

**Title VI Plan for  
PUGET SOUND REGIONAL COUNCIL**

PSRC's 2024 Title VI Plan

Agency Administrator  
Josh Brown, Executive Director

Title VI Coordinator  
Nancy Buonanno Grennan, Deputy Executive Director

**Prepared by:** Noah P. Boggess, Senior Public Engagement Specialist

Email: [NBoggess@psrc.org](mailto:NBoggess@psrc.org)  
Phone#: 206.573.0486

## Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>I. Title VI Policy Statement</b> .....	<b>4</b>
<b>Board action on PSRC’s Title VI Plan</b> .....	<b>5</b>
<b>II. Organization, Staffing, and Structure</b> .....	<b>6</b>
Organizational Chart of PSRC Title VI Responsibilities .....	7
<b>III. Primary Program Area Descriptions &amp; Review Procedures</b> .....	<b>7</b>
Title VI Coordinator’s Responsibilities and Program Administration.....	7
<b>IV. Review Procedures</b> .....	<b>13</b>
A. Consultants and Contractors.....	13
B. Subrecipients .....	13
Pre-Award .....	13
Post-Award.....	13
Title VI .....	14
<b>V. Data Collection/Reporting/Analysis</b> .....	<b>14</b>
<b>VI. Title VI Training</b> .....	<b>15</b>
<b>VII. Title VI Complaint Procedures</b> .....	<b>16</b>
Who is eligible to file a complaint?.....	16
How do you file a complaint?.....	16
What happens after a complaint is filed? .....	17
<b>VIII. Title VI Complaint Form</b> .....	<b>19</b>
<b>IX. Public Participation</b> .....	<b>21</b>
Public Participation Plan.....	21
Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act.....	21
Demographic Profile of the Metropolitan Area .....	21
Alternative Formats and Limited English Proficiency .....	22
Techniques for Involving, ADA Low-Income Communities and Communities of Color.....	22
<b>X. Limited English Proficiency</b> .....	<b>22</b>
<b>XI. Environmental Justice</b> .....	<b>23</b>
<b>XII. Notice of Title VI Rights</b> .....	<b>23</b>
Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964.....	23
Abbreviated Title VI Notice to the Public.....	24
<b>Title VI Plan Amendment Log</b> .....	<b>24</b>
<b>Attachments:</b> .....	<b>25</b>
1. USDOT 1050.2A, Standard Assurances with Appendices.....	25

2.	List of Title VI Investigations, Complaints, and Lawsuits .....	25
3.	Demographic Information.....	25
4.	Public Involvement Form.....	25

## I. Title VI Policy Statement

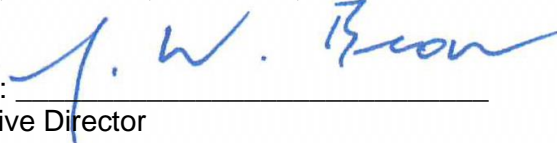
It is the policy of the Puget Sound Regional Council (PSRC) that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of PSRC as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of PSRC, including its contractors and anyone who acts on behalf of PSRC. This policy also applies to the operations of any department or agency to which PSRC extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly, neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.

Signed:   
Executive Director

September 19, 2024  
Date

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

PSRC's Operations Committee and Executive Board is expected to act on this plan on September 26, 2024.

-----  
Adopted this xx day of September, 2024

\_\_\_\_\_  
Becky Erickson, Mayor  
President, Puget Sound Regional Council

ATTEST: \_\_\_\_\_  
Josh Brown, Executive Director

## II. Organization, Staffing, and Structure

Executive Director Josh Brown is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all LPA employees, contractors, and agents pursuant to 49 CFR Part 21.

PSRC's Deputy Executive Director helps oversee the agency, reports to the Executive Director, provides agency-wide guidance on the Title VI program and is responsible for processing Title VI complaints if received by PSRC and serves as PSRC's Title VI Coordinator. PSRC has created the position of Senior Public Engagement Specialist to perform the duties of the Title VI Liaison Coordinator and is responsible for the implementation, enforcement, and day-to-day coordination of PSRC's Title VI program. The position of Senior Public Engagement Specialist is located within the Regional Planning department.

The Title VI Coordinator is responsible for:

- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to WSDOT; and
- Process Title VI complaints received by PSRC.

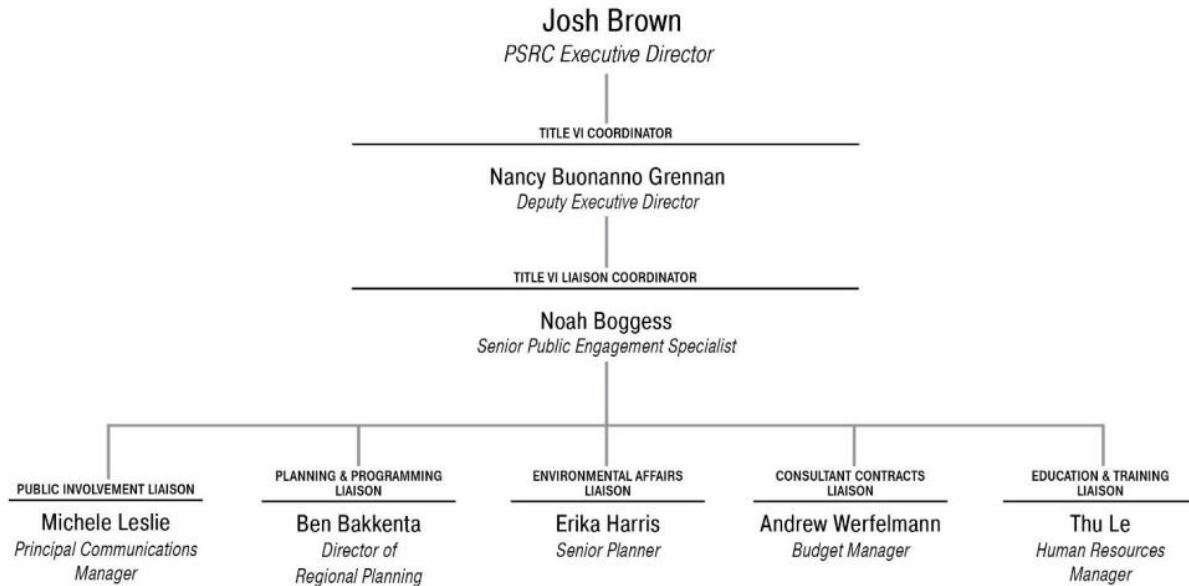
The Title VI Liaison Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Communicating and coordinating with federal and state agencies as needed; and
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.
- Meet with program 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. If a subrecipient is found to not be 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.

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 Liaison 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.

### Organizational Chart of PSRC Title VI Responsibilities



### III. Primary Program Area Descriptions & Review Procedures

#### Title VI Coordinator’s Responsibilities and Program Administration

As authorized by the Agency Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring PSRC’s compliance with Title VI requirements as follows:

<b>Program Area</b>	<b>General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
<i>Public Involvement</i>	The Communications & Public Involvement Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the	-Ensure all communications and public involvement efforts comply with Title VI.  -Develop and distribute information on Title VI and agency programs to the	Assist in evaluating applicability of, and help comply with, Limited English Proficiency (LEP), Environmental Justice (EJ) requirements, and Title VI compliance for all planning processes.  Use and consider demographic data

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>agency's public involvement process.</p>	<p>general public.</p> <ul style="list-style-type: none"> <li>-Provide information in languages other than English, as needed.</li> <li>-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.</li> <li>-Include the abbreviated Title VI Notice to the Public in some press releases and on the agency Web site.</li> <li>-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.</li> <li>-Ensure that any</li> </ul>	<p>information and other sources of information to help identify and address LEP and EJ issues, and Title VI compliance.</p>



Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		Citizen Advisory Committee PSRC creates has representation from Title VI relevant populations	
<i>Planning &amp; Programming</i>	The Planning Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's planning process.	<p>-Ensure all aspects of the planning and programming process operation comply with Title VI.</p> <p>-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.</p> <p>-</p>	Assess the distributional effects of transportation investments in the region as part of actions on plan and programming documents.
<i>Environmental Affairs</i>	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	<p>-Ensure Title VI environmental justice compliance, in coordination with the Title VI coordinator, of all Environmental Impact Statements prepared by PSRC.</p> <p>-Analyze and make</p>	<p>Monitor compliance with Title VI requirements in all aspects of the environmental process associated with plan updates.</p> <p>Review environmental information to assess economic and social impacts to ensure compliance with Title VI and Executive Order</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>environmental review requirements under SEPA.</p>	<p>findings regarding the population affected by the action.</p> <p>-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.</p> <p>-Look at the mobility needs of Title VI Populations.</p> <p>-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</p>	<p>12898, and to assist the Title VI Coordinator to identify the potential Title VI/EJ issues in the plan development process.</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		languages, as needed.	
Consultant Contracts	The Contracts Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process.	PSRC's contract procedures are described in "PSRC Procurement and Contract Administration Manual." PSRC verifies Title VI compliance by consultants 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.	<p>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 consultants, if a consultant is found to not be in compliance with Title VI, the Title VI Contract Liaison and Title VI Coordinator will work with the subrecipient to resolve the identified issues.</p> <p>Maintain necessary data and documentation for completion of the Annual Title VI report.</p> <p>Review directives and guidance to ensure Title VI compliance.</p> <p>Review and ensure all appropriate Title VI language is included in requests for proposals and applicable contracts.</p>
Education & Training	The Education & Training Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and	<p>-Assist WSDOT in the distribution of information to PSRC staff on training programs regarding Title VI and related statutes.</p> <p>-Ensure equal access to, and</p>	<p>Maintain program administration and data necessary for preparation of the annual Title VI Report, including attendance data.</p> <p>Review operational guidance and directives to ensure the inclusion of Title VI language and provisions.</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>training program. WSDOT will provide information on training opportunities open to PSRC staff and subrecipients, including information on training provided by NHI and NTI.</p>	<p>participation in, applicable NHI and NTI courses for qualified PSRC employees.</p> <p>-Track staff participation in Title VI, NHI, and NTI courses.</p>	

## **IV. Review Procedures**

PSRC assures that every effort will be made to ensure non-discrimination in all programs and activities whether those programs are federally funded or not. PSRC staff continues to review and monitor requirements through regular internal protocols which include, but are not limited to, bid evaluations, regular progress meetings with contractors and consultants, and project submittals.

### **A. Consultants and Contractors**

PSRC uses a standard contract for all consultants/contractors that was thoroughly reviewed by USDOT and FTA Region 10 representatives in December 2014 and includes Title VI requirements. It also requires consultants/contractors to include those requirements in all sub-contracting opportunities. PSRC also requires all new consultants to complete a Title VI review form.

After contract execution, the contractor is responsible for reporting requirements outlined in the contract, and adherence to all non-discrimination provisions for itself and its subcontractors.

### **B. Subrecipients**

It is the policy of PSRC to monitor subrecipients of federal, state, and local grant funds to ensure that federal awards are used for authorized purposes in compliance with 2 CFR 200.331(a)(1), and to ensure the performance goals are achieved as described by the terms of the subaward.

#### **Pre-Award**

Award agreements will include federal award information as well as necessary federal compliance information needed by subrecipients. A list of these requirements can be found at 2 CFR 200.331(a).

Prior to subaward, PSRC conducts a risk assessment to evaluate subrecipient's risk of noncompliance by reviewing:

- The subrecipient's prior experience with the same or similar subawards,
- The results of previous audits including whether the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been previously audited,
- Whether the subrecipient has new personnel or new or substantially changed systems,
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency),
- Title VI compliance

PSRC will document the risk assessment and include it in the subrecipient file.

#### **Post-Award**

Ongoing and annual monitoring includes the following:

- PSRC will ensure that all invoices submitted for payment from each subrecipient include adequate support for the costs incurred. Costs claimed as matching will be subject to the same standard as costs billed to PSRC.
- PSRC reviews performance reports required by the subrecipient.
- On-site reviews may be performed depending on assessed risk.
- Ensure subrecipient takes action on deficiencies in above areas or detected through audits or site reviews.
- Verify that subrecipient is audited when it is expected to expend federal awards exceeding \$750,000 per §200.501 Audit requirements.
- If a subrecipient receives an audit finding pertaining to the subaward, PSRC issues a management decision within six months of the audit acceptance by the Federal Audit Clearinghouse (FAC). PSRC staff monitors the FAC as needed for subrecipient audit results.

## **Title VI**

As a part of its subrecipient monitoring, PSRC will ensure compliance with Title VI requirements following FTA Circular 4702.1B. PSRC collects each subrecipient's Title VI plan and reviews programs for compliance with applicable requirements. PSRC's Accounting staff check annually to determine if there are significant changes to the plan. If there are significant changes, PSRC staff review them for compliance.

When a subrecipient fails or refuses to comply with Title VI requirements within a specified time frame provided by PSRC, PSRC will submit to FTA, WSDOT and FHWA documentation and recommend that the subrecipient be found in noncompliance. A follow-up review will be conducted within 180 days of the initial review to determine if the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, PSRC and WSDOT may, with FHWA's and FTA's concurrence, initiate sanction action.

For subrecipients that are direct recipients of FTA or other federal funding (applies for and receives funds directly), PSRC is not responsible for monitoring compliance of that subrecipient.

## **V. Data Collection/Reporting/Analysis**

PSRC has a robust data department that is constantly tracking a wealth of metrics across the central Puget Sound region including socioeconomic demographics of the region, economic indicators, transportation usage, geographic analysis of the natural and built environment, and indices such as our Displacement Risk Index. The majority of these data points are collected from the US Census. These data metrics are constantly being updated and posted online on our data portal. PSRC assembles this data at different geographies across the region so our member counties, cities, and towns have access to reliable data sources.

PSRC's Data portal can be found here: <https://psrc-psregcncl.hub.arcgis.com/>

Additionally, PSRC conducts voluntary surveys for all attendees at our public meetings and workshops. These surveys ask a number of demographic questions relating to race/ethnicity, educational background, household income, and primary language.

<b>Program Area</b>	<b>Type of Data Collected &amp; Process for Collecting</b>	<b>Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)</b>
Data	Census & Demographics, Economic, Equity, Housing, Land Use, Transportation, GIS & Maps	Prioritizing equity in our planning projects by better understanding the socioeconomic makeup of our region.
Growth Management & Regional Planning	Title VI Surveys	Understanding how effectively PSRC is reaching a diverse swath of community members at our events.

**VI. Title VI Training**

PSRC formed a staff committee to create internal learning opportunities for staff on equity, diversity, and inclusion topics., including Title VI.

All new staff are required to participate in anti-discrimination and harassment training within the first 90 days of employment, with additional training required.

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).

## **VII. Title VI Complaint Procedures**

### Discrimination Complaint Procedure for PSRC

Federal law prohibits discrimination on the basis of race, color, or national origin in any PSRC program, service, or activity. This prohibition applies to all branches of PSRC, its contractors, consultants, and anyone else who acts on behalf of PSRC.

Complaints related to the Federal-aid programs may be filed with PSRC and will be forwarded to Washington State Department of Transportation – Office of Equity and Civil Rights. Complainants are instructed that if they need assistance to file their complaint or need interpretation services, to please contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

### **Who is eligible to file a complaint?**

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any PSRC program, service, or activity because of their race, color, or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

### **How do you file a complaint?**

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Complainants are instructed to contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527 if they believe their complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, complainants are instructed to please contact Nancy Buonanno Grennan, PSRC's Title VI Coordinator, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. If a complainant phones PSRC with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature. A sample complaint form and fillable complaint form is available on PSRC's website.

A complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available);
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific person(s) and/or agencies/organizations alleged to have discriminated;



- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All Title VI complaints are logged. The Complaint log must contain the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

The Complaint Log and documentation are destroyed four years (or longer, as may be required by Washington State's Local Government Common Records Retention Schedule) after the end of the fiscal year in which the case is closed.

Once logged, PSRC forwards complaints to WSDOT-Office of Equal Opportunity for processing by FHWA. WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply. PSRC will also forward the complaint to the FTA for processing under its procedures.

Complainants have the right to file a complaint directly with the federal funding agencies. The following address is where Title VI complaints may be filed directly with FHWA or the FTA:

Federal Highway Administration  
 U.S. Department of Transportation Office of Civil Rights  
 8th Floor E81-105  
 1200 New Jersey Avenue, SE  
 Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Office of Civil Rights  
 Federal Transit Administration  
 Attention: Title VI Program Coordinator  
 East Building, 5th Floor – TCR  
 1200 New Jersey Ave., SE Washington, DC 20590  
[888-446-4511](tel:888-446-4511)

### **What happens after a complaint is filed?**

If the complaint is forwarded to another agency, complainants are provided the name and contact information of the employee handling the complaint. PSRC may conduct its own administrative investigation and the name and contact information for PSRC's investigator will also be provided.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with an LPA, WSDOT, FHWA and the FTA.

**VIII. Title VI Complaint Form**

This is a sample form. Forms are also located on PSRC's website located here: [Title VI | Puget Sound Regional Council \(psrc.org\)](http://Title VI | Puget Sound Regional Council (psrc.org)).

Please complete this form to the best of your ability. If you need translation or other assistance, contact Nancy Buonanno Grennan at (206)-464-7527 or at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_  
Best time of day to contact you about this complaint: \_\_\_\_\_  
Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

Race	Color	National Origin (includes language access)
------	-------	--

*Date of alleged incident:* \_\_\_\_\_

*Who discriminated against you?*

Name \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

*Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.*

---

---

*List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.*

---

---

---

---

---

*Have you filed your complaint, grievance, or lawsuit with any other agency or court?*

Who \_\_\_\_\_ When \_\_\_\_\_

Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

*Do you have an attorney in this matter?* \_\_\_\_\_

Name (print) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **IX. Public Participation**

### **Public Participation Plan**

PSRC operates under a comprehensive 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 at <https://www.psrc.org/about-us/public-participation-plan>. 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.

### **Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act**

PSRC maintains a Title VI Plan to ensure that no person in the region shall, on the grounds of race, color, 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 three 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.

### **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 a Demographic Profile of the Metropolitan Area 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. The current demographic profile can be found at <https://www.psrc.org/about-us/title-vi>. With these 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 works with its Equity Advisory Committee 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](http://psrc.org).

PSRC is committed to accessibility and has an ADA coordinator to request accommodation and lodge grievance with. For more information, contact Thu Le at 206-464-6175.

## **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 translation services. PSRC has obtained the services of a telephone translation provider, which can instantly connect anyone in the office to over 100 different languages. PSRC's website also offers a translation widget with dozens of languages available for instant translation.

PSRC has a language assistance plan, a list of staff who speak other languages, and the receptionist keeps an "I Speak" card at the front desk in case someone with limited English proficiency enters the office. PSRC maintains a Language Assistance Plan as part of its Title VI Plan and Program. This includes a four-factor analysis of language needs in the region. PSRC will translate vital documents for needed languages based on this analysis.

PSRC staff received training on how to make Word, InDesign, and PDF documents accessible for individuals using screen readers and is working towards improved accessibility of its online publications. Staff is currently on updating the agency's website to meet the Department of Justice's recently adopted mandatory compliance rules that special purpose districts must follow to make the website accessible to people with disabilities.

## **Techniques for Involving, ADA 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 interpreters and cultural mediators available at meetings as requested
- Include information on meeting notices on how to request translation or ADA 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

PSRC conducts workshops, community forums, and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public, partners, and stakeholders. Most public meetings took place over Zoom webinar. PSRC asks attendees to voluntarily identify their race and ethnicity, language spoken at home, gender identification, and other information through completion of on-line forms and/or to self-identify orally during focus groups. The form used is contained in Attachment 4 of this Plan.

## **X. Limited English Proficiency**

PSRC provides the following documents translated into the most frequently spoken languages in the region: Arabic, Simplified Chinese, French, German, Korean, Russian, Spanish, Tagalog, and Vietnamese.

- ADA Commitment
- ADA Grievance Procedure
- Title VI Notice
- Title VI Complaint Form and Procedures

PSRC has a streamlined process for individuals requesting language assistance. This procedure has been translated in the languages listed above and is available on PSRC's Language Assistance page: <https://www.psrc.org/contact-center/language-assistance>.

In addition to vital documents, PSRC translated the following documents into simplified Chinese, traditional Chinese, Somali, Spanish and Vietnamese:

- Equity Advisory Committee (EAC) Application and Interview Questions
- EAC Call for applications
- EAC FAQ

These were all posted on our website and pushed through our outreach networks and community partners.

## **XI. Environmental Justice**

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-2016-01.

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. In some cases, an existing environmental document may be adopted and a Supplemental EIS or Addendum may be prepared. 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 EIS process for VISION 2050. A Supplemental Environmental Impact Statement (SEIS) was prepared that built on the Final EIS from VISION 2040. In the Final SEIS, refer to Chapter 5 for the Environmental Justice analysis and outreach, Appendix H for the Equity Analysis, and Appendix I for comments and responses on the VISION 2050 Draft SEIS. Information on the scoping process and comments received are available on the VISION 2050 environmental review webpage. Future major updates of the Regional Transportation Plan will include a comprehensive outreach and environmental justice analysis and SEPA review.

## **XII. Notice of Title VI Rights**

The paragraph below is 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, <https://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.

### **Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964**

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, 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 <https://www.psrc.org/> or call (206) 587-4819.

To file a Title VI discrimination complaint, contact:

Nancy Buonanno Grennan at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org)  
PSRC  
1011 Western Avenue, Suite 500  
Seattle, WA 98104-1035  
(206) 464-7527

Washington State Department of Transportation  
Office of Equity and Civil Rights – Title VI  
Box 47314  
Olympia, WA 98504-7314  
[TitleVI@wsdot.wa.gov](mailto:TitleVI@wsdot.wa.gov)  
Phone: (360) 705-7090

### 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> or call (206) 587-4819.

### Title VI Plan Amendment Log

Date	Section(s) Amended	Summary of Amendments
Anticipated: September 26, 2024	2024 Title VI Plan Adopted	All sections updated to reflect current Title VI work program



**Attachments:**

1. [USDOT 1050.2A, Standard Assurances with Appendices](#)
2. [List of Title VI Investigations, Complaints, and Lawsuits](#)
3. [Demographic Information](#)
4. [Public Involvement Form](#)

## The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination

### Assurances

#### DOT Order No. 1050.2A

The Puget Sound Regional Council (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Puget Sound Regional Council, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Puget Sound Regional Council also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Puget Sound Regional Council gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Puget Sound Regional Council (***Name of Recipient***)

by   
\_\_\_\_\_  
**(Signature of Authorized Official)**

DATED: September 19, 2024

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Puget Sound Regional Council will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Puget Sound Regional Council all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto ***Puget Sound Regional Council*** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the ***Puget Sound Regional Council***, its successors and assigns.

The ***Puget Sound Regional Council***, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the ***Puget Sound Regional Council*** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [,] and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the ***Puget Sound Regional Council*** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, ***Puget Sound Regional Council*** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the ***Puget Sound Regional Council*** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the ***Puget Sound Regional Council*** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)



## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **Puget Sound Regional Council** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, **Puget Sound Regional Council** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **Puget Sound Regional Council** will there upon revert to and vest in and become the absolute property of **Puget Sound Regional Council** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
  - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
  - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
  - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
  - The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
  - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **ATTACHMENT 2:**

### **LIST OF TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

#### Background

As a recipient of federal funding, PSRC is required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming PSRC

Between October 1, 2021, through September 27, 2024, PSRC has not had any such investigations, lawsuits or complaints to report.

### ATTACHMENT 3

#### Demographic Identification

PSRC has formed an Equity Advisory Committee (EAC): The EAC is composed of residents as well as governmental and community-based organizations in the Puget Sound region representing BIPOC communities (see demographics below). The Committee co-creates products (*e.g.*, data tools and planning resources) for the Regional Equity Strategy and other agency projects with staff and the Executive Board as well as advises PSRC committees and policy boards on policies and programs with an equity lens. The EAC meets monthly, on the first Thursday of every month, from 5:30 PM to 7:30 PM.

Race / Ethnicity	Number of Members
Asian American/Pacific Islander	5
Black	8
Multi-racial	6
Hispanic/LatinX	1

Gender	Number of Members
Men	4
Women	16

## ATTACHMENT 4

### Public Involvement Form

Title VI of the Civil Rights Act of 1964 requires PSRC to be sure that everyone in our region has a chance to be heard and to respond to transportation programs and activities that may affect their community. To help with that, we ask that you voluntarily provide us information about your race, ethnicity and/or gender, which we will collect and maintain as de-identified. You are not required to disclose the information requested in order to participate in this meeting. PSRC will handle the information gathered as confidentially as possible. For further information regarding this process please contact the Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Gender:

Male

Female

Non-binary

Other

Prefer not to disclose

Disability:

Yes

No

Prefer not to disclose

General Ethnic Identification Categories (Check as many as apply):

American Indian/Alaskan Native

Asian

Black or African American

Hispanic or Latinx

Native Hawaiian/Pacific Islander

White

Other

Prefer not to disclose

Language Spoken at Home:

English Only

Language other than English

Multiple languages

Age:

Under 18

18-34

35-54

55-64

65+

Prefer not to disclose

What is your approximate average household income?

Less than \$25,000

\$25,000-\$75,000

\$75,000 - \$125,000

\$125,000-\$175,000

\$175,000-\$199,9999

\$200,000+

Prefer not to disclose

Zip Code:

Thank you for your cooperation