

**State of Hawaii
Department of Transportation
Office of Civil Rights**

**TITLE VI ACCOMPLISHMENTS FOR YEAR 2006
AND GOALS FOR 2007**

A Report to the Federal Highway Administration

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INTRODUCTION

This report is submitted in accordance with 23 CFR § 200.9 (b)(10) 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 to the Federal Highway Administration (FHWA).

Reports from the following HDOT sub-recipients are also included in this report:

- City and County of Honolulu;
- Hawaii County;
- Maui County; and
- Kauai County.

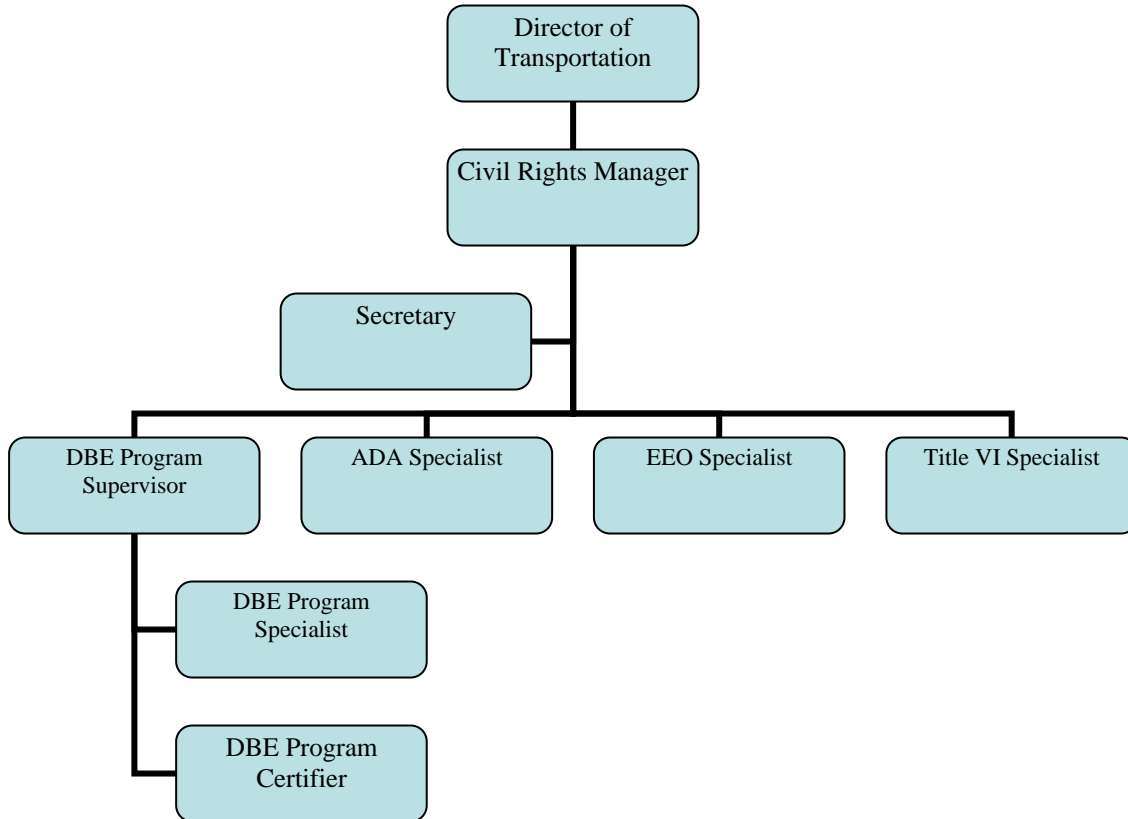
The format of this report is described on page 53, Format for Accomplishments Report.

We wish to acknowledge and thank the following individuals who compiled and prepared reports for their respective organizations. Dean Nakagawa, (Statewide Transportation Planning Office). Melvin N. Kaku (City and County of Honolulu, Director), Teresa Spinola-Campbell, (Hawaii County), Wallace Kudo, (Kauai County), and Joe Krueger and Dennis Schwind, (Maui County). We wish to also acknowledge and thank Gordon Lum, Oahu Metropolitan Planning Organization (OMPO).

I. POLICY STATEMENT

It is the policy of the HDOT that it will fully comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance, and all subsequent and related laws, regulations and directives. This includes the Civil Rights Restoration Act of 1987, which clarified Title VI to include all programs and activities of Federal-aid recipients, sub-recipients and contractors. This also includes Executive Order 12898 on Environmental Justice, which is about identifying and addressing disproportionately high and adverse human health or environmental effects of policies, programs and activities on minority and low-income populations, as well as Executive Order 13166 on Improving Access to Services by Persons with Limited English Proficiency, which seeks to provide access to HDOT services to people with limited English proficiency (LEP).

II. ORGANIZATION AND STAFFING



III. TITLE VI REVIEWS

The following is a summary of Title VI compliance reviews that were conducted during the 2006 Federal Fiscal year, (October 1, 2005 through September 30, 2006):

Organization: HDOT-Highways Division
Summary: Met with Highways ROW Branch regarding Title VI implementation within ROW programs. Discussed ROW functions, review various ROW documents/policies per Title VI, and provided a Title VI power point presentation specific to ROW.

Planning meeting with Harbors Planning office to discuss the public involvement process; ways planning can encourage public participation in its meetings when discussing master plans and EIS plans. Also discussed Limited English Proficiency (LEP) populations; how to reach LEP communities during the public involvement process.

Organization: HDOT-State Transportation Planning Office (STP)
Summary: Met with Dean Nakagawa regarding STP planning process and Title VI. Issues covered included (among other things): STP responsibilities, OMPO's Environmental Justice (EJ) study, Advisory Committee's (Planning, Technical and Citizen Advisory Committee (public involvement process)), and coordination with the various counties during the planning process.

Meeting with Mr. Ron Tsuzuki, Highway Planning Office, and Ms. Antonie Wurster regarding HWY-Planning process, i.e., specific to public involvement and Title VI issues.

Organization: City and County of Honolulu
Summary: Ms. Denise Tsukayama, Equal Opportunity Officer, City Department of Human Resources, is the designated Title VI Officer for the City and County of Honolulu. Mr. James Burke, Administrator, Public Transit Division, City Department of Transportation Services, is the Title VI Department of Transportation Services Liaison.

DTS monitors and reviews all potential projects for Title VI and Environmental Justice Compliance. Projects are then included in the TIP and recommended by the DTS to the Honolulu City Council for inclusion into the City's annual budget. Projects that are approved by the City Council are recommended to the OMPO for inclusion into the STIP. DTS works in full cooperation with the OMPO to comply with the Title VI and Environmental Justice regulations.

For additional "Program Area Accomplishments", please see below.

Organization: Hawaii County
Summary: Ms. Teresa Spinola-Campbell, PhD, is the designated EEO Officer and Title VI Coordinator for the County. Issues covered include the following: Administration – annual Title VI accomplishments report, Title VI policy and complaint procedures, planning-community participation process & outreach, and Title VI assurances in consultant contracts. All notices and correspondence indicate that "Hawaii County is an Equal Opportunity Provider and Employer" to notify the public of the County's adherence to Federal and state civil rights laws. Departments and agencies are required to post its harassment policy on bulletin boards, with instruction to provide copies to agents and independent contractors informing of their intent to enforce the policy. The Policy of Non-Discrimination informs the public where to obtain copies of the complaint procedure. In addition to Title VI Training, additional Civil Rights Training include the following:

- State of Hawaii Disability and Communication Access Board (DCAB) training on "Conducting an ADA Survey" to various Hawaii County departments (May 4, 2006).
- State of Hawaii Disability and Communication Access Board (DCAB) training on "ADA Guidelines Basics" to various Hawaii County departments (May 18, 2006).

For additional "Program Area Accomplishments", please see below.

Organization: Maui County
Summary: Mr. Dennis Schwind is the Title VI Liaison for the County. Maui County decided to adopt HDOT's Title VI plan (where applicable to subrecipients). Provide Title VI training for appropriate County personnel. Compile annual

Title accomplishments report as requested by HDOT. Ensure that Title VI requirements are included in all contracts that are written by or on-behalf of the County – HDOT, OCR to send recommended contract language. Maintain appropriate copies of Environmental Impact Studies as per County retention schedules. In addition to Title VI Training, additional Civil Rights Training include the following:

- State of Hawaii Disability and Communication Access Board (DCAB) training on “ADA Title II - Access to County Programs & Services” to Maui County Managers (April - May 2006).

For additional “Program Area Accomplishments”, please see below.

Organization: Kauai County
Summary: Mr. Wallace Kudo, P.E., is the Title VI Liaison for the County. Kauai County has adopted HDOT’s Title VI plan (where applicable). Compile annual Title accomplishments report as requested by HDOT. Ensure that Title VI requirements are included in all contracts that are written by or on-behalf of the County. Maintain appropriate copies of Environmental Impact studies as per County retention schedules. In addition to Title VI Training, additional Civil Rights Training include the following:

- Unlawful Harassment in Employment training conducted by State Department of Health EEO/ADA Officer, and HDOT.
- State of Hawaii Disability and Communication Access Board (DCAB) training on “Conducting an ADA Survey” to various Hawaii County departments (September 28, 2006).
- State of Hawaii Disability and Communication Access Board (DCAB) training on “ADA Guidelines Basics” to various Hawaii County departments (September 29, 2006).

For additional “Program Area Accomplishments”, please see below.

Other Title VI activities include:

Monthly: OMPO Citizens Advisory Committee (CAC) meetings.

- Quarterly: Attended State of HI ADA Coordinators meetings chaired by the State of Hawaii, Disability and Communication Access Board (DCAB).
- HDOT-OCR staff participated in National Title VI Coordinators teleconference meetings.
- Western States Civil Rights Coordinators teleconference meetings.
- February 2006 “High Capacity Transit Corridor Project” - meeting with the City & County of Honolulu, Department of Transportation Services, and Parsons Brickerhoff, consultant for the City & County of Honolulu; discussion regarding Title VI/Environmental Justice requirements, public outreach/involvement.
- August 2006 Gordon Hong, HDOT, Highway Safety Manager – presentation at OMPO CAC meeting, regards “Pedestrian Safety” issues.
- September 2006 “High Capacity Transit Corridor Project” - Update/overview of High Capacity Transit Corridor Project presented by Lawrence Spurgeon with Parsons Brinckerhoff; sponsored by OMPO at CAC meeting.
- September 2006 Disability and Communication Access Board (DCAB), – Presentation by State of Hawaii, Department of Health to State ADA Coordinators regarding “House Bill 2778, Relating to Language Access” (Limited English Proficient population (LEP)). House Bill 2778 would provide for effective and timely communication between all levels of government and individuals who are precluded from using public services due to language-proficiency barriers.

IV. TITLE VI COMPLAINTS

There were no Title VI complaints filed with HDOT or with any of the Counties during the reporting period.

V. PROGRAM AREA ACCOMPLISHMENTS

A. Planning	
<p>1. How many consultant projects for planning were awarded during the reporting period? Dollar value?</p>	<p><u>Statewide Transportation Planning Office (STP)</u> There was no consultant planning projects awarded during this reporting period.</p> <p><u>Highways Division</u></p> <p>One consultant contract was awarded for highway planning during the reporting period. SSFM International, Inc. was awarded the “Keaau-Pahoa Road Improvements, from Keaau to Pahoa on the Island of Hawaii” Project. The funding breakdown for the project is \$350,000 in State funds, and \$1.4 million in Federal funds, for a total of \$1.75 million.</p> <p><u>Hawaii County</u> The Planning Department awarded one (1) consultant-planning project (Waimea Traffic Circulation Plan) during the reporting period for a total of \$186,000.</p> <p><u>Maui County</u> One contract was awarded for the “Urban Intersection Signal Priority Study” for the contract amount of \$180,000.</p> <p><u>Kauai County - Highways</u> One contract (Contract No. 7487), Kuna Bay to Anahola Bike and Pedestrian Path Planning; Notice to Proceed September 25, 2006, with a Contract Amount of \$346,000.</p> <p><u>City and County of Honolulu</u> There were eight consultant projects awarded during the reporting period. The consultant projects include the following:</p> <ul style="list-style-type: none"> - Gary K. Omori, LLC, DBE Certified – (\$160,000). - Pat Lee & Associates, LLC, DBE Certified – (\$160,000). - Weslin Research, Inc., DBE Certified – (\$230,000). - Nagamine Ogawa Engineering, Inc., DBE Certified – (\$300,000). - Yukie Ohashi Planning Consultant, DBE Certification Pending – (\$30,000). - Lychee Productions, DBE Certification Pending – (\$175,000). - Elisa Yadao – (\$115,000). - Ronald Ho and Associates – (\$192,000).

<p>2. What efforts were made to utilize minority and female consultants and subcontractors?</p>	<p><u>Statewide Transportation Planning Office</u> No consultant(s) or subcontractor(s) were hired during this period. However, STP's consultant selection process when undertaken is based on the selection of the most qualified consultant(s) or subcontractor(s).</p> <p><u>Highways Division</u> The contract was awarded pursuant to HRS § 103D-304, which requires an evaluation of the statements of qualification and performance data by a screening committee based on criteria established and published by the screening committee for the particular project. The contract contains the following language, "The following shall apply in the performance of this contract...DBE obligation – the State DOT and its contractor agree to insure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts."</p> <p>The departmental Office of Civil Rights, (OCR) Disadvantaged Business Enterprises (DBE) Section conducted several outreach activities during the reporting period in an effort to promote the DBE program, and to conduct DBE certification workshops. The following are DBE promotion and DBE certification activities conducted during the reporting period:</p> <ul style="list-style-type: none"> • Participated in the SBA Community Walk – went to the Honolulu business district to talk to small local businesses to promote the DBE program. • The DBE Program Manager was a guest speaker at the SBA Mixed Plate Workshop, where she spoke about the DBE program and DBE certification. • The DBE Staff Specialist was a guest speaker at the SBA Sugar Mill Incubator Project where he spoke about the DBE program, and DBE certification. • The DBE program participated as an exhibitor at the Small Business Expo. In an effort to promote the DBE program. • The DBE Program Manager participated at the SBA Contracting Workshop – a one-on-one match making session with prospective DBEs. • SBA Match Making Session –The DBE program and HDOT Contracts Office participated in a one-on-one session with small businesses promoting the DBE program. • The Pacific Region Civil Rights Conference Match Making Session – the purpose of the session was to introduce DBEs to prime contractors working on federal-aid projects.
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Hawaii County

The consultant was selected from a Department of Public Works Professional Services list for traffic engineers, which did not include any identifiable minority or female candidates. The selected firm was Parsons, Brinckerhoff, Quade and Douglas, Inc. The two (2) engineers assigned to the project were Asian males: one Chinese and one Japanese.

Maui County

No effort was made to utilize minority and female consultants and subcontractors.

Kauai County - Highways

No effort was made to utilize minority and female consultants and subcontractors.

City and County of Honolulu

Parson Brinckerhoff Quade & Douglas, Inc. (PBQD): The contract contains a Disadvantaged Business Enterprise (DBE) clause and assurances that the contractor shall make every effort to seek DBE participation in the project. PBQD is an equal opportunity employer. As indicated in 1a above, award to subcontractors by PBQD consisted of DBE firms and firms pending DBE certification.

<p>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.</p>	<p><u>Statewide Transportation Planning Office (STP)</u> No specific studies were conducted which provided data relative to minority persons, neighborhoods, income levels, physical environment, or travel habits during the reporting period.</p> <p><u>Highways Division</u> One study was awarded and included an analysis under NEPA. The University of Hawaii was awarded the project entitled, "Highway Traffic Noise Analysis & Abatement Guidelines." Title VI considerations are implemented through 23 CFR 771 public participation mechanisms promulgated by NEPA.</p> <p>The project entitled, "Program Management Services – Implementation of the State's Storm Water Management Program" was awarded during the reporting period. HDOT, along with the AG's has entered into a Consent Decree with the EPA for the Highways Division to comply with the Clean Water Act on Oahu. The Highways Division continues to take a proactive approach in fulfilling CWA requirements on the outer islands. Title VI considerations are implemented through 23 CFR 771 public participation mechanisms promulgated by NEPA.</p> <p><u>Hawaii County</u> The study did not produce any data relevant to minority persons in the project area. Travel data developed is limited to total traffic counts and identification of internal versus through traffic.</p> <p><u>Maui County</u> There were no studies, which provide data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.</p> <p><u>Kauai County - Highways</u> There were no studies, which provide data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.</p> <p><u>City and County of Honolulu</u> Yes. The Honolulu High-Capacity Transit Corridor Project/Alternatives Analysis Report was compiled from consultant studies with the objective to avoid disproportionate impacts on low income and minority population groups. The evaluation measure was full or partial acquisitions to low income and minority communities. The fixed guideway, full-corridor alignment was found to have 60 impacts on low income and minority populations groups.</p>
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<p>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?</p>	<p><u>Statewide Transportation Planning Office</u> No public input opportunities were required during this period.</p> <p><u>Highways Division</u> Two public input opportunities or strategies were used during the reporting period:</p> <ol style="list-style-type: none"> 1. HDOT/FHWA/Kauai County held a public informational meeting to discuss plans for the Kuhio Highway Improvement Project. The following issue was addressed – the addition of a fourth lane across the Wailua River and highway widening from the river to the temporary bypass road. 2. HDOT held a public meeting on Molokai to discuss, “Highways and Transportation for the Future.” <p>HDOT currently maintains and continues to update a mailing list of individuals and organizations originally compiled for TVI/EJ purposes (i.e. neighbor island Citizen’s Advisory Committee members, hospitals, other community organizations). Included on the list are individuals, and groups who may be interested in attending transportation planning meetings. This list is constantly being edited. People who sign the attendance list at past public meetings are added to this list as well as people who request to be placed on it. This mailing list includes email addresses. Individuals who submit comments through the mail or email are also added.</p> <p>Additionally, during public involvement and outreach activities, HDOT’s “Special Needs Notification” includes ADA and Title VI accommodations, should anyone need language translation, auxiliary aids, or sign language interpreters. Individuals are asked to notify HDOT seven (7) days prior to the meeting. Most public schools, DAGS, DOH, and DOT facilities are accessible.</p> <p><u>Hawaii County</u> Community input was obtained by consultant interviews with identified stakeholders as well as interested individuals and organizations in the Waimea Village area. The Waimea Community Association hosted two public meetings. The attendance at the first meeting was approximately 75; at the second meeting, approximately 55.</p> <p><u>Maui County</u> The project will have a number of public input opportunities at informational meetings in the project area, which still needs to be scheduled.</p> <p><u>Kauai County - Highways</u></p>
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	<p>No public information meetings were held.</p> <p><u>City and County of Honolulu</u> The Honolulu City Council’s Transportation & Planning Committee conducted a series of seven community meetings in November 2006, to review the Locally Preferred Alternative (LPA) for the Honolulu High-Capacity Transit Corridor. These meetings were announced in Honolulu’s two major newspapers, all local television news stations, and at http://www.honolulutransit.org. Consultant contracts with the City Department of Transportation Services require written and oral notification of the general public for citizen participation efforts.</p>
<p>B. Project Selection</p>	
<p>1. Were any consultant contracts awarded during the last year and what efforts were made to utilize women and minority owned firms?</p>	<p><u>Statewide Transportation Planning Office</u> No consultant contracts were awarded during this period.</p> <p><u>Highways Division</u> 20 Highways consultant contracts were awarded during the reporting period for the following program areas: Planning, Design, Environmental, and Research. The departmental Office of Civil Rights, (OCR) Disadvantaged Business Enterprises (DBE) Section conducted several outreach activities during the reporting period in an effort to promote the DBE program, and to conduct DBE certification workshops. <i>See the Planning Section above.</i></p> <p><u>Hawaii County</u> No consultant contracts, which used FHWA funds, were awarded during the reporting period.</p> <p><u>Maui County</u> There were four consultant contracts awarded during last year and no efforts were made to utilize women and minority owned firms.</p> <p><u>Kauai County – Highways</u> No consultant contracts were awarded by Kauai County Department of Public Works or Planning Department.</p> <p><u>City and County of Honolulu</u> See A1 and A2, award to subcontractors were made by PBQD.</p>
<p>2. How are Title VI considerations addressed through stakeholder involvement mechanisms?</p>	<p><u>Statewide Transportation Planning Office</u> Not applicable.</p>

	<p><u>Highways Division</u> Title VI considerations for project selection for the STIP is addressed through the stakeholder involvement mechanisms. HDOT's public involvement process addresses and accommodates the needs of Title VI and EJ communities, affording these communities a venue to voice their concerns. Recognizing the need and importance of public involvement in the transportation planning process, HDOT authored the <i>Guide for Public Involvement Planning (Guideline)</i>.</p> <p>The <i>Guideline</i> remains a working document embodying the public involvement procedures and policies for HDOT's land transportation planning projects. The <i>Guideline</i> was intended to evolve into a more refined document as levels of citizen participation grow. Included in the <i>Guideline</i> is a Mailing List for Environmental Justice/Title VI Issues.</p> <p><u>Hawaii County</u> Title VI considerations are addressed through the pre-consulting environmental assessment, cultural assessment, and public meetings.</p> <p><u>Maui County</u> Title VI considerations are addressed through our pre-consulting environmental assessment, cultural assessment, and public meetings.</p> <p><u>Kauai County – Highways</u> Title VI issues are addressed through the EA pre-consulting environmental assessment.</p> <p><u>City and County of Honolulu</u> Title VI considerations are addressed through the OMPO planning process for project selection in the Oahu Transportation Improvement Program (TIP).</p>
<p>3. Describe how minorities and low-income populations were provided opportunities to be involved in project selection processes.</p>	<p><u>Statewide Transportation Planning Office</u> Not applicable.</p> <p><u>Highways Division</u> Minorities and low-income individuals were provided opportunities to be involved in the project selection processes for the STIP through public involvement activities managed by the Planning Branch. Almost all of the STIP projects are selected from the six-year expenditure plan prepared by the Staff Services Office. Most of the larger projects already have legislature appropriations before appearing in the STIP, which generally involved public participation outside of HDOT, i.e., input from the public, including low-income and minorities, to State legislators, County Councils and County mayors.</p>

	<p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Minorities and low-income populations were provided opportunities to be involved in project selection processes at public meetings.</p> <p><u>Kauai County – Highways</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Minorities and low-income populations were provided opportunities to be involved in the OMPO Citizen’s Advisory Committee (CAC) process for project selection recommendations and through OMPO’s TIP planning process.</p>
<p>4. Describe what project selection decisions, if any, were affected by Title VI or Environmental Justice issues?</p>	<p><u>Statewide Transportation Planning Office</u> Not applicable.</p> <p><u>Highways Division</u> Title VI and Environmental Justice were considered in prioritizing the 2006-2008 STIP projects through input at public hearings. An analysis of which national origins benefit from the projects was also performed. The Division has made some efforts to factor Environmental Justice into project prioritization. For example, the Statewide Highway Shoreline Protection Study factors in poverty level and non-white census data in arriving at a prioritized statewide implementation list. One project, Mamalahoa Highway Safety Improvements in the Vicinity of Puuwaawaa Ranch Road (Route 190), was reprogrammed for earlier construction (FY 2007) because of public input at one of the public informational meetings.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> There were no project selection decisions affected by Title VI or Environmental Justice issues.</p> <p><u>Kauai County – Highways</u> Not applicable.</p> <p><u>City and County of Honolulu</u> There were no project selection decisions affected by Title VI or Environmental Justice issues.</p>

5. How many public hearings, and in what locations, were held on adoption of the STIP or in making other project selection decisions?

Statewide Transportation Planning Office

Not applicable.

Highways Division

The Highways Planning Branch held 10 public informational meetings on the neighbor islands for the development of the STIP. Meeting notification, meeting site selections, and accommodations were made with Title VI in mind. These meetings provided an opportunity for the public to comment on the proposed projects and to provide input related to Environmental Justice and Title VI. The ten meetings were held at the following locations:

<u>Big Island</u>	<u>Maui</u>	<u>Kauai</u>	<u>Molokai</u>
Keaau	Kahului	Lihue	Molokai
Waimea	UpCountry		
Hilo	Lahaina		
Kealakehe	Kihei		

Hawaii County

Unknown. County federal-aid projects are part of HDOT STIP approval process.

Maui County

On Maui, there were three public hearings for the STIP program; they were in central, west, and south Maui.

Kauai County – Highways

Public hearings are held on adoption of Statewide Transportation Improvement Program (STIP), however, this is a State DOT function and County has no information. The Department of Public Works recommends projects for the Capital Improvement Program (CIP), 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 County Council conducts two (2) public hearings.

City and County of Honolulu

All STIP projects are initiated by submitting the proposed projects to the Honolulu City Council at City Hall for approval. Descriptions of the approved projects and data are forwarded to OMPO for appropriate action, Article 2, Section 4-2.2, (b)(1) of the Revised Ordinances of Honolulu (1990).

Public review of the City’s list of candidate projects for the Department of Transportation (DTS) TIP is provided by the City Council. The City initiated Resolution Number 06-362-FD1, “Approving the City and County of Honolulu’s List of Candidate Projects for Consideration in the Fiscal Year’s 2008-2011 Transportation Improvement Program”, which was heard by the City Council’s Transportation Committee

	<p>on November 22, 2006, and at the Regular City Council Meeting on November 30, 2006, Resolution 06-362-FD1 that was adopted by the City Council on December 13, 2006. For questions regarding the TIP, contact Mr. Mark Au, Planner, of the Department of Transportation Services (808) 768-8346. The approved resolution was transmitted to the OMPO for review and subsequently, for approval by Governor Linda Lingle, State of Hawaii.</p> <p>Amendments to the DTS TIP requiring public review are submitted by the DTS to OMPO. Evaluation of programs for compliance with Title VI and Environmental Justice are conducted by OMPO. A summary of its findings of the self-evaluations that were conducted by OMPO during the reporting period is listed under the Section, Title Vi Monitoring and Review Process, Page 3, FY's 2004-2006 TIP Amendments #8-12, of the "Title VI Environmental Justice Compliance Report", 10-04 to 9-05, Volume 1 of 1, November 15, 2005, by OMPO.</p> <p>The State Department of Transportation, Highways Division, Planning Branch conduct STIP initial and subsequent amendments and approvals and public review.</p>
C. Design	
<p>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?</p>	<p><u>Highways Division</u> There were eleven design consultant contracts executed for a total of \$4,253,754. State = \$1,859,913. Federal = \$2,393,841. Miyasato Kuniyoshi Engineers, LLC, a DBE was awarded a design consultant contract totaling \$420,000. Additionally, the following firms are owned and controlled by an Asian Pacific American (as evidenced by the DBE database managed by the DBE Section) and held DBE certification in the past. The dollar value of the design contracts awarded to the following three Asian Pacific American owned firms total \$1,457,701.</p> <ul style="list-style-type: none"> • Nishimura, Katayama & Oki, Inc. • Kai Hawaii, Inc. • KN Consulting Services, Inc. <p><u>Hawaii County</u> Four (4) consultant firms have design contracts for a total of \$1,358,591.</p> <p><u>Maui County</u> There are currently fourteen (14) projects with consultants that have design contracts with Engineering Division of the Department of Public Works, worth about 8 million dollars. Two of these consultants are on the DBE list, at 1.5 million dollars.</p> <p><u>Kauai County</u></p>

	<p>One contract (Contract No. 7403) Lydgate Park-Kapa'a Bike and Pedestrian Path Design, Preliminary Design Work, with a contract amount of \$504,000.</p> <p><u>City and County of Honolulu</u> There were three consulting firms with contracts for totaling \$2,052,000.</p>
<p>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?</p>	<p><u>Highways Division</u> Consultants are encouraged to utilize DBE's whenever feasible. Of the eleven firms awarded design contracts during the reporting period above, one firm is certified as a DBE. The DBE Section maintains an updated list of minority/women DBE firms. The list (as of September 30, 2006) has a total of 110 small business firms that are DBE certified. The hardcopy directory lists 62 DBE firms that are women owned (as of April 4, 2006). The hardcopy DBE directory, as well as the online DBE directory contains both a categorical listing of all firms as well a separate listing of women owned firms. <i>See the Planning section above for DBE Program outreach efforts conducted during the reporting period.</i></p> <p><u>Hawaii County</u> No effort was made to increase minority and female participation in obtaining consultant contracts. Hawaii County does not have a separate list maintained for minority and women consultants.</p> <p><u>Maui County</u> No effort was made to increase minority and female participation in obtaining consultant contracts. Currently, Maui County does not have a separate list maintained for minority and women consultants.</p> <p><u>Kauai County</u> No efforts were made to increase minority and female participation in obtaining consultant contracts. The Department of Public Works has pointed out that this would be a violation of HRS 103D-304, Procurement of Professional Services and DOT is currently working on this.</p> <p><u>City and County of Honolulu</u> The Department of Budget and Fiscal Services website: at http://www.honolulu.gov/pur/index.htm allows all interested consultants to place review bids and proposals for goods, services, concessions, and construction offered by the City and County of Honolulu.</p>
<p>3. Were any public hearings held during the design phase of any airport? Did minorities</p>	<p><u>Hawaii County</u></p>

<p>(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.</p>	<p>Not applicable. <u>Maui County</u> Not applicable. <u>Kauai County</u> Not applicable. <u>City and County of Honolulu</u> Not applicable.</p>
<p>4. List the employees in the Design Program area by title, ethnicity, and sex (gender). Where minority and female representation is low, what efforts are made to increase their representation?</p>	<p><u>Highways Division</u> The following personnel were involved in Design matters: Engineering Program Manager VII, Chinese, Male Secretary III, Japanese, Female Landscape Architect, White, Male Clerk-Typist II, Chinese, Female Clerk-Typist II, Part Hawaiian, Female Clerk Steno II, Filipino, Female Clerk III, Chinese, Female Engineer, Japanese, Female (4) Engineer, Japanese, Male (18) Engineer, Filipino, Female (1) Engineer, Filipino, Male (6) Engineer, Chinese Female (2) Engineer, Chinese, Male (7) Engineer, Mixed, Male (3) Engineer, Korean, Male (1) Engineer, Part Hawaiian, Female (1) Engineer, Part Hawaiian, Male (1) Engineer White, Male (3) Drafting Technician, White, Female (1) Drafting Technician, White, Male (2) Drafting Technician, Japanese, Female (3) Drafting Technician, Japanese, Male (3) Drafting Aid, Filipino, Male (1) Drafting Aid, White, Male (1) Drafting Aid, Chinese, Female (1) Drafting Technician, Chinese, Female (3)</p>

Drafting Technician, Chinese, Male (1)
Drafting Technician, Part Hawaiian, Male (1)
Land Boundary Surveyor, Filipino, Male (5)
Land Boundary Surveyor, Mixed, Male (2)
Land Boundary Surveyor, White, Male (2)
Land Boundary Surveyor, Japanese, Male (7)
Land Boundary Surveyor, Chinese, Male (1)

As evidenced by the above, both genders are well represented. In addition, the Design Program Branch remains ethnically diverse.

Hawaii County

The following personnel were involved in Design matters:

- Civil Engineer VII, Japanese, Male
- Civil Engineer VI, Japanese, Male
- Civil Engineer V, White, Male
- Civil Engineer IV, Hawaiian, Male
- Drafting Technician V, Filipino, Male (2)
- Drafting Technician IV, Hispanic, Male

Maui County

The following personnel are involved in Design matters:

- Civil Engineer VI, Part Hawaiian, Male
- Civil Engineer V, Japanese, Female
- Civil Engineer IV, Japanese, Male
- Engineering Drafting Aid IV, Japanese, Male
- Engineering Drafting Aid III, Japanese, Male

Kauai County

The following personnel are involved in Design matters:

- Civil Engineer V, Filipino, Male
- Civil Engineer III, Filipino, Female
- Engineering Technician III, Japanese, Male

City and County of Honolulu

The following personnel are involved in design matters:

- Acting Division Administrator, Traffic Signals and Technology Division, Japanese, Male

	– Engineer, Japanese, Male
<p>5. Were there any complaints filed in the Design Program area? If so, provide summary, with basis, status, actions proposed and taken.</p>	<p><u>Highways Division</u> No complaints alleging violation of Title VI were filed in the Design Program area.</p> <p><u>Hawaii County</u> No complaints alleging violation of Title VI were filed in the Design Program area.</p> <p><u>Maui County</u> No complaints alleging violation of Title VI were filed in the Design Program area.</p> <p><u>Kauai County</u> No complaints alleging violation of Title VI were filed in the Design Program area.</p> <p><u>City and County of Honolulu</u> No complaints alleging violation of Title VI were filed in the Design Program area.</p>
<p>6. List any significant problem areas, accomplishments, and actions to take during the ensuing year.</p>	<p><u>Highways Division</u> There were no significant problem areas, accomplishments, or actions to take during the ensuing year relating to Title VI.</p> <p><u>Hawaii County</u> There were no significant problem areas, accomplishments, or actions to take during the ensuing year relating to Title VI.</p> <p><u>Maui County</u> There were no significant problem areas, accomplishments, or actions to take during the ensuing year relating to Title VI.</p> <p><u>Kauai County</u> There were no significant problem areas, accomplishments, or actions to take during the ensuing year relating to Title VI.</p> <p><u>City and County of Honolulu</u> There were no significant problem areas, accomplishments, or actions to take during the ensuing year relating to Title VI.</p>

D. Environmental Considerations	
<p>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.</p>	<p><u>Highways Division</u> No complaints were filed during this reporting period.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>2. Identify the titles, ethnicity and sex (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?</p>	<p><u>Highways Division</u> The following employees of the Planning Branch, Advanced Planning Section and Systems Planning Section, worked in the environmental area:</p> <ul style="list-style-type: none"> - Engineering Program Manager, Japanese, Male - Engineer, Chinese, Male (2) - Engineer, Filipino, Male - Engineer, Japanese, Male (2) - Engineer, Japanese, Female - Engineer, Filipino, Female - Research Statistician, White, Male - Research Statistician, White, Female <p>Women and minorities are well represented at OMPO CAC Meetings (<i>See OahuMPO's CAC Meeting Summary notes on file with OCR</i>)</p> <p><u>Hawaii County</u> The following personnel were involved in Environmental matters:</p> <ul style="list-style-type: none"> - Planning Program Manager, Filipino, Female - Planner, Japanese, Female (2)

- Planner, Part Hawaiian, Female

Maui County

The following personnel are involved in Environmental matters:

- Civil Engineer VI, Part Hawaiian, Male
- Civil Engineer V, Japanese, Female
- Civil Engineer IV, Japanese, Male
- Engineering Drafting Aid IV, Japanese, Male
- Engineering Drafting Aid III, Japanese, Male

Kauai County

The following personnel were involved in Environmental matters:

- Planning Program Manager, Japanese, Male
- Planner, Japanese, Male
- Planner, White, Female
- Planner, Filipino, Male
- Planner, Hawaiian/Chinese, Male

City and County of Honolulu

Department of Transportation Services (DTS), Regional Planning Branch Administrator, Japanese, Male. There were no vacancies in the environmental program area during the reporting period. Additionally, there is no under-representation of minorities and women in the DTS. The DTS Title VI Specialist/Coordinator is a mixed Ethnic Male, and the DTS hired two female planners in March and July of 2006 for planning of Bus Operations, which is also staffed by three Asian Females, one White Female, one White Male, and one Asian Male. Also hired during the period was an Asian Female manager to coordinate the City's Handi-Van Operations, additionally, two Asian Females, two Asian Males, and one White Male staff the branch.

The following efforts were made by the Mayor and the Honolulu City Council to provide representation of minorities and women on citizen advisory committees:

TRANSPORTATION COMMISSION (7)

Appointed by Mayor – Asian Females (2); Unknown Ethnic Male

Appointed by Council – Asian Female; Asian Male; White Male

Appointed by Mayor/Council – White Male

MAYOR'S ADVISORY COMMITTEE ON BICYCLING (7)

Members include: White Females (2); White Males (3); Unknown Ethnic Male

<p>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.</p>	<p><u>Highways Division</u></p> <p><u>Hawaii County</u> There were no Environmental Impact Statements (EIS) documents to review.</p> <p><u>Maui County</u> There were four pre-draft Environmental Assessments, and there were no minority or low-income populations adversely impacted.</p> <p><u>Kauai County</u> No pre-draft EIS were reviewed by the Planning Department for Highways projects during the reporting period.</p> <p><u>City and County of Honolulu</u> Six pre-environmental impact statements were reviewed during the reporting period. The Honolulu High-Capacity Transit Corridor Project/Alternative Analysis Report was compiled from consultant studies with the objective to avoid disproportionate impacts on low income and minority population groups. The evaluation measure was full or partial acquisitions to low income and minority communities. The fixed guideway, full corridor alignment was found to have 60 impacts on low income and minority population groups.</p>
<p>4. How many consultants currently have, or were awarded 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.</p>	<p><u>Highways Division</u> Three consultant contracts involving environmental studies were awarded during the reporting period. The total amount awarded = \$8,346,727. The Federal share = \$1,637,382; State = \$6,709,345. There was no reported need to use bilingual advertisements, announcements, notices, etc. The three contracts awarded:</p> <ol style="list-style-type: none"> 1. Keaau-Pahoa Road Improvements 2. State's Storm Water Management Program Plan 3. Highway Traffic Noise Analysis & Abatement Guidelines <p><i>Please see the Planning Section above for the DBE outreach activities conducted during the reporting period.</i></p> <p><u>Hawaii County</u> Not applicable.</p>

	<p><u>Maui County</u> There were seven consultants currently with contracts involving environmental studies. Approximately worth eight million dollars.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Parsons Brinckerhoff Quade and Douglas, Inc. (PBQDF) with a \$9.7 million dollar value. Please see "Planning" program area regarding minority and women-owned firms with contracts involving environmental studies. There was no indication of low participation for minority and women on DTS consultant contracts.</p>
<p>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?</p>	<p><u>Highways Division</u> No public hearings were held concerning the location of a planning project.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Each project has at least one public hearing in the district. Hearings are advertised in the local newspaper, bulletin boards, and radio for highly controversial ones.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Public information meetings were held December 2005, on the Honolulu High-Capacity Transit Corridor Project regarding the Alternative Analysis (AA), which evaluated the transit alternatives considered for Honolulu.</p> <p>The Honolulu City Council's Transportation & Planning Committee conducted a series of seven community meetings in November 2006 to review the Locally Preferred Alternative (LPA) for the Honolulu High-Capacity Transit Corridor. Prior to the November 2006 meetings, announcements of the meeting was advertised in Honolulu's two major newspapers, announced on all local television news stations, and at the website: http://www.honolulutransit.org.</p>
<p>6. How were minority and low-income community</p>	<p><u>Highways Division</u></p>

<p>representatives identified and encouraged to become involved in the location and environmental phase?</p>	<p>Minority and low-income community representatives were identified through the knowledge of the communities and encouraged to become involved in the environmental phase, including Environmental Justice, through posters, direct mail and door-to-door visits by consultants.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Contacting local clubs, community associations, and cultural organizations identified minority and low-income community representatives.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Neighborhood Board members were made aware of all transit meetings.</p>
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<p>7. During the reporting period, was there a need to utilize bilingual advertisements, announcements, notices, etc.?</p>	<p><u>Highways Division</u> There was no reported need to use bilingual advertisements, announcements, notices, etc., for planning projects.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Bilingual ads, announcements, notices, etc., were not utilized.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Bilingual advertisements, announcements, notices, etc., were utilized during public outreach efforts prior to conducting....</p>
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<p>E. Right-of-Way</p>	
<p>1. During the reporting period, did the State receive any civil rights complaints in the</p>	<p><u>Highways Division</u> In relation to the Acquisition portion of the Title VI reporting: During the reporting period, there were no</p>

<p>following Right-of-Way functional areas:</p> <ul style="list-style-type: none"> a. Appraisals b. Negotiations c. Relocation Assistance and Payments d. Property Management <p>If so, how many?</p>	<p>civil rights complaints in the Right-of-Way functional areas of appraisals, negotiations, relocation assistance and payments, and property management.</p> <p><u>Hawaii County</u> No complaints were received in any Right of Way functional areas including Appraisals, Negotiations, Relocation Assistance and Payments, and Property Management.</p> <p><u>Maui County</u> No complaints were received in any Right of Way functional areas including Appraisals, Negotiations, Relocation Assistance and Payments, and Property Management.</p> <p><u>Kauai County</u> No complaints were received in any Right of Way functional areas including Appraisals, Negotiations, Relocation Assistance and Payments, and Property Management.</p> <p><u>City and County of Honolulu</u> No complaints were received in any Right of Way functional areas including Appraisals, Negotiations, Relocation Assistance and Payments, and Property Management.</p>
<p>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?</p>	<p><u>Highways Division</u> Right-of-Way Branch (Branch) appears to be well represented in terms of minority race representation. The Appraisal Section tries to keep strong lines of communication with the appraisers on the approval list. The Branch is currently exploring the availability of minority women appraisers that can be added to the list.</p> <p><u>Hawaii County</u> No fee appraisers used. No efforts were made to increase representation of minorities and women as the County uses HDOT's list of approved appraisers.</p> <p><u>Maui County</u> There were two fee appraisers utilized during the reporting period, one of which is a minority.</p> <p><u>Kauai County</u> County has no staff appraisers. Typically, the County would contract a land agent and/or appraiser. Land agents and/or appraisers are hired in accordance with State procurement laws.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>

<p>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?</p>	<p><u>Highways Division</u> A total of 39 negotiations were made during the reporting period. The negotiators' logs do not reflect any disparity in the conduct of negotiations between minorities and non-minorities.</p> <p><u>Hawaii County</u> 35 negotiations during the reporting period. There were no disparities.</p> <p><u>Maui County</u> There was one negotiation. The negotiator's log does not reflect any disparity in the conduct of negotiations between minorities and non-minorities.</p> <p><u>Kauai County</u> No land was acquired during the reporting period.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>4. Were there any concerns raised by minorities or women concerning their options in the negotiation phase? Explain.</p>	<p><u>Highways Division</u> There were no concerns raised by minorities or women concerning their options in the negotiation phase.</p> <p><u>Hawaii County</u> There were no concerns raised by minorities or women during this reporting period.</p> <p><u>Maui County</u> There were no concerns raised by minorities or women concerning their options in the negotiation phase. A pamphlet by the U.S. DOT, FHWA regarding acquiring real property for federal aid projects is inserted with each offer.</p> <p><u>Kauai County</u> There were no concerns raised by minorities or women in the negotiation phase.</p> <p><u>City and County of Honolulu</u> There were no concerns raised by minorities or women during this reporting period.</p>
<p>5. Number of relocations during the reporting period: Minority: _____</p>	<p><u>Highways Division</u> No relocations were reported during this reporting period.</p>

<p>Female: _____ Elderly: _____ Disabled: _____</p>	<p><u>Hawaii County</u> No relocations occurred during the reporting period.</p> <p><u>Maui County</u> No relocations occurred during the reporting period.</p> <p><u>Kauai County</u> No relocations occurred during the reporting period.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?</p>	<p><u>Highways Division</u> There were no concerns raised by minorities or women on replacement housing, referral housing, etc.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> There were no concerns raised by minorities or women on replacement housing, referral housing, etc.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>F. Research</p>	
<p>1. How many research projects are currently underway?</p>	<p><u>Highways Division</u> Seven research contracts were executed during the reporting period. The seven research projects were awarded to the University of Hawaii for a total of \$1,782,478. Federal funds = \$1,505,983. State funds = \$276,495.</p> <ol style="list-style-type: none"> 1. "Highway Traffic Noise Analysis & Abatement Guidelines" 2. "Use of Self-Consolidating Concrete for Bridge Drilled Shaft Construction" 3. "Native Grass Hydroseed Development"

	<p>4. "Enhanced Hydraulics Design for HWY Bridges & Culverts"</p> <p>5. "Characterization of Voids and Other Subsurface Deficiencies by Geophysical Methods"</p> <p>6. "Nuclear Gauge Calibrator & Testing Guidelines for Hawaii"</p> <p>7. "Application of Recycled Materials in HWY Projects"</p> <p><u>Hawaii County</u> No research projects were conducted during the reporting period.</p> <p><u>Maui County</u> No research projects were conducted during the reporting period.</p> <p><u>Kauai County</u> No highway research projects were conducted by the Planning Department during the reporting period.</p> <p><u>City and County of Honolulu</u> No highway research projects were conducted by the Planning Department during the reporting period.</p>
<p>2. List of universities and/or consultants currently conducting research projects.</p>	<p><u>Highways Division</u> The University of Hawaii is the only university currently conducting research projects.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>3. Summarize actions taken to encourage universities to utilize minority and female students to participate on highway research projects.</p>	<p><u>Highways Division</u> The actions taken to encourage universities to utilize minority and female students to participate on highway research projects include:</p> <ul style="list-style-type: none"> - The consultant contracts include a section on Equal Opportunity, requiring the contractor to not discriminate against any employees because of race, color, sex or national origin. - The university is requested annually to submit a list of employees working on each contract giving the ethnicity of each employee.

	<p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>4. Summarize actions taken to increase minority and women-owned consultant firms in obtaining research projects.</p>	<p><u>Highways Division</u> Contract documents for private consultants also included requirements for Equal Opportunity and DBE.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>5. List any significant actions planned for the ensuing year.</p>	<p><u>Highways Division</u> Discuss Equal Opportunity with consultants prior to awarding the contract.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p>

	<p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
G. Construction	
<p>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.)</p>	<p><u>Highways Division</u> No civil rights complaints regarding competitive bidding procedures were reported.</p> <p><u>Hawaii County</u> No civil rights complaints regarding competitive bidding procedures. One County resident filed a Section 504 (for programs receiving Federal financial assistance) complaint directly with FHWA in Washington regarding improvements to the Kuakini Highway in Kailua-Kona, Hawaii. The County has not received information regarding the status of this complaint.</p> <p><u>Maui County</u> There were no civil rights complaints regarding competitive bidding procedures. Also, there were no concerns raised by DBE's.</p> <p><u>Kauai County</u> No civil rights complaints regarding competitive bidding procedures.</p> <p><u>City and County of Honolulu</u> The City has not received any civil rights complaints involving competitive bidding.</p>
<p>2. What was the level of DBE participation on construction contracts? Female and minority-owned firms?</p>	<p><u>Highways Division</u> The Highways Division had 9 percent DBE participation on construction contracts, there was an 11 percent goal during the reporting period.</p> <p><u>Hawaii County</u> As may be required by HDOT.</p> <p><u>Maui County</u> The level of DBE participation varies for each project depending upon the availability of DBE subcontractors in each field and the type of project. The percentage of DBE's has been between 10% and 15%. Female and minority-owned firms are considered part of the DBE program and are not treated separately.</p>

	<p><u>Kauai County</u> The County does not have any DBE participation to report on construction contracts for the reporting period.</p> <p><u>City and County of Honolulu</u> Currently, the City does not have any DBE participation to report on construction contracts for the reporting period.</p>
<p>3. Summarize efforts made by the DBE staff to encourage the use of minority and women-owned firms on state funded projects?</p>	<p><u>Highways Division</u> The departmental Office of Civil Rights, (OCR) Disadvantaged Business Enterprises (DBE) Section conducted several outreach activities during the reporting period in an effort to promote the DBE program, and to conduct DBE certification workshops. The following are DBE promotion and DBE certification activities conducted during the reporting period:</p> <ul style="list-style-type: none"> • Participated in the SBA Community Walk – went to the Honolulu business district to talk to small local businesses to promote the DBE program. • The DBE Program Manager was a guest speaker at the SBA Mixed Plate Workshop, where she spoke about the DBE program and DBE certification. • The DBE Staff Specialist was a guest speaker at the SBA Sugar Mill Incubator Project where he spoke about the DBE program, and DBE certification. • The DBE program participated as an exhibitor at the Small Business Expo. in an effort to promote the DBE program. • The DBE Program Manager participated at the SBA Contracting Workshop – a one-on-one match making session with prospective DBEs. • SBA Match Making Session –The DBE program and HDOT Contracts Office participated in a one-on-one session with small businesses promoting the DBE program. <p>The Pacific Region Civil Rights Conference Match Making Session – the purpose of the session was to introduce DBEs to prime contractors working on federal-aid projects.</p> <p><u>Hawaii County</u> As may be required by HDOT.</p> <p><u>Maui County</u> We classify female and minority-owned firms as DBEs; our proposal form, contract documents, special provisions and specification manual have our intentions and expectations specified to meet our program.</p> <p><u>Kauai County</u></p>

	<p>Kauai County staff conducts pre-bid meetings to encourage use of minority and women owned firms on projects.</p> <p><u>City and County of Honolulu</u> No DBE participation to report on in regards to efforts made to encourage the use of minority and women-owned firms on state funded projects.</p>
<p>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?</p>	<p><u>Highways Division</u> No procedures were reviewed to assure that subcontract agreements, first and second tier, and material supply and equipment lease agreements contained Title VI contract provisions. The EEO External Contractor Compliance position remained vacant during the reporting period.</p> <p><u>Hawaii County</u> As may be required by HDOT.</p> <p><u>Maui County</u> During the bid review period, we review all specialty licenses required for project; DBE percentages are calculated and documented. Prior to bidding, specifications are reviewed to contain Title VI contract provisions. After award and prior to construction, the low bidder must meet the provisions regarding Title VI of the specifications.</p> <p><u>Kauai County</u> 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 material supply and lease agreement to contain Title VI contract provisions.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>5. List any significant accomplishments, and/or action items for the ensuing year.</p>	<p><u>Highways Division</u> No significant accomplishments or action items have been identified.</p> <p><u>Hawaii County</u> No significant accomplishments or action items have been identified.</p> <p><u>Maui County</u> The County bid two federal aid projects this year and both met the County's DBE requirements.</p>

	<p><u>Kauai County</u> No significant accomplishments or action items have been identified.</p> <p><u>City and County of Honolulu</u> No significant accomplishments or action items have been identified.</p>
H. Education and Training	
<p>1. During the reporting period, what efforts were made to encourage participation by minorities and women in educational and training programs?</p>	<p><u>Department of Transportation</u> Efforts to encourage participation by minorities and women in educational and training programs included:</p> <p>January 2006</p> <ul style="list-style-type: none"> - DBE staff participated in a U.S. Government Services Administration/Small Business Administration sponsored workshop. Met with small businesses to provide information on HDOT's DBE program. <p>April 2006</p> <ul style="list-style-type: none"> - DBE staff participated as an Exhibitor in the Chamber of Commerce's Small Business Expo, where DBE materials were disseminated to interested small businesses. <p>August 2006</p> <ul style="list-style-type: none"> - Developed, advertised, and submitted DBE overall goals to the operating administrations in August 2006. <p>Other Activities include:</p> <ul style="list-style-type: none"> - Conducted extensive outreach to prospective DBE vendors and suppliers at statewide airport concessions. The purpose of the outreach was to certify vendors and suppliers as DBEs to increase participation at state airports. - Research was conducted, and federal funds were secured during FFY 2005-2006, to conduct a disparity study to determine if HDOT will resume setting race-conscious goals on federal-aid contracts, to ensure participation by minority and women-owned firms. This is in light of a recent 9th Circuit Court decision which has required HDOT to set race-neutral goals until a study is conducted to justify the use of race-conscious elements in the HDOT DBE program. <p><u>Hawaii County</u> The Director of Human Resources (formerly Civil Service) issued a Circular to all Department and Agency Heads regarding Title VI – Providing Services to Persons Who Are Limited English Proficient.</p> <p><u>Maui County</u> The County notifies and encourages their consultants and contactors to attend any related</p>

	<p>workshops/classes.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Efforts to encourage participation by minorities and women in educational and training programs are routinely provided by the State of Hawaii, Department of Transportation Office of Civil Rights.</p>
<p>2. List the types of sponsored or co-sponsored programs. How many State participants? How many minorities and women?</p>	<p><u>Highways Division</u> The HDOT, Office of Civil Rights (OCR) coordinates all civil rights training. See Department educational and training programs.</p> <p><u>Hawaii County</u> The County undertook an Equal Opportunity training initiative commencing in January 2006. All managers and supervisors were required to attend a 4-hour course on the Americans With Disabilities Act, Title I (Employment), and the County's Anti-Discrimination and Harassment Policy. A total of 611 employees attended this training. A mandatory 2-1/2 hour Anti-Discrimination and Harassment training course for non-supervisory employees commenced in June 2006 and will continue through 2007. In addition, employees from the Planning Department attended Title VI training.</p> <p>Dr. Teresa Spinola-Campbell, Equal Opportunity Officer and ADA Coordinator for Hawaii County developed and delivered the County's Anti-Discrimination and Harassment training. Dr. Spinola-Campbell also conducted a workshop on Effective Communications, which covered the use of Auxiliary Aids such as Assistive Listening Devices for persons who are hard of hearing, in addition to suggestions for providing services to people who are Limited English Proficient and use of the Language Line.</p> <p>HDOT Training: HDOT-OCR provided training to County employees from departments of Public Works, Planning, Parks and Recreation, Office of Housing and Community Development, Water Supply, which consisted of "Best Practices in the Public Right of Way" and "Accessible Sidewalks and Curb Ramps". The sign-in sheet for the seminar demonstrates that a diverse group of employees participated in the learning opportunity.</p> <p><u>Maui County</u> Education and training programs are co-sponsored by all the counties, HDOT, FHWA, and LTAP (part of the University of Hawaii).</p> <p><u>Kauai County</u> Not applicable.</p>

	<p><u>City and County of Honolulu</u> Not applicable.</p>
<p>3. Identify the agency's staff personnel responsible for training by job title, ethnicity and sex (gender).</p>	<p><u>Highways Division</u> The Title VI Specialist position was vacant during the reporting period. The position is under recruitment.</p> <p><u>Hawaii County</u> Dr. Teresa Spinola-Campbell, PhD, Equal Opportunity Officer and ADA Coordinator for the County of Hawaii, is the official Title VI Liaison for the County of Hawaii, provides civil rights training to Hawaii County employees.</p> <p><u>Maui County</u> The Department of Public Works, Engineering Division's staff personnel responsible for training are: Cary Yamashita, Chief of Engineering, Japanese, male Joe Krueger, Civil Engineer IV-Design/Planning, Part-Hawaiian, male Nolly Yagin, Civil Engineer IV-Traffic Section, Filipino, male Chico Rabara, Civil Engineer IV-Construction Section, Filipino, male Allen Watanabe, County Surveyor-Survey/Right-of-Way Section, Japanese, male</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>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.</p>	<p><u>Department of Transportation</u> No complaints were filed regarding training and educational opportunities during this reporting period.</p> <p><u>Highways Division</u> No complaints were filed regarding training and educational opportunities during this reporting period.</p> <p><u>Hawaii County</u> No complaints were filed regarding training and educational opportunities during this reporting period.</p> <p><u>Maui County</u> No complaints were filed regarding training and educational opportunities during this reporting period.</p>

	<u>Kauai County</u> Not applicable. <u>City and County of Honolulu</u> Not applicable.
I. Highway Safety Program	
1. How many contracts and inter-agency agreements are currently in effect involving Traffic Safety Projects?	<u>Highways Division</u> During the reporting period, 52 traffic safety (behavioral) grants were awarded. Of the 52, 39 were interagency grants. <u>Hawaii County</u> Not applicable. <u>Maui County</u> Not applicable. <u>Kauai County</u> Not applicable. <u>City and County of Honolulu</u> Not applicable.

<p>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?</p>	<p><u>Highways Division</u> The Motor Vehicle Safety Office (MVSO) Highway Safety Office, Safe Community Office issued an RFP during the reporting period which invited interested agencies and Safe Community groups to propose countermeasures. The RFP included data in each priority area and requested solutions on how to help reduce injuries and fatalities. Public information meetings were held on each island to encourage groups to apply for grants and to answer questions that they had about the process. Notices were run in all newspapers soliciting proposals from applicants.</p> <p>A total of 57 proposals were received by the Highway Safety Office, compiled and submitted to the County Traffic Safety Councils on each island for their review and ranking, based on the needs of that island. Once the County Traffic Safety Council information was received, the Governor's Highway Safety Council (GHSC) met and reviewed all the proposals and scored them according to a pre-approved point system. Following the GHSC meeting, the Governor's Highway Safety Representative (GR) reviewed the process and approved the recommendations.</p> <p>After receiving the Director of Transportation's (GR) approval to proceed, the funding recommendations were made based on the order of project scores in each priority area. All grants are monitored at least once a year for compliance with all federal and state requirements including nondiscrimination laws.</p> <p>Safe Communities Grants: HDOT encourages participation from community-based groups.</p> <p>DBE goals were not assigned to contracts.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>3. What was the total dollar value of contract work last year? What amount went to DBE</p>	<p><u>Highways Division</u> All payments are on a reimbursable basis for the mini grantees. After review of the grantees request for</p>

<p>firms, either as primes or sub-contractors?</p>	<p>reimbursement, a reimbursement request will be made with the National Highway Traffic Safety Administration (NHTSA), the grantee will be sent a check to cover reported expenses.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>4. What steps, if any, are planned for next year to increase DBE participation?</p>	<p><u>Highways Division</u> For FFY 2009, the DBE Section may send the mini grant RFP out to DBE's.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>5. Were any civil rights complaints received regarding Traffic Safety Projects</p>	<p><u>Highways Division</u> No complaints were filed during this reporting period.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p>

	<p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>J. Property Management</p>	
<p>1. During the reporting period, did the State receive any civil rights complaints in the following Property Management functional areas:</p> <p>(a) Appraisals</p> <p>(b) Negotiations</p> <p>(c) Relocation Assistance and Payments</p> <p>(d) Property Management</p> <p>If so, how many?</p>	<p><u>Highways Division</u> During the reporting period, there were no civil rights complaints in the Right-of-Way functional areas of appraisals, negotiations, relocation assistance and payments, and property management.</p> <p><u>Hawaii County</u> There were no complaints filed regarding appraisals, negotiations, relocation assistance and payments, and property management during this reporting period.</p> <p><u>Maui County</u> No complaints were received in any Right of Way functional areas including Appraisals, Negotiations, Relocation Assistance and Payments, and Property Management.</p> <p><u>Kauai County</u> There were no complaints filed regarding appraisals, negotiations, relocation assistance and payments, and property management during this reporting period.</p> <p><u>City and County of Honolulu</u> This is not applicable to the City and County of Honolulu, and the City did not receive any civil rights complaints in property management functional areas.</p>

<p>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?</p>	<p><u>Highways Division</u> Right-of-Way Branch (Branch) appears to be well represented in terms of minority race representation. The Appraisal Section tries to keep strong lines of communication with the appraisers on the approval list. The Branch is currently exploring the availability of minority women appraisers that can be added to the list.</p> <p><u>Hawaii County</u> No fee appraisers were used during this reporting period.</p> <p><u>Maui County</u> No fee appraisers were used during this reporting period.</p> <p><u>Kauai County</u> No fee appraisers were used during this reporting period.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>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?</p>	<p><u>Highways Division</u> A total of 39 negotiations were made during the reporting period. The negotiators' logs do not reflect any disparity in the conduct of negotiations between minorities and non-minorities.</p> <p><u>Hawaii County</u> No negotiations were made during this reporting period.</p> <p><u>Maui County</u> No negotiations were made during this reporting period.</p> <p><u>Kauai County</u> No negotiations were made during this reporting period.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>4. Were there any concerns raised by minorities or women concerning their options in the</p>	<p><u>Highways Division</u> There were no concerns raised by minorities or women concerning their options in the negotiation phase.</p>

negotiation phase? Explain.	<p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> There were no concerns raised by minorities or women during this reporting period.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
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<p>5. Number of relocations during the reporting period: Minority: _____ Female: _____ Elderly: _____ Disabled: _____</p>	<p><u>Highways Division</u> No relocations were reported during this reporting period.</p> <p><u>Hawaii County</u> There were no relocations during this reporting period.</p> <p><u>Maui County</u> No relocations occurred during the reporting period.</p> <p><u>Kauai County</u> There were no relocations during this reporting period.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>															
<p>6. Were any concerns raised by minorities or women on replacement housing, referral housing, etc.?</p>	<p><u>Highways Division</u> There were no concerns raised by minorities or women on replacement housing, referral housing, etc.</p> <p><u>Hawaii County</u> Not applicable.</p> <p><u>Maui County</u> Not applicable.</p> <p><u>Kauai County</u> Not applicable.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>															
<p>K. Administration</p>																
<p>1. Provide a list of employees by ethnicity, sex (gender), and title in each of the Title VI program areas.</p>	<p><u>Department of Transportation</u> Title VI Specialist, Office of Civil Rights (Vacant). Gender and ethnic information on HDOT personnel:</p> <table border="1" data-bbox="762 1328 1650 1425"> <thead> <tr> <th></th> <th>Female</th> <th>Percent</th> <th>Male</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>Am Indian/AK Native</td> <td>0</td> <td>0.00%</td> <td>0</td> <td>0.00%</td> </tr> <tr> <td>Asian Indian</td> <td>0</td> <td>0.00%</td> <td>0</td> <td>0.00%</td> </tr> </tbody> </table>		Female	Percent	Male	Percent	Am Indian/AK Native	0	0.00%	0	0.00%	Asian Indian	0	0.00%	0	0.00%
	Female	Percent	Male	Percent												
Am Indian/AK Native	0	0.00%	0	0.00%												
Asian Indian	0	0.00%	0	0.00%												

Black	0	0.00%	3	0.14%
Hispanic	7	0.32%	11	0.50%
White	46	2.07%	193	8.68%
Chinese	50	2.25%	80	3.60%
Filipino	108	4.86%	264	11.87%
Guamanian	0	0.00%	0	0.00%
Hawaiian/Part Hawaiian	135	6.07%	411	18.49%
Japanese	212	9.54%	452	20.33%
Korean	17	0.76%	13	0.59%
Samoan	6	0.27%	7	0.31%
Mixed/Exc. Part Hawaiian	22	0.99%	143	6.43%
Other/Unknown	12	0.54%	31	1.39%
TOTALS	615	27.67%	1608	72.33%

Highways Division

See Department of Transportation immediately above.

Hawaii County

White, Female, Equal Opportunity Officer, ADA Coordinator, and Title VI Liaison for the County of Hawaii. In addition, Equal Opportunity statistics for the County's workforce in the departments of Planning, Public Works and Human Resources are provided.

Maui County

White, Male, ADA Coordinator and Title VI Liaison for the County of Maui.

Kauai County

Japanese, Male, Chief, Engineering Division, and Title VI Liaison for the County of Kauai.

City and County of Honolulu

Asian, Male, Acting Director of the Department of Transportation Services
 Part-Hawaiian, Female, Equal Opportunity and Title VI Officer of the City Department of Human Resources Equal Opportunity Office
 White, Male, Administrator, Public Transit Division, City Department of Transportation Services (DTS) is the DTS Title VI Liaison.

2. Summarize all activities undertaken during the reporting period, which provide

Department of Transportation

Of the Planning, Design, Research contracts executed during the reporting period, Title VI, EEO, DBE assurances were included in contracts. However, a summary review of the construction contracts

<p>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?).</p>	<p>executed during the reporting period reveals that EEO, and/or DBE language may be absent in some contracts. The EEO External Contractor Compliance position remained vacant during the reporting period. There were no reviews made to ensure contractors and consultants were adhering to Title VI requirements.</p> <p><u>Highways Division</u> Of the Planning, Design, Research contracts executed during the reporting period, Title VI, EEO, DBE assurances were included in contracts. However, a summary review of the construction contracts executed during the reporting period reveals that the Title VI, EEO, language is absent in some contracts. The EEO External Contractor Compliance position remained vacant during the reporting period. As such, there were no reviews made to ensure contractors and consultants were adhering to Title VI requirements.</p> <p><u>Hawaii County</u> Language in relation to Executive Order 142, Non-Discrimination, is contained in County Contracts and is part of every bid that is administered by the County's Purchasing Division (in the Special Provisions section).</p> <p><u>Maui County</u> Design and construction project managers are responsible to assure that Title VI is complied with for every project. Title VI requirements are included in all Engineering Division's contracts and consultant agreements.</p> <p><u>Kauai County</u> The County of Kauai is currently in the process of implementing Title VI language in all County Contracts.</p> <p><u>City and County of Honolulu</u> Not applicable.</p>
<p>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</p>	<p><u>Department of Transportation</u> See section H. Education and Training, Department of Transportation.</p> <p><u>Highways Division</u> Pacific Region Civil Rights Conference sponsored by HDOT on September 12-13, 2006. Speakers from the Federal Aviation Administration, Federal Transit Administration and Federal Transit Administration, and topics focused on Title VI, DBE, ADA, and Environmental Justice.</p> <p><u>Hawaii County</u></p>

<p>(i.e., supervisor, manager, etc.).</p>	<p>Two County employees, Mr. Tom Brown, Mass Transit Agency, and Mr. Larry Brown, Planning, attended the Pacific Region Civil Rights Conference sponsored by HDOT on September 12-13, 2006. Speakers from the Federal Aviation Administration, Federal Transit Administration and Federal Transit Administration, and topics focused on Title VI, DBE, ADA, and Environmental Justice.</p> <p>Dr. Teresa Spinola-Campbell attended a Web Conference presented by Ms. Brenda Armstead of the Federal Highway Administration, Office of Civil Rights, on External Complaints of Discrimination, on January 11, 2006.</p> <p><u>Kauai County</u> Wallace Kudo, P.E., Chief Engineering Division, and Title VI Liaison for the County, attended sixteen (16) hours of Title VI training provided by FHWA in January 2006, and the Pacific Region Civil Rights Conference covering Title VI, DBE, ADA and Environmental Justice on September 12-13, 2006, on the Island of Oahu; Janine Rapozo, Director, Office of Community Assistance, attended the Pacific Region Civil Rights Conference covering Title VI, DBE, ADA and Environmental Justice on September 12-13, 2006, on the Island of Oahu.</p> <p><u>City and County of Honolulu</u> Department of Transportation Services (DTS) staff attended the Pacific Region Civil Rights Conference sponsored by HDOT on September 12-13, 2006. Speakers from the Federal Aviation Administration, Federal Transit Administration and Federal Transit Administration, and topics focused on Title VI, DBE, ADA, and Environmental Justice.</p>
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YEAR 2007 GOALS

A. Planning

State Transportation Planning Office (STP)

1. Ensure compliance with the intent and requirements of the Title VI program as it pertains to STP's planning efforts.
2. Maintain a close working relationship with the HDOT Office of Civil Rights to keep current on Title VI requirements and participate in applicable training opportunities for staff to keep current on the Title VI program.

Highways Division

1. Give a high priority to Title VI and Environmental Justice in the Long Range Land Transportation Plans for the Neighbor Islands in order to provide equitable benefits of the Highway Program for residents of all national origins and for low-income people.
2. Consider subsistence lifestyle and the needs of poverty level, near poor, unemployed, underemployed and homeless people in State Highways planning.

B. Project Selection

Highways Division

1. Use highway resources equitably to improve safety and operations.
2. Use maps prepared by the Department of Business, Economic Development, & Tourism to evaluate impact of proposed projects.

C. Design

Highways Division

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

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

E. Right-of-Way

Highways Division

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. Complete the revision of the Right of Way Branch Procedures Manual to include Title VI assurances and to reflect current federal regulations.

F. Research

Highways Division

1. Discuss Equal Opportunity with consultants prior to awarding the contracts.

G. Construction

Highways Division

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

H. Education and Training

Highways Division

1. Provide Title VI training to the neighbor island districts and sub-recipients.

I. Property Management

Highways Division

Same goals as Right of Way.

J. Administration

Highways Division

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 ACCOMPLISHMENTS REPORT

(From ATTACHMENT C of Title VI Plan dated September 21, 2005.)

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. This area will be accomplished by OCR-T.

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. This area will be accomplished by OCR-T.

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. This area will be accomplished by OCR-T.

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. This area will be accomplished by OCR-T.

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 sex (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 sex (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 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:	_____
Female	_____
Elderly:	_____
Disabled	_____
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 sex (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 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: _____
Female: _____
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, sex (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.).