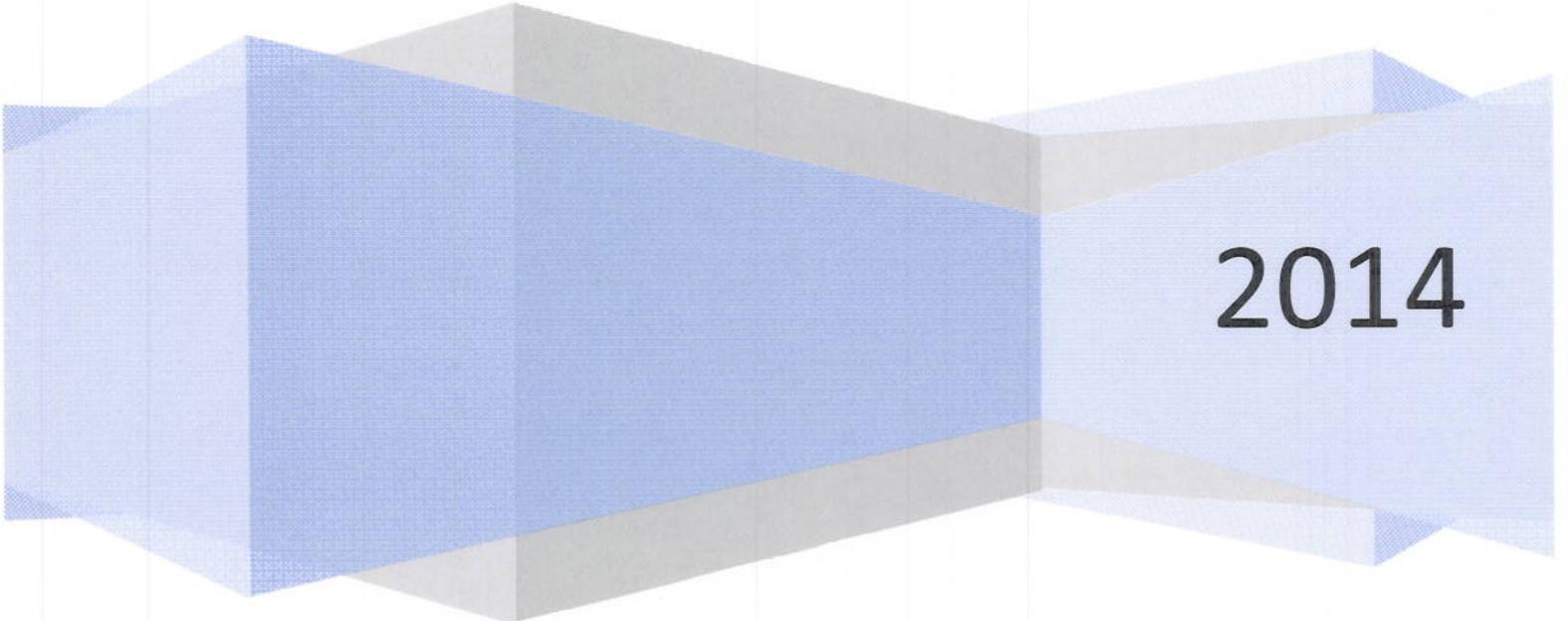


**California Department of Transportation
Office of Business and Economic Opportunity**

**Title VI of the Civil Rights Act of 1964
Annual Element Report**



2014

Introduction

The Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes (Title VI) annual element report includes information regarding organizational changes and program accomplishments for federal fiscal year (FFY) 2014 as well as goals for FFY 2015.

This report was prepared in accordance with 23 Code of Federal Regulations, Section 200.9(b)(10).

I. Statistical Data

| Title VI | |
|---|-----------------------------|
| Number of Title VI complaints filed with Caltrans | 7 |
| Number of completed investigations conducted by Caltrans | 7 |
| Number of Caltrans completed investigations with findings | 0 (7 non-jurisdictional) |
| Number of planned Caltrans reviews | 1 |
| Number of completed Caltrans reviews | 0 |
| Number of current Caltrans subrecipients | 600+ |
| Number of planned Caltrans subrecipient reviews | 8 |
| Number of completed Caltrans subrecipient reviews | 6 |
| Number of planned training sessions | Not applicable ¹ |
| Number of completed training sessions | Not applicable ¹ |

| Limited English Proficiency (LEP) | |
|---|----------------------|
| Percentage of population that does not speak English proficiently | 20% ² |
| Number of languages (other than English) used by the population | 37 |
| Number of translation services provided | 69 |
| Number of interpreter services provided | 858 |
| Cost of translation and interpreter services provided | No cost ³ |

II. Organizational Changes

Caltrans' Office of Business and Economic Opportunity (OBEO) completed an organizational assessment in FFY 2013 to identify opportunities for streamlining business practices. One of the key outcomes of the organizational assessment involved a redistribution of staff and workload to more effectively structure the OBEO to respond to stakeholders' needs. This action item was completed in FFY 2014.

¹ Title VI training is provided online as a self-paced training and in a classroom setting as needed.

² Source: Table 6. Detailed Languages Spoken at Home and Ability to Speak English for the Population 5 Years and over for California: 2006-2008, released April 2010 by the United States Census Bureau.

³ Certified and volunteer Caltrans staff provided interpreter services.

As a result of the reorganization, the OBEO consists of the following six branches: Policy and Reports, Outreach and Training, Certification, Compliance, Program Operations, and Contract Evaluation.



Effective June 2014, Angela Shell was appointed Assistant Director of the OBEO. Ms. Shell replaced René Halverson, who retired in April 2014.

III. Title VI Complaints

The Caltrans Discrimination Complaint Investigation Unit received seven Title VI complaints between October 1, 2013, and August 31, 2014. All seven complaints were non-jurisdictional.

IV. Accomplishments

A. Office of Business and Economic Opportunity

Policy and Reports Branch

- Revised Caltrans Director's Policy 28, Title VI of the Civil Rights Act of 1964 and Related Nondiscrimination Statutes. The revision is currently undergoing statewide review.
- Revised Caltrans Deputy Directive 91, Limited English Proficiency. The revision is currently undergoing statewide review.
- Hosted the first annual conference for Title VI liaisons, Americans with Disabilities Act liaisons, and District Equal Employment Opportunity officers to provide technical assistance and training about their roles and responsibilities.
- Conducted three Title VI compliance reviews for the cities of Oxnard, Whittier, and Los Angeles.
- Trained Division of Local Assistance (DLA) staff to conduct Title VI program compliance reviews of local agencies, including oversight of a DLA-led review of the County of Solano.

Division of Rail and Mass Transportation

- Conducted one webinar and six statewide workshops to assist Federal Transit Administration (FTA) subrecipients in completing their Title VI Plans. Over 200 people attended.
- Assisted the California Association for Coordinated Transportation with 3 workshops (one at their annual conference) to assist FTA subrecipients in completing their Title VI Plans.

B. Districts

- Conducted 133 public outreach and involvement meetings and open house events in project planning and design.

District 6 - Division of Transportation Planning

- Reviewed regional planning documents from five metropolitan planning organizations and recommended the development of Active Transportation Program Plans. In addition, recommended the Caltrans Community Based Transportation Planning and Environmental Justice Grant projects as the basis of developing Active Transportation Program Plans. Establishing the grant projects as basis of the plans is critical in that the grant projects have targeted planning efforts with Title VI, environmental justice, Tribal governments, and communities. In addition, the Active Transportation Planning Program requires a quarter of grant funding be available for disadvantaged communities.

District 8 - Division Administration, Equal Employment Opportunity

- The District 8 Title VI Liaison attended 44 percent of the pre-construction meetings during the reporting period. At the pre-construction meeting, the law related to Title VI is discussed with prime contractors and subcontractors. They are given Title VI handouts, advised of their rights as a customer of Caltrans, and their responsibilities as an employee of Caltrans since they are assuming the role of contractor.

V. Goals

A. Office of Business and Economic Opportunity

Policy and Reports Branch

- Finalize updates to Caltrans' Title VI Program Plan by December 31, 2014.
- Update Caltrans' LEP Plan.

- Develop and implement a communication plan for sharing Title VI policy- and policy-related information with internal stakeholders.
- Develop and publish on the OBEO website a schedule for Title VI policy updates.

Outreach and Training

- Facilitate meetings with division and district Title VI Liaisons and OBEO branches on a quarterly basis to discuss program updates and provide technical assistance and training regarding Title VI requirements.
- Revise the current Title VI online training module.
- Develop a Title VI intranet page to share information with Caltrans staff.

Compliance Branch

- By December 30, 2014, create a schedule of Title VI compliance reviews of Caltrans' major program areas for the period October 1, 2014, through September 30, 2015.

B. Division of Aeronautics

- By July 2015, all Division of Aeronautics staff will complete Title VI training.
- The division's Title VI Liaison will deliver a presentation on Title VI requirements at the July 2015 staff meeting.

C. Division of Environmental Analysis

- Present Title VI training to all Environmental Analysis headquarters staff at annual all-staff meeting by November 2014.
- By January 15, 2015, all Division of Environmental Analysis staff will complete Title VI training.

D. Division of Research, Innovation, and System Information (DRISI)

- By March 31, 2015, all DRISI staff will complete Title VI training.
- Amend all DRISI intranet and internet websites to include information regarding the availability of products in alternative formats, including non-English languages.
- Develop guidelines for collecting, tracking, and reporting data for Minority Institutions of Higher Education in research projects.

E. Division of Right of Way

- Complete list of vital documents to be translated.

F. Division of Transportation Planning

- Office of State Publishing will complete a summary report of data taken from Title VI surveys collected at public outreach workshops in six cities statewide.
- Update the existing California Transportation Plan 2040 web portal to generate interest in public engagement, by providing web-based information and communication such as activities, schedules, timelines, educational material, polling questions, and public review and comment forms.

G. Districts**District 1**

- By June 30, 2015, the District 1 Title VI Liaison will disseminate Title VI informational brochures to the public at 13 outreach events.

District 2**Planning**

- Conduct two public workshops that include Title VI individuals/groups on State Routes 3 and 7 planning studies.
- By December 30, 2015, conduct one forum to discuss transportation concerns and provide avenues for feedback on all things transportation and funding related with Tribal leadership in District 2 and surrounding areas.

Program/Project Management

- By October 31, 2014, all staff in District 2 Program/Project Management will complete training on Title VI and on how to complete a Title VI Analysis Report (See Appendix A: Title VI Analysis Report).

District 3 – Maintenance

- All staff in District 3 Maintenance will complete Title VI training.

District 4 – Equal Employment Opportunity

- Fifty to 75 percent of staff in District 4 will complete Title VI training.
- Establish a workable schedule for in-person Title VI training at tailgate safety meetings or by requested special arrangement to employees without computer access.

District 6**Equal Employment Opportunity**

- By August 2015, all staff in District 6 Equal Employment Opportunity will have “TTY 711” printed on their business cards.

Program/Project Management

- By June 30, 2015, all staff in District 6 Program/Project Management will complete Title VI training.

Transportation Planning

- Conduct outreach to 25 community-based organizations and 30 Tribal governments and communities regarding Caltrans Sustainable Communities Transportation Planning Grant Program opportunities.
- Conduct outreach to 25 community-based organizations and 30 Tribal governments and communities to participate in the development of each Transportation Concept Report.
- Conduct outreach to 25 community-based organizations and 30 Tribal governments and communities for the Active Transportation Program.

District 7**Equal Employment Opportunity**

- All staff in District 7 will complete Title VI training.

Planning

- Increase the number of speaking engagements to twice a year within low-income and minority communities.
- Every six months, update the public participation plan with new constituents.
- Each quarter, complete a review of public health impacts from existing and/or proposed transportation facilities on minority populations.
- Establish contact with minority communities adjacent to port facilities on possible goods-movement projects.

District 8

Equal Employment Opportunity

- Attend 75 percent of pre-construction meetings by August 2015.

Public and Legislative Affairs

- By January 2015, develop a spreadsheet/matrix for use by public information officers to track informal Title VI complaints.

Environmental Planning

- All staff in District 8 Environmental Planning will complete Title VI training.

Maintenance

- Identify new employees with bilingual skills and provide their names to the District 8 Title VI Liaison to be included in the list of district volunteer interpreters.

Native American Liaison

- Brainstorm with the District 8 Title VI Liaison to develop methods to increase awareness of Tribal transportation issues throughout the district.

Division of Construction, Contract Administration

- Conduct quarterly industry outreach instruction workshops that include discussion of Title VI policies and expectations.

Division of Construction, Labor Compliance

- Deliver three Equal Employment Opportunity Employee Interview Process trainings to resident engineers, inspectors, and new staff on an as needed basis.

District 9 – Planning and Local Assistance

- Produce a District 9 multi-modal plan to address all users' needs for the State Highway System.

District 10 – Equal Employment Opportunity

- The District 10 Title VI Liaison will conduct quarterly meetings with the district Title VI Coordinators to relay updates received by headquarters.

District 11

Division of Construction, Contract Administration

- Implement a procedure to track and communicate each field office’s Title VI efforts. Each office will report efforts quarterly to the District Labor Compliance Manager.

Division of Right of Way

- Fifty-five staff and three new agents will complete Title VI training.
- Conduct Title VI compliance reviews of all new contractors/subcontractors who are awarded a service contract.
- Participate in two community outreach events.

Division of Traffic Operations

- All staff in District 11 Traffic Operations will complete Title VI training.

Division of Construction, Labor Compliance

- Conduct a field visit to all construction field offices to remind staff of their Title VI responsibilities.

Environmental Project Analysis Branches A, B, and C

- By June 2015, post flyers and public notices in English and Spanish to inform community planning groups of public hearings for various projects.

District 12 – Equal Employment Opportunity

- All staff in District 12 Equal Employment Opportunity will complete Title VI training.

North Region – Environmental Planning

- After each public meeting, analyze techniques for collecting information on public meeting attendees and evaluate how well the outreach techniques are working.

North Region – Right of Way

- All staff in North Region Right of Way will complete Title VI training.
- Provide training to staff regarding the process for handling Title VI complaints.