

## CHAPTER 2

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## **2.00.00.00 - ORGANIZATION AND POLICY**

### **2.01.00.00 - ORGANIZATION'S PURPOSE AND OVERVIEW**

#### **2.01.01.01      R/W's Purpose**

R/W serves the statewide real estate needs of the Department by providing property rights and real property management for the construction of transportation projects on time, within budget, and in support of the Department's purpose, mission, vision, and goals. The Department's current mission and goals may be referenced at <http://www.dot.ca.gov/hq/paffairs/about/mission.htm>.

#### **2.01.01.02      R/W Organization**

R/W maintains its headquarters (HQ) in Sacramento and a Division in each of the Department's twelve district offices. R/W regionalized seven of the district offices for the purpose of workload leveling. Districts 1, 2, and 3 comprise the Northern Region, while Districts 5, 6, 9, and 10 comprise the Central Region. A District Director controls operations within each of the twelve district offices. However, the Chief, Division of Right of Way and Land Surveys (Division Chief) in Sacramento administers the statewide R/W program and directs statewide R/W policies and administration through Region/District R/W Division Chiefs and HQ's R/W Office Chiefs.

R/W consists of a highly skilled professional staff of R/W agents, administrators, and others who perform a vital role in improving mobility across California by delivering right of way products for transportation projects and managing other real estate assets related to those projects. R/W Agents are the public face of the Department, since often R/W employees are the first Department representatives that people affected by transportation projects meet. Therefore, R/W employees abide by a Code of Ethics.

#### **2.01.01.03      Functions**

R/W administers the statewide program with primary responsibilities within office functions to:

- Appraise and purchase property required for transportation purposes; effect the orderly relocation of displaced families, businesses, and utility facilities; and clear properties prior to construction as part of project delivery.
- Comprehensively manage the Department's real property, reduce the cost of operations, and dispose of property no longer needed for transportation operational purposes.
- Monitor R/W activities on federally assisted local facilities.
- Maintain a stewardship role in the expenditure of federal funds.
- Ensure local agency compliance with state and federal requirements when local funds are used for projects on the State Highway System.

The chart on the following page provides more information on major R/W functions.

<b>MAJOR FUNCTIONAL AREAS</b>	
<b>Function</b>	<b>Synopsis</b>
Planning and Management/ Project Coordination	Develop, manage, and report on R/W's state, federal, and local capital resources for projects on the State Highway System. Regions/Districts also act as primary point of contact to coordinate and monitor R/W's project schedules, workplan support, delivery, certification of clearance for construction, and administrative activities.
Estimating	Prepare, update, and review R/W Data Sheets and estimates relied upon for each project to forecast and program funds for R/W capital outlay and workplan (personnel) support requirements on transportation projects.
R/W Engineering	Prepare all maps, documents, and descriptions needed to acquire right of way and dispose of excess land.
Appraisals	Prepare fair market valuation appraisal reports required to establish the basis for just compensation to acquire right of way, lease airspace rights, and dispose of excess land.
Acquisition	Conduct all acquisition activities necessary to acquire property rights to construct and maintain the transportation system. Initiate and follow the condemnation process when negotiations have reached an impasse.
Relocation Assistance	Provide full implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act in the relocation, advisory assistance, and reimbursement of displaced persons and businesses.
Property Management	Manage all Department owned properties held for future transportation projects, employee housing, and excess land sales. Also responsible for demolition and clearance of right of way for construction, and locating and leasing space for construction Resident Engineer offices, as needed.
Utility Relocations	Conduct all activities necessary to oversee regulatory compliance, early identification, avoidance, accommodation, or relocation of utility facilities that would be in conflict with planned construction or subsequent operation of the transportation facility.
Airspace	Lease and manage various types of Department owned and operated right of way and/or facilities that are used to support the transportation system, but that safely accommodate a secondary use.
Excess Land	Dispose of all properties declared as excess to the Department's transportation projects or operational needs. This can include fee owned land, easement title rights, materials sources, disposal sites, maintenance station properties, or any other property owned by the Department.
Asset Management	Oversee and support real property retention review process and monitor transfer of unused property to excess land inventory for disposal; oversee project development of operational facility projects; and promote and pursue opportunities to optimize use of the Department's real property assets. Administer the Department's Lands and Buildings database, the Asset Management Inventory (AMI).
Local Programs	Provide oversight and guidance for all R/W activities, including utility relocation, to local public agency partners for local agency projects of all funding types on the State Highway System, as well as for State and/or Federal funded local agency projects off the State Highway System.
Organizational Development	Responsible for providing R/W staff with the necessary knowledge and tools to succeed in the vital role of delivering right of way for transportation project including: developing and delivering training; facilitating Strategic Planning, succession planning, and examination planning efforts; overseeing Title VI activities, and other Statewide projects.
Railroads	Perform early coordination and all railroad activities necessary leading to clearance of railroad involvements for transportation project delivery.

## **2.02.00.00 - PROJECT DEVELOPMENT**

### **2.02.01.00      Transportation Project Development Process**

R/W participates throughout the transportation project development process as a member of the project development team. The transportation project development process starts with initiation of feasibility studies in accordance with the Project Development Procedures Manual (PDPM). The process covers project report studies, community interaction, environmental studies, clearance documents, alternatives, and public hearings—all leading to completion of the plans, specifications, and estimates (PS&E). Current Department policy requires that project reports be prepared on all transportation development and improvement projects.

As early as the feasibility study Project Initiation Document (PID) stage and as changes occur during the project development process, R/W produces and updates a R/W Data Sheet that contains R/W's estimated capital outlay, support workplan, and schedule requirements for the project. Upon obtaining the Project Approval and Environmental Document (PA&ED), R/W performs regular R/W activities to acquire and clear right of way required for the project. R/W's major deliverable is the R/W certification of readiness for construction required as part of the PS&E package. Upon completion of the PS&E, the project is ready to list (RTL) the contract for project construction for advertisement, award, and completion of construction. The process ends with construction contract acceptance (CCA) and project closeout of contractual and financial obligations.

### **2.02.02.00      Caltrans Project Management**

The Department has embraced project management as its methodology for carrying out its transportation project development mission. Project management emphasizes planning, monitoring, and managing project delivery activities and resources through task management to deliver the right project, at the right time, within budget, and with the quality promised. Project management emphasizes communication in a team-based environment. The project manager, functional managers, project management support personnel, and region/district managers work together with any local partners to deliver the project. As part of this effort, the Department has developed a Project Management Handbook that sets forth the policies, goals, organizational structure, and roles and responsibilities of the project management organization. R/W participates as an active member of the project management team, generally as a functional team member and now in the evolving task manager role.

To support the Department's project management program, Region/District Divisions of R/W have created R/W Project Coordinator positions. R/W Project Coordinator positions act as point of contact to coordinate the exchange of information, respond to customer needs and enhance communication among divisions and offices in the Department, thereby aiding in project delivery on time and within the estimated cost.

### **2.02.03.00      Hazardous Waste**

The Department's policy in the development of transportation projects is to fully consider all aspects of potential hazardous waste sites. Contaminated property is acquired only after adequate prior investigation and proper contractual and valuation safeguards are incorporated into the property acquisition process. The property owner shall complete remediation of contamination, if possible, prior to the Department's acquisition of the property. Where cleanup by the owner prior to acquisition is not possible, an exception to the policy must be requested from the Deputy Director, Project Development, and Deputy Director, Planning. The PDPM sets forth the exception process and items to be addressed in the exception request. (See also memo dated August 16, 1995, Approval Process for Acquisition of Hazardous Waste Contaminated Property, Weaver/Hendrix.)

Project Development is the lead unit responsible for identifying, investigating, and cleaning up hazardous waste on required right of way. R/W, as part of the project development team, assists in the identification and investigation phases whenever possible and provides the primary source of contact with property owners and operators. Each Region/District has a designated hazardous waste (HW)/Materials Coordinator. See Manual Section 7.04.12.00 for R/W's role in this phase of project development and valuation considerations relating to hazardous waste properties.

#### **2.02.04.00      Risk Taking**

R/W is constantly challenged with new laws, regulations, policies, and the application of policies and procedures to real-life situations. R/W sometimes faces unique situations that require judgment decisions when specific guidance for forming the decision is not available from law, regulations, or policies and procedures. R/W occasionally must take calculated risks to deliver its product. The following statement provides some guidance for making decisions involving risk taking:

A RISK is defined as a legal and planned deviation in business practices or policy application consistent with delegated authority and a fiduciary position that results in time or dollar economies for the Department.

Prior to making a decision regarding a risk situation, the following factors should be considered:

- Is the risk decision legal?
- Is this informed decision consistent with the Department's policy and practice of being good stewards of our assets?
- Is the decision consistent with delegated authority?
- Does the decision consider the rights of those involved?
- Does the decision consider the corporate view?

## 2.03.00.00 - TRAINING AND DEVELOPMENT

### 2.03.01.00      Philosophy

R/W is committed to developing and maintaining a highly qualified and motivated work force that is representative of California's diverse population. Inherent in this commitment is the belief that a well-trained and motivated work force will improve efficiency, reduce costs, and offer an increased level of service to our customers.

### 2.03.02.00      General

Employees in R/W possess distinct and specialized skills. Additionally, all employees are expected to have basic computer literacy, good communication and interpersonal skills, and familiarity with the functions R/W performs.

Both formal and informal training are required for all employees. Formal training is offered in accordance with the Department's policies and falls into the following categories: mandated, job-required, job-related, personal development, upward mobility, and career-related. The formal training outlined in this section does not include mandated State and Department training courses required of all employees. Informal training refers to on-the-job training and is an essential element in our philosophy of developing well-trained employees.

### 2.03.03.00      Responsibility

All R/W employees share responsibility for developing and maintaining a well-trained work force. (See chart below.)

- **HQ R/W Organizational Development Manager** - is responsible for coordinating, scheduling, funding, and monitoring statewide training courses and for developing new courses and training instructors.
- **HQ Managers** - are responsible for planning training needs for HQ employees, identifying and prioritizing functional training needs statewide, identifying and providing personnel to be trained and used as instructors, and serving as subject matter experts to develop new courses.
- **Region/District R/W Managers** - are responsible for planning the training needs of region/district employees; maintaining training records; tracking, requesting and optimizing local funding for training; and identifying and providing personnel to be trained and used as instructors.
- **First-Line Supervisors** - are the primary managers and providers of training in their role as mentors. They also are responsible for developing an Individual Development Plan (IDP) annually, reviewing and updating the employee's training history, assessing the employee's training needs, and incorporating these into the IDP for each employee, reviewing and updating the IDP when a change in supervision occurs; and completing probationary reports for new and promoted employees.
- **Employees** - are ultimately responsible for their own personal and professional development. This includes assuming personal and fiscal responsibilities for developing some skills and abilities. They are responsible for identifying training needs to be included in their IDPs; for fully participating in assigned training; for seeking training opportunities to improve job performance and self-development (including performing on task forces, seeking developmental assignments outside R/W, serving on exam panels, serving as instructors, taking short-term assignments in other regions/districts); for developing mentor and lead person skills to assist in training others; and for maintaining a current, personal training history.

Employees' attainment of professional designations from associations such as the International Right of Way Association (IRWA), Appraisal Institute, or any internally sponsored professional certification is beneficial to R/W. The Division also has the Right of Way Certificate program which is available to all R/W Agents. While it is the employee's prerogative to attain such designations, R/W will support this endeavor to the degree that it benefits the State.

#### **2.03.04.00**      **Training Standards**

Training standards are structured to give all employees basic knowledge of R/W operations and to provide skills necessary for optimum job performance. Each region/district, however, must ultimately assess its own needs, its available resources, and the personnel involved when determining employees' training.

A general orientation process is an important step in training employees new to R/W. The Supervisor's New Employee Orientation Checklist (CEFS PM-0943) and the Orientation to Right of Way Functions Checklist (Exhibit 2-EX-1) are guides for the first-line supervisor to follow to ensure that all employees become familiar with the Department in general and R/W in particular.

#### **2.03.05.00**      **Employee Retention**

R/W is committed to strategic planning for effective recruitment to fill vacancies and long-term retention of experienced employees. Staff turnover adversely impacts production both while a position is vacant and during the natural transition from a new, untrained employee to being experienced with necessary knowledge and skills for optimal productivity.

In an effort to determine causes of turnover and develop strategies to improve employee recruitment and retention in R/W, supervisors are responsible for providing the employees with the "Confidential RW Exit Interview Questionnaire" form (CEFS RW 02-03) for completion, along with an envelope addressed to the HQ R/W Office Chief for Organizational Development for the form's return when given notice of an employee's intention to leave R/W. The employee also may provide a copy of the completed form to their supervisor or other local R/W management for information.

## 2.04.00.00 - RIGHT OF WAY ADMINISTRATION

### **2.04.01.00**      **Title VI of the 1964 Civil Rights Act and Related Statutes**

The Department's policy is to provide equal opportunity and full access to its programs, services, and information to all persons without regard to race, color, national origin, sex, disability, age, or income status. R/W assures that all services and benefits to be derived from any right of way activity will be administered in accordance with this policy, and as required in Title VI and related statutes, including but not limited to the following:

**Title VI of the 1964 Civil Rights Act**, 42 U.S.C. 2000, provides in Section 601 that:

*“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”* (PROHIBITS DISCRIMINATION IN IMPACTS, SERVICES, AND BENEFITS OF, ACCESS TO, PARTICIPATION IN, AND TREATMENT UNDER A FEDERAL-AID RECIPIENT'S PROGRAMS OR ACTIVITIES.)

**The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, 42 U.S.C. 4601, provides:

*“For the fair and equitable treatment of persons displaced as direct result of programs or projects undertaken by a Federal agency or with Federal financial assistance.”* (PROVIDES FOR FAIR TREATMENT OF PERSONS DISPLACED BY FEDERAL AND FEDERAL-AID PROGRAMS AND PROJECTS.)

**The Uniform Relocation Act Amendments of 1987, P.L. 101-246**, provides:

*“For fair, uniform, and equitable treatment of all affected persons; ...(and) minimizing the adverse impact of displacement...(to maintain)...the economic and social well-being of communities; and...to establish a lead agency and allow for State certification and implementation.”* (UPDATED THE 1970 ACT AND CLARIFIED THE INTENT OF CONGRESS IN PROGRAMS AND PROJECTS WHICH CAUSE DISPLACEMENT.)

**Title VIII of the 1968 Civil Rights Act**, 42 U.S.C. 3601, provides that:

*“(I) It shall be unlawful...to refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny a dwelling to any person because of race, color, religion or national origin.”* (PROHIBITS DISCRIMINATION IN THE SALE OR RENTAL OF HOUSING – U.S. Department of Housing and Urban Development (HUD) is the primary interest agency, but FHWA and States under Title VI are responsible for preventing discrimination in the function of Right-of-Way.)

**Presidential Executive Order 12898** addresses Environmental Justice regarding minority and low-income populations.

**Presidential Executive Order 13166** improves access to services for persons with limited English proficiency (LEP).

For more information on Title VI and related statutes, refer to R/W Exhibit 2-EX-3 or visit the Department's Civil Rights Web site at [http://www.dot.ca.gov/hq/bep/title\\_vi/t6\\_resource\\_dir.htm](http://www.dot.ca.gov/hq/bep/title_vi/t6_resource_dir.htm).

### **2.04.01.01      HQ R/W Responsibilities**

R/W will designate an HQ R/W Title VI Program Area Administrator (PAA) whose primary responsibilities are to:

- Refer all Title VI discrimination complaints to the Department's Equal Employment Opportunity, Discrimination Complaint Investigation Unit (DCIU) with a copy to the Title VI Coordinator in HQ Civil Rights. The Division will follow the Civil Rights, Equal Employment Opportunity Discrimination Complaint Investigation process available at [http://www.dot.ca.gov/hq/bep/title\\_vi/t6\\_violated.htm](http://www.dot.ca.gov/hq/bep/title_vi/t6_violated.htm)
- Ensure Title VI requirements are included in policy directives, contracts, and program manuals, and that the procedures used have built-in safeguards to prevent discrimination.
- Advise the Department's Title VI Coordinator in HQ Civil Rights.
- Serve as liaison between the R/W Title VI Liaisons in the Regions/Districts and the Department's Title VI Coordinator in HQ Civil Rights.
- Ensure the collection and analysis of the Right of Way Title VI Survey form, RW 02-01, is done by the Region/District R/W Title VI Liaisons.
- Evaluate Region/District R/W performance for compliance with Title VI laws and regulations, delivery of the Title VI survey, and maintenance of Title VI records.
- Assist the Department's Title VI Coordinator in HQ Civil Rights in coordinating and conducting compliance reviews in HQ R/W.
- Review and recommend needed changes in policy.
- Provide the Department's Title VI Coordinator in HQ Civil Rights with an annual report of the HQ R/W's Title VI related accomplishments and goals for inclusion in the Title VI Annual Report to FHWA.
- Provide information related to right of way activities in languages other than English.

### **2.04.01.02      Region/District R/W Responsibilities**

Each Region/District Chief for R/W shall appoint a Region/District R/W Title VI Liaison, who will collect and provide accurate information in a timely manner upon request.

During the first contact, each Region/District R/W Agent providing services to the public must deliver to property owners, tenants, and relocatees the following Title VI information:

- Title VI booklet
- Title VI of the 1964 Civil Rights Act and Related Statutes, Exhibit 2-EX-3
- The U.S. Department of Commerce of the Census, Language Identification Flashcard, Exhibit 2-EX-4, when the R/W Agent needs to identify a language while conducting right of way related activities.
- Right of Way Title VI Survey form, RW 02-01
- Right of Way Title VI Discrimination Complaint form, RW 02-02

Additionally, Agents shall document delivery of the Title VI information and the use of the Language Identification Flashcard with an appropriate diary entry.

The Region/District R/W Title VI Liaison shall collect and date stamp all voluntary Title VI Survey forms received, maintain records identified by project Expenditure Authorization (EA) number only, and assure that no personal information related to Title VI is held in any individual parcel file to protect the client's privacy.

The Region/District R/W Title VI Liaison will make Title VI survey information available to any appropriate HQ R/W or other reviewer for audit purposes.

The Region/District R/W Title VI Liaison shall provide to the local District Title VI PAA an annual report of the R/W's Region/District related accomplishments and goals upon request. The information will be compiled and conveyed by the District's Title VI PAA to the Department's Title VI Coordinator in HQ Civil Rights for their analysis and inclusion in the Title VI Annual Report to FHWA.

#### **2.04.02.00      R/W Roster**

The R/W Roster Coordinator initiates, assembles, and distributes the R/W Roster, which serves as a resource for information on personnel in R/W classifications statewide. Publication is not less than twice a year in January and July.

The Roster is divided into the following three sections:

- Personnel (classifications, hires, retirements)
- Organization Charts
- Telephone Lists

Each Region/District Division Chief for R/W shall appoint a Region/District Roster Coordinator, who will provide accurate information in a timely manner upon request.

#### **2.04.03.00      Statistical Reports**

##### **2.04.03.01      Annual R/W Fact Sheet**

Each year, HQ R/W prepares the Annual R/W Fact Sheet, which compiles production statistics and provides an overview of R/W activities during the preceding fiscal years. The report is an internal document intended primarily for R/W's use.

HQ R/W has overall responsibility for initiating, assembling, and finalizing the report. The various branches within HQ R/W and Region/District R/W are required to supply certain data upon request. Information should be provided as quickly and accurately as possible following receipt of the request.

HQ R/W must maintain a well-documented file while the report is being prepared and ensure the information is available for current and future review.

#### **2.04.03.02**      **Annual Federal Report**

*“The Agency shall submit a report of its real property acquisition and displacement activities under this part if required by the Federal agency funding the project.”* [Ref. 49 CFR 24.9(c)]

The federal report provides statistical information pertaining to those activities subject to provisions of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended, where federal funds are involved in any phase of a project. This includes projects under the Combined Road Plan, State/Local Cooperative Agreements, and where there is sales tax initiative funding.

Each Region/District prepares two Federal Statistical Report Forms for the 12-month period ending June 30 of each State fiscal year. One form is completed for state-funded and/or state/federal-funded relocation and real property acquisitions. The other form is completed for local-funded and/or local/federal-funded relocation and real property acquisitions. The reports are submitted to HQ P&M no later than October 1. Refer to Exhibit 2-EX-6 for copies of the forms and the Federal instructions for their completion.

#### **2.04.04.00**      **Forms, Records, and File Administration**

HQ R/W Office Chiefs and Region/District Division Chiefs for R/W are responsible for maintaining R/W's record systems and for assuring adherence to policies and procedures set forth in the Department's Records Management and Forms Management Programs for their respective offices in coordination with their assigned Records Officers and the Forms Officers for R/W.

#### **2.04.04.01**      **Records and File Administration**

The Records Officers for R/W in HQ and Region/District offices manage the records program to include the following responsibilities:

- Control access to public records.
- Assure confidentiality of personal information.
- Assure application of appropriate technology to all records and file management-related activities.
- Approve requests for filing and storage equipment.
- Collect and prepare input for Annual Records Inventory, upon request.
- Consult with and advise managers in all matters pertaining to records and file management.

HQ Records Officer's additional statewide responsibilities include:

- Maintain and revise the statewide R/W Records Retention Schedule.
- Act as liaison between HQ and Region/District R/W for matters pertaining to R/W records.

#### **2.04.04.02**      **Records Retention Schedule**

Departmental policy states that a Records Retention Schedule Approval Request, STD. 72, shall be established for all record series under each Program's functional control and shall include records held in HQ, Region/District offices, and storage. A complete revision is required every five years, but should be updated as retention requirements change.

The HQ Records Officer shall maintain and distribute the schedule to Region/District R/W Records Officers and P&M offices as changes are made.

#### **2.04.04.03      Forms Management**

The Forms Officers for R/W keep the Division in compliance with applicable laws and regulations of the Department's Forms Management Program to include the following responsibilities:

- Review forms for compliance with the Information Practices Act.
- Enforce provisions of the Information Practices Act to assure confidentiality of all personal information gathered.
- Prepare statewide input for the annual Information Practices Act report.
- Approve all requests to design and revise forms.
- Take advantage of opportunities for use of new technologies.

Region/District R/W Forms Officers shall submit any issues on functionality or use of individual forms to the HQ R/W Office Chief responsible for the related function.

The Forms Officer for HQ R/W shall act as liaison between HQ R/W Office Chiefs and HQ Forms Management on issues pertaining to forms management.

**NOTES:**

## 2.05.00.00 - DELEGATION MATRICES

### 2.05.01.00      Delegations

Pursuant to Director's Policy #16 dated December 1, 1994, and Executive Order #98-21 dated July 2, 1998, the HQ R/W Division Chief issues, updates, and disseminates delegations directly to the Regions/Districts through electronic mail (e-mail) and posting on the R/W Intranet. Delegations transfer to Region/District Directors, and by separate subdelegation order from Region/District Directors to Region/District Division Chiefs - R/W, and thereafter to the designated position.

The delegation matrices identify specific delegations to Regions/Districts, and also identify the Region/District subdelegation level of approval required for actions within each R/W function. Each Region/District will determine whether to delegate down to the lowest level allowed. The Region/District R/W Division Chief must report any amendment to the level of approval authority to the appropriate HQ Office Chief. The HQ Office Chief then initiates the update through the HQ Resource Manager for R/W.

The HQ Resource Manager for R/W has overall responsibility for maintaining, updating, and publishing updates to the delegation matrices on the Intranet at <http://pd.dot.ca.gov/row/> for access by Department staff, and immediately providing the updated delegation matrices to HQ P&M to send by e-mail to Region/District Division Chiefs – R/W for distribution.

**NOTES:**

## CHAPTER 2

### Organization and Policy Table of Contents

#### FORMS

<u>Form No.</u>	<u>Title</u>
RW 02-01	Right of Way Title VI Survey
RW 02-02	Right of Way Title VI Discrimination Complaint
RW 02-03	Confidential RW Exit Interview Questionnaire

**RIGHT OF WAY TITLE VI SURVEY**

RW 02-01 (REV 5/2008)

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

Expenditure Authorization (EA)

**NON-DISCRIMINATION**

All persons affected by State transportation projects are requested to provide information with regard to race, color, national origin, sex, disability, age or income status. Please check the items below which best describe you and return this form in the enclosed envelope.

The furnishing of this information is voluntary.

Head of household:  Male  Female

Age:  Under 40  41-65  Over 65

Race/Ethnicity:  White  American Tribe  
 Black  Pacific Islander  
 Hispanic  Other \_\_\_\_\_  
 Asian Specify: \_\_\_\_\_

Language spoken, if other than English: \_\_\_\_\_

Are you or any member of your household suffering any physical disability or medical condition?  Yes  No

Are you a low-income family?  Yes  No

Enclosure

**RIGHT OF WAY TITLE VI DISCRIMINATION COMPLAINT**

RW 02-02 (REV 5/2008)

**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

District County Route Post Expenditure Authorization (EA)

Name of Complainant Home Telephone Work Telephone

Mailing Address

**BASIS OF DISCRIMINATION**

Race  Color  National Origin  Sex  Disability  Low-Income  Non-English Speaker

Provide date(s) and place of alleged discrimination.

Describe the nature of the action, decision, or conditions of the alleged discrimination (attach extra page, if necessary).

Name the individuals (if known) responsible for the action, decision or condition of alleged discrimination.

Provide supporting information known to complainant in support of his/her allegation.

Identify possible witnesses whom the complainant believes can provide factual information about this allegation.

State the action requested by complainant.

Signature of Complainant Date Filed

**NOTE:** The use of the Right of Way Title VI Discrimination Complaint form is not mandatory. You may submit your complaint in any form that contains your signature.

# CONFIDENTIAL RW EXIT INTERVIEW QUESTIONNAIRE

**CONFIDENTIAL**  
This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure.

This questionnaire is completely voluntary and confidential, and ALL questions are optional.

## SECTION A: CURRENT EMPLOYEE INFORMATION

Employee Name: \_\_\_\_\_

Current Caltrans RW Classification: \_\_\_\_\_

District: \_\_\_\_\_

Caltrans RW Hire Date: \_\_\_\_\_

Caltrans RW Termination Date: \_\_\_\_\_

Total Length of State Service with RW: \_\_\_\_\_

## SECTION B: DEMOGRAPHIC INFORMATION

**Current Age** (circle one)                      <30                      30-39                      40-49                      50-59                      60+

## SECTION C: REASON(S) FOR LEAVING

Scale: Mark as many as apply in order of importance with 1 being highest priority.

### Reason(s) for leaving:

- Employment with other public sector \_\_\_\_\_
- Internal transfer to another Caltrans Division \_\_\_\_\_
- Promotion or career advancement \_\_\_\_\_
- Private employment \_\_\_\_\_
- Self-Employment \_\_\_\_\_
- Career change \_\_\_\_\_
- Moving out of state \_\_\_\_\_
- Illness or physical condition \_\_\_\_\_
- Family/Home circumstances \_\_\_\_\_
- Returning to school \_\_\_\_\_
- Job eliminated and/or contracted out \_\_\_\_\_
- Laid off \_\_\_\_\_
- Better pay \_\_\_\_\_
- Salary increase for professional designations \_\_\_\_\_
- Higher percent coverage of medical benefits \_\_\_\_\_
- Increased PERS percent at age 55 \_\_\_\_\_
- Higher Social Security contributions \_\_\_\_\_
- Better deferred compensation benefits \_\_\_\_\_
- Miscellaneous compensation incentives \_\_\_\_\_
- High cost of living within area of employment \_\_\_\_\_
- Commuting distance \_\_\_\_\_
- Conflict with other employees \_\_\_\_\_
- Job related issues \_\_\_\_\_
- Constant change and uncertainty \_\_\_\_\_
- Retirement \_\_\_\_\_

### New Employer Information

Who: \_\_\_\_\_

Who: \_\_\_\_\_

New classification: \_\_\_\_\_

Who: \_\_\_\_\_

New classification: \_\_\_\_\_

Max Salary: \_\_\_\_\_

Compensation amount: \_\_\_\_\_

New employer percentage: \_\_\_\_\_ %

New percentage at age 55: \_\_\_\_\_ %

Contribution percentage: \_\_\_\_\_ %

Employer contribution: \_\_\_\_\_

Type/amount: \_\_\_\_\_

Additional information/comments/details of above:

I would consider returning to Caltrans RW if reason(s) for leaving above change.

YES     NO



## CHAPTER 2

### Organization and Policy Table of Contents

#### EXHIBITS

<u>Exhibit No.</u>	<u>Title</u>
2-EX-1	Orientation to Right of Way Functions Checklist
2-EX-2	Hold for Future Use
2-EX-3	Title VI of the 1964 Civil Rights Act and Related Statutes
2-EX-4	Language Identification Flashcard
2-EX-5	Hold for Future Use
2-EX-6	Federal Statistical Report Form

**ORIENTATION TO RIGHT OF WAY FUNCTIONS  
CHECKLIST**

(Form #)

**I. RIGHT OF WAY ENGINEERING**

- A. Objectives of Right of Way Engineering
  - B. Right of Way Maps
    - 1. Explanation of various types
      - a. Estimate
      - b. Hard copy
      - c. Appraisal
      - d. Right of Way Record Map
      - e. Application Maps
      - f. Relinquishment and Vacation
      - g. Condemnation
    - 2. Researching Records
    - 3. Reading Maps
      - a. Use of Engineering Scale
      - b. Aerial Topography
  - C. Assessor Records
    - 1. Indexes
    - 2. Use of Microfiche
  - D. Calculations and Delineation
    - 1. Example of Boundary Resolution
      - a. Deed Interpretation
      - b. Subdivision and Record of Survey Maps
    - 2. Area Calculations
    - 3. Review of Public Land Surveys
    - 4. California Coordinate System
    - 5. Descriptions and Deed Preparation
    - 6. Condemnation Resolutions
  - E. Land Surveyors Act and Subdivision Map Act - Review
  - F. Field Surveys
    - 1. Observe Property Corner Survey
    - 2. Observe Staking or Setting New Right of Way
  - G. View APOLLO Workstation
  - H. Integrated Right of Way System
-

**ORIENTATION TO RIGHT OF WAY FUNCTIONS  
CHECKLIST (Cont.)**

(Form #)

EXHIBIT  
2-EX-1 (RENUMBERED 5/2009)  
Page 2 of 5

---

**II. APPRAISALS**

- A. Review objectives of Appraisal Function
- B. Explain General Appraisal Concepts including:
  - 1. Market Value
  - 2. Highest and Best Use
  - 3. Larger Parcel
  - 4. Severance Damage
- C. Read a Market Value Appraisal Report
- D. Attend field trips with Appraisal agents to observe:
  - 1. Initial contact with property owner (including inspection of property)
  - 2. Confirming a comparable sale
  - 3. Use of the various sources of comparable sales data such as Title Company, Recorder's Office, Multiple Listing Service, Brokers
- E. Explain Right of Way (R/W) Data Sheet Estimates and Scoping Documents
- F. Review Right of Way Management Information System (ROWMIS)

**III. ACQUISITION**

- A. Review objective of Acquisition Function including condemnation process
  - B. Work with an Acquisition agent to prepare for field trip:
    - 1. Reviewing Appraisal Report of subject property
    - 2. Analyzing Title Report for subject property
    - 3. Preparing Right of Way Contract
    - 4. Preparing a Memorandum of Settlement (MOS)
  - C. Attend field trip with Acquisition agent to observe:
    - 1. Subject parcel and comparables
    - 2. An Initial Call
    - 3. Follow-up/Closing Call
    - 4. Filing of Condemnation Papers
    - 5. Serving of Condemnation Papers
  - D. Review ROWMIS
-

**ORIENTATION TO RIGHT OF WAY FUNCTIONS  
CHECKLIST (Cont.)**

(Form #)

EXHIBIT  
2-EX-1 (RENUMBERED 5/2009)  
Page 3 of 5

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**IV. RELOCATION ASSISTANCE PROGRAM**

- A. Review objectives of Relocation Assistance Program (RAP), Housing Studies and Last Resort Housing
- B. Attend field trips with RAP Relocation Assistance Program Agents to observe
  - 1. An initial Relocation Assistance call on displacee
  - 2. A Follow-Up Call on displacee
  - 3. A Decent, Safe and Sanitary Inspection
  - 4. Signing of claim forms by a residential displacee
- C. Review a Housing Study
- D. Attend field trip with agent preparing a Relocation Assistance valuation (if not done during Appraisal function indoctrination)
- E. Review ROWMIS

**V. PROPERTY MANAGEMENT**

- A. Review objectives of Property Management Function
  - B. Explain and review:
    - 1. Rental application
    - 2. Credit checks and reports
    - 3. Rental Agreement
    - 4. Maintenance Inspection check sheet
    - 5. Rental Rate Valuation
    - 6. Clearance and Demolition procedures
    - 7. Property inventory accountability
  - C. Attend field trips with Property Management agents to observe:
    - 1. Interview with new tenant
    - 2. Maintenance Inspection Call
  - D. Review Asset Management
  - E. Review Right of Way Property Management System (RWPM)
-

**ORIENTATION TO RIGHT OF WAY FUNCTIONS  
CHECKLIST (Cont.)**

(Form #)

EXHIBIT  
2-EX-1 (RENUMBERED 5/2009)  
Page 4 of 5

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**VI. EXCESS LAND**

- A. Explain objectives of Excess Land Function
- B. Explain and review:
  - 1. Process for clearing properties for sale
  - 2. Sales notice
  - 3. Advertising campaign
- C. Attend field trips with agent to observe:
  - 1. Initial call with owner on a "Finding A" or "Finding B" property
  - 2. Public Auction or Sealed Bid Sale
- D. Explain Automated Inventory System including "Hold" categories
- E. Review Excess Land Management System (ELMS)

**VII. PLANNING AND MANAGEMENT**

- A. Review objectives of Planning and Management Function
  - B. Explain and review:
    - 1. Relationships between R/W and other project delivery divisions
    - 2. R/W capital budget processes and contacts:
      - a. Reliance on R/W data sheet estimates and Functional staff updates
      - b. R/W capital allocation
      - c. Federal-aid authorization
      - d. Reimbursement authority and cooperative agreement required for other fund types
      - e. Invoice and contract payment processes and references
      - f. Fund sources and corresponding guidelines
    - 3. Charging practices and resources for:
      - a. Use of Work Breakdown Structure (WBS) for project related staff time
      - b. Use of 2-phase Expenditure Authorization (EA) to report project related staff time
      - c. Use of K-, 0-, or 1-phase EA to report project related staff time
      - d. Use of 9-phase EA for capital project payments
      - e. Use of administrative overhead EAs for staff time and operating expenses
  - C. Review Project Coordination responsibilities including:
    - 1. Task Management
    - 2. Workplans for Capital Outlay Support (COS)
    - 3. Status of Projects (SOP)
  - D. Review R/W Certification process
  - E. Review ROWMIS
-

**ORIENTATION TO RIGHT OF WAY FUNCTIONS  
CHECKLIST (Cont.)**

(Form #)

EXHIBIT

2-EX-1 (RENUMBERED 5/2009)

Page 5 of 5

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**VIII. UTILITIES**

- A. Review objectives of Utility Relocation process
  - B. Explain how Utility conflicts are identified, analyzed and cleared
  - C. Attend field trip with agent to observe:
    - 1. Utility conflict on site
    - 2. Contact with Utility Owner to discuss relocation
  - D. Assist agent in preparing a Utility Notice to Owner and a Utility Agreement
  - E. Review R/W Utility Management System (RUMS)
  - F. Review ROWMIS
-

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**NONDISCRIMINATION STATUTES**

- **Title VI of the 1964 Civil Rights Act**, 42 U.S.C. 2000, provides in Section 601 that:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (PROHIBITS DISCRIMINATION IN IMPACTS, SERVICES, AND BENEFITS OF, ACCESS TO, PARTICIPATION IN, AND TREATMENT UNDER A FEDERAL-AID RECIPIENT’S PROGRAMS OR ACTIVITIES)

- **The Age Discrimination Act of 1975**, as amended 42 U.S.C. 6101, provides:

“No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (PROHIBITS DISCRIMINATION BASED ON AGE)

- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, 42 U.S.C. 4601, provides:

“For the fair and equitable treatment of persons displaced as direct result of programs or projects undertaken by a Federal agency or with Federal financial assistance.” (PROVIDES FOR FAIR TREATMENT OF PERSONS DISPLACED BY FEDERAL AND FEDERAL-AID PROGRAMS AND PROJECTS)

- **The Federal-aid Highway Act**, 49 U.S.C. 306

Outlines the responsibilities of the U.S. Department of Transportation and, at (c) outlines the Secretary’s authority to decide whether a recipient has not complied with applicable Civil Rights statutes or regulations, requires the Secretary to provide notice of the violation, and requires necessary action to ensure compliance.

- **The 1973 Federal-aid Highway Act**, 23 U.S.C. 324, provides:

“No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this title.” (PROHIBITS DISCRIMINATION ON THE BASIS OF SEX)

- **The Civil Rights Restoration Act of 1987**, P.L. 100-209, provides:

Clarification of the original intent of Congress in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. (RESTORES THE BROAD, INSTITUTION-WIDE SCOPE AND COVERAGE OF THE NON-DISCRIMINATION STATUTES TO INCLUDE ALL PROGRAMS AND ACTIVITIES OF FEDERAL-AID RECIPIENTS, SUB-RECIPIENTS AND CONTRACTORS, WHETHER SUCH PROGRAMS AND ACTIVITIES ARE FEDERALLY ASSISTED OR NOT)

- **The Uniform Relocation Act Amendments of 1987**, P.L. 101-246, provides:

“For fair, uniform, and equitable treatment of all affected persons; ... (and) minimizing the adverse impact of displacement... (to maintain)... the economic and social well-being of communities; and... to establish a lead agency and allow for State certification and implementation.” (UPDATED THE 1970 ACT AND CLARIFIED THE INTENT OF CONGRESS IN PROGRAMS AND PROJECTS WHICH CAUSE DISPLACEMENT)

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**TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND  
RELATED STATUTES (Cont.)**

(Form #)

EXHIBIT  
2-EX-3 (REV 5/2008)  
Page 2 of 2

- **The Americans with Disabilities Act**, P.L. 101-336, provides:

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government.” (PROVIDED ENFORCEABLE STANDARDS TO ADDRESS DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES)

- **The Civil Rights Act of 1991**, in part, amended Section 1981 of 42 U.S.C. by adding two new sections that provided:

“(b) For the purposes of this section, the term ‘make and enforce contracts’ includes the making, performance, modification, and termination of contracts and the enjoyment of all benefits, privileges, terms, and conditions of the contractual relationship.

(c) The rights protected by this section are protected against impairment by non-governmental discrimination and impairment under color of State law.”

- **Title VIII of the 1968 Civil Rights Act**, 42 U.S.C. 3601, provides that:

“(I) It shall be unlawful...to refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny a dwelling to any person because of race, color, religion or national origin.” (PROHIBITS DISCRIMINATION IN THE SALE OR RENTAL OF HOUSING – HUD is the primary interest agency, but FHWA and States under Title VI are responsible for preventing discrimination in the function of Right-of-Way)

- **The National Environmental Policy Act of 1969**, 42 U.S.C. 4321

Requires the consideration of alternatives, including the “no-build” alternative, consideration of social, environmental and economic impacts, public involvement, and use of a systematic interdisciplinary approach at each decisionmaking stage of Federal-aid project development.

- **Title IX of the Education Amendments of 1972**

Makes financial assistance available to institutions of higher education to: (1) strengthen, improve and, where necessary, expand the quality of graduate and professional programs leading to an advanced degree; (2) establish, strengthen, and improve programs designed to prepare graduate and professional students for public service; and (3) assist in strengthening undergraduate programs of instruction in certain instances.

- **Section 504 of the Rehabilitation Act of 1973**, 29 U.S.C. 790, provides that:

“(N)o qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.” (PROHIBITS DISCRIMINATION BASED ON PHYSICAL OR MENTAL HANDICAP)

Source: U.S. Department of Transportation  
Federal Highway Administration Title VI Handbook  
Title VI Nondiscrimination in the Federal-Aid Highway Program  
FHWA Publication No. FHWA-HCR-06-006

**LANGUAGE IDENTIFICATION FLASHCARD**

(Form #)

This Language Identification Flashcard is available in Adobe Acrobat format from the Federal Interagency Working Group on Limited English Proficiency ([www.lep.gov](http://www.lep.gov)) at: <http://www.lep.gov/ISpeakCards2004.pdf>

or see the following three pages.

**INSTRUCTIONS ON HOW TO USE THE LANGUAGE IDENTIFICATION FLASHCARD  
(I SPEAK CARD):**

- Deliver Title VI information to property owners, tenants and relocatees during your first contact.
  - Show your client the Language Identification Flashcard (I Speak Card), if he/she has difficulty communicating or understanding you.
  - Encourage your client to identify the language of his/her preference.
  - Enter the use of the I Speak Card in the diary.
  - Offer your client translation/interpretation services under the limited English proficiency (LEP) program.
  - Provide a translator/interpreter at your next appointment, or inform your client he/she could be assisted by an adult of his/her preference.
  - Enter any translation/interpretation services provided in the diary.
-

2004  
Census

United States  
Census  
2010

LANGUAGE IDENTIFICATION FLASHCARD

- |                          |   |                        |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                               | 1. Arabic              |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞ք այս քանակուսումը, եթե խոսում կամ կարդում եք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                              | 3. Bengali             |
| <input type="checkbox"/> | ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                               | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.        | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。  | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。  | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                     | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                              | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                         | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.   | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                        | 12. Farsi              |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérte vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงใน	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

**FEDERAL STATISTICAL REPORT FORM**

(Form #)

Here are the instructions from e-CFR for completing the Federal Statistical Report Form. The Department has two forms: one for “State” on page 2 and the other for “Local” on page 3.

Exception to instructions: Federal Highway Administration (FHWA) has authorized the Department to use the State fiscal year, i.e., July 1 through June 30, in place of the Federal fiscal year shown for “2. Report period” in the CFR instructions below.

**Appendix B to Part 24—Statistical Report Form**

This Appendix sets forth the statistical information collected from Agencies in accordance with §24.9(c).

**General**

1. *Report coverage.* This report covers all relocation and real property acquisition activities under a Federal or a federally-assisted project or program subject to the provisions of the Uniform Act. If the exact numbers are not easily available, an Agency may provide what it believes to be a reasonable estimate.
2. *Report period.* Activities shall be reported on a Federal fiscal year basis, i.e., October 1 through September 30.
3. *Where and when to submit report.* Submit a copy of this report to the lead Agency as soon as possible after September 30, but NOT LATER THAN NOVEMBER 15. Lead Agency address: Federal Highway Administration, Office of Real Estate Services (HEPR), Room 3221, 400 7th Street SW., Washington, DC 20590.
4. *How to report relocation payments.* The full amount of a relocation payment shall be reported as if disbursed in the year during which the claim was approved, regardless of whether the payment is to be paid in installments.
5. *How to report dollar amounts.* Round off all money entries in Parts of this section A, B and C to the nearest dollar.
6. *Regulatory references.* The references in Parts A, B, C and D of this section indicate the subpart of the regulations pertaining to the requested information.

**Part A. Real property acquisition under The Uniform Act**

*Line 1.* Report all parcels acquired during the report year where title or possession was vested in the Agency during the reporting period. The parcel count reported should relate to ownerships and not to the number of parcels of different property interests (such as fee, perpetual easement, temporary easement, etc.) that may have been part of an acquisition from one owner. For example, an acquisition from a property that includes a fee simple parcel, a perpetual easement parcel, and a temporary easement parcel should be reported as 1 parcel not 3 parcels. (Include parcels acquired without Federal financial assistance, if there was or will be Federal financial assistance in other phases of the project or program.)

*Line 2.* Report the number of parcels reported on Line 1 that were acquired by condemnation. Include those parcels where compensation for the property was paid, deposited in court, or otherwise made available to a property owner pursuant to applicable law in order to vest title or possession in the Agency through condemnation authority.

*Line 3.* Report the number of parcels in Line 1 acquired through administrative settlement where the purchase price for the property exceeded the amount offered as just compensation and efforts to negotiate an agreement at that amount have failed.

*Line 4.* Report the total of the amounts paid, deposited in court, or otherwise made available to a property owner pursuant to applicable law in order to vest title or possession in the Agency in Line 1.

**Part B. Residential Relocation Under the Uniform Act**

*Line 5.* Report the number of households who were permanently displaced during the fiscal year by project or program activities and moved to their replacement dwelling. The term “households” includes all families and individuals. A family shall be reported as “one” household, *not* by the number of people in the family unit.

*Line 6.* Report the total amount paid for residential moving expenses (actual expense and fixed payment).

*Line 7.* Report the total amount paid for residential replacement housing payments including payments for replacement housing of last resort provided pursuant to §24.404 of this part.

*Line 8.* Report the number of households in Line 5 who were permanently displaced during the fiscal year by project or program activities and moved to their replacement dwelling as part of last resort housing assistance.

*Line 9.* Report the number of tenant households in Line 5 who were permanently displaced during the fiscal year by project or program activities, and who purchased and moved to their replacement dwelling using a downpayment assistance payment under this part.

*Line 10.* Report the total sum costs of residential relocation expenses and payments (excluding Agency administrative expenses) in Lines 6 and 7.

**Part C. Nonresidential Relocation Under the Uniform Act**

*Line 11.* Report the number of businesses, nonprofit organizations, and farms who were permanently displaced during the fiscal year by project or program activities and moved to their replacement location. This includes businesses, nonprofit organizations, and farms, that upon displacement, discontinued operations.

*Line 12.* Report the total amount paid for nonresidential moving expenses (actual expense and fixed payment).

*Line 13.* Report the total amount paid for nonresidential reestablishment expenses.

*Line 14.* Report the total sum costs of nonresidential relocation expenses and payments (excluding Agency administrative expenses) in Lines 12 and 13.

**Part D. Relocation Appeals**

*Line 15.* Report the total number of relocation appeals filed during the fiscal year by aggrieved persons (residential and nonresidential).

The above instructions are also available at e-CFR (Electronic Code of Federal Regulations):

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=4b130c71709cf33dd27a942ac4e391be&rgn=div5&view=text&node=49:1.0.1.1.17&idno=49#49:1.0.1.1.17.16.4.12>

**FEDERAL STATISTICAL REPORT FORM (Cont.)**  
 (Form #)

Below is the Federal Statistical Report Form used to report activities paid by State and/or State/Federal funds.

FISCAL YEAR ENDING JUNE 30, 20 \_\_\_\_\_  
 REPORTING AGENCY: California Department of Transportation  
 STATE: California  
 CITY/COUNTY (For Local Government Agencies): State  
 FEDERAL FUNDING AGENCY: FHWA

<b>PART A. REAL PROPERTY ACQUISITION UNDER THE UNIFORM ACT</b>	
1) Total Number of Parcels Acquired (Ownerships)	
2) Number of Parcels in Line 1 Acquired by Condemnation	
3) Number of Parcels in Line 1 Acquired by Administrative Settlement (Above initial offer - see 24.102(i))	
4) Compensation - Total Costs (Including 24.106; Excluding appraisal costs, negotiator fees and other administrative expenses)	
<b>PART B. RESIDENTIAL RELOCATION UNDER THE UNIFORM ACT</b>	
5) Total Number of Residential Displacements (Households)	
6) Residential Moving Payments - Total Costs	
7) Replacement Housing Payments - Total Costs	
8) Number of Last Resort Housing Displacements in Line 5 (Households)	
9) Number of Tenants converted to Homeowners in Line 5 (Households using 24.402(c))	
10) Total Costs for Residential Relocation Expenses and Payments (Sum of lines 6 and 7; excluding Agency Administrative Costs)	
<b>PART C. NONRESIDENTIAL RELOCATION UNDER THE UNIFORM ACT</b>	
11) Total Number of NonResidential Displacements	
12) NonResidential Moving Payments - Total Costs (Including 24.305)	
13) NonResidential Reestablishment Payments - Total Costs	
14) Total Costs for NonResidential Relocation Expenses and Payments (Sum of lines 12 and 13; excluding Agency Administrative Costs)	
<b>PART D. RELOCATION APPEALS UNDER THE UNIFORM ACT</b>	
15) Total Number of Relocation Appeals (Residential & NonResidential)	

**FEDERAL STATISTICAL REPORT FORM (Cont.)**  
 (Form #)

Below is the Federal Statistical Report Form used to report activities paid by Local and/or Local/Federal funds.

FISCAL YEAR ENDING JUNE 30, 20 \_\_\_\_\_  
 REPORTING AGENCY: California Department of Transportation  
 STATE: California  
 CITY/COUNTY (For Local Government Agencies): Local  
 FEDERAL FUNDING AGENCY: FHWA

<b>PART A. REAL PROPERTY ACQUISITION UNDER THE UNIFORM ACT</b>	
1) Total Number of Parcels Acquired (Ownerships)	
2) Number of Parcels in Line 1 Acquired by Condemnation	
3) Number of Parcels in Line 1 Acquired by Administrative Settlement (Above initial offer - see 24.102(I))	
4) Compensation - Total Costs (Including 24.106; Excluding appraisal costs, negotiator fees and other administrative expenses)	
<b>PART B. RESIDENTIAL RELOCATION UNDER THE UNIFORM ACT</b>	
5) Total Number of Residential Displacements (Households)	
6) Residential Moving Payments - Total Costs	
7) Replacement Housing Payments - Total Costs	
8) Number of Last Resort Housing Displacements in Line 5 (Households)	
9) Number of Tenants converted to Homeowners in Line 5 (Households using 24.402(C))	
10) Total Costs for Residential Relocation Expenses and Payments (Sum of lines 6 and 7; excluding Agency Administrative Costs)	
<b>PART C. NONRESIDENTIAL RELOCATION UNDER THE UNIFORM ACT</b>	
11) Total Number of NonResidential Displacements	
12) NonResidential Moving Payments - Total Costs (Including 24.305)	
13) NonResidential Reestablishment Payments - Total Costs	
14) Total Costs for NonResidential Relocation Expenses and Payments (Sum of lines 12 and 13; excluding Agency Administrative Costs)	
<b>PART D. RELOCATION APPEALS UNDER THE UNIFORM ACT</b>	
15) Total Number of Relocation Appeals (Residential & NonResidential)	