

**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

1/28/2019

Date

ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

For agencies Under 100,000

City of Port Angeles

(Name of Recipient)

January 18, 2019

(Report Submission Date)

January 01, 2018 thru December 31, 2018

(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 Title VI Coordinator – Female, Pacific Islander**
 2. **New City Manager – Male, White**
 3. **New Public Works Director – Male, White**
 4. **New Community and Development Director – Female, 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, there were no special arrangements required in the City of Port Angeles.

- 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).

As the largest non-English speaking group was less than 2% there was none required, however, the follow were utilized:

1. **Advertisement in the local newspaper contains the following language:**

The City of Port Angeles, in accordance with Title VI of the Civil Rights of 1964, 78 Stat.252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary , Part 21, Non-Discrimination 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 contact entered into pursuant to this advertisement, minority business enterprises 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, or national origin in consideration for an award.

2. **City Council Meetings – open forum inviting all residents living in the proximity of projects for their input. Plans/drawings of projects are made available to viewing.**
3. **Open houses in neighborhoods for resident to attend to voice their opinions, concerns, and updates. Plans/drawings are made available to show what the project entails and the end project will look like.**
4. **Project flyers distributed to residents in neighborhood.**
5. **Project information and updates on City website, local newspaper, radio station, and social media.**

- 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.
 1. **8th Street Bridges Pedestrian Fence Construction \$770,770.00 (WSDOT/Local Funds)**
 2. **8th Street Bridges Pedestrian Fence Design/Inspection/Construction Administration \$94,588.00 (WSDOT/Local Funds)**
 3. **10th Street Reconstruction \$2,523,592.15 (TIB/Local Funds)**
 4. **Marine Drive Channel Bridge Constructions \$641,372.61 (FHWA/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?
Special provision within the project manual was included encouraging the contractor to use DMWBE sub-contractors.
 - ii. Identify the DMWBE contracts that were awarded and their dollar amount.
Neptune Marine LLC (\$641,372.61) – Construction of Marine Drive Channel Bridge – 8% DBE BC Traffic
 - iii. Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
Yes.

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

This information was provided on the Disadvantaged Business Enterprise Utilization Certification, check the DMWBE website, and require the contractor to submit certification of who they contacted.

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.

10th Street Reconstruction project involves replacement of aged and failing pavement, reconfiguration of corridor to allow two vehicular travel lanes and two bike lanes, addition of new sidewalks, and ADA curb 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