

INTRODUCTION

The *Title VI Program Annual Element Update* reports the accomplishments for the Federal Fiscal Year (FFY), October 1, 2002 through September 30, 2003, and the goals for the upcoming FFY,

October 1, 2003 through September 30, 2004. This report is prepared in accordance with 23 CFR, Part 200, Section 200.9 (b), State Actions.

CIVIL RIGHTS TITLE VI PROGRAM

Accomplishments for Federal Fiscal Year 2003

ORGANIZATION STAFFING STRUCTURE

Staffing changes in the Title VI Program this FFY are as follows: two Associate Caltrans Administrator positions were reduced from the Title VI Program due to statewide budgetary constraints. The current structure of the Title VI Program includes the Title VI Coordinator, one Associate and three Assistant Caltrans Administrators and one support staff. In July 2003 Civil Rights implemented a reorganization. Organizational changes included transferring the External Equal Employment Opportunity Program Staff, including one Staff Services Manager I, three Associates and one Assistant Caltrans Administrator, to the Title VI Program and the Native American Tribal Employment Rights Ordinance Liaison to the Title VI Program, which includes one Associate Caltrans Administrator.

TITLE VI PROGRAM WEBSITE

In continuing efforts of the Civil Rights Title VI Program to provide leadership, guidance and technical assistance in the Department, the Title VI Coordinator and staff announced the Civil Rights, Title VI Program website on July 2, 2003. The website provides information on how the Title VI Program is organized, what its mission and goals are, dates of scheduled compliance reviews and Departmental Title VI report deadlines. In addition, the website provides electronic access to and download of the Title VI Program publications:

- Title VI Program Plan

- Title VI Program Annual Element Reports (2000-2001 and 2001-2002)
- Title VI Program Guidelines
- Title VI Program Brochures (English and 10 non-English versions)
- Title VI Program Resource Directory

TITLE VI PROGRAM RESOURCE DIRECTORY

The purpose of the *Title VI Program Resource Directory* is to provide transportation officials and staff a resource of the Civil Rights Title VI Program mandates, resources, tools, contacts, and authority to carry out monitoring functions and data collection requirements pertaining to Title VI issues. The Resource Directory contains pertinent laws, legislation, executive orders and regulations governing the implementation of Title VI of the Civil Rights Act of 1964 and related statutes.

The *Title VI Program Resource Directory* was updated and distributed twice during the reporting period. The Resource Directory is now accessible on the Title VI Program website and updated regularly.

TITLE VI PROGRAM COMPLIANCE REVIEWS

During the reporting period, Title VI Program staff conducted one compliance review of the Division of Local Assistance and two Project Delivery Programs in two of its District Offices, Redding and

San Diego. In addition to the standardized questions that were asked of the Divisions, the Title VI staff developed questions specific for each District. Reviews included special emphasis to ensure Executive Orders for Environmental Justice (EJ), Limited English Proficiency (LEP), and Tribal Government transportation issues are incorporated into appropriate day-to-day activities. Each division or District received recommendations to implement additional Title VI goals.

The Title VI Coordinator and two Title VI staff attended the Sacramento County Government review conducted during October 2002 by the Federal Highway Administration and the Federal Transit Administration.

TITLE VI PROGRAM GUIDELINES

The Title VI Program Guidelines were distributed statewide to over 3,300 Caltrans employees (supervisory classifications and above) during November and December 2002. The Guidelines are designed to assist Title VI staff, Caltrans personnel and subrecipients to ensure processes are in place to maintain quantifiable proof of compliance with Title VI Program requirements. The Guidelines also cover other critical program elements such as self-monitoring, data collection, EJ and LEP. The Guidelines document is a reference document designed to assist internal staff, partners and stakeholders on how to implement the Title VI Program requirements. Title VI staff will utilize the Guidelines during the Title VI training as a guidance document.

PRESENTATIONS AND TRAINING

The Title VI Program completed research and exploration of alternate formats for training and presentations (i.e., web-based or video training).

The Title VI Program digitized a video and distributed a CD-ROM version of the training video, "Understanding and Abiding by Title VI of the Civil Rights Act" published by the U.S. Department of Justice, Civil Rights Division. The video provides some history of the Civil Rights Act of 1964 and illustrations of discrimination against individuals

and groups, disparate impact and LEP. The Title VI Program plans to add a digital version of the video to the website.

The Title VI Program Coordinator delivered an overview of the Title VI Program, Title VI and related statutes and EJ in several sessions throughout the State to the Caltrans executive management, Native American Tribal Employment Rights Ordinance groups at Tribal conferences, and to the Disadvantaged Business Enterprise Small Business Council Subcommittee on Construction.

Title VI Program staff participated in a two-day course administered by FHWA on Title VI and EJ from a Federal perspective. The Title VI Program staff also participated in a two-day introduction to the Tribal Employment Rights Ordinance course administered by a representative of the Council of Tribal Employment Rights.

The Title VI Coordinator and staff:

- Presented at the Tribal Academy in Northern California.
- Presented at the Tribal Employment Rights Office training for Southern California Tribes in San Diego.
- Provided Title VI overview to Caltrans Equal Employment Opportunity Officers, Investigators, Title VI District Liaisons and Program Area Administrators.
- Attended FHWA Advanced EJ workshop.
- Attended State Personnel Board bilingual services meeting.
- Provided technical assistance to the Sacramento Area Council of Government executive staff.
- Utilized the Guidelines in conjunction with the Plan and the Resource Directory to train Caltrans staff on the program requirements for Title VI and related statutes by way of the Title VI website.

The Title VI investigation process is discussed as part of the larger discrimination complaint process at conferences, seminars, Headquarters, Districts, and Regional executive, supervisor and manager

orientations. One hundred percent of the Department's investigative staff attended Investigating Discrimination Complaint Training administered by Willie Harris, Civil Rights Director, Western Resource Center, Federal Highway Administration (FHWA).

The Chief of the Office of Equal Opportunity and the Manager of the Equal Opportunity Program have made presentations to District Directors and their executive staff on the Director's vision on Equal Employment Opportunity (EEO) and sexual harassment prevention, the mission of the Office of Equal Opportunity, and the products, services, and training provided by the Office of Equal Opportunity (OEO). The OEO reviews the EEO policy, Deputy Directives and the discrimination complaint process.

BROCHURES

The brochure, "Caltrans and You, Your Rights Under Title VI and Related Statutes," was revised into

a low-literacy format and translated into ten alternative non-English languages: Spanish, Hmong, Cantonese, Cambodian, Korean, Armenian, Vietnamese, Russian, Japanese, and Portuguese. These brochures were distributed statewide to each District office and Headquarters division.

COMPLAINTS

The Discrimination Complaint Investigation Unit received five Title VI complaints during this reporting period. Three complaints have been closed and two complaints are still under investigation.

DATA COLLECTION AND REPORTING

Caltrans' assurances state that data collection will include race, color, national origin, sex, age and disability. Data collection requirements regarding race, color, national origin, sex, age and disability are addressed in the Title VI Program Guidelines.

Goals for Upcoming Federal Fiscal Year 2004

COMPLIANCE REVIEWS

The Title VI Program plans to conduct compliance reviews of three Districts during the next FFY.

Compliance reviews are an important part of the Title VI Program's oversight function and provide an opportunity for the Title VI staff to:

- Provide technical assistance and guidance.
- Continue to provide technical assistance when corrective action is necessary.
- Continue to monitor corrective action to ensure compliance.
- Participate with FHWA in performing triennial reviews.
- Market and promote the Title VI Program to internal and external customers.

PRESENTATIONS AND TRAINING

Research and explore best methods of developing District and division interaction.

Explore opportunities to develop and implement statewide training utilizing web-based training.

PERFORMANCE MEASURES AND MONITORING

- Work with emphasis programs, Divisions, and Districts to develop, implement and improve self-monitoring activities.
- Review will include special emphasis to ensure Executive Orders for EJ and LEP are incorporated into appropriate day-to-day activities.
- Develop, monitor, evaluate and revise Title VI Program performance measures.

TECHNICAL ASSISTANCE

- Provide ongoing technical assistance to internal and external customers.
- Maintain Resource Directory on the website.
- Provide interactive element to website.

COMPLAINTS

Monitor complaint administration for prompt investigation and resolution.

DATA COLLECTION

- Assist internal and external customers in the development and implementation of data collection and self-monitoring mechanisms.

- Research and evaluate best practices for data collection and use as a resource for Title VI emphasis programs.
- Develop Caltrans monitoring and tracking mechanism for LEP associated costs.

PROGRAM AREA DIVISIONS

The following presents the accomplishments and goals reported starting with the Tribal Employment Rights Ordinance, the Division of Transportation Planning and the Native American Liaison Branch, followed by the Divisions of Local Assistance, Environmental Analysis, Right of Way, Research and Innovation, Construction and Procurement and Contracts.

TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO)

Accomplishments for Federal Fiscal Year 2003

INTRODUCTION

As part of its ongoing efforts to ensure government to government relations, Caltrans' Native American Liaison has penetrated the Native American communities by presenting Tribal Employment Rights Ordinance (TERO) training and presentations. The following accomplishments are reported for the FFY 2002-03:

- Hosted two TERO trainings for tribal governments. John Navarro, President of the Council for Tribal Employment Rights, provided the training in Fresno and San Diego in May 2003 and July 2003.
- TERO presentations were provided at the Departmental Tribal Academies. Training sessions were hosted by the Caltrans Native American Liaison Branch and Planning Division.
- In May 2003 staff were invited to the Robinson Rancheria by the Tribal Council to discuss the

process of initiating a Tribal Ordinance for their Tribe. A TERO plan was provided to the Tribal Council and guidance on how to write and incorporate an ordinance for their Tribe.

- The TERO Liaison attended four (4) quarterly Director's Native American Advisory Council meetings in Woodland.
- The TERO Liaison attended a Tribal meeting with the Bishop and Big Pine Tribe at the Bishop Reservation in September 2003. Staff was invited by the Tribe to help clarify a TERO issue on a Construction Project within the Reservation.
- Met with the Southern California Tribal Chairs in September 2003. Staff was invited to make a small presentation on TERO and consult with Tribes on doing business on their Reservations.

Goals for Upcoming Federal Fiscal Year 2004

- Participate in Title VI compliance reviews with emphasis on Native American participation.
- Conduct TERO training to Caltrans staff statewide.
- Add TERO requirements to Title VI website.
- Participate in Tribal Academies hosted by Planning Division's Native American Branch.
- Continue attending the Director's Native American Council quarterly meetings.
- Incorporate TERO in the Title VI Program Guidelines.
- Continue to promote consultation with the California federally recognized Tribes.

DIVISION OF TRANSPORTATION PLANNING (DOTP)

Accomplishments for Federal Fiscal Year 2003

Headquarters and District planning offices have advanced Title VI efforts from the previous fiscal year. These efforts are characterized by a continued strong emphasis on informing and involving diverse communities in the development of regional and State plans and local projects. Community concerns and

values are being incorporated through focus groups, public hearings, grant workshops and citizens' advisory committees. Technical assistance and planning grants are also being provided to promote Title VI and EJ concepts in communities across California.

MAJOR ACCOMPLISHMENTS BY DOTP (HQ) AND DISTRICT OFFICE

OFFICE OF COMMUNITY PLANNING

The Office of Community Planning and the Division's emphasis on public involvement and community based planning is consistent with the legislative intent of Title VI.

In July 2002, Caltrans executed the Planning Public Participation Contract. This contract is designed to enhance public participation efforts, particularly public involvement of the traditionally underrepresented, as well as facilitate consultation with Indian Tribal governments.

During the past year, Caltrans executed 14 task orders in support of these efforts. Several of these task orders requested support of the contractor to ensure that the underrepresented (such as low-income and minority) communities participate in the planning process. In addition to updating the mailing lists statewide for these underrepresented communities Caltrans engaged the underrepresented populations in several early planning efforts throughout the State. These efforts included outreach for the draft California Transportation Plan, as well as other important early planning documents, such as Transportation Corridor Reports (TCRs) and Project Initiation Documents (PIDs).

OFFICE OF STATE PLANNING

During outreach activities conducted in the Fall of 2001 to encourage input to the CTP, participation

by traditionally underrepresented communities was minimal. This was due in large part to the lack of a comprehensive database of CBO organizations and contacts. During this current phase of the CTP development, resources were available to hire a consultant with extensive media experience and notices appeared in newspapers and on radio. Staff in the Districts took a proactive approach and made presentations in the communities. District staff attended over 100 meetings with community organizations and answered many questions. In addition, an extensive database was developed during the year by the Districts and the contractor. As a result, a much larger, more representative target population was reached with notices and workshop invitations.

OFFICE OF POLICY ANALYSIS & RESEARCH

During this past year, this office made significant strides in reaching out to low-income, minority and Tribal communities with its FY 02/03 EJ Grant Program. This office conducted 12 workshops throughout the State, reaching over 140 community and government-based organizations. In response to these workshops, the program received 172 grant applications totaling \$28 million in planning needs among low-income and minority communities, the highest response of any planning assistance effort in the history of the Department. More communities, which have not traditionally participated in transportation planning, are now engaged with the

Districts on many issues. The office published an EJ Desk Guide, the first comprehensive and practical guide to EJ for Planning at all levels. The Desk Guide has been well received by local governments, Tribal Governments and community based organizations with over 450 copies distributed to date.

REDDING

Redding District staff created data collection and survey forms. These forms are useful to document Title VI outreach, data collection and compliance. They provide summary information to the Redding District Title VI and EJ Liaison and other Program Title VI and EJ Liaisons.

Training to Regional Partners. The purpose of having the Regional Transportation Planning Agency (RTPA) Task Force is to facilitate communication among the RTPAs and the District. This forum allowed for the presentation of Title VI and EJ information and discussion of current District practices. The RTPAs were given a portion of the Title VI Outreach Database (sorted by county), sample compliance documents and a Title VI and EJ resource list at this presentation.

Training of Program Liaisons. The Title VI and EJ Program Liaison and Redding District Planning and Local Assistance Title VI Liaison provided a Title VI and EJ training to representatives from the following programs: Administration, Maintenance and Operations, Planning and Local Assistance, Program Project Management, Right of Way, Construction, Environmental and Design. Program Title VI Liaisons were selected from these programs to assist with the Title VI and EJ Outreach process. This training provided Program Title VI Liaisons with information on Title VI and EJ definitions, publications (such as brochures, Title VI Plan and Guidelines), forms (Public Outreach Summary Report, Survey Form and Sign-in Sheet), Title VI and EJ database and additional contacts or web links.

All Title VI documents are available on a District shared drive. This shared drive allows District and Region staff to access all Title VI documents. In addition, this location also includes the Title VI

Outreach Database with directions for sorting or creating labels.

MARYSVILLE

California Yolo SR 16 Community Planning and Safety Project

- Community Advisory Committee and Project Development Team represent various interests in the community and external agency and community stakeholders.
- Collaboration between Project Development and Planning staff to enhance ongoing communication between the Capay Valley community and the Department.
- Public information meetings and a public workshop were held, bilingual invitations were mailed and bilingual display ads were placed in the local papers. A Spanish translator was provided for the Spanish speaking population.

California Transportation Plan

- First stage was completed.
- Outreach efforts included minorities, women, elderly, disabled and low-income representatives.
- Used a consultant to identify and develop the public participation effort to reach traditionally underrepresented groups.

OAKLAND

The Oakland District has been actively involved with updating and using its database of local and community based organizations to reach many local organizations in its planning outreach. Outreach was emphasized in publicizing workshops for the FY 02/03 EJ Grants. The grant workshop in the Oakland District was well attended by many organizations, including inner-city groups from Oakland, Richmond and the Urban League. The Oakland District takes a proactive approach to informing organizations.

SAN LUIS OBISPO

Stakeholder Database. The database is utilized to maintain proactive, meaningful dialogue in all public outreach and has been implemented and maintained.

Public Participation Program. The Program has focused attention on mechanisms to increase Title VI participant inclusion in all public outreach. One task order has been implemented; seven candidates are currently being considered.

Limited English Proficiency. A Spanish-speaking Public Affairs Officer has been added to the staff, improving response and proactive outreach to monolingual Spanish-speaking residents. A short-range broadcasting radio, with individual monitors, has been purchased to increase the ability for a single translator to simultaneously reach more than one meeting attendee. The same system can be used for hearing-impaired meeting participants, allowing for individual amplification of public address systems.

LOS ANGELES

- Implementing a database to assist with involving Community Based Organizations (CBOs) and targeting Title VI groups to attend public meetings on projects in their areas.
- No Title VI discrimination issues have been reported.
- The Los Angeles District is committed to community involvement in its planning and project development and will make efforts in the coming year to build on community involvement.

SAN BERNARDINO

Major accomplishments include developing and using a mailing list of over 1,200 Community Based Organizations (CBOs) for Public Outreach for the California Transportation Plan. The District continues performing outreach activities for the various corridor studies underway in the District. San Bernardino has initiated an effort to identify

underrepresented groups and Tribal communities within the District to contact various groups in areas for future outreach efforts.

STOCKTON

MCAG Partnership for Integrated Planning (PIP)

Planning staff is partnering with Merced County Association of Governments (MCAG), U.S. EPA and FHWA in an effort to improve communication, quality, and timeliness and introduce environmental issues early in the planning process to demonstrate that early participation will provide the opportunity to resolve many issues before project development begins. The extensive public involvement and education process is a critical component of the PIP project.

An EJ Grant Title VI and EJ team was initiated to coordinate Planning Program and Districts' Title VI and EJ activities.

District continues ongoing efforts with government to government relationships with Native American groups, specifically with three federally recognized tribes. The following are examples of the steps the District is taking:

- The District would like to improve its communication with the tribes and has a strategy to establish a Memorandum of Understanding (MOU) with each federally recognized tribe in the District.
- The District has a Cultural Resources Coordinator to address cultural resource issues with Tribal Governments, other Native American communities and interested parties.
- The District Planning office has a Native American Liaison to coordinate issues with the appropriate program within Caltrans.
- The District has developed a survey of the efforts of the MPO and TPAs, which is conducted during regular meetings with MPO and TPAs.

SAN DIEGO

The District's Native American Liaison, in conjunction with other staff, worked in partnership with the Reservation Transportation Authority (RTA), which represents the (17) San Diego Native American Tribal Governments, in accomplishing the Reservation Sign Package. As the first Reservation Sign Package in the State, this highlights the cooperation between two governments in reaching a solution regarding the placement of reservation related

signs along State routes. The agreed-upon signs will be incorporated into Caltrans' regular sign replacement maintenance schedule.

ORANGE

District initiated requests from Native Americans to collect transportation-related comments and concerns during the 34th Annual Native American Pow Wow. Caltrans also provided attendees with information about Caltrans, local and Statewide plans.

SPECIFIC ACCOMPLISHMENTS BY DOTP AND DISTRICT OFFICES

The specific accomplishments and activities in the following seven major categories illustrate the extent to which DOTP has embraced its responsibility for implementing the principles of EJ and the Title VI Program:

ELIGIBLE POPULATION ACTIVITIES AND STUDIES

OFFICE OF POLICY ANALYSIS AND RESEARCH

During Federal Fiscal Year 2003, the Office of Policy Analysis and Research (OPAR) completed the major production of an EJ Desk Reference for planners and Community Based Organizations (CBOs). The Desk Reference is the first of its kind for incorporating EJ into planning in California. The objective of this guide is to orient and guide planning staff at all levels in the concepts and best practices of EJ. The study involved Context Sensitive Planning and required numerous workshops (including low-income and minority communities) Statewide that included participants from the public, CBOs, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs) and Caltrans staff. The workshops gathered information on best practices in public participation and Context-Sensitive Planning. These workshops provided information in an open and stimulating atmosphere and allowed Caltrans and CBOs to exchange information while establishing a dialogue that will ultimately promote better planning for diverse communities.

The EJ Grants given to many diverse organizations provide more opportunities for community involvement while providing the Department insights about low-income and minority communities. OPAR has established a comprehensive Statewide EJ Program within the DOTP. The purpose of this program is to research, promote and assist in the implementation of EJ in planning and program activities. OPAR has set an example of best practices by having conducted extensive CBO and regional workshops and instituted a \$3 million EJ Grant Program. Caltrans is the first State agency to publish and implement a specific Director's policy on EJ and establish an EJ program. OPAR also provides technical assistance to executive-level managers of city, county, regional and State agencies for promoting EJ in their planning and programs.

OFFICE OF COMMUNITY PLANNING

The Office of Community Planning (OCP) 2002/03 grant program supported studies that provide data and address Title VI issues in the form of selection criteria that emphasize public involvement and affirmative measures to ensure nondiscrimination.

Included in the selection criteria:

- Demonstrates local support by way of specific resolutions and letters of support from regional transportation planning agencies, city councils, planning commissions, county boards of supervisors and the general public;
- Incorporates a collaborative planning process with broad participation from community stakeholders;
- Is located in an economically disadvantaged, blighted, or in-fill area.

At grant workshops, the Office of Community Planning conducted data collection of workshop participants to volunteer information about their race, gender and income.

EUREKA OFFICE OF COMMUNITY PLANNING

The Eureka Office of Community Planning provided information and technical assistance to Tribal Governments and CBOs for the 2002/03 FY on the Community Planning and EJ grant cycle (including providing one-on-one technical assistance to potential applicants during the application process).

It continued comprehensive planning and technical assistance support to the Yurok Tribe for the Route 169 Needs Assessment Study by meeting regularly with tribal representatives to identify and resolve issues of mutual concern. The Eureka District also prepared and presented numerous materials (including maps, brochures, comment cards, location fact sheets, aerial photos of the study area, etc.) at a public meeting at the Wautec fire station in July 2003. Approximately 20 members of the public signed the "Open House Attendance" sheets, a majority listed either Klamath or Hoopa (tribal lands) addresses.

The Eureka District continued and expanded Spanish language outreach efforts by preparing two public notices for the Willits Bypass project; preparing two Spanish language newsletters for the Hopland Bypass project and providing Spanish interpreter services for two public meetings.

REDDING

The Office of System Planning worked on six Transportation Concept Reports (TCRs). These reports are long-term, 20-year plans for California's State highway system. A TCR helps Caltrans determine if a particular route can meet future demands, identifies social, environmental, economic and quality-of-life goals, assists Caltrans in addressing specific needs of the communities it serves, serves as a basis for future projects and improvements and provides Caltrans with a more coordinated and integrated approach to managing transportation resources. Included in these reports are descriptions of the physical environment, neighborhoods and travel habits along the route. Additionally, these reports include community data on demographics, employment, income levels and housing. This data identifies Title VI groups and the composition of the population. Development and approval of the TCR involves a variety of stakeholders at the Federal, State and local level, including: RTPAs, LTCs, cities, counties, communities, Tribal Governments, private businesses, resource agencies, Title VI groups and the general public. The following routes were studied during State FY 02/03: State Route (SR) 147, SR 263, SR 265, Interstate 5, SR 273 and SR 299.

Overall Work Program (OWP). The OWP one-year scope of work for Regional Transportation Planning Agencies 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 (demographics, neighborhoods, physical environments and travel habits). The Office of Regional Planning staff monitors the OWP effort by the counties. We have seven counties within the District (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama and Trinity). 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 Redding District Division of

Planning Offices as they embark on public meetings within each jurisdiction.

County Economic and Demographic Profile Series Books. The Offices of Advanced Planning, Local Assistance, IGR and CEQA, Regional Planning and System Planning have access to the County Economic and Demographic Profile Series Books. These profiles provide the most current detailed economic and demographic information on the seven counties in our District. This statistical data addresses minority persons, neighborhoods, income levels and physical environment. Each Department uses this data to understand the county and city and community location they are studying and identify the target groups for public outreach efforts.

Demographics Chart. This document represents the 2000 Census for the seven counties within the Redding District. The data displayed includes population, race and ethnicity, age (over 65) and income (percent below poverty and median household income).

Transportation System Information Program. The Offices of Advanced Planning, Local Assistance, IGR and CEQA, Regional Planning and System Planning have access to the Transportation System Information Program (TSIP) website. This website provides the planning offices with data on travel habits. This program is a resource for our offices to make our own planning and investment decisions.

Transit Studies. The Offices of Regional Planning and Transit are key players in transit studies that provide data about minority persons, neighborhoods, income levels, physical environment and travel habits. Some examples in this FY 02/03 include the Tri-County Public Transportation Integration Study, U.S. 395 Transit and Tri-State Venture. These studies allow planning offices to understand the transit needs in the area. Additionally, Regional Planner and transit representatives review all transit grant applications. The transit grants available require applicants from the region to describe their demographics (minority persons, neighborhoods, income levels, physical environment, travel habits) and to certify that they have met Title VI requirements.

Some examples of these types of grants include 5310 and 5311 through the Office of Mass Transportation. These applications allow planning offices to understand the transit needs in the area.

IGR and CEQA Process. The IGR and CEQA process provides for review and comment on the plans, programs and project documents prepared by other agencies (Federal, State, local and regional). Some of these plan, program and project documents contain economic development elements. The Office of Local Development, IGR and CEQA review, comment and recommend mitigation measures on local plans, programs and development proposals that have potential impact on the State system. Some of the current larger studies include Oasis Specific Plan and Levenson Commercial Center, Liberal Avenue General Plan Amendments, Anderson Walmart, Blue Shield, Shasta View Subdivisions (224 apartments), Pine Grove Avenue Subdivisions (Windsor Estates and Deer Creek Manor). Planning offices use these future developments to project the potential transportation growth of a region.

Community Planning

Tri-County Non-Emergency Medical Transportation (NEMT) Coordination Plan. This study is currently underway with an anticipated completion date of spring 2004. The project involves development of a Non-Emergency Medical Transportation Coordination Plan for Lassen, Modoc and Plumas counties in northeastern California. The plan is being developed using a participatory planning process. The project is relying on EJ principles to ensure that low-income and minority populations are well represented throughout the planning process. Feedback is being actively solicited through surveys, interviews and focus groups to assess medical transportation needs of targeted populations and identify service gaps.

Southside Neighborhood Revitalization Area Transportation Study. The goal of this recently completed CBTP study is to provide an efficient and affordable transportation system in order to alleviate existing neighborhood traffic congestion and

support future development within the Southside Neighborhood. This study provides the City of Red Bluff with long-term planning tools to evaluate future transportation system needs and changes for a diverse population (i.e., low-income, seniors). An extensive year 2030 traffic model was completed for this project. The traffic model includes General Plan land use assumptions for the entire SSNRA, along with trip generation and travel distribution assumptions. In addition, the future demographics of the study area (i.e., General Plan land use assumptions) were used as the basis for developing the recommended transportation network.

MARYSVILLE

Planning Sacramento Smart Community Access Centers

Sacramento Housing Redevelopment Agency received a Community Based Transportation Planning Demonstration Grant of \$212,000 in 2002 for the Planning Sacramento Smart Community Access Centers. The Smart Community Access Center (SCAC) Project Steering Committee chose an on-line information and referral service as the most feasible option for the grant. The on-line service will provide resources applicable to residents in the six-county region. Residents can be linked to a variety of transportation modes including Rideshare and paratransit. The website became operational in July 2003 (www.beehivesacramento.org).

The District participated as a Steering Committee member for the grant and ensured the Sacramento Housing Redevelopment Agency considered Title VI and EJ during the monthly meetings. Members of the Steering Committee represented both local neighborhood and regional interests. After meeting for several months, discussing and identifying project options, the committee chose the online information and referral service as the project's direction.

The following public outreach was conducted:

- Five community forums were held in November and December of 2002 to introduce the Online

Resource concept to the community and to gather valuable feedback. Of the five forums, three were residential forums conducted in English, Spanish and Hmong. Flyers for the forums were also produced in the three languages to advertise the forums.

- A community survey was also conducted to ensure the project addressed community needs. The survey was a 400-person random telephone survey. The results helped to guide development of the website.

The beehivesacramento.org is available in English, Spanish and Russian with the potential for adding additional languages, including Hmong.

Capay Valley Highway 16 Corridor Plan

The Department awarded a Partnership Planning Grant of \$98,497 in 2002 to SACOG. Capay Valley Vision (CVV) was contracted by SACOG to develop a corridor study, which will articulate goals and objectives for transportation improvements in the Capay Valley and document community interests, while considering local socioeconomic and environmental resources. The District participates on the Transportation Action Team, which met five times this year. District is working to ensure that CVV considers EJ and Title VI issues as they develop the corridor study.

Demographic data regarding the Counties in the Marysville District was gathered from U.S. Census 2000 Data for use in developing an outreach plan for the California Transportation Plan 2025.

OAKLAND

Environmental Justice Program

- Implemented, at the District level, EJ concepts and policies.
- Held three workshops, using a broadly based mailing list, to solicit EJ Planning Grants applications. One workshop in Santa Rosa, while open to all, focused on the Native American community.

- Monitored EJ grant contracts.
- Managed eleven (11) EJ Contracts: Attended meetings with applicants and Steering Committees, reviewed and certified invoice payments and provided guidance for the management of EJ grant contracts.

California Transportation Plan

The Oakland District provided regional input necessary to develop the California Transportation Plan (CTP).

Regional focused Public Participation Workshops were conducted at the Metropolitan Transportation Commission (MTC) (including MTC's Minority Citizens Advisory Committee), Chinatown, San Francisco (bilingual) and a Native American workshop at the National Indian Justice Center, Santa Rosa. Input was received via newspaper press releases and direct mailings with postage-paid postcards, which were distributed to various public and community meetings attended by District staff.

Tribal Outreach

Consultant is assisting the Oakland District and the MTC in conducting its first government to government consultation with the District's federally recognized Native American Tribal Governments and other local transportation planning agencies.

Community Planning Based Grants

During the course of the Community Planning Grant project proposal, Community Planning staff ensure each project proposed for funding through this program includes a Public Participation component to guarantee underrepresented and minority groups within the project jurisdiction are included as active members of the project.

Currently, there are two ongoing projects and one completed Community Planning project:

- **City of Palo Alto El Camino Real Corridor Study (completed).** This project included a Technical Advisory Group comprised of local agencies and

CBO representatives as well as the public. Three public meetings were held as part of the meeting in addition to the working group meetings. The city maintains a project website with up-to-date project and contact information.

- **San Francisco City and County Transportation Authority Bicycle Update Study.** In early 2003, the city facilitated five Community Input Workshops and gathered a great deal of input from stakeholders throughout the City of San Francisco. All of the suggestions will be compiled into a project database for further study and implementation. In the fall of 2003, workshops were again held featuring the high priority improvements and alternatives for public comment.
- **City of San Francisco Glen Park BART Station Area Improvement Study.** This visioning project was a focused charrette process within the Glen Park community. The project representatives spent seven days in the Glen Park Elementary School. During this time frame, four public meetings were held in the evenings or on a Saturday. Each public meeting had an average of 70 people in attendance. Community representatives were invited to be active members in the visioning process for changes to the design, transportation and parking issues within their area. A Draft Community Vision was produced through the combined efforts of community members, the project team and the local agency stakeholders. The city planners are refining the vision based on the commentary. In the fall, the revised plan will be unveiled for public comment.

The following are four new projects for which the efforts are just beginning:

- ABAG and MTC Smart Growth Livability Footprint Project.
- City of Menlo Park Comprehensive Bicycle Plan.
- **BART.** Jack London Square BART Feasibility Study.
- Solano Transportation Authority Comprehensive Trails Project.

While each project is underway, the Community Planning Branch monitors the project efforts with the local agency. District staff attend the project meetings and ensure that the required public participation and outreach activities described in the project proposal are conducted.

Native American Planning Liaison

The Oakland District has offices of six federally recognized Native American Tribal Governments within its boundaries:

- Cloverdale Rancheria in Sonoma County
- Lytton Rancheria in Sonoma County
- Stewarts Point Rancheria in Sonoma County
- Dry Creek Rancheria in Sonoma County
- Graton Rancheria in Marin and Sonoma County
- Lower Lake Rancheria, office in Sonoma County

Two tribes have land bases. Three of the Oakland District Tribes and one Eureka Tribe are seeking land within the Oakland District. The Oakland District has held workshops in Santa Rosa to seek Native American input to the draft California Transportation Plan and to solicit Consolidated Planning Grant applications from Native American Tribes and Native American organizations in an effort to identify the transportation needs of Native Americans (NA). District staff met with Joe Myers, Executive Director of the National Indian Justice Center, for consultation on transportation issues affecting Native Americans. The Oakland District staff also regularly attend the Caltrans Native American Advisory Committee meetings and training meetings of District Native American planning staff. One District staff person has attended the Caltrans Tribal Transportation Planning Academy. Another attended an FHWA-sponsored EJ training class at the Robinson Rancheria in Lake County. District Planning staff coordinate with the District and the Native American Coordinator (Environmental) and the IGR and CEQA staff to better understand Native American issues.

District staff usually attend Departmental Native American Advisory Committee (DNAAC) meetings in Woodland. DNAAC discussed tribal and related transportation planning issues with resulting recommendations to Caltrans.

The Oakland District and the Metropolitan Transportation Commission (MTC) are planning a group consultation with recognized Native American Tribal Representatives to provide an overview of the District and MTC regional transportation planning process. Public representatives from Sonoma and surrounding counties will also participate. General issues of tribal interest will be discussed, with invitations to discuss individual tribal needs to follow in the near future if requested.

This consultation which includes the District Director, Deputies, MTC management, and commissioners is expected to lay the ground work for future two-way discussions between Tribal Governments and District and Regional Planning Agencies. A Memorandum of Understanding may be developed with each Tribe.

District staff have attended the Departmental Tribal Transportation Planning Academy, FHWA EJ classes, as well as briefings by Headquarters personnel and review of Caltrans and Federal guidelines.

The Oakland District and the regional planning partners have a goal to ensure that Native American Tribal Governments are fully informed and included in the transportation planning process, so that each tribe has the opportunity to effectively compete for funds and work within the existing transportation planning process.

The Oakland District and MTC planning process includes Native American community based organizations, as well as individuals in district databases.

Federal Capital Grants and TTT Capital Projects

- Funded the design phase of a project to bring the restrooms and drinking fountains into compliance

with Americans with Disabilities Act requirements at the Transbay Transit Terminal, a public transit facility owned and operated by the State.

- Administered the Federal Transit Act Section 5311 grant program, which provides capital and operating funds to local transit agencies for transit services to rural communities. Required applicant agencies to submit documentation that allows Caltrans to monitor Civil Rights compliance of subrecipients.
- Administered Federal Transit Act Section 5310 grant program, which provides funding to local transit agencies to purchase vans to provide transportation services to elderly and handicapped patrons. Required grant recipients to submit quarterly progress reports including data on the number of trips taken, number of miles driven and number of patrons served.
- Funded the construction phase of a project to bring the restrooms and drinking fountains into compliance with Americans with Disabilities Act requirements at the Transbay Transit Terminal, a public transit facility owned and operated by the State. Project will be completed by June 30, 2004.
- Continued to administer FTA Section 5311 grant program, which provides capital and operating funds to local transit agencies for transit services to rural communities. Continued to require applicant agencies to submit documentation that allows Caltrans to monitor Civil Rights compliance of sub-recipients.
- Oakland District activities have been transferred to Sacramento related to the FTA Section grant program, which provides funding to purchase vans to provide transportation services to elderly and handicapped patrons.

Office of Advance Planning

The Office of Advance Planning has two activities in which Title VI related information is used. The preparation of transportation project initiation documents (PIDs) requires a brief assessment of potential EJ impacts that require more detailed study

during the project environmental assessment phase. Information gathered for the brief assessment includes type, age and size of housing units and substantial populations of minorities. The information on housing type is gathered from field surveys. The information about minority populations is gathered from contacts with local government agencies. The second activity in which Title VI related information is used pertains to forecasts of trip generation. Forecasts for trip generation take into account travel habits related to income zones and are derived from models that utilize census, labor and other data. The models are provided for our use by MPOs and other local governments.

SAN LUIS OBISPO

Dissemination of EJ Desk Guide. District planning staff provided comments on the draft Guide and made hard copies of website information available to all Caltrans employees, key stakeholders and RTPAs.

Public Participation Program Involvement. Consultants have assisted San Luis Obispo District staff with stakeholder identification for Title VI organizations by providing a discussion forum for San Luis Obispo District Planning staff on outreach to minority communities.

Census 2000 Analysis. Census information is regularly used by staff when planning community meetings on Transportation Concept Reports, projects and location-specific public outreach. Census information has been particularly useful in identifying bilingual needs for materials and translation.

Economic Sufficiency Partnership. San Luis Obispo (SLO) District planners have been active participants in the monthly activities of a SLO-based group of human service CBOs and social services agencies focusing on welfare reform issues. This involvement has been two-way, with information exchanges about transportation programs and the needs of low-income residents.

Migrant Outreach Program. Planning was completed for a nine-county outreach effort on the CTP,

using a CBO partner (Economic Opportunity Commission of SLO) and their unique relationship with migrant farmworkers. Implementation has been postponed, as the draft CTP was released after the migratory season had finished. All partners are interested in applying outreach when the CTP Action Plan has a product to review.

LOS ANGELES

California Transportation Plan (CTP) Public Outreach Meetings. Data was collected of all workshop attendees. The data was used to ensure that various regional agencies and CBOs were notified of the meeting; and to identify those groups underrepresented to improve our public outreach plan. Other outreach activities included:

- Coordination efforts with Public Affairs for Public Service Announcements.
- Distribution of workshop flyers.
- Mailing lists with CBOs and Title VI characteristics.

Transportation Concept Reports (TCRs). System Planning East and West worked on six Transportation Concept Reports (TCRs). The purpose of TCRs is to plan a 20-year concept of how routes should operate and how to offer improvements on better operating conditions based on congestion (existing and in 20 years). These reports discuss economic and demographic data. TCRs can include data about travel habits along a route, the physical environment and Title VI groups. The Los Angeles District staff works with Southern California Association of Governments (SCAG) to input data into the model regarding demographic, economic and ethnicity information. The following routes were studied: Route 134, Route 10, Route 60, Route 605, Route 34 and Route 210.

Environmental Justice Grant Program. The Los Angeles District staff created a database to notify community based organizations and advocacy groups and Council of Governments (COGs) about the opportunity to apply for a grant in the areas of EJ and Community Planning. The next step is the

conversion into a GIS format to be used as a tool for planning and development of projects as well as targeting public outreach and public participation plans.

EJ Grant Infill Methodology Analysis Project, Los Angeles. This grant is a partnership between the City of Los Angeles and the community-based group, Environment Now. The purpose is to identify vacant and underutilized parcels for future development growth for more urban centers and livable communities while avoiding unnecessary consumption of land and resources to create sprawl. A standard infill analysis would be useful to address the problem of job and housing balance.

Lincoln Corridor Task Force Citizen Advisory Committee. This Task Force meets to discuss existing and future conditions of Lincoln Boulevard (between Manchester Avenue and the Santa Monica Freeway). Caltrans is constructing a project that will add landscaping and a bike and pedestrian path on the west side. Support is also high among the residents for a light rail project onto Lincoln Boulevard and other transit options. Goals for this study include proposals that are compliant with Americans with Disabilities Act (ADA), and the study should be coordinated with other agencies and elected officials so improvements can be implemented.

SAN BERNARDINO

California Transportation Plan (CTP) Public Outreach Meetings. The District conducted extensive outreach for the promulgation of the Draft CTP. Through presentations at various CBOs' ongoing meetings, engaged approximately 450 people. The District conducted presentations and question and answer sessions, and distributed literature.

Environmental Justice Grant Program. The database created for the CTP was used to advise various CBOs and advocacy groups of the opportunity to apply for a series of grants in the areas of Community Planning, EJ and Transit for 2003/04 Fiscal Year.

Corridor Studies. For Fiscal Year 2002/03 District outreach efforts for corridor studies were limited due to the state of completion of the work. Public

information meetings were held for ongoing studies on SR-86. Information from these meetings helped to document the neighborhoods that would be impacted by highway capacity improvements. Corridor Studies in the Lucerne Valley, Morongo Basin and the Coachella Valley have not advanced to the point where Public Outreach would be useful or provide enough information to the public. As these studies progress, efforts will be started to engage a broad spectrum of the general public.

Community Based Planning and Public Participation. Initial efforts have commenced to develop public participation plans for the integration of transportation planning with local jurisdictions and community based groups.

Transit. District participated in the Unmet Transit Needs meetings held in Victorville and Crestline by the local transit operators and the County Transportation Commission. These meetings engage the low-income and transit-dependent communities.

BISHOP

A stakeholder contact database for the Bishop District has been developed and is continually updated and improved to include more CBOs representing low-income and minority groups and changing Tribal leadership.

STOCKTON

The Office of Community Planning has awarded a contract to provide Statewide marketing and facilitation services to promote public participation and Tribal Government consultation as part of the transportation planning and programming process. District initiated this consulting service in partnership with our regional and local partners.

Partnership for Integrated Planning (PIP). Assisted with translation and formatting brochures and posters in different languages including English, Spanish and Hmong.

The Office of Community Planning (OCP) 2001/02 grant program supported the following studies:

- The Highway 108 CSS Project: Upcoming Concept Charette and Community Involvement with the City of Riverbank to develop a series of charettes that included extensive public participation. Planning staff attended a charette for this project.
- Planning with the Great Valley Center created a planning scenario for the future of the Central Valley that included public participation.

In partnership with regional and local partners, the following efforts demonstrate an ongoing, cooperative and proactive planning process that recognizes and addresses the needs of low-income and minority populations.

- ***Boggs Tract Community.*** Cooperative effort with SJCOG, San Joaquin County and the City of Stockton - ongoing studies of low-income and minority community adjacent to Port of Stockton and the effects of increased usage of the port.
- ***Unmet Transit Needs Process.*** Ensures that the Transportation Development Act (TDA) funds are used primarily for transit and identifies the transit needs of each jurisdiction by assessment of size and locations of groups likely to be transit dependent or transit disadvantaged. Planning staff attends all of the Unmet Transit Needs hearings throughout the District.
- Planning has distributed TCRs to all RTPAs, MPOs and agencies to provide public input through the meeting process.
- ***Regional Transportation Plans (RTPs).*** Planning staff continue to be involved with the development of the RTPAs and MPOs RTPs.
- ***Public Participation Plan.*** Planning staff have participated in the development of StanCOG and MCAG Public Participation Plans.
- ***District System Management Plan (DSMP).*** A public outreach effort will be conducted by Planning staff to districtwide RTPAs, MPOs, local agencies and CBOs to present our DSMP for public input.

- **CTP.** Planning staff conducted extensive public outreach to districtwide RTPAs, MPOs, local agencies and CBOs.
- Planning staff participated in several public events providing information on projects and studies. Events included the Dia del Campesino fiesta and Health Symposium for Women of Color sponsored by Jack and Jill of America.
- **SR-120 Feasibility Study.** A presentation will be provided to the following agencies and committees: Technical Advisory Committee, Citizens Advisory Committee, Groveland Community, Tuolumne County and Cities Area Planning Council and Board of Supervisors.
- **SR-88 Lockeford Bypass Study.** The Planning staff attend public and community meetings. This study will identify different alternatives that include the City of Lockeford and the surrounding underrepresented communities.
- Reviewed and ranked community based Transportation Planning and EJ Grant applications.

SAN DIEGO

California Transportation Plan (CTP). The CTP is the State's 20-year transportation plan which will provide strategies for meeting future transportation needs and will identify priorities for spending our limited transportation dollars. The CTP requires extensive public outreach activities. The District will focus its outreach to Title VI communities and representative organizations.

Community Based Transportation Planning (CBTP) Grant Program. The program provides grants to enhance the coordination of land use and transportation planning. It encourages community involvement and partnership. The funding is primarily used to seed planning activities that encourage livable communities.

Sustainable Development Master Plan, City of San Diego. The project involved a broad participation from residents, CBOs and community stakeholders. The results will help foster economic and

environmental sustainability throughout the minority neighborhoods within the low-income Encanto Community Planning area. The project involved the development of the following elements:

- Market analysis of the community.
- Develop Concept Plan.
- Urban Design Guidelines.
- Pedestrian and Bicycle Network Plan.
- www.encanto-neighborhoods.com website.

Transit-Oriented Development Study, City of Oceanside. The study was produced in partnership with the residents, CBOs and community stakeholders. An extensive public involvement program was provided to reach the community as a whole, with special emphasis on involving traditionally underserved communities. The study identified the transit-oriented development opportunities and needs along the future Oceanside-Escondido commuter light rail line.

Corridor Study for Evaluating Transit Priority Measures Within Urban Villages, City of San Diego. Conducts a corridor study that will identify transit opportunities for linking to existing and future Urban Villages and to major attractions within low-income and minority communities along El Cajon Boulevard, Balboa Park and downtown central business District.

North Park Transit Villages, City of San Diego. Performs a corridor analysis for transit, vehicular, bicycle and pedestrian improvements within the economically depressed areas of North Park community in order to address some of the problems along the University Avenue corridor.

Community-Based Transportation Plan for the Logan Area, City of San Diego. The project includes the involvement of residents, CBOs and many stakeholders through education and by providing opportunities for meaningful participation. It also ensures the transportation-related improvements are consistent with the residential and commercial nature of the target area.

Transportation Planning and EJ in the San Diego Region, SANDAG. The EJ outreach plan will seek public input from minority and low-income communities, elderly, recent immigrants, the disabled and others to identify their transportation needs and ensure their participation in the transportation decision-making process in the San Diego Region.

Welfare to Work Transit Study, Metropolitan Transit Development Board. The project studies the transportation needs and introduces viable alternatives to the welfare recipients who are transitioning into jobs through the temporary assistance for needy families program.

ORANGE

System Planning Documents. Created a Title VI statement that will be included in all System Planning Documents in the body of their reports. This statement will be included in the current District System Management Plan (DSMP) and the Draft I-5 South TCR.

Draft TCR for the I-5 South. Created a chart showing demographic information particular to this route from Census 2000 data in an effort to highlight areas that might require special attention when planning route improvements and maintenance.

Orange County District's Native American Manual. Created a District manual that identifies local State-recognized Tribes and provides their cultural background information. It includes a listing of primary tribal cultural advisor contacts for District projects. It will provide contact information for grants, CTP hearings and other outreach activities.

Putiidhem–Native American Villages in Orange County. Invited the local Native American tribal representative and the California Cultural Resources Preservation Alliance (CCRPA), which is made up

of Native American representatives, archeologists, paleontologists and other concerned citizens, to make a presentation to the District Planning staff on Putiidhem and other significant Native American historical and sacred sites in Orange County. CCRPA provided the District with a CD-ROM version of their presentation.

District Planning Public Participation Work Plan. Created a District Planning Public Participation Work Plan to be incorporated into the State-wide Contract and utilized to identify low-income, minority and other underrepresented groups for participation in our public hearings for the CTP and other Transportation Planning public hearings.

California Transportation Plan (CTP). Created a CTP Public Participation Work Plan Chart that incorporates Title VI requirements into upcoming work to adequately reach our underrepresented groups for the rollout of the CTP in the District.

Community Based Transportation Planning (CBTP) Grant Program. The CBTP Grant information was mailed to all local agencies and CBOs within District region. CBTP Grants focus on enhancing land use and transportation planning that promotes sustainable solutions. District grants were submitted.

EJ Grant Program. The EJ Grant Program promotes increasing public participation of low-income, elderly and other traditionally underserved groups in the transportation planning process. It works to decrease the disproportionate impacts of projects to communities. EJ Grants were also submitted this cycle.

DBE Program. Continue to request DBE participation with each Local Assistance project. All Local Assistance projects must have confirmed use of DBEs for their projects before they are funded.

PUBLIC PARTICIPATION

OFFICE OF COMMUNITY PLANNING (OCP)

The OCP participated in a series of 13 grant workshops around the State during September 2002. The purpose of these workshops is to ensure that a broad and diverse audience receives information and guidance on OCP's Community Based Transportation Planning Grant Program. Along with MPOs, RTPAs, and Tribal Governments, CBOs were heavily targeted to attend these workshops and apply for the grants. Workshop notices were sent to all parties, including in the DOTP Core Program's State database CBOs.

In its statement of principles for public involvement, the Division clearly recognizes the importance of place, time and communication. Following is a recap of the relevant principles espoused by the Division as well as the OCP:

- Provide early and continuing public involvement.
- Utilize innovative communication tools and media.
- Provide adequate public notice.
- Ensure reasonable public access.
- Go to where people congregate.
- Tailor public involvement to the issues.

The Department, in cooperation with the MPOs and RTPAs, uses a combination of advisory committees, fully noticed public hearings, workshops, forums, surveys, publications, the Internet, public access television and focus groups to inform, gauge and respond to regional issues and public questions and concerns. This includes public information meetings associated with Capital Projects. Other significant DOTP activities (e.g., the EJ Program and the Community Based Planning Program) are addressing location, meeting times and translation services.

OFFICE OF STATE PLANNING (OSP)

The OSP hosted seven regional workshops throughout California to gather public comments on the draft CTP. The workshops were held in Redding, Oakland, Los Angeles, San Bernardino, Fresno, Sacramento and San Diego. Each workshop included an open house session, where attendees were able to view informational exhibits and talk with project representatives, receive an overview of the draft CTP, and participate in a technology-based information gathering session. Attendees were given an opportunity to provide written and verbal comments.

Before each workshop, notices were published in local newspapers announcing the time, date, location and purpose. Copies of a fact sheet, workshop notice and the CTP brochure were sent to more than 6,000 interested parties. An extensive outreach campaign was launched to reach out to underrepresented minority populations in California. Targeted groups included Latino, Asian, Pacific Islander, Native American and African American populations. Telephone calls, mailed invitations, news advisories, calendar notices, translated materials, radio and print advertisements were all used to reach out to various CBOs and underrepresented populations. In addition to the regional workshops, representatives from various Districts gave presentations at 102 local meetings. More than 3,000 people were reached, including senior citizens, business owners, minority groups and other CBOs.

OFFICE OF GOODS MOVEMENT

The Goods Movement Program in FY 2002/03, is mainly involved with industry studies and research. It is anticipated that as Districts more directly address the identification of goods movement transportation system issues and alternatives, greater public outreach can be expected.

EUREKA

Developed and implemented an enhanced outreach to Tribal Governments, hiring a Transportation Planning staff to provide coordination between Regional Planning and other functions and to assist in delivering planning technical assistance to Tribal Governments.

REDDING

A total of four public meetings were conducted.

CTP Regional Workshop

Various transportation stakeholders were invited to review and comment on the draft CTP 2025.

Efforts were made to ensure citizen participation in the public meetings, particularly minority, elderly, disabled and low-income groups.

Outreach for our program included the use of the Title VI Outreach Database and contact information from the previous CTP Workshop attendees for the initial mail-out. The first invitation and CTP brochure was sent out to 239 different groups and individuals from the two databases. Additional invitations were sent to our regional partners. Public service announcements were faxed by our Public Information Officer. A local radio station interviewed staff, and the sound bites from the interview aired for two days prior to the workshop. Headquarters contracted out advertising to include outreach to traditionally underrepresented populations including email and phone calls to CBOs, submitting calendar notices in print and on National Public Radio, and providing documents in Braille and alternate languages. In addition to this outreach, the contractor placed Public Relation newswires for distribution statewide and newspaper print ads for our seven counties. The second effort to invite citizens to attend was a personalized letter to 75 of the stakeholders from the Title VI Outreach Database.

There were minority, elderly, disabled and low-income groups represented at the CTP 2025 Workshop. Questions were presented to the audience, and they were asked to respond on the spot through

interactive polling (the clicker device). The consultant who organized the workshop generated a report summarizing the demographics of the workshop and the outcome of the audience polling. There were 21 attendees. Demographic percentages included: 7.1 percent Elderly; 10.7 percent Native American; 3.6 percent Hawaiian; 7.1 percent Other; 7.2 percent Low-income.

SR-147 TCR Public Workshop

Conducted a meeting to solicit public input about the route as well as share findings to date. Outreach included: Mailed meeting notices to all groups and individuals listed in the Title VI Outreach Database for Plumas and Lassen Counties. Worked with Plumas and Lassen County staff to set date and assure their participation. Used listings from the Assessor's Office to identify landowners and mail them public meeting notices. Sent notices to individuals and organizations listed on the Chester Chamber of Commerce website and asked the staff to post the notices visible to the public. Sent two local radio stations a media advisory. A public meeting notice ran in the two local newspapers. Minority, elderly, disabled and low-income groups were represented at this workshop. Meeting notices were sent to specific Lassen and Plumas County individuals and organizations, and they signed in at the meeting, but chose not to complete the voluntary survey forms.

Montgomery Creek and Round Mountain Truck Traffic Study Results–Public Workshop

Community members were invited from Montgomery Creek and Round Mountain to receive results of speed and truck studies.

Outreach included: The meeting notice was advertised in the *Acorn Community Enterprise* newsletter and placed on the community calendar. In addition, meeting notices were placed on bulletin boards around the community (i.e., post office, schools, etc.). The meeting was held within the area of the study at the Montgomery Creek School. A familiar community gathering place for area

residents. The population is over 90% Caucasian. The meeting agenda, survey form, sign-in sheet and handouts were provided. Two people filled out the surveys and one survey reflected low-income status.

Bike to Work Week Workshops

This week provided an opportunity for community participation in using alternative modes of transportation.

Outreach included: Mailed "Bike to Work Week" notices to all groups and individuals listed in the Title VI Outreach Database for Shasta County. Partnered with Shasta County staff to set date and assure participation. A media advisory was sent to local radio stations. A public meeting notice ran in the regional and local newspapers and magazines. A local community TV show promoted the coming event. Thirteen work sites participated ranging from 1-12 employees. Two community events included an attendance of 47 and second day had 35. Attendees did not choose to fill out survey forms for data collection, but activities drew minority, elderly, disabled and low-income participants.

MARYSVILLE

EJ Information Workshop

In partnership with the Sacramento County Alliance of Neighborhoods (SCAN), the Governor's Office of Planning and Research, the Planning and Conservation League Foundation and the Marysville District hosted a half-day workshop on December 7, 2002 in the Meadowview community of Sacramento for community representatives who wanted to learn about EJ issues and ways to participate in local planning decisions. Over 50 residents and community organizers attended the workshop, which consisted of presentations on EJ, planning guidelines, air quality and the integration of EJ into transportation planning and project development. Sacramento City Council members Bonnie Pannell and Lauren Hammond welcomed the participants. The workshop concluded with a question and

answer session. Discussion continues on hosting additional workshops in other communities.

U.S. High Occupancy Vehicle (HOV) Lane and Community Enhancement Environmental Document Corridor Advisory Committee (CAC)

In 1997, the Sacramento Area Council of Governments (SACOG) approved a Major Investment Strategy (MIS) for the US 50 corridor. One of the recommended projects Caltrans has taken forward from this regional document is building HOV lanes between downtown Sacramento and El Dorado County. The HOV lanes between Sunrise Boulevard and El Dorado Hills were completed in October 2002. However, a preliminary Consensus Building Project found neighborhood opposition to the project in Downtown Sacramento. Residents were concerned that the project would bring additional automobile traffic through their communities. The project alternatives include the possible construction of HOV lane off-ramps, which would enable vehicles in the HOV lanes to exit from the left side of the freeway instead of weaving through several lanes of traffic to exit. The new ramps may increase traffic levels on local residential streets.

The District, in partnership with the City of Sacramento, the County of Sacramento and SACOG, created a Corridor Advisory Committee (CAC) of residents, commuters and representatives of community groups to help scope the environmental document for the project. During a traditional environmental process, the public's first opportunity to comment on the project would be during the circulation of the Draft Environmental Document. This is a unique opportunity for the community to participate earlier in the environmental process. Under the US 50 process, the CAC was created. The CAC will allow the community to provide input into what should be studied in the environmental documents. Concerns about the project will be brought forward and studied. The goal is to have an Environmental Document that addresses all of the community concerns so that a decision whether to proceed can be made with the most information available. To participate in the CAC, members had

to submit applications. Persons representing organizations had to include a letter of support from the board of their organization. Last fall, Caltrans advertised the CAC through the website www.50corridor.com, SACOG regional newsletter, SACOG annual Regional Event and press releases in all local newspapers. Flyers were mailed to the Regional Planning database. Caltrans staff joined Sacramento Transportation Authority staff and gathered suggestions from the elected officials with jurisdictions along the corridor of people and organizations that should participate.

The Steering Committee wanted to bring together 18 people who represented the variety of interests along the corridor. CAC members represent Walk Sacramento, American Lung Association, the Rosemont Community, the Marina Community in El Dorado, Winn Park and Capitol Avenue Neighborhood Association, Californians for Disability Rights, Environmental Council of Sacramento, Oak Park Business Association, the No Way LA Coalition, Sacramento Area Bicycle Advocates, Butterfield and Riviera East Community Association, Sacramento Metropolitan Air Quality Management Association, the Tower District Alliance and Land Park Community Association and Tahoe Park. Three employees of large employers located along the corridor are providing commuter input.

There have been five meetings of the CAC. The last CAC meeting was slated for November 2003. The CAC input was forwarded to the Technical Advisory Committee (TAC) for consideration in the Environmental Document.

Sacramento Transportation and Air Quality Collaborative

The Department is one of the member jurisdictions for a countywide transportation and air quality collaborative effort. A transportation agreement is to be negotiated among the 70+ stakeholders who represent government, business, local communities, environmental groups and community interest groups. Among the community interest groups, representatives of the African American, Latino, Asian

Pacific Islander, Disability, Youth, Senior and Paratransit communities are participating in a process that will result in a countywide agreement that meets the underlying interests all the participants. Following a year-long education process that built relationships between the participants, the group will form smaller negotiating teams that will tackle the issues facing the county and its transportation future. In addition to providing a stakeholder representative, Caltrans is also providing staff support for the collaborative effort. There have been 27 meetings this Federal Fiscal Year. The tentative completion date for this process is 2007.

The Community Advisory Committee (CAC) for the Highway 16 Safety Improvement Project and Traffic Calming Project met in January 2003, March 2003 and July 2003. CAC members represent various interests in the community including: Esparto Unified School District, Esparto Chamber of Commerce, Capay Valley Vision, Esparto Fire District, Rumsey Rancheria and Capay Valley agricultural businesses.

The Project Development Team (PDT) that was formed for the Highway 16 Safety Improvement Project met in October 2002, December 2002, March 2003 and June 2003. The PDT includes external agency and community stakeholders. Agencies and groups that are represented on the team include Yolo County, California Highway Patrol, UC Davis (Department of Human and Community Development), Rumsey Indian Rancheria, Capay Valley Vision and local elected officials.

Two Public Information meetings to allow the public to ask questions about the Safety Improvement and Traffic Calming Projects on Highway 16 were held on the evening of November 6, 2002 and the afternoon of November 7, 2002 in Esparto. To publicize these meetings, the District used newspaper display advertisements, both in English and Spanish, in the *Valley Voice* and the *Woodland Daily Democrat*. Bilingual meeting invitations were mailed to all residential addresses in the Capay Valley and Winters, as well as to other public agencies and stakeholders. Approximately 6,000 meeting

invitations were mailed. Spanish translation services were provided. The combined community attendance at these meetings was approximately 100 people. The District received written comments from approximately 30 members of the community at these meetings. Those comments requiring a response received a letter.

A Public Workshop was held on the evening of May 19, 2003 in Esparto to discuss the traffic calming project for the Yolo County communities of Esparto and Capay and to discuss the SR 16 Transportation Concept Report with area residents. Aside from display boards and short presentations, interactive polling technology allowed the audience to use wireless electronic keypads and provide immediate feedback. Outreach efforts were designed to specifically consider the Hispanic or Latino population, which constitutes 42% of the population. Approximately 2,500 bilingual invitations were sent via mail. Half-page ads, in English and Spanish, were placed in the Valley Voice, a free monthly paper. In addition, the Public Information Office sent press releases in English and Spanish. A TCR brochure was provided in English and Spanish.

Two Flood Protection Proposal meetings were held with Yolo County to gauge the interest of the community in pursuing additional flood protection for the Madison area next to Highway 16. The two meetings were held on August 5 and 7 in the evening. The Department provided a Spanish translator both nights.

A Public Information meeting was held on September 18, 2003 at the Madison Migrant Labor Camp. The majority of the attendees at the meeting are migrant laborers, who live and work in the Capay Valley on the farms in the area. A Spanish translator provided by the District translated the meeting for the attendees.

The District assisted three times with minority involvement in the "Colusa County Transit Development Plan."

The District assisted the Cortina Rancheria with the development of a "Traffic Circulation Report, Tribal Transportation Plan," including support with

mapping the Rancheria Road System. Staff met with the Tribe on 15 separate occasions to discuss and complete this project.

The District began developing a Memorandum of Understanding (MOU) with the Washoe Tribe. The MOU will explain the working relationship between the District and the Tribe for all functions.

The District assisted Headquarters with the CTP public workshop on February 18, 2003 at the Sacramento Convention Center. Representatives of the African American, Latino, Asian/Pacific Islander, disabled, youth, senior and paratransit communities were invited to the workshop. In addition, the District presented the CTP to SACOG's Regional Partnership, the RTPAs and the Sacramento Transportation Air Quality Collaborative.

OAKLAND

As part of the Headquarters Office of Community Planning Public Participation Consultant Services contract, the Task Order efforts are as follows:

CTP

Facilitated and transcribed highlights of each meeting. Surveyed ethnic background of participants. Consolidated input of workshops.

I-80 and San Pablo Dam Road I/C PSR

The Oakland District, in partnership with CCTA and the City of San Pablo, is preparing a Project Study Report on proposed modifications to I-80 and San Pablo Dam Road Interchange. The improvements are needed to relieve traffic congestion, improve traffic safety and increase the area's capacity to accommodate the projected increase in traffic volume.

As part of this PSR, the District wished to solicit public input very early in the planning process. Caltrans wanted to know how the community relies on the current interchange and what type of improvements should (or should not) be considered.

A community meeting was held on July 23, 2003 at 6:30 p.m. in the City of San Pablo Civic Center

offices. A consultant assisted with the public participation and outreach efforts with a special emphasis on involving members of typically underrepresented groups in the planning efforts.

Tribal Outreach

Consultant is assisting the Oakland District and the Metropolitan Transportation Commission in conducting its first government to government consultation with the District's federally recognized Native American Tribal Governments and other local transportation planning agencies.

The Office of Advance Planning

During this reporting period, one informational meeting was held for a PID. A consultant, under contract to the HQ DOTP, coordinated the meeting. The consultant sent out mailers, placed ads in newspapers, made public service announcements and invited specific minority organizations such as the NAACP. The public meeting notices were translated into Spanish and Lao. The meeting notices informed disabled people that special accommodations could be requested. As a result of the outreach efforts, minority people did attend the public meeting.

SAN LUIS OBISPO

System Planning Outreach

Staff conducted one Title VI meeting for the SR-1 TCR in Guadalupe, where approximately 90 percent of the population is Spanish-speaking and of Hispanic ancestry. Planning staff met with city staff to coordinate the meeting and develop an "invitee" list, which was further augmented to include community based, educational and environmental organizations. The decision was made that advertising on Spanish radio would be the most cost-effective way to reach the Hispanic community. In addition, a press release providing meeting details, in Spanish and English, was produced and distributed to over 25 news organizations in Santa Barbara County. A Spanish interpreter was present for the meeting, and a Spanish-speaking public information officer

from San Luis Obispo District was available to meet one-on-one with Spanish-speaking participants. The meeting was also aired over the local public access channel, and anecdotal evidence indicates that numerous residents, including Spanish-speaking residents, depend on the simulcast to receive information regarding public affairs. A total of 13 community participants signed the voluntary attendance sheet, many of them were Hispanic or Spanish-speaking, including members of the City Council, Planning Commission, Redevelopment Commission and the Chamber of Commerce. Also in the audience were business owners and neighbors interested in knowing how the Department's future plans would affect their safe access and use of SR-1. After the presentation, the public was invited to participate in a discussion and provide comments. These comments will be included in the TCR.

Coast Highway Management Plan

Three public hearings were held on the draft Coast Highway Management Plan, a model of community involvement in corridor planning. A member of the Ohlone and Coastanoan Esselen Nation attended and provided input.

Stakeholder Database Usage

Planning staff have been working closely with project management to assure that the expanded Stakeholder Database for San Luis Obispo is the basis for their public notification for meetings, open houses, etc. The Database was refined, with Title VI organizations and key individuals being a major focus. The Database is updated constantly as new information is gained. Staff worked closely with consultants on a Statewide refinement of stakeholder lists, with mailings of response pieces scheduled for late summer 2003.

LOS ANGELES

Planning staff were involved in eight public meetings, one public meeting held for the CTP and ongoing monthly meetings for general plans and transportation projects.

Methods used to ensure public participation:

- Direct mailings of announcements to CBOs.
- Email to Council of Governments (COGs) within our District.
- Newspaper advertisements and working with our Public Affairs office.
- Flyers and announcements at meetings with local, State and regional meetings and workshops.

Many of the Title VI targeted groups attended meetings, but the District was not able to collect data from the attendees. Some data was collected from attendees at the CTP workshop where volunteer comment cards were used.

SAN BERNARDINO

Approximately 12 public meetings and hearings were held within the various units during the past year.

Several methods were used to ensure public participation:

- Newspaper advertisements.
- Working with and using the expertise of the District's Public Information Officer.
- Public Service Announcements on the radio.
- Direct mailing of announcements and invitations to CBOs.
- Announcements at various committee meetings of the local transportation commissions and councils of government.
- Low-income, senior citizen groups and minority communities were contacted through various senior citizen community centers, clubs and churches.

Individuals and representatives of minorities, women, elderly, disabled and low-income communities were present at the various public outreach efforts.

BISHOP

Throughout Inyo and Mono counties during the winter of 02/03, 12 CTP community outreach meetings were held at various existing community forums. This outreach was targeted toward outreach for the Final Draft CTP.

- Assisted Project Management and Maintenance in setting up several community meetings to discuss various issues. Planning focused on enhancing public participation and making appropriate accommodations.
- Assisted Project Management in setting up four public meetings pertaining to projects affecting community main streets. Planning focused on enhancing public participation, educating the public on the project development process and collecting Title VI demographics for participants.
- Several Tribal consultation meetings were held to discuss various projects and TERO. Several consultation efforts were made to assist Tribes in transportation planning efforts such as Transportation Improvement Plans and traffic circulation studies.
- Two Open Houses were held in Southern Inyo County to solicit community input on the TCR for SR-190.
- Held first public meeting for the Bishop Area Access and Circulation Study.
- Provided consultation to Forro Latino group representing the Latino population in Mammoth Lakes. Consultation pertained to affecting the local transportation commission's transit program.
- Helped resolve ADA issues with new local transit bus stops.

Regular methods of outreach and solicitation were utilized in all cases to obtain good cross representation from the public. Methods used to solicit participation from EJ populations included:

- Spanish press releases and advertisements.
- Phone calls to Tribal representatives.

STOCKTON

Planning staff participated in public meetings and hearings sponsored by the Department or external partner agencies, providing programmatic or functional support as appropriate.

Planning staff has conducted workshops throughout the District with MPOs, RTPAs, regional agencies and CBOs for 511 Traffic Information Systems for public information and the California Transportation Plan, which was presented in English and Spanish to the Hispanic community.

Department staff attend the Interregional Partnership Committee meeting that includes San Joaquin, Stanislaus, Alameda, Santa Clara and Contra Costa Counties and their cities. This committee is working to balance job housing, transit oriented design and gives the opportunity to meet the needs of the communities.

The following are meetings that Planning staff attended related to Native Americans:

- Met with the Ione Band of Miwoks in a government to government meeting.
- Reviewed the Tuolumne Band of Miwoks Bike Plan.
- Initiated the effort in preparing the MOU with the Washoe Tribe of Nevada and California.
- **Pine Grove.** Early planning process regarding the potential bypass or widening of SR 88 in Amador County, working with Amador County Transportation Commission (ACTC), consultants for ACTC and Native Americans.
- Met with Amador County Board of Supervisors regarding Jackson Rancheria project.

Ongoing Activities

In cooperation with the MPOs and RTPAs, use a combination of advisory committees, fully noticed public hearings, workshops, forums, surveys, publications, the Internet, public access television and focus groups to inform, gauge and respond to regional issues and public questions and concerns.

This includes public information meetings associated with capital projects.

Prior to public information meetings, develop and organize direct mail to community groups and residents, including ethnic, racial, disabled and disadvantaged groups.

District Public Information Officer acts as the project spokesperson to interact with the public, merchants, media, etc., keeping them informed about the progress of construction projects to minimize impacts to the community. Notices of upcoming project workshops, forums and public meetings are published in the local general newspapers including the Spanish Language newspaper.

SAN DIEGO

Native American

The San Diego District Director and representatives from the Planning Division met the Tribal leaders for the federally recognized tribes in the regions. In such forums, Tribal transportation needs were discussed as well as the need and mechanism to increase Tribal Government participation in regional planning issues were discussed.

Outreach included two meetings:

- January 14, 2003 – EJ Presentation at San Pasqual Indian Reservation.
- May 1-2, 2003 – Two-day workshop on Tribal Employment Rights Ordinances (TERO) at San Pasqual Indian Reservation. All Tribal Governments and organizations in the San Diego District were invited to participate. Letters were sent to each Tribe as well as personal contact with some representatives. It is estimated that one-third of the San Diego District Tribes were in attendance.

California Transportation Plan (CTP)

Outreach activities for the CTP included 21 public workshops. Efforts to secure citizen participation included:

- Working with Local Agencies.
- Dedicated presentations to low-income and minority CBOs.
- Coordinated efforts with Public Affairs for press coverage and Public Service Announcements.
- Distribution of workshop flyers (i.e., public libraries).
- Utilized mailing lists targeting CBOs with Title VI profiles.

The majority of Title VI groups were represented at each of these workshops. The District collected statistical data.

Working with CBOs Participated, received input and provided comments in several regularly scheduled meetings conducted by the following CBOs:

- Barrio Logan Redevelopment Project Area Committee.
- Encanto Neighborhoods Community Planning Groups.
- Sherman Heights Revitalization and Historic District.
- San Ysidro Planning and Development Group.
- Otay Mesa and Nestor Planning Committee.

ORANGE COUNTY

IGR and Community Planning

34th Annual Native American Pow Wow. District sponsored a booth at the 34th Annual Native American Pow Wow at the Orange County Fairgrounds. A large number of Native Americans identified as living in Orange County as a whole (20,000 of various Native American ancestry) according to the Census 2000 data. The Southern California Indian Center is an umbrella organization for all Native Americans in this region. In addition, this public event is attended by at least 80,000 people of all ethnic backgrounds, making it a primary location to provide information about the CTP, the CBTP and EJ Grants, to our underrepresented community members as well as the public at large. Comments and contact

information were solicited. Information on job recruitment, contracting and small business opportunities was also provided. Comment sheets were provided.

CBTP and EJ Grant Workshop. A limited phone survey identified the need for an Orange County District Combined Grants Workshop, arranged for HQ to provide a District workshop, notified all CBO groups and kept sign-in sheets of attendance.

California Transportation Plan (CTP):

- Organized three District-only public workshops to be held at locations and times designed to be accessible to the greatest community participation in the region, with a focus on reaching low-income and the traditionally under-served. Excellent support and participation in these workshops were given by representatives from the host workshop city, county supervisory District, Orange County Transportation Authority and Southern California Area Governments.
- Coordinated efforts with Public Information Office for press coverage and public service announcements.
- Coordinated efforts with HQ CTP group to incorporate workshop information into the flyers going to all CBOs in District.
- Additional flyers were distributed at: transit stations, public libraries, college recruitment tables and the workshops themselves. Sign-in sheets and comment cards were provided to attendees.

Transportation Planning A

LOSSAN Corridor:

- **FY 01-02:** In cooperation with Rail HQ Division, assisted with the public hearings on the LOSSAN Corridor project. The object was to provide local users an opportunity to view and comment on the proposed project. Public meetings were held in Anaheim, Santa Ana, and San Juan Capistrano (in English and Spanish); two meetings were held in San Clemente. Guest sign-in sheets were provided to identify and record

participants. Ads were placed in the *Orange County Register*, *Capistrano Valley News*, *LA Times* and *La Opinion*. Information was given out at City Council meetings and further information was identified as available on HQ website. Newspaper ads stated that hearing impaired and disabled accommodations would be made available. **Total number of public hearings held: 5.**

- **FY 02-03:** Continued public hearings in cooperation with Rail HQ Division to share the *Strategic Business Plan EIR*. Continue to invite area residents, business owners, local officials and other concerned citizens. Format is open house style with sign-in sheets. Alternative language was available upon request. Information about the public hearings were placed in local papers (including minority language papers). Affected cities were responsible to announce the hearings

during their public meetings. The Orange County Rail Task Force of which we are a part was hosted by OCTA and provided public information about the meetings. A mailing list of CBOs, local agencies and concerned citizens is available upon request. Dates and locations of the hearings were as follows: March 25, 2003 in Encinitas, March 26, 2003 in San Diego, March 27, 2003 in Anaheim, April 2, 2003 in San Clemente, and April 3, 2003 in Norwalk. **Total: 5 public hearings.**

SCRRA

Participated in Southern California Rail Association (SCRRA) monthly meetings, which are coordinated by SANDAG. Members are made up of affected local agencies and concerned citizen representatives. **Total District Meetings: 15.**

REPRESENTATION

OFFICE OF COMMUNITY PLANNING (OCP)

OCP participated in a series of 13 grant workshops around the State during September 2002. The purpose of these workshops was to ensure that a broad and diverse audience receives information and guidance on OCP's Community Based Transportation Planning Grant Program. Along with MPOs, RTPAs, and Tribal Governments, CBOs were heavily targeted to attend these workshops and apply for the grants. Workshop notices were sent to all parties, including in the DOTP Core Program's State database of CBOs.

In its statement of principles for public involvement, the Division clearly recognizes the importance of place, time and communication. Following is a recap of the relevant principles espoused by the Division as well as the OCP:

- Provide early and continuing public involvement.
- Utilize innovative communication tools and media.

- Provide adequate public notice.
- Ensure reasonable public access.
- Go to where the people are.
- Tailor public involvement to the issues.

The Department, in cooperation with the MPOs and RTPAs, uses a combination of advisory committees, fully noticed public hearings, workshops, forums, surveys, publications, the Internet, public access television and focus groups to inform, gauge and respond to regional issues and public questions and concerns. This includes public information meetings associated with capital projects. Other significant DOTP activities (e.g., the EJ Program and the Community Based Planning Program) are addressing location, meeting times and translation services.

OFFICE OF STATE PLANNING

The OSP used interactive polling technology at each workshop to gather information from the attendees. Title VI information was received regarding gender, age, ethnicity and household income.

In addition, a questionnaire was distributed to workshop attendees requesting that respondents provide their gender, age, ethnicity and income.

To compare the workshop attendee demographics to actual regional demographics, census data for all the relevant counties was compiled and separated by District.

EUREKA

Developed and implemented an enhanced outreach to Tribal Governments by the following:

- Conducted the first of four meetings between District management, Tribal Governments and the Mendocino County Regional Transportation Planning Agency (MCOG). Five of ten Tribal Governments were represented at the meeting. Formal notes were taken and distributed to all participants. Additional copies of the notes were provided to those Tribal Governments that were unable to attend. The feedback from the meeting was very positive.
- Conducted targeted on-site outreach on the CTP to two Tribes in the District: the Yuroks and the Blue Lake Rancheria.
- Provided additional copies of the CTP brochure by mail and via handouts at RTPA meetings to other Eureka District Tribal Governments.
- Sought out and presented information to representatives of the Resighini Rancheria at the CTP workshop in Redding.
- Developed Tribal transportation planning guide targeted for use by District Tribal Governments.
- Completed first two tasks of the Public Participation Task Order for the District.
- Provided one-on-one technical assistance on transit grant opportunities to the Yurok tribe, Blue Lake Rancheria and the Bear River Band of the Rohnerville Rancheria.

REDDING

To identify communities and elicit participation of targeted groups at public meetings, the District:

- Updated a chart with 2000 Census and Department of Finance demographic information for the location(s) being studied.
- Updated the Title VI Outreach Database to include additional contacts.
- Discussed community demographics with regional agencies. Regional agencies provided information on community populations.
- Contacted the targeted populations through phone calls, mailings, Internet sites and media announcements.
- Updated a District Survey Card (English and Spanish) with demographic information to hand out at meetings.
- Created a Public Outreach Survey Report (POSR) form for staff members to fill out after a public event. This form requires staff member to summarize meeting, explain Title VI outreach efforts and list additional contacts.
- Used the interactive polling method (the clicker device).

MARYSVILLE

The District continues to develop a database with a list of traditionally underrepresented populations, contacts and organizations.

- Bilingual demographic question cards are provided at some public meetings.
- Sign-in sheets are used at all events to track attendance.
- District staff takes notes of comments at meetings.
- As a means of monitoring District outreach efforts, the District also uses comment cards as a method for measuring the benefit or success of the District's outreach programs.

OAKLAND

The Department engaged in numerous outreach efforts in order to generate interest in the community meeting. The activities targeted the public in general, with special efforts made to reach the underrepresented communities (racial and ethnic minorities and low-income groups).

Prior to the community meeting, the following efforts were undertaken:

- Research into the Community Demographics and Socioeconomic Information.
- ***Production and Distribution of an Invitation Letter.*** The letter provided event details and explained that multi-language interpreters (Spanish and Lao) would be available at the meeting. The mailing list included government officials from numerous communities (San Pablo, Contra Costa County, El Cerrito, Pinole, Richmond, El Sobrante Municipal Advisory Council), ethnic and regional news organizations, community organizations, business organizations, churches, county commissions, neighborhood groups, senior organizations, cyclist organizations, environmental groups and educational institutions.
- Promotion of the meeting through Community Based Organizations (CBOs), ethnic news media, via Department Public Information Office, via follow-up calls, *Contra Costa Times* articles and the distribution of a flyer to 400 names provided by the San Pablo Hispanic Chamber of Commerce and the West Contra Costa Transportation Advisory Committee. The flyer was in Spanish and English.
- One-on-one contacts were also made to encourage participation at the community meeting. The consultant contacted dozens of community and religious organizations and ethnic media. Contacted were 1190 AM KDYA, Gospel Journal, International Daily News, KSJX 1500 AM (Vietnamese), Sing Tao Daily (Chinese), Philippine News (Filipino), Promocion Latina, Korean Church of the Nazarene, Korean United Methodist Church, Light of Grace Korean

Presbyterian Church and New Life Korean Baptist Church. The NAACP, Richmond Chapter was also contacted, and they indicated they would send a representative to the meeting.

- Two weeks prior to the meeting, Caltrans representatives and consultants walked the business area located in close proximity to the interchange. During the visits, the group was able to place announcement posters in numerous commercial establishments in the area. There was also an opportunity to speak with local residents to encourage their participation in the meeting. Information was distributed at Doctor's Medical Center and City Hall as well.

During the meeting the following efforts were taken:

- Spanish and Lao interpreters were present for the meeting.
- 46 participants signed the voluntary attendance sheet. Attendees were from the San Pablo Chamber of Commerce, the Richmond Chapter of the NAACP, various cycling organizations, members of various ethnic media outlets, several area residents, city council members, representatives from the County Planning Commission, the County Safety Commission, Assemblywoman Loni Hancock's office, representatives from various Contra Costa County Administration offices, of business located around the project area, from the city council and the County Planning Departments.
- Public commentary was taken in person at stations during the first part of the meeting, and then written down in group format during the more structured portion of the meeting. A great deal of varied comments were taken down and noted for feedback to the Project Engineers.

The ethnic breakdown of the meeting attendees was:

25%	African American
10%	Asian (Chinese, Japanese, Laotian)
10%	Latino
5%	East Indian
50%	Caucasian

The following comment was expressed several times during the meeting: “how ethnically diverse the meeting attendees were.”

The public commentary gathered at the meeting will be reviewed by Caltrans to determine whether the item will be:

- Further studied as a possible interim mitigation.
- Considered and included in the project study report.
- Considered at the next level of project development.

OFFICE OF ADVANCE PLANNING

For the Office of Advance Planning, the identification of communities to outreach was based on local government input. Staff in Advance Planning received training in 2002 from fellow coworkers who attended a course in Community Impact Assessment. The Community Impact Assessment course covered the issues of Title VI and EJ.

SAN LUIS OBISPO

Sign-in sheets showing representation and visual inspection were used. This year photographs have been added to further document meeting diversity and attendance.

LOS ANGELES

Sign-in sheets and visual observation were used at the public meetings.

SAN BERNARDINO

The primary mechanism used to identify under-represented communities at public hearings and

meetings was to seek out and directly engage CBOs comprised of these groups. For example, presentations were given to the African-American Chamber of Commerce in Victorville, the Joslyn Senior Center, the Libreria Del Pueblo and the Lighthouse for the Blind.

BISHOP

Survey cards that requested Title VI type demographic information were available at several of the public meetings. All publications have the information printed on them regarding receiving alternate formats or special accommodations at meetings.

STOCKTON

A visual identification is done by staff members in attendance to ensure adequate representation of low-income, minority and disabled groups. Pictures are taken of attendees and kept in project files. Notes of comments are taken at meetings.

SAN DIEGO

The community planning staff continued to update an extensive database for CBOs.

The staff will be notified and will participate in the upcoming regularly scheduled meetings.

ORANGE COUNTY

All the public meetings and hearings utilized sign-in sheets and comment sheets and cards along with visual observation. CTP workshops continue to work closely with the local government representative on mutual Title VI and CBO issues.

Created a countywide and individual city demographic chart that provides information for the location(s) being studied.

SELF MONITORING

OFFICE OF STATE PLANNING

To encourage greater participation in the workshops for the CTP this year, the OSP through a contract with a consultant initiated an extensive level of effort to reach out to CBOs, individuals and members of the disabled and minority communities, resulting in a better, if not completely representative, cross section of California's population. A task under this contract was a review and critique of what went right and what needed improvement in public participation and outreach efforts. The following recommendations were made to improve public participation:

- Subcontractors should discuss and strategize their efforts at contacting CBOs and media with Districts and Headquarters so that everyone can benefit from their efforts. The subcontractors' efforts should be expanded somewhat to promote District activities and presentations.
- At least two meetings should be held with the consultant, subcontractors, District and Headquarters staff (and, if possible, public relations staff from MPOs, RTPAs and other local agencies) to strategize approaches to reaching the traditionally underrepresented groups.
- Demographic information for each region should be provided at each session so that the focus is kept on the correct target populations. Eureka Planning encourages feedback from all its customers and uses it to strengthen and expand outreach and technical assistance to underserved communities. This fiscal year will report a summary of Title VI-related activities for all Planning functions that will be available for review by staff and management and can be used as a planning tool for future actions.

REDDING

Findings

- Process for public meeting notices and coordination with the Public Information Office.

- Procedure to place alternative format statement in documents.
- Procedure for handling Title VI complaints.
 - Process to update Title VI Database and training.
 - System of utilizing POSR (tracking and documentation of public meetings).
 - Method to update Survey Cards.

Recommendations

- Educate and coordinate staff on Public Information Procedures.
- Document the alternative format statement and place on the shared drive.
- Receive information on how to process a Title VI complaint from the District's Title VI Liaison. Train staff on procedure for handling Title VI complaints. Review Title VI Plan and Guidelines.
- Maintain and update database quarterly through the District's Title VI Office.
- Develop a spreadsheet to document POSR forms.
- Develop a yearly review for Title VI and EJ documents.

Action Items

- Continue education of Public Information Procedures.
- Continue education of use of alternative format statement.
- Educate staff on handling Title VI complaints.
- Continue to ask for additional contacts regarding Title VI and EJ.
- Create spreadsheet that shows public meetings and Title VI outreach efforts.

- Review Title VI documents every June for the upcoming fiscal year.

Current (Ongoing) Status

- Development of relationship with Public Information Office.
- New staff will be educated on outreach efforts and, if a request is made for an alternative language, what procedures to follow.
- Ask on POSR form (last question) to identify additional Title VI and EJ contacts.
- The District’s Title VI Liaison will continue to work on documents for other staff members to view on the shared drive. All District and North Region employees are able to access this computer drive through the network.
- New documents could be created or older ones edited to maintain compliance.

MARYSVILLE

- As part of the District’s responsibility for administering Federal funds, staff ensure that each of the MPOs and RTPAs receiving Federal funds complete the annual “FTA Certifications and Assurances” and “Metropolitan Transportation Planning Process Certification,” which both require compliance with Title VI and EJ provisions.
- Staff review MPO and RTPA public participation plans to ensure compliance with Title VI and EJ requirements.
- Staff review OWPs and facilitate Native American and minority involvement.
- Staff review the TDA process to ensure that unmet transit needs are met and minorities are identified and considered.
- Staff ensure senior citizen and minority involvement in “Short Range Transit Plans.”
- Staff review of IGR documents includes reviewing to ensure community planning, Title VI and EJ issues are considered.

- Staff met with County Planning Departments to discuss SR-174 TCR and SR-20 TCR development issues and outreach to minority and low-income communities along the routes.

SAN LUIS OBISPO

Each District outreach or public involvement session has been tailored to involve Title VI residents.

The Title VI Liaison for the District’s Planning office provided District staff with written articles, emails with website links and other pertinent information on an ongoing basis. The Community Planning Library was completed and includes Title VI Resources for staff.

SAN BERNARDINO

The data collected through the voluntary submission of cards at the original round of CTP meetings was compiled and analyzed to determine how well underrepresented communities had been accessed and what level of participation had been generated. The findings showed that approximately two-thirds of the participants were white, male, middle-aged and middle to upper-income. Based upon this information, it was clear that further efforts were required to engage underrepresented groups in the community. As a result of these findings, the Planning and Local Assistance Division began a new effort to identify underrepresented groups and engage these communities through participation in existing, well-established social and church-related meetings. We successfully engaged many Title VI populations for the second round of CTP outreach by participating in regular meetings of different CBOs.

BISHOP

Each FTA Grant Application that is submitted is reviewed for content. One of the items includes a check as to whether the agency has had any Title VI complaints filed in the past year. Each grant applicant is required to submit a statement to this effect. For the past year, no agency had such filings.

Through the IGR and CEQA local development review process:

- Questioned the Lead Agency if enough disabled parking was being provided at an office and retail complex.
- Encouraged the Lead Agency to consider extension of a sidewalk to connect with a Safe Routes to School project.
- Provided the “Active Community Environments” California Department of Health Services program sheet to a Lead Agency for use in their Housing Element Update. This included Walkable Neighborhoods for older adults, Safe Routes to School for children and plans for those challenged in healthy life styles (obesity, smoking, stroke, etc.).
- Required developers along State highway facilities to upgrade curb, gutter and sidewalks to our Highway Design Manual standards, which meet the Americans with Disabilities Act guidelines.

STOCKTON

The Stockton District’s Regional Planning staff ensure that MPOs and RTPAs receiving Federal funds comply with Title VI and EJ provisions by the following ongoing activities:

- Reviewing and commenting on OWPs, RTPs, Public Participation Plans, whether proactive approaches for community involvement have been properly addressed.
- Participating in regular meetings with MPOs and RTPAs to provide guidance, share information and emphasize the importance of public involvement and affirmative measures with their planning process.
- During participation with RTPAs, MPOs, CBOs and local programs, the Stockton District shall provide guidance on deficiencies and recommendations for improvements when observation of deficiencies occurs. These actions shall

be documented and placed in respective plan or project files.

- **Demographics.** The Stockton District shall provide leadership and guidance to regional, metropolitan and local agencies to develop demographic analysis of their areas.
- **Tribal Governments.** The Stockton District Tribal Government relations need to be nurtured toward improvement, specifically at the scoping stage and during short-term and long-term planning activities. Emphasis on verbal communications is strongly encouraged to address or clarify written correspondence regarding issues affecting Tribal Governments. All actions and activities must be documented. Accountability for Tribal Government relations shall be at the District management level.

SAN DIEGO

- Quarterly reviewing and updating Title VI and CBOs mailing lists.
- Quarterly reporting of all public participation activities.

ORANGE COUNTY

IGR and Community Planning

- Conducted districtwide Public Participation Survey to determine type of public contact usually made, type of response, documentation of action taken, reports, plans, etc.
- Conducted quarterly reviews and updates of CBO mailing lists.
- Advised and encouraged adequate Title VI outreach for the Planning Division public meetings and educated all Planning Units on the creation records with Title VI data from each public meeting.

Transportation Planning

Continue to provide information about the new upcoming rail signs that will be appearing on our freeways. Information to be provided on radio and newspaper (both English and other language papers).

TRAINING

OFFICE OF POLICY ANALYSIS AND RESEARCH

Policy Analysis and Research Branch provided Title VI training at five of DOTP's FY 2002/03 Transportation Planning Academies. The surveyed responses to these training sessions indicate the course materials were well received. The Title VI and EJ portions of the Planner Academy continue to receive high ratings from the attendees, who include city, county and planning agency representatives.

OFFICE OF PROFESSIONAL DEVELOPMENT

- Sponsored and participated in multiple Community Fairs and other community outreach events, providing information on contracting with the State under the small and minority business programs. Events included the Mid-State Fair.
- Coordinated with Indian Tribal Governments in the Transportation Planning Academy; solicited at least one Tribal employee in Planning and one Native American Advisory Council member to attend each training session. Also invited Southern Region Tribal Government members and Native American groups to participate in regional senior-level meetings.
- Offered Transportation Planning Academy and other training opportunities to partner agencies.
- Invited partner agencies and members of community-based groups to attend and make presentations during "Planning on Track," a course that looks at development and land-use issues along the San Joaquin Rail Corridor.

Local Assistance

Continue to check the cities' DBE Program submissions to see that they meet the percent of the DBE goal as required by Federal guidelines.

REDDING

The Redding District and North Region executive staff attended a general overview presentation by the Redding District Title VI and EJ Program Liaison and the Redding District's Planning and Local Assistance Title VI Liaison. This meeting was also used to obtain a staff member contact for District and region Program Title VI Liaisons.

Additionally, the Redding District Title VI and EJ Program Liaison and the Redding District Planning and Local Assistance Title VI Liaison provided a Title VI and EJ training to representatives from the following programs: Administration, Maintenance and Operations, Planning and Local Assistance, Program Project Management, Right of Way, Construction, Environmental and Design. Program Title VI Liaisons were selected from these programs to assist with the Title VI and EJ outreach process. This training provided Program Title VI Liaisons with information on Title VI and EJ definitions, publications (such as brochures, Title VI Plan and Guidelines), forms (Public Outreach Summary Report, Survey Form and Sign-in Sheet), Title VI and EJ database and additional contacts or web links.

A Title VI and EJ training was provided to the Redding District Transportation and Local Assistance Planning staff in June 2002. The Redding District's Planning and Local Assistance Title VI Liaison instructed the Planning and Local Assistance staff on Title VI and EJ definitions, processes and goals.

Presented and discussed Title VI and EJ information at the Redding District RTPA Task Force Meeting. The RTPA Task Force membership consisted of Executive Directors of each RTPA in the District, District Director, Deputy District Director of

Planning and Local Assistance, Chief of the Office of Regional and System Planning and the Regional Planning Task Force Coordinator. The District emphasized that if the RTPA receives Federal funds, Title VI outreach is required to show compliance. Sample compliance documents, a Title VI and EJ database (sorted by county) and Title VI and EJ resource list were provided at this presentation.

District staff attended the Transportation Planning Academy that contained a Title VI and EJ component. The presentation provided general information on Title VI and EJ.

District staff attended a Title VI training and overview at the Second Semi-Annual Equal Employment Opportunity Conference. The training covered the Civil Rights Title VI Program. Items such as Plan implementation, guidelines and publications such as brochures, Title VI Plan and Guidelines, EJ and Limited English Proficiency were on the agenda and materials provided.

MARYSVILLE

A member of the local Hmong community from the Great Valley Center trained some Marysville District staff on avenues to successful outreach to the Hmong community.

- Fundamentals of EJ – Jennifer Hayes & Michelle Millette.
- Public Involvement in Transportation Decision Making – Jennifer Hayes.
- IPG Conference – Marlo Tinney.

OAKLAND

District staff attended the Department Tribal Transportation Planning Academy in Sacramento. District staff also attended an FHWA sponsored EJ training class at the Robinson Rancheria in Lake County. District Planning staff also coordinate with others within the District, especially with the Native American Coordinator (Environmental) and the IGR and CEQA staff, to better understand Native American issues.

SAN LUIS OBISPO

Planning and Programming staff attended a training session on EJ in Riverside. The training was conducted by Headquarters Environmental Division staff. The two-day course, “Fundamentals of EJ,” was held April 29-30, 2003. The majority of the District’s Environmental Division staff has completed the training on EJ Concepts.

In addition, the need for inclusion of Title VI groups and individuals was discussed at every staff meeting on outreach activities.

LOS ANGELES

District Planning staff attended a Community Impact Assessment Workshop.

District staff attended the Transportation Academy that had a Title VI component including the definition, goals and purpose of the program.

Two staff members attended a Title VI class organized by SCAG, focusing on local government’s role as it relates to Title VI.

BISHOP

District Planning staff provided significant Title VI input to other units and entities within the District. All of Bishop District’s Planning staff attended a Title VI video training session during the reporting period.

STOCKTON

The District conducted a needs assessment survey to determine the District’s future training needs and assess staffs’ training needs; local agencies will be informed of scheduled workshops.

- Planning staff attended Title VI training in Sacramento.
- District Senior staff attended Public Involvement in Transportation Decision Making training given by NTI in Los Angeles.

- District staff attended workshops on public participation and community planning at the Great Valley Center Conference.

SAN DIEGO

A training session was provide by Headquarters Title VI staff during a Title VI compliance review in June 2003.

CORRECTIVE ACTIONS

OFFICE OF POLICY ANALYSIS AND RESEARCH

The Office encountered no significant problems or issues in relation to Title VI. The Office’s proactive approach to promoting EJ and Title VI has helped it gain a noticeable degree of responsiveness and cooperation from other offices and Districts in the Department.

OFFICE OF STATE PLANNING

The OSP wanted to be more proactive in providing opportunities for public comment than were provided the previous year. Therefore, the draft CTP was put on the website and the questionnaire was designed to allow people to comment directly through the website. This questionnaire was

ORANGE COUNTY

Information was provided to all IGR and Community Planning staff regarding the importance of Title VI considerations throughout the program.

A district Title VI Planning Coordinator attended Title VI Training update with Vicki Cobb from Planning HQ in January 2002.

identical to that used in the workshops. The website address was also listed on all outreach materials.

To prevent possible abuses under Title VI by our grant recipients, the FY 2003-04 Transportation Planning Grant Application and the grant contract (Fund Transfer Agreement) reminds potential grant applicants and grantees (including their subcontractors) of the law and their obligation to comply with Title VI.

The OSP published the following materials in English, Spanish, Chinese, Vietnamese and Braille:

- Connecting Californians Brochure (also available in large print)
- Connecting Californians Newsletter

Goals for Upcoming Federal Fiscal Year 2004

OFFICE OF COMMUNITY PLANNING

Community Based Transportation Planning

The Office of Community Planning’s (OCP) 2003/2004 grant program will be funded essentially the same level as last year’s program. There will be an ongoing effort to build awareness of the grant program among minority persons, etc. through the use of the DOTP Core Unit’s Community CBO database. OCP will use this database to distribute information.

During FY 2003/04, OCP will oversee the second-year implementation of the Planning Public Participation Contract (PPPC) to assist the Division of Transportation Planning in its “Federally required” public participation efforts. Task orders will enhance the Department’s ability to meet its Title VI, EJ and LEP responsibilities to engage the public and consult with Indian Tribal Governments. In addition to the 14 executed task orders, an additional 6 task orders are being finalized for planning efforts that include: corridor studies, EJ workshops, non-motorized planning activities, communications

plans and consultation with Indian Tribal Governments.

OFFICE OF STATE PLANNING

OSP is currently engaged in updating the CBO database with the assistance of the public participation contractor. The current database is being verified and expanded to over 10,000 names and organizations. OSP plans to make an automated list available statewide later this year. This will enhance the Division's ability to contact traditionally underrepresented groups and communities if any outreach is planned in the future.

REDDING

The Office of Transportation Planning and Local Assistance will continue the data collection process and implement a mechanism to monitor and analyze and data being collected to determine the benefits and burdens on local communities impacted by projects.

The Office of Transportation Planning and Local Assistance will continue to facilitate and support meetings with Tribal Governments and Regional Transportation Planning Agencies.

The District will develop a procedure that assists the staff when working with individuals from the public sector and addresses individuals with LEP. The Office of Transportation Planning and Local Assistance should be involved.

MARYSVILLE

The District would like to develop an MOU between the Department and Tribes describing working relationships.

To assist in the development of the Tahoe Basin Communication and Public Participation Plan, District staff plan to identify community groups and populations for inclusion in this plan that traditionally are identified in the planning or project development process.

The District will focus its outreach efforts to the traditionally underrepresented with seven TCRs (I-5,

SR-99, SR-16, SR-28, SR-267, SR-160 and US-50). The goal is to conduct outreach efforts in eight counties.

OAKLAND

District staff in the Office of Advance Planning continue to consider the needs of minority, low-income and other disadvantaged people when designing projects and to avoid creating disproportionate impacts to them.

SAN LUIS OBISPO

The District plans to conduct a second Title VI meeting on the SR-1 TCR at either Watsonville or Castroville.

Planning staff plans to complete the GIS mapping of low-income and minority census blocks for general use by all programs and project management.

Planning staff will implement the Migrant Outreach Project.

Planning staff will coordinate with Office of Community Planning's Public Participation Program to bring significant Title IV outreach efforts to at least one long-range planning project in the District. Community Planning is working with Latino groups in Watsonville to conduct outreach on the Highway 1 TCR, in conjunction with the Center for Community Advocacy and the Latino Affairs Commission.

LOS ANGELES

District staff will develop a Fact Sheet listing information about EJ and CBTP grants, project description grant request amount, and applicant, co-applicant and contact information. This fact sheet will be used to hand out at meetings. It will be tailored for executive meetings as well as public meetings.

Public participation will be a major focus as CBTP under new leadership will become more active in public meetings and pre-IGR activities. Project staff will begin working with Title VI groups and CBOs and actively pursue getting involved with the process.

The District staff will actively monitor the EJ and CBTP grant programs and make sure grantees are made aware of policies and procedures. Potential applicants for grants will need to attend workshops and become familiar with the process and for CBOs to apply for grants.

The District staff will use GIS as a tool for mapping those communities with low-income, minority, and elderly groups throughout the District.

SAN BERNARDINO

District will use the 2000 Census data to develop GIS-based maps depicting low-income, minority and elderly groups within communities throughout all cities in the District.

Based upon the mapping, outreach will be made to CBOs and research publications within these areas.

This database will be available to the Planning Division and others in the District to facilitate early community involvement and the distribution of reports or plans.

District staff will work with the HQ Title VI Coordinator to provide training to the entire District later this year.

STOCKTON

- Developing a Planning Public Participation Plan in coordination with our Title VI and EJ team which includes a staff person from each unit in Planning, the District EEO and Title VI and Native American Liaisons.
- Continued efforts on overall work plan based on the recommendations of the Title VI review and oversight of RTPAs.
- Continued oversight on compliance responsibilities with RTPAs and Local Agencies.
- Continue to conduct outreach with the community by participating in community functions throughout the District.

Native American Tribal Governments

District staff will:

- Accomplish an introductory series of meetings with every federally recognized Tribe.
- Continue the preparation of government to government MOUs with each Tribe.
- Assess assistance opportunities with each Tribe and make recommendations.
- Facilitate initial relationship between Tribe and RTPA.
- Work with a consultant to provide Statewide marketing and facilitation services to promote public participation and Tribal Government consultation as part of the transportation planning and programming process.

SAN DIEGO

Native American Activities

Two public participation activities are planned for the upcoming Federal Fiscal Year, October 2003 to September 2004:

- Develop a questionnaire to determine critical transportation issues and needs of the Tribal Governments and other Tribal organizations and Native Americans.
- Coordinate and facilitate an Academy to assist Tribal Governments and other Native Americans to understand how the Department and local governments address transportation issues.

Continue to work closely with Tribal Governments in San Diego and Imperial Counties to address the development of regional transportation priorities.

Attend future Community Planning Organization meetings to become more familiar with the specific local transportation planning issues.

Work closely with the HQ Office of Community Planning to facilitate a public participation course for San Diego division staff. The goal of the training is to provide the staff with tools and strategies

for early public involvement in the planning process.

Work proactively with other functional units to develop strategies for producing transportation plans and services that are consistent with the needs of the low-income and diverse communities.

Use extensive database of CBOs for all direct outreach activities; i.e., CTP, Community Planning outreach and participation, Grant programs, etc.

Request and record Title VI related data from all participants at public meetings.

The Division will continue to use public opinion or direct follow-up surveys as a method for measuring the benefit or success of our programs.

The Planning Division will be working with our District Equal Employment Office, Headquarters Planning and the Title VI Coordinator toward implementing future training in Title VI.

District management and staff plan to participate and organize future consultation meetings with Tribal officials and local and regional agencies.

The Division will continue to explore opportunities to incorporate Title VI and other related socioeconomic data into its System Planning products and other Division products as appropriate.

Work with Local Agencies to complete Community Planning and EJ studies underway and possible upcoming projects that may be awarded funds for FY 04.

The Division will coordinate with MPOs and Project Management to perform Title VI outreach and public meetings for corridor studies; i.e., I-5, I-805.

ORANGE COUNTY

The District's IGR and Community Planning will continue to:

- Promote Title VI and EJ considerations and solutions within the District.
- Monitor Native American transportation issues.
- Co-host another grant workshop with HQ staff to familiarize potential Orange County applicants with the CBTP and EJ grants.
- Monitor and record all Title VI related participation at public meetings.
- Incorporate Title VI and other demographic data into all System Planning documents.

NATIVE AMERICAN LIAISON BRANCH

Accomplishments for Federal Fiscal Year 2003

ORGANIZATION

In 1999, the California Department of Transportation created the Native American Desk, which was later renamed to the Native American Liaison Branch (NALB). The NALB is a statewide program that works as a liaison to the Department, Tribes, and Federal, State and local agencies. The NALB is the staff to the Department's Native American Advisory Committee.

RESPONSIBILITIES

The NALB reviews and advises the Department on legislation, regulations and policies that impact Native Americans. The NALB provides technical assistance and develops and presents training to Tribes and Department staff. These services require strategies and various forums to achieve effective communication and resolution.

Collaboration: Tribal Employment Rights Ordinance Office

Date of Outreach Activity: 1999 – Present.

Native Americans Involved: Federally recognized Tribal Governments.

Type of Activity: Training and technical assistance.

Description of Outcome: The Department created a position to work with Tribal Governments on TERO issues. A policy on TERO was established in 2002 and procedures are being developed. Some State highway projects require the State to work with Tribes who have TEROs and the policy clarifies partnership roles. The TERO Native American Liaison works with the Planning Native American Liaison Branch staff.

OUTREACH ACTIVITIES

California Transportation Commission Meetings with Tribal Governments

Date of Outreach Activity: 1999 – 2000.

Native Americans Involved: Representatives from federally recognized Tribal Governments.

Website

Date of Outreach Activity: 1999 – Present.

Native Americans Involved: Native Americans with Internet access.

Native American Advisory Committee

Date of Outreach Activity: 1997 – Present.

Native Americans Involved: Representatives from federally recognized Tribal Governments, non-federally recognized Tribes and Native American organizations.

Director's Policy on Working with Native Americans

Date of Outreach Activity: 2001.

Native Americans Involved: Native American communities, including federally recognized Tribal Governments, non-federally recognized tribes and urban Native American communities.

Transportation Guide for Native Americans

Date of Outreach Activity: 2002.

Native Americans Involved: Native American communities, including federally recognized Tribal Governments, non-federally recognized tribes and urban Native American communities.

District Contacts throughout the State

Date of Outreach Activity: 1999 – Present.

Native Americans Involved: Native American Communities, including Federally recognized Tribal Governments.

Type of Outreach Activity: Liaisons and Coordinators.

Description of Outcome: All 12 Districts within the State have a contact person to coordinate or serve as a liaison for the Department when working with Tribes in the respective districts.

DATA COLLECTION

Traffic Circulation Reports

Date of Activity: 2001 – Present.

Native Americans Involved: Federally recognized Tribal Governments.

Description of Outcome: Collection of data.

Maps

Date of Activity: 2003.

Native Americans Involved: Federally recognized Tribal Governments.

Description of Outcome: Data collection for developing Maps.

Studies – Economic Development

Date of Activity: 2002.

Native Americans Involved: Federally recognized Tribal Governments.

TRAINING

Tribal Academy Training

Date of Activity: 2000 – Present. Training is provided to Department staff on Tribal Governments. This training is designed to provide basic information such as legislative history, sovereignty, structure of Tribal Governments and compliance requirements.

SELF MONITORING

The Division's Native American Liaison Branch actively participated with Title VI Program staff to complete the Division's Title VI review. The review assisted the Division's Native American Liaison Branch staff in identifying methods and areas to monitor and ensure compliance with Title VI requirements. The Division's Native American Liaison Branch incorporated the compliance review recommendations into the annual Title VI Goals.

DIVISION OF LOCAL ASSISTANCE

Accomplishments for Federal Fiscal Year 2003

PUBLICATIONS

Brochure. Created interactive local agency Title VI brochures in nine languages to include on the Local Assistance Civil Rights webpage for local agencies to download and utilize.

WEBSITE

Drafted a Local Assistance Civil Rights and Labor Compliance webpage to provide Civil Rights and Labor Compliance resource material to Local Assistance staff and local agencies.

LIMITED ENGLISH PROFICIENCY (LEP)

Drafted the Local Assistance LEP policy and procedure. Developed and completed an LEP survey of Local Assistance staff.

PRESENTATIONS AND TRAINING

LEP information was presented to District Local Assistance Engineers.

Title VI and LEP information was presented and Title VI brochures were disseminated at the Local Assistance Academy and Division of Local Assistance all staff meeting.

Title VI and LEP training material and brochures and the Title VI Program Plan and Guidelines were provided to each District Local Assistance Engineer (DLEA) for dissemination to staff.

District Local Assistance personnel were trained in performing Construction Monitoring Reviews. District Local Assistance Engineers were given the website address to view and download the *Title VI Program Resource Directory*.

An issue paper was submitted for additional resources to manage additional Civil Rights activities.

Eighty-one Local Assistance and local agency staff received Environmental Justice training from FHWA and the Department's Environmental Division.

SELF MONITORING

The Local Agency Master Agreement was reviewed for Title VI compliance. The Title VI Program Area Administrator was included in the draft review process for Local Program Procedures, program policies, guidelines and decision documents.

The Construction Monitoring Review instrument was developed, which includes Title VI requirements.

The Process Review Engineer is currently conducting a Process Review of Plans, Specifications and Estimates (PS&E) for 48 Federal-aid projects, 4 projects in each of the 12 Districts. The review is inclusive of Environmental Justice, Americans with Disabilities Act, Disadvantaged Business Enterprise and Equal Employment Opportunity requirements.

Goals for Upcoming Federal Fiscal Year 2004

Activities planned to accomplish in the upcoming year:

- Develop selection criteria and a compliance review instrument for Title VI compliance reviews of local agencies.
- Develop a Title VI Annual Element Report form and selection criteria to select which agencies shall submit Title VI Annual Elements each FFY.
- Finalize the Local Assistance Civil Rights and Labor Compliance webpage.
- Finalize the LEP procedures.
- Review and edit the Local Assistance Procedures Manual (LAPM); Environmental Justice and LEP chapters.

DIVISION OF ENVIRONMENTAL ANALYSIS (DEA)

Accomplishments for Federal Fiscal Year 2003

ENVIRONMENTAL IMPACT STATEMENTS

Last year District and regional environmental branches reviewed 12 Environmental Impact Statement drafts. None had a potential for disproportionate impacts to minority, women, elderly, disabled or low-income populations.

PUBLIC HEARINGS AND NON-ENGLISH LANGUAGE CONSIDERATIONS

Advertising public meetings and project information in non-English newspapers increased significantly from the previous reporting period. Twenty-three public hearings and 30 public information meetings were conducted during the reporting period. The public hearings and informational meetings were advertised through direct mailings, newspaper advertisements, announcements at City Council meetings (televised on local access channels), radio announcements, and posters in public places.

In areas where non-English speaking populations resided, advertisements were published in languages spoken by those communities. Non-English language publications included Spanish, Vietnamese and Korean. Notifications of public meetings and availability of project information were published in Spanish, Vietnamese and Korean. Each notification was delivered in advance of scheduled meetings to allow time to facilitate resultant requests for accommodation.

Interpreters were provided at public meetings to ensure participation of the non-English speaking attendees.

In areas where census data identifies non-English speaking populations, efforts continue to provide printed material in the language used by those populations. One example of accommodation is the translation of an environmental document to Spanish to

effectively involve a non-English speaking Riverside community affected by a Departmental project.

ELIGIBLE POPULATION REPRESENTATION

Minority, women, elderly, disabled and low-income community representatives were identified through Division interaction with senior citizen community centers, local churches and established community-based organizations. Environmental documents were provided in alternate format (Braille, audiocassette and enlarged font) for persons with sensory disabilities. Solicitors were invited to contact the local District Environmental Division.

SELF-MONITORING

An ongoing employee training program kept Division staff aware of Title VI issues and the consequences of violating regulation or law.

Standard operating procedures help the Division achieve uniformity when notifying the public or conducting public forums. Peer review of documents helped the Division monitor the wording used to describe a project and assess community impact. Headquarters specialists performed a secondary review to ensure Title VI concerns are adequately addressed. Each level of review helped to ensure that the concerns of all affected populations in respective project areas were addressed.

TRAINING

The Division offered the following training courses that either directly or indirectly addressed issues regarding Title VI and related statutes:

- Community Impact Assessment Workshop
- Diversity in the Workplace
- Environmental Justice (FHWA)

- Advanced Environmental Justice (FHWA)
- Fundamentals of Environmental Justice (NHI)
- Environmental Justice Workshop (State Office of Planning and Research)
- Title VI Overview (Civil Rights staff)

Ongoing training keeps Division staff aware of Title VI issues and concerns. Most courses are offered

on a continual basis; the opportunity exists for staff to attend as schedules permit.

CORRECTIVE ACTION

No Title VI complaints were received during the reporting period.

Goals for Upcoming Federal Fiscal Year 2004

Title VI related goals and actions for the ensuing year include:

- Continue to provide the Community Impact Assessment Workshop to DEA staff.
- Develop a four-hour Title VI Program training course to be delivered to all DEA staff and District environmental staff. This course will be developed jointly with the Civil Rights Title VI Program.
- Continue to develop innovative methods of public outreach to further involve minority, disabled and low-income populations in the transportation decision making process.
- Continue to incorporate Title VI principles into the Department's Environmental documents by including the Division's Program Area Administrator in the review process for all new policy developed within the Division for possible Title VI and related statutes issues, including EJ and LEP.
- Improve communication between the Program Area Administrator and the Native American Coordinator.
- Develop and implement a consistent joint monitoring program with the Districts to ensure that each project received by Headquarters DEA for review contains Mitigation Monitoring and Reporting Record (MMRR).
- Include a mechanism for data collection and analysis to validate and justify changes.
- Include in the project files documentation on all analysis reviewed by Headquarters Environmental staff.
- Include a module for Title VI Complaint Process in the Community Impact Assessment workshops and in the new employee orientations provided by the DEA.
- Include in all project files a copy of a public notice and any significant issues requiring changes, adjustments or alterations in the project that should be identified, analyzed and documented.

RIGHT OF WAY

Accomplishments for Federal Fiscal Year 2003

NEGOTIATIONS

Statewide 2,134 negotiations, including 133 acquisitions, were made during the reporting period. All files and negotiator logs indicate compliance with Title VI Program requirements. Right of Way (ROW) diaries indicated no evidence that minorities were treated any differently than non-minorities, and no complaints were received. Through Relocation Impact Studies conducted for every project, and by parcel diary entry research, ROW identified represented minority, women, elderly, disabled and low-income groups in negotiations.

RELOCATIONS

Statewide 311 relocations were conducted. ROW diaries indicated no evidence that minorities were treated any differently than non-minorities.

SELF-MONITORING

In accordance with the provisions of the Department's *Right of Way Manual*, the following self-monitoring activities were conducted:

Appraisals. The Title VI brochure, "Caltrans and You, Your Rights Under Title VI and Related Statutes," information regarding the complaint process, along with a complaint form, are sent with each Notice of Decision to Appraise letter. Having the appraiser note this action in the parcel diary monitors the distribution of these documents. In their review of each appraisal, the Senior ROW Agent confirms that the appropriate materials were sent to the grantor as well as adherence to Title VI policies. The appraisal staff has been trained on the importance of sending this information and on the importance of an appraisal being an unbiased product.

Acquisition. The acquisition agent verifies with the grantor or lessee that Title VI information was distributed by the appraiser. This is documented in the parcel diary, which is reviewed by the Senior ROW Agent. If necessary, new Title VI information is given.

Relocation Assistance Program (RAP): Immediately upon receipt of the RAP file, RAP agents send all relocatees General Information Notices along with Title VI information and the complaint form. This information is then discussed with the relocatee during the first RAP call. The RAP files are annotated accordingly.

Property Management: Each rental applicant receives an application form indicating the law prohibits discrimination and, if they feel that they have experienced discrimination, to contact the California Fair Employment and Housing Commission. With each new tenant, the Title VI informational brochure is given along with the complaint form and instructions.

LIMITED ENGLISH PROFICIENCY (LEP)

In compliance with LEP requirements, ROW produced public brochures in multiple languages. Interpreter and translator services are now provided when requested.

TRAINING

The Division held two ROW Academies, each containing a Title VI module. Sixty new ROW staff attended the academies during this reporting period.

CORRECTIVE ACTION

One complaint is currently under investigation.

Goals for Upcoming Federal Fiscal Year 2004

- Continue to distribute appropriate literature at the beginning of the appraisal process.
- Continue distribution of Title VI documents and information.
- Revise San Diego District's Title VI training module.
- Continue to train and offer refresher training for staff on Title VI requirements and implementation.
- Revise and implement the Title VI survey.

DIVISION OF RESEARCH AND INNOVATION

Accomplishments for Federal Fiscal Year 2003

RESEARCH PROJECTS

The Division has approximately 438 active research projects and contracts underway.

SELF-MONITORING

The Division continues to ensure that contracts include nondiscrimination language and the Americans with Disabilities Act (ADA) language. The addition of a field to the database permits easy monitoring of research projects and contracts of minority institutions of higher education. There were no findings, recommendations or action items requiring consideration during this review period.

TRAINING

In August 2003, the Division received a CD titled, "Understanding and Abiding by Title VI of the Civil Rights Act of 1964." The CD is incorporated into the current Title VI training curriculum. It will be implemented and presented as continuing Title VI training to all staff in Federal Fiscal Year 2004.

CORRECTIVE ACTIONS

The Division has not encountered any significant problem areas; therefore, it was not necessary to take any corrective actions. The Division has not received any complaints regarding non-utilization of minority universities for research studies.

MAJOR ACCOMPLISHMENTS

The Division accomplished and initiated the research development process that identifies the Department's research priorities. Under this process, it is anticipated that several types of committees (to include internal and external transportation stakeholders) will be created. The committees will develop and rank problem statements, identify deployment opportunities, determine funding allocation, and select and program the research projects to solicit research proposals and obtain the widest possible dissemination of requests for proposals. It is anticipated this new process will advocate committee diversification and include sending request for proposals directly to California's minority institutions of higher education.

Goals for Upcoming Federal Fiscal Year 2004

The Division continues to address goals and actions previously established and has established the following new goals:

- Develop specific actions in order to determine universities' in-place systems used to recruit minority, female, disabled and low-income student body project participation. Develop a best practice in order to encourage universities to encourage recruitment from the same groups.
- Advertise with identified minority universities of higher learning that conduct research studies, resulting in proficient utilization of their identified areas of expertise.
- Research and develop processes, techniques and instruments to track compliance with Title VI (i.e., include Title VI boilerplate language in all contracts; ensure that the University contractors' methods of recruiting students to participate on highway research projects is in compliance with Title VI).
- Develop a process to ensure that Division staff are educated on Title VI (training; review website;

supervisory and managerial staff have copies of the Plan, Guidelines, etc.).

- Develop a procedure listing the alternative languages spoken and identify staff who speak the language. Establish a standard procedure where staff are aware and efficient in addressing any circumstance involving Limited English Proficiency issues. Instruct staff as to what they need to do on a case-by-case basis, verbal or written.
- Attempt to diversify advisory committees whenever possible by selecting members from different race, gender and socioeconomic groups.
- Implement the CD titled, “Understanding and Abiding by Title VI of the Civil Rights Act of 1964” as part of the continuing Title VI training to all staff.
- The Division’s administrative staff (senior staff and above) attend Civil Rights Discrimination

Complaint Investigation Unit and Title VI training on identifying and reporting complaints of discrimination both in Title VI and Title VII.

- Implement a new process to select and program research projects and to more effectively deploy research products, i.e., create diversified committees and solicit requests for proposals to minority institutions of higher education (MIHEs).
- Explore methods of tracking the progress of goals and accomplishments (i.e., develop an action plan to address the above goals and determine feasibility of incorporating goals into the Division’s Strategic Action Plan).
- Meet with the Department’s Title VI Program on a quarterly or semiannual basis to review the progress of the Division’s accomplishments and goals.

DIVISION OF CONSTRUCTION

Accomplishments for Federal Fiscal Year 2003

PROJECTS INITIATED

The construction phase began for 435 projects that were awarded between October 1, 2002 and August 19, 2003.

MITIGATION MEASURES

Mitigation efforts within the construction phase of a project are addressed in contract change orders (CCOs). Most, but not all, Title VI mitigation measures are associated with complex projects in urban areas.

Prior to the award of all contracts and before the construction phase begins, all Title VI requirements are incorporated in construction contract documents. One Title VI mitigation CCO is known to have occurred during the reporting period.

During the reporting period, 6,661 CCOs with a value in excess of \$291 million were processed. Of these, two are identified to have Title VI implications. One CCO in Orange County (District 12) is to accommodate the traveling public. Another in Redding (District 2) is for sidewalk repair to accommodate wheelchair access.

PUBLIC MEETINGS

The Oakland office (District 4), Civil Rights, and the Department's project partners have undertaken efforts to provide outreach to minority, women, elderly, disabled, and low-income communities. Public Affairs management and a consultant firm provided staff and support during outreach meetings.

During the reporting period, the Toll Bridge Program staff conducted 18 outreach and pre-bid meetings for the San Francisco Oakland Bay Bridge and the East Span Seismic Safety Projects. Disadvantaged Business Enterprises, small businesses, and

the public attended. Audiences varied from less than 20 to more than 100. Collective attendance was approximately 1000 people.

The Oakland office manages the San Francisco Oakland Bay Bridge and the East Span Seismic Safety Projects that are multi-billion dollar projects of geographic and economic significance with major environmental, transportation and community impacts.

Oakland outreach promotes opportunities for business enterprises, stimulates participation in contracts and creates networking opportunities. During the reporting period, the Department's Civil Rights Program and the Oakland office partnered with the City of Oakland, City of San Francisco, Private Industry Council, Small Business Development Centers, and community advocacy groups among others. Mailing lists were developed and used for invitations, announcements and newsletters. Additionally, a website is available to assist public awareness of Department projects.

Los Angeles (District 7) staff conducted 36 public meetings. The attendance encompassed minority groups and the communities as a whole. The outreach meetings provided information that related to the scope of respective projects.

SELF MONITORING

Title VI complaints are referred to the Discrimination Complaint Investigative Unit (DCIU), Civil Rights. The Construction Division collects data and tracks the status and progress of investigations that affect its employees.

Construction staff assist the Contract Compliance Unit, Civil Rights during investigations. Additionally, the Construction Division participates on the Disability Advisory Committee (DAC) on ways to improve accessibility for the disabled.

TRAINING

Newly assigned Resident Engineers (REs) and Assistant Resident Engineers are required to attend the Resident Engineer Academy. Title VI training is part of the Equal Employment Opportunity (EEO) and Disadvantaged Business Enterprise (DBE) instruction that RE Academy students receive. During this reporting period, 120 people completed the training.

During April 2003, the Construction Division Title VI representative gave a presentation to Civil Rights staff. The purpose was to explain Construction Division processes and functions that pertain to Title VI and related statutes.

During November 2002, the Division Title VI representative attended the Title VI Program workshop that discussed the Title VI Plan, Guidelines, and implementation.

- The draft Final Report was completed for DBE Contract Administration FHWA process review. Enhanced and refined Labor Compliance and DBE policy. Delivered training based on Division policy and 49 CFR Part 26, Federal Rule dated June 16, 2003.
- Conducted analysis on the prompt payment issue. Recognized the potential problem and reviewed the new DFR policy changes.
- Provided Internet links from Construction to DBE and EEO resources.

- Completed an issue paper on allowing sub-contractors to be listed as additional insured to expand DBE participation.
- Participated with Office Engineer, Civil Rights and FHWA in a pilot effort that requires all bidders to submit DBE information.

Construction staff reviewed EEO contract language to ensure compliance with State and federally funded statutory contract requirements. Construction staff conducted pre-construction conferences attended by Department staff, contractor and project stakeholders to review the requirements incurred when fulfilling a State or federally funded contract. Topics included the contractor's responsibility to ensure nondiscrimination in workforce composition, the payment of prevailing wages, the posting of required EEO posters at job sites, adherence to stated MBE, DBE, or DVBE goals and the penalties for failure to comply with contractual conditions. During contract administration, Construction staff conducted onsite EEO interviews of contractor staff at the rate of one per month, per contract. Staff documented EEO non-compliance activities and reported findings to the Department Civil Rights office.

Construction engineers and inspectors attended "Labor Compliance for Resident Engineers and Inspectors," an eight-hour course developed by Construction staff to focus on DBE contract requirements.

Goals for Upcoming Federal Fiscal Year 2004

- Complete additional guidance for contract change orders (currently being developed) and disseminate to Construction Division staff. When accomplished, the document will advise REs on how to handle significant CCOs that require Title VI analysis.
- Continue to include Title VI training in the RE Academy curriculum.
- List minority universities and colleges that provide opportunities for economic data studies and consultant contracting.
- Identify Title VI violations in advance of the award of a contract, grant, loan, or permit.
- Attempt to diversify advisory committees whenever possible by selecting members from different races, genders and socioeconomic statuses.

- Incorporate LEP guidelines in Division activities, practices, and processes.
- Work with Civil Rights to obtain or develop additional self-monitoring instrument to track Title VI compliance.
- Ensure Division Title VI Liaison attends September 2003 training in Environmental Justice.
- Develop and issue policy and guidance resulting from the FHWA on-site DBE process reviews.
- Promote Labor Compliance Officer (LCO) attendance at pre-job conferences and field checklists to ensure consistent information dissemination.
- Collaborate with Office Engineer and Civil Rights Staff to improve the reporting of DBE utilization.
- Draft DBE specifications for trucking credits and modify the monthly trucking form in accordance with 49 CFR Part 26, Final Rule, dated June 16, 2003.
- Advise Resident Engineers and contractors during pre-award conference of contract provisions that require compliance, the requirement to display EEO information on federally funded job sites, required reporting activities for contracted work-in-progress, and the penalties for failure to comply with Title VI and related statutes regarding nondiscrimination.
- Conduct employee EEO interviews (one per month, per contract) and document EEO noncompliance activities; report findings to Civil Rights.
- Periodically review EEO contract language to ensure compliance with statutory requirements for federally funded contracts.
- Construction staff facilitate periodic meetings with project stakeholders, internal and external to the Department.
- Complete the *Construction Procedures Bulletin* (currently in progress).

DIVISION OF PROCUREMENT AND CONTRACTS (DPAC)

Accomplishments for Federal Fiscal Year 2003

CONTRACTS

Disadvantaged Business Enterprises

The following is a summary of the Disadvantaged Business Enterprise (DBE) contract awards from the FHWA 1405 Quarterly Reports for the Federal Fiscal Year 2002/03.

The total number of DBE prime and subcontracts awarded for service contracts, Architectural and Engineering (A&E) consultant contracts and construction contracts under \$120,000 for the first two quarters of 2003 is 86, totaling \$274,851,326. The total DBE prime and subcontractor participation to date is 53 contracts for a total of \$13,157,111. The total DBE committed participation in all contracts through the second quarter is 4.78 percent. The figures for the third and fourth quarters ending September 30, 2003 are not available at this time. Beginning in November 2003 these figures will be reported biannually to Civil Rights. The first biannual report will reflect April 1, 2003 through September 30, 2003.

Minority Contracts

Total Contracts to Date:

- Minority women-owned businesses: 7 contracts for a total value of \$1,442,582.
- Caucasian women-owned businesses: 13 contracts for a total of \$1,888,238.
- Minority men-owned businesses: 33 contracts for a total value of \$9,774,292.
- Disabled or economically disadvantaged businesses: 1 contract for \$52,000.

The figures for the third and fourth quarters ending September 30, 2003 are not available at this time.

OUTREACH

The Division of Procurement and Contracts (DPAC) participated in the following workshops and seminars:

- Governor's Small Business Forum, Sacramento
- Small Business Outreach, Oakland
- Simplified Business Quote Process, Sacramento
- Small Business Outreach, San Bernardino
- Small Business Outreach, Redding
- Small Business Outreach, Stockton
- Asian Business Association, Buena Park
- Asian Business Association for DBE and DVBE, Orange
- Simplified Business Quote Process, Sacramento
- Disabled Veteran Business Enterprise Procurement Outreach, San Diego and El Cajon

TRAINING

The Division of Procurement and Contracts:

- Trained all administrative managers and staff on identifying and reporting Title VI complaints.
- Developed internal procedures for handling requests for services from customers with Limited English Proficiency (LEP).
- Provided training to contract managers regarding DBE requirements through CMIST.
- Provided Intranet training for contract analysts to learn how to write contracts and understand the contract process and DBE requirements. This training is known as CASA: Contract Analysts Skills Academy.

- Implemented a quarterly policy bulletin informing staff of any new legislation and policy changes, including DBE requirements.

The Division is currently training DPAC staff to implement LEP procedures.

SELF-MONITORING

Contract managers are responsible for monitoring compliance with the contract requirements. Should a contract manager become aware of any violation of the contract nondiscrimination provisions, such violations are reported to the Civil Rights Program for appropriate action. A nondiscrimination clause

is contained in all State and federally funded contracts.

DPAC implemented web-based reporting of SBE and DVBE statistics to provide Districts and Divisions with information on their Small Business and Disabled Veteran Business Enterprise progress.

DPAC also created an active contract status database to give effective management control over the A&E contracts process.

DPAC continues to participate in the Self-Evaluation Training and monitoring program for compliance with the Americans with Disabilities Act.

Goals for Upcoming Federal Fiscal Year 2004

The Division of Procurement and Contracts will continue to:

- Include its Program Area Administrator in the review process for any new or revised policy developed within the Division for any Title VI and related issues.
- Train all administrative staff with identifying and reporting Title VI concerns.
- Expand its current data collection process to include an analysis component to display data collected by race, color, age, sex, disability and national origin.
- Expand its public outreach efforts to include pamphlets and brochures in alternate language formats. DPAC will also advertise its services to the public in other than a web-based format.
- Update the Departmental Service Contracts Manual with any new DBE requirements.
- Comply with Federal and State nondiscrimination program requirements in the procurement of commodities.

- Participate in other public and private organizations to increase small business participation in Federal-aid contracts.
- Participate and support the efforts of the Department Small Business Council.
- Send administrative staff to Title VI Program Training.
- Identify private sector resources specializing in Limited English Proficiency and sensory disabilities for Title VI assistance to the public.
- Modify its webpage to offer individuals with Limited English Proficiency and sensory disabilities DPAC's published pamphlets in alternative formats, including various languages, Braille, large print, audio cassette and computer disc. This statement will be shown on DPAC's website in Spanish, Chinese and Vietnamese.