



## TITLE VI ACCOMPLISHMENTS & GOALS

Report for January 2020 through September 2021

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding.

Send to [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov)

**DUE DATES:** November 1, 2021

### **Contact Information**

Name and title of administrator (signature on Standard Assurances):

**Nathan West, City Manager**

Mailing Address: 321 E. 5 <sup>th</sup> Street Port Angeles, WA 98362	County: Clallam
Phone #: 360-417-4501	email address: <a href="mailto:nwest@cityofpa.us">nwest@cityofpa.us</a>

Name and title of head of transportation-related services:

**Jonathan Boehme, P.E. City Engineer**

Mailing Address: 321 E. 5 <sup>th</sup> Street Port Angeles, WA 98362	County: Clallam
Phone #: 360-417-4803	email address: <a href="mailto:jboehme@cityofpa.us">jboehme@cityofpa.us</a>

Name and title of designated Title VI coordinator:

**Thomas Hunter, Director of Public Works & Utilities**

Mailing Address: 321 E. 5 <sup>th</sup> Street Port Angeles, WA 98362	County: Clallam
Phone #: 360-417-4801	email address: <a href="mailto:thunter@cityofpa.us">thunter@cityofpa.us</a>

\*When the Title VI coordinator changes, notify [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov) within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

### **Accomplishments**

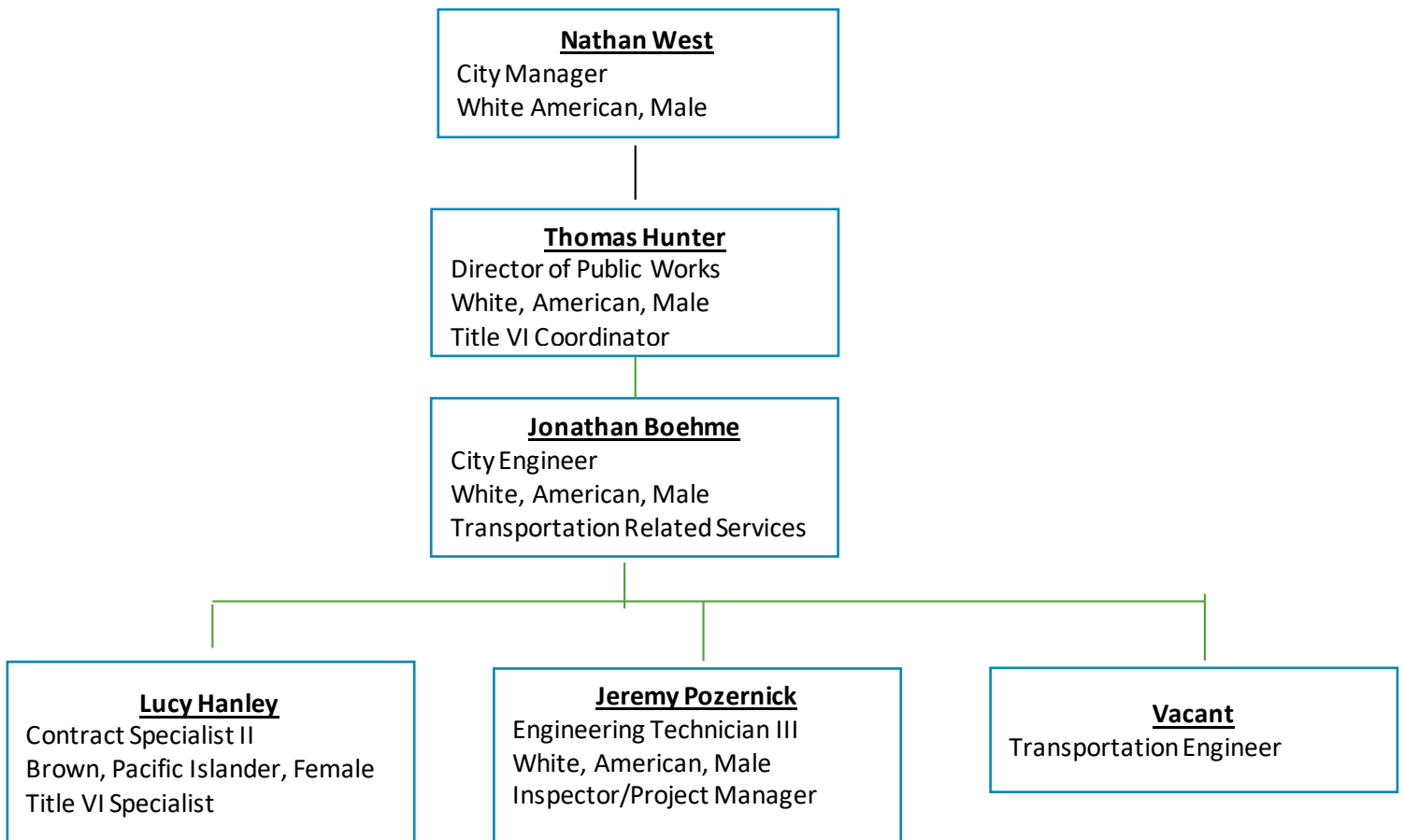
1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature. **No changes**

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

The City Manager of the City of Port Angeles is responsible for ensuring the implementation of the Title VI programs. The Director of Public Works is the Title VI Coordinator, on behalf of the City Manager is responsible for the overall management and day-to-day administration of the Title VI programs. The Title VI Specialist ensures Title VI compliance, program monitoring, reporting, and education are been meet for all transportation projects.

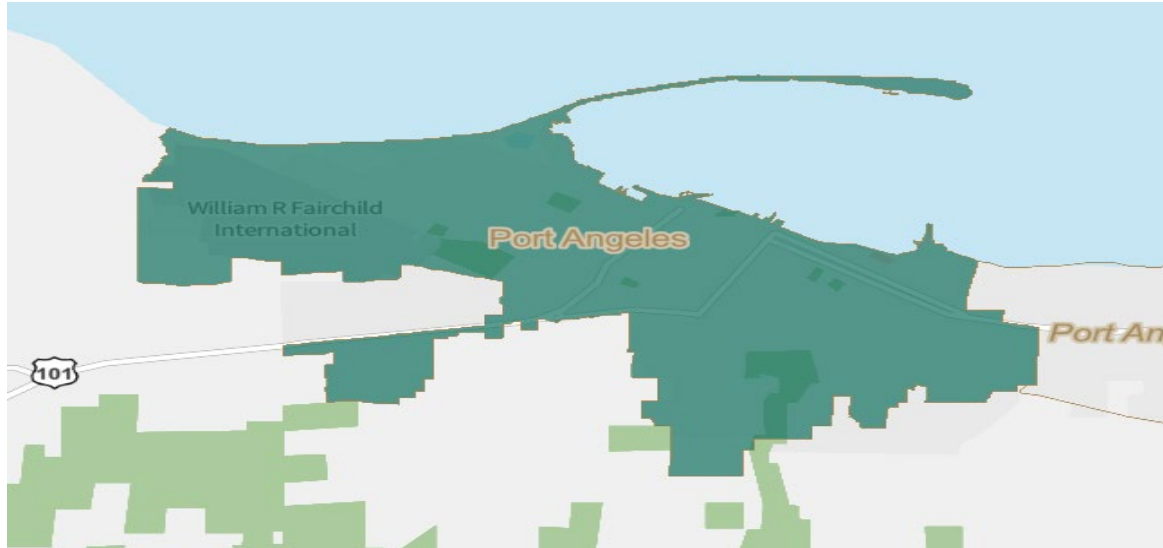
Below is the Title VI program reporting Structure chart.

Title VI Program Reporting Structure for City of Port Angeles



3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

**Map of the Port Angeles city:**



The community demographics information is from the United States Census Bureau website: <https://data.census.gov/cedsci/profile?q=1600000US5355365> for 2020. The land area of Port Angeles city is 10.7 square miles. Total Population – 19,960

**DEMOGRAPHICS:**

<b>Race &amp; Ethnicity</b>	<b>Population Percentage</b>
White	83%
African American or Black	1%
American Indian	3%
Asian	2%
Native Hawaiian or Pacific Islander	0%
Hispanic or Latino (of any race)	6%
Some other Race	1%
Two or More Races	9%

<b>Language Spoken at Home</b>	<b>Population Percent</b>
English	94.9%
Spanish	2.2%
Other Indo-European	0.9%
Asian & Pacific Islander	1.8%
Other	1.2%

<b>Income and Poverty</b>	
Median Household Income	\$47,256
Poverty	17.4%

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome). **See Attachment A Title VI Complaint Log Form below. No Title VI complaints received or pending for this reporting period.**

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

**During this reporting period, the 2022 to 2027 Transportation Improvement Plan (TIP) was completed and presented to City Council. The TIP process began in January 2021 with Public Works & Utilities Engineering Division evaluation and selection of projects. Once completed, TIP listing was presented to Director of Public Works who meets with the Finance Director and City Manager to ensure projects are prioritized based on City Council direction and funding.**

**The Finance Department ran an analysis on the total TIP listing for depreciation, operating, maintenance costs, and cash flows. The TIP listing analysis was included in the Preliminary long-range planning to City Council, the Utility Advisory Committee (UAC) and Citizens for review and feedback.**

**In May 2021, City Council and UAC met, review TIP listing, and recommended changes. After this meeting, two public hearing hearings were conducted by City Council to allow Port Angeles residents an opportunity to make recommendations and adopt the TIP prior to June 30<sup>th</sup>, 2021.**

**Due to Covid-19, the two public hearings were conducted virtual by City Council to make it possible for all Port Angeles residents to attend. Both meetings were posted on City website, advertised in local newspaper, and posted at City Hall entrances.**

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s). **No activities to report for this period.**

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin. **None**

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels,

physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

**The City is required to have an Americans with Disabilities (ADA) Transition Plan in place by December 2021. The City entered into an agreement with Transpo Group USA, Inc (Consultant) to conduct an ADA self-assessment and transition plan to help the City address the requirements of ADA Title II, part 35, Subpart D – Program Accessibility § 35.150 (d)(3).**

**The Consultant was tasked to collect data on what accessibility barriers exist in the Public Right of Way limiting accessibility to services and programs, identify and prioritize methods to address the barriers, and develop a schedule for eliminating barriers. The data were collected using mobile tablets and stored on a real-time cloud-based GIS database and interactive web viewer, for immediate review.**

**Accessibility barrier recommendations and feedbacks from residents of Port Angeles were strongly encouraged. COVID-19 prevented in person open house events. Instead, a virtual open house webpage was created on City's website containing information and the benefit of meeting ADA requirements. In addition, various examples of barriers for residents to look for and report were provided. Lastly, residents were provided different tools to make reporting and communication easy. For example, residents have the option to submit an online survey and reporting of barriers can be done via mobile/online reporting portal, email, and phone.**

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

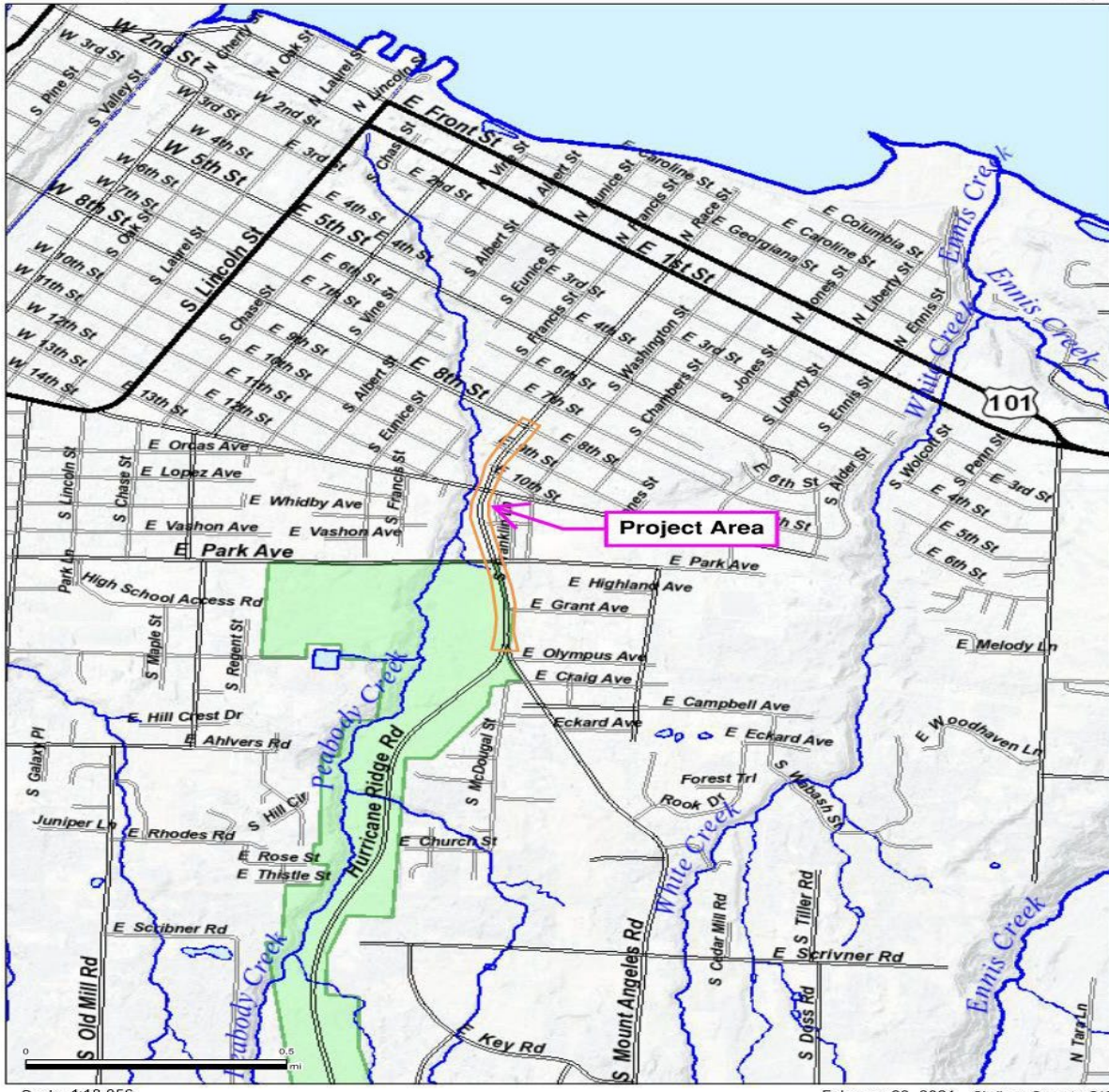
**The following two projects were executed during this reporting period:**

- 1. TR0209 Race Street Complete Street – Design**
- 2. TR0218 Lincoln Street Safety Improvement – Construction**

### TR0209 Race Street Complete Street Project Area Map:

Vicinity Map

Calam County GIS

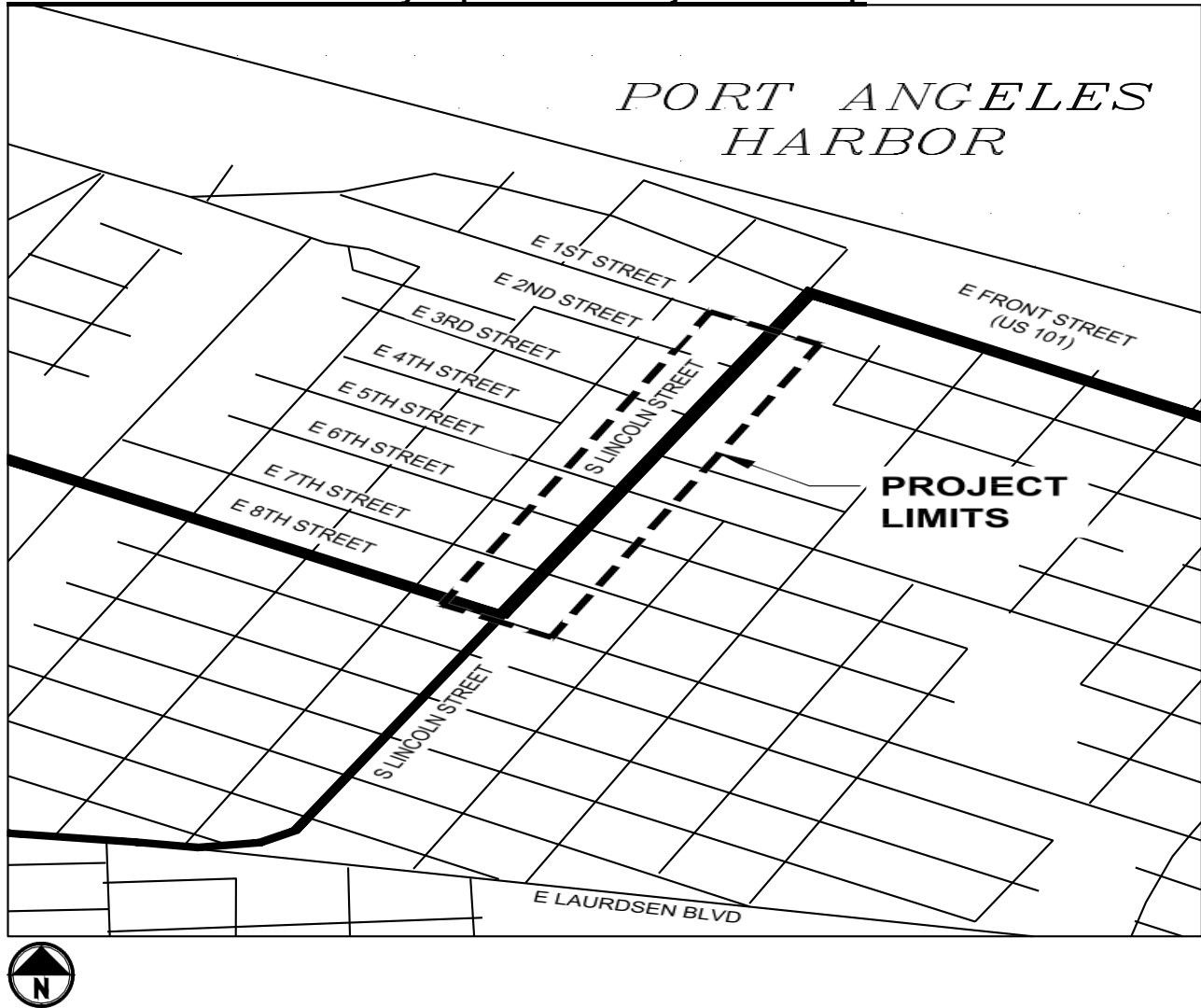


### TR0209 Race Street Complete Street

This project is still in the design phase with the goal of construction advertisement in the coming months. This project includes the installation of a shared-use trail, pedestrian safety enhancement, plantings and pavement restoration along Race Street. The project area extends from Front Street to the Olympic National Park Visitor and Wilderness Information Center in an effort to improve the connection between the Olympic Discovery Trail and the Hurricane Ridge Visitor Center and provide local multi-modal connects along Race Street.

The goal of developing Race Street into a multi-modal corridor is to bring safety and equity for all pedestrians, bicyclists, vehicles, and transit users.

**TR0218 Lincoln Street Safety Improvement Project Area Map**



**TR0218 Lincoln Street Safety Improvement**

This project is currently being constructed. This project is to improve pedestrian and bicycle safety on Lincoln Street between 1<sup>st</sup> and 8<sup>th</sup> Streets. Project construction includes:

- Uphill buffered bike lane and downhill shared lane marking,
- ADA curb ramp revisions and new curb extensions to shorten crosswalk lengths,
- Pedestrian activated rapid flashing crossing beacons at 4<sup>th</sup> Street,
- New bus pullout and traffic signal at 3<sup>rd</sup> Street, and
- ADA signal upgrades at 5<sup>th</sup> Street and new pavement markings throughout the corridor.

This project supports the City's Comprehensive Plan:

1. **Develop a coordinated, multimodal system, which services all of the city and all types of users in a safe, economical, and efficient manner**
2. **Improve circulation patterns across and within the community, and to achieve the desired urban design of the City.**

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials. **No other public meetings held during this reporting period.**

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin **N/A**

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting. **N/A**

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages. **N/A**

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

**Project Construction: The City utilized formal competitive bidding as its procurement method to hire the lowest responsive and responsible bidder. Bid advertisement posted in local newspaper, Daily Journal of Commerce, and City website. Bid specifications and plans were posted on Builders Exchange of Washington. Bidders registered to City's MRSC Rosters were notified and notice sent to local North Peninsula Building Association. Bids received by the City must be sealed and virtual public bid opening was conducted. The lowest responsible bid was presented to City Council for award recommendation. Upon award, the City executed contract with contractor and request all the necessary certificate of insurance, payment bond, performance bond, and other required submittals.**

**Consultant Contracts for Design and Project Management: Request for Qualifications advertised in local newspaper, Builders Exchange of Washington, and City website. The Statement of Qualifications received were evaluated and ranked. The firms with the highest scores were interviewed. After the interviewed, the City entered into negotiation with the most qualified firm selected. Negotiation discussion includes scope of work, contract terms, schedule and deliverables, and budget.**



12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

**The following statements were made part of the advertisement:**

***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.***

***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.***

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

**TR0209 Race Street Complete Street:**

**\*Funding Information:** Federal Lands Access Program, Transportation Alternatives Program, Surface Transportation Block Grant Program, and Recreation Conservation Office Washington Wildlife and Recreation Program Trails Grant Program.

- 1. Consultant Agreement: design, specification development, project estimate, construction grant assistance – \$669,266.79**
- 2. Consultant Agreement: Pre-bid support, bidding support, construction inspection, and construction administrative and documentation support – \$320,640**

**TR0218 Lincoln Street Safety Improvement:**

**\*Funding Information:** Washington State Department of Transportation's (WSDOT) Bicycle and Pedestrian Safety Program grant. Matching local funds are budgeted from the City's Transportation Benefit District (TBD) sales tax and REET.

- 1. Consultant Agreement: design, specification development, project estimate, pre-bid support, bidding support, construction inspection support, material testing and construction administrative and documentation support – \$443,132.73**
- 2. Construction: improve pedestrian and bicycle safety – \$1,844,044.00**

**PSA-2020-50 ADA Transition Plan:**

**\*Funding Information:** City general funds

**Consultant Agreement: research, document, and create a federally required American's with Disability Act (ADA) Transition Plan required to be in place December 2021. – \$94,497.15**

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

**In 2019, the City of Port Angeles created a Title VI committee comprised of members from different departments. This committee was created to ensure that equal opportunity is afforded to all demographics in Port Angeles city for all outreach activities as they become available.**

**COVID-19 stalled periodic meetings but the committee is committed to promote equal opportunity to all Port Angeles residents by ensuring that all public notifications through City website, City Facebook, local newspaper, local broadcasting radio, flyers (mailed/ posted), door hangers, and in person contains 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](mailto:contracts@cityofpa.us) or (360) 417-4541.***

**Moving forward, the goal is to encourage all committee members to be more familiar with Title VI requirements by learning more about the basics and participate in level 1 training via webinar or video.**

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

**Title VI Basics for LPAs**

**<https://wsdot.wa.gov/sites/default/files/2021/05/06/TitleVIBasicsforLPAsMay2021eLearning.pdf>**

**FHW Level 1 Training Videos:**

1. **8/17/2021 - Title VI/Nondiscrimination: Background and Purpose of Civil Rights Act**  
**<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=71>**
2. **8/17/2021 – Nondiscrimination Assurances (USDOT1050.2A)**  
**<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=93>**
3. **8/17/2021 – Implementation Plan (aka Title VI Plan, Letter of Intent)**  
**<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=91>**
4. **8/17/2021 – Compliance and Enforcement**  
**<https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=94>**

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees. **The above level 1 FHA training videos were viewed by 2 City employees for this reporting period.**

**Contract Specialist II – Pacific Islander/Brown/Micronesian**

**Engineering Technician III – Caucasian/White/American**

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable. **None**

**Title VI Goals for Upcoming Year**

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

1. **Attend more in-depth Title VI training providing by WSDOT**
2. **Title VI Committee members to be more familiar with Title VI basic principal and view FHW Level 1 Training Videos.**
3. **Implement ADA Transitioning Plan per Federal Requirement**

