

Title VI

Annual Report and Update Questionnaire for the Peninsula Regional Transportation Planning Organization

I. Title VI Plan

State any changes to the approved Title VI Plan during the reporting period, i.e. new Chief Executive Officer's signature, new legislation, etc. Submit a copy of the Title VI Plan with a new signature when applicable. Note any changes anticipated for the upcoming year.

The Title VI Plan for the Peninsula RTPO was drafted and is waiting for approval by the Executive Board.

2. Organization, Staffing, Structure

Describe the Title VI Program reporting structure including the Title VI Liaisons, Title VI Coordinator, Executive Director, and support staff. For each person, provide the name, ethnicity, gender, title, and description of duties. Note any changes anticipated for the upcoming year.

WSDOT is the lead agency for the Peninsula RTPO. WSDOT Olympic Region receives approximately \$134,000 yearly to fund administrative, program and staff costs. These funds are used to partially support a staff person at the Transportation Planning Specialist 3 level. The staff person at this time is a Caucasian female.

3. Complaints

List any Title VI complaints received during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the investigative report.

No Peninsula RTPO Title VI complaints were received during the reporting period.

4. Planning: Accomplishment Report and Update

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4. Planning: Accomplishment Report and Update

A. Monitoring and Review Process:

- *Describe the planning activities that are performed by the Peninsula RTPO?*

WSDOT's Olympic Region Planning Office provides management and staff support for the regional transportation planning process. Planning staff provides administrative support to the Executive Board and Technical Advisory Committee including coordinating and scheduling meetings, facilitating meeting discussions and providing support to subcommittees as established by the Peninsula RTPO.

- Participates in and supports the statewide planning document processes.
 - Coordinates the two year review cycle of the organization's bylaws.
 - Responds to inquiries and requests for information from region legislators.
 - Develop the organization's Unified Planning Work Program and Annual Performance and Expenditure report that summarizes the progress made on the work plan.
 - Provides administrative support for the grant programs processes.
 - Continue to provide a vital communication tool for members and the community by implementing enhancements to the Peninsula RTPO's webpage.
- *Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status*

No actions were taken to promote Title VI compliance regarding planning activities during the reporting period.

B. Studies

- *Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*

Yes, the Human Services Transportation Plan Update collected data relative to minority persons, neighborhoods, income levels, age physical environments, and/or travel habits during the reporting period. The adopted plan focuses on delivering transportation service to people with special needs, those who are unable to transport themselves due to physical or mental limitations, income or age.

- *If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies?*

All Indian Tribal Nations located on the Olympic and Kitsap Peninsulas were contacted and informed of the HSTP meetings. Staff conducted 23 in person interviews with transit agencies, human service organizations, health departments, emergency services and area tribes. Stakeholder meetings were also held at several locations throughout the region including the Jamestown S'Klallam Tribal Center.

4. Planning: Accomplishment Report and Update continued

C. Draft TIPs

- *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?*

Yes, a for a 30-day review period.

- *What efforts were made to notify the public of the draft TIP?*

The draft TIP is posted on the Peninsula RTPO's webpage for a 30 day review period. In addition, all of the projects with secured funding are collected from MPOs and RTPO across the state and featured in the draft Statewide Transportation Improvement Program.

- *How were public comments solicited (written comments, public hearings, etc.)?*

Written comments from the public were collected during the 30-day comment period. Comments were accepted by email or federal mail.

- *Was a public hearing held? If so, how many?*

No public hearings were held during the reporting period.

What efforts were utilized to ensure broad citizen participation in the hearings?

N/A

- *Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns that were raised.*

- N/A

D. Other Public Hearings

Were any other public hearings held during the reporting period?

No other public hearings were held during the reporting period.

- *What efforts were utilized to ensure citizen participation in the hearings?*

N/A

- *Were minorities and women, both individually and through their organizations, represented in the citizen participation effort?*

N/A

How many and in what capacity?

N/A

4. Planning: Accomplishment Report and Update continued

E. Upcoming Year

- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

All Peninsula RTPO meetings are open to the public.

While the work of the Peninsula RPTO is essential to the long-term livability and economic vitality of the region, regional growth and transportation planning issues are not as important to the general public as other services provided by government entities. Basic services such as health care, employment, or financial assistance would rate much higher in the continuum of essential services.

5. Environmental Affairs: Accomplishment Report and Update

A. Monitoring and Review Process

- Describe the actions taken to promote Title VI compliance regarding environmental affairs, including monitoring and review processes, and their outcomes or status.

No actions were taken to promote Title VI compliance regarding environmental affairs during the monitoring and review processes.

B. Staff Responsible for Environmental Affairs

- Identify the titles, ethnicity, and gender of employees working on Environmental Affairs activities.

Peninsula RTPO Coordinator, Caucasian, Female.

- Were there any staff vacancies for any of these positions during the reporting period?

There were no staff vacancies for this position during the reporting period.

- If there were staff vacancies, what efforts were made by the Title VI Liaison or Coordinator to increase the representation of minorities and women if they are under-represented in the Environmental Affairs staff?

N/A

5. Environmental Affairs: Accomplishment Report and Update continued

C. Environmental Impact Statements (EIS)

- *Were any EISs conducted during the reporting period? If so, how many?*

No EISs were conducted during the reporting period

- *During the reporting period, was there a need to utilize bilingual advertisements, notices, announcements, etc.? If so, describe.*

There was no need to utilize bilingual advertisements, notices or announcements during the reporting period.

- *Summarize comments provided on EISs where minority communities were adversely impacted.*

No EISs were conducted during the reporting period.

- *How many EIS public hearings were held during the reporting period?*

No EIS public hearings were held during the reporting period.

- *How were the hearings advertised, and was it adequate to provide notification to minorities?*

N/A

- *Provide a summary of Title VI related concerns and issues raised at the hearings.*

N/A

- *Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns raised.*

N/A

- *Were any Title VI related complaints filed as a result of the EIS?*

N/A

6. Consultant Contracts: Accomplishment Report and Update

A. Monitoring and Review Process

- *Briefly describe the process for issuing RFPs and soliciting consultants.*

Peninsula RTPPO staff followed all WSDOT's policies and procedures when hiring a consultant.

- *Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status. (I.e. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?)*

WSDOT's policies and procedures require consultants' compliance with Title VI otherwise they are removed from the authorized consultants list.

6. Consultant Contracts: Accomplishment Report and Update continued

B. Consultant Contracts

- *How many consultants have contracts with the Peninsula RTPO?*

The Peninsula RTPO has one agreement with Kitsap County to create a travel demand model for the Peninsula RTPO region.

- *Dollar value of each contract?*

The contract with Kitsap County is in the amount of \$48,000

- *How many of these consultants are DBEs?*

The consultant under contract is not a DBE.

- *What efforts were made to utilize DBE consultants?*

The Peninsula RTPO followed all of WSDOT's policies and procedures as outlined by Consultant Liaison Services office when hiring Kitsap County.

- *Is there currently a separate list maintained on DBE consultants based on the most current information from the Washington State Office of Minority and Women's Business Enterprises Web site at www.omwbe.wa.gov?*

WSDOT Olympic Region Planning office is the lead agency for the Peninsula RTPO and follows all WSDOT's policies and procedures as outlined by Consultant Liaison Services when hiring a consultant.

- *How is the list utilized to increase DBE participation in consultant contracts?*

N/A

- *What methods were used during the review period to ensure Title VI related contract agreements were adhered to?*

N/A

C. Upcoming Year

- *Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.*

The Peninsula RTPO plans to continue to follow state and federal guidelines in the implementation of Title VI requirements.

7. Education & Training: Accomplishment Report and Update

A. Monitoring and Review Process

- Describe the actions taken to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status.

The Peninsula RTPO staff has completed WSDOT's OEO mandated training classes on Valuing Diversity, Sexual Harassment/Discrimination and Disability Awareness.

B. Staff Responsible for Coordinating Training

- Identify staff by job title, ethnicity, and sex responsible for selecting which employees receive training.

Title	Ethnicity	Gender
Peninsula RTPO Coordinator	Caucasian	Female

C. Complaints

- Were there any civil rights complaints filed with the state concerning training and educational opportunities?

No complaints were filed concerning training and educational opportunities.

- If so, what corrective actions has the state taken? Provide a summary of concerns raised, complaints filed, status, etc.

N/A

D. NHI Training

- List the NHI sponsored programs attended by Regional Council staff. Provide a list of participants by job title.

No Peninsula RTPO staff attended any NHI sponsored programs during the reporting period.

7. Education & Training: Accomplishment Report and Update continued

E. Title VI Training

- Was any Title VI training information provided by WSDOT during the reporting period?

No Title VI training information was provided by WSDOT during the reporting period.

- If so, how did the Regional Council assist WSDOT in the distribution of information on these training programs?

N/A

- If applicable, how many participants attended trainings?

N/A

- What was the subject of the trainings?

N/A

- Provide the job titles and Title VI roles, if applicable, of attendees.

N/A

- Was any other civil rights training conducted?

No civil rights training was conducted.

- If so, what type of training (course content)?

N/A

- Provide a list of participants by job title and Title VI role, if applicable.

N/A