CALIFORNIA DEPARTMENT OF TRANSPORTATION

DIVISION OF RIGHT OF WAY AND LAND SURVEYS

#### QUALITY MANAGEMENT ANNUAL REPORT

FEDERAL FISCAL YEAR 20\_\_

October 1, 20\_\_ to September 30, 20\_\_

Executive Summary of:

Quality Enhancement Joint Reviews

(Internal Quality Assurance Audits)

Finalized and Published in FFY \_\_

FOR INTERNAL EXECUTIVE STAFF USE ONLY

**Section 1 – Executive Summary**

For the Division of Right of Way and Land Surveys Executive Management, this annual report summarizes the results of the Quality Enhancement Joint Reviews (“QEJR’s”) completed during Federal Fiscal Year (FFY) 20\_\_ (10/1/\_\_ – 9/30/\_\_) for all functions and all Districts.

Instructions for Section I:

Column A: Shows the number of QEJRs scheduled for the FFY.

Column B: Shows the number of QEJRs completed for the FFY.

Column C: Shows the total number of “Significant Findings” for a given function across all Districts reviewed during the FFY. Significant Findings are any procedure, practice, or requirement for which the QEJR stated a follow-up will be performed.

Column D: Shows the total number of follow-up reviews performed in a given function across all districts during the FFY.

Column E: Shows the total number of instances of any Title VI-related issues.

| ↓ Function ↓ | A. | B. | C. | D. | E. |
| --- | --- | --- | --- | --- | --- |
| Scheduled Reviews | Completed Reviews | Significant Findings | Follow up | Title VI Findings? |
| # of Districts | # of Districts | “Yes” or “No” | “Yes” or “No” | “Yes” or “No” |
| See Explanations in Section II if→ | Any ‘Zeroes’ | Any ‘Zeroes’ | If “Yes” | If “Yes” | If “Yes” |
| Acquisition – Condemnation |  |  |  |  |  |
| Airspace |  |  |  |  |  |
| Appraisal |  |  |  |  |  |
| Certification |  |  |  |  |  |
| Clearance & Demolition |  |  |  |  |  |
| Excess Land |  |  |  |  |  |
| Local Programs |  |  |  |  |  |
| Project Coordination |  |  |  |  |  |
| Property Management |  |  |  |  |  |
| Railroads |  |  |  |  |  |
| Relocation Assistance Program |  |  |  |  |  |
| Utilities |  |  |  |  |  |
| Miscellaneous Issues |  |  |  |  |  |
| Totals |  |  |  |  |  |

Turn to Section II for any explanations required per the instructions.

**Section II – Explanations – By Function**

**II A. Functions and Districts without any QEJRs during the FFY:**

Instructions: Provide Separate explanations for each function and district.

Function/District:

Function/District:

...

**II B. Functions with significant findings during the FFY:**

Instructions: Provide Separate explanations for each function, then District, and finding.

Function:

District/Finding:

District/Finding:

...

**II C. Functions with follow up reports required during the FFY:**

Instructions: Provide separate explanations for each function, then district, and description of the follow up performed.

Function:

District/Follow up:

District/Follow up:

...

**II D. Functions with any Title VI findings during the FFY:**

Instructions: Provide Separate explanations for each function, then District, and Title VI findings.

Function:

District/ Title VI Finding:

Function:

District/ Title VI Finding:

...

**APPROVALS**

1. Functional Office Chiefs are each approving as to their functions.
2. Chief, Office of Strategic Innovation is reviewing to the best of their ability as to the accuracy and completeness of the Report.
3. Deputies are reviewing to the best of their ability as to the accuracy and completeness of the Functions under their supervision.
4. Executive Assistant is performing document review as to form.

| **Function/Role**  **(Office Chiefs & above)** | **Signature** |  | **Name** |  | **Date** |
| --- | --- | --- | --- | --- | --- |
| Acquisition – Condemnation |  |  |  |  |  |
| Airspace |  |  |  |  |  |
| Appraisal |  |  |  |  |  |
| Certification |  |  |  |  |  |
| Clearance & Demolition |  |  |  |  |  |
| Excess Land |  |  |  |  |  |
| Local Programs |  |  |  |  |  |
| Project Coordination |  |  |  |  |  |
| Property Management |  |  |  |  |  |
| Railroads |  |  |  |  |  |
| Relocation Assistance Program |  |  |  |  |  |
| Utilities |  |  |  |  |  |
|  |  |  |  |  |  |
| Office of Strategic Innovation |  |  |  |  |  |
|  | | | | | |
| **Deputy Division Chiefs** |  |  |  |  |  |
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| Document Review by:  Executive Assistant |  |  |  |  |  |
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| **Division Chief** | | | | | |
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Instructions:

**FILE A FULLY APPROVED COPY OF THIS REPORT:**

**1. Use this file naming convention:**

|  |  |  |
| --- | --- | --- |
| YY-YY | -QM\_ANNUAL- | .pdf |
| “Federal Fiscal Year” | (type of report) | .pdf |
|  |  |  |
| 27-28 | -QM\_ANNUAL | .PDF |

**2. FILE THE PDF REPORT WITHIN** [**TEAMS**](https://caltrans.sharepoint.com/:f:/r/sites/RWQualityManagement/Shared%20Documents/General/QEJR%20REPORT%20ARCHIVE?csf=1&web=1&e=xStbFV) **(INTERNAL CALTRANS LINK).**

Related guidance and templates:

* Right of Way Quality Management, RW Manual Section 2.04.01.03 (7/2025 revision)
* RW Quality Management Policy, Exhibit 02-EX-05
* RW Quality Management Handbook, Exhibit 02-EX-06
* RW Quality Enhancement Joint Review (QEJR), Exhibit 02-EX-07