



## TITLE VI ACCOMPLISHMENTS & GOALS REPORT

Report for July 2022 through June 2023

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

**DUE DATES:** August 1, 2023 (Extended to September 22, 2023)

### 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: nwest@cityofpa.us

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: jboehme@cityofpa.us

Name and title of designated Title VI coordinator\*:

#### Mike Healy, Director of Public Works and Utilities

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

\*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

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

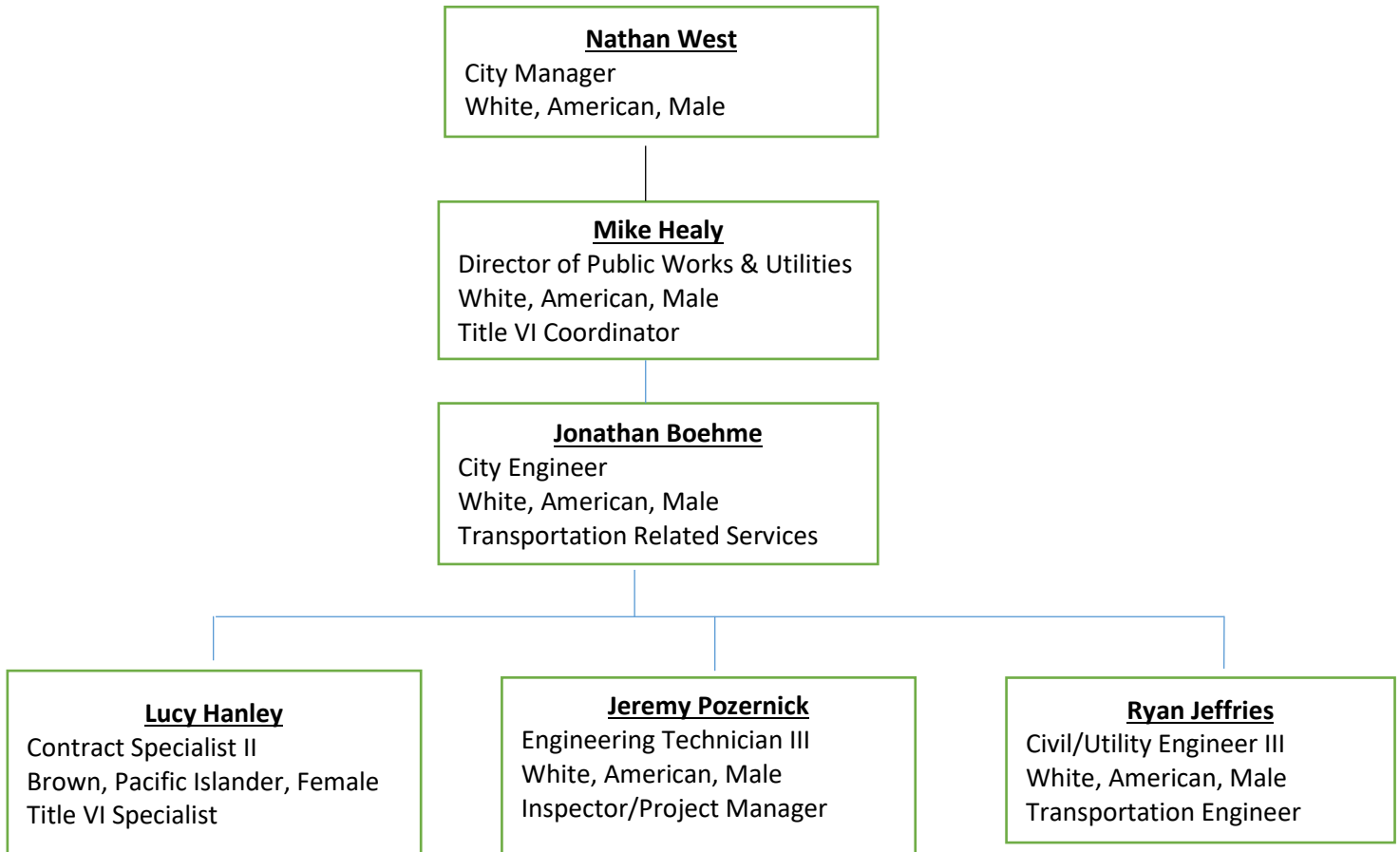
### Accomplishments

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 Change**
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 & Utilities, 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 being met for all transportation projects.

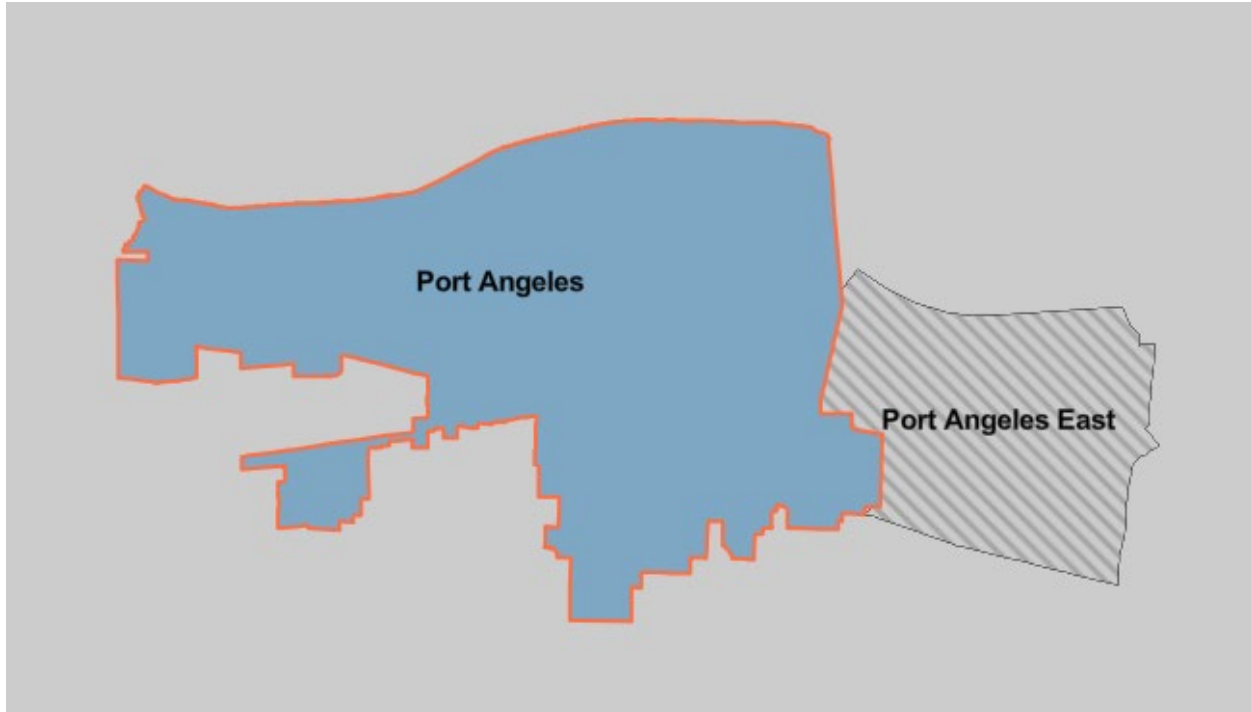
### Title VI Program Reporting Structure for City of Port Angeles



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.

The City of Port Angeles (City) utilizes the following two resources to address Limited English Proficiency persons for programs and activities: U.S. Census Bureau and City of Port Angeles Community Interaction and Outreach. The two resources aid the City in determining the numbers and proportion of LEP within the City for programs and activities, frequency of contact, importance of services and activities program, and resources available and costs. Furthermore, it helps the City determine if interpretation and translation services are required.

The City uses the US Census of Bureau to determine Port Angeles demographics. According to US Census of Bureau website, <https://www.census.gov/quickfacts/fact/table/portangelescitywashington/PST045222>, Port Angeles city is 10.7 square miles and estimated population as of July 1, 2022, is 20,060. The map below is also featured on website.



Below are data viewed to determine which types of services (interpretation and translation) LEP requirements must be met.

**DEMOGRAPHICS:**

Race & Ethnicity	Population Percentage
White	84.9%
African American or Black	0.7%
American Indian	2.4%
Asian	2.1%
Native Hawaiian or Pacific Islander	0.0%
Hispanic or Latino (of any race)	8.2%
Two or More Races	7.4%

Language Other Than English Spoken at Home	Percentage
	6.3%

Income and Poverty	
Median Household Income	\$53,690
Poverty	11.5%

The second resource City uses is community interaction and outreach. For example, on a particular street capital project, the City determines immediate residents and businesses impacted by making sure information on the

project is readily available. Information is distributed in person, mail, social media, website, newspaper/radio, and phone. Project information has contact person listed for the project and LEP persons are encouraged to make contact if interpretation and/or translation is required.

The City is currently working on developing a Four Factor Analysis and Safe Harbor Quick Guide/Procedure to address LEP persons. The goal is to have a quick guide available in 2024 after Legal Department reviews and approves.

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). **A copy of City’s Title VI Complain Log (Attachment A) is attached, and no Title VI complaints were received during 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 six-year (2024-2029) Preliminary Transportation Improvement Plan (TIP) was completed and can be viewed on City website at <https://www.cityofpa.us/DocumentCenter/View/13028/2024-2029-Preliminary-Capital-Facilities-Plan-and-Transportation-Improvement-Plan-PDF> . Project selection and prioritization was based on City Council goals infrastructure needs, community benefits, employment impact, safety, and other mandates, obligations, and outside funding factors.**

The TIP process began in January 2023 by Public Works Engineering Division staff where they evaluate, prioritize, and select projects based on the above criteria.

Once selection was completed, TIP listing was presented to the Public Works Director 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. City Council meetings where citizens can comment are held at 6:00 PM on the first and third Tuesday of every month. Normally, two public hearings are held during City Council meeting to allow Port Angeles residents the opportunity to make recommendations and comments prior to adoption of the TIP.

The City utilizes its website, social media accounts, local newspaper advertisement, City Hall entrance bulletin board to ensure that all City residents are reached for public comments during this process. Port Angeles residents are given three methods of communication to provide comments. The three methods are written public testimony, phone, and during City Council virtual/in-person meetings.

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 ROW 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. **No studies and plans were conducted during this reporting period.**

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.

**TR0209 – Race Street Complete Street Phase 1 project began during reporting period.**

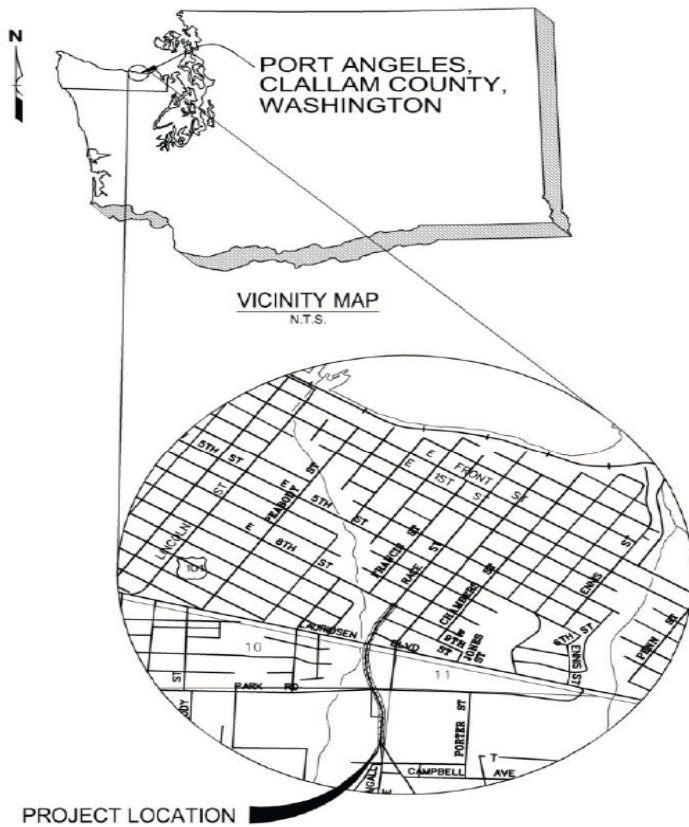
**ABOUT THE PROJECT:** This project is to develop a multi-modal corridor bringing safety and equity for all pedestrians, bicyclists, vehicles, and transit users. The improvement of Race Street in Phase 1 is from 8<sup>th</sup> Street to Olympus Avenue. Work includes construction of a shared use path, pavement improvement repair, stormwater system upgrades, watermain, hydrants, water service line replacement, pedestrian lighting, replacement of sidewalk and curb ramps, tree planting, and landscaping features.

**RACIAL COMPOSITION:** No available data for racial composition.

**BENEFITS/BURDENS TO AFFECTED POPULATIONS:** This project supports the City's Comprehensive Plan goals:

- Goal (G-4A) "To develop a coordinated, multimodal system, which services all of the city and all types of users in a safe, economical, and efficient manner"
- Goal (G-4B) "To improve circulation patterns across and within the community, and to achieve the desired urban design of the City"

See map below of the project area:



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. **There were no transportation 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: **The group is made up of seven (7) members. All white and American. Six (6) members are male and one female.**

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. **None**

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. **None**

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).

**Construction:**

**TR0209 Race Street Complete Street Phase 1 project, the City utilized the formal competitive bidding process as its procurement method to hire the lowest responsive and responsible bidder. Bid advertisement was posted in the local Peninsula Daily Newspaper, Daily Journal of Commerce, and the North Peninsula Building Association for local contractors.**

**Bid documents were posted on Builders Exchange of Washington. Bids received by the City were sealed and a public bid opening was conducted. The lowest responsive bid was evaluated by staff to determine contractor's responsibility per Local/State/Federal and grant requirement. All outside funding source agencies were notified of bid results.**

**After responsibility check was conducted showing all mandatory requirements are met, award recommendation to lowest responsive/responsible contractor was presented to City Council. Upon award, the City executed contract with contractor and request all the required additional paperwork such as certificate of insurance, payment bond, performance bond, and other required submittals.**

**Consultant:**

**TR0120 Signal Controller Upgrades Design and TR0209 Race Street Complete Street Construction Management professional service agreements were active during this reporting period. Both were advertised using the Request for Qualifications process. Legal notices were posted in the local newspaper and City website to meet federal grants requirement. Also, DBE requirements were set where applicable per grant requirement.**

**The Statement of Qualifications received were evaluated and ranked. The firms with the highest scores were interviewed. Federal debarment checks were conducted to meet grants requirement. After interviews, the City entered into negotiation with the most qualified firm selected. Negotiation discussion includes scope of work, contract terms, schedule/ deliverables, DBE goals, and budget. After negotiations were completed, an agreement was drafted, reviewed, and contract award recommendation was presented to City Council.**

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 City promotes Title VI compliance by including the italicized statements below in all project advertisements and contract manuals. In addition the City's uses current Washington State Standard Specifications for Road, Bridge, and Municipal Construction special provisions in small works process and formal competitive contracts to ensure contractors are aware that they must meet specific local, state, and federal requirements before they can be awarded a contract. Before a contract is awarded to Contractor or Consultant, the City checks federal debarment status of each firm through federal website Sam.gov. Also, a State debarment status is also conducted.

The following are included in all contracts and agreements:

*The City of Port Angeles is accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, commits to nondiscrimination on the basis of disability, in all of this programs and activities.*

*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).

**Construction: TR0209 Race Street Complete Street**

**Number of Contracts Awarded: 1**

**Dollar Value: \$4,993,259.25**

**Funding Source: Federal Land Access administered by Federal Highway Administration, Washington State Recreation and Conservation Office, Local REET funds, and Water Capital Facilities Plan Funds. Transportation Improvement Board Funding and local funds.**

**Award to Certified Disadvantaged Contractor: No**

**Right-of-Way: 0**

**Number of ROW Acquired: 0**

**Dollar Value: N/A**

**Funding Source: N/A**

**Consultant: TR0120 Signal Controller Upgrades**

**Number of Contracts Awarded: 1**

**Original Dollar Value: \$263,257.18**

**Amended Dollar Value: \$416,405.64**

**New Dollar Value: \$679,662.82**

**Funding Source: Federal Funds through WSDOT Highway Safety Improvement Program and local funds.**

**Award to Certified Disadvantaged Firm: Yes, 1 subconsultant.**

**Consultant: TR0209 Race Street Complete Street Construction Management**

**Number of Contracts Awarded: 1**

**Dollar Value: \$320,027.60**

**Funding Source: Federal Land Access administered by Federal Highway Administration, Washington State Recreation and Conservation Office, Local REET funds, and Water Capital Facilities Plan Funds. Transportation Improvement Board Funding and local funds.**

**Award to Certified Disadvantaged Firm: No**

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.  
List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training. **None during this reporting period.**

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. **None during this reporting period.**

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

#### **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. **Majority of the goals set for previous reporting period hasn't been met due to staffing shortage.**

**The following are goals for upcoming year:**

- 1. Develop a Four Factor Analysis and Safe Harbor Quick Guide/Procedure**
- 2. Startup new Title VI Compliance Committee**
- 3. Encourage City staff to attend Title VI training offer through Title VI Program**
- 4. Promote Title VI compliance through local training by adopting videos available from Title VI Program**
- 5. The language translation provider used by the City is through Violence Language Services. The City hopes to have another language translation contract in place by evaluating, selecting, and contracting with a language services provider through Washington Department of Enterprise contracts.**
- 6. Continue working on enhancing Title VI Compliance at a local level.**



