

Caltrans Division of Local Assistance

Federal Highway Administration (FHWA) Title VI Program Assessment Report

Local Public Agency (LPA):

Date of Review:

Last Review Completed (If applicable):

Name of Reviewer:

Overall Compliance Status:

Approved By:

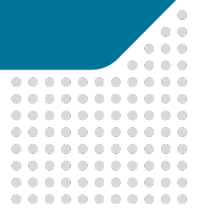
Compliant (Y/N)

1. **Title VI Implementation Plan (Title VI Plan)** (28 CFR 42.415 and 23 CFR 200.9(b)(11))
- a. Covers race, color, and national origin under Title VI of the Civil Rights Act of 1964
 - b. Includes all the items listed in this checklist
 - c. Posted on the LPA's website

Recommendation:

2. **Title VI Coordinator** (23 CFR 200.9(b)(1))
- a. Has access to the head of the agency
 - b. Contact information must be made available to the public (i.e., public website, post in publicly accessible areas)

Recommendation:



- 3. Title VI/Non-Discrimination Policy Statement (49 CFR 21.7(b))**
 - a. Covers race, color, and national origin under Title VI of the Civil Rights Act of 1964
 - b. Signed by the head of the agency
 - c. Must be made available to the public (i.e., public website, post in publicly accessible areas)

Recommendation:

- 4. Limited English Proficiency (LEP) Assessment (Four Factor Analysis)/ Language Access Plan (LAP)**
(Executive Order 13166)
 - a. LEP Assessment performed annually
 - b. LEP Assessment addressed the four factors identified in the [U.S. Department of Transportation LEP Guidance](#)
 - c. If applicable, the LAP is developed and updated with the results of the LEP Assessment as needed.
 - d. Must be made available to the public (i.e., public website, post in public accessible areas)

Recommendation:

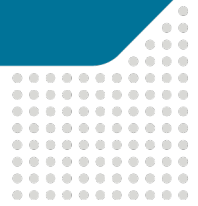
- 5. Dissemination of Title VI Information**
 - a. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English (determined by the LEP Assessment)
 - b. Must be made available to the public (i.e., public website, post in public accessible areas)

Recommendation:

- 6. Title VI Training for LPA Staff**
 - a. Provide Title VI training for all LPA employees every two years
 - b. Title VI training should cover what is Title VI, how the LPA implements its Title VI program to meet federal requirements, and what steps to take for handling Title VI complaints, as well as language interpretation (verbal)/translation (written) requests

Recommendation:

- 7. Title VI Assurances in Contract Documents and Agreements**
 - a. The LPA signed the Title VI assurances as part of [Exhibit 4-C, "MASTER AGREEMENT - ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS"](#)



- b.** Include required Title VI assurances (specifically, Appendices A and E of the Title VI Assurances) in all sub-contracts and sub-agreements with federal funds, where applicable.

Recommendation:

8. Title VI Complaint Procedures

- a.** Develop Title VI complaint form
- b.** Develop Title VI complaint log
- c.** Develop procedures for prompt processing and disposition of Title VI complaints received directly by the LPA
- d.** Procedures include logging Title VI complaints received and determining jurisdiction, as well as for completeness
- e.** Procedures include forwarding Title VI complaints to Caltrans for processing

Recommendation:

9. Title VI Data Collection

- a.** Develop procedures for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of, federally funded roadway projects
- b.** Develop procedures for analyzing the data collected to determine the effectiveness of outreach methods, to ensure that no group is excluded during the decision-making process or is not given an opportunity to voice their opinions or concerns

Recommendation:

10. Internal/External Title VI Reviews

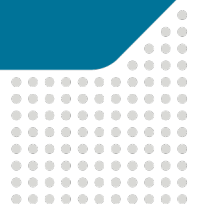
- a.** Develop a program to conduct internal Title VI reviews of program areas
- b.** Develop a program to conduct external Title VI reviews of sub-awardees

Recommendation:

11. Title VI Accomplishments and Goals Report (Title VI Annual Work Plan)

- a.** Develop an annual Title VI Accomplishments and Goals Report which consists of accomplishments for the past year, and goals for the next year
- b.** Must be made available to the public (i.e., public website or when requested)

Recommendation:



Reviewer Notes:

Revised 3/14/24