



**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).

Included with this submission

**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.

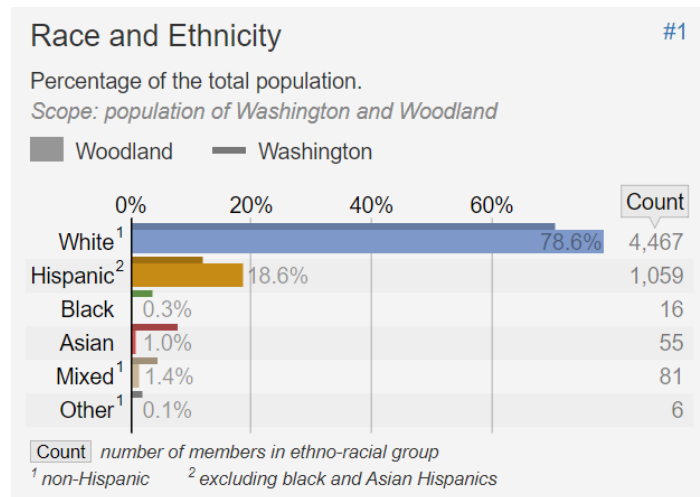
NO

- 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)

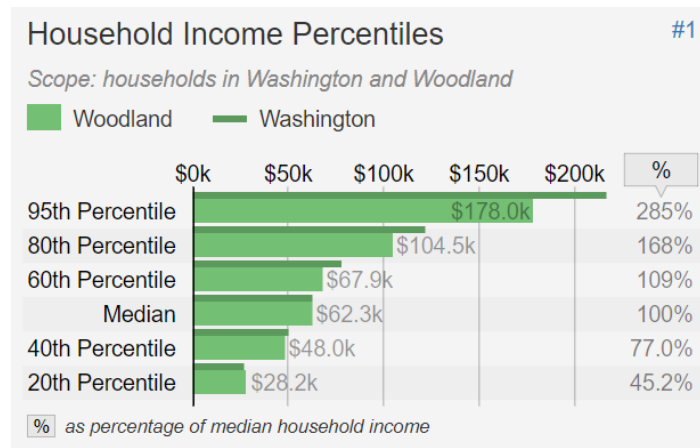
3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

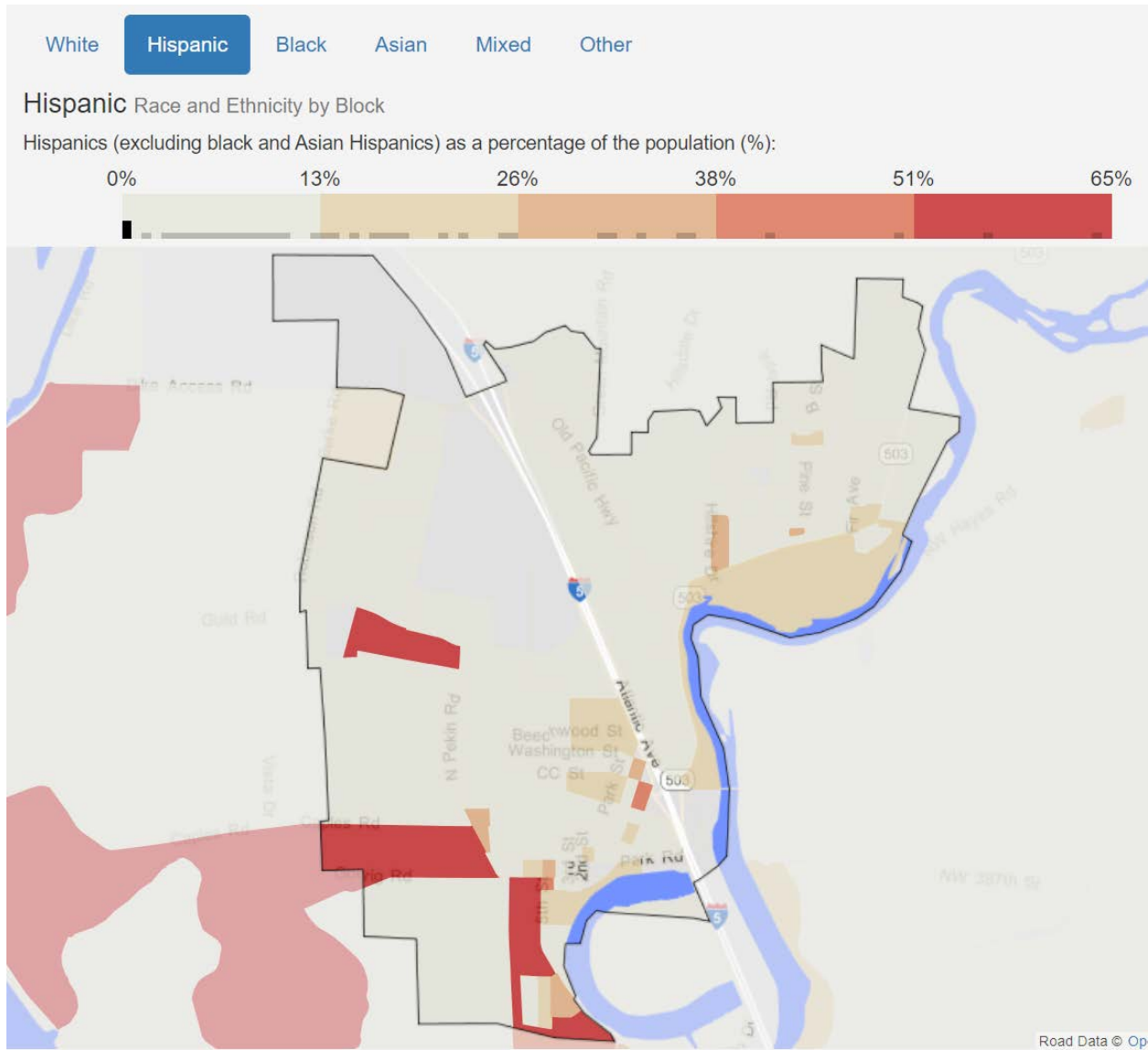
The LPA is significant majority White (78.6%) with Hispanic (18.6%) as its next largest demographic.



\* statisticalatlas.com

According to [www.census.gov](http://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.

Community Development has held several monthly meetings (15 total) for the comprehensive planning process. This included two open houses on Transportation as well as a public hearing on the city's transportation goals and policies. This effort was done under the guidance of a Public Participation Plan that included a section on equity and diversity to ensure that all segments of the community had the opportunity to be engaged in the effort. The city makes all meetings and hearings available for in person and remote attendance, plus notice is provided electronically on the city's website, published in a newspaper of record, as well as posted in multiple locations around the city. Upon request, all documents can be made available in Spanish or other language through translation software. The city's website is also ADA compliant and includes an option for requesting translated text. To date, only one document conversion to Spanish was requested and the document was provided at no cost.

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).

- Small strip (3' x310') of ROW acquired on Lakeshore during the property transfer from Ft. Vancouver Regional Library to the City before the construction of Lakeshore Dr 10' sidewalk. Property has no population impact.
- TIB W Scott/Guild Project acquired 3 small areas of ROW for ADA Ramps, sidewalk, and/or driveway installations. All business/industrial properties, no affected residential populations.

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

- ROW acquisition was completed by Public Works Director, Tracy Coleman (Caucasian/white/USA). Document preparation for Lakeshore ROW by PBS Engineers and W Scott/Guild Project by Gray & Osborne Consultant Engineers.

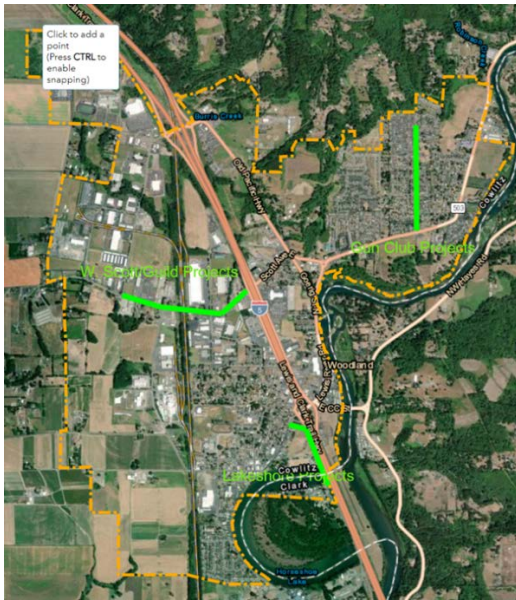
8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken,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

- Transportation portion of Comprehensive Plan, see #5, above.
- Transportation Impact Fee revision, by FCS Group (specialist in this type of work), no Title VI aspect
- ADA Transition Plan by Gibbs & Olson (City Consultant Engineer), in process, not complete.
- Exit 21 PE RFQ posted (included WSDOT approved Title VI language). Kittleson selected.

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), CN during this reporting period.
- Lakeshore Drive Sanitary & Water Project. CN complete early in reporting period.
  - 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 was extended road closure/detour due to unexpected road conditions and early closure of asphalt plants, extending the project timeline.
- W Scott & Guild Full Depth Reclamation Project, TIB #8-5-954(005 & 006)1, PE completed, CN bidding, selection and underway by end of this reporting period.
- W Scott RR Pedestrian, Pavement & Sidewalk Improvements RAIL-6876(001), CN completed in the 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 includes periodic lane and/or full closure and detours during project construction.
- Gun Club Rd Sidewalk and Bike Lane Project, STBGUS-6885(001), PE discovered need for added stormwater scope. Project on hold to seek additional funding.
- Gun Club Rd ADA & Overlay, PE completed 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.



\*larger map included in 10/2021-9/2022 report.

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 1<sup>st</sup> and 3<sup>rd</sup> 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 2024-2029” which is presented for comment at city council June 5, 2023. Public Notice was given in The Reflector on May 24 and 31, 2023. 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 Caucasian/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 during this reporting period; however, on the Lakeshore Pedestrian & Paving Project there were DBE hours logged for project subconsultant, Emerio; as well as subcontractors, All About Flagging and Schneider and Sons. Likewise, Daybreak Flagging met the DBE subcontractor goals for the W Scott RR Pedestrian Project.

- Contractors provided list of required job posting requirements for EEO, DBE, and other employee rights that were to be posted on jobsite.
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), CN approximately \$1M. CM&I Harper Houf Peterson Righellis (HHPR) and one DBE subconsultant Emerio. Contractor, Catworks, Two DBE subcontractors- All About Flagging and Schneider & Sons.
  - Lakeshore Drive Sanitary & Water Project. ARPA and city funded. PE and CM&I \$218K, HHPR with DBE Subconsultant, Emerio. CN \$1.2M, Contractor NCE. Started work last reporting period, completed this reporting period.
  - W Scott & Guild Full Depth Reclamation Project, State funding, TIB #8-5-954(005 & 006)1, prior reporting year- PE contract, Gray & Osborne, \$231K. CN \$2.2M, Contractor- AES with CM&I by Gray & Osborne, began construction in this reporting period, will complete in next.
  - W Scott RR Pedestrian, Pavement & Sidewalk Improvements, Federal funding, RAIL-6876(001), prior year's reporting period- PE, Gray & Osborne, \$84K, BNSF \$140K, this reporting period CN \$525K- Contractor Columbia Pacific Construction (CPC) and one DBE subcontractor, Daybreak Construction.
  - Gun Club Rd Sidewalk and Bike Lane Project, Federal funding, STBGUS-6885(001), PE contract, HHPR, \$78K. NEPA CE submitted for review during this report.
  - Gun Club Rd ADA & Overlay, locally funded PE contract, HHPR, \$84K Seeking funding for CN.

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.

- All WSDOT funded projects are specifically instructed by Local Programs to ensure Title VI compliance and those instructions are applied by the city and its consultants and contractors to other projects.
- Title VI/LEP Language was included in the city website.

### **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.

- Increase the number of employees that participate in the Title VI/LEP training.
- Keep track throughout year of Title VI activities so compiling report at end of the reporting period is more streamlined.