



State of Hawaii
Department of Transportation

**TITLE VI ACCOMPLISHMENTS FOR YEAR 2004
AND GOALS FOR 2005**

A Report to the Federal Highway Administration

Prepared by:

The Office of Civil Rights

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INTRODUCTION

This report is submitted in accordance with Title 23 Code of Federal Regulations (CFR) 200.9 which requires the Hawaii Department of Transportation (HDOT), as a recipient of federal funding, to submit a yearly report of Title VI accomplishments for the past year and goals for the next year.

HDOT consists of the following divisions Airports (AIR), Harbors (HAR) and Highways (HWY). The Statewide Transportation Planning Office (STP) is a departmental staff office that is responsible for statewide transportation planning. Therefore is included in this report. Each division/office prepared its own accomplishments report using the format outlined in the HDOT Title VI Plan. Where items or questions from the Title VI Plan did not apply or when the information was best obtained at the departmental level, the divisions noted this in their reports.

The Counties of Maui, Kauai, Hawaii and City and County of Honolulu have decided to operate under the HDOT Title VI Plan. The HDOT Title VI Specialist has recently started working with the Counties on the reporting requirements of the Federal Highways Administration (FHWA). Only Hawaii County provided input for this report. Kauai and Maui Counties and the City and County of Honolulu will provide input for the next report. There were some delays in briefing them of the requirements and their ability to provide information.

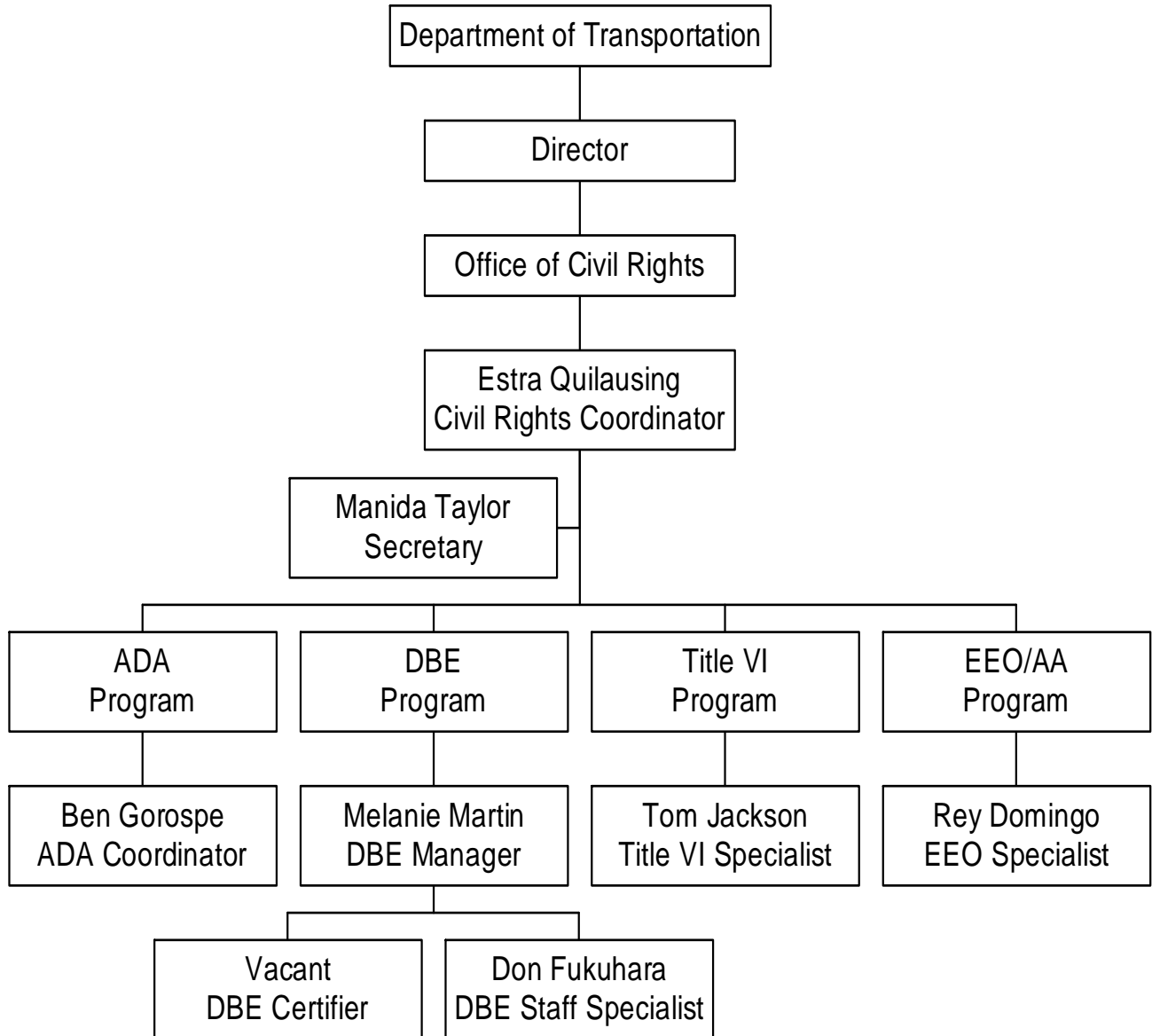
The format for this report follows the format described in Attachment C (Format for Annual Accomplishments Report) of the last approved HDOT Title VI Plan submitted in February 2003 to the FHWA-Hawaii Division.

The HDOT Office of Civil Rights (OCR) wishes to acknowledge Dennis Higa (AIR), Fred Nunes (HAR), Dean Nakagawa (STP), Gerald Yanigida (HWY) and Teresa Spinola-Campbell (Hawaii County) in compiling and preparing their respective reports for the department.

I. POLICY STATEMENT

It is the policy of the HDOT including its Airports, Harbors and Highways Divisions and Statewide Transportation Planning Office to assure that it is in full compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives in all programs and activities. No person shall, on the grounds of race, color, national origin, or sex (gender) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any HDOT program or activity. The HDOT further assures that it will make every effort to prevent discrimination by the impact of its programs, policies and activities on minority populations and on low-income populations.

II. ORGANIZATION, STAFFING, STRUCTURE



Staffing as of 8/1/05

III. TITLE VI MONITORING AND REVIEW PROCESS

As required, the following is a summary of activities where Title VI reviews were conducted for the period October 1, 2003 through September 30, 2004, including findings, recommendations, action items and status, where appropriate.

The following Compliance Review was conducted:

Date: February 24, 2004
Organization: Oahu Metropolitan Planning Organization (OMPO)
Finding: Found to be in compliance.

The following documents were also reviewed for Title VI and Environmental Justice compliance:

Date: March 2004
Document: Title VI & Environmental Justice Compliance Report, by OMPO.
Findings: Approved no changes.

HDOT Title VI Program Specialist attended public meetings on the following subjects:

| | |
|-------------------|---|
| Monthly | OMPO Citizens Advisory Committee Meeting |
| February 2, 2004 | Halawa-Lukuku Interpretive Development Plan |
| September 1, 2004 | North/South Road |

IV. COMPLAINTS

There were no Title VI complaints filed during this reporting period.

V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

The following is in the format of the last approved HDOT Title VI Plan submitted in February 2003 to FHWA-Hawaii Division and is provided at the end of this report beginning on page 27.

A. Planning

Statewide Transportation Planning Office (STP)

1. One (1) contract was awarded during the reporting period in the amount of \$450,000 to update the travel demand forecast model for the island of Maui.
2. Followed the "DOT Consultant Selection Procedures," March 20, 2004. Otherwise, no specific efforts were made to utilize minority and female consultants and subcontractors.
3. No specific studies were conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, or travel habits during the reporting period. The result of this project effort may result in the compilation of some of this data.
4. There were no public input opportunities or strategies used during the reporting period.

Airports Division (AIR)

1. One (1) contract for \$450,000 was issued to study the Kahului alien species.
2. Although no Disadvantage Business Enterprise (DBE) goal was set for this project, the consultant that was selected is a DBE.
3. No studies were conducted.
4. Two (2) public information meetings were held. The meetings were advertised in the Honolulu Star-Bulletin. Letters of notification of the meeting were sent to: interested groups related to aviation; government agencies; State Senators and Representatives; and neighborhood boards in communities that were adjacent to the airport.

Harbors Division (HAR)

1. One (1) consultant project in the amount of \$200,000 was awarded (HC 10222, Phase I Environmental Site Assessment of Kapalama Military Reservation). None of the five (5) consultants that were considered for the project were DBEs. However, one (1) of the firms' president's is a female.
2. Followed the "DOT Consultant Selection Procedures," March 20, 2004. Otherwise, no specific efforts were made to utilize minority and female consultants and subcontractors.
3. No studies were conducted that provided data relative to minority persons, neighborhood, income levels, physical environment and travel habits.
4. Three (3) public information meetings were held:

- a. A public scoping meeting was held in November 2003 for the Kawaihae Feasibility Study (HC 5350) Environmental Impact Statement. A public notice of the meeting was published in the local newspapers (West Hawaii Today and Hawaii Tribune Herald) and in the Office of Environmental Quality Control (OEQC) Environmental Notice. The public notice was also mailed to harbor users, shipping companies, special interest groups, the U.S. Army and Hawaii's Congressional delegates. The purpose of the public scoping meeting was to solicit community feedback on the project's issues. Both written and oral comments were accepted at the meeting. In addition, written comments were accepted up to thirty (30) days after the meeting, which included minorities and women in the public scoping meeting. Approximately fifty (50) people attended the meeting.
- b. The Kahului Commercial Harbors 2025 Master Plan Draft Environmental Assessment (HC 3334) public notice was published in the August 8, 2004, OEQC Environmental Notice. Approximately thirty-five (35) individuals and groups (including canoe paddlers) submitted comments during the 30-day public comment period.
- c. The Kauai Commercial Harbors 2025 Master Plan Environmental Impact Statement Preparation Notice was published in the June 2004, OEQC Environmental Notice. Approximately twenty-five (25) individuals and groups submitted comments during the 30-day comment period.

Highways Division (HWY)

1. There were three (3) consultant projects for planning awarded during the reporting period. They were:
 - a. Honoapiilani Highway Realignment, \$825,000.
 - b. Scenic Byways, \$180,000.
 - c. Simulation of Westbound Interstate H-1 Freeway between the Airport Viaduct and Waikele During Weekday Afternoon Peak, \$63,988.
2. The Planning Branch follows the State procurement process that does not require the use of minority contractors.
3. The only studies conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment and travel habits were studies performed during the preparation of the Environmental Assessment for the North/South Road and Kapolei Parkway project.
4. There were no public input opportunities or strategies used during the reporting period.

Hawaii County

1. One (1) consultant project for planning in the amount of \$120,000 was awarded during the reporting period. This project is known as the Puna Regional Circulation Plan – Federal Aid Project No. SPR-0010(27).
2. The Consultant Selection Committee evaluated and selected a consultant from a list of pre-qualified licensed professionals pursuant to the State of Hawaii's Professional Services Procurement procedures. The selected consultant and their highway engineer subcontractor are both Asian and the Project Manager is a female.

3. No studies were conducted to specifically identify the referenced groups. However, nearly the entire population of Puna district is associated with one or more minority groups. The U.S. Census Bureau, Census 2000 for Puna District gives the following breakdown: Total population, 31,335; Asian (alone), 6,818; Native Hawaiian, Pacific Islander (alone), 3,512; Black/African American (alone), 101; American Indian/Alaska Native (alone), 159; 2 or more races, 9,716; White (alone) 10,660.¹ Sub-regional community meetings have been and continue to be scheduled within the various communities in the Puna District to enable easier access by those members of the community with limited transportation and financial resources.
4. The consultant initiated a community consultation process at the beginning of the project and conducted personal interviews with interested stakeholders and officials. To date, one (1) general public meeting and six (6) Community Advisory Group (CAG) meetings have been held. Additionally, one (1) round of sub-regional informational/feedback meetings has been held in four (4) different locations. For the reporting period, the following meetings were held on these dates and at these locations:

| DATE | LOCATION |
|--------------------|----------------------------------|
| October 23, 2003 | Keaau Community Center |
| April 6, 2004 | Keaau Community Center |
| May 11, 2004 | Nanawale Estates Longhouse-Pahoa |
| May 12, 2004 | Cooper Center, Volcano |
| May 13, 2004 | Mt. View Elementary School |
| May 27, 2004 | Keaau Community Center |
| June 23, 2004 | Keaau Community Center |
| September 21, 2004 | Keaau Community Center |
| September 28, 2004 | Keaau Community Center. |

Before the final report is accepted, there will be at least one (1) additional CAG meeting; one (1) additional round of sub-regional meetings and one (1) general public information/feedback meeting. All CAG meetings are open to the public with an opportunity to provide input or comment. The general public meetings and sub-regional meetings are publicized on the County of Hawaii website, by email to the CAG members and interested persons and groups. Flyers are posted at community centers, post offices, retail stores, etc. and announcements were made on the radio and in the newspaper. On average, 1/3 of the CAG attendees are female.

Highways Division Planning Branch Significant Accomplishments

The Planning Branch considered the potential impacts of some of its State Highway Planning Projects separately for poverty, national origin, and race, in compliance with federal laws, executive orders, FHWA guidance and DOT's Title VI Plan. At the request of Project Engineers, the Highways Planning Branch reviewed projects,

¹ Source: www.hawaii-county.com/databook_current

plan, scopes of work, and environmental documents from the Planning Branch's Advance Planning Section and from the Design Branch.

No progress was made to provide staff to oversee Title VI and Environmental Justice for the Highways Division due to budget constraints.

B. Project Selection

Airports Division (AIR)

1. One (1) new contract was awarded, the firm is a certified DBE firm.
2. Stakeholder meetings involved only the airport users and were very technical in subject matter.
3. No opportunities were afforded minorities during the project selection process.
4. None.
5. Public hearings were not held in the project selection process.

Harbors Division (HAR)

1. There were eleven (11) consultant contracts awarded during the last year. No special effort was made to utilize women and minority owned firms. Firms were selected based on experience, ability and capacity to do the project.
2. Title VI stakeholder considerations were addressed through user meetings.
3. Minorities and low-income populations may be involved in project selection processes through public review of the projects as it goes through the environmental regulatory process.
4. There were no project selection decisions that were affected by Title VI or Environmental Justice issues.
5. There were no public hearings held on adoption of the State Transportation Improvement Program (STIP) or in making other project selection decisions.

Highways Division (HWY)

1. No planning consultant contracts were reported. No efforts to utilize women and minority owned firms were reported.
2. Title VI considerations were addressed through continuing extensive public involvement efforts to reach all stakeholders.
3. Not applicable.
4. None.
5. None.

Hawaii County

1. No consultant contracts were awarded by Hawaii County Department of Public Works (DPW) or Planning Department.
2. None.
3. None.
4. None.
5. Public hearings on adoption of STIP. This is a HDOT function and the County has no information. The DPW recommends projects for the Capital Improvement Program, but County Council must adopt the project through an appropriation ordinance. Most County projects are approved with the passage of the County's

annual Capital Improvement Program Ordinance. Typically the County Council conducts three (3) public hearings: two (2) in Hilo, and one (1) in Kona.

C. Design

Airports Division (AIR)

1. Forty-two (42) consultant contracts for a total of \$34,552,522 of which, five (5) were awarded to DBE firms.
2. No effort was made to increase minority/female participation other than encouraging consultants to utilize DBE's whenever feasible. There are five (5) firms that are DBE certified. No separate list is maintained.
3. No public informational meetings were held during the reporting period. Stakeholder meetings involved only the airport users and were very technical in subject matter.
4. The following personnel were involved in Design matters:
 - a. Engineer, Japanese, Male (4)
 - b. Secretary, Japanese, Female
5. No complaints were filed during this reporting period.
6. None.

Harbors Division (HAR)

1. Eleven (11) consultant contracts were awarded during the last year. These contracts are valued at \$3,855,611. All of the contracts are minority or women owned firms.
2. No effort was made to increase minority/female participation other than encouraging consultants to utilize DBE's whenever feasible. No separate list is maintained.
3. No public hearings were held during the reporting period.
4. The following personnel were involved in Design matters:
 - a. Engineer, Japanese, Male (6)
 - b. Drafting Technician, Vacant (3)
 - c. Engineer, Chinese, Male
 - d. Engineer, Vacant (2)
 - e. Maintenance Engineer, Chinese, Male
 - f. Engineer, Filipino, Male
 - g. Drafting Technician, Japanese, Male
5. No complaints were filed during this reporting period.
6. No significant problem areas.

Highways Division (HWY)

1. There were thirty-eight (38) design consultant contracts executed for a total of \$3,850,000.
2. No effort was made to increase minority/female participation other than encouraging consultants to utilize DBE's whenever feasible. No separate list is maintained.
3. No public informational meetings were held during the reporting period.
4. The following personnel were involved in Design matters:
Engineering Program Manager, Chinese, Male

- Secretary, Japanese, Female
 - Architect, White, Male
 - Clerk-Typist, Chinese, Female
 - Clerk-Typist, Part Hawaiian, Female
 - Clerk Steno, Filipino, Female
 - Clerk, Chinese, Female
 - Engineer, Japanese, Female (5)
 - Engineer, Japanese, Male (20)
 - Engineer, Filipino, Female
 - Engineer, Filipino, Male (6)
 - Engineer, Chinese Female (2)
 - Engineer, Chinese, Male (4)
 - Engineer, Mixed, Male (3)
 - Engineer, Korean, Male
 - Engineer, Part Hawaiian, Female
 - Engineer, Part Hawaiian, Male
 - Engineer White, Male (4)
 - Drafting Technician, White, Female
 - Drafting Technician, White, Male
 - Drafting Technician, Japanese, Female (3)
 - Drafting Technician, Japanese, Male (3)
 - Drafting Technician, Filipino, Male
 - Drafting Technician, Chinese, Female (3)
 - Drafting Technician, Chinese, Male
 - Drafting Technician, Part Hawaiian, Male
 - Land Boundary Surveyor, Filipino, Male (4)
 - Land Boundary Surveyor, Mixed, Male (2)
 - Land Boundary Surveyor, White, Male (2)
 - Land Boundary Surveyor, Japanese, Male (6)
 - Land Boundary Surveyor, Chinese, Female
 - Land Boundary Surveyor, Chinese, Male
5. No complaints were filed during this reporting period.
 6. No significant problem areas.

Hawaii County

1. Department of Public Works did not award any consultant contracts.
2. No effort was made to increase minority/female participation other than encouraging consultants to utilize DBE's whenever feasible. No separate list is maintained.
3. No public informational meetings were held during the reporting period.
4. The following personnel were involved in Design matters:
 - a. Engineer, White, Male
 - b. Drafting Technician, Filipino, Male (2)

The Department of Civil Service, Recruitment and Examination Center conducted a number of outreach activities to increase the representation of women and minority in job applicant pools. Staff attended job fairs at the University of Hawaii, Hilo. Jobs were listed on the University of Hawaii Hilo's web page. Advertisements were placed in newspapers across the State and the State of

Hawaii Engineering Newsletter. Jobs were also posted on the Hawaii County website and Na Leo'O'Hawai'i Interactive Community Bulletin.

5. No complaints were filed during this reporting period.
6. No problem areas were identified.

D. Environmental Considerations

Airports Division (AIR)

1. No complaints were filed during this reporting period.
2. The following personnel were involved in Environmental matters:
 - a. Planner, Japanese, Male
 - b. Planner, Japanese, Female
 - c. Planner, Chinese, Female
 - d. Planner, White, Female
3. Six (6) Environmental Impact Statements (EIS) documents were reviewed. There were no adversely impacted minority or low-income populations in the reviews.
4. Four (4) consultants had contracts involving environmental studies with a total dollar value of \$4,550,000. One (1) firm is DBE certified and the total costs of their two (2) contracts were \$690,000.
5. No public hearings were held during this reporting period.
6. No special effort was made to identify minority and low-income community representatives.
7. There was no need to utilize bilingual advertisements, announcements, notices, etc

Harbors Division (HAR)

1. No complaints were filed during this reporting period.
2. The following personnel were involved in Environmental matters:
 - a. Engineering Program Manager, Mixed, Male
 - b. Engineer, Japanese, Male
 - c. Engineer, White, Male
3. No EIS were reviewed during the year.
4. No environmental consultants were selected.
5. No public hearings were held during this reporting period.
6. No special effort was made to identify minority and low-income community representatives.
7. There was no need to utilize bilingual advertisements, announcements, notices, etc.

Highways Division (HWY)

1. No complaints were filed during this reporting period.
2. The following personnel were involved in Environmental matters:
 - a. Engineer, Japanese, Male (2)
3. Contacted the Army Corp of Engineers to assist the Division in developing and implementing a comprehensive Environmental Program. This program will include development of standard procedures, employee education/training programs and site/baseyard inspections.

4. No environmental consultants were selected.
5. No public hearings were held during this reporting period.
6. No special effort was made to identify minority and low-income community representatives.
7. There was no need to utilize bilingual advertisements, announcements, notices, etc.

Hawaii County

1. No complaints were filed during this reporting period.
2. The following personnel were involved in Environmental matters:
 - a. Planning Program Manager, Filipino, Female
 - b. Planner, Japanese, Female (2)
 - c. Planner, White, Male
 - d. Planner, VacantSee Design Section (C) above for outreach activities conducted by Hawaii County Department of Civil Service to increase representation of women and minority applicants in job competitions.
3. No EIS were reviewed by the Planning Department for highway projects during the report period.
4. No environmental consultants were selected.
5. No public hearings were held during this reporting period.
6. No special effort was made to identify minority and low-income community representatives.
7. There was no need to utilize bilingual advertisements, announcements, notices, etc.

E. Right-of-Way

Airports Division (AIR)

1. No complaints were filed during this reporting period.
2. None.
3. There were no negotiations during this reporting period
4. There were no concerns raised by minorities or women during this reporting period.
5. There were no relocations during this reporting period
6. None.

Harbors Division (HAR)

1. No complaints were filed during this reporting period.
2. None.
3. There were no negotiations during this reporting period
4. There were no concerns raised by minorities or women during this reporting period.
5. There were no relocations during this reporting period
6. None.

Highways Division (HWY)

1. No complaints were filed during this reporting period.

2. During the reporting period, seven (7) appraisal firms were considered, all of which were minorities.
3. During the reporting period, there were over one hundred thirty (130) negotiations, i.e., offers for full and partial takes, easements, rights-of way entry and access rights. There were no disparities in the conduct of negotiations between minorities and non-minorities that were reflected in the negotiator's log.
4. There were no concerns raised by minorities or women concerning their options in the negotiation phase.
5. Number of relocations during the reporting period:
 - a. Minority – 0
 - b. Female – 0
 - c. Elderly – 1
 - d. Disabled – 1
6. There were no concerns raised by minorities or women on placement, housing, referral housing, etc.

Hawaii County

1. No complaints were filed during this reporting period.
2. County has no appraisers on staff. Hawaii County contracted a land agent who subcontracted an appraiser. Appraisers are hired in accordance with State Procurement law.
3. Thirty-six (36) parcels were negotiated. No disparities reflected in the conduct of negotiations between minorities and non-minorities. All land is acquired following State DOT procedures. All work performed by the County is audited annually by HDOT. At this time, DPW staff is not aware of HDOT requirements relating to the hiring of women or minorities.
4. Minorities or women raised no concerns in the negotiation phase.
5. No relocations occurred during the reporting period.
6. There were no concerns raised by minorities or women on placement, housing, referral housing, etc.

F. Research

Airports Division (AIR)

1. No research projects were conducted during the reporting period.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.

Harbors Division (HAR)

1. No research projects were conducted during the reporting period.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.

Highways Division (HWY)

1. Ten (10)
2. University of Hawaii – Manoa (UH)
3. Consultant contracts include a section on Equal Opportunity. Contracts require that the contractor not discriminate against any employee because of race, color, sex or national origin. The University is also requested annually to submit a list of employees working on each contract giving the ethnicity of each employee.
4. Discuss Equal Opportunity with consultants prior to awarding the contract.
5. No significant actions are planned for the ensuing year.

Hawaii County

1. No research projects were conducted during the reporting period.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.

G. Construction

Airports Division (AIR)

1. No complaints were filed during this reporting period.
2. 22.1% DBE participation of total construction contracts for the reporting period totaling \$38,624,038.
3. Letters were sent to minority agencies to inform them of upcoming projects. DBE goals were advertised in the newspapers, minority papers, the State website, etc.
4. No reviews were conducted during this reporting period.
5. No significant accomplishments or action items have been identified.

Harbors Division (HAR)

1. No complaints were filed during this reporting period.
2. There was an estimated 40% level of DBE participation on construction contracts.
3. Does not have DBE Staff.
4. No procedures were reviewed to assure subcontract agreements, first and second tier, and maTeresaal supply and equipment lease agreement which contained Title VI contract provisions.
5. No significant accomplishments or action items have been identified.

Highways Division (HWY)

1. No complaints were filed during this reporting period.
2. DBE participation for the federal fiscal year 2004 was approximately 1% (in terms of federal aid dollar value). One (1) female owned subcontractor participated during the reporting period.
3. Contracted a supportive services consultant to encourage use of DBEs. The climate of the construction industry was not conducive to positive results from the consultant.
4. None.
5. No significant accomplishments or action items have been identified.

Hawaii County

1. No complaints were filed during this reporting period.
2. One (1) project set a 7% DBE goal. The project is ongoing. Therefore, DBE participation is yet to be determined. HDOT staff has not established levels for use of minority and women owned firms on State funded projects.
3. Staff conducts pre-bid meetings to encourage use of minority and women owned firms on projects.
4. Contract requirements are established by HDOT. DPW staff is not aware of procedures to review to assure that subcontract agreements, first and second tier, and maTeresaal supply and lease agreement to contain Title VI contract provisions.
5. No significant accomplishments or action items have been identified.

H. Education and Training

Airports Division (AIR)

1. No efforts were made to encourage participation by minorities and women in educational and training programs.
2. No programs were offered.
3. See Department.
4. No complaints were filed during this reporting period.

Harbors Division (HAR)

1. No efforts were made to encourage participation by minorities and women in educational and training programs.
2. No programs were offered.
3. See Department.
4. No complaints were filed during this reporting period.

Highways Division (HWY)

1. No efforts were made to encourage participation by minorities and women in educational and training programs.
2. No programs were offered.
3. See Department.
4. No complaints were filed during this reporting period.

Hawaii County

1. No efforts were made to encourage participation by minorities and women in educational and training programs.
2. No programs were offered.
3. Staff from DPW, Planning Department and Civil Service attended 16 hours of FHWA Title VI Training in January 2005. In addition, the following Civil Rights Training was conducted for County employees: December 10, 2003 – Prevention of Sexual Harassment; Instructor – Cheryl James (Black/Female), Chesley-James Group, June 30, 2004 - Americans With Disabilities Act; Presenter – Susan Kitsu (Japanese/Female), Affirmative Action Officer, Hawaii State Judiciary; August 9, 2004 – Americans With Disabilities Act Training (Title

II) for 64th Class of Police Recruits, Instructor – Teresa Spinola –Campbell (White/Female), Equal Opportunity Officer, County of Hawaii; September 8, 2004 – Americans With Disability Act Training (Title II), Instructor Teresa Spinola-Campbell.

4. No complaints were filed during this reporting period.

Department

1. Efforts to encourage participation by minorities and women:

December 2003 Developed DBE Brochure which contains certification requirements, benefits to being DBE-certified, and resource information.

January 2004 Participated in the “Keeping Hawaii in Business” workshop sponsored by the City & County of Honolulu and Oahu WorkLinks. Manned an exhibit where prospective firms could obtain information and ask questions about the DBE Program. Approximately fifty (50) people visited the exhibit.

April 2004 Participated as presenters at contracting workshop sponsored by the Small Business Administration (SBA). DBE Program Manager gave an overview of the program. There were approximately forty-five to fifty (45-50) in attendance.

May 2004 Participated in the Hawaii Small Business Fair as an Exhibitor. Disseminated information about the program and the requirements to be certified as a DBE. Approximately one hundred to one-hundred fifty (100-150) people were served.

June 2004 Participated in SBA’s Subcontracting Fair. Staff met with contractors in one-on-one matchmaking sessions to discuss the benefits of DBE certification and the application process. Approximately eight (8) one-on-one sessions were conducted, and seventy-five (75) people visited the exhibit.

Attended another “Keeping Hawaii in Business” Fair. See January 2004. (Approximately twenty (20) people visited the exhibit)

Sent letters to various business groups, trade, women, and minority organizations to solicit comments on proposed DBE goals for the upcoming fiscal year. Approximately sixty-six (66) letters were sent.

August 2004 Co-sponsored a Financing and Bonding Workshop with SBA. DBE Program Manager presented information on the

DBE Program and the USDOT's Short-term Lending Program. SBA provided information to the group on their loan programs. Approx. forty (40) participants were in attendance.

September 2004 Conducted in-house DBE Overview training for professional as well as administrative staff. Approximately thirty to fifty (30-50) departmental employees and sub-recipient employees attended this training.

2. FHWA provided training to approximately fifty (50) personnel from HDOT, five (5) from the Counties and one (1) from a private company on Title VI in March 2004. FHWA provided one-on-one training to three (3) HDOT Title VI Coordinators, three (3) OMPO personnel and thirteen (13) County personnel (Kauai, Maui, City and County of Honolulu and Hawaii Counties participated).
3. The HDOT Title VI Specialist (White/Male) provided Title VI Overview training to HDOT and County personnel.
4. No complaints were filed during this reporting period.

I. Motor Carrier Safety Program (MVSO)

Airports Division (AIR)

Section is not applicable to AIR.

Harbors Division (HAR)

Section is not applicable to HAR.

Highways Division (HWY)

1. MVSO has one (1) inter-agency agreement with the Federal Motor Carrier Safety Assistance Program.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. No complaints were received during this reporting period.

Hawaii County

Section is not applicable to Hawaii County.

J. Property Management

Airport Division (AIR)

1. No complaints were filed during this reporting period.
2. No fee appraisers were utilized during the reporting period.
3. No negotiations were made during the reporting period.
4. None.
5. There were no relocations during this reporting period.
6. None.

Harbors Division (HAR)

1. No complaints were filed during this reporting period.
2. No fee appraisers were utilized during the reporting period.
3. No negotiations were made during the reporting period.
4. None.
5. There were no relocations during this reporting period.
6. None.

Highways Division (HWY)

1. No complaints were filed during this reporting period.
2. No fee appraisers were utilized during the reporting period.
3. No negotiations were made during the reporting period.
4. None.
5. There were no relocations during this reporting period.
6. None.

Hawaii County

1. No complaints were filed during this reporting period.
2. No fee appraisers were used.
3. No negotiations were made during this reporting period.
4. None.
5. There were no relocations during this reporting period.
6. None.

K. Administration

Airport (AIR)

See Department.

Harbors (HAR)

See Department.

Highways (HWY)

See Department.

Hawaii County

1. White, Female, Equal Opportunity Officer. Gender and ethnic information on DPW personnel:

| | Female | Percent | Male | Percent |
|---------------|--------|---------|------|---------|
| White | 4 | 1.45% | 49 | 17.75% |
| Hawaiian | 10 | 3.62% | 55 | 19.93% |
| Chinese | 2 | 0.72% | 3 | 1.09% |
| Korean | 0 | 0.00% | 0 | 0.00% |
| Filipino | 6 | 2.17% | 34 | 12.32% |
| Japanese | 15 | 5.43% | 74 | 26.81% |
| Other/Unknown | 0 | 0.72% | 0 | 7.97% |

| | | | | |
|---------------|----|--------|-----|--------|
| TOTALS | 39 | 14.13% | 237 | 85.87% |
|---------------|----|--------|-----|--------|

2. No activities to provide contractor oversight.
3. See Section V (H) Education and Training. Listing of participants is not available.

Department

1. White, Male, Title VI Specialist. Gender and ethnic information on HDOT personnel:

| | Female | Percent | Male | Percent |
|------------------------|--------|---------|------|---------|
| Am Indian/AK Native | 0 | 0.00% | 0 | 0.00% |
| Black | 1 | 0.04% | 3 | 0.13% |
| Hispanic | 5 | 0.21% | 13 | 0.56% |
| White | 46 | 1.97% | 207 | 8.85% |
| Asian Indian | 0 | 0.00% | 0 | 0.00% |
| Chinese | 50 | 2.14% | 88 | 3.76% |
| Filipino | 105 | 4.49% | 269 | 11.50% |
| Guamanian | 0 | 0.00% | 0 | 0.00% |
| Hawaiian/Part Hawaiian | 136 | 5.81% | 420 | 17.96% |
| Japanese | 237 | 10.13% | 494 | 21.12% |
| Korean | 18 | 0.77% | 10 | 0.43% |
| Samoan | 4 | 0.17% | 6 | 0.26% |
| Vietnamese | 0 | 0.00% | 0 | 0.00% |
| Other/Unknown | 46 | 1.97% | 181 | 7.74% |
| TOTALS | 648 | 27.7% | 1691 | 72.30% |

2. No activities to provide contractor oversight.
3. See Section V (H) Education and Training. Listing of participants is not available.

YEAR 2004 GOAL ACCOMPLISHMENTS FOR HIGHWAYS (HWY)

A. Planning

2004 Goal: Initiate HDOT policy for more proactive planning, project selection and design to meet the land transportation needs of low-income people, people from ethnic groups with little political power, pedestrians, bicyclists and the disabled.

Accomplished: No

Action: Goals established for the HWY Planning were put on hold due to ongoing establishment of the Central Planning Office.

2004 Goal: Finish submitting paperwork to reallocate/re-describe positions and fill vacant positions for the present organization of the Planning Branch as approved in 2003.

Accomplished: No.

Action: Goals established for the HWY Planning were put on hold due to ongoing establishment of the Central Planning Office.

2004 Goal: Improve attendance of low-income people, women, and people of various ethnicities (detailed races) as defined in the Title VI Plan at public informational meetings and public hearings.

Accomplished: Yes – ongoing.

Action: Continue to provide information regarding meetings through various sources that encourage public participation.

2004 Goal: Begin quarterly meetings of the Title VI Branch Coordinators to assess what is needed to improve compliance, documentation and reporting.

Accomplished: No.

Action: Goals established for the HWY Planning were put on hold due to ongoing establishment of the Central Planning Office.

2004 Goal: Clarify and affirm the legal mandate to not discriminate against any race or national origin, including White, Portuguese and Puerto Ricans.

Accomplished: Yes

Action: Included in proposed new Title VI Plan.

B. Project Selection

2004 Goal: Use highway resources equitably to improve safety and operations based on transportation planning priorities, including the management systems.

Accomplished: No.

Action: Goals established for the HWY Planning were put on hold due to ongoing establishment of the Central Planning Office.

2004 Goal: Use maps prepared by Department of Economic Development and Tourism (DBEDT) to evaluate impact of proposed projects.

Accomplished: Yes.

Action: Maps are used to provide Environmental Justice information for projects.

C. Design

2004 Goal: Meet with Personnel Office to suggest ways to provide incentives to increase recruitment to alleviate the staff shortages of Engineers, Land Boundary Surveyors and Draftspersons.

Accomplished: Partially.

Action: Found ways to reduce staff shortages but due to budget constraints had to defer implementation.

D. Environmental Considerations

2004 Goal: Conduct inspections and train district employees regarding hazardous materials and environmental management.

Accomplished: Yes.

Action: Conducted inspections and provided training to employees regarding hazardous materials and environmental management during the reporting period.

E. Right-of-Way

2004 Goal: Achieve total compliance with "Title VI, as indicated by the lack of Title VI complaints for all Right-of-Way functions in appraisal, procurement, review, title searches, acquisition/negotiations, property management of remnants, accesses, use and occupancy, easements, revocable permits and relocation assistance programs.

Accomplished: Yes.

Action: No complaints received during this reporting period.

F. Research

2004 Goal: Encourage the UH to employ more low-income, female, and ethnic minority students to work on research projects.

Accomplished: Yes.

Action: UH working on recruiting more low-income, female and ethnic minority students to work on research project.

G. Education and Training

2004 Goal: Provide Title VI training to the neighbor island districts.

Accomplished: Yes.

Action: Training provided to district offices.

H. Property Management

2004 Goal: Continue to have no Title VI complaints against the branch.

Accomplished: Yes.

Action: No complaints received during this reporting period.

I. Administration

2004 Goal: Continue to have no Title VI complaints against the branch.

Accomplished: Yes.

Action: No complaints received during this reporting period.

2004 Goal: Obtain support and assistance from the OCR to obtain a full time Title VI Divisional Coordinator.

Accomplished: No.

Action: No progress was made due to budget constraints. Duties assigned to Civil Rights Coordinator.

YEAR 2005 GOALS

A. Planning

Central Planning Office/ State Transportation Planning Office (CPO/STP)

1. Comply with the intent and requirement of the Title VI Program in CPO/STP planning efforts.
2. Maintain a close working relationship with the HDOT OCR to keep current on Title VI requirements and participate in applicable training opportunities for staff.

Airports Division (AIR)

1. Update Title VI training for the Planning Staff.
2. Increase public involvement at our public informational meetings for planning projects.

Harbors Division (HAR)

1. Place a higher priority on Title VI compliance.
2. Educate pertinent HAR supervisory staff in the appropriate auspices of the HDOT Title VI Program.
3. Resolve all Title VI issues in a timely and acceptable manner.

Highways Division (HWY)

1. Restore the Demographic Data Policy for the entire HDOT and its sub-recipients.
2. Consider including Hawaiian subsistence lifestyle and the needs of poverty level, near poor, unemployed, underemployed and homeless people in State Highway Planning.

B. Project Selection

Highways Division (HWY)

1. Use highway resources equitably to improve safety and operations based on transportation planning priorities, including the management systems.
2. Use maps prepared by DBEDT to evaluate impact of proposed projects.

C. Design

Highways Division (HWY)

1. Meet with the departmental Personnel Office to suggest ways to provide incentives to increase recruitment to alleviate the staff shortages of Engineers, Land Boundary Surveyors and Draftspersons.

D. Environmental Considerations

Highways Division (HWY)

1. Conduct inspections and train district employees regarding hazardous materials and environmental management.

E. Right-of-Way

Highways Division (HWY)

1. Achieve total compliance with Title VI, as indicated by the lack of Title VI complaints for all Right-of-Way functions in appraisal, procurement, review, title searches, acquisition/negotiations, property management of remnants, accesses, use and occupancy, easements, revocable permits and relocation assistance programs.
2. To contact firms with female partners to apply and qualify for listing on the Department's approved list of real estate appraisers. Prior attempts resulted in no response because each firm has its own niche in the appraisal field. To learn federal regulations/requirements of appraisal reporting would result in more time, cost and corrects to complete an assignment (if they are the low bidder).
3. Continue to comply with Title VI of the Civil Rights Act of 1964 and continue to acquire property according to 23 CFR 200.9.
4. Continue to implement the Relocation Assistance Program in accordance with 48 CFR, Part 24.
5. Continue to implement our Property Management Program in accordance with 23 CFR, Part 710.

F. Research

Highways Division (HWY)

1. Encourage the UH to employ more low-income, female, and ethnic minority students to work on research projects.

G. Construction

Highways Division (HWY)

1. To promote DBE participation and raise the participation level.

H. Education and Training

Highways Division (HWY)

1. Provide Title VI training to the neighbor island districts.

I. Property Management

Highways Division (HWY)

1. Continue to have no Title VI complaints.

J. Administration

Highways Division (HWY)

1. Continue to have no Title VI complaints.
2. Obtain support and assistance from the OCR to obtain a full time Title VI Divisional Coordinator.

FORMAT FOR ACCOMPLISHMENT REPORT

From ATTACHMENT C of Title VI Plan dated February 18, 2003:

I. POLICY STATEMENT

If the Title VI policy statement was updated during the reporting period, provide a copy of the new or revised policy statement. Explain how it was disseminated throughout the State.

II. ORGANIZATION, STAFFING, STRUCTURES

Update, as necessary, any changes in officials responsible for Title VI. An organizational chart should be provided in each updated report.

III. TITLE VI MONITORING AND REVIEW PROCESS

Provide a summary of all Sections of Title VI activities where Title VI reviews were conducted, including findings, recommendations, action items, and status thereof.

IV. COMPLAINTS

Provide a summary of each complaint filed. Include the basis, status, and actions proposed and/or taken by the State and current disposition.

V. ACCOMPLISHMENT REPORT FOR EACH PROGRAM AREA

At the minimum, the following should be included in the Title VI annual report of the various program areas:

A. Planning

1. How many consultant projects for planning were awarded during the reporting period? Dollar value?
2. What efforts were made to utilize minority and female consultants and subcontractors?
3. Were there any studies conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits? If so, what type of assistance did those individuals responsible for Title VI provide, to ensure that Title VI considerations were included in the studies.
4. Number of public input opportunities or strategies used during the reporting period. What efforts were utilized to ensure citizen participation in the hearings, particularly minorities and women? Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many, and in what capacity?

B. Project Selection

1. Were any consultant contracts awarded during the last year and what efforts were made to utilize women and minority owned firms?

2. How are Title VI considerations addressed through stakeholder involvement mechanisms?
3. Describe how minorities and low-income populations were provided opportunities to be involved in project selection processes.
4. Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues?
5. How many public hearings, and in what locations, were held on adoption of the STIP or in making other project selection decisions?

C. Design

1. How many consultant firms currently have design contracts? Dollar value? How many contracts do minority firms and women owned firms currently hold? Dollar value?
2. What efforts were made to increase minority and female participation in obtaining consultant contracts? Is there currently a separate list maintained on minority and women consultants? How many firms are included on the list? How many are receiving contracts?
3. Were any public hearings held during the design phase of any airport? Did minorities (individuals or organizations) participate in the hearings? If no, why not? Provide a summary of concerns and issues raised if any. Describe actions taken by the Title VI Program Specialist or Coordinator to facilitate and/or address the concerns raised.
4. List the employees in the Design Program area by title, ethnicity, and gender. Where minority and female representation is low, what efforts are made to increase their representation?
5. Were there any complaints filed in the Design Program area? If so, provide summary, with basis, status, actions proposed and taken.
6. List any significant problem areas, accomplishments, and actions to take during the ensuing year.

D. Environmental Considerations

1. As a result of the choice of airport facility/location, or the procedure used for arriving at the choice, were any complaints filed? If so, how many? Summarize each complaint and explain status, with actions proposed and taken.
2. Identify the titles, ethnicity and gender of employees working in the environmental program area. Were there any vacancies during the reporting period? What efforts were made by the Title VI Specialist/Coordinator to increase the representation of minorities and women if they are underrepresented? What efforts were made to encourage adequate representation of minorities and women to serve as members of citizen advisory committees?
3. During the reporting period, how many pre-draft Environmental Impact Statements were reviewed? Summarize comments provided on EIS's where minority or low-income populations, etc. were adversely impacted.
4. How many consultants currently have contracts involving environmental studies? Dollar value? How many minority and women-owned firms currently have contracts involving environmental studies? Dollar value?

Where minority and women participation on consultant contracts is low, describe efforts taken to increase their participation.

5. How many public hearings were held during the reporting period concerning location of a project? How were the hearings advertised, and was it adequate to provide notification to minorities and low-income communities?
6. How were minority and low-income community representatives identified and encouraged to become involved in the location and environmental phase?
7. During the reporting period, was there a need to utilize bilingual advertisements, announcements, notices, etc.?

E. Right-of-Way

1. During the reporting period, did the State receive any civil rights complaints in the following Right-of-Way functional areas:
 - i. Appraisals
 - ii. Negotiations
 - iii. Relocation Assistance and Payments
 - iv. Property ManagementIf so, how many?
2. How many fee appraisers were utilized during the reporting period? How many are minority and women? If the representation of minority and female appraisers is low, what efforts were made to increase their representation?
3. How many negotiations were made during the reporting period? Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?
4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.
5. Number of relocations during the reporting period:
Minority relocations: _____
Female relocations: _____
Elderly: _____
Handicapped: _____
6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?

F. Research

1. How many research projects are currently underway?
2. List of universities and/or consultants currently conducting research projects.
3. Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.
4. Summarize actions taken to increase minority and women-owned consultant firms in obtaining research projects.
5. List any significant actions planned for the ensuing year.

G. Construction

1. Has the State received any civil rights complaints involving competitive bidding procedures? What corrective action, if any was needed, has the State taken? (Provide summary of any concerns raised by DBEs concerning licensing, pre-qualifications, lack of subcontracting opportunities, etc.)
2. What was the level of DBE participation on construction contracts? Female and minority-owned firms?
3. Summarize efforts made by the DBE staff to encourage the use of minority and women-owned firms on state funded projects?
4. During the review period, were any procedures reviewed to assure subcontract agreements, first and second tier, and material supply and equipment lease agreement contained Title VI contract provisions?
5. List any significant accomplishments, and/or action items for the ensuing year.

H. Education and Training

1. During the reporting period, what efforts were made to encourage participation by minorities and women in educational and training programs?
2. List the types of sponsored or co-sponsored programs. How many State participants? How many minorities and women?
3. Identify the agency's staff personnel responsible for training by job title, ethnicity and gender.
4. Were there any civil rights complaints filed concerning training and educational opportunities? If so, what corrective actions has the State taken? Provide summary of concerns raised, complaints filed, status, etc.

I. Motor Carrier Safety Program

1. How many contracts and inter-agency agreements are currently in effect involving Motor Carrier Safety Program funds?
2. Where contract are with consultant or professional service firms, describe the advertising and selection process. Were DBE firms encouraged to submit proposals? Were DBE goals assigned to contracts?
3. What was the total dollar value of contract work last year? What amount went to DBE firms, either as primes or sub-contractors?
4. What steps, if any, are planned for next year to increase DBE participation?
5. Were any civil rights complaints received regarding the Motor Carrier Safety Program?

J. Property Management

1. During the reporting period, did the State receive any civil rights complaints in the following Property Management functional areas:
 - (a) Appraisals
 - (b) Negotiations
 - (c) Relocation Assistance and Payments
 - (d) Property Management
 If so, how many?

2. How many fee appraisers were utilized during the reporting period? How many are minority and women? If the representation of minority and female appraisers is low, what efforts were made to increase their representation?
3. How many negotiations were made during the reporting period? Does the negotiator's log reflect any disparity in the conduct of negotiations between minorities and non-minorities?
4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.
5. Number of relocations during the reporting period:
 Minority relocations: _____
 Female relocations: _____
 Elderly: _____
 Disabled: _____
6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?

K. Administration

1. Provide a list of employees by ethnicity, gender, and title in each of the Title VI program areas.
2. Summarize all activities undertaken during the reporting period, which provide for assurances of Title VI compliance by contractors (i.e., are Title VI requirements included in all contracts and consultant agreements; were reviews made to ensure contractors and consultants are adhering to Title VI requirements?).
3. Was any Title VI training provided during the reporting period? If so, how many participants attended, titles, etc.? Was any other kind of civil rights training conducted? If so, what type of training (course content)? Provide a list of participants by job title (i.e., supervisor, manager, etc.).