



**Caltrans Division of Local Assistance  
Federal Highway Administration (FHWA)  
Title VI Program Assessment Report**

**Local Public Agency (LPA):**

**Date of Assessment:**

**Last Assessment Completed (If applicable):**

**Overall Compliance Status:**

**Assessed By:**

\_\_\_\_\_  
Signature                                      Name                                      Title                                      Date

**Approved By:**

\_\_\_\_\_  
Signature                                      Name                                      Title                                      Date

**Compliant  
(Y/N)**

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

- a. LPA has a Title VI Plan
- b. Title VI Plan covers race, color, and national origin under Title VI of the Civil Rights Act of 1964
- c. Title VI Plan includes all the items listed on this checklist
- d. Title VI Plan posted on the LPA's website

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

- a. LPA has a Title VI Coordinator
- b. Title VI Coordinator has access to the head of the agency
- c. Contact information made available to the public (i.e., public website, post in publicly accessible areas)

Revised 9/27/24



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

- a. LPA has a Title VI/Non-Discrimination Policy Statement
- b. Policy Statement covers race, color, and national origin under Title VI of the Civil Rights Act of 1964
- c. Policy Statement signed by the head of the agency
- d. Policy Statement made available to the public (i.e., public website, post in publicly accessible areas)

**4. Limited English Proficiency (LEP) Assessment (Four Factor Analysis)/ Language Access Plan (LAP) (Executive Order 13166)**

- a. LPA performed an LEP Assessment
- b. LEP Assessment performed annually
- c. LEP Assessment addressed the four factors identified in the [U.S. Department of Transportation LEP Guidance](#)
- d. LPA developed an LAP and updated with the results of the LEP Assessment as needed
- e. LAP made available to the public (i.e., public website, post in public accessible areas)
- f. LPA has procedures for processing interpretation (verbal) or translation (written) requests
- g. LPA created and maintained an LEP Log to track interpretation and translation requests received and services provided

**5. Dissemination of Title VI Information**

- a. LPA developed Title VI information for dissemination to the general public and, where appropriate, in languages other than English (determined by the LEP Assessment)
- b. Title VI information made available to the public (i.e., public website, post in public accessible areas)

**6. Title VI Training for LPA Staff**

- a. LPA provided Title VI training for all LPA employees
- b. LPA employees receive Title VI training every two years
- c. Title VI training must 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

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**7. Title VI Assurances in Contract Documents and Agreements**

- a. LPA signed the Title VI assurances as part of [Exhibit 4-C, "MASTER AGREEMENT - ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS"](#)
- b. LPA included 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.

**8. Title VI Complaint Procedures**

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

**9. Title VI Data Collection**

- a. LPA developed procedures for the collection of statistical data (race, color, and national origin) of participants in, and beneficiaries of, federally funded roadway projects
- b. LPA developed 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

**10. Internal/External Title VI Reviews**

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

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

- a. LPA developed a Title VI Annual Work Plan which consists of accomplishments for the past year, and goals for the next year
- b. Title VI Annual Work Plan made available to the public (i.e., public website or when requested)



**Findings:**

Revised 9/27/24

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**Recommendations:**

Revised 9/27/24

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