

Fiscal Year 2023 FHWA & Caltrans Civil Rights Program Joint Risk Assessment

1. FY23 FHWA & Caltrans Civil Rights Program Joint Risk Assessment: Threats & Opportunities

**PURPOSE (Time to complete: 15 minutes)** 

Thank you for responding to our FY23 FHWA/Caltrans Civil Rights Program Risk Assessment. We appreciate that Caltrans employees were already asked to address risk within the DBE program; therefore, when responding to this assessment, consider the entire Civil Rights program plus the DBE program, Title VI, Americans with Disabilities, and Contractor Compliance, On-the-Job Training/Training Special Provisions, EEO, & OJT & DBE Supportive Services, LEP, EJ, LPAs. Provide us with your top "opportunities" and "threats" that might lead to improving collaboration among our agencies, partners, and stakeholders. The goal here is to improve the efficiency and effectiveness of our entire Civil Rights program and project outcomes within the context of the Federal-aid highway program.

**DEFINING RISK** 

Risk is the effect of uncertainty on our agencies' objectives. It manifests as an "opportunity" (potential gain) or "threat" (potential loss). This assessment provides three instances to identify an opportunity and/or threats for up to six responses. Then identify the program/area of concern (interest) to give us context. We then ask you to identify a potential mitigation strategy. Lastly, we ask you to associate an opportunity or threat with a set of impact, likelihood, & scope criteria to help gauge the significance of the event if it occurred.

Likelihood Criteria

Unlikely: The event could possibly occur but is unlikely.

Possible: The event could occur under specific conditions and some of those conditions present.

Likely: The event is likely to occur in most circumstances.

Almost Certain: The event occur sin most circumstances or is happening now. Impact Criteria

Catastrophic: Large unacceptable financial loss, severe budget variance. Very significant harm to image with substantial impact on effectiveness. Large and unacceptable operational impact, long term business interruption. Qualified audit finding.

Major: Very significant financial loss, major budget variance. Major embarrassment leading to significant impact on effectiveness. Unacceptable operational impact, short term business interruption. Leads to material weakness.

Moderate: Significant financial loss and variance to budget. Moderate

embarrassment impacting short term effectiveness. Moderate operational impact, business not interrupted. Leads to Audit findings. Minor: Minor financial loss, small budget variance. Minor embarrassment, but no harm to image or reputation. Minor operational impact, business not interrupted. Leads to audit findings.

Insignificant: Minimal or no measurable operational impact. Can be managed with routine activities. Leads to immaterial audit findings.

**SCOPE CRITEREA Statewide** Program Project FILLING OUT THE SURVEY Your answer should related to the Federal aid Civil Rights Program so please consider the following: · What do you see during a normal workday that presents and opportunity or threat to both our agencies? · What ideas or opportunities for improvement can you offer to improve what you or others do as it relates to the Civil Rights program? **NOTES/CONTACT INFORMATION** Do not highlight personnel or human resource issues unless it directly relates to the delivery of Civil Rights on Federal aid programs or projects. We value your feedback. Honest feedback helps us to strengthen our Federal aid program and project delivery outcomes. Thank you for your value-added input! For questions call: Michael Caliendo, FHWA, 208-340-4776 Scott Carson, FHWA, 916-796-7207 David De Luz, Caltrans, 916-205-1075 Sanjay Singh, Caltrans, 916-317-1999

Threat #1: What is your #1 threat facing you in your daily program or project level work?

Other (please	ch Disabilities	Special Provisions DBE/SS OJT/SS	Proje	ll Public Agency (LPA) ects
Update manua Streamline a p Provide trainin Provide mento	al or specification process ng pring gram or process revie arch project to study th	w to identify improven	ider for your identi ients	fied #1 threat?
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	Statewide	Program	District	Project
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Opportunity #1: Tell us about an idea you've had or that you've seen implemented or that you would like to see implemented so that others can take advantage of it to make improvements.

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pportunity #1: What Civil Ri	ghts area(s) or program(s) is yo	ur #1 opportunity related to?
Title VI	Equal Employment	Limited English Proficieny
Disadvantaged Business	Opportunity	Low Income
Enterprise	On-the-Job-Training/Training Special Provisions	Local Public Agency (LPA)
Contractor Compliance Americans with Disabilities	DBE/SS	Projects
Americans with Disabilities	OJT/SS	
Other (please specify)		
pportunity #1: How can we	exploit this #1 opportunity?	
Update manual or specification	1	
Streamline a process		
Provide training		
Provide training Provide mentoring		
Provide mentoring	review to identify improvements	
Provide mentoring		
Provide mentoring Perform a program or process		

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Scope Assessment	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
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Americans w	rith Disabilities	DBE/SS OJT/SS		
Other (pleas	e specify)			

Almost Certain Likely Possible Unlikely   ikelihood <td< th=""><th>Threat #2: What</th><th></th><th></th><th>-</th><th></th><th></th></td<>	Threat #2: What			-		
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Enterprise	On-the-Job Training/Training Special Provisions	Local Public Agencies (LPA
Contractor Compliance	DBE/SS	
Americans with Disabilities	OJT/SS	
Other (please specify)		
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Other (please specify)		

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Opportunity #3: Tell us about an idea you've had or that you've seen implemented or that you would like to see implemented so that others can take advantage of it to make improvements.

<ul> <li>pportunity #3: What Civil Right</li> <li>Title VI</li> <li>Disadvantaged Business Enterprise</li> <li>Contractor Compliance</li> <li>Americans with Disabilities</li> <li>Other (please specify)</li> </ul>	<ul> <li>ghts area(s) or program(s) is you</li> <li>Equal Employment Opportunity</li> <li>On-the-Job-Training/Training Special Provisions</li> <li>DBE/SS</li> <li>OJT/SS</li> </ul>	ur #3 oportunity related to?'
pportunity #3: How can we e Update manual or specification Streamline a process Provide training		
<ul> <li>Provide mentoring</li> <li>Perform a program or process a</li> <li>Create a research project to state</li> <li>Other (please specify)</li> </ul>	review to identify improvements idy the issues	

	noose the impact ch	teria from the s	cale below for your #	3 opportunity:
	Extremely Beneficial	Major Benefit	Moderately Beneficial	Mildly Beneficial
Impact Criteria	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Opportunity #3: C	hoose the Likelihood	Criteria from th	ne scale below for you	ır #3 opportunity
	Almost Certain	Likely	Possible	Somewhat Possible
Likelihood Criteria	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Opportunity #3: C	hoose the Scope Crit	eria from the sc	ale below for your #3	3 opportunity:
	Statewide	Program	District	Project
Scope Assessment	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Please provide any	v additional feedback	about making y	our work more efficie	ent and effective.
* Where do you	work?			
* Where do you	work?			
<sup>c</sup>				
⊖ FHWA	dquarters			
<ul> <li>FHWA</li> <li>Caltrans Head</li> <li>Caltrans Distr</li> </ul>	dquarters			
<ul> <li>FHWA</li> <li>Caltrans Head</li> <li>Caltrans Distr</li> </ul>	dquarters rict Planning Organization			

Please provide your contact information (not required and if provided, will not be shared beyond the Assessment Team):

Name		
Agency		
Address		
Address 2		
City/Town		
State/Province	select state	
ZIP/Postal Code		
Country		
Email Address		
Phone Number		