

# FFY 2019 Title VI Goals & Accomplishments Report

## Annual Report 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.*

As of July 1, 2019, the WSDOT Olympic Region Multimodal Planning office is no longer the lead agency for the Peninsula RTPO. Kitsap Transit will provide lead planning agency services for the Peninsula RTPO.

After completing a comprehensive Title VI Training session in the first quarter of Federal Fiscal Year (FFY) 2020 for the new lead planning agency, the Peninsula RTPO will review and update its Title VI Plan.

### 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.*

PRTPO has undergone major transitions in organizational structure and administration during this reporting period. During this time WSDOT Olympic Region transitioned out of its lead agency role, effectively turning over program administration to Kitsap Transit effective July 1, 2019. Up until that time, Debbie Clemen provided Title VI coordination for PRTPO. Debbie is a Caucasian female working for WSDOT as a Transportation Planning Specialist 3. John Wynands is the Regional Administrator for WSDOT Olympic Region and is a Caucasian male.

Effective July 1, 2019 Kitsap Transit is the lead planning agency for the Peninsula RTPO. Kitsap Transit receives state funds for administrative, program, and staff costs. Some of these funds are used to support a Kitsap Transit staff person and a contracted PRTPO Coordinator. Kitsap Transit's Transportation and Land Use Planner Edward Coviello is the designated Title VI Liaison, Coordinator, and Support Staff for the Peninsula RTPO. He is a Caucasian male. The contracted PRTPO Coordinator who supports Edward with Title VI coordination activities is Thera Black, who is a Caucasian female. The General Manager of Kitsap Transit is John Clauson, a Caucasian male.

### 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 from October 1, 2018 through September 30, 2019.

### 4. Planning: Accomplishment Report and Update

#### A. Monitoring and Review Process:

- Describe the planning activities that are performed by the Peninsula RTPO.

Under the structure implemented July 1, 2019 Kitsap Transit provides management and staff support for the regional transportation planning process. Kitsap Transit retained a PRTPO Coordinator to support this work in collaboration with its own staff. Kitsap Transit 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 processes.
  - Develops and periodically updates a long-range regional transportation plan and strategy.
  - Develops the organization's Unified Planning Work Program and Annual Performance and Expenditure report that summarizes the progress made on the work plan.
  - Develops and maintains a six-year Transportation Improvement Program based on the projects and programs developed at the local level.
  - Provides administrative support for the grant programs processes.
  - Provides a vital communication tool for members and the community by implementing enhancements to the Peninsula RTPO's webpage.
  - Responds to inquiries and requests for information from the region's local agencies, public, and legislators.
- Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status

PRTPO completed its Coordinated Public Transit-Human Services Transportation Plan which identifies specific issues and opportunities to improve mobility for people with special mobility needs, in collaboration with the region's human services transportation providers. This plan provides insights to inform future planning and analysis needs. It was adopted by PRTPO in February 2019.

## **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?*

The Peninsula RTPO updated its Coordinated Public Transit-Human Services Transportation Plan in 2018. It was approved by the Executive Board in February 2019. Development of that plan included detailed socio-economic characteristics and spatial analysis for each county in the region as well as some high-level insights about origins and destinations, emergency response coordination and considerations, and issues and strategies to improve coordinated mobility in the region.

The Peninsula RTPO also updated their Regional Transportation Plan 2040 during the Title VI review period. That plan generated summary information regarding poverty levels across the region that was not included in the Coordinated Public Transit-Human Services Plan.

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

For the Coordinated Public Transit-Human Services Transportation Plan, an online electronic transit user survey was developed to identify and address unmet transportation needs of the elderly, young people, disabled, low-income, and other customers who depend on public transportation within the Peninsula RTPO region. The transit survey was also available in Spanish upon request and a hardcopy format for library patrons to complete at all of the North Olympic Library System, Jefferson County Rural Library System, and the Timberland Regional Library System branch locations. In addition, all transportation service providers including tribal and nonprofit groups within Clallam, Jefferson, Mason, and Kitsap counties were highlighted in the plan.

One of the stated purposes of the draft Regional Transportation Plan is to “build multimodal strategies into transportation solutions providing barrier-free accessibility strategies for youth, elders, those with disabilities, low income, and those with limited English language skills” and to “improve accessibility for all people regardless of age, ability, or income...” To that end the RTP maintains a Barrier-Free Transportation goal and four specific policies intended to ensure accessible facilities and services, minimize language barriers to access, communicate in easily understandable terms, and ensure income is not a barrier to access. Barrier-free access is also highlighted in the public transportation goal and policies. Demographic profiles of each county in the region highlight economic disparities across the region as evidenced by poverty rates and median income levels. The Office of Financial Management forecasts suggest population loss in this region by 2040.

## **C. Draft TIP**

---

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

Yes, for a 30-day review period from August 20, 2019 to September 20, 2019

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

The draft TIP was posted on the Peninsula RTPO's webpage for a 30-day review period, and legal notices were posted in the local papers.

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

Comments from the public were solicited during the 30-day comment period and could be submitted via email, in writing, by phone, or in person.

*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.*

No concerns or issues were raised during the public comment period.

#### **D. Other Public Hearings**

---

*Were any other public hearings held during the reporting period?*

No public hearings were held during this 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

#### **E. Upcoming Year**

---

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

The Peninsula RTPO will continue to follow all state and federal guidelines in the implementation of Title VI requirements. All Peninsula RTPO meetings are open to the public.

To support its transition to an independent RTPO, Peninsula RTPO Coordinators will undergo updated Title VI training through WSDOT in the first quarter of FY 2020 and an invitation has been extended to transit agencies to participate in a coordinated training session. PRTPO Title VI training will support an update in FY 2020 of the current PRTPO Title VI plan.

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 do not resonate with the general public in the same way as other services provided by government entities. PRTPO will work to put its regional transportation planning activities into a broader context that the public relates to, such as access to basic services like health care, jobs, or school. Additionally, by working to strengthen existing partnerships and forge new ones, PRTPO will be able to better understand and respond to the needs of disenfranchised communities with or without their direct participation in regional activities.

## 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 Coordinators are both Caucasian, with a male employed by Kitsap Transit and a female under contract to Kitsap Transit.

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

PRTPO was undergoing a transition during this time period from WSDOT administration to self-administration. Other than the logistics associated with this transition, 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

### 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 RTPO staff and Lead Agency 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.

Non-discrimination provisions are included in the contract language between Kitsap Transit and the contractor hired to provide PRTPO Coordinator services that are related to hiring, provision of services, and use of subconsultants. The contractor's process and records are subject to review at any time by Kitsap Transit.

## **B. Consultant Contracts**

---

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

The Peninsula RTPO had one consultant contract with Parametrix during the reporting period when PRTPO was administered by WSDOT and one consultant contract for PRTPO Coordinator services since Kitsap Transit became the Lead Planning Agency.

- *Dollar value of each contract?*

Peninsula Regional Non-motorized Connectivity Study (Trails Plan) \$52,554

PRTPO Coordinator – estimated \$100,000 for UPWP support

- *How many of these consultants are DBEs?*

The PRTPO Coordinator is a woman-owned sole proprietor. Paperwork has been filed for state and federal designation as a DBE.

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

All WSDOT and Kitsap Transit consultant hiring policies and procedures were followed.

- *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](http://www.omwbe.wa.gov)?*

When it was the lead agency for PRTPO, WSDOT Olympic Region Planning office followed all of WSDOT's policies and procedures as outlined by Consultant Liaison Services when hiring a consultant. Kitsap Transit's policies governed its recruitment of a PRTPO Coordinator.

- *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 all state and federal guidelines in the implementation of Title VI requirements. The Peninsula RTPO will update their Title VI Plan.

## 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.

Peninsula RTPO Coordinators during the administration tenure of WSDOT were current on their Title VI training. The new PRTPO Coordinators will undergo training with WSDOT in the 1<sup>st</sup> quarter of FFY 2020.

### 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 1	Caucasian	male

### 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.

### 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

Respectfully Submitted by:

*Thera Black  
PRTPO Coordinator  
360.878.0353*

*and*

*Edward Coviello  
Transportation and Land Use Planner  
And Title VI Coordinator for PRTPO  
Kitsap Transit  
Phone: 360.824.4919*