



OFFICE OF BUSINESS & ECONOMIC OPPORTUNITY

Assistant Director

Janice Salais
(916) 324-0990

- ❖ Small Business Advocate
- ❖ Title VI Coordinator
- ❖ Chair of the CUCP Executive Committee

Compliance/ Title VI Branch & Program Operations Branch
Sanjay Singh
(916) 324-8399

Training/Outreach Branch & Policy/Reports Branch
Anna Silva
(916) 324-6990

Certification Branch & Contract Evaluation
MaryLee Miglino
(916) 324-0841

Americans with Disabilities Act
Elizabeth Dooher (Acting)
(916) 324-0453

- ❖ Administration of the FHWA Title VI compliance reviews of divisions & districts; provide technical expertise and training on Title VI matters, including liaison/DLA oversight
- ❖ Monitoring & enforcement requirements of DBE/DVBE/SB programs via investigations/site visits
- ❖ Administration of the Limited English Proficiency (LEP) requirements
- ❖ Equal Employment Opportunity (EEO) compliance reviews on construction contracts
- ❖ Good Faith Effort Reconsideration Official
- ❖ Administration & investigations of Title VI external discrimination complaints in federal aid projects and services
- ❖ Small Business Council administration
- ❖ DBE Participation Committee administration
- ❖ Coordination of Public Record Requests (CPRA), Legislative updates
- ❖ Oversight of OBEO admin functions including HR, budget, safety, facilities, etc.
- ❖ Management of DBE supportive services consultant contract
- ❖ Oversight of DBE Mentor-Protégé and Cal Mentor activities
- ❖ Outreach activities for Small Business (SB), DBE, and DVBE
- ❖ Administration and oversight of DBE Program in Planning and Modal Program and Project Delivery program functions
- ❖ Data collection and reporting on DBE goal attainment
- ❖ Assist District Small Business Liaisons
- ❖ Administration of On-the-Job Training and National Summer Training Institute Grants
- ❖ Determine DBE goals on federal contracts
- ❖ Partners with other State departments/agencies to maximize outreach to DBEs
- ❖ Statewide training for Prime and Sub-contractors
- ❖ Certify DBEs for participation in the Caltrans federal contracting projects across California
- ❖ Custodian of the statewide California Unified Certification Program (CUCP) database of Disadvantaged Business Enterprise (DBE) certified firms
- ❖ Executive Officer for the CUCP
- ❖ Process DBE annual update affidavits
- ❖ Manage the statewide DBE Directory
- ❖ Evaluate contracts for DBE and Disabled Veterans Business Enterprise (DVBE) participation to meet goals, good faith effort and federal requirements
- ❖ SHOPP Program Advisor
- ❖ Statewide ADA Coordinator
- ❖ HQ ADA Engineers
- ❖ ADA Grievance Case Management
- ❖ ADA Policy Development
- ❖ Caltrans ADA Transition Plan
- ❖ ADA Class Action Lawsuit Settlement Agreement Management
- ❖ ADA Program Annual Report
- ❖ Consultant Contract Management & Reporting
- ❖ FHWA Partnership
- ❖ ADA Support to Districts
- ❖ ADA Website Development & Management
- ❖ Statewide ADA Training

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