Title VI Plan

Puget Sound Regional Council

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Puget Sound Regional Council
Title VI Plan

"It has been The Federal Highway Administration's (FHWA's) and the Federal Transit Administration's (FTA's) longstanding policy to actively ensure nondiscrimination under Title VI of the 1964 Civil Rights Act in Federally funded activities. Under Title VI and related statutes, each Federal agency is required to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all program and activities of Federal-aid recipients, subrecipients, and contractors whether those programs and activities are federally funded or not." (Source: US Department of Transportation)

Title VI and environmental justice are an integral part of the transportation planning and programming process throughout the United States, particularly in urban regions. This renewed commitment to Title VI has, and continues to be, reflected in the Puget Sound Regional Council's (PSRC) work program, publications, communications, and public involvement efforts. This document establishes a framework for efforts that will be taken at PSRC to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice.

About PSRC

PSRC is a regional planning organization that develops policies and makes decisions about transportation planning, economic development and growth management in the central Puget Sound region. It is a forum for cities, towns, counties, transit agencies, port districts, Native American tribes and state agencies to address common regional issues. PSRC is designated under federal law as the Metropolitan Planning Organization (MPO), and under state law as the Regional Transportation Planning Organization (RTPO), for King, Kitsap, Pierce, and Snohomish counties. Under state and federal mandates and an Interlocal Agreement signed by all its members, the PSRC conducts and supports numerous state and federal planning, compliance and certification programs which enable members and other jurisdictions and entities in the region to obtain state and federal funding.

Members
PSRC members are King, Kitsap, Pierce and Snohomish counties, 73 cities within the region, four port districts, the Washington State Department of Transportation, Washington State Transportation Commission, the Muckleshoot Indian Tribe, and the Suquamish Tribe. Associate members include the Port of Edmonds, Island County, Snoqualmie Tribe, Thurston Regional Planning Council, The Tulalip Tribes and The Washington Aerospace Office.

In addition, a memorandum of understanding with the region's six transit agencies outlines their participation in PSRC. Membership benefits include: a voice in key regional decisions, distribution of federal transportation dollars, technical assistance to obtain federal and state funding, education and training, data to meet special planning needs, access to Geographic Information systems databases, free standard and secondary data products and working data sets, and technical expertise.

Governance, Boards, and Committees
PSRC is governed by a General Assembly and an Executive Board. Each member of PSRC is a voting member of the General Assembly, which meets at least annually to vote on major decisions, establish the budget, and elect new officers. The Executive Board is chaired by the PSRC President, meets monthly, and serves as the governing board. Both the General Assembly and Executive Board use weighted votes based on population to make decisions.

The Transportation Policy Board and Growth Management Policy Board include representatives of PSRC's member jurisdictions, tribes, regional business, labor, civic, and environmental groups, as well as voting
members representing each caucus of the state Legislature. These boards make recommendations on key transportation and growth management issues to the Executive Board.

PSRC also supports the work of the region's Economic Development District, governed by a board composed of public and private members that meets quarterly to coordinate regional economic development planning.

**Board Action on PSRC's Title VI Plan**

PSRC's Operations Committee and Executive Board will take action on this plan on May 23, 2013.

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Adopted this 23rd day of May, 2013

Pat McCarthy, Executive President, Puget Sound Regional Council

ATTEST: Mark Gulbranson, Deputy Executive Director

**Title VI Policy Statement**

The Puget Sound Regional Council (PSRC) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. PSRC further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In the event PSRC distributes federal aid funds to another governmental entity, PSRC will include Title VI language in all written agreements and will monitor for compliance. PSRC's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other PSRC responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Robert Drewel, Executive Director

May 1, 2013

**Authorities**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S. 557] March 22, 1988).

Additional Authorities and Citations Include: Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000-4; 42 USC 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of
Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; Executive Order 13166; 28 CFR 50.

Notice to the Public

Title VI Notice to the Public
The paragraph below will be inserted in all significant publications that are distributed to the public, such as future versions and updates of the Growth Management, Economic, and Transportation Strategy; Metropolitan Transportation Plan; and Regional Transportation Improvement Program for the central Puget Sound region. The text will remain permanently on the agency’s website, www.psrc.org and in the office. The version below is the preferred text, but where space is limited, the abbreviated version can be used in its place.

The Puget Sound Regional Council (PSRC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with PSRC. Any such complaint must be in writing and filed with PSRC’s Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our Web site at http://www.psrc.org/about/public/titlevi/ or call (206) 587-4819.

Abbreviated Title VI Notice to the Public
The following shortened version of the above paragraph can be used in communications where space or cost is an issue. This is what appears in PSRC news releases.

PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see http://www.psrc.org/about/public/titlevi/ or call (206) 587-4819.

Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 [including its Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) components], Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by PSRC or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

Procedures
1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with PSRC’s Title VI
Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).

c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.

d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for PSRC to be able to process it.

e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to PSRC for processing.

2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of PSRC’s subrecipients of federal funds, PSRC will assume jurisdiction and will investigate and adjudicate the case. Complaints against PSRC will be referred to the Washington State Department of Transportation’s (WSDOT) Office of Equal Opportunity (OEO), the Federal Highway Administration or the Federal Transit Administration, as appropriate, for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.

3. In order to be accepted, a complaint must meet the following criteria:

a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

b. The allegation(s) must involve a covered basis such as race, color, national origin, gender, disability, or retaliation.

c. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor, or, in the case of ADA allegations, an entity open to the public.

d. The complainant(s) must accept reasonable resolution based on PSRC’s administrative authority (reasonability to the determined by PSRC).

4. A complaint may be dismissed for the following reasons:

a. The complainant requests the withdrawal of the complaint.

b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.

c. The complainant cannot be located after reasonable attempts.

5. Once PSRC or WSDOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in PSRC’s or WSDOT’s records identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.

6. In cases where PSRC assumes the investigation of the complaint, PSRC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of PSRC’s written notification of acceptance of the complaint to furnish his/her response to the allegations.

7. In cases where PSRC assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, PSRC’s Investigator* will prepare an investigative report for review by the agency’s Legal Counsel and Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. *This can be one of PSRC’s Title VI Liaisons, or PSRC’s Title VI Coordinator.
8. The investigative report and its findings will be sent to PSRC’s Legal Counsel for review. The Counsel will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.

9. Any comments or recommendations from PSRC’s Legal Counsel will be reviewed by PSRC’s Investigator. The Investigator will discuss the report and recommendations with the Executive Director within 10 calendar days. The report will be modified as needed and made final for its release.

10. PSRC’s final investigative report and a copy of the complaint will be forwarded to WSDOT’s OEO within 60 calendar days of the acceptance of the complaint. WSDOT’s OEO will share the report with FHWA and FTA, Washington Division Offices, as part of its Annual Title VI Update and Accomplishment Report.

11. PSRC will notify the parties of its preliminary findings, which are subject to concurrence from WSDOT’s OEO. WSDOT’s OEO will issue the final decision to PSRC based on PSRC’s investigative report.

12. Once WSDOT’s OEO issues its final decision, PSRC will notify all parties involved about such determination. WSDOT’s final determination is not subject to an appeal.

13. WSDOT will also serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by PSRC. WSDOT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Complaint Form
The complaint form is available here:
http://www.psrc.org/assets/33/Complaint_form_procedures_revised_3-5-10_.pdf

Investigations
PSRC has not received any complaints in the reporting period.

Title VI as part of PSRC’s Work Program

PSRC’s Executive Director is responsible for ensuring implementation of the agency’s Title VI program. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI program, plan, and Assurances.

Five areas of PSRC’s work program have been identified as applicable to Title VI regulations – they are referred to as the five Title VI Program Areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Environmental Affairs, (4) Contracts, and (5) Education & Training. One staff member has been assigned to each Title VI Program Area as that area’s Title VI Liaison. Staff assigned as Title VI Liaisons generally have prime responsibility for that area of the agency’s work program. Title VI Liaisons, under supervision of the Title VI Coordinator, are responsible for the day-to-day administration of the Title VI program, and for carrying out the “Program Area responsibilities” in their assigned Title VI Program Area. Other staff members are assigned to assist the Liaisons or consulted and involved, as needed.
General Title VI Program Responsibilities

Following are general Title VI responsibilities of the agency. The Title VI Coordinator is responsible for ensuring these elements of the plan are appropriately implemented and maintained; Title VI Liaisons are responsible for implementing and maintaining these elements in their assigned Program Area.

1. **Data collection**
   Demographic data on race, color, national origin, income level, language spoken, and sex of the region’s population is to be collected and maintained by PSRC. This demographic data will be used to develop public outreach efforts and to conduct environmental justice analyses.

2. **Annual Title VI Report**
   An Annual Title VI Report is to be submitted by the end of August each year, to WSDOT’s Office of Equal Opportunity. The document is to include:
   - Any changes to the Title VI Plan
   - Organization and Staff
   - Complaints
   - Accomplishments and Updates on the 5 Reporting Areas

3. **Annual review of Title VI program**
   Each year, in preparing for the Annual Title VI Report, the Title VI Coordinator and Liaisons will review the agency’s Title VI program to assure compliance with Title VI. In addition, they will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.

4. **Dissemination of information related to the Title VI program**
   Information on the agency’s Title VI program is to be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “Program Area Responsibilities” section of this document, and in other languages when needed.
5. Resolution of complaints
Any individual may exercise his or her right to file a complaint with PSRC, if that person believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, sex, or disability. PSRC will make a concerted effort to resolve complaints informally at the lowest level, using the agency’s Nondiscrimination Complaint Procedures.

Responsibilities of the Title VI Coordinator
The Title VI Coordinator is responsible for supervising Title VI Liaisons in implementing, monitoring, and reporting on PSRC’s compliance with Title VI regulations. In support of this, the Title VI Coordinator will:
- Identify, investigate, and eliminate discrimination when found to exist.
- Process Title VI complaints received by PSRC.
- Meet with Liaisons quarterly to monitor and discuss progress, implementation, and compliance issues.
- Periodically review the agency’s Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Work with Liaisons to develop and submit the Annual Title VI Report to WSDOT by the end of August each year.
- If a subrecipient is found not to be in compliance with Title VI, work with the Consultant Contracts Liaison and subrecipient to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this plan.
- Review important Title VI-related issues with the Executive Director, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs when needed.

Responsibilities of Title VI Liaisons
Title VI Liaisons, under supervision of the Title VI Coordinator, are responsible for day-to-day administration of the Title VI program, including implementation of the plan and Title VI compliance, program monitoring, reporting, and education within the assigned program area, as described in the “Program Area Responsibilities” section of this document. In addition, each Liaison is responsible for drafting text for their section of the Annual Title VI Report, and maintaining the data and documentation necessary for that report. This includes reviewing guidelines and procedures for the assigned Title VI Program Area, and incorporating Title VI-related language and provisions into agency documents, as appropriate.

Program Area 1: Communications and Public Involvement

Title VI Liaison’s Responsibilities
The Communications & Public Involvement Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s public involvement process. The Liaison will:
- Ensure all communications and public involvement efforts comply with Title VI.
- Develop and distribute information on Title VI and agency programs to the general public. Provide information in languages other than English, as needed.
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Include the abbreviated Title VI Notice to the Public in some press releases and on the agency Web site.
- Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.
- Ensure that any Citizen Advisory Committee PSRC creates has representation from Title VI relevant populations.
Public Participation Plan
PSRC operates under a comprehensive 65-page Public Participation Plan. The Plan explains the agency role and mission, goals for public participation, governing structure, composition of boards, procedures for board meetings, program areas, interagency coordination, specific procedures for public participation in the Regional Transportation Plan and Regional Transportation Improvement Program, public engagement and notification methods, a menu of public participation techniques, an evaluation matrix, and an appendix of the various laws and regulations PSRC operates under. The full plan is available here http://www.psrc.org/assets/8575/PublicParticipationPlan.pdf.

In an effort to keep the Title VI Plan a reasonable size, the sections of the Public Participation Plan specifically relevant to Title VI are included below.

Excerpts from the Public Participation Plan:

Environmental Justice and Title VI of the 1964 Civil Rights Act
PSRC maintains a Title VI Plan to ensure that no person in the region shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance. PSRC's Title VI Plan is updated approximately every four years. PSRC also submits annual reports on its Title VI program to the Washington State Department of Transportation to ensure all federal regulations are being met.

PSRC seeks out and considers the needs of people traditionally underserved by transportation systems (e.g., low-income and minority households). To identify these populations, PSRC publishes an Environmental Justice (EJ) Demographic Profile using Census and American Community Survey data to identify the number and locations of minority, low-income, elderly and limited English proficient populations in the region. PSRC updates this profile approximately every three years. With this data, PSRC provides an Environmental Justice analysis of the impacts of key decisions on traditionally underserved populations as part of the planning process. During plan updates, PSRC may work with an EJ advisory group or hold focus groups with EJ populations to discuss transportation impacts and hear concerns as a way to help identify the needs of historically underserved populations. PSRC mailing lists include EJ populations, Title VI relevant community groups, and minority-owned businesses. PSRC publishes its Title VI Notice to the Public on major publications, news releases pertaining to federal programs, and its website. Find out more on PSRC’s website at psrc.org/about/public/titlevi.

Alternative Formats and Limited English Proficiency
PSRC’s agendas, news releases, and publications are available in alternative formats and in other languages with advance request. Notification about alternative formats and TTY Relay 711 are on agendas, psrc.org, and all publications, along with contact information for obtaining these formats. PSRC currently offers Spanish (since 2005) and Vietnamese (since 2008) translation. Spanish and Vietnamese language notification about this service is made on the website, publications, agendas, and the Regional VIEW newsletter. In addition, PSRC’s receptionist keeps an “I Speak” card at the front desk in case someone with limited English proficiency enters the office. The receptionist will identify the language needed and seek translation help.

Techniques for Involving Low-Income Communities and Communities of Color
- Outreach in the community (farmer’s markets, festivals, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Focus groups to obtain oral comments
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of “visualization” techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities
- Use of Regional Equity Network to engage communities
Techniques for Involving Limited-English Proficient Populations

- Use of Department of Justice 4-Factor Analysis
- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and web content on key initiatives
- Web based translation tools
- On-call translators for meetings (requires 5 days advanced notice)
- Translated news releases and outreach to alternative language media
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Train staff to be alert to and anticipate the needs of low-literacy participants in meetings, and workshops
- Use I Speak Cards at reception

Strategy 4
Encourage and solicit the involvement of all, including, but not limited to, the transportation disadvantaged, minorities, non-English-speaking, elderly, persons with disabilities, and low-income households.

4.1 Environmental Justice Demographic Profile: PSRC uses Census Data on minority, low-income, and limited English proficient residents of the region to analyze the impact of plans and programs. In addition, PSRC uses this information to consider the transportation needs of these populations. PSRC may also use this data to map where public comments are coming from.

4.2 PSRC meetings: PSRC holds its meetings at accessible locations with transit access.

4.3 Visualization Techniques: PSRC uses visualization techniques, such as maps, charts, graphics, photos, or drawings to provide information to people with limited English proficiency or low literacy.

4.4 Special Needs Transportation: PSRC works with the Special Needs Transportation Committee to maintain a regional Coordinated Transit-Human Services Transportation Plan.

4.5 Alternate Formats: PSRC offers sign language, Spanish and Vietnamese translation on the website, agenda packets, and publications. TTY Relay 711 is published in all publications.

Guidance for Public Participation in the Regional Transportation Plan and the Transportation Improvement Program

There are two key transportation initiatives of PSRC's that are specially called out in federal law as needing early and continuing opportunities for public participation: development of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). Because of its comprehensive, long-term vision, Transportation 2040 provides the earliest and the best opportunity for interested persons and public agencies to influence PSRC's policy and investment priorities for transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed.

Regulatory and Planning Context for Environmental Justice

Under 1998 guidance from the Federal Highway Administration and the Federal Transit Administration on environmental justice, metropolitan planning organizations must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income and minority populations, identify and address needs, and assure that benefits and burdens of transportation investments are fairly distributed.
- Improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

PSRC carries out each of these directives by:

- Gathering and analyzing regional demographic and travel data and refining its analytical capabilities.
- Conducting an equity analysis of each long-range plan RTP.
- Preparing an investment analysis of the TIP with a focus on environmental justice.
- Examining and refining the agency's public involvement process to ensure full and fair participation in decision-making.
The full Public Participation Plan is available here:

Summary of Outreach Efforts, April 2010 – April 2013

PSRC’s Website – psrc.org
PSRC maintains a website about its programs and activities, including a meeting calendar and electronic copies of agendas, public comment periods, comments received, data products, publications, and other relevant information. The website offers web streaming of meetings and often other interactive features like comment forms, surveys, presentations, or searchable maps. PSRC follows its adopted privacy policy, which describes the privacy protections offered to users of the agency’s website. PSRC’s website is accessible. PSRC’s website is updated on a daily basis. In the three year reporting period, PSRC’s website had nearly 300,000 visits to its website and over 3,000 people watched PSRC board meetings online.

Public Comment Periods
Public comment is always encouraged on any topic. When the agency is seeking public comment on a particular action, PSRC may offer a specific public comment and review period of at least 20 days and use the variety of notification methods discussed in this plan to let the public know how to comment. Federal and SEPA requirements are also taken into consideration when determining the length and number of public comment and review periods. The Transportation Improvement Program and Regional Economic Strategy public comment periods will be a minimum of 30 days. The Regional Transportation Plan and the Public Participation Plan public comment periods will be a minimum of 45 days. In the three year reporting period, PSRC held 13 20-day public comment periods for projects scheduled to receive PSRC’s federal funds, one 30-day public comment period for the Transportation Improvement Program, one 30-day public comment period for the Regional Economic Strategy, and one 45-day public comment period for the Public Participation Plan.

Summary of Public Involvement Activities for Key Decisions
PSRC provides a summary document that records all of the public involvement activities related to a key decision, including summaries of public comments received, lists of presentations offered, events, or related publications. In the three year reporting period, several summaries of public involvement as well as Environmental Justice outreach for Transportation 2040, the regional transportation plan and its Environmental Impact Statement were published. In addition, a new Regional Transportation Improvement Program was adopted. Links to these summaries:
http://www.psrc.org/transportation/t2040/t2040-pubs/final-draft-transportation-2040,

Studies conducted by PSRC relevant to Title VI, Environmental Justice and Public Involvement
Title VI, EJ, and Public Participation are an integral part of PSRC’s Work Program and are covered in studies and planning efforts. In the three year reporting period, three studies and programs included these areas as components. Here are links to relevant documents:

Newsletters
PSRC distributes an email newsletter after meetings of the Executive Board, Transportation Policy Board, Growth Management Policy Board and Economic Development District Board. The At Work email newsletter provides a summary of what took place at the meetings and may include links to presentation materials, background materials or to the webstream of the meeting. At Work is emailed to PSRC’s membership and mailing list and posted on the website at psrc.org after the meeting. PSRC also distributes topical newsletters for two of its work program items: Growing Transit Communities and the Prosperity Partnership. In the three year reporting period, PSRC sent out 79 At Work E-Newsletters to over
2,200 people and organizations, 41 Prosperity Partnership E-Newsletters to 3,296 people and organizations, and 11 Growing Transit Communities E-Newsletters to over 2,200 people and organizations.

News Releases, Media Advisories and Media Relations
PSRC sends news releases or media advisories as appropriate on its programs and other important information to news and social media in the four-county region as well as to PSRC’s membership mailing list of 2,200. In addition, news releases or media advisories are distributed to news and social media in the region regarding major upcoming actions or events, whom to contact for more information or to make a comment. PSRC maintains and routinely updates a comprehensive contact list of media outlets within the region. In the three year reporting period, PSRC sent out 51 news releases.

Information Center
PSRC maintains an Information Center at its offices to keep its documents, publications and other significant material on file for public inspection and use. The Information Center is open to the public weekdays from 8 a.m. to 5 p.m. at 1011 Western Avenue Suite 500, Seattle, WA 98104. A librarian is available to help answer questions and find requested documents and data. In the three year reporting period, the Information Center assisted 703 visitors.

Other Publications
PSRC produces other publications as needed, including reports, maps, and brochures, and makes them available to anyone. These publications include technical and policy information and often use visualization techniques (such as aerial and 3D maps; charts and graphs; comparison graphics; and mapping techniques which display data by area) to enhance understanding of regional planning. All publications are available free of charge. In the three year reporting period, PSRC produced 163 publications.
Language Assistance Plan

Introduction

The Puget Sound Regional Council develops policies and coordinates decisions about regional growth, transportation, and economic development planning within King, Pierce, Snohomish, and Kitsap counties. PSRC is composed of over 80 county, city, port, transit, tribal, and state agencies serving the region. The region is home to a population of some 3.7 million residing in over 6,000 square miles of land.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.

PSRC takes reasonable steps to ensure that all persons have meaningful access to its programs, services, and information, at no cost. PSRC is developing a Language Implementation Plan for Limited English Proficiency persons as part of its Title VI Plan. This plan is specifically aimed at individuals who have a limited ability to read, write, speak or understand English, referred to as limited English proficient (LEP).

An LEP Plan starts with an assessment to identify LEP individuals who need language assistance. Implementation includes the development of language assistance methods, notification to LEP individuals, and monitoring of the plan.

In addition to the Language Implementation Plan for Limited English Proficiency, PSRC also uses a Public Participation Plan, a Title VI Plan for civil rights, and Environmental Justice analyses on its plans and programs. Find out more at www.psrc.org or from the Information Center at 206-464-7532.


Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S. 557] March 22, 1988).

Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, clarified the Title VI of the Civil Rights Act of 1964 with regards to accessibility of federal programs and services to persons who are not proficient in the English language. This executive order stated that individuals who do not speak, read, write, or understand English well are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter.
Table 1: Language Spoken at Home by Ability to Speak English, Persons Age 5 Years and Over
2006-2010 American Community Survey 5-Year Estimates

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<th>PSRC REGION</th>
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<td>% of total population</td>
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<td>1.0%</td>
<td>0.1%</td>
<td>0.7%</td>
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Notes: Prepared by PSRC Staff based on data from American Community Survey (ACS) 2006-2010 (Table B16001).

1 Other languages include: African languages, Russian, German, Other Pacific Island languages, Japanese, Other Asian languages, French (incl. Patois, Cajun), Other Indic languages, Other Slavic languages, Mon-Khmer, Cambodian, Hindi, Other Indo-European languages, Arabic, Scandinavian languages, Laotian, Persian, Italian, Polish, Thai, Serbo-Croatian, Portuguese or Portuguese Creole, Urdu, Other West Germanic languages, Greek, Hmong, Gujarati, Hebrew, Other Native North American languages, Other and unspecified languages, Armenian, Hungarian, French Creole, Navajo, Yiddish

2 "Speak English 'very well'" includes "Speak only English"
Determination of Need

The U.S. Department of Transportation recommends using four factor LEP analysis to determine the need for language assistance measures. The four factors are:

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP persons come into contact with PSRC programs, activities, or services.
3. The importance to LEP persons of PSRC's program, activities, and services.
4. The resources available to PSRC and overall cost to provide LEP assistance.

Factor 1: Number and proportion of LEP persons in the service area

PSRC looked at American Community Survey data for people who speak English "less than very well" as Limited English Proficient persons. Table 1 shows the languages spoken at home, by ability to speak English, for persons five years of age and older, with number and percentage broken out by county. Looking at the regional totals, the five most frequently spoken languages other than English are Spanish, Chinese, Vietnamese, Korean, and Tagalog. None of these language groups have 5% or more limited English proficiency in the region. Given the predominance shown in Table 1, Spanish is the language most likely to be requested with 2.7% of the region's Spanish speakers unable to speak English well.

Factor 2: Frequency of LEP populations' contact with programs, activities, services.

PSRC has been offering Spanish and Vietnamese translation on its website and publications for several years. PSRC has been able to offer these translation services from staff who are native speakers of Spanish and Vietnamese. The notices are in the two different languages and include the phone number of staff who will be able to help Spanish or Vietnamese speakers in their native language when they call. Spanish has been advertised since 2003 and Vietnamese since 2007. During this time, PSRC has not received a single request for translation services.

Since 1999, PSRC has placed special emphasis on including Title VI and Environmental Justice populations in its outreach efforts. In addition to diversifying its mailing lists, PSRC has worked through consulting firms to conduct targeted outreach, including holding "brown bag" sessions and focus meetings, with minority and low-income community group members. Such meetings provide insight into the needs and concerns of residents who too often have limited participation in regional government and decision making. During this time, translation services have not been requested or recommended for any of these community group meetings. Also, throughout its planning processes, PSRC regularly updates its mailing lists to include community groups and organizations representing the traditionally underserved, who may include LEP persons.

More recently, PSRC has contracted with community based organizations through the Growing Transit Communities Partnership, which is a grant-funded effort through the U.S. Department of Housing and Urban Development (HUD) under the Sustainable Communities Regional Planning Grant Program. PSRC and its partners received over $4.9 million to embark on a three-year process to develop detailed implementation strategies for VISION 2040—an integrated regional plan that articulates a long-range vision for sustainable growth that federal housing, transportation, and other federal investments can support, called the Growing Transit Communities Partnership. The Partnership's efforts are focused the implementation of the region's high capacity transit system, including Bus Rapid Transit (BRT) and Light Rail. The approved budget for the Growing Transit Communities Partnership includes dedicated funds for translation services and materials.

Within the Partnership are key focus areas, one of which is the formation of a Regional Equity Network. During the grant period, the Equity Network will develop and support a regional network to promote equitable community planning and mobilize residents and community groups representing diverse
populations to participate in local planning and decision-making. Specifically it will accomplish these goals through:

- Promoting equitable community planning and engagement
- Mobilizing residents and community groups representing diverse populations to participate in local planning and decision-making
- Creating a $450,000 community and neighborhood small grant program for organizations to engage key constituents and communities

The Regional Equity Network, along with the other Partnership strategies for Affordable Housing and Corridor Actions, and catalyst demonstration projects, is expected to inform PSRC on new and effective ways of engaging traditionally underrepresented groups, including those who don’t speak English as a first or primary language.

**Factor 3: Importance to LEP population of programs, services, activities.**

PSRC works with the central Puget Sound counties (King, Pierce, Snohomish, and Kitsap), cities and towns, ports, tribes, transit agencies, and the state to develop policies and make decisions about long-term regional issues on land use, transportation, and the economy. PSRC does not provide any direct projects or services to the population of the central Puget Sound region.

PSRC does distribute funds through several transportation programs, including funds for those with special transportation needs, who may include LEP persons. The development of both the Transportation Improvement Program (TIP) and Transportation 2040, the Regional Transportation Plan (MTP) includes a Title VI/Environmental Justice analysis to determine impacts of these programs on the traditionally underserved. All funds PSRC distributes to eligible recipients must be consistent with adopted regional plans, the approval and adoption process of which are guided by PSRC’s Public Participation Plan and all other applicable laws and regulations. Furthermore, PSRC requires project sponsors receiving federal funds through PSRC to certify annually that they are meeting all federal, state, and local requirements in their operations. So, while not a direct service provider, PSRC ensures that its plans, policies, and programs comply with the law, and are inclusive and beneficial to those who live in the central Puget Sound region.

**Factor 4: Resources available to PSRC and overall cost to provide LEP assistance.**

PSRC remains committed to providing translation services to people who request them and will seek creative, low-cost measures to assist LEP individuals and show the agency’s willingness to provide translation services when needed, particularly when PSRC is engaged in Title VI or Environmental Justice outreach as part of its major plan updates. PSRC will continue to monitor all requests for translation services and flexibly respond to such requests as they occur.

Specifically, the Growing Transit Communities Partnership will be working directly with LEP populations, and the lessons learned from engaging those groups, and effective ways developing presentations and materials, or conducting outreach for LEP populations will be documented as part of the Regional Equity Network efforts. This documentation will help to inform PSRC on its continuing efforts in public engagement.

**Language Assistance Measures**

PSRC uses Language Assistance Measures to provide meaningful, early and continuous opportunities for all interested Puget Sound residents to participate in the dialogue that informs key decisions, regardless of language barriers. These creative, low-cost solutions include:

**Staff**

PSRC has a diverse staff that has acquired many language skills as well as a few native speakers of other languages. These staff have agreed to be on call for assistance when immediate language needs
arise. PSRC will call for professional language assistance once this intermediary step occurs. These staff have language skills:

Diana Martinez – Spanish
Thu Le - Vietnamese
Amy Ho, Sarah Lee - Chinese
Hana Sevcikova – German, Czech, and Russian
Erika Harris – French
Carol Naito - Japanese

Online Translation
PSRC has added Microsoft Translate tools to its website. This tool will prompt anyone looking at PSRC’s website from a computer that is not set to English that the translation tool is available. Microsoft Translate offers 37 different languages.

Reception
PSRC’s reception staff keeps an I Speak card at the front desk. The I Speak card is a printout of a number of languages, which a non-English speaking person can point to and identify their language. Reception then can seek translation help for that person in his/her language.

Visualization Techniques
Visualization techniques are one way to communicate with LEP or low-literacy persons. PSRC uses visualization techniques such as maps, charts, graphs, illustrations, presentations and videos at all types of meetings and in all types of print materials to explain concepts behind actions and decision-making. PSRC may also use handouts and posters to display visual information. PSRC’s boardrooms are equipped with computers, projectors, and sound systems for displaying visual and audio information. PSRC uses style guides for data presentation and PowerPoint presentations to present a consistent, streamlined, and easy to understand visual message.

Notification Techniques
PSRC regularly notifies community groups and the media when there are opportunities for public comment or new information is available. This includes notifying community-based organizations that support LEP groups as well as non-English media sources. PSRC’s website, publications, and news releases include a notification of the public’s rights under Title VI and include notification of the availability of Spanish and Vietnamese translation services.

Agendas

Mailing List Improvements
PSRC continuously updates its mailing lists and databases to maintain and initiate contact with interested parties, targeting those traditionally underserved and/or gaps in existing databases. PSRC mailing lists include tribes, community groups, Title VI relevant populations, businesses, membership, and local governments. For example, during the development of Transportation 2040, PSRC worked to build its mailing list to include environmental resource agencies, tribes, minority-owned businesses, and community organizations that represent Title VI, Environmental Justice and Limited English Proficient populations. To join PSRC’s mailing list, contact reception at 206-464-7090 or use the online form at psrc.org.

Accessibility for Sight and Hearing Impaired
PSRC maintains an accessible website and a TDD/TTY line. All PSRC meetings are conducted in facilities that are accessible to persons with disabilities and to people who rely on public transit.
In addition to these regularly used measures, PSRC also uses additional outreach techniques that may include LEP populations during major planning processes:

Focus Groups
PSRC, sometimes with the help of consulting firms, has convened targeted outreach sessions, such as brown bag or focus group meetings, with community leaders that represent Title VI, Environmental Justice, and Limited English Proficient populations. These meetings are an effective way to increase participation from communities PSRC may not have come into contact with previously, including LEP individuals. These meetings will include translation services if the participating community leaders recommend it or is requested in advance.

Community Based Organizations
A foundational element of the Growing Transit Communities Partnership was the deliberate inclusion of community based organizations and community development corporations as key stakeholders. These entities are represented on the steering committees, subcommittees, and task forces that comprise the overall organizing body of the Partnership. Their involvement at all levels of the grant effort is critical to its overall success and is indicative of the “big tent” approach that the HUD Federal Partnership expects.

In order to help facilitate linkages between community based organizations and land use and transportation planning and decision-making, the Growing Transit Communities’ Equity Grant Program has provided, through a competitive process, small grants (between $5,000-$15,000) to nonprofit organizations as the central Puget Sound region implements its high capacity transportation network. Grants to community based organizations will provide resources to organize and increase participation of underrepresented communities and help identify and give voice to community priorities. Meaningful community engagement and local capacity to be involved in transportation and land use planning is a core strategy to achieve equitable transit communities. The grants are being distributed in four rounds from fall 2011 through spring 2013, and the recipients, goals of the subgrants, and outcomes will be documented as part of the grant effort. These findings will also be presented to the Growing Transit Communities Oversight Committee and are expected to help inform the Corridor Action Strategies, and in the future, PSRC regional policies. Lastly, once the grant-funded effort ends, it is envisioned that coordination among community based organizations, community development corporations, and regional policy makers will be ongoing.

Monitoring and Updating of the LEP Plan
PSRC will monitor requests for translations and adjust practices to meet demand and will periodically update this plan as needed to reflect changes.

Non-Elected Committees
PSRC does not currently have any non-elected committees selected by the recipient. PSRC will be creating one during summer 2013. A solicitation for members of this committee was released to news and social media outlets, PSRC’s membership, the Growing Transit Communities Partnership and Regional Equity Network, and the Prosperity Partnership, including interested parties for all three groups. The invitation included a statement that PSRC is seeking diversity in its boards and committees.

Program Area 2: Planning & Programming
Title VI Liaison’s Responsibilities
The Planning Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s planning process. In addition, the Liaison will:
- Ensure all aspects of the planning and programming process operation comply with Title VI.
- Prepare and update a demographic profile of the region using the most current and appropriate
statistical information available on race, income, and other pertinent data. Make the document available to the public and member agencies on PSRC's website and in the Information Center.

- Develop a process for assessing the distributive effects of transportation investments in the region as part of actions on plan and programming documents.

**Demographic Profile of the Metropolitan Area**

PSRC seeks out and considers the needs of people traditionally underserved by transportation systems (e.g., low-income and minority households). To identify these populations, PSRC publishes an Environmental Justice (EJ) Demographic Profile using Census and American Community Survey data to identify the number and locations of minority, low-income, elderly and limited English proficient populations in the region. PSRC updates this profile approximately every three years. With this data, PSRC's Demographic Profile is a 32 page document that can be found here [http://www.psrc.org/assets/8587/EJDemographicProfile.pdf](http://www.psrc.org/assets/8587/EJDemographicProfile.pdf).

**Title VI and the Planning Process**

Considerations of Title VI are made throughout PSRC's planning and programming activities, for example:

- **Data collection** - A large part of the agency's work program involves collecting, analyzing, and reporting on data for the central Puget Sound region. This includes information on population, housing, employment, poverty, income, wages, transportation, traffic, and growth. Member agencies and other groups use this data for activities such as planning and the distribution of funds.

- **Transportation 2040** - The development of Transportation 2040 included environmental justice considerations from the outset. PSRC set out to ensure that the burdens and benefits of implementing Transportation 2040 were equitably distributed across groups based on race, income, age, and disability. PSRC's analysis included (1) outreach and meaningful participation from minority and low-income population groups in the development of the plan, and (2) an assessment to determine any discrimination of minority and low-income population groups in the distribution of impacts and benefits associated with the projects and programs advanced in Transportation 2040. Refer to Appendix G of Transportation 2040 for a full review of environmental justice efforts and demographic maps related to development of the Regional Transportation Plan and Appendix I for a summary of Public Involvement efforts related to development of the Regional Transportation Plan.

- **VISION 2040** - Development of the region's growth, economic development, and transportation strategy involved a comprehensive public involvement effort as well as an evaluation of environmental justice issues. The strategy was adopted in April 2008; future public outreach and implementation actions will seek active involvement by all segments of the population.

- **Regional Transportation Improvement Program (TIP)** - The region's short-term, four-year Regional TIP implements the plan and policies established in Transportation 2040. Included in the program of projects are federal STP, CMAQ, and FTA formula funds managed by PSRC. PSRC's Executive Board selects projects to receive these funds. The criteria used to identify projects to receive funds includes how well the project provides access for transportation users identified in the President's Order for Environmental Justice. See Appendix F of the TIP for this analysis, which includes demographic maps. This includes The sponsors of all projects programmed in the TIP are required to submit an annual certification of compliance with Title VI and other applicable federal and state laws and regulations.

**Program Area 3: Environmental Affairs**

**Title VI Liaison's Responsibilities**

The Environmental Affairs Liaison is responsible for state environmental review, and Title VI environmental justice compliance in all aspects of PSRC's work that triggers environmental review requirements under SEPA. The Liaison will:
• Ensure Title VI environmental justice compliance, in coordination with the Title VI coordinator, of all EISs prepared by PSRC.
• Analyze and make findings regarding the population affected by the action.
• Analyze and make findings regarding the impacts of the project on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups.
• Disseminate information to the public on the processes used and findings of the analysis, in accordance with all agency public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

Title VI and Environmental Affairs

When PSRC adopts new planning documents, or substantively amends existing documents in a manner that requires action by the General Assembly, the agency is required to comply with the Washington State Environmental Policy Act (SEPA), and with federal and state environmental justice requirements. When this occurs, a systematic process is used to study and evaluate all necessary environmental aspects of the proposed action(s), as set forth in EB-97-01. Depending on the scope, complexity, and impacts of the project, a SEPA checklist, Determination of Non-significance (DSN), or SEPA Environmental Impact Statement (EIS) will be produced. When one of these documents is required, the agency's Environmental Affairs Liaison (also designated as the SEPA Responsible Official) oversees the process, and ensures all federal and state requirements are met, and that the public has been involved as appropriate.

Title VI was a part of the Environmental Impact Statement Process for Transportation 2040. Refer to Chapter 17 of the FEIS for the Environmental Justice analysis, Appendix F for the Public Scoping of the plan, Appendix J for information about resource agency consultation, Appendix M for the Environmental Justice Outreach Summary Report, and Appendix N for the Public Outreach, Comment and Response. Future major updates of the plan will include a comprehensive outreach and environmental justice analysis.

Program Area 4: Contracts

Title VI Liaison's Responsibilities
The Contracts Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s consultant contracts process. The Liaison will:

• Include Title VI language in contracts and Requests for Proposals (RFP) as described below:
  - Ensure the text in Part A of Appendix 1 is included in all agency contracts.
  - Notify all contractors that the text in Part A of Appendix 1 (minus section 6) should be included in all subcontracts.
  - Ensure the Title VI Notice to the Public is included in all PSRC RFPs.
  - Ensure the text in number 2 of the PSRC Title VI Assurances (Appendix 1) is included in all PSRC RFPs.

• Review consultants for Title VI compliance as described below:
  - Ensure the "Title VI Compliance Review" form is given to all consultants as part of the contract signing process.
  - At the end of each fiscal year, review for Title VI compliance any consultants that have not been reviewed within the past twelve months using the "Title VI Compliance Review" form.
  - Upon receiving a completed form from a consultant, ensure the form was filled out and signed, and review the form for any evidence of noncompliance with Title VI contractual provisions on the part of the consultant.
  - If a subrecipient is found to be not in compliance with Title VI, the Title VI Coordinator and Consultant Contracts Liaison will work with the subrecipient to resolve the deficiency status and will write a remedial action if necessary, as described in the next section.

• Maintain the Disadvantaged Business Enterprise (DBE) Program as described below:
- Monitor, update, and maintain the agency's DBE Program.
- Submit annual reports on DBE participation in the Title VI Annual Report
- Establish and adjust DBE participation goals, as appropriate.
- Annually review and evaluate DBE participation in relation to DBE goals, and continue efforts to "create a level playing field" for DBE and non-DBE consultants when PSRC does not meet the established goals.

**Title VI and Contracts**

**Contract Procedures**
PSRC's contract procedures are described in "Procurement Policies, Guidelines, and Procedures." PSRC verifies Title VI compliance by consultants (subrecipients of federal funds) with the use of Title VI Compliance Review forms. Responses provided in the forms are evaluated to verify compliance on the part of the consultant. In addition, Title VI text is included in all PSRC Requests for Proposals (RFP) and contracts.

**Disadvantaged Business Enterprises (DBE) Program**
PSRC maintains a DBE Program that is updated as needed, and corresponding DBE participation goals that are updated annually. PSRC reports on DBE participation annually. At the end of each fiscal year, actual DBE participation is evaluated in comparison to established goals, and efforts are made to "create a level playing field" for DBE and non-DBE consultants when PSRC does not meet the established goals.

**Remedial Action Related to Consultant Reviews**
PSRC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within PSRC and with PSRC's contractors. In conducting reviews of subrecipients, if a subrecipient is found to not be in compliance with Title VI, the Title VI Liaison and Title VI Coordinator will work with the subrecipient to resolve the identified issues.

If the issues cannot be resolved, PSRC will issue a notification of deficiency status and remedial action for the subrecipient, as agreed upon by PSRC and WSDOT, within a period not to exceed 90 calendar days. PSRC will seek the cooperation of the subrecipient in correcting deficiencies, and will provide the technical assistance and guidance needed for the subrecipient to comply voluntarily. Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 calendar days after receipt of the deficiency letter and remedial action, to voluntarily correct deficiencies. If a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, PSRC will submit to WSDOT, FHWA, and FTA two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 calendar days of the initial review to ensure the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, PSRC may, with WSDOT's, FHWA's, and FTA's concurrence, initiate sanctions per 49 CFR 21.

**Subrecipient Monitoring**
As a part of our subrecipient monitoring plan, PSRC will ensure subrecipients comply with Title VI requirements. We will use the FTA circular as the basis for our Title VI monitoring. We will also adhere to other Title VI requirements prescribed by other funding agencies as applicable. In order to ensure subrecipient compliance, we will perform the following steps as part of our ongoing subrecipient monitoring. We will collect each subrecipient's Title VI plan and review programs for compliance with applicable requirements. We will ensure that the subrecipient's board of directors or appropriate governing body approved the program. We will check annually to determine if there are significant changes to the plan. If there are significant changes, we will review them for compliance. Also, at the request of the FTA, in response to a complaint of discrimination, or as otherwise deemed necessary, we
will request verification that the subrecipient in question provides service on an equitable basis. PSRC does not pass through FTA financial assistance nor does it provide assistance to potential subrecipients. PSRC has not constructed a facility, such as a vehicle storage facility, maintenance facility, or operation center.

**Program Area 5: Education & Training**

**Title VI Liaison’s Responsibilities**

The Education & Training Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and training program. WSDOT will provide information on training opportunities open to PSRC staff and subrecipients, including information on training provided by NHI and NTI. The Liaison will:
- Assist WSDOT in the distribution of information to PSRC staff on training programs regarding Title VI and related statutes.
- Ensure equal access to, and participation in, applicable NHI and NTI courses for qualified PSRC employees.
- Track staff participation in Title VI, NHI, and NTI courses.

**Employees Encouraged to Participate in Training**

All PSRC employees are encouraged to participate in professional development and training. All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

**Questions**

For questions on the PSRC’s Title VI Plan or procedures, please contact Michele Leslie Potter, at (206) 587-4819 or mlesliepotter@psrc.org. For information on PSRC’s work program or publications, including reports, data forecasting, maps, or other information available for use, contact the Information Center, at (206) 464-7532 or info@psrc.org. For information on all of the above, including current public comment periods and meetings open to the public, visit PSRC’s website at www.psrc.org.