

EXHIBIT 3.5: TRIBAL OUTREACH AND CONSULTATION LOG

Project Title
County, Route, Post Mile
Project No./Expenditure Authorization

Date	Type of Communication	Agency and/or Consultant Representative(s) (name, title, affiliation)	Tribal Representative(s) (name, title, affiliation)	Description/Summary of Communication
MM/DD/YYYY List all entries chronologically	For example: <ul style="list-style-type: none"> • Letter/email • Meeting • Site visit • Phone call 	List all present or included in communications: <ul style="list-style-type: none"> • Caltrans, • Local Agencies, and/or • Consultant representatives 	List all present or included in communications: <ul style="list-style-type: none"> • Tribal Cultural Representatives, • Tribal Experts, and/or • Tribal leaders/officials 	Provide succinct summary of key points of the communication in this column. Identify tribal concerns or requests and how they were addressed. Make reference to any documents associated with the communication, as appropriate (e.g., letters, emails, meeting summaries, field notes, etc.). Include completed Tribal Outreach and Consultation Log as an attachment to the compliance/technical report. Only correspondence pertaining to key milestones or key decision points in the project consultation need to be included in the technical report attachments. Retain all correspondence for the administrative record. Redact sensitive information, as necessary. A narrative summary of the project’s tribal outreach and consultation efforts should be included in the body of the compliance/technical report, as supported by the Consultation Log and related correspondence, to demonstrate adequacy of efforts to address the concerns of culturally affiliated Native American tribes. Contact your District Native American Coordinator or the Cultural Studies Office for additional guidance.

NOTE: Add additional rows and pages, as needed. Include an Abbreviation Key for repeated names/references. Initiate log entries and maintain throughout the consultation process for optimal record keeping.