

2025 Caltrans Division of Local Assistance (DLA)  
Title VI of the Civil Rights Act of 1964 (Title VI)  
Program Assessment Online Form

Per 23 CFR 200.9(b)(7), Caltrans is mandated to assess Local Public Agencies (LPAs) to ensure compliance with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin (including Limited English Proficiency). LPAs are required to complete this assessment every two years (odd years) or when requested.

The questions asked in this assessment are associated with Title VI and FHWA's Title VI program requirements (23 CFR Part 200). Caltrans will use this assessment tool to gauge the LPA's compliance with Title VI through a Title VI Desk Program Assessment or a Title VI Onsite Program Assessment. When the LPA is selected for the assessment, Caltrans will provide a report that includes a compliant status, findings (if any), and recommendations. The LPA will be asked to develop a corrective action plan if findings exist.

For 2025, LPAs are required to complete the [Title VI Program Assessment Online Form](#) by March 31, 2025. Since the online form assessment does not save progress, the assessment must be completed in one sitting, which may take at least 30 minutes to complete if all information and documents are available.

If you have any questions regarding this assessment, please email Loi Tran at [loi.tran@dot.ca.gov](mailto:loi.tran@dot.ca.gov). Thank you for completing this assessment.

City/MPO/LPA
Division/Department
Name (Responder)
Title
Address
City
Zip Code
Phone Number
Email

Does the agency receive FHWA funds through Caltrans Division of Local Assistance?

If yes, please complete the following questions below.

If no, there are no further questions, please click Submit button.

**Title VI Implementation Plan (Title VI Plan) (28 CFR 42.415 and 23 CFR 200.9(b)(11))**

Does your agency have a Title VI Implementation Plan (Title VI Plan) that satisfies the requirements of the Federal Highway Administration (FHWA)?

If yes, upload a copy of the agency's most recent Title VI Plan in the attachments section at the end of the form.

If no, provide an estimated date when the Title VI Plan will be completed.

If yes, when was the agency's current Title VI Implementation Plan published?

Does the Title VI Plan cover race, color, and national origin (including Limited English Proficiency) under Title VI of the Civil Rights Act of 1964?

Does the Title VI Plan include all of the items listed in the DLA FHWA Title VI Program Checklist? [DLA FHWA Title VI Program checklist](#)

Is the Title VI Plan posted on the agency's website?

If yes, provide link to the Title VI Plan.

If no, does the agency plan to post the Title VI Plan?

If yes, provide an estimated date when the plan will be posted.

If no, how does the agency plan to make it available to the public?

1. Made available at an agency facility (Library, City Hall, main office, etc.)
2. Available upon request
3. Other - Please specify.

**Title VI Coordinator (23 CFR 200.9(b)(1))**

Does the agency have a Title VI Coordinator?

If yes, provide the Title VI Coordinator's contact information below.

If no, provide an estimated date when a Title VI Coordinator will be designated as the person responsible for the agency's Title VI Program.

Name
Address
Phone
Email

Does the Title VI Coordinator have access to the head of the agency?

If no, please explain.

Is the Title VI Coordinator's contact information made available to the public?

If yes, how is it made available?

1. Website
2. Postings (Posters, etc.)
3. Handouts (Flyers, brochures, etc.)
4. Other - Please specify.

If no, provide an estimated date when the Title VI Coordinator's contact information will be made available to the public.

**Title VI/Non-Discrimination Policy Statement (49 CFR 21.7(b))**

Does the agency have a Title VI/Non-Discrimination Policy Statement?

If yes, upload a copy of the agency's most recent Title VI Non-Discrimination Policy Statement in the attachments section at the end of the form.

If no, provide an estimated date when the Title VI/Non-Discrimination Policy Statement will be completed.

Does the Title VI/Non-Discrimination Policy Statement cover race, color, and national origin (including Limited English Proficiency) under Title VI of the Civil Rights of 1964?

Is the Title VI/Non-Discrimination Policy Statement signed by the head of the agency?

If no, provide an estimated date when the Title VI/Non-Discrimination Policy Statement will be signed by the head of the agency.

Is the Title VI/Non-Discrimination Policy Statement made available to the public?

If yes, how is it made available?

1. Website 2. Postings (Posters, etc.) 3. Handouts (Flyers, brochures, etc.) 4. Other - Please specify.
If no, how does the agency plan to make it available to the public? 1. Website 2. Postings (Posters, etc.) 3. Handouts (Flyers, brochures, etc.) 4. Other - Please specify.
<b>Limited English Proficiency (LEP) Assessment (Four Factor Analysis)/ Language Access Plan (LAP) (Executive Order 13166)</b>
Has the agency performed a Limited English Proficiency (LEP) Assessment (Four Factor Analysis)?
If no, provide an estimated date when the agency will perform an LEP Assessment.
Does the agency perform the LEP Assessment annually? If yes, please share findings, results or trends. If no, please explain why the agency does not perform annual LEP Assessments.
Does the LEP Assessment address the four factors identified in the U.S. Department of Transportation LEP Guidance? <a href="#">U.S. Department of Transportation LEP Guidance</a> If yes, please share the results of the assessment. If no, please explain why the LEP Assessment does not address all four factors.
Does the agency have a Language Access Plan (LAP) that includes the results of the LEP Assessment? If yes, upload a copy of the LAP at the end of the form or provide a link if available. If no, please explain.
Is the LAP made available to the public? If yes, how is it made available? Provide a link if available. 1. Website 2. Made available at an agency facility (Library, City Hall, main office, etc.) 3. Available upon request 4. Other - Please specify. If no, how does the agency plan to make it available to the public? 1. Website 2. Made available at an agency facility (Library, City Hall, main office, etc.) 3. Available upon request 4. Other - Please specify.
Does the agency have procedures for processing interpretation (verbal) or translation (written) requests? If yes, please explain and upload a copy of the procedures or provide a link if available. If no, provide an estimated date when the procedures for processing interpretation or translation requests will be developed.
Has the agency received any interpretation or translation service requests within the past year? If yes, how many were received and in which languages? For example, 5 Interpretations (3 Spanish, 1 Tagalog, and 1 Vietnamese) and 10 Translations (4 Spanish, 3 Chinese, 1 Tagalog, and 2 French). If no, please explain why the agency did not receive any requests.
Has the agency provided any interpretation or translation services within the past year? If yes, how many were provided and in which languages? If no, please explain why the agency did not provide any interpretation or translation services.
Does the agency keep a log of interpretation and translation services requested by the public or provided to the public? If yes, upload a copy of the interpretation and translation log in the attachments section at the end of the form. If no, please explain how the agency keeps track of LEP services requested or provided.
<b>Public Participation Plan</b>
Does the agency have procedures for engaging the public, including underrepresented and minority communities, in decision-making processes?
<b>Dissemination of Title VI Information (23 CFR 200.9(b)(12))</b>
Has the agency developed Title VI information for dissemination to the general public and, where appropriate, in languages other than English (determined by the LEP Assessment)? If no, provide an estimated date when Title VI materials will be completed.
Are Title VI information or materials made available to the public? If yes, how is it made available? Include how Title VI information is distributed in other languages. Upload copies of Title VI materials or provide links if available. 1. Website 2. Postings (Posters, etc.) 3. Handouts (Flyers, brochures, etc.) 4. Other - Please specify. If no, when does the agency plan to have Title VI materials distributed?
<b>Title VI Training to Local Public Agency (LPA) Staff (23 CFR 200.9(b)(9))</b>
Does the agency provide Title VI training to all local agency employees? If yes, upload a copy of the training and the most recent training roster/sign-in sheets. If no, provide an estimated date when the Title VI training will be given to employees.
Does the agency provide Title VI training for its employees every two years? If no, how often is training provided to employees?
Does the Title VI training cover what is Title VI, how the local agency 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? If no, please explain what is missing from the Title VI training.
<b>Title VI Assurances in Contract Documents and Agreements (23 CFR 200.9(a)(1) and 49 CFR 21.7)</b>
Has the agency signed the latest Exhibit 4-C (link below), which includes the Title VI Assurances (Exhibit B of the Master Agreement)? <a href="#">Exhibit 4-C. MASTER AGREEMENT - ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS</a> If yes, upload the latest signed copy of Exhibit 4-C. If no, provide an estimated date when the agency will sign the updated Exhibit 4-C.

Does the agency 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?
If yes, upload a copy of a construction contract and a consultant contract receiving FHWA funds.
If no, provide an estimated date when the agency will include required Title VI assurances in federally-assisted contracts.
<b>Title VI Complaint Procedures (23 CFR 200.9(b)(3))</b>
Does the agency have a Title VI complaint form made available to the public?
If yes, upload a copy of the Title VI complaint form or provide a link if available.
If no, provide an estimated date when the Title VI complaint form will be developed and made available to the public.
Does the agency have a Title VI complaint log?
If yes, upload a copy of the Title VI complaint log.
If no, provide an estimated date when the Title VI complaint log will be developed.
Does the agency have procedures for prompt processing and disposition of Title VI complaints received directly by the agency?
If yes, upload a copy of the Title VI complaint procedures or provide a link if available.
If no, provide an estimated date when the Title VI complaint procedures will be developed.
Does the agency's Title VI complaint procedures include logging Title VI complaints received and determining jurisdiction, as well as for completeness?
If no, provide an estimated date when the Title VI complaint procedures will be updated to include this information.
Does the agency's Title VI complaint procedures include forwarding Title VI complaints to Caltrans for processing?
If no, provide an estimated date when the Title VI complaint procedures will be updated to include this information.
<b>Title VI Data Collection (23 CFR 200.9(b)(4))</b>
Does the agency have procedures for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of, federally funded roadway projects?
If yes, upload a copy of the Title VI data collection procedures or provide a link if available.
If no, provide an estimated date when the Title VI data collection procedures will be developed.
Does the agency's Title VI data collection procedures include procedures for analyzing the data collected to determine the effectiveness of outreach methods, and to ensure that no group is excluded during the decision-making process or is not given an opportunity to voice their opinions or concerns?
If yes, upload a copy of the Title VI data collection procedures that include an analysis of the data collected.
If no, provide an estimated date when the Title VI data collection procedures include analyzing the data collected.
Was Title VI data and analysis conducted within the last year?
If yes, upload a copy of the Title VI data collected and analyzed.
If no, please explain why Title VI data was not collected and analyzed.
<b>Internal/External Title VI Reviews (23 CFR 200.9(a)(4), 23 CFR 200.9(b)(5), 23 CFR 200.9(b)(6), and 23 CFR 200.9(b)(7))</b>
Does the agency have a program to conduct internal Title VI reviews of program areas?
If yes, please explain. Upload a copy of the internal Title VI review procedures if available.
If no, provide an estimated date when internal Title VI review procedures will be developed.
When did the agency last conduct an internal Title VI review for Title VI compliance with FHWA's Title VI requirements?
What were the results of the review and what actions were taken to ensure Title VI compliance? Upload a copy of the results of the internal review if available
Does the agency have a program to conduct external Title VI reviews of sub-awardees (entities receiving FHWA funds through the LPA such as other local agencies, contractors, consultants, etc.)?
If yes, please explain. Upload a copy of the external Title VI review procedures if available.
If no, provide an estimated date when external Title VI review procedures will be developed.
How often are external Title VI reviews conducted?
When did the agency last conduct external Title VI reviews of sub-awardees for Title VI compliance with FHWA's Title VI requirements?
Which entities were reviewed?
What were the results of the reviews and what actions were taken to ensure sub-awardees are compliant with Title VI? Upload a copy of the results of the external reviews if available.
<b>Title VI Accomplishments and Goals Report (Title VI Annual Work Plan) (23 CFR 200.9(b)(10))</b>
Does the agency have a Title VI Annual Work Plan which consists of accomplishments for the past year, and goals for the next year?
If no, provide an estimated date when the Title VI Annual Work Plan will be developed.
If no, how will the Title VI Annual Work Plan made available to the public? Website (include box for providing link) Available in agency facilities Available upon request Other – Please specify (include box for text)
Is the Title VI Annual work plan made available to the public?
If yes, how is the Title VI Annual Work Plan made available to the public? Website (provide link below) Available in agency facilities Available upon request Other – Please specify
If no, does the agency plan to post the Title VI Annual Work Plan on their website?
If yes, provide estimated date when agency will post Title VI Annual work plan.
If the agency does not plan to post the Title VI Annual Work Plan, how does the agency plan to make it available to the public? 1. Made available at an agency facility (Library, City Hall, main office, etc.) 2. Available upon request 3. Other - Please specify.

**Upload Documentation** (at the bottom of the [Title VI Program Assessment Online Form](#))

1. Agency's Title VI Implementation Plan
2. Agency's Title VI/Non-Discrimination Policy Statement
3. Language Access Plan (LAP)
4. Procedures for processing interpretation and interpretation requests
5. Interpretation and Translations Services Log
6. Title VI Training and Training Roster/Sign-in Sheets
7. Signed Exhibit 4-C
8. Copies of a federally funded construction contract and consultant contract
9. Agency's Title VI complaint form
10. Title VI complaint log
11. Title VI complaint procedures
12. Title VI data collection procedures including analysis procedures
13. Title VI data collected and analyzed
14. Internal Title VI review procedures
15. External Title VI review procedures
16. Title VI Accomplishments and Goals Report (Title VI Annual Work Plan)