



TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): William Finn, Mayor

Mailing Address: PO Box 9

City: Woodland WA Zip Code: 98674 County: Cowlitz

Phone #: 360-225-7999 email address: finnw@ci.woodland.wa.us

Name and title of head of transportation-related services: Tracy Coleman, Public Works Director

Mailing Address: PO Box 9

City: Woodland WA Zip Code: 98674 County: Cowlitz

Phone #: 360-225-7999 email address: colemant@ci.woodland.wa.us

Name and title of designated Title VI coordinator*: Tracy Coleman, Public Works Director

Mailing Address: PO Box 9

City: Woodland WA Zip Code: 98674 County: Cowlitz

Phone #: email address: colemant@ci.woodland.wa.us

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

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

Standard Assurances document has been updated (typo corrections) and included with report.

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

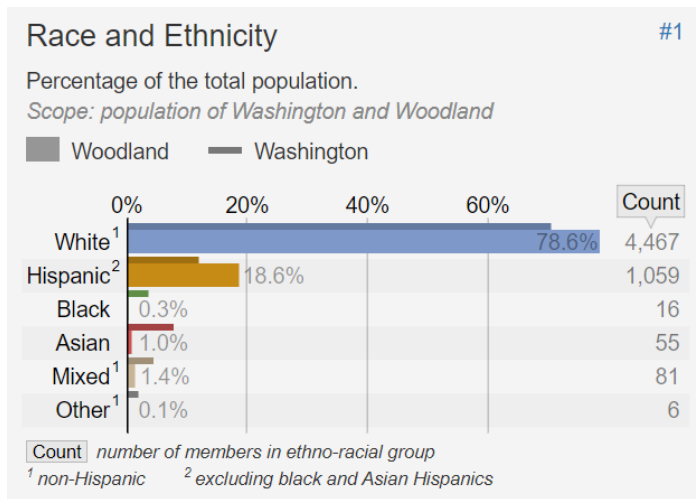
NO

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

- Title VI Coordinator is Tracy Coleman, Public Works Director. (Caucasian/white/USA)
- Administrative Head is William Finn, Mayor. (Caucasian/white/USA)
- Head of Transportation-Related Services is Tracy Coleman, Public Works Director. (Caucasian/white/USA)
- Transportation-Related Staff: Tim Sarvela, Operations Superintendent (Caucasian/white/USA); Kathryn Myklebust, Engineering Aide (Caucasian/white/USA)

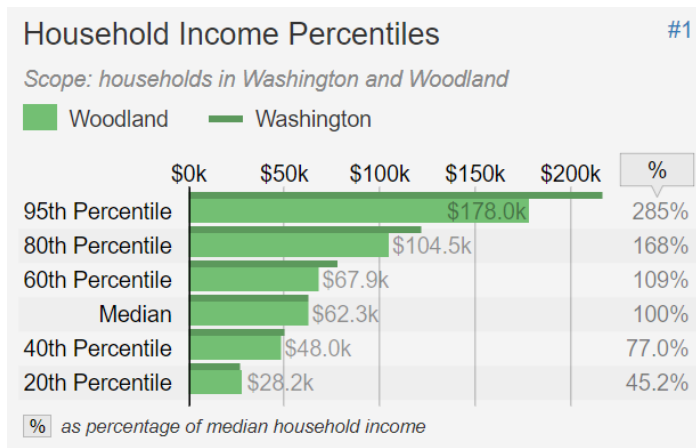
3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

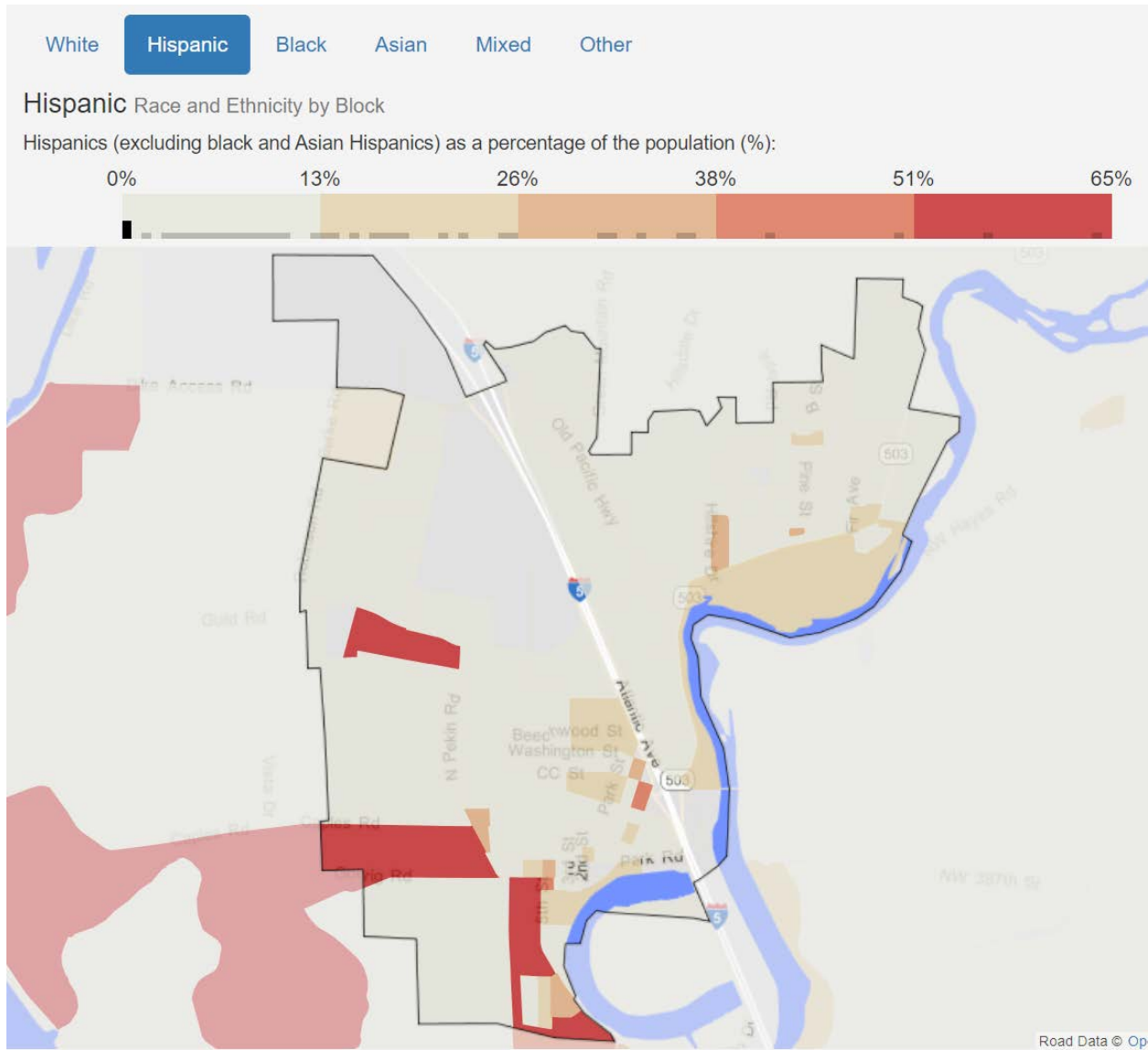
The LPA is significant majority White (78.6%) with Hispanic (18.6%) as its next largest demographic.



* From statisticalatlas.com

According to www.census.gov, 7.4% listed as poverty level in 2021. Household income percentiles shown below.





4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

The City of Woodland has not received any Title VI complaints.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

No transportation planning activities for this reporting time period.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

For the time period of October 2021 to September 2022 there has been no transportation related property or ROW acquisition.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

N/A

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

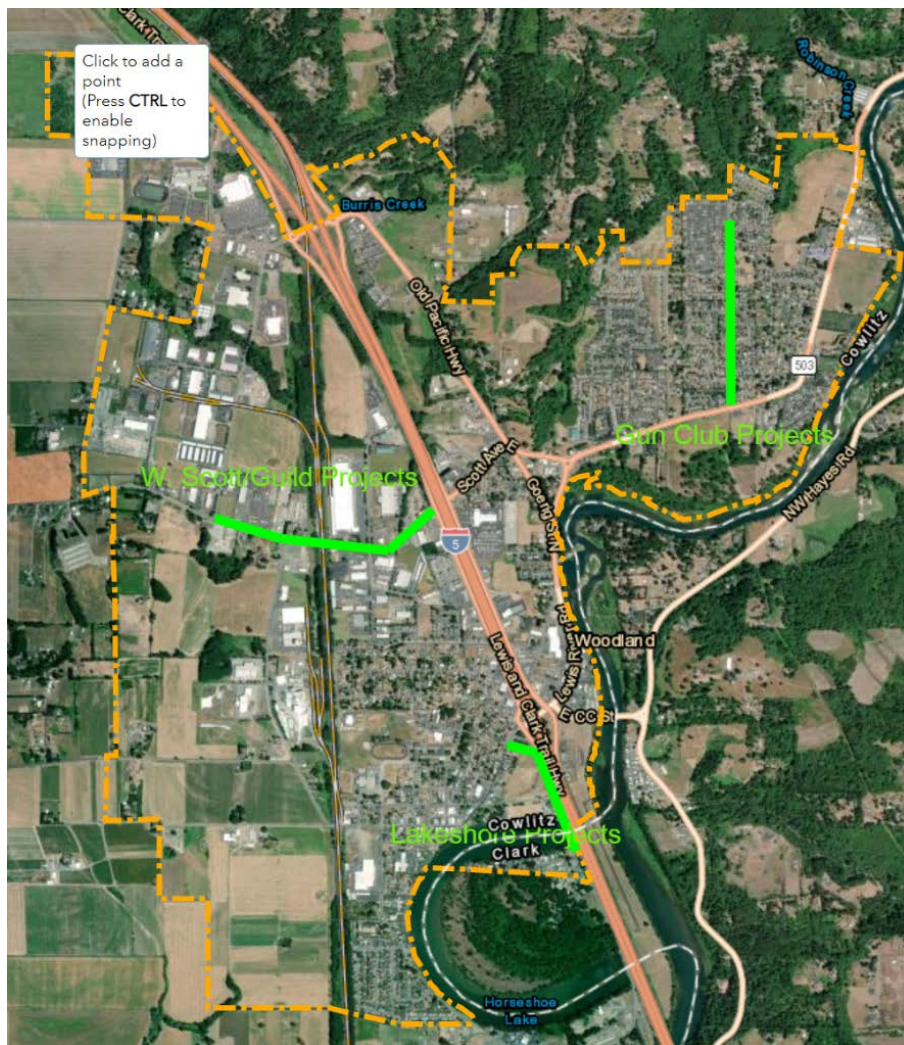
No transportation studies conducted by LPA during this time period.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

Current projects are not located in neighborhoods of low-income or Limited English Proficiency.

- Lakeshore Dr. Pavement & Pedestrian Project, STPUS 6881(001), PE phase of this project. CN phase in next year's report.
- Lakeshore Drive Sanitary & Water Project. CN started in 9/2022, complete in next year's reporting.
 - Benefits of the two Lakeshore projects will be the availability of new or improved water service, new sewer service, new 10' sidewalk for most of the length of the project, and new road surface. Burden to the area will be road closure/detours for part of the project timeline.
- W Scott & Guild Full Depth Reclamation Project, TIB #8-5-954(005 & 006)1, PE phase only during this time frame.

- W Scott RR Pedestrian, Pavement & Sidewalk Improvements RAIL-6876(001), PE phase during this time frame. Both SEPA & NEPA CE completed. BNSF performed work during this time frame. Contractor did not start work until next year's reporting period.
 - Benefits of the W Scott & Guild projects will be the completion of sidewalk and ADA ramps for the entire length of this road, as well as new driving surface. Burden will include periodic lane and/or full closure and detours during project construction.
- Goerig ADA & Overlay Project, TIB #3-W-954(003)-1, finalized striping and torch down for this project during this time frame.
 - Benefits of this project was new ADA compliant ramps (completed in 2020) and new pavement surface completed in 2021 before this reporting period. Striping and torch down benefits traffic and pedestrian safety. Burdens included periodic lane/road closure and detours.
- Gun Club Rd Sidewalk and Bike Lane Project, STBGUS-6885(001), PE Started during this reporting period. NEPA CE submitted for review during this report.
- Gun Club Rd ADA & Overlay, PE started during this reporting phase. Seeking funding for CN.
 - Benefits for these projects will be completed sidewalks and ADA ramps, new bike lane and pavement surface. Burdens will include periodic lane closures and/or detours.



10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

Identify members of the LPA’s transportation planning and/or advisory groups by race, color, and national origin

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

- City Council Meetings 1st and 3rd Monday evenings. Notice is given on the city website, with translation and hearing support headsets available upon request.
- Special hearings and/or public meetings are posted in the newspaper of record (The Reflector)
- The primary transportation outreach is the city’s “Six-year Transportation Improvement Plan for 2023-2028” which is presented for comment at city council July 5, 2022. Public Notice was given in The Reflector on June 22 and 29, 2022. No input was received.
- The city utilizes the Cowlitz Wahkiakum Council of Governments (CWCOG) for transportation guidance.
- The Public Works Committee also serves as advisory to the Public Works Director on transportation topics. All members are city council members and demographics are white/white/USA.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

- Consultant Request for Qualifications and contractor Invitation to Bid are posted on the city website, in the paper of record (The Reflector) as well as Daily Journal of Commerce (DJC) and Office of Minority and Women’s Business Enterprises (OMWBE).
- Ads and contract language/forms approved by WSDOT Local Programs, including Title VI language for all transportation capital and large maintenance projects.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

No Title VI compliance tracking to report during this reporting period. Contractors advised of required jobsite communication.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

- Lakeshore Dr. Pavement & Pedestrian Project, Federal Funding, STPUS 6881(001), PE phase contract, Harper Houf Peterson Righellis (HHRP), \$184K.
- Lakeshore Drive Sanitary & Water Project. ARPA & Locally funded. PE and CM&I, HHRP, \$218K, CN, NCE \$1.2M.
- W Scott & Guild Full Depth Reclamation Project, State funding, TIB #8-5-954(005 & 006)1, PE contract, Gray & Osborne, \$231K.
- W Scott RR Pedestrian, Pavement & Sidewalk Improvements, Federal funding, RAIL-6876(001), city funded PE contract Gray & Osborne, \$84K; BNSF \$140K; CN awarded to CPC, \$525K- Contractor work in next year's reporting period.
- Goerig ADA & Overlay Project, State funding, TIB #3-W-954(003)-1, work during this reporting period was final striping and torch down by city & county public works. Total Project was \$368K.
- Gun Club Rd Sidewalk and Bike Lane Project, Federal funding, STBGUS-6885(001), PE contract HHRP, \$78K. NEPA CE submitted for review during this report.
- Gun Club Rd ADA & Overlay, locally funded PE contract, HHRP, \$84K Seeking funding for CN.

Title VI language included in ads and contracts. No DBE to report in this reporting period.

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Kathryn Myklebust (white/white/USA) completed recommended Level 1 training in September 2021.

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

- The City is updating their website and Title VI language will be included in it.
- The City will make sure translation services are readily available.
- Participate in Title VI training as available.