

**Non-Discrimination Agreement
Annual Report
Population Under 100,000**

**Washington State Department of Transportation and
City of Port Angeles**

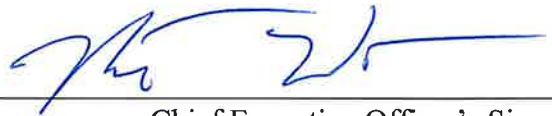
Policy Statement

The City of Port Angeles hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's Title VI Specialist, Lucy Hanley/Public Works Engineering, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.



Chief Executive Officer's Signature

City Manager

Title



Date

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies Under 100,000

City of Port Angeles

(Name of Recipient)

January 23, 2020

(Report Submission Date)

January 01, 2019 thru December 31, 2019

(Reporting Period)

1. Report any changes in the organization structure since the last reporting period. (Examples: New Title VI Coordinator, new planning or public works director, etc).
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisor staff.
 1. **New City Engineer – Male, White**
 2. **New Public Works Director – Male, White**
 - If no changes have been made, please indicate that accordingly
2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

From U.S. Census Bureau 2013

 - * **87.5% white**
 - * **2.3% African American**
 - * **2.1% American Indian**
 - * **2.6% Asian**
 - * **0.0% Native Hawaiian**
 - * **4.6% Two or more races**
 - * **5.4% Hispanic or Latino (of any race)**
 - a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

There was none required or conducted by the City of Port Angeles. All information was based upon the 2017 Census Bureau data.
 - b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

N/A

3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:

- a. How were special language needs assessed? List the special language needs assessments conducted.

The largest group that speaks a language other than English at home were Spanish speakers, at 1.6% of the city's population. The number of Spanish speakers that spoke English less than "very well" was 0.70% of the City's population, which is less than the required minimum group size of 2%. For all residents who speak any language other than English at home, the percentage who speak English less than "very well" was 1.9%.

Based on this assessment of Census Bureau data, the City of Port Angeles determined that while translating of vital documents are not a requirement, it will provide language services if requested. This information is provided on written public notices posted and distributed to Port Angeles residents.

- b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).

To ensure that the above demographics are provided equal opportunity to participate in all outreach activities, the City of Port Angeles created a Title VI committee to ensure all efforts are taken to communicate all outreach activities as they become available.

Examples of outreach efforts utilized by the City are public notifications through City website, City Facebook, local newspaper, local broadcasting radio, flyers (mailed/ posted), door hangers, and in person. All written publications of outreach activities have the following notice:

The City of Port Angeles assures full compliance with Title VI of the Civil Rights Act of 1964, as amended, and any related statutes and regulations, by prohibiting discrimination against any person on the basis of race, color, national origin, age, disability, income, Limited English Proficiency or sex in the provision of benefits and services resulting from all programs and activities. Limited English Proficiency persons may request language interpretation services from the City of Port Angeles. For more information, please contact the City's Public Works Title VI Coordinator at contracts@cityofpa.us or (360) 417-4541.

The same notice is also posted on the Title VI Program City webpage.

- c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.

None

d. List any costs incurred for translations and interpreters for each activity.

None

4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)

- Include dollar value of each.

TR05-15 Lauridsen Blvd. Overlay Project:

1. **Construction - \$933,105 (TIB/Local Funds)**
2. **Consultant Agreement for Surveying & Mapping - \$19,214 (Local Funds)**
3. **Consultant Agreement for Engineering Support - \$25,000 (Local Funds)**
4. **Material Inspection Agreement - \$24,800 (Local Funds)**

i. Other than advertising in your local legal publication, what outreach was made to the DMWBE firms that a contracting opportunity existed within your agency?

The following additional efforts were made to notify DMWBE firms of contracting opportunity:

2. **Post legal advertisement in Daily Journal of Commerce**
3. **Email bid notification to bidders on MRSC Rosters**
4. **Email bid notification to local North Peninsula Building Association to share with local contractors on their list**
5. **Post advertisement on City Website**

i. Identify the DMWBE contracts that were awarded and their dollar amount.

None

ii. Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

Yes, see statement below:

The City of Port Angeles in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

iii. How did your organization ensure that minority, women and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

In addition to including Title VI Non-discrimination statement in all contracts and public notices, the City of Port Angeles also include the following:

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the State of Washington prevailing wage rates.

5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations i.e. impacts such as displacements, increased noise, bisecting neighborhoods, et al).

No applicable projects.

- i. How impacts were minimized/mitigated.

N/A

- ii. Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

The Lauridsen Boulevard Overlay Construction Project is located in an area that serves two elementary schools, the public library, a primary route to the high school, the Boys and Girls Club, and PHA's recent low-income housing expansion project.

Improvement of the Lauridsen Boulevard Overlay will increase traffic and pedestrian safety and promote public accessibility. Specific improvements include:

- **Remove existing asphalt and install new asphalt**
- **Concrete work associated with ADA ramps**
- **Install ADA sidewalk ramps**
- **Pavement markings**
- **Install traffic calming choker islands**
- **Install pedestrian refuge islands**
- **Add traffic control measures and concrete curb and gutter upgrade to City standards (not associated with ADA ramps)**

6. If ROW has been acquired for a transportation project, please describe:

No new ROW acquired for these projects.

- i. Identify the number of minority, low-income, elderly and disabled persons affected.

None

- ii. The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

N/A

- iii. Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance and payments. What actions were taken to resolve those issues?

N/A

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

There were no complaints filed with the City of Port Angeles because of these projects.

What was the allegation or concern?

i. Procedures used

ii. Action taken

iii. Resolution