Introduction
This report supplements the Washington State Department of Transportation (WSDOT) Title VI Plan and provides information on the accomplishments by the WSDOT Federal Highway Administration (FHWA) funded programs for FFY 2013.

I. Title VI Policy Statement
The Secretary of Transportation issued a policy statement in April 2008. Similar to earlier policy statements, it provides assurances for the following:

The Washington State Department of Transportation assures that no person shall, on the grounds of race, color, sex, national origin, disability or income status as provided by Title VI of the Civil Rights Act of 1964, and other applicable Federal nondiscrimination laws be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Per the Civil Rights Restoration Act of 1987 (P.L. 100.259) WSDOT further assures non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event WSDOT distributes federal aid funds to another governmental entity, WSDOT will include Title VI language in all written agreements and will monitor for compliance. Executive Order 12898 on Environmental Justice (EJ) requires WSDOT to adhere to the provisions of Title VI and the National Environmental Policy Act of 1969 in order to avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations. Executive Order 13166 on Limited English Proficiency (LEP) is directed at implementing the protections afforded by Title VI of the Civil Rights Act of 1964 and related regulations. Accordingly, it prohibits recipients of federal financial assistance from discriminating based on national origin by failing to provide meaningful access to services to individuals who have limited English proficiency. It should be noted that a revised Policy Statement/Executive Order is being prepared with the new Secretary's signature and a copy will be provided.

WSDOT’s Office of Equal Opportunity (OEO) is responsible for initiating and monitoring Title VI, Environmental Justice (EJ) and Limited English Proficiency (LEP) compliance activities, preparing required reports and other WSDOT responsibilities as required by 49 Code of Federal Regulations Part 21 and 23CFR Part 200.
II. **Organization and Staffing**
The Title VI Coordinator is the Director of the WSDOT Office of Equal Opportunity, Brenda Nnambi, who reports directly to the Secretary of Transportation via the Deputy Secretary. This office is responsible for “external” civil rights programs while internal EEO & ADA responsibilities are housed in the Office of Human Resources. Greg Bell is the External Civil Rights Branch (ECRB) Manager and reports directly to the OEO Director. Jonté Sulton is the Statewide Title VI Coordinator and handles the day to day operations of the state’s Title VI program under the direction of the ECRB Manager.

*See Attachment A for the Table of Organization.*

III. **Monitoring Responsibilities**
The Title VI Coordinator is responsible for reviewing WSDOT’s internal programs, policies, and practices for Title VI compliance. The Title VI Coordinator is also responsible for reviewing Title VI compliance of its sub-recipients, including Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), Local Public Agencies and other recipients of Federal funds through WSDOT, whatever the source. The Title VI Coordinator has developed a tracking system to better monitor sub-recipients’ Title VI compliance reviews, Title VI Plan and Annual Accomplishment and Update Report approvals, denials, and due dates. Special emphasis program areas coordinate Title VI monitoring, compliance and reporting responsibilities through the Title VI Coordinator.

*See Attachment B for the Title VI Report Log*

Title VI Compliance is monitored through:
- Annual Update & Accomplishments Reports that are submitted by the Local Agencies.
- Title VI Compliance Reviews
- Collecting data through self-identification forms at public forums
- Technical Assistance Visits
- Training

**WSDOT Title VI Special Emphasis Program Liaisons:** In 2013, WSDOT Title VI Liaisons participated in quarterly meetings to better promote Title VI throughout WSDOT.

The following lists the Title VI Special Emphasis Program Liaisons and the departments they work for throughout WSDOT:

1. Baroga, Rico  x 7864  Maintenance
2. Colburn, Kimberly  x 7438  Communications
3. Carlile, Tim  x 7975  Research & Library Services
4. Cotton, Megan  x 7025  Tribal Liaison
5. Davis, David  x 6723  Purchasing
6. De Ste. Croix, Barbara  x 7251  Design / Location
7. Gasche, Danny  x 6970  Construction
8. Hotsko, Teri  x 7918  Planning
9. Lassiter, Queniya  x7062  Education / Training
IV. Title VI Complaints

1) **How many received?** The WSDOT OEO received one Title VI complaint during FFY 2013.

   a) On April 21, 2013 Washington State Trucking filed a Title VI Complaint against Eastside Corridor Constructors regarding the SR 520 Bridge Replacement & HOV Program Project. Washington State Trucking alleges that Eastside Corridor Constructors, A Joint Venture (ECC) discriminated against them on the basis of race by selecting Grady Excavating for a contract to perform trucking, dirt disposal, and supplying aggregates.

2) **How were they handled/resolved?** The complaint that was filed was investigated and it was determined that Washington State Trucking was not the lowest responsible bidder.

3) **Who handles/resolves complaints?** WSDOT Title VI staff receives complaints and make the determination if the alleged act rises to the level of a Title VI complaint. The ECRB Manager makes the final determination as to whether a complaint meets the required elements of a Title VI complaint. It should be noted that many Title VI complaints have been filed directly with the FHWA and that these have led to varying stages of involvement by OEO.

4) **Is there a complaint procedure?** Yes. See Attachment C for Title VI Complaint Procedures

5) **How is complaint procedure disseminated?** WSDOT Title VI staff currently emphasizes the complaint process in all of its Title VI trainings and program documents/brochures. The Title VI complaint procedure is on our website and in the brochures we hand out at numerous WSDOT functions and outreach activities.

6) **How are complaints tracked/reported?** During technical assistance visits, on-site visits, and in the Title VI Plan Annual Updates or Non Discrimination Annual Updates, WSDOT asks sub-recipients if there were any complaints received, the nature of the complaint, the status of the complaint and how it was resolved. The information required on the annual report forms includes the following:
   i) Did the sub-recipient have any investigation, lawsuit, or complaint?
   ii) Date of investigation, lawsuit, or complaint was filed
   iii) A summary of the allegation(s)
   iv) The status of the investigation, lawsuit or complaint
v) Actions taken by the sub-recipient in response to the investigation, lawsuit, or complaint.

V. FY 2013 Accomplishments

A. Office of Equal Opportunity

- Technical Assistance

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Date</th>
<th>Type of Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transportation</td>
<td>January 2, 2013</td>
<td>Title VI Responsibilities</td>
</tr>
<tr>
<td>Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Office</td>
<td>February 1, 2013</td>
<td>FTA Title VI Compliance Review</td>
</tr>
<tr>
<td>Planning Office</td>
<td>June 3, 2013</td>
<td>State Rail Plan Public Participation</td>
</tr>
<tr>
<td>Planning Office</td>
<td>September 13, 2013</td>
<td>Public Involvement Process</td>
</tr>
</tbody>
</table>

- Conducted 12 Title VI Trainings

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th># of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 13, 2012</td>
<td>Richland</td>
<td>10</td>
</tr>
<tr>
<td>November 27, 2012</td>
<td>Shoreline</td>
<td>16</td>
</tr>
<tr>
<td>November 28, 2012</td>
<td>Bellingham</td>
<td>9</td>
</tr>
<tr>
<td>December 12, 2012</td>
<td>Tumwater</td>
<td>12</td>
</tr>
<tr>
<td>December 13, 2012</td>
<td>Spokane</td>
<td>4</td>
</tr>
<tr>
<td>January 16, 2013</td>
<td>Everett</td>
<td>9</td>
</tr>
<tr>
<td>February 20, 2013</td>
<td>Benton County</td>
<td>4</td>
</tr>
<tr>
<td>April 10, 2013</td>
<td>Yakima</td>
<td>7</td>
</tr>
<tr>
<td>April 14, 2013</td>
<td>Wenatchee</td>
<td>N/A (cancelled)</td>
</tr>
<tr>
<td>April 25, 2013</td>
<td>Camas</td>
<td>13</td>
</tr>
<tr>
<td>April 30, 2013</td>
<td>Spokane</td>
<td>4</td>
</tr>
<tr>
<td>July 24, 2013</td>
<td>Bothell</td>
<td>16</td>
</tr>
</tbody>
</table>

- Participated in 4 Trainings

<table>
<thead>
<tr>
<th>Training</th>
<th>Host</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Justice Webinar</td>
<td>Federal Transit Administration</td>
<td>October 8, 2012</td>
</tr>
<tr>
<td>Categorical Exclusion</td>
<td>Federal Transit Administration</td>
<td>February 19, 2013</td>
</tr>
<tr>
<td>Webinar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title VI Training</td>
<td>Seraphim Consulting (WSDOT PTD)</td>
<td>March 22, 2013</td>
</tr>
<tr>
<td>Environmental Justice</td>
<td>Federal Transit Administration</td>
<td>December 11, 2012</td>
</tr>
</tbody>
</table>

- Meetings

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title VI Liaison Meeting</td>
<td>May 28, 2013</td>
</tr>
</tbody>
</table>
• Conducted 1 Compliance Review on the City of Vancouver
• Reviewed 110 Local Agency Compliance Reports

Contracts:

WSDOT awarded 363 contracts between October 1, 2012 and September 30, 2013 receiving $404,151,123 in federal dollars. DBE race-conscious commitments/awards totaled 14.06% ($56,826,259) and a race neutral participation was 2.35% ($9,487,983) for a combined total of 16.41%. The demographics of the 16.41% participation are illustrated as follows:

Non-Minority Women: 37.5% ($24,269,594)
Asian Pacific American: 36.5% ($23,595,518)
Native American: 8.1% ($5,245,869)
Hispanic American: 10.4% ($6,762,522)
Black American: 7.5% ($4,856,402)
Other: 2.4% ($1,584,337)

Please note, the above figures are reflective of contract commitments (i.e. contract goals). The DBE attainment is presently at 11.03% (9.73% race-neutral and 1.30% race-conscious)

B. Construction

Construction Contracts
- The WSDOT construction Office awarded 117 contracts for federal Fiscal Year 2013, of which 99 were federally funded.
- Of the 99 federally funded projects, 71 were assigned Condition of Award goals ranging from 2% to 20%.
- All WSDOT contracts contain Title VI language.
- No meetings were held by the State Construction office. Regions utilize Region Communications Offices in order to facilitate meetings and provide advertising in all populations.
- Title VI activities are performed by the Office of Equal Opportunity. The State Construction office periodically reviews and when required, updates specifications regarding Title VI issues, and compliance.
- The State Construction Office participated in training provided by the office of Equal Opportunity.
- WSDOT, in conjunction with OEO, recently instituted a GSP requiring a voluntary goal for Small Business Enterprises (SBE) on FHWA funded projects not requiring a COA goal. Many SBEs are minority or women owned businesses.

C. Communications

Limited English Proficiency
Below is information HQ Communications received from four regions and two divisions. Some of this information may be duplicated in other sections of the FHWA Annual Report.

- South Central Region
  The I-90 project team held three public hearings to gather public feedback for the supplemental Environmental Impact Statement for the new avalanche bridges. The open houses were held in Bellevue on October 23, 2012, Snoqualmie Pass on October 24, 2012 and in Ellensburg on October 25, 2012. The team provided the newspaper ads in Chinese and Spanish, as well as in English. The advertisements ran in the Seattle media market and the central Washington media markets. Approximately 30 publications ran the advertisement. Approximately one hour was spent on the translations. Estimated cost of translations is unknown.
  - The open house dates: October 23, 24 and 25, 2012
  - **Project information**: The contractor constructing the portion of the I-90 project from the snowshed to Keechelus Lake Dam proposed a design modification to replace the snowshed with avalanche bridges instead of an expanded snowshed. FHWA and WSDOT prepared a Draft Supplemental Environmental Impact Statement (EIS) to compare and contrast the
benefits and impacts of the avalanche bridges instead of the expanded snowshed.
- Title VI forms: Provided approximate 50 forms at each meeting, but none of the participants took the forms.

**Olympic Region**
Olympic Region expended $217 for the translation of project and website information into Spanish for the SR 3 Belfair Bypass Environmental Hearing. The description of the proposed action and the main project website were translated into Spanish for the SR 3 Belfair Bypass combined environmental hearing and open house. No requests for language translations were received by the Olympic Region.

- Public hearing date: March 12, 2013
- **Project information**: An Environmental Assessment was performed on the proposed SR 3 Belfair Bypass, which would provide a reliable high-speed route between Kitsap and Mason counties. Comments on the Environmental Assessment were accepted through March 31, 2013. The assessment fulfills WSDOT’s obligation under the National Environmental Policy Act and State Environmental Policy Act to disclose project effects and mitigation.
- Title VI forms: Approximately 50 forms were made available. No completed forms were returned.

**Southwest Region**
Translated materials for one highway construction project were made available on websites and/or posted in public areas. Translated materials and a translator were available at one public open house. Two documents were translated and posted online and/or in public areas. Materials were translated into Spanish. Seven hours and approximately $230.44 were expended on translation services.

- Joint project (2 projects) open house date: July 25, 2013
- **Project information I-5, Mellen Street to Blakeslee Junction**: WSDOT will construct Collector Distributor (CD) lanes between Mellen Street (Exit 81) and Harrison Avenue (Exit 82) interchanges. The CD lanes will improve safety by eliminating merging conditions between these interchanges and preserve mobility by separating local traffic from interstate traffic.
- **Project information I-5, Chamber Way Girder Replacement**: The girder was significantly damaged in September 2012, when it was hit by a semi-truck with a load taller than the legal limit of 14 feet. This project replaces a Chamber Way bridge girder over the northbound lanes of I-5.
- Title VI forms: Approximately 30 forms were made available. No completed forms were returned.

- **North Central Region**
  Approximately 25% of the region is Hispanic therefore public events in the North Central Region are nearly always bilingual. The typical open house communications plan includes printed bilingual direct mail and brochure invitations, bilingual radio and newspaper advertisements and bilingual displays and translators at the event. (Brochure distribution varies with the community, but usually includes school districts, churches, City Hall/Library, Post Office and convenience stores.)

During the reporting period, North Central Region held six open houses for five projects. A total of three publications, websites and other electronic communications were translated into Spanish.

*Estimated Translation Costs*

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication translation</td>
<td>$619.40</td>
</tr>
<tr>
<td>Publication printing</td>
<td>$374.50</td>
</tr>
<tr>
<td>Newspaper advertisement</td>
<td>$1,412.75</td>
</tr>
<tr>
<td>Radio advertisement</td>
<td>$962.00</td>
</tr>
<tr>
<td>Interpreter services</td>
<td>$734.00</td>
</tr>
<tr>
<td>Telephone translations</td>
<td>$2040.00</td>
</tr>
</tbody>
</table>

#1 Project
- Open house date: Nov. 28, 2012
  - **Project Information**: This I-2 Highway Capital Improvement Program Collision Prevention Safety Project will construct improvements to the intersection of SR 150 and No See-Um Road between Manson and Chelan.
  - Title VI forms: Approximately 50 forms available, 5 forms returned: 3 female Caucasians, 1 male Caucasian and 1 male Hispanic.

#2 Project
- Open house dates: Jan. 23 and March 30, 2013
  - **Project Information**: This (I-2) Safety Improvement - Collision Prevention Project builds a single lane roundabout on SR 243 in western Grant County at MP 13.94 - the intersection with Road 24 SW in Mattawa.
  - Title VI forms: Approximately 50 forms available, 1 form returned: 1 male Caucasian of Norwegian/Italian national origin.

#3 Project
- Open house dates: April 24, 2013
  - **Project Information**: This Urban Mobility Capital Improvement Highway Program Project makes improvements to the west approaches to the SR 285 Senator George Sellar Bridge from milepost 0.28 (the west side of George Sellar
Bridge) to milepost 0.82 (Bridge Street) on SR 285/Mission Street and local streets.

- **Title VI forms:** Approximately 70 forms available. No completed forms were returned.

#4 Project Open house dates: April 25, 2013

- **Project information:** This project constructed a two-lane, one-way bypass for southbound SR 28 traffic, from the off-ramp on the east side of the SR 285 Senator George Sellar Bridge connecting to SR 28 south of 3rd Street SE.

- **Title VI forms:** Approximately 70 forms available, 68 forms returned: 20 female Caucasians, 42 male Caucasians, 1 male Caucasian of Canadian national origin, 1 male Hispanic, 3 female Hispanics and 1 female Hispanic of Mexican national origin.

#5 Project Open house dates: May 2, 2013

- **Project information:** This pedestrian safety project upgrades four existing pedestrian crossings and installs four new ones along a 3-mile section of SR 171, Broadway Avenue in Moses Lake.

- **Title VI forms:** Approximately 70 forms available. No completed forms were returned.

### Rail Division

Public meeting notices were delivered to three locations in Pierce County for the Point Defiance Bypass Open House and project flyer on the website. The documents were translated into Spanish, Russian, Vietnamese and Korean. Open house information in Spanish was delivered to locations in Kelso and Longview for an open house on Kelso Martin’s Bluff project. The estimated amount spent on written translation services was less than $500. No translated information was provided over the telephone.

- The open house dates: October 24 and 25, 2012.
- **Project information:** The Point Defiance Bypass Project proposes to reroute passenger trains to an existing rail line along the west side of I-5 through south Tacoma, Lakewood, and DuPont
- **Title VI forms:** No forms were made available at the meetings.

### Toll Division

The Toll Division includes Title VI language as applicable on all of our *Good To Go!* and tolling program press releases, brochures, project folios, factsheets, and website links. For the I-90 Tolling Project environmental impact statement (EIS) outreach materials, the division also included Title VI language on scoping flyers (initial and additional scoping period), legal notices and newspaper display advertisements.
WSDOT and FHWA are evaluating the potential effects of tolling I-90 from I-5 in Seattle to I-405 in Bellevue and documenting their analysis in an environmental impact statement (EIS). To date, WSDOT has conducted an initial scoping period for the I-90 Tolling Project and is currently in the process of facilitating an additional scoping period for the project. WSDOT encouraged broad public involvement and comment through a variety of opportunities, including:

- In Jan. and Feb. 2013, the Toll Division held three in-person public meetings and will host three additional meetings in Oct. 2013, held in locations that are easily accessible to environmental justice communities.
- Display ads in print media: 17 total display ads, including 5 of ethnic distribution.
- Display ad, process fact sheet and display boards translated into Russian, Spanish, and Chinese.
- Online updates and translated materials to reach residents who were unable to, or preferred via the project website (http://www.wsdot.wa.gov/projects/i90/crosslakeWAtolling).
- An e-mail update, with fact sheet and flyer attachment to a contacts database of over 500 environmental justice social service agency, city PIO, ethnic leadership and LEP community contacts to disseminate information to their community/constituency.
- The open house dates: Jan. 29, 30 and 31, 2013
- **Project information**: In 2012, the Legislature directed WSDOT to conduct a comprehensive environmental review of tolling Interstate 90 between I-5 and I-405 to manage traffic and provide funding for construction of the unfunded SR 520 Program from I-5 to Medina.
- **Title VI forms**: No forms were made available at the meeting.

**Additional/general outreach to the affected communities included:**

- Legal notice advertising the Scoping Meetings published in the Seattle Times.
- Press release posted in all Seattle media markets including daily’s and weeklies, and ethnic media outlets throughout King, Pierce, and Snohomish Counties.
- Over 100 community calendars posted Scoping Meeting information.
- Briefings and presentations to corridor organizations and key stakeholders, including city officials, staff and organizations in the project vicinity.
- Display ads in online media: 118 local Seattle and Eastside blogs and 7 online publications.
- Posters, hundreds of locations across Mercer Island, Bellevue and Seattle.

**Printed Material**

Where appropriate, WSDOT reports, folios, brochures and other materials printed for public distribution include WSDOT’s standard Title VI language.
Internal guidance on use of Title VI language in publications can be found in WSDOT’s online Communication Manual (page 74) and on the Intranet Graphics Communications Web page. WSDOT provides translated materials and materials in alternative formats upon request. For the purposes of this reporting period, HQ Communications has not received any requests for materials in an alternate format or language.

**Websites and Links**
Because the Accessibility/Title VI link is embedded in WSDOT’s website templates, the link appears in the footer on every Web page. Related information such as Title VI policy and the Office of Equal Opportunity are displayed in the left navigation. WSDOT’s Web standards, provided in the Web Toolkit, include guidance on accessibility, adding alternative text to images and graphics, etc. It’s available on WSDOT’s external website at: [http://www.wsdot.wa.gov/communications/webtoolkit](http://www.wsdot.wa.gov/communications/webtoolkit). The Web Team has upgraded to Camtesia Studio 8 software to enhance captioning functionality and produce files that will work on WSDOT’s internal streaming media server. In January 2013, the Web Team worked with Environmental Services to move the Limited English Proficiency information to the Equal Opportunity website. The LEP page was difficult to locate when it was housed under Environmental Services. Since it’s been moved to the Equal Opportunity website, the information is to easy find and keep updated: [http://www.wsdot.wa.gov/EqualOpportunity/PoliciesRegs/LimitedEnglishProficiency.htm](http://www.wsdot.wa.gov/EqualOpportunity/PoliciesRegs/LimitedEnglishProficiency.htm)

D. **Research & Library Services**

**Limited English Proficiency**
- Upon request, we obtain and provide library materials in languages other than English, mainly through interlibrary loan, to fulfill staff requests. Our collection does not contain non-English materials.
- We actively attempt to communicate clearly with LEP library users to the best of our abilities, either verbally or in writing, depending on what works best in a given situation. We are respectful and try to be mindful of expressing concepts in a variety of ways to aid in getting the meaning across.

**Projects**
There are currently 42 research projects underway. We are partnering with the below Universities, Governmental Entities and Consultants:

**UNIVERSITIES and GOVERNMENTAL ENTITIES :**
- University of Washington
- Washington State University
- Texas A & M University (Texas Transportation Institute)
• Montana State University
• University of California –San Diego
• West Virginia Department of Transportation
• Portland State University
• Secretary of State
• United States Geological Survey
• Pennsylvania State University
• Utah State University

CONSULTANTS:
• Pavia Systems
• Accent Solutions
• Computer Consultants

<table>
<thead>
<tr>
<th>VENDOR</th>
<th># OF CONTRACTS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of WA</td>
<td>13</td>
<td>$3,196,060.00</td>
</tr>
<tr>
<td>Washington State University</td>
<td>10</td>
<td>$1,026,405.00</td>
</tr>
<tr>
<td>Texas Transportation Institute</td>
<td>7</td>
<td>$355,933.00</td>
</tr>
<tr>
<td>Montana State University</td>
<td>1</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Regents of the Univ. of California San Diego</td>
<td>1</td>
<td>$49,938.00</td>
</tr>
<tr>
<td>Pavia</td>
<td>2</td>
<td>$273,000.00</td>
</tr>
<tr>
<td>West Virginia Department of Transportation</td>
<td>1</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Portland State University</td>
<td>1</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Secretary of State</td>
<td>1</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>United States Geological Survey</td>
<td>1</td>
<td>$77,700.00</td>
</tr>
<tr>
<td>Pennsylvania State University</td>
<td>1</td>
<td>$95,000.00</td>
</tr>
<tr>
<td>Accent Solutions</td>
<td>1</td>
<td>$28,696.30</td>
</tr>
<tr>
<td>Computer Consultants</td>
<td>1</td>
<td>$1,139.75</td>
</tr>
<tr>
<td>Utah State University</td>
<td>1</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>42</td>
<td>$5,476,872.05</td>
</tr>
</tbody>
</table>

• All contracts that ORLS execute include the Title VI language.
• ORLS did ensure that the Title VI language is included in all research contracts and agreements entered into.
• None of the Universities listed are considered Minority Institutions of Higher Education (MIHEs).
• It is not known whether any minority students are working on the research projects.
Title VI Training
- The Business Manager and the Administrative Assistant both regularly attend all OEO 2013 Title VI meetings organized by OEO. ORLS will have office representation at all Title VI training provided by OEO.
- Title VI training information will be shared with all ORLS staff after representatives attend the training.

E. Purchasing

Limited English Proficiency
- The Procurement and Materials Management Office (PMMO) “Doing Business with WSDOT” brochures have been translated into Spanish. Both the English and Spanish versions are distributed at each outreach event and available on our external website. They are also available in the Office of Minority and Women’s Business Enterprises (OMWBE), WSDOT Office of Equal Opportunity (OEO), and on their external websites.
- PMMO spends approximately $850 a year for translation services and in-house printing costs.
- PMMO uses a certified woman owned business on the translation services contract with the WA State Department of Enterprise Services.

Self-monitoring, Education and Training
- Our extensive outreach activities include all identified groups. PMMO participates in 12 or more formal outreach events each year across Washington State. Approximately 5,000 to 7,500 citizens and business owners attend these events. In addition, PMMO staff provides one-on-one assistance to small businesses and citizens represented by these identified groups.
- We received initial Title VI Training from WSDOT OEO in December 2011.
- WSDOT procurement training classes are conducted statewide. Information provided during OEO’s Title VI quarterly meetings are provided to statewide purchasing staff during monthly teleconferences and annual purchasing conferences.

F. Planning

Limited English Proficiency
- The TPO did not conduct any public involvement outreach activities for the period of October 1, 2012 and September 30, 2013. The TPO consulted with the WSDOT Office of Equal Opportunity and determined that for statewide planning, Spanish is assumed to be a language that meets safe harbor thresholds. Therefore, TPO has requested that region corridor studies and WSDOT plans include the Spanish language versions of WSDOT’s standard descriptions of ADA and Title VI. TPO also reminded modal planners to distribute the Title VI forms at public meetings and to return completed forms to OEO.
- NWR Mt. Baker Planning Office utilizes WSDOT’s standard Title VI declaration on materials posted on the WSDOT website.

**Self-monitoring, Education and Training**

<table>
<thead>
<tr>
<th>Region</th>
<th># of Consultant Contracts</th>
<th>Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>1</td>
<td>$83,322</td>
</tr>
<tr>
<td>North Central</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Northwest</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>South Central</td>
<td>1</td>
<td>$79,926</td>
</tr>
<tr>
<td>Southwest</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>UPO</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>HQ</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- SR 167/SR509 Comprehensive Tolling Study had one contract for $100K, which was awarded to Parsons Brinkerhoff
- I-5 Moving WA had one contract for $220K, which was also awarded to Parsons Brinkerhoff
- Two smaller contracts that were not directly related to corridor studies were also awarded. One for $5K to review PSRC’s Land Use Forecast was awarded to Dr. Richard Morrill, who has a small business firm. The other contract for $60K was awarded to do traffic simulation and was awarded to RST International Inc.

**Region** | **Activities/Studies**
---|---
Eastern | The project is an Origin-Destination Freight Survey to identify freight movement on US 395 north of Stevens County to the Canadian border.
North Central | n/a
Northwest | Island County Concurrency Intersection Analysis (CIA), final draft completed in February of 2013. I-5 Ramp Metering Assessment, final draft completed in July of 2013.
South Central | Origin Destination Study in BFCG metropolitan area using Bluetooth. This information will be used to calibrate BFCG’s model. Information will also be used in local corridor studies.
Southwest | none
UPO | - SR 516 Corridor Planning Study – Environmental justice maps were produced for use in the existing conditions section of the corridor planning study. The UPO has a project website that people can use to comment on the study and the Title VI information that is on the WSDOT website. There have been no Title VI requests thus far.
- SR 520 Corridor Planning Study – No public outreach was performed in the last year. Letters were sent to the affected tribes inviting them to participate in the study. We do have a project
website that people can use to comment on the study and the Title VI information is on the WSDOT website. There have been no Title VI requests thus far.

- I-90 Bellevue to North Bend Corridor Planning Study – There has not been any public outreach in the last year. We do have a project website that people can use to comment on the study and the Title VI information is on the WSDOT website. There have been no Title VI requests thus far.

- US 2 Everett port/Naval Station to SR 9 Corridor Planning Study – No public outreach was performed in the last year. We do have a project website that people can use to comment on the study and the Title VI information is on the WSDOT website. There have been no Title VI requests thus far.

<table>
<thead>
<tr>
<th>HQ</th>
<th>n/a</th>
</tr>
</thead>
</table>

- South Central discussed work with female owned subcontractor and used that information in consultant selection process.
- UPO utilized a minority owned business contractor (RST International Inc.) for traffic simulation.
- Eastern Region coordinated meetings with Northeast Regional Transportation Planning Organization and freight industries in the subject vicinity were held. Various public announcements were placed in local newspapers along the corridor to inform the travelling public of pending seasonal freight survey dates.
- The NWR Mt. Baker Planning Office presented project information at public meetings hosted by public agencies with extensive public participation plans. Some of those meetings include:
  - Whatcom Council of Governments Transportation Policy Board
  - Whatcom Council of Governments Transportation Technical Advisory Committee
  - Bellingham City Council Public Works Committee
  - Bellingham Transportation Steering Committee
  - Bellingham City Council
  - Kendal and Deming Community’s
  - Skagit Council of Governments Policy Board
  - Skagit Council of Governments Technical Advisory Committee
  - City of Burlington Public Works Committee
  - City of Ferndale
  - Island Sub-RTPO Policy Board
  - Island Sub-RTPO Technical Advisory Committee

Note: All HQ and Region Planning Offices provide employees with equal opportunity and affirmative action programs training. The Office of Equal Opportunity and the Human Resource Office is available to assist employees, answer questions, provide training, monitor the hiring and selection process to help ensure that it is managed appropriately.
• The NWR Mt. Baker Area Planning Office makes every effort to ensure that Title VI and public outreach activities are considered, and if appropriate, included throughout every planning activity, project, or study.

• The NWR Mt. Baker Planning Office takes full advantage of these resources that are available to assist in enhancing our understanding of Title VI. WSDOT’s training program offers courses that help to enhance our public contact skills, interpersonal communications, context sensitivity, ethics and writing techniques.

• The Office of Equal Opportunity provides training, equal opportunity desk manuals and website information to its employees. This provides our office with a better understanding of valuing diversity, disability awareness, sexual harassment and discrimination. These resources improve our effectiveness when reaching out and communicating with each other and the public during our planning activities, project implementation, or studies.

• HQ: TPO met with OEO to understand statewide planning’s Title VI requirements and implementation process for documentation in the Public Outreach Process for the Long-Range Statewide Transportation Plan and the Statewide Transportation Improvement Program and in future update to the Planning Studies Guidelines.

What Title VI training was provided by your regional programs?

ER: None
NCR: None
NWR Mt. Baker: All Mt. Baker Area Planning Office staff has taken the OEO mandated training classes in Valuing Diversity, Sexual Harassment/Discrimination and Disability Awareness.
SCR: Region Planning Manager attended training in Spokane
SWR: None
UPO: None
HQ: The HQ Transportation Planning Office hosted two Metropolitan Planning Organization and Regional Transportation Planning Organization Title VI trainings conducted by FHWA this past calendar year: one in Vancouver in February; one in Spokane in August. TPO also coordinated meetings with modal plan authors and WSDOT’s OEO to discuss WSDOT’s Title VI requirements.

G. Education / Training

During the Reporting Period, Efforts Made to Encourage Participation by Minorities and Women in the NHI’s Educational Program

The reporting period to be covered is from October 2012 to September 2013. Our office provides training expertise and organizational development for WSDOT and its employees. All WSDOT employees have equal access to training. There are many efforts made to WSDOT’s women and minorities by advertising available training. Employees are notified of training opportunities through the web, individual announcement, and Learning Management System (LMS).
Be advised that WSDOT has gone through significant budget and staff reductions over the past fourteen months. Talent Development funding was cut another 10% - over $700,000 for the 13-15 biennium. The unit is still presently understaffed by four positions and these positions may not be filled during the current biennium due to budget cuts.

Types of NHI Sponsored Programs and Number of WSDOT Participants, Including Minorities and Women

Training contracts with consultants are developed and negotiated on behalf of WSDOT by Administrative Services Construct office. Contracts Office staff follows the rules of competitive procurement for open, fair and objective competition in compliance with Title VI requirements.

Talent Development professionals, in-house trainers, private industry consultants, and educational institutions provide the development and delivery of quality training activities to support the department’s business needs, vision, and mission. The WSDOT agency consists of women and minorities that have equal rights to training as other employees.

Training contracts offered by Talent Development during the reporting period from October 1, 2012 to September 30, 2013:

<table>
<thead>
<tr>
<th>Pay Agree</th>
<th>Master #</th>
<th>Payee Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Authorized Amount</th>
<th>M/WBE DBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>K642-02</td>
<td>K642</td>
<td>SkillSoft Corp</td>
<td>07/31/2012</td>
<td>07/30/2014</td>
<td>$269,063.65</td>
<td>M/WBE</td>
</tr>
</tbody>
</table>

Identify Staff Responsible for Training by Job Title, Ethnicity and Gender

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Gender/Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cronk, Matt</td>
<td>Talent Dev. Manager</td>
<td>Male/ Caucasian</td>
</tr>
<tr>
<td>Ganalon, Paul</td>
<td>Training Program Manager</td>
<td>Male/ Mexican/ Pilipino</td>
</tr>
<tr>
<td>Koska, Ted (Manager)</td>
<td>Talent Acquisition &amp; Development Manager</td>
<td>Male/ Caucasian</td>
</tr>
<tr>
<td>Lassiter, Queniya</td>
<td>HRC2</td>
<td>Female/ African American</td>
</tr>
<tr>
<td>Harrison, Christine</td>
<td>HRC2</td>
<td>Female/ Hispanic</td>
</tr>
</tbody>
</table>

***No complaints were filed during this reporting period.***
H. Washington State Ferries

Limited English Proficiency

Title VI Notice to Beneficiaries
Washington State Ferries (WSF) posts WSDOT’s Title VI Notice to Beneficiaries on-board WSF’s vessels, at its terminals and on its web site.

Environmental Justice Analysis for WSF’s Terminal Construction Projects

Mukilteo Multi-modal Terminal Project (WA-03—0227-0, WA-04-0002-03, WA-70-X007-00, WA-70-X011-00, WA-95-X031-00).

For the Mukilteo Multi-modal Terminal project, a Draft Environmental Impact Statement (DEIS) was completed. The document addressed the EJ populations including Tribes, potential adverse effects during and after construction, and proposed mitigation measures. The analysis was done per current WSDOT Environmental Procedure Manual for highway construction projects. Chapter 458 of the manual provides guidance and tools for EJ analysis.

http://www.wsdot.wa.gov/Environment/EJ/EnviroJustice.htm
http://www.wsdot.wa.gov/LocalPrograms/Environment/EJ.htm

The DEIS went through FTA legal sufficiency review before it was finalized and signed for public distribution. Below is a summary of EJ analysis and finding for the Mukilteo Multi-modal Project:

Environmental Justice (EJ) and Title VI (Limited-English Proficient) Outreach
Project outreach methods were based on demographic analysis of the project area and coordination with local officials. For demographic analysis, WSF used the most recent US Census data (2000) and supplemented it with more recent 2008-2009 National Center for Education Statistics (NCES) data. Data from 2006-2010 American Community Survey was also reviewed, as well as data from the 2010 US Census once it became available. Information collected from other sources was also consulted, including Section 8 Housing Assistance data from the U.S. Department of Housing and Urban Development (HUD), as well as free and subsidized lunch program data from the Mukilteo School District.

No notable concentrations of low-income or minority populations were identified in the project area, nor were any resources or services specific to low-income and minority populations identified except for resources important to Native Americans. Native Americans were a primary focus for the EJ outreach because the project area includes historic and cultural resources important to a number of local tribes. Also, four tribes have treaty fishing rights that could be affected by the project. WSF worked with FTA to engage in an extensive government-to-government consultation with interested tribes. This including correspondence, phone calls, and meeting with tribal elected officials and professional staff.
The numbers of people identified with limited-English proficiency did not regularly warrant translation of project documents. Project materials were available for translation when requested. They included approved American with Disabilities Act and Title VI statements. Meetings were held in accessible buildings and sign-language interpreters were available upon request.

General public involvement for the 2013 scoping period included:

- Targeted stakeholder outreach including briefings and interviews
- Four widely advertised in-person public meetings
- One online open house to reach residents who were unable or preferred not to attend a meeting in person
- An online comment tool that provided an easy and informative electronic method of learning about the concepts and submitting comments
- Notices and information on the project posted on the project website, including information on how to submit a comment and a library of project documents

Public information and involvement opportunities during the Draft EIS phase included:

- A 45-day comment period initiated with the public release of the Draft EIS and public notices
- Two widely advertised public hearings in Mukilteo and Clinton that were attended by approximately 175 people

In addition to the formal public and agency meetings during scoping and the DEIS comment period, WSDOT and FTA contacted a number of parties prior to the start of the scoping comment period and during the development of the Draft and Final EISs to gather insights from agency and tribal staff and community members about the project and to help refine the public involvement approach. This offered a chance to bring stakeholders up to date on the project and to establish a clear understanding of the process for developing and evaluating project alternatives.

Communication methods with the public included:

- Public notices and advertisements placed in local newspapers
- Press releases sent to local media
- E-mail announcements sent to project listserv and WSF’s Mukilteo/Clinton route alert
- Notices posted on the project website
- Notices distributed through social media (both WSF/WSDOT outlets as well as those of local jurisdictions and agencies)
- Outreach and briefings with key stakeholders
- Posters displayed on vessels and in Mukilteo/Clinton ferry terminals, as well as local libraries and community facilities.

**Seattle Multi-modal Project EA (WA-04-0004-03)**
The Seattle Multi-modal project is currently going through NEPA EA process. A draft EJ discipline report have been developed and will be reviewed to ensure that it met WSDOT EPM Chapter 458 requirement and FTA Circular 4702.1A Chapter IV.8(a-f), before it is incorporated into the EA for approval and distribution. This project has both FTA and FHWA as federal co-lead agencies.

**Anacortes Multi-modal Terminal Project (WA-03-0242-00)**

The Anacortes Multi-modal Terminal Project completed a NEPA Documented Categorical Exclusion (DCE) on 11/28/2012, and concluded that the project will not have disproportionately high and adverse impacts on minority or low-low income population. The project meets one of the criteria (replacing the existing facility within the same right of way) that are not likely to require social, economic or EJ analysis. There are no known social services or EJ population within the project area. **Southworth Ferry Terminal Project (WA-04-0003-03)**

The Southworth Ferry Terminal project will replace the ferry terminal trestle and the terminal building within the existing right of way. WSF is doing pre-design study now, and plans to complete a NEPA DCE. EJ analysis will be done per FTA Circular 4702.1A Chapter IV.8a-f.

**Bainbridge Island, Vashon Island, Seattle and Edmonds Ferry Terminal Projects**

The Bainbridge Island, Vashon Island, Seattle and Edmonds Ferry Terminal projects were seismic retrofit of the bridge seats that supports the transfer span to withstand a high magnitude earthquake. The projects were in the existing right of way and involved safety improvements.

Those projects have been completed and did not have disproportionately high and adverse impacts on minority or low-low income population. The projects met one or more of the criteria (safety improvement including seismic retrofit, and replacement within existing right of way) that are not likely to require social, economic or EJ analysis. They had positive effects on minorities and low-income commuters by ensuring access, mobility and service are preserved and uninterrupted by earthquake. The EJ statement in the CE has been revised to read affirmatively.

**Demographic Data**

For Demographic Data collection and analysis, WSF utilizes a series of Western Washington demographic maps prepared by WSDOT’s Transportation Planning Office. Such maps are based upon the 2010 Census and reflect minority and low income populations in Large Urban Areas served by WSF.

Additionally, WSF is currently conducting a system-wide customer survey (printed in English and Spanish) that will provide more refined demographic data.
WSF’s annual expenditure on translation services is estimated to be less than $1,000 for FFY 2013. The current WSF customer survey is available in English and Spanish. The estimated cost to produce the Spanish version of the survey is less than $500.

WSF is currently conducting a system-wide customer survey (printed in English and Spanish) that will provide more refined demographic data. There are no other known translated publications for WSF in FFY 2013. The total cost of providing information over the telephone to LEP individuals in languages other than English is minor. Interpreter services are available, but usage is minor and such costs are not tracked.

Self-monitoring, Education and Training

- WSF contacts that have utilized federal funds in FFY 2013 include: eleven (11) vessel repair and equipment procurement contacts; (ii) one (1) terminal repair contract; (iii) approximately thirty-seven (37) consultant agreements; and no known inter-agency agreements.
- Please see the attached Washington State Ferries (WSF) Ridership Reports for calendar year 2011, 2012 and the first two quarters of 2013.
- Also, see the attached WSDOT demographic maps regarding Limited English Proficiency. The maps include WSF’s service areas.
- WSDOT’s Consultant Services Office issues all competitive solicitations for WSDOT consultant agreements, including WSF agreements. Please refer to the answers provided by that office.

FFY 2013 Vessel Contracts: Approximately $13,500,000.
FFY Terminal Contracts: Approximately $4,300,000

There were no DBEs on the Vessel Contracts.

There were two DBE subcontractors on the Friday Harbor Ferry Terminal Pedestrian and Safety Improvement Contract No. 00-8374, for a total DBE payment of $41,352.28.

WSF will continue to coordinate with OEO on public outreach for DBE participation. The largest public forum is the annual Regional Contracting Forum at the Washington State Convention and Trade Center in Seattle. The Forum is sponsored by WSDOT and other state and local agencies. WSF routinely attends such Forum to share project information and encourage small business participation on WSF projects. WSF also publishes on its Contracts web site a monthly summary of upcoming vessel and terminal projects, and expressly encourages D/M/WBE participation. On each project advertisement for federally funded projects, WSF expressly encourages DBE participation. WSF will continue to work with OEO and vessel / terminal contractors to identify potential DBE firms that may qualify for certification.

WSF is not aware of any Title VI complaints filed against WSF in FFY 2013. Or confirmation, please refer to OEO since that office administers any/all such complaints submitted to WSDOT.
WSF participates in OEO’s Quarterly Title VI Liaison meetings, the most recent of which was on September 9, 2013. Also, WSF has been working with OEO on Title VI training and plans to schedule a Title VI training session at WSF’s offices in Seattle during the last quarter of 2013.

See Attachment D for the WSF Title VI Documentation

I. Public Transportation

The Public Transportation only uses FHWA funds in some statewide planning projects and other projects that are specifically conducted within the division. For the following report, the PTD can be assumed to use the FHWA funds. The responses referencing sub recipients applies to FTA funds that are passed through the PTD office.

The responses for these different funding sources were combined into this report in the spirit of assisting FHWA and FTA in harmonizing the Title reporting requirements.

Limited English Proficiency

Public Transportation Division – is developing a LEP plan for statewide planning efforts and projects, including: The Statewide Public Transportation Plan, and Intercity Bus Plan. This plan outlines that public representation is a part of the plan and identifies the different language translation requirements. The PTD has selected the top 10 languages that trigger the safe harbor threshold to translate, consisting of: Spanish, Chinese, Vietnamese, Russian, Korean, Tagalog, and Japanese.

Sub recipients – The Public Transportation Division (PTD) provides FTA funds to sub recipients in a pass through capacity. The PTD directs the sub recipients to develop a language assistance plan for LEP populations within their service area. The sub recipients are directed to translate vital documents into languages that exceed the safe harbor threshold. Sub recipients are also required to maintain records of their outreach activities to LEP and minority populations and report those activities to the PTD quarterly. Sub recipients are also required to have their Title VI policies approved by the PTD. This is especially important considering the recent update of Title VI requirements under Circular 4702.1B. Sub recipients are also required to notify the PTD of the locations where their Title VI notifications are posted.

Public Transportation Division – The PTD has not done any translation for any projects that are currently managed directly by the division.

Sub recipients – All sub recipients are directed to complete the four factor analysis to understand their language translation requirements and also develop a language assistance plan to codify their translation processes. The PTD reviews sub recipients
Title VI plans when conducting on-site audits to verify that outreach to minority and LEP populations is occurring. Translation of materials by sub recipients ranges between $50-$15,000, depending on the size of the agency and the type of outreach that is being conducted. Total cost of written translation for all sub recipients is estimated at $16,771.

Many of the sub recipients mitigate the out-of-pocket expenses on translation by having bilingual staff complete translation of documents. A range of 1-4.5 hours has been given for different documents depending on the complexity. Examples of this include simple one page flyers (1 hour) to complex technical documents including executive summaries of transit reports (4.5 hours). One sub recipient stated that the additional payroll bonus for all of their bilingual staff was $22,676.

The PTD has not translated any materials. In fall 2013 and winter 2014, statewide plans will require the translation of statewide planning documents. This has been determined to include: executive summaries, meeting agendas and meeting solicitations.

Sub recipients are directed to translate their vital documents into languages that exceed the safe harbor threshold. These documents include, bus schedules, rider alerts, and public meeting notices posted at transit centers and bus stops. Almost every sub recipient also has Title VI non-discrimination language posted on their web sites in addition to other locations that are specific to each agency. This is approximated to be 41 sub recipients that have translated their materials.

**Public Transportation Division** - Statewide plans conducted by the PTD will have the requirement to translate into Spanish, Russian, Korean, Chinese, Vietnamese, and Tagalog. Statewide plans will translate vital documents to maximize participation by LEP populations and also have interpretive services available and upon request. Although current efforts will not proactively translate vital documents into specific languages identified under “Other African Languages”, it is foreseeable that there may be some requests for translation in this category for outreach meetings scheduled in the Puget Sound.

**Sub recipients** - The most common language that will need to be translated is Spanish. This applies to many of the sub recipients in Eastern and rural WA where Spanish is the dominant foreign language spoken that exceeds the safe harbor threshold.
The PTD has received no requests for translation or interpretation. The PTD also has not spent any funds on translation of documents. This will occur later during public outreach of the plan.

Sub recipients of FTA funds have not reported many requests for translation although. For those that have translated materials, they report using volunteers, or Americorps staff to translate documents into Spanish. Another sub recipient is using their local college -Washington State University, International Student Department - to translate at no cost. Many of these types of translation are low cost solutions. The costs of translation services range from approximately $45/month for one sub recipient to $100/month for language line interpretive services. A total amount for all sub recipients that report interpretive services is $1,459.

Translated languages include: Spanish, Russian, Chinese (Mandarin and Cantonese), Tagalog, Khmer, Omoro, Vietnamese, Korean, Arabic, Tigrinya, Farsi, Amharic, German and Ukranian.

**Self-monitoring, Education and Training**

- There are 4 current contracts that are operated directly the PTD. There are many other contracts with the public transportation division that are in the form of pass through grants to sub recipients for public transportation services amounting to 70 different sub recipients. This information has already been incorporated into the DBE goal for the PTD.
- The PTD reviews the OWMBE web site to see if there are any eligible DBE’s that fit the category of the project. In some cases, sole source was granted to a project that had used the same IT contractor, because the proprietary software used in the development of the project would otherwise need to be redone.
- The PTD has an Intercity Bus Program that contracts with private transportation providers to provide intercity bus routes using FTA 5311(f) funds. This process involves soliciting an IFB/RFP where private providers bid for the contract and DBE firms are highly encouraged to apply for this process. However, in working with the OWMBE in Washington State, it has been identified that there are no firms within the category of over the road intercity bus transportation. DBE businesses were solicited through business journals throughout the state and specifically targeted to the areas around the service area.
- The Intercity Bus Program contracted $1,149,317.60 to provide intercity bus service.
- There was no contracting with DBE firms for several reasons: 1) The contracts were given to companies providing work on their proprietary software, 2) The intercity bus program does not have any eligible DBE
firms that provide intercity bus transportation, and 3) grants to sub recipients using FTA funds are almost exclusively used for salaries and benefits.

- The previous information will be reported to FTA also.
- The PTD is also engaged in some statewide planning efforts that will entail the solicitation of DBE participation. Many different public outreach efforts will require translation of materials, and it is foreseeable that there are many DBE vendors that can translate public documents, and also provide interpretive services.
- The PTD has been working with FTA to review the types of federal contracts that it manages. Currently, FTA has agreed that the funds passed through the PTD provide operating grants for transportation providers. These grants are used primarily by the transportation providers for labor and benefits. Based on this information, the PTD directs sub recipients to review the Washington State Office of Minority and Women Business Enterprises (OMWBE) for potential DBE businesses when purchasing goods and services for their project.
- No Title VI complaints were received regarding the PTD.
- No Title VI complaints were received by any sub recipients of federal funds.
- Yes. All sub recipients were required to attend the mandatory Title VI training because of the change in Circular to 4702.1B (October 2012). The purpose of this training was to update the sub recipients of the new requirements and have them update their policies and procedures. Forty one sub recipient agencies were in attendance for the Title VI training provided in Everett and Moses Lake, Washington.

J. Real Estate Services Office

Limited English Proficiency
Real Estate Services (RES) maintains brochures/letters in Spanish that relate to the delivery of the Real Estate Services program. The brochures and required relocation notices are available on the external RES web site. RES also hires interpreters as needed for projects that require translation to another language for documents, meetings with property owners/tenants, and public hearings. Translation services are dictated by project needs.

Over the last fiscal year the RES Office did not expend any funds on written translation services. Our brochures and forms were updated in August 2012 and we are currently in the process of getting those items also updated in the Spanish version. Once complete the updated versions will be posted on our external WSDOT website.
Our Mega Project office used in-house translation services for translation from English to Chinese. WSDOT RES employees spent approximately 4-6 hours providing services at a rate of approximately $56 per hour. Cost was absorbed within the project.

Statewide, WSDOT Real Estate Services offices have a total of 8 publications translated in Spanish.

<table>
<thead>
<tr>
<th>Publication</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation Brochures</td>
<td>(3)</td>
</tr>
<tr>
<td>Relocation Notices</td>
<td>(4)</td>
</tr>
<tr>
<td>Property Needs &amp; You Brochure</td>
<td>(1)</td>
</tr>
</tbody>
</table>

WSDOT maintains an English and Spanish version of the “Transportation Property Needs and You” brochures on its Real Estate Services web site as well as three relocation assistance brochures. All acquisition documents are in English, except for the above noted brochures. There are four relocation notices that are currently available in Spanish and posted on our external web site.

Real Estate Services did not provide telephone services to LEP individuals during this reporting period.

**Self-monitoring, Education and Training**

- HQ Real Estate Services - 112 contracts were written during this period for fee appraisers. While appreciable amount of this work was provided by three (3) women appraisers; none is a registered WMBE.
- Approximately 298 parcels and diaries do not indicate any disparity in the conduct of negotiations between minorities and non-minorities. HQ Acquisition and Title Section continues to conduct compliance reviews on a random sampling (minimum 25%) of files during the reporting period. Diaries did not reflect any disparity in the conduct of negotiations between minorities and non-minorities.
- Neither HQ nor any Real Estate Services region office was contacted regarding concerns raised by minorities, women, elderly, disabled, or low-income regarding their options in the negotiation phase.
- During the reporting period, WSDOT had a total of 87 residential and non-residential relocations.
  - Minority relocations? 8
  - Female relocations? 17
  - Elderly Approx. 6 – RES does not specifically track this statistic
  - Handicap? Less than 5 – RES does not specifically track this statistic
- Neither HQ nor any Real Estate Services region office was contacted regarding concerns raised by minorities, women, elderly, disabled, or low-income regarding replacement housing, referral housing, appraisals, relocation assistance, payments and property management.
• WSDOT did not award any new contracts for Relocation Assistance activities during this reporting period.

• RES reviewed all documents and publications to make sure those required to comply with Title VI contain the necessary Title VI language. Appraisal RFP states that the “Department strongly encourages proposals from Women’s Businesses and Minority Enterprises”. All relocation brochures and our acquisition “Property Needs and You” brochure are available in Spanish on our RES external web page. Relocation Agents are required to complete an occupancy survey of each displaced person which includes questions relative to the Title VI program. WSDOT RES also allows elderly persons to apply replacement housing payments to assisted living situations.

• This type of data is not collected in the negotiation phase. This information is collected during the environmental planning process.

The Real Estate Services office continues to have a Title VI Liaison to be the single point of contact for Title VI issues for the HQ RES office. We reviewed all printed materials to make sure all appropriate Title VI language appears in the appropriate areas of our RES documents. Relocation Agents are required to complete an occupancy survey of each displaced person which includes questions relative to the Title VI program.

K. Environmental

• ESO reviewed one FTA Preliminary Draft EIS (Mukilteo Ferry Terminal) and two FHWA Preliminary SDEIS’ (I-90 Snoqualmie Pass East and SR 167 Puyallup River Bridge). None of the Preliminary DEIS’ had adverse impacts to the groups listed.

• ESO held no public hearings during this reporting period.

L. Tribal Liaison

• The Tribal Liaison provides support to Tribes and WSDOT staff on an as needed basis. Work related to Title VI usually involves clarifying the applicability of Title VI and Tribal Employment Rights Ordinances (TERO) in project agreements with Tribes or for projects located on or near reservations.

VI. 2014 Goals/Planned Activities

Office of Equal Opportunity

• We will be conducting internal Title VI Compliance Reviews on Special Emphasis Program Areas.

• We will continue to host quarterly meetings for our internal Title VI Liaisons. These meetings will provide an opportunity for training and information sharing.

• We will continue to host quarterly meetings for our local agency Title VI Coordinators. These meetings will provide an opportunity for training, information sharing, and networking.
• Title VI staff will continue to provide training to local agencies and internal Title VI Liaisons.

**Communications**

• Web Team staff is looking into the possibility of upgrading current software to enhance captioning functionality and produce files that will work on WSDOT’s internal streaming media server.

**Research & Library Services**

• ORLS will ensure the Title VI language is included in all research contracts and agreements entered into.
• ORLS will have office representation at all Title VI training and meetings provided by OEO.
• Title VI training information will be shared with all ORLS staff after representatives attend the training.

**Planning Office**

<table>
<thead>
<tr>
<th>Region</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>This effort will include an extensive public involvement process.</td>
</tr>
<tr>
<td>North Central</td>
<td></td>
</tr>
<tr>
<td>Northwest</td>
<td>The Mt Baker Area Planning Office plans to continue to follow state and federal guidelines in the implementation of Title VI requirements.</td>
</tr>
<tr>
<td>South Central</td>
<td></td>
</tr>
<tr>
<td>Southwest</td>
<td>Work with WSDOT parties to determine level of effort for public outreach and Title VI compliance for each new or existing study when applicable. Tribes will be invited to participate in studies at initiation. Use census tract data to identify minority, low income and limited English speaking populations in the study area. Work with other organizations such as the Puget Sound Regional Council and transit agencies regarding public outreach for transit projects, where appropriate.</td>
</tr>
<tr>
<td>UPO</td>
<td>The HQ Transportation Planning Office released the public review draft of the proposed Public Outreach Process for the Long-Range Statewide Transportation Plan and the Statewide Transportation Improvement Program as required by 23 CFR 450.201(a). The comment period ends November 15, 2013. TPO will incorporate comments in the final document after the comment period closes. TPO will update the Planning Studies Guidelines to provide guidance to WSDOT regions when conducting transportation corridor plans. This guidance will include a discussion of the Title VI requirements and reference the final Public Outreach Process for the Long-Range Statewide Transportation Plan and the</td>
</tr>
</tbody>
</table>
Real Estate Services Office

- Provide interpreters for non-English speaking minority displaced persons and have documents translated by professional translation companies for displaced persons as needed.
- Provide ADA items to displaced elderly/disabled persons who demonstrate a need for assistance, i.e. ramps, bars, etc…
- Allow displaced elderly persons to apply replacement housing payments to assisted living situations.
- Provide relocation assistance to the children of persons not lawfully present in the US if it creates a demonstrable health and safety issue for the children.
- Work with local housing authorities to provide replacement government housing as well as working with individuals to get them into a government housing program as the need arises for displaced persons.
- Title VI information is provided in relocation assistance brochures and acquisition brochures. They have been developed for Local Agencies in a generic format and all contain Title VI language.
- Meet Title VI contracting requirements.

Purchasing & Materials Management

- PMMO organizes and leads the Supplier Diversity Best Practices Summit held each quarter. The Summit allows for collaboration and opportunities to share best practices about programs that benefit small, minority, woman, disabled, and veteran owned businesses. This group is comprised of public and private entities. Major Puget Sound companies include Boeing, Starbucks, Microsoft, Nordstrom, Office Depot, Grainger, University of Washington Foster School of Business, REI, Alaska Airlines, Skanska, Procurement Technical Assistance Centers, and Puget Sound Energy.

Washington State Ferries (WSF)

- WSF and OEO will establish periodic work sessions with WSF staff in FFY 2013 to increase the awareness of Title VI requirements and related reports, documentation, etc.

Environmental

- ESO is establishing an e-learning course on using EPA’s EJ View to help project teams get information on EJ populations when documenting EJ for smaller projects. ESO is working with OEO to transfer ownership of the LEP page to the OEO.

Tribal Liaison
• WSDOT will continue to work closely with Tribes to ensure that state transportation projects are not having a disproportionate impact on tribal communities. We will also work closely with Tribes to enhance workforce development opportunities.
• WSDOT will organize a Tribal / State Transportation Conference in Fall 2014.