



**California Department of Transportation  
Title VI Program Annual Element Update  
Federal Fiscal Year (FFY) 2012**

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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**

René Halverson was appointed Assistant Director of the Office of Business and Economic Opportunity (OBEO) on April 16, 2012. She replaced Olivia Fonseca, Deputy Director, who retired. René Halverson reports directly to the Caltrans Director.

In May 2012, the Title VI and Americans with Disabilities Act (ADA) Unit Manager, Mario Solis, was transferred to another Unit within OBEO and the Title VI staff began reporting directly to Sherri Gatinell, Staff Services Manager II.

An organization chart reflecting the staffing in the OBEO, External Equal Opportunity Program, is attached. (Attachment A).

Also attached, is an updated list of the Title VI Interdisciplinary Team, Program Area Administrators (PAAs), and Title VI Liaisons in the districts and in Headquarters. (Attachment B).

### **II. Title VI Complaints**

The Discrimination Complaint Investigation Unit (DCIU) received five Title VI complaints in FFY 2012. All complaints have been closed with the determination they were non-jurisdictional or that no violations were found due to insufficient evidence.

### **III. FFY 2012 Accomplishments**

The following FFY 2012 accomplishments are reported for various Headquarters' divisions, program areas, and Districts 1-12:

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

- Designed and conducted Title VI training to assist districts, programs, and regions in preparing the Title VI and ADA Annual Element Update reports. Training sessions were held during the months of May and June in 2012.
- Updated the Caltrans Title VI online training module. The Caltrans Director's picture was replaced and a quote from the Non-discrimination Policy Statement was added to the module.

## **Self-Monitoring**

- Completed 13 Title VI compliance reviews. Of the 13 reviews, four were Headquarters divisions, three were district offices, and six were sub-recipients.

## **B. Division of Aeronautics**

- Ensured all staff completed the Title VI online training. In prior years, training completion was on the honor system and there was no follow-up. This year the Title VI point-of-contact (POC) targeted one month for all staff members to complete the training and followed up with requiring submittal of each “Certificate of Completion”.
- Addressed the significance of Title VI at a regularly scheduled staff meeting and requested all staff consider these requirements while addressing the public, whether in person or in written form.
- Monitored the Overall Work Program (OWP) effort. The one-year scope of work for Regional Transportation Planning Agencies (RTPAs) is a statement of proposed work and estimated costs that tie specific available transportation funding sources to specific transportation planning opportunities to be accomplished during the State fiscal year. The OWP includes an introduction section that describes the county’s demographics, neighborhoods, physical environments, and travel habits. The Division of Aeronautics System Planners monitor the OWP effort by the counties (staff oversees all counties in California). Many of the RTPAs have identified public involvement within the work elements of the document and target underrepresented communities as part of their annual plans. This outreach information is available for use by the planning offices as they embark on public meetings within each jurisdiction. Aeronautics System Planners comment positively when reviewing a thorough Public Participation Plan or provide recommendations for a more complete effort if it is deficient in Title VI requirements.

## **Title VI Training**

- The Title VI online training was completed by 100% of the Division staff.

## **C. Division of Construction**

### ***North Region - Division of Construction***

- Reported mitigation efforts within the construction phase of a project were addressed in the Contract Change Orders (CCOs). There were six Title VI mitigation CCOs in North Region.

***District 4 - Division of Construction***

- Conducted 32 pre-construction meetings with contractors and subcontractors on federally funded construction work.
- Ensured required anti-discrimination posters in both English and Spanish were closely monitored by the Labor Compliance Officers in all Source Document Audits.

***District 8 - Division of Construction***

- Increased awareness of Equal Employment Opportunity (EEO) requirements among Resident Engineers through presentations at meetings and consultations with individual training.
- Labor Compliance staff attended 100% of the pre-construction meetings for federal, State, and local agency oversight projects.

***District 12 - Division of Construction***

- Conducted 15 pre-construction meetings.

**Title VI Training**

- The Division of Construction included a Title VI and Title VII component in each of its training courses offered to employees. The following courses were offered:
  - Course #100023 - Resident Engineer Academy. Two course sessions were held with 55 students in attendance. The courses were held in Elk Grove during the months of February - March 2012.
  - Course #100003 - Labor Compliance for Resident Engineers and Inspectors. Eight course sessions were held with 101 students in attendance. These courses were held in various locations during the months of February through May 2012.
- The instructors spent approximately 20 minutes discussing the following topics:
  - Observation of the work site and contractor employees for signs of potential discriminatory actions that could lead to complaints and subsequent discussions with the contractor(s), if necessary;

- Notifying the contractor's EEO officer of any complaints received as well as notifying the complainant of any avenue for filing a complaint;
- Reviewing contract changes for potential Environmental Justice issues and a referral to the project manager for possible public input;
- ADA compliance within the work zones for accessibility during construction activities; and,
- Ensuring that field staff does not engage in any discriminatory activities.

***Central Region - Division of Construction***

- Conducted Title VI training as part of the Construction Boot Camp. Fourteen construction employees attended these academies. Forty-six construction staff participated in Title VI online training.

***District 8 - Division of Construction***

- The Title VI online training was completed by 130 Construction/Labor Compliance staff members.

**Limited English Proficiency**

- Established a list of Limited English Proficiency (LEP) services.

***Central Region - Division of Construction***

- Tracked public contact with LEP by utilizing the Monthly LEP Tracking.

**Self-Monitoring**

- Participated in the annual Title VI review.

**D. Division of Design**

***District 6 - Central Region - Division of Project Development, Office of Design***

- Addressed Title VI considerations through stakeholder involvement mechanisms throughout the project development process by striving 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.

### **Title VI Training**

- The Title VI online training was completed by 59 Division of Design staff.

#### ***District 4 - Office of Design***

- The Title VI online training was completed by 272 staff.

### **Limited English Proficiency**

#### ***District 10 - Central Region - Division of Project Development, Office of Design***

- Provided public contacts within Design to cover various languages. A tally of calls (both number of calls and language served) were reported monthly.

#### ***District 11 - Office of Design***

- Translated the following Construction Advisories (Spanish translation):
  - July 2012 - A construction advisory was fully translated into Spanish for the SR-78/Nordahl Road bridge construction. It was used for direct outreach to approximately 60 Spanish speakers who utilize the bridge's temporary pedestrian walkway. The construction advisory was posted on San Diego Association of Governments (SANDAG) web site, KeepSanDiegoMoving.com, and was also used by North County Transit Department (NCTD) as a customer alert for their Spanish ridership.
  - July 2012 - Construction Advisories related to the I-15 Express Lanes Del Lago and Rancho Bernardo transit stations directed Spanish speakers (written in Spanish) to call the project information line for more information in Spanish.

### **Self-Monitoring**

#### ***District 4 - Office of Design***

- Reminded Office Chief, Design Senior, and Design staff during Project Engineer's meeting and via email the importance of completing the mandatory Title VI training once a year.

**E. Division of Engineering Services**

- Recruited and hired the new Division of Engineering Services (DES) EEO Officer/Title VI Program Area Administration (PAA) who reported on May 1, 2012.

**Title VI Training**

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

**F. Division of Environmental Analysis**

***District 8 - Division of Environmental Planning***

- Identified a Division Program Representative to work with the Title VI Liaison to educate staff, develop monitoring mechanisms, and ensure compliance.

**Title VI Training**

***District 3 - Division of Environmental Planning***

- Five North Region Environmental Planning staff members, located in District 3, attended the Environmental Planners Academy, held April 23-27, 2012, which included modules on Title VI and Environmental Justice. Three North Region Environmental Planning staff members, located in District 3, attended the Community Impact Assessment training held May 1-2, 2012.

***District 8 - Division of Environmental Planning***

- The Title VI online training was completed by 53 staff.
- One Environmental Planner and one Associate Environmental Planner attended the Environmental Academy, held April 23-27, 2012, at Caltrans District 7, Los Angeles, CA. This training covered Environmental Justice, Community Impacts, and Title VI, as it relates to the environmental process and transportation projects.
- One Environmental Planner participated in the Environmental Analysis Intensive, held February 14-15, 2012, at the Caltrans Learning and Development Office, Sacramento, CA. This training covered Environmental Justice, Community Impacts, and Title VI, as it relates to the environmental process and transportation projects.

## **Self-Monitoring**

### ***District 3 - North Region - Environmental Analysis***

- Senior Environmental Planners, Associate Environmental Planners, and Environmental Planners were 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.

### **G. Division of Procurement and Contracts (DPAC)**

- Division staff participated in the OBEO Title VI compliance review.

#### **Title VI Training**

- The Title VI online training was completed by 36% of the Division staff. 64% of the staff completed Title VI training prior to FFY 2012 and are not required to take the training until FFY 2013.

### **H. Division of Project Management**

#### **Title VI Training**

- Provided information to staff members regarding the Title VI online training by distributing emails with the link to the training module.

### ***District 4 - Division of Program/Project Management***

- The Title VI online training was completed by 100% of the District staff.
- Conducted “Title VI Compliance Documentation” awareness training for Project managers in September of 2012 to learn how a “Memorandum to File” should be written for each formal/informal public event. This includes documentation of attendance and concerns of minority, disadvantaged, and low mobility groups by voting where the meeting was held, who initiated it, how attendees were notified, who attended the meeting (by agency, organization or group), content of presentations, questions and responses, conclusions drawn, etc.

### ***District 7 - Division of Program/Project Management:***

- The Title VI online training was completed by 100% of the District staff.

## **Self-Monitoring**

- Obtained a copy of the Title VI online training certificate and monitored the database on an annual basis to ensure all staff members are compliant with Title VI training.

### **I. Division of Research and Innovation (DRI)**

- Researched and reviewed the Title VI and LEP laws and guidelines to determine when DRI should include Title VI boilerplate language in future marketing information. It was determined that the Title VI boilerplate language is to be dispersed by DRI to external customers only.

## **Title VI Training**

- All employees were encouraged by the Division Chief and supervisors to complete the Title VI online training. Emails were sent to each employee with a link to the Title VI training, as well as a completion date. There was 100% compliance of employees.
- For the first time, DRI employees were trained on the LEP Program using a newly created PowerPoint training module by the DRI PAA. An electronic certificate, requiring the signatures of both the employee and the supervisor, is provided after successfully completing a quiz at the end of the training module. Training was completed by 85 percent of employees who also responded positively to the new training module.

## **Limited English Proficiency**

- Maintained and reviewed procedures to accommodate any request for a DRI published document in an alternate format such as Braille. DRI established a bilingual translation of documents procedures (How to Request a Form in an Alternate Format). Procedures are accessible by all DRI employees on the shared drive.
- Ensured that research reports are available in languages other than English, as well as alternate formats, such as Braille, large print, and audiocassette or computer disk for individuals with sensory disabilities.
- Reviewed and maintained the list of DRI employees that are fluent in alternate languages. This includes surveying all employees, outlining, and updating procedures to follow on a case-by-case basis.

## **J. Division of Right of Way and Land Surveys**

- Initiated 405 negotiations and completed approximately 818 statewide. There were no reported concerns raised by minorities, women, elderly, disabled, or low-income citizens concerning their options in the negotiation phase.
- Conducted approximately 358 relocations statewide. District 11 reported all groups raised concerns over similar topics, such as relocation benefits, the process, and their rights. Most issues were raised by the elderly, with the main issues centered on their ability to access and find affordable, comparable replacement property or housing. All concerns were primarily addressed through replacement advisory services provided by Relocation Assistance staff.

### **Title VI Training**

- The Title VI online training was completed by 90 percent of the Headquarters staff.
- Delivered Title VI training to 17 staff members at One-Week Academy.
- Provided Title VI training to all new Right of Way Agents via a PowerPoint presentation that was given at the Right of Way Academy.

### ***North Region Right of Way***

- The mandatory Title VI training was completed by 100% of the staff.

### ***District 7 - Right of Way***

- The Title VI online training was completed by 96 % of the District staff.

### ***District 8 - Right of Way***

- The Title VI online training was completed by 100% of the District staff.
- Provided formal Title VI training with Senior Right of Way Agents who were involved with activities such as Appraisal, Acquisition, Relocation Assistance, Property Management, etc., and who are directly interacting with the public.

## **K. Division of Transportation Planning**

### ***Transportation Planning, Office of Resources, Administration, and State Planning and Research***

- 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, and self-monitoring.

***District 10 - Planning***

- Staff participated in Garrett Morgan Project per Mineta Institute of Transportation Studies through San Jose State University. They worked with 26 students (majority was from underrepresented families) from Lodi’s Morada Middle School on the subject of Sustainable Transportation System for a national competition. They took First Place nationally. The District’s goal last year was to engage youth in the planning process and programs and will continue to be an ongoing goal.

**Title VI Training**

***Transportation Planning, Office of Resources, Administration, and State Planning and Research***

- Conducted Title VI training presentation to staff members.

***District 4 - Regional Planning and Native American Branch***

- The Title VI online training was completed by 100% of the District staff.

***District 6 - Division of Transportation Planning and Local Assistance***

- The Title VI online training was completed by 37% of the District staff.

***District 10 - Planning***

- The Title VI online training was completed by 100% of the District staff.

**Limited English Proficiency**

***District 6 - Division of Transportation Planning and Local Assistance***

- The District 6 Environmental Justice Coordinator participated in a Spanish Speaking Focus Group conducted by the Local Government Commission as part of their work to update its Public Participation Guide. The focus group was funded by the California Endowment’s Building Healthy Communities Program to identify public participation techniques appropriate for Spanish speaking communities.

**L. Districts 1-12**

The following accomplishments are reported for FFY 2012:

**District 1 - Eureka**

***District 1 - Division of Administration - Equal Employment Opportunity***

**Title VI Training**

- The Title VI online training was completed by 60% of the District staff.
- Included Title VI training in Sexual Harassment Prevention training.
- Conducted Title VI public participation survey collection training for individual employees upon request from a program's supervisor/manager.

**Limited English Proficiency**

- Updated District 1 LEP Procedure and Resource Manual for District Office Security and Reception staff members.

**District 2 - Redding**

***District 2 - Division of Administration***

**Title VI Training**

- The Title VI online training was completed by 31% of the District staff.
- District employees received quarterly email reminders of the training and provided the same information in the District's publication, *TWO'S TIDBITS*. The information was also periodically provided at Executive Staff meetings.

**District 3 - Marysville**

***District 3 - North Region - Division of Administration - Equal Employment Opportunity***

**Title VI Training**

- The Title VI online training was completed by 622 District staff.

### **Limited English Proficiency**

- Provided a list of employees that are able to translate/interpret for the public that may visit District 3 requesting information about projects. The list was provided to the guards at the check-in point to assist them in knowing who to contact in case they need an interpreter to help the customer. The list was update in June 2012.

### **District 4 - Oakland**

#### ***Division of External Affairs - Equal Employment Opportunity***

- Assisted in coordinating and participating in the Title VI compliance review.

### **Limited English Proficiency**

- Provided all District management that had direct contact with the public with the State Personnel Board, Language Identification Guide.

### **District 5 - San Luis Obispo**

#### **Title VI Training**

#### ***District 5 - Division of Administration - Equal Employment Opportunity***

- Integrated Title VI information and related statutes into Sexual Harassment Prevention training. Reported 200 employees participated in the training.
- Participated in District Branch Managers meetings to share information on Title VI training opportunities.

### **Limited English Proficiency**

- Reported less than 2% of the calls received in the District required LEP assistance. Callers needing assistance with written translation or phone calls in Spanish were directed to District Public Information Officer, Susanne Cruz.

### **District 6 - Fresno**

#### ***District 6 - Division of Administration - Equal Employment Opportunity***

- 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.

## **Title VI Training**

- The Title VI online training was completed by 47% of the District staff.
- Provided a quarterly newsletter article on April 8, 2012, for District 6 outlining the Title VI Program.

## **District 7 - Los Angeles**

### ***District 7 - Division of External Affairs - Equal Employment Opportunity***

- Marketed and monitored public participation data collection.
- District 7 Title VI Guide, developed by Title VI Liaison, was sent to Headquarters for review and statewide distribution.
- Enhanced and updated the Title VI information on the EEO Intranet Web site including publications and forms to ensure accurate and current information to Caltrans internal and external customers.
- Provided training and guidance to the new District 8 Title VI Liaison.

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

- Partnered with local business leaders, neighborhood/civic associations, and councils regarding Caltrans proposed projects within the environmental arenas.

## **Title VI Training**

### ***District 7 - Division of External Affairs - Equal Employment Opportunity***

- The Title VI online training was completed by 100% of the District staff.
- The Title VI Liaison trained all Title VI Division Coordinators on Title VI and emphasized the importance of taking the training on a yearly basis and monitoring their respective Division.
- An Info Notice announcement was emailed to all District 7 employees informing them that Title VI online training sessions were being set up through Learning Management System by division at a designated time frame. It emphasized the importance of staying in compliance and assisting in keeping better track as it would appear on staff's training history. An official Notice announcement with the course code, session number and instructions for registration in Learning Management System was sent out to the divisions

two weeks prior to the start of the training. Following registration and upon the supervisor's approval, a "Welcome Letter" was sent out, which included the link to the training, to all enrollees in the session. At the end of each session, a report was printed and provided to the District Director, Chief Deputy, and each Division Deputy Director for their review.

- Division Coordinators individually trained their own division staff and provided guidance through the Title VI Guide that was developed by the District Title VI Liaison.
- Marketed and provided Title VI training to employees and contractors during pre-construction meetings (approximately 30 meetings).

### **Limited English Proficiency**

#### ***District 7 - Division of External Affairs - Equal Employment Opportunity***

- Promoted and provided district-wide guidance on LEP Program/Services.
- Updated the LEP Volunteer Interpreter list that is available to all employees.
- Marketed the LEP Program and monitored program activities.

#### **District 8 - San Bernardino**

#### ***District 8 - Equal Employment Opportunity Office***

- The District's EEO Officer/Title VI Liaison attended 58% of pre-construction meetings.

### **Title VI Training**

- The Title VI online training was completed by 24% of the District staff bringing the total to 96% of staff current on training.
- The New EEO Officer training was conducted April 19, 20, and 27, 2012, in the District. One employee attended: Tyeisha Prunty, the newly appointed District 8 Title VI Liaison. The training consisted of an overview of the duties of a Caltrans EEO Officer, Title VII law, intake/interview procedures, case studies, Title VI law and related statutes, as well as the role and responsibilities of the Title VI Liaison when monitoring the District's Title VI Program.

### **Limited English Proficiency**

- The District Web site has an automated alternate language translation feature for all published documents.

### **District 9 - Bishop**

#### ***District 9 - Division of Administration - Equal Employment Opportunity***

- The EEO officer researched the possibility of placing public announcements in the local Spanish language newspaper in the future.

### **Title VI Training**

- The Title VI online training was completed by 94% of the District staff.
- The Title VI liaison developed a spread sheet to track when each employee took the Title VI training. She worked with the Workforce Development representative to record the Title VI online training into each employee's Learning Management System training record.

### **District 10 - Stockton**

#### ***District 10 - Division of Administration - Equal Employment Opportunity***

- Attended the Stanislaus County Title VI compliance review.

### **Title VI Training**

- The Title VI online training was completed by 24% of the District's staff.

### **Limited English Proficiency**

- Updated the volunteer interpreter list.

### **District 11 - San Diego**

#### ***District 11 - Division of Administration - Equal Employment Opportunity***

- Participated and facilitated in providing the District's responses to the Title VI Program Annual Compliance Review Questionnaire.

### **Title VI Training**

- The Title VI online training was completed by 76% of the District staff.

### **Limited English Proficiency**

- Enhanced and updated the EEO Intranet Web site with updated information on the LEP Volunteer Interpreter List, including the use of the Language Line Services contract and the State Personnel Board, Language Identification Guide.

### **Self-Monitoring**

- Updated EEO posters in all 20+ District locations.
- Updated the LEP database.
- Promoted public participation data collection and visual tally at all public outreach events/meetings.

### ***District 11 - Division of Administration - Public Affairs Office***

- The Public Information Office evaluated communities to determine their needs and to identify the needs of low-income constituents by field visits, talks with residents, business owners and apartment managers and by working closely with the District's Planning, Environmental Justice, and Program/Project Management staff. This was done to ensure that low-income and minority community members are notified of projects that may impact them and are advised of public meetings and hearings to solicit feedback from community members and local agencies serving those areas.

### **District 12 - Irvine**

### ***District 12 - Division of Administration - Equal Employment Opportunity***

- Completed the Title VI Program Annual Compliance Review Questionnaire and compliance review in accordance with the Federal Highway Administration (FHWA) regulations.

### **Title VI Training**

- The Title VI online training was completed by 446 District staff.

## **IV. FFY 2013 Goals/Planned Activities**

The following goals/planned activities are reported for various Headquarters divisions, program areas, and Districts 1-12 for FFY 2013:

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

The following activities will be completed by the end of FFY 2013:

- Revise current annual compliance review procedures to evaluate the Emphasis Programs' Title VI implementation obligations and conduct pilot.
- Develop procedures to assist Caltrans staff members to consistently carry out collection of Title VI-related data at project-related outreach events.
- Develop procedures to assist Caltrans staff members to perform analysis of data collected to determine outreach effectiveness and Title VI compliance.
- Revise Director's Policy 28 - Title VI of the Civil Rights Act of 1964 and Related Statutes, to make Title VI training mandatory every two years for all Caltrans employees.
- Evaluate Deputy Directive 91 - Limited English Proficiency (LEP) and Bilingual Services, to determine what revisions are needed in carrying out the LEP and bilingual services requirements.
- Add LEP resources to the Title VI online training module.
- Research, pilot, and evaluate options available to districts/divisions in completing the Title VI online training enrollments and updating employee training histories via the Staff Central Learning Management System.
- Update Caltrans master list of volunteer/certified bilingual staff.
- Conduct compliance reviews of the following six local agencies: 1) County of Kern, 2) City of Long Beach, 3) Santa Clara Valley Transportation Authority, 4) San Diego Association of Governments, 5) County of Inyo, and 6) County of Humboldt.

## **B. Division of Aeronautics**

- Ensure all employees (100%) complete the Title online training module.
- Conduct a brief presentation (via staff meeting) discussing Title VI requirements and reporting any Title VI actions.
- Provide samples to the system planners of "letters of comment to the local regional agencies" that include favorable comments if the agency's Public Participation Plan is inclusive of Title VI considerations and requirements, or encouraging recommendations if the OWP is inadequate in Title VI issues.

### **C. Division of Construction**

- Address any construction-related Title VI issues.
- Provide support to district construction field staff who must comply with Title VI and the Caltrans Title VI policy.
- Work with the OBEO to coordinate Title VI new employee and refresher training.
- Update the Division of Construction internal Web site informing staff of the Division LEP volunteers and Title VI information.

#### ***District 4 - Division of Construction***

- Ensure all employees (100%) complete the Title VI online training.
- Solicit certified volunteers to assist with bilingual services.
- Develop a self-monitoring tool to capture information on Title VI compliance.
- Increase the number of Source Document Audits of both prime contractors and subcontractors.
- Evaluate the accomplishment of previous goals and identify the barriers for not achieving these goals, which is done by attempting to correct mistakes or improve the methods and procedures for conducting our work.

#### ***District 8 - Division of Construction***

- Ensure the Annual Resident Engineer meeting includes a Labor Compliance, Disadvantaged Business Enterprise, and/or Title VI component.

#### ***District 12 - Division of Construction***

- Provide guidance regarding Labor Compliance to Resident Engineers to ensure compliance with Title VI requirements.
- Participate in community meeting to inform the public of transportation construction projects and ensure that Title VI information pamphlets are present and available to the public at public meetings.
- Enforce the Annual Equal Employment Opportunity Reporting requirement for federal projects in progress in the last full week of July 2013.

**D. Division of Design**

- Remind managers and supervisors of the availability of the Title VI online training.

***District 4 - Office of Design***

- Ensure all employees (100%) complete the Title online training module.

***District 6 - Central Region - Division of Project Development (PJD), Office of Design***

- Incorporate Title VI requirements into Design documents.

***District 10 - Central Region - Division of Project Development (PJD), Office of Design***

- Utilize public information officers to assess the appropriate demographics that are being served.
- Work with training officers to provide notice of online Title VI courses and other related training.

***District 8 - Division of Design***

- Ensure all employees (100%) complete the Title VI online training by the end of the FFY.

**E. Division of Engineering Services**

- Ensure all employees have a basic understanding of Title VI.
- Encourage management and staff members to complete the Title VI online training.

**A. Division of Environmental Analysis**

***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 Geographic Information System (GIS) in conjunction with 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 8 - Environmental Planning Division***

- Inform and follow-up with Environmental Planning Division staff (new and established) to remain current in Title VI training.
- Reach 100% use of volunteer surveys at Caltrans hosted public outreach forums in addition to visual tally sheets by December 2013.

**B. Division of Maintenance**

***District 8 - Division of Maintenance***

- Attain 100% compliance of Title VI training for Maintenance staff by June 30, 2013.
- Identify new employees with bilingual skills and provide an updated list to the District's Title VI Liaison.
- Develop a tracking or monitoring system to identify field personnel interpreter services by December 31, 2012.
- Ensure all field Maintenance offices have Title VI information properly displayed by the end of the FFY.
- Reach 100% use of volunteer surveys at Caltrans hosted public outreach forums in addition to visual tally sheet by the end of the FFY.
- Work with Title VI Liaison and district division representatives to develop a monitoring plan for the use of interpreters at public forums by January 2013.

**C. 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.
- Monitor sub-recipient contracts to ensure nondiscrimination language is included in contract provisions and ensure that staff and sub-recipients comply with Title VI requirements through monitoring activities.
- Look for opportunities to work with community-based organizations 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 Federal Transit Administration 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.

**D. Division of Procurement and Contracts**

- Ensure all employees receive Title VI and LEP training.
- Identify and utilize bilingual staff for possible volunteer interpreter services.
- Provide training at staff meetings to ensure employees are aware of how to proceed with Title VI complaints.

**E. Division of Project Management**

- Incorporate Title VI principles into the Division of Project Management documents by including the PAA in the review process for all new policies developed within the Division for possible Title VI and related statute issues, including Environmental Justice and LEP.
- Provide training and promote awareness for the Headquarters level of Title VI requirements, policies, and procedures.
- Develop communication and partnership with OBEO for training and meetings.

***District 4 - Division of Program/Project Management***

- Attain 100% employee compliance in Title VI online training.
- Work closely with the District 4 Public Affairs Office to better identify community and neighborhood groups that current efforts fail to reach.

- Improve recordkeeping by establishing a procedure (prior to the start of fiscal year 2013) to gather required information on the Title VI compliance review matrix on a weekly basis rather than a year-end basis.

***District 8 - Division of Program and Project Management***

- Reach 100% use of volunteer surveys at Caltrans hosted public outreach forums in addition to visual tally sheets by December 2013.

**F. Division of Research and Innovation**

- Distribute policy and guidelines regarding reporting on Title VI complaints of discrimination to employees annually.
- Update the LEP Power Point training module to include the procedure for processing a complaint related to LEP. The DRI Chief and supervisors will continue to support the training module and encourage employees to complete training by May 30, 2013.
- Review the DRI's bilingual translation procedures along with the listing of designated volunteers who are available to provide translation services. Provide notice in reception area and on Web site of available services. To be completed by June 30, 2013.
- Examine procedures with DPAC to ensure compliance with Title VI by insuring Title VI boilerplate language is included in all contracts.
- Research and develop procedures to include Title VI boilerplate language in all appropriate and future marketing information dispersed to external customers. To be completed by May 30, 2013.
- Ensure Title VI compliance is incorporated in the revisions/development of the DRI intranet and internet Web sites regarding the availability of products in alternate languages.

**L. Division of Right of Way and Land Surveys**

- Obtain 100% staff completion of the Title VI online training.
- Assure that designated staff interpreters are being appropriately utilized to help translate forms into other languages.
- Create a Title VI e-learning course for Right of Way.

***North Region Right of Way***

- Obtain 100% staff completion of the Title VI online training.
- Strive for 100% compliance in providing Title VI information to grantors.

***Central Region Right of Way***

- Create a tracking system to document if there has been a Title VI complaint from a grantor or contractor.

***District 8 - Right of Way***

- Develop preventative measures to assure excellent, nondiscriminatory services to all persons affected during the Right of Way process.
- Create and maintain a tracking system for any Title VI complaints.

**M. Division of Transportation Planning**

***District 6 - Division of Transportation and Local Assistance***

- The Transportation Planning staff will work to define Title VI/Environmental Justice/Tribal consultation and coordination activities for all respective Transportation Planning and Local Assistance planning functions.

**N. Districts 1-12**

The following goals are reported for FFY 2013:

**District 1 - Eureka**

***District 1 - Division of Administration - Equal Employment Opportunity***

- Set up the District 1's Title VI online training through the Learning Management System with designated sessions to ensure 100% participation by staff members.
- Provide direction and training to Programs in collecting, reporting, and analyzing public participation data.

**District 3 - Marysville**

***District 3 - Division of Administration - Equal Employment Opportunity***

- Update the list of employees who are fluent in a variety of languages to assist in translating when requested.

**District 4 - Oakland**

*District 4 - Division of External Affairs - Equal Employment Opportunity*

- Obtain 100% staff completion of the Title VI online training.
- Monitor first time managers and supervisors and obtain 100% compliance in Title VI online training within the required 30 days.

**District 5 - San Luis Obispo**

*District 5 - Division of Administration - Equal Employment Opportunity*

- Obtain 100% staff completion of the Title VI online training.

**District 6 - Fresno**

*District 6 - Division of Administration - Equal Employment Opportunity*

- Attend pre-construction meetings with contractors and review the Title VI requirements with contractors and the Construction Division.
- Create a database that will compile monthly LEP reporting; overall it will provide statistics accurately and quickly.
- Update the LEP Volunteer Interpreter List for all counties within District 6.
- Plan and implement Cultural History event celebrations throughout the year.
- Implement Title VI (classroom style) training throughout District 6 offices.
- Prepare articles to include updates and resources regarding EEO policies and Title VI updates and requirements in District 6's newsletter.

**District 7 - Los Angeles**

*District 7 - Division of External Affairs - Equal Employment Opportunity*

- Participate in pre-construction meetings, outreach events, and public meetings and make Title VI information available to the public in various languages upon request.

- Partner and provide guidance/training to District 7 Title VI Division Coordinators on a monthly basis on Title VI matters.
- Update the volunteer interpreter list.

### **District 8 - San Bernardino**

#### ***District 8 - Equal Employment Opportunity Office***

- Attend 80% of pre-construction meetings by December 2013.
- Facilitate quarterly Title VI meetings which will include Program Project Management, Design, Maintenance, and Operations representatives.
- Reach 100% participation of District 8 staff with Title VI online training.
- Reach 100% use of volunteer surveys at Caltrans hosted public outreach forums in addition to the visual tally sheets by December 2013.
- Update and maintain District 8 in-house interpreter list on the internal Web site for use by all staff by January 2013.
- Provide 75% of identified subcontractors with information on Title VI federal and State guidelines by December 2013.
- Partner with Construction and Labor Compliance staff to conduct Title VI/Labor Compliance field review by June 2013.
- Ensure all District 8's divisions and field offices have Title VI information displayed by December 2013.
- Work with District 8 Division Representatives to develop a monitoring plan for the use of interpreters at public forums by January 2013.
- Meet with Divisions of Local Assistance, Right of Way, and Administration Security to determine where there are language deficiencies and develop an action plan by March 2013.

### **District 9 - Bishop**

#### ***District 9 - Division of Administration - Workforce Development***

- Enter the completion of the Title VI online training into each employee's Learning Management System training record. This will also allow the coordinator to pull up a list of who is due to complete the training in the future.

## **District 10 - Stockton**

### ***District 10 - Division of Administration - Equal Employment Opportunity***

- Meet quarterly with District 10 Title VI Program Coordinators as well as Headquarters to network, develop goals, and to further maintain self-monitoring efforts.
- Work with Maintenance field offices to deliver Title VI training to those employees who do not have computer access.
- Train new employees who have District 10 Title VI Program Coordinator's responsibilities within the first two months of employment.
- Work with Headquarters on any Title VI compliance reviews with District 10, as well as local agencies within District 10 boundaries.

## **District 11 - San Diego**

### ***District 11 - Division of Administration - Public Affairs Office***

- Evaluate community needs and to meet with EEO, Planning, Project Management, and Environmental staff to assess Title VI issues and develop outreach strategies.
- Explore and employ creative outreach methods to maximize efficient outreach to all affected communities.

## **District 12 - Irvine**

### ***District 12 - Division of Administration - Equal Employment Opportunity***

- Ensure the yearly Title VI online training for all District 12 staff is completed by September 30, 2013.
- Ensure District employees are familiar with the LEP policy and are aware of where to find information on translators and/or interpreter services when needed.
- Coordinate with District 12 Title VI representatives to collect accurate public participation data at all District 12 public outreach meetings.

**OFFICE OF BUSINESS AND  
ECONOMIC OPPORTUNITY**

**René Halverson**

**EXTERNAL EQUAL  
OPPORTUNITY PROGRAM**

**Sherri Gastinell**

**TITLE VI/ADA**

**K. Governor**

**L. Tran**

**T. DeVriend**

**O. Berumen**

**L. Guidry**

## District Title VI Liaisons

<b>NAME</b>	<b>DISTRICT</b>	<b>PHONE/FAX</b>	<b>TITLE</b>	<b>E-MAIL ADDRESS</b>	<b>LOCATION</b>
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Gillian McCallum	5	(805) 549-3037 (805) 549-3307	EEO Officer/Title VI Liaison	<a href="mailto:gillian_mccallum@dot.ca.gov">gillian_mccallum@dot.ca.gov</a>	50 Higuera Street San Luis Obispo, CA 93401
Pat Bencomo	6	(559) 444-2522 (559) 488-4332	EEO Officer/Title VI Liaison	<a href="mailto:pat_bencomo@dot.ca.gov">pat_bencomo@dot.ca.gov</a>	1352 West Olive Ave Fresno, CA 93728
Sylvia Delgado	7	(213) 897-8244 (213) 897-8512	EEO Officer/Title VI Liaison	<a href="mailto:sylvia_delgado@dot.ca.gov">sylvia_delgado@dot.ca.gov</a>	100 S. Main Street, 12th Floor Los Angeles, CA 90012
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Deb Lowgren	9	(760) 872-0752 (760) 872-1873	EEO Officer/Title VI Liaison	<a href="mailto:deborah_lowgren@dot.ca.gov">deborah_lowgren@dot.ca.gov</a>	500 S. Main Street Bishop, CA 93514
Maribel Aceves cc: Lauren Pulido	10	(209) 948-3911 (209) 948-7949	EEO Officer/Title VI Liaison	<a href="mailto:maribel_aceves@dot.ca.gov">maribel_aceves@dot.ca.gov</a>	1976 E. Dr. Martin Luther King Jr. Blvd. Stockton, CA 95205
Liz Santucci cc: Ignacio Vazquez	11	(619) 688-4249 (619) 688-6691	EEO Officer/Title VI Liaison	<a href="mailto:liz_santucci@dot.ca.gov">liz_santucci@dot.ca.gov</a>	4050 Taylor Street, MS 251 San Diego, CA 92110
Gloria Roberts	12	(949) 724-2695 (949) 724-2748	Office Chief EEO/Title VI Liaison	<a href="mailto:gloria_roberts@dot.ca.gov">gloria_roberts@dot.ca.gov</a>	3347 Michelson Drive, Suite 100 Irvine, CA 92612

Revised: 11/9/12

## Title VI Program Area Administrators

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Angela Shell cc: Pat Maloney	Branch Chief, Labor Compliance	<b>Construction</b>	(916) 654-3501	<a href="mailto:angela_shell@dot.ca.gov">angela_shell@dot.ca.gov</a>	Mark Leja (916) 654-2157
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## California Department of Transportation -Title VI Interdisciplinary Team (T6-IT)

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Outreach to Communities

FFY 2012

(A) Division/District/ Program	(B) Project Number and/or Activity	(C) Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	(D) Purpose of Meeting	(E) Date of Event	(F) Facility Name/ Location of Event	(G) Facility ADA Accessible (Yes/No)	(H) Number of Attendees	(I) Ethnicity of Public Participants: (Number of Hispanic or Latino, Number of Not Hispanic or Latino) and Method of Data Collection, Survey Form (SF) or Visual Tally (VT)	(J) Demographics of Public Participants and Method of Data Collection, Survey Form (SF) or Visual Tally (VT)	(K) Interpreters and/or Translators (Yes/No)	(L) Alternate Format (Yes/No)	(M) Demographic Sources Used	(N) Contact Person	(O) Outreach Method
Environmental Planning District 3	03-0A5801/03-0002- 0139	Open House (Public Input)	This was a construction kickoff open house to inform the public about the upcoming Marysville Rehabilitation Project	6/20/12	Caltrans District 3 Sierra Nevada Room	Yes	75	72 Not Hispanic, 2 Hispanic, and 1 Asian (SF)	72 Not Hispanic, 2 Hispanic, 1 Asian, survey sheet/visual observation	Yes - Spanish Interpreter	No	Visual Observation	Gilbert Mohtes- Chan	Newspapers, flyers, news releases
Environmental Planning District 8	PN 080000612 SR 60 Potrero Blvd. New Interchange Project	Open House/Public Meeting during circulation of Initial Study / Environmental Assessment	Answer questions and receive comments about proposed project and the circulated Initial Study / Environmental Assessment (combined Environmental Document)	6/4/12	City of Beaumont City Hall Beaumont, CA	Yes	45	>10% Hispanic or Latino and 90% Not Hispanic or Latino (VT)	Male 75%, Female 25%, 95% are over 40 years of age, 5% are under 40 years of age, possibly 1% Asian (VT)	No	No	U.S. Census (2010)	City of Beaumont Rebecca Deming (Planning Director)	Published notice regarding circulation of Initial Study / Environmental Assessment in the Press Enterprise and La Prensa
Mass Transportation (HQ)	Outreach on the Lifeline Rural Transit Service Pilot Project	Meeting (Public Input)	To receive public input on proposed new Lifeline Rural Transit Service project	8/6/12	Residence of interested riders.	Yes	7	100% Hispanic or Latino	2 Male Hispanic; 5 Female Hispanic; 2 youth; 5 over 40 years of age; 2 disabled people; and 5 low-income (VT)	Interpreter - Yes Spanish Interpreter, Transportation Planning staff  Translator - Yes Translated the proposed transit service from English to Spanish	N/A		Maria Rodriguez	Door to door and by telephone
Project Management District 4	EA #26413 and EA #26414	Resident Construction Outreach Meeting	To receive public input and feedback on the project	1/12/12	Reata Winery Napa, CA	Yes	18	1 Hispanic/Latino and 17 Not Hispanic/ Latino	NA	No	NA	NA	Kelly Hirschberg	Newspaper public announcements and advertisements

Outreach to Communities

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Project Management District 10 Programming & Project Management	EA10-40350 SR132 West Expressway/Freeway	Public Information Meeting	To inform the public of the project alternatives and receive public comments	12/8/11	Mark Twain School, Modesto, CA	Yes	200	15 Hispanic or Latino, 185 Not Hispanic or Latino (VT)	130 Males; 70 Females; 15 Hispanics; 5 Asian/Pacific Islanders; 4 African Americans; 174 Whites (Not Hispanic); 2 Other; 90% over age 40; and 2 Disabled Persons (VT)	Two Spanish interpreters  Translated questions on design maps and right of way impact, and project schedules from English to Spanish.	No	U.S. Census	Judith Buethe and Christina Hibbard	Paid ad in minority newspapers, direct mailers, and door- to-door.
Project Management District 10 Programming & Project Management	EA 10-0L320 Reconstruct Interchange STA-99 @ Hammond Road	Public Hearing Meeting	To present the project and the alternatives being considered and to inform the public of the availability of the Draft Environment Document	7/31/12	Nick W. Blom Salida Regional Library, Salida, CA	Yes	76	3 Hispanic, 73 Not Hispanic or Latino (VT)	52 Males; 24 Females; 3 Hispanic or Latinos; 1 Asian; 68 Whites (not Hispanic); 4 Other; 80% over age 40; and 1 Disabled Person (VT)	Two Spanish interpreters  Translated questions on design maps and right of way impact, and project schedules from English to Spanish.	No	U.S. Census	Judith Buethe and Christina Hibbard	Paid ad in minority newspapers, direct mailers, and door- to-door.
Traffic Operations District 3	Raise the speed zone on Hwy 49	Hearing (Public Input)	To receive public input on the draft Public Participation Plan	7/26/11	Loyalton Social Hall	Yes	25	Not collected	Not collected	No	No handouts	None	Pat Kelley	Ad in local newspaper

Outreach to Communities

FFY 2012

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Traffic Operations District 3	Raise the speed zone on Sac 160	Hearing (Public Input)	To receive public input on the draft Public Participation Plan	11/2/11	Sacramento City Council Chambers	Yes	40-50	Not collected	Not collected	No	No handouts	None	Pat Kelley	Ad in local newspaper
Traffic Operations District 3	Raise the speed zone on ED 50 in South Lake Tahoe	Hearing (Public Input)	To receive public input on the draft Public Participation Plan	2/21/12	South Lake Tahoe City Council Chambers	Yes	50-60	Not collected	Not collected	No	No handouts	None	Pat Kelley	Ad in local newspaper
Traffic Operations District 3	Raise the speed zone on Nev 20	Hearing (Public Input)	To receive public input on the draft Public Participation Plan	3/21/12	Nevada City Council Chambers	Yes	65-70	Not collected	Not collected	No	No handouts	None	Pat Kelley	Ad in local newspaper
Transportation Planning District 1 Advanced Planning	#01-48950K Outreach on the Business Stakeholders for the U. S. 101 Feasibility Study	Informational meeting with business and property owners	To present comparison of improvement options along Broadway corridor. Solicit feedback from business and property owners on impacts of project	2/8/12	Wharfinger Bldg 1 Marina Way Eureka, CA 95501	Yes	19	1 Hispanic or Latino, 14 Not Hispanic or Latino (SF)	1 Male Hispanic or Latino; 12 over age 40; 1 disabled person; and 1 participant indicated low- income on survey (SF)	Interpreter - No Translator - No	No	U.S. Census	Jeff Pimentel	Direct mailers
Transportation Planning District 1 Advanced Planning	#01-48940K State Route 255 Engineered Feasibility Study	Open House	To present potential non- motorized and traffic calming improvements for HUM255 corridor and request feedback from users	2/15/12	Manila Community Center 1611 Peninsula Dr Arcata, CA 95521	Yes	39	1 Hispanic or Latino, 12 Not Hispanic or Latino (SF)	1 Male, Hispanic or Latino; 10 over age 40; 2 disabled persons; 1 American Indian; and 3 participants indicated low- income on survey (SF)	Interpreter - No Translator - No	No	U.S. Census	Brian Simon	Newspaper and direct mailers

Outreach to Communities

FFY 2012

(A) Division/District/ Program	(B) Project Number and/or Activity	(C) Type of Event: Informational; Hearing (Public Input); Open House; Workshop; Other	(D) Purpose of Meeting	(E) Date of Event	(F) Facility Name/ Location of Event	(G) Facility ADA Accessible (Yes/No)	(H) Number of Attendees	(I) Ethnicity of Public Participants: (Number of Hispanic or Latino, Number of Not Hispanic or Latino) and Method of Data Collection, Survey Form (SF) or Visual Tally (VT)	(J) Demographics of Public Participants and Method of Data Collection, Survey Form (SF) or Visual Tally (VT)	(K) Interpreters and/or Translators (Yes/No)	(L) Alternate Format (Yes/No)	(M) Demographic Sources Used	(N) Contact Person	(O) Outreach Method
Transportation Planning District 1 Advanced Planning	#01-48950K Broadway Feasibility Study	Open House	To present comparison of improvement options along Broadway corridor. Solicit feedback from business and property owners on impacts of project.	2/16/12	Wharfinger Bldg 1 Marina Way Eureka, CA 95501	Yes	32	14 Not Hispanic or Latino (SF)	1 Male, Native Hawaiian or Other Pacific Islander; 11 over 40 years of age; 1 disabled person; and 1 participant indicated low- income on survey (SF)	Interpreter - No Translator - No	No	U.S. Census	Jeff Pimentel	Newspaper and direct mailers
Transportation Planning District 1 Advanced Planning	#01-49800K Smith River Feasibility Study	Public Meeting	Caltrans is presenting the results of the evaluation of possible improvements in the Smith River area and is providing the public with an opportunity to express transportation concerns	3/15/12	Howonquet Hall Community Center 101 Indian Court Smith River, CA	Yes	13	1 Hispanic or Latino and 9 Not Hispanic or Latino (SF)	2 Male American Indian; 1 Female American Indian; and 10 over 40 years of age (SF)	Interpreter - No Translator - No	No	U.S. Census	Valency Fitzgerald	Newspaper and direct mailers
Transportation Planning District 1 Advanced Planning	Project number not established yet.	Engineered Feasibility Study	An opportunity for the community to voice their ideas and concerns about the need for bike and pedestrian improvements on the PCBR along State Route 1 (SR-1)	7/18/12	Westport Community Church 24900 Abalone St Westport, CA 95488	Yes	10	1 Not Hispanic or Latino (SF)	1 Male Asian and 1 over 40 years of age (SF)	Interpreter - No Translator - No	No	U.S. Census	Jesse Robertson	Newspaper and direct mailers
Transportation Planning District 1 Advanced Planning	Project number not established yet.	Engineered Feasibility Study	An opportunity for the community to voice their ideas and concerns about the need for bike and pedestrian improvements along State Route 1 (SR-1)	7/19/12	Point Arena City Hall 451 School St Point Arena, CA 95468	Yes	14	11 Not Hispanic or Latino (SF)	9 over 40 years of age (SF)	Interpreter - No Translator - No	No	U.S. Census	Jesse Robertson	Newspaper and direct mailers

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Transportation Planning District 1 Advanced Planning	Project number not established yet.	Engineered Feasibility Study	An opportunity for the community to voice their ideas and concerns about the need for bike and pedestrian improvements along State Route 1 (SR-1)	7/25/12	Gualala Community Center 47950 Center St Gualala, CA 95445	Yes	33	2 Hispanic or Latino and 19 Not Hispanic or Latino (SF)	21 over 40 years of age (SF)	Interpreter - No Translator - No	No	U.S. Census	Jesse Robertson	Newspaper and direct mailers
Transportation Planning District 1 Advanced Planning	Project number not established yet.	Engineered Feasibility Study	An opportunity for the community to voice their ideas and concerns about the need for bike and pedestrian improvements along State Route 1 (SR-1)	7/26/12	Caspar Community Center 15151 Caspar St Caspar, CA 95420	Yes	25	18 Not Hispanic or Latino (SF)	18 over 40 years of age (SF)	Interpreter - No Translator - No	No	U.S. Census	Jesse Robertson	Newspaper and direct mailers
Transportation Planning District 3	SR 99/I-5 Semi-Truck Route Public Engagement Contract	Meetings and Public Events	To receive public input on allowing semi-trucks on I-5 and SR 99	Spring 2012	Various	Not Available	102 Surveys	38% Latino and 62% non-Latino	59% Female; 41% male; 10% Native American; 31% African American; 8% Pacific Islander; 15% Asian American; 28% White; and 8% Other	Spanish and Hmong Interpreters. Translation was also made available	Not Available	U.S. Census	Chad Riding	Attendance at 4 Public Meetings and 2 Public Events
Transportation Planning District 4 System and Regional Planning	Plan Bay Area Native American Tribal Consultation and Outreach	Workshop	To consult with the Bay Area Tribes the regional initiative "Plan Bay Area" to encourage the Tribes to participate in the region's transportation planning process.	3/20/12	National Indian Justice Center, Santa Rosa, CA	Yes	8	Representatives from the Graton Rancheria, Cloverdale Rancheria, Dry Creek Rancheria, Stewarts Point Rancheria, Scotts Valley Band of Pomo, Redwood Valley Rancheria and the National Indian Justice Center	5 Female and 3 Male	No	No	U.S. Census	Blesilda Gebreyesus	Direct mailers

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Transportation Planning District 11	SR 78 Corridor Study/3330400	Public Workshop	Provide information for the public and offer a forum for input and comments	3/15/12	El Corazon Senior Center Oceanside, CA	Yes	18	Ethnicity not provided. 12 of the 18 participants completed the survey.	7 males; 5 females; 9 over 40 years of age; 3 under 40 years of age; and 11 had an annual income over \$22,050.	Yes, Spanish/English	Yes, Spanish/English		Planning Dept. - Oversight for SANDAG	Email and flyers
Public Information Office District 3	EA-0A580 - Marysville Pavement Rehabilitation	Open House	Project public information for community members. Received public input	6/20/12	Sierra Nevada Room, Caltrans D3 offices	Yes	75	2 Hispanic and 72 Not Hispanic	1 Asian	Yes, Spanish Interpreters	No handouts	None	Gilbert Mohtes- Chan	Newspaper ads, flyers, news releases, and social media
Environmental Planning and Administration District 8	SR 74 Hurkey Creek	Open House	To receive public input from communities/public and circulate environmental document	5/31/12	Riverside City Nature Center Riverside, CA	Yes	3	100% Not Hispanic or Latino	100% Caucasian (VT)	Interpreter - No Translator - No	No	Newspaper cumulative totals	Daniel Ciacchella	Newspaper and posted notices