

## Summer Angus

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**From:** Francesconi, Mike@CDFA <mike.francesconi@cdfa.ca.gov>  
**Sent:** Thursday, April 4, 2024 9:57 AM  
**To:** Yates, Kaylen@CDFA; Francesconi, Mike@CDFA  
**Cc:** Goss, Sofia@CDFA; Anater, Kenneth@CDFA; Kume, Joji@CDFA; Lara, Gilbert@CDFA; Elliott, Denise@CDFA; Southwick, Charles@CDFA  
**Subject:** F&E Letter D2024-03 Dymally-Allatore Bilingual Services Act Language Survey  
**Attachments:** D2024-03 Dymally-Allatore Bilingual Services Act Language Survey.pdf

Good morning DAA CEOs,

Please find attached, Circular Letter #D2024-03, which outlines the procedures to follow for the Dymally-Allatore Bilingual Services Act Language Survey, which is required by law to be performed every two years.

The 2-week period this language survey will take place is April 14 through April 27, 2024. Fairs and Expositions is asking that an individual be identified at each DAA who will participate in the biennial language survey. The person identified will be the Public Contact Employee (PCE) for your DAA. Please email the name and contact information of your identified PCE to Kaylen Yates, [Kaylen.Yates@cdfa.ca.gov](mailto:Kaylen.Yates@cdfa.ca.gov) by **Friday, April 12, 2024**. An additional email will be sent at the end of next week that will include program policies, 2024 guidelines, and essential documents for the PCE to fill out and complete the language survey.

Please ensure that this information is shared with the fair board at the next regularly scheduled board meeting listed as an item of correspondence.

For future reference, you may view and download the F&E Circular Letters at [https://www.cdfa.ca.gov/Fairs\\_&\\_Expositions/](https://www.cdfa.ca.gov/Fairs_&_Expositions/) which are located under the "Correspondence" tab.

Thank you,

Mike

Mike Francesconi  
Branch Chief  
CDFA Fairs and Expositions  
Ph (916) 900-5365  
[mike.francesconi@cdfa.ca.gov](mailto:mike.francesconi@cdfa.ca.gov)





April 3, 2024

D2024-03

TO: All District Agricultural Association CEOs

SUBJECT: Dymally-Allatore Bilingual Services Act Language Survey

Under Government Code Section 7299.4 the Dymally-Alatorre Bilingual Service Act requires state agencies that serve a substantial number of non-English-speaking people (5% or more of the people served) to employ enough bilingual persons to provide certain information and render certain services in a language other than English. To ensure that the members of the community are best being served, a survey is conducted every two years. The data is collected from individuals within each entity whom interacts with the public most. Agencies are required to participate and since DAA's are part of CDFA they are required to participate in the biennial language survey that is scheduled to be completed in 2024. CalHR uses this survey information along with implementation plans of each agency, and incorporates findings and recommendations in a report to the Legislature every two years.

The survey will entail keeping track with "tick marks" for every call or in-person contact you receive (by the language) on a daily tally sheet. This survey isn't meant to track nationalities or the ethnic heritage of the public with whom you come in contact. For example, if your fair has more than one person that comes into contact with the public only the person identified as the Public Contact Employee (PCE) is required to keep a tally. At the completion of the Survey the PCE will need to turn in the survey by email to Kaylen Yates no later than Monday, April 29, 2024.

Fairs and Expositions is asking that an individual be identified at each DAA who will participate in the biennial language survey. The person identified will be the Public Contact Employee (PCE) for your DAA. The language survey shall be conducted for the period of 10 days, spanning two consecutive weeks April 14<sup>th</sup> through April 27<sup>th</sup>, 2024. Once the DAA has identified the PCE who answers the phone or assists the



public most often, please email the name and contact information to Kaylen Yates by Friday, April 12<sup>th</sup>, 2024.

A detailed set of instruction will be emailed directly to the identified PCE prior to the survey start date. If you have questions or need additional information regarding this matter, please contact Kaylen Yates at (916) 708-9301 or by e-mail at [Kaylen.Yates@cdfa.ca.gov](mailto:Kaylen.Yates@cdfa.ca.gov)

Sincerely,

A handwritten signature in blue ink that reads "Mike Francesconi". The signature is written in a cursive, flowing style.

Mike Francesconi  
Branch Chief