

Puget Sound Regional Council
Annual Title VI Report and Update
FY20– July 1, 2019 to June 30, 2020

I. Title VI Plan

<https://www.psrc.org/asset/2019-title-vi-plan-5833>

2. Organization, Staffing, Structure

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

PSRC Executive Director:

Josh Brown, Caucasian, Male. Oversees the agency, reports to the Executive Board.

Title VI Coordinator:

Mark Gulbranson, Deputy Executive Director, Caucasian, Male. Helps oversee the agency, reports to the Executive Director, provides agency wide guidance on the Title VI program.

Public Involvement Liaison:

Michele Leslie, Senior Communications and Public Involvement Coordinator, Caucasian, Female. Coordinates communications and outreach, Title VI Annual Reporting.

Planning & Programming Liaison:

Ben Bakkenta, Director of Regional Planning
Caucasian, Male. Leads regional planning.

Environmental Affairs Liaison:

Erika Harris, Senior Planner, Caucasian, Female, SEPA responsible official.

Consultant Contracts Liaison:

Diana Lauderbach, Chief Financial Officer, Caucasian, Female. Oversees accounting department, including consulting contracts and DBE program.

Education & Training Liaison:

Thu Le, Human Resources Manager, Asian American, Female. Oversees human resources, including education and training.

3. Complaints

No complaints were received during FY20.

4. Planning: Accomplishment Report and Update

A. Monitoring and Review Process:

- Describe the planning activities that are performed by the Regional Council.
- Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.

VISION 2050 and Growth Management Planning

PSRC maintains and implements the region's long-range growth management, environmental, economic and transportation strategy: VISION 2050. This includes working with PSRC members and other groups to ensure that adopted policies and strategies are consistently represented and addressed throughout the region and in all PSRC planning and project funding. To achieve VISION 2050's Regional Growth Strategy and the multicounty planning policies, a series of implementation actions have been adopted. Many of the actions are directed at PSRC, while others address both countywide and local planning efforts. These include new plan review and certification procedures, development of a Regional Housing Strategy, and work on a new Regional Equity Strategy. Development of the plan included multiple public comment periods and opportunities for public engagement.

As the region's long-range plan and growth strategy is updated, PSRC is working with a wide range of stakeholders to ensure everyone's voices are heard. Considering that today's youth are tomorrow's leaders, PSRC met with middle school and high school aged students to better understand their priorities and vision of the future of their communities.

Youth outreach events were held with the Bellevue Youth Council, the Mukilteo Youth Advisory Committee, the Edmonds Youth Commission, the Tacoma Youth Commission, and the Issaquah Youth Advisory Board.

The Growth Management Policy Board held a special public comment period from July 19 - September 16 to hear feedback on the [draft VISION 2050 plan \(July 2019\)](#). PSRC also hosted workshops and open houses across the region, and tabled booths at local events. The development of VISION 2050 included a Supplemental Environmental Impact Statement with a specific chapter on Environmental Justice, and a separate Equity Analysis Appendix. The public involvement process for the plan development included EJ focus groups and a specific EJ outreach effort. The public comment period for the Draft Supplemental Environmental Impact Statement went from Feb 28-April 29, 2019. The Final Supplemental Environmental Impact Statement was issued in March 2020. Find out more on PSRC's website at <https://www.psrc.org/vision>

Regional Transportation Plan

The Regional Transportation Plan was adopted by the PSRC General Assembly on May 31, 2018. It maps how the region intends to catch up and keep pace with expected growth. It outlines unprecedented investments the region is making to improve highway, transit, rail, ferry, bicycle and pedestrian systems to support the safe and efficient movement of people and goods. The plan included an equity analysis report, available here <https://www.psrc.org/sites/default/files/rtp-appendixb-equityanalysis.pdf>.

Regional Transportation Improvement Program and PSRC Funding

The Regional Transportation Improvement Program (TIP) provides a list of current transportation projects within King, Kitsap, Pierce, and Snohomish counties. These projects are funded with federal, state, or local funds including federal grants awarded and managed through the PSRC's project selection process for PSRC Funds. The TIP is required under federal and state legislation. It ensures that transportation projects are meeting regional transportation, growth and economic development goals and policies, as well as clean air and environmental justice requirements. A new TIP is created every two to three years, following the project selection process for PSRC's federal funds. PSRC conducted a competitive regional project selection process in spring 2020 to award federal fiscal year 2023-2024 funds. These projects will be included in the new TIP when it is adopted later this year. Each TIP also accepts minor amendments on a monthly basis. New TIPs undergo a public comment and review period prior to board approval and include an EJ analysis of projects. Find out more on PSRC's website at <https://www.psrc.org/our-work/funding>.

Special Needs Transportation

The Coordinated Transit-Human Services Transportation Plan outlines how transit agencies, social service agencies, school districts, and other transportation providers can most efficiently and effectively work together to improve regional mobility for individuals with special transportation needs throughout King, Kitsap, Pierce, and Snohomish counties. A Coordinated Transit Human Services Plan was adopted as part of the Regional Transportation Plan update in 2018, see <https://www.psrc.org/sites/default/files/rtp-appendixh-transit-humanservicesplan.pdf>

Economic Development

PSRC is home to the federally designated regional Economic Development District (EDD) for the central Puget Sound region covering King, Kitsap, Pierce and Snohomish counties. Its members include representatives from private business, local governments, tribes and trade organizations. The Regional Economic Strategy—which focuses our region's economic development efforts on clusters and economic foundations—was based on a comprehensive analysis of the region's economy and competitive advantages. Development of the Regional Economic Strategy included extensive public outreach, including work with the African American Partners for Prosperity, Minority Economic Development Working Group, and other specific EJ outreach such as meeting with the Hispanic and Chinese Chambers and El Centro de la Raza. The adopted Regional Economic Strategy – Amazing Place – was finalized in September 2017, see <https://www.psrc.org/our-work/regional-economic-strategy>. Over the last year, the EDD examined specific topics and initiatives addressed in Amazing Place, including economic development activities and initiatives conducted by Native American tribes in the region, as well as public sector and rural broadband.

Data Systems and Analysis

The Data Systems and Analysis department administers a data and research program in support of growth management, transportation and economic development planning in the central Puget Sound region. The department develops and maintains regional planning data sets and delivers technical assistance to PSRC member governments and organizations. The DSA team produces EJ data for the different planning departments and maintains the Central Puget Sound Demographic Profile. PSRC updated a regional Opportunity Map database and tool, identifying areas that have greater and less access to economic, environmental, transportation, and other opportunities. This work included an analysis of how access to opportunity corresponds with race, income, and other demographic factors. See <https://www.psrc.org/opportunity-mapping>. PSRC also developed a new displacement risk analysis tool to provide expanded equity analysis and a better understanding of how people face physical, cultural, and economic displacement as the region continues to grow and change. These tools were used in the evaluation of VISION 2050 alternatives. See <https://www.psrc.org/displacement-risk-mapping> Several additional data sets

are available to the public on PSRC's website at <https://www.psrc.org/data-and-resources/data-psrc>.

B. Studies

- *Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*
- *If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies?*

PSRC conducted studies in FY20 that included Title VI and Environmental Justice considerations as major factors in the analysis. See:

2019-2022 Regional Transportation Improvement Program

<https://www.psrc.org/sites/default/files/tip2018-overviewofdraft2019-2022regionaltip.pdf>

Equity Appendix of the TIP

<https://www.psrc.org/sites/default/files/tip2018-appendixfenvironjusticeandsocialequityanalysis.pdf>

Central Puget Sound Demographic Profile

<https://www.psrc.org/sites/default/files/demographicprofile.pdf>

VISION 2050 Final Supplemental Environmental Impact Statement

<https://www.psrc.org/our-work/regional-planning/vision-2050/environmental-review>

VISION 2050 Final Supplemental Environmental Impact Statement Equity Appendix

<https://www.psrc.org/sites/default/files/v2050finalseis-appendixh-equity-march2020.pdf>

VISION 2050 Equity Briefing Paper

<https://www.psrc.org/sites/default/files/vision2050equitypaper.pdf>

C. Draft TIPs

- *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?*
- *What efforts were made to notify the public of the draft TIP?*
- *How were public comments solicited (written comments, public hearings, etc.)?*
- *Was a public hearing held? If so, how many? What efforts were utilized to ensure broad citizen participation in the hearings?*
- *Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns that were raised.*

A TIP was adopted in FY 19, see

2019-2022 Regional Transportation Improvement Program

<https://www.psrc.org/sites/default/files/tip2018-overviewofdraft2019-2022regionaltip.pdf>

Equity Appendix of the TIP

<https://www.psrc.org/sites/default/files/tip2018-appendixfenvirojusticeandsocialequityanalysis.pdf>

The public comment period ran from September 13 to October 25, 2018.

No Title VI related concerns were raised.

D. Other Public Hearings

- *Were any other public hearings held during the reporting period? If so, how many?*
- *What efforts were utilized to ensure citizen participation in the hearings?*
- *Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many and in what capacity?*

PSRC held a public hearing on September 5, 2019 as part of the development of VISION 2050. The public hearing was held as part of the regularly scheduled Growth Management Policy Board meeting, which was advertised on the agency website, through a meeting notification distributed to committee members, alternates, and interested parties, and publicized in the regular weekly email announcement from the Executive Director, which is distributed to 6,531 recipients.

In addition, identification of the opportunity to provide comment on the draft VISION 2050 plan was distributed to PSRC's email lists as part of the notice of four public workshops to discuss the draft plan held in summer 2019. Notice of these events and of the September 5th public hearing was translated onto postcards in 9 languages, which were distributed to 50 community based organizations throughout the region that work with people of color, people with limited English ability, seniors, people with limited mobility, and social service providers,

E. Upcoming Year

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

In FY21, VISION 2050 will be adopted. Preliminary work will commence to update the Regional Transportation Plan, scheduled for adoption in spring 2022.

VISION 2050 contains a strong theme of racial and social equity, with policies and actions throughout the document and in each policy area. Especially relevant are two actions focusing on meeting the needs of underrepresented communities in the central Puget Sound region.

The first is creation of a Regional Equity Strategy, for which staff have already begun to develop a work plan:

RC-Action-3 Regional Equity Strategy: PSRC, in coordination with member governments and community stakeholders, will develop and implement a regional equity strategy intended to make equity central to PSRC's work and to support the 2023/24 local comprehensive plan updates. The strategy could include components such as:

- Creating and maintaining tools and resources, including data and outreach, to better understand how regional and local policies and actions affect our region's residents, specifically as they relate to people of color and people with low incomes.
- Developing strategies and best practices for centering equity in regional and local planning work, including inclusive community engagement, monitoring, and actions to achieve equitable development outcomes and mitigate displacement of vulnerable communities.
- Identifying implementation steps, including how to measure outcomes.
- Identifying mechanisms to prioritize access to funding to address inequities.
- Developing a plan and committing resources for an equity advisory group that can help provide feedback on and help implement the Regional Equity Strategy.
- Developing and adopting an equity impact tool for evaluating PSRC decisions and community engagement.

The second action concerns the development of a Regional Housing Strategy, which is expected to be completed in 2021:

H-Action-1 Regional Housing Strategy: PSRC, together with its member jurisdictions, state agencies, housing interest groups, housing professionals, advocacy and community groups, and other stakeholders will develop a comprehensive regional housing strategy to support the 2023-24 local comprehensive plan update. The housing strategy will provide the framework for regional housing assistance (see H-Action-2, below) and shall include the following components:

- A regional housing needs assessment to identify current and future housing needs to support the regional vision and to make significant progress towards jobs/housing balance and quantify the need for affordable housing that will eliminate cost burden and racial disproportionality in cost burden for all economic segments of the population, including those earning at or below 80 percent of Area Median Income throughout the region. This will provide necessary structure and focus to regional affordable housing discussions
- Strategies and best practices to promote and/or address: housing supply, the preservation and expansion of market rate and subsidized affordable housing, housing in centers and in proximity to transit, jobs-housing balance, and the development of moderate-density housing options
- Coordination with other regional and local housing efforts.

5. Environmental Affairs: Accomplishment Report and Update

A. Monitoring and Review Process

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

PSRC's Environmental Impact Statements include a chapter analyzing the impacts of the planning effort on Title VI and Environmental Justice populations. The chapter is then shared with Title VI and EJ community representatives at meetings and through sending news releases to publications that serve minority communities. PSRC regularly coordinates and provides notice to federally-recognized tribes in the region.

PSRC follows SEPA for public input on Environmental Documentation

B. Staff Responsible for Environmental Affairs

- *Identify the titles, ethnicity, and gender of employees working on Environmental Affairs activities.*
- *Were there any staff vacancies for any of these positions during the reporting period?*
- *If there were staff vacancies, what efforts were made by the Title VI Liaison or Coordinator to increase the representation of minorities and women if they are under-represented in the Environmental Affairs staff?*

Erika Harris, a female Caucasian, is the SEPA responsible official. There were no staff vacancies during the reporting period.

C. Environmental Impact Statements (EIS)

- *Were any EISs conducted during the reporting period? If so, how many?*
- *During the reporting period, was there a need to utilize bilingual advertisements, notices, announcements, etc.? If so, describe.*
- *Summarize comments provided on EISs where minority communities were adversely impacted.*
- *How many EIS public hearings were held during the reporting period?*
- *How were the hearings advertised, and was it adequate to provide notification to minorities?*
- *Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns raised.*
- *Were any Title VI related complaints filed as a result of the EIS?*

One EIS was conducted during the reporting period. A Final Supplemental EIS for VISION 2050 (<https://www.psrc.org/sites/default/files/v2050finaleis-march2020.pdf>) was issued in March 2020. The notice of availability was sent to PSRC's mailing list, which included community partners that focus on equity issues, tribes in the region, and publications that serve minority communities. Alternative formats were offered, including translation services in individual languages. Information in the Final Supplemental EIS was updated to reflect comments on the draft related to equity and environmental justice. Affordable housing and displacement were the key issues of concern and they suggested expanded and more specific analysis and mitigation for these topics. In response, the analysis and mitigation measures were updated (see Chapter 4, Environmental Effects and Mitigation, Chapter 5, Environmental Justice, and Appendix H, Equity Analysis (<https://www.psrc.org/sites/default/files/v2050finaleis-appendixh->

equity-march2020.pdf). These recommendations were also reflected in the VISION 2050 multicounty planning policies and actions. Several commenters appreciated the effort to evaluate impacts to communities of color and low-income communities and the inclusion of an equity-focused appendix.

No Title VI-related complaints were filed. No public hearing on EISs were held during the reporting period. See section 4D for the public hearing related to the draft VISION 2050 plan.

D. Upcoming Year

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

PSRC will be updating the Regional Transportation Plan over the next two years. Depending on the scope of the update, either a SEPA Supplemental Environmental Impact Statement or Addendum will be developed to review the environmental effects of the updated plan. The scope of the update is currently being examined.

6. Consultant Contracts: Accomplishment Report and Update

A. Monitoring and Review Process

- *Briefly describe the process for issuing RFPs and soliciting consultants.*
After it is determined that an RFP needs to be issued we post the RFP on PSRC's website and then proceed to advertise the release. This is done by sending an email to all registered consultants along with advertising in the local Business Journal, one minority newspaper and posting an ad on the State's OMWBE website for Minority and Women owned businesses as well as uploading it to the Washington Electronic Business Solution (WEBS).
- *Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status. (I.e. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?)*

PSRC has Title VI requirements in all of our agreements and contracts, and requires contractors to include those requirements in all sub-contracting opportunities. We also require consultants to fill out a Title VI review form and attach their policy regarding non-discrimination.

B. Consultant Contracts

- *How many consultants have contracts with the Regional Council? For fiscal year 2020 we had 5 contracts totaling \$546,398.*
- *Dollar value of each contract?*
 - *Contract 2020-01: \$330,000*
 - *Contract 2020-02: \$50,000*
 - *Contract 2020-03: \$15,000*

- Contract 2020-04: \$30,000
 - Contract 2020-05 Task 1: \$121,398
- How many of these consultants are DBEs? 1
 - What efforts were made to utilize DBE consultants?

We post all RFP's to the States Office of Minority and Women Owned Businesses website and to a minority paper as well as utilize the Washington Electronic Business Solution (WEBS). We also allow a four week response period in recognition of the longer timeframe it may take a DBE to put a proposal together. We also encourage staff to utilize small and minority owned businesses whenever possible for small purchases.

- Is there currently a separate list maintained on DBE consultants based on the most current information from the Washington State Office of Minority and Women's Business Enterprises Web site at www.omwbe.wa.gov? *No.*
- How is the list utilized to increase DBE participation in consultant contracts?
The list itself is not currently used however, as stated, opportunities are advertised on the website.
- What methods were used during the review period to ensure Title VI related contract agreements were adhered to? *The Title VI Consultant Compliance Review Form.*

C. Upcoming Year

- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.
We will continue to utilize the OMWBE website as well as the WEBS, in addition to our usual advertising for consultants.

7. Education & Training: Accomplishment Report and Update

A. Monitoring and Review Process

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

Employees are encouraged to take classes and training and attend conferences, seminars, and webinars that are relevant to their work and necessary for their positions. The Education and Training opportunities are first-come first-served basis and dependent on the education budget for the fiscal year. PSRC have been supporting staff's education assistance requests.

Over the course of the last year, PSRC continued the process of helping staff develop a deeper understanding of racial and social equity to equip them with the skills necessary to effectively weave equity into their work. Ten staff members representing each department in the agency attended conferences hosted by the Government Alliance on Race and Equity (GARE). GARE is an organization that works with government agencies across the country to achieve racial equity. Staff learned a variety of racial concepts, how to conduct equity trainings, how to implement racial equity tools, etc.

Other learning opportunities were offered to the entire PSRC staff. One event addressed implicit bias. It included activities to help staff understand how bias operates. Staff also explored strategies to prevent bias from impacting PSRC hiring practices, policies, and products.

Additionally, PSRC hosted a series of Lunch and Learns using a podcast created by the New York Times entitled “1619”. The podcast recognized the 400th anniversary of the arrival of the first enslaved Africans in what would become the United States of America. During the Lunch and Learns, staff shared their reflections on the podcast and developed a better understanding of how racial history informs modern disparities.

B. Staff Responsible for Coordinating Training

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

Title	Ethnicity	Gender
Accounting Manager	Caucasian	F
Administrative Assistant II	Caucasian	F
Administrative Assistant II	Caucasian	F
Assistant Planner	Caucasian	M
Assistant Planner	Caucasian	M
Associate Economic Development Planner	Caucasian	M
Associate Graphic Designer	Asian	F
Associate Planner	Caucasian	F
Associate Planner/GIS Analyst	Caucasian	M
Chief Financial Officer	Caucasian	F
Data Technician	Asian	F
Digital Communications Librarian	Caucasian	F
Equity Manager	Black	M
Executive Assistant	Caucasian	F
Principal Communications Manager	Caucasian	F
Principal Planner	Asian	M
Principal Planner	Caucasian	F
Senior Accountant	Caucasian	F
Senior Accountant	Caucasian	M
Senior Communications & Public Involvement Coordinator	Caucasian	F
Senior Data Manager	Caucasian	M
Senior Graphic Designer	Caucasian	F
Senior Planner	Caucasian	F
Senior Planner	Asian	F
Senior Planner/GIS Analyst	Caucasian	F
Senior Transportation Analyst	Caucasian	M

C. Complaints

- *Were there any civil rights complaints filed with the state concerning training and educational opportunities?*
- *If so, what corrective actions has the state taken? Provide a summary of concerns raised, complaints filed, status, etc.*

No complaints filed.

D. NHI Training

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

None.

E. Title VI Training

- *Was any Title VI training information provided by WSDOT during the reporting period?*
- *If so, how did the Regional Council assist WSDOT in the distribution of information on these training programs?*
- *If applicable, how many participants attended trainings? What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.*
- *Was any other civil rights training conducted?*
- *If so, what type of training (course content)? Provide a list of participants by job title and Title VI role, if applicable.*

WSDOT did offer a training on Title VI. We were not asked to distribute information about the training.

Two PSRC staff people attended a Title VI Technical Assistance Training held by WSDOT on September 25 and 26, 2019.

Charles Patton, Equity Manager
Ryan Thompto, Senior Transportation Analyst

F. Upcoming Year:

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

In FY21, PSRC continues to encourage and support staff to attend conferences, seminars, webinars, and enroll in training classes that are relevant to their positions which would help them in their professional growth and development. There have not been any significant problems in this area.



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August 12, 2020

Josh Brown, Executive Director
Puget Sound Regional Council
1011 Western Av Ste 500
Seattle WA 98104

Dear Mr. Brown:

RE: Title VI Annual Accomplishment & Update Report

WSDOT approves the PSRC's annual report ending June 2020. It should be accessible to the public. The next report is **Aug. 1, 2021** for period ending June 2021. Guidelines for Title VI reports and implementation plans are contained in [Chapter 28](#) of WSDOT's Local Agency Guidelines (LAG) Manual.

Below are a few suggestions for future reports. More details are in the transmittal email.

- #4D – Kudos on distributing postcards in nine languages, but the report does not address how you arrived at which languages to use or attendance at the meetings. Did attendance demographics represent the area served?
- #5 C – EIS is to include public input/engagements so what effort did PSRC put forth to engage the minority and low-income communities? Your answer that 'Notice was sent' is vague – were minority organizations notified it was 'online, to go look'? How did you determine no adverse impact on those same communities?
- #6A – Are the Standard Assurances included in all contracts/agreements executed by the PSRC? What happens if a consultant/contractor fails to execute it?

WSDOT is updating the LAG Manual, with publication of a new Chapter 28 expected this month. New detailed guidance on language services and environmental justice is included. Watch Local Programs LTAP for the training schedule and registration details. We recommend at least two PSRC employees with Title VI responsibilities attend.

WSDOT is committed to providing any assistance you may need with your Title VI Program. For assistance, please contact me at 206-440-4778 or at TitleVI@wsdot.wa.gov .

Sincerely,

/s/Gretchen Gleue
Title VI Local Agency Compliance Lead
WSDOT – Office of Equal Opportunity