	To inform affected property owners about how the project will directly benefit them in an effort to encourage their participation.	10/25/10, 1/26/11	Yes. Spanish interpretation provided by Caltrans staff	Yes. The meeting notices, agendas and presentations were provided in English and Spanish.	50% Hispanic or Latino 5% Indian 5% African-American 40% Caucasian	50% Hispanic or Latino 5% Indian 5% African-American 40% Caucasian	VT-Yes	20	Direct Mailers, Door-to-Door, and by Telephone

Outreach to Communities
FFY 2011

District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 3 North Region Construction	Outreach effort for I-5 paving project in Arbuckle and Williams	Public outreach for construction project			Public outreach for construction project	May of 2011	No	No					4,366 Flyers mailed to residents in Arbuckle and Williams. 500 Flyers distributed to businesses and residents in affected area
District 3 North Region Environmental Planning	03-3C000 SAC 5 HOV Lanes	Public Workshops	Belle Cooledge Public Library, Sacramento, CA	Yes	To receive public input	5/3/11	No	No	15% Hispanics or Latino 85% Not Hispanics or Latino	Not available	VT-Yes	27	Paid ad in local newspaper; and direct mailers.
District 3 North Region Environmental Planning	03-3C000 SAC 5 HOV Lanes	Public Workshops	Joe Sims Elementary School, Elk Grove, CA	Yes	To receive public input	5/4/11	No	No	0% Hispanics or Latino 100% Not Hispanics or Latino	Not available	VT-Yes	13	Paid ad in local newspaper; and direct mailers.
District 3 North Region Environmental Planning	03-0A580 Marysville Rehab	Open House	Caltrans District 3 Office	Yes	To receive input from the public. Project Management and Traffic Operations staff also met with Yuba Sutter Transit twice to discuss the project, proposed project detours and transportation management plans and possible changes to better coordinate with the existing transit routes.	4/5/11	A Caltrans staff member fluent in Spanish was present	No. Was made available if needed.	8 white 2 Hispanic or Latino	14 males 6 females 9 English speaking/1 bilingual 8 aged +40 2 aged under 40 1 low income	Visual tally, public sign-in sheets, Caltrans Public Participation Survey	20 attendees according to sign-in sheet	Paid ads in local newspaper, direct mailers/door-to-door mailers to property owners and tenants within project area.
District 3 North Region Environmental Planning	03-2A940 EIP - Tahoe City to Kings Beach	Open House	Kings Beach Elementary School	Yes	To receive public input on the change in striping	2/9/11	Yes One bilingual Caltrans employee	Yes. Spanish comment cards and Spanish project description.	90% white, 10% non white	No demographic survey taken	VT-Yes	75	Paid ad in 2 local newspapers; public radio announcement; mailed invite to each landowner within or adjacent to the project.

Outreach to Communities
FFY 2011

District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 3 North Region Environmental Planning	03-4E590 ED 49 Curve	Open House	Diamond Springs/El Dorado Fire Protection District, Station 49 Conference Room, 501 Main Street, Diamond Springs, CA.	Yes	To receive public input from communities/ public	6/23/11	Yes Alternative formats could be made available upon request	No	100% Not Hispanic or Latino	50 Male, white 50 Female, white Most over age 40 income level unknown	VT-Yes	15-20	Paid ad in local newspaper; direct mailers; and NOI posted around project area at frequented businesses.
District 5 Environmental Analysis	SBT 156 05-344900 EFIS 05-00000505 Solicit Public Comment	Public Hearing/ Informational Meeting	San Juan Elementary School Multi-purpose Room, San Juan Bautista, San Benito County	Yes	Solicit public comment on draft Supplemental Environmental Impact Report	1/10/11	Yes District 5 PIO staff came as a Spanish Interpreter	No information translated prior to meeting	No Hispanic or Latino	All public attendance was primarily identified as Caucasian	Visual	35	Paid ad in local newspapers and direct mailers.
District 6 Environmental	EA 06-484600 Project ID# 0600000484	Informational; (Public Input)	Caltrans District 6, Kern County Administrative Offices - Building Rotunda, Bakersfield, CA	Yes	To update the community on the progress of the project and to receive public input from communities/ public	5/11/11	Three Spanish Speaking staff members were available to help anyone needing assistance.	No	23 Hispanics (11%)	14 Hispanic Male and 9 Hispanic Female.	Visual Tally	202	Paid ad in major newspaper.
District 6 Environmental	EA 06-484600 Project ID# 0600000484	Informational; (Public Input)	Caltrans District 6, Kern County Administrative Offices - Building Rotunda, Bakersfield, CA	Yes	To update the community on the progress of the project and to receive public input from communities/ public	5/11/11	Three Spanish Speaking staff members were available to help anyone needing assistance.	No	23 Hispanics (11%)	14 Hispanic Male and 9 Hispanic Female.	Visual Tally	202	Paid ad in major newspaper.
District 7 External Affairs - Public Affairs	Community Meeting for I-5 Project	Community Meeting	City Facility	Yes	Project Information	5/4/11	Yes, available	No	Mixed	N/A	Visual Tally	30	Mailers, flyers, emails
District 7 External Affairs - Public Affairs	Community Meeting for I-5 Project	Community Meeting	Vena Elementary School	Yes	Project Information	5/31/11	Yes, available	No	Mixed	N/A	Visual Tally	30	Mailers, flyers, emails

**Outreach to Communities
FFY 2011**

District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 7 Environmental Planning	0700000191/165	Formal Public Scoping Meeting	Alhambra Civic Center Library	Yes	To receive public input from communities/ public	3/16/11	Yes, Hired one Spanish Interpreter and one Chinese Interpreter (Mandarin and Cantonese)	Yes. Translated handouts and sign-in sheets to Spanish and Chinese	20% Asian 10% Latino 70% Caucasian	N/A	Visual Tally	65	Direct Mailers, Website, Email-blast notification
District 7 Environmental Planning	0700000191/165	Formal Public Scoping Meeting	South Pasadena High School	Yes	To receive public input from communities/ public	2/2/11	Yes, Hired one Spanish Interpreter and one Chinese Interpreter (Mandarin and Cantonese)	Yes. Translated handouts and sign-in sheets to Spanish and Chinese	10% Asian 5% Latino 85% Caucasian	N/A	Visual Tally	31	Direct Mailers, Website, Email-blast notification
District 7 Environmental Planning	70000080	Open House	Lancaster City Hall	Yes	To provide scoping results and project presentation	4/11/11	Yes, Spanish Interpreter was available	Yes. Translated handouts into Spanish	10% African American 60% Caucasian 20% Hispanic 10% Asian	N/A	Visual Tally	70	Mailers, flyers, emails, newspaper ads (English & Spanish publications)
District 7 Environmental Planning	70000080	Open House	Twin Lakes Community Church	Yes	To provide scoping results and project presentation	4/12/11	Yes. Spanish interpreter was provided with wireless headsets to users	Yes. Translated handouts into Spanish	2% African American 65% Caucasian 30% Hispanic 3% Asian	N/A	Visual Tally	85	Mailers, flyers, emails, newspaper ads (English & Spanish publications)
District 7 Right of Way	215949	Public Workshop	Norwalk Sports & Arts Complex	Yes	R/W process workshop	6/15/11, 6/16/11	Spanish	Spanish	Asian - 6 Spanish - 9 African - 4 White - 8	Mostly Hispanic, varied ages	visual survey + sign in sheets	27	Mailers, flyers, emails
District 7 Right of Way	215949	Open House	11558 Tina St., Norwalk, CA	Yes	Informing the Public	5/10/11	Spanish	Spanish	8 Spanish	Mixed Hispanic, varied ages	visual survey + sign in sheets	8	Mailers, flyers, emails
District 7 Right of Way	215949	Public Workshop	Unknown		R/W process workshop	8/15/11	Spanish	Spanish					Mailers, flyers, emails
District 7 Right of Way	215949	Public Workshop Multiple workshops 2012, every 2-3 months	Unknown		R/W process workshop	9/21/11	Spanish	Spanish					Mailers, flyers, emails

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District/Division Program Area	Project Number/Activity	Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	Facility Name/ Location of Event	Facility ADA Accessible? Yes/No	Purpose of Meeting	Date of Event	Interpreters and/or Alternate Formats? Yes/No. If Yes, in What Language and/or Format?	Translation of written materials? Yes/No. If Yes, in What Language(s)?	Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)	Demographics of Public Participants: Gender/Race/Age/Disability/Income Level: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White	Demographic Sources Used/Visual Tally (VT) Used? Yes/No	# of Attendees	Outreach Method
District 8 Public Affairs	800000763	Public Meeting	Thermal Elementary School, Thermal, CA	Yes	To receive public input from communities/ public	1/20/11	No		98.5% Hispanic .05% African American .05% Caucasian .05% Middle Eastern	Majority over 21 homeowners - Hispanic majority	Visual tally	appx. 100	Paid ad in several minority newspapers, direct mailers, and door-to-door
District 8 Public Affairs	SR-330 Emergency Repair project	Public Meeting	Hootman Sr. Center, Big Bear, CA	Yes	To educate community on condition of SR-330	1/28/11	No		95% Caucasian 5% Hispanic or Latino	Majority over 21 homeowners - Caucasian majority	Visual tally	80	Caltrans Public Meeting notice; local press
District 8 Public Affairs	SR-330 Emergency Repair project	Task Force meeting with Public Participation	San Moritz Club, Crestline, CA	Yes	To educate community on condition of SR-330	2/3/11	No		95% Caucasian 5% Hispanic or Latino	Majority over 21 homeowners - Caucasian majority	Visual tally	25	Caltrans Public Meeting notice; local press
District 8 Public Affairs	800000728	Public Meeting	Municipal Water District, Riverside, CA	Yes	To receive public input from communities/ public	8/4/11	No		33% Caucasian 33% Hispanic or Latino 33% African-American	Majority over 21 homeowners - equally diverse group	Visual tally	10	Paid ad on Radio, Public Meeting Release
District 8 Public Affairs	08-xxxx I-115/I-215 Devereore Interchange Project	Public Meeting	Kimbark Elementary School, San Bernardino CA	Yes	To introduce Draft Environmental Documents	6/20/11	Yes, Spanish		Unknown	Unknown	No	100+	Public meeting notice in newspaper - both Spanish & English
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	10/13/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (SR-18) Outreach	Info sharing with community representatives	City of Big Bear Lake Training Room		To provide project information	10/14/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Meeting agenda, flyers, representative comments
District 8	Project (I-10) Outreach	Brainstorming session with business owners and Caltrans	Safe House of the Desert - Thousand Palms		Brainstorming with business owners regarding mitigation for construction impacts	10/27/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		5	Meeting agenda, list of mitigation alternatives, project brochures

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District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	11/10/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (SR-18) Outreach	Info sharing with community representatives	City of Big Bear Lake Training Room		To provide project information	11/18/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Meeting agenda, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	12/8/10	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	1/12/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (SR-18) Outreach	Info sharing with community representatives	City of Big Bear Lake Training Room		To provide project information	1/13/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Meeting agenda, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	2/9/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	SR-330 - Emergency Project Tour	Info sharing with business owners /electeds /media	Field - SR-330 project site		To provide project information	2/11/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		8-10	Fact sheets, photos, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	3/8/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	4/13/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	5/11/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments

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District 8	Project (SR-2) Outreach	Info sharing with community representatives	Old Firehouse Museum - Wrightwood		To provide project information	5/24/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10	Pamphlets, flyers, representative comments
District 8	Project (I-10) Outreach	Info sharing with commuters/ business owners	Thousand Palms Community Center		To provide project information	6/8/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		10-12	Pamphlets, flyers, representative comments
District 8	Project (SR-2) Outreach	Info sharing with Wrightwood Municipal Advisory Committee (MAC)	Community Center- Wrightwood		To provide project information	7/20/11	N/A	N/A		Various; including but not limited to Hispanic or Latino, African America, Asian, Low Income, Caucasian		15-20	Representative comments
District 10 Central Region Environmental Division	10-0L330 Project #10-000000100 Kiernan Interchange	Public Hearing	Salida Library, Salida, CA	Yes	To receive public input from communities/ public	12/6/10	Yes One Spanish Interpreter	Yes. Public Notice Translated from English to Spanish	2% Hispanic or Latino 98% Not Hispanic or Latino	Female 13 Male 50 Hispanic 1 Not Hispanic or Latino 62 White 63 Disability 1 Under-40 12 Over-40 51	Sign-in sheet used and visual survey	63	Paid ad in a minority newspapers (Vida en el Valle) and public notice in the Modesto Bee, news release sent to local radio stations, local television stations
District 10 Central Region Environmental Division	10-0S800 Project #10-000000263 North County Corridor SR 99 to SR 120	Public Information Meeting	Riverbank Community Center, Riverbank, CA	Yes	To receive public input from communities/ public	6/16/11	Yes One Spanish Interpreter	Yes. Public Notice Translated from English to Spanish	10% Hispanic or Latino 90% Not Hispanic or Latino	Female 49 Male 75 Asian/Pacific Islander 2 Hispanic or Latino 12 White (not Hispanic or Latino) 110 Disability 1 Under-40 25 Over-40 99	Sign-in sheet used and visual survey	124	Paid ad in a minority newspapers La Vida en el Valle, Modesto Bee, The Oakdale Leader, Riverbank News, news release sent to local radio stations, local television stations, Chamber of Commerce, and Community focus groups.

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District 10 Planning	Public Outreach to support the development of State Route 49 Transportation Concept Report (TCR)	Public Workshops	American Legion Hall, Martell, CA	Yes	Transportation Concept Report overview presentation of technical analysis of corridor segments	11/3/10	No	No	100% Hispanic or Latino 90% Not Hispanic or Latino	14 White Males 7 White Females 1 Asian Male	Visual Tally	22	Flyers, e-mail, correspondence and phone calls
District 10 Program/Project Management	10-0E530 SR 4 Wagon Trail Realignment	Property Owner Workshop	Copperopolis Armory	Yes	Informational Q&A with affected Property Owners	7/21/11	No	No	100% Not Hispanic or Latino	7 / 7 male/female 40+ yrs old 14 / 100% White	VT-Yes	14	Direct mailers to property owners
District 10 Program/Project Management	10-0E530 SR 4 Wagon Trail Realignment	Property Owner Workshop	Copperopolis Armory	Yes	Informational Q&A with affected Property Owners	5/27/11	No	No	100% Not Hispanic or Latino	4 / 4 male/female 40+ yrs old 100% White	VT-Yes	8	Direct mailers to property owners
District 10 Program/Project Management	10-0P920 Ferguson Slide	Public Hearing	Mariposa Board of Supervisors Building	Yes	To receive public input from communities/ public	12/8/10	No	No	100% Not Hispanic or Latino	25 / 25 male/female 40+ yrs old 100% White	VT-Yes	50	Paid ad in several minority newspapers, and direct mailers to all property owners, residents, and other interested parties.
District 10 Program/Project Management	10-0P920 Ferguson Slide	Public Hearing	El Portal, CA	Yes	To receive public input from communities/ public.	12/9/10	No	No	100% Not Hispanic or Latino	15 / 15 male/female 40+ yrs old 100% White	VT-Yes	30	Paid ad in several minority newspapers, and direct mailers to all property owners, residents, and other interested parties.
District 10 Program/Project Management	10-40350 SR-132 West Expressway	External Stakeholder Meeting	STANCOG Building	Yes	To receive public input from communities/ public	1/26/11	No	No	100% Not Hispanic or Latino	30 Female / 14 male 100% White	From the Chamber of Commerce, the U.S. Census, and Communication Consultant (Judith Buethe Communication) VT-Yes	45+	Direct mailers to external stakeholders

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District 10 Program/Project Management	10-40350 SR-132 West Expressway	External Stakeholder Meeting	STANCOG Building	Yes	To receive public input from communities/ public/ stakeholders	3/15/11	No	No	80% Not Hispanic or Latino 20% Hispanic or Latino	10% / 5 Female 90% / 40 Male 40+ yrs old 30 / 66% white 9 / 20% East Indian 9 / 20% Hispanic or Latino	From the Chamber of Commerce, the U.S. Census, and Communication Consultant (Judith Buethe Communication) VT-Yes	45+	Direct mailers to external stakeholders
District 10 Program/Project Management	10-40350 SR-132 West Expressway	External Stakeholder Meeting	STANCOG Building	Yes	To receive public input from communities/ public/ stakeholders	7/27/11	No	No	100% Not Hispanic or Latino	100% Male 40+ yrs old 44 / 99% white 1 / 1% African American	From the Chamber of Commerce, the U.S. Census, and Communication Consultant (Judith Buethe Communication) VT-Yes	45+	Direct mailers to external stakeholders
District 11 Environmental	257110 (110000187) Public Announcement to identify preferred alignment alternative for the Draft Environmental Impact Report/ Environmental Impact Statement for the SR-76/Mission Road to I-15 Highway Improvements project	Public Outreach			To inform public on decision of preferred alignment of the Draft EIR/EIS	6/2/11	Yes, Fact sheet regarding the identification of the preferred alignment translated into Spanish	Yes. Translated the fact sheet in Spanish					Website, newspaper, Twitter, Facebook, Mailer to community, and placement of fact sheet in community centers
District 11 Environmental	STATE ROUTE 11: State Route 11/Otay Mesa East Port of Entry Project Draft Environmental Document (Draft Tier II EIR/EIS). Public review period December 3, 2010 to February 1, 2011	Public Meeting (Public Input)	Ocean View Hills Elementary, 4914 Del Sol Blvd., San Diego	Yes	To receive public input on the Draft EIR/EIS	1/19/11	Yes, Spanish Interpreter at meeting	Yes, project informational handouts available in Spanish; newspaper ad in Spanish language newspaper	Not documented	Not documented	No	26	Paid ad in Spanish language newspaper
District 11 Environmental	STATE ROUTE 94/H-OV project - Public Outreach for Draft Environmental Document (EIR/EIS)	Public Outreach	Local Community Groups	Yes	Provide information on environmental project/process	Ongoing	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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District 11 Environmental	INTERSTATE 5 North Coast Corridor project - Public Outreach for Draft Environmental Document (Supplemental EIR/EIS)	Public Outreach	Local Community Groups	Yes	Provide information on environmental project/process	Ongoing	N/A	N/A	N/A	N/A	N/A	N/A	N/A
District 11 Environmental	STATE ROUTE 15 Mid City Bus Rapid Transit - Draft Environmental Initial Study/ Environmental Assessment (IS/EA). Public review from December 30, 2010 to February 14, 2011	Public Meeting (Public Input)	Central Elementary School (4063 Polk Avenue, San Diego)	Yes	To receive public input on Draft IS/EA	1/26/11	Spanish, Vietnamese and Somali translators and handouts were available at the hearing.	Yes, project informational handouts available in Spanish; newspaper ad in Spanish language newspaper	Not documented	Not documented	No	56	Paid ad in Spanish language newspaper. Notice of the public hearing and Draft ED was sent to the Horn of Africa community group that serves the area's East African population
District 12 Public Information	12-0E570 Informational Outreach	Informational	City Hall, City of San Juan Capistrano	Yes	To provide project information to Council members and public	7/19/11	Available upon request	No	17 Hispanic or Latino 43 Not Hispanic or Latino	42 Male 2 African American 12 Hispanic or Latino 28 Caucasian 18 Female 5 Hispanic or Latino 1 African American 12 Caucasian 35 over age 40	VT-Yes	60	Internet, City website
District 12 Public Information	12-0E310 Informational Outreach	Informational	City Hall, City of San Juan Capistrano	Yes	To provide project information to Council members and public	8/16/11	Available upon request	No	17 Hispanic or Latino 43 Not Hispanic or Latino	42 Male 2 African American 12 Hispanic or Latino 28 Caucasian 18 Female 5 Hispanic or Latino 1 African American 12 Caucasian 35 over age 40	VT-Yes	60	Internet, City website
District 12 Design and Environmental Analysis	Public Hearing for EA 0C560 SR-91 Tustin Avenue to SR-55 Lane extension project	Hearing (Public Input)	Crescent Elementary School, 5001 East Gerda Drive, Anaheim, CA	Yes	To receive public input from communities/ public	12/2/10	Public Notice of the Public Hearing translated to Spanish	Yes. Translated the graphics and PowerPoint presentation from English to Spanish	2 Hispanic or Latino 10 Not Hispanic or Latino	4 Female 8 Male 1 Asian 2 Black or African American 4 White 4 over age 40 All participants had income level over \$22,051	VT-Yes	12	Paid ad in several minority newspapers; Internet; direct mailers

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District 12 Environmental Analysis and City of Santa Ana	STPL 5063 (128) Grand Avenue Widening from First to Fourth Street for a total of six lanes (3 lanes in each direction) in the City of Santa Ana	Hearing (Public Input)	Remington Elementary School, 1325 East Fourth Street, Santa Ana, CA	Yes	To receive public input from communities/ public	3/22/11	Alternate formats of the Public Notice for the Public Hearing were available based on request	Yes alternate formats available upon request	14 Hispanic or Latino 3 Not Hispanic or Latino	5 Female 11 Male 1 Asian 2 Other	VT-Yes	17	Paid ad in several minority newspapers; Internet; direct mailers
District 12 Planning	EJ/TP Grant Workshop	Workshop	Orange County Transportation Authority, Orange, CA	Yes	To receive public input from communities/ public	2/18/11	Yes, Alternate Format, Spanish	Yes, Flyer translated from English to Spanish	0 Hispanic or Latino 5 Not Hispanic or Latino	0 Female 5 Male 3 Asian 2 White All over age 40	VT-Yes	5	Internet
District 12 Planning	SCAG Sustainable Communities Strategy (SCS)/Regional Transportation Plan (RTP) 2012	Workshop	Gordon Hoyt Conference Center, Anaheim, CA	Yes	To receive public input from communities/ public	8/3/11	Yes, Alternate Format, Spanish	Yes, Flyer translated from English to Spanish	2 Hispanic or Latino 8 Not Hispanic or Latino	2 Female 8 Male 2 Asian 1 White 8 over age 40	VT-Yes	10	Internet