

Puget Sound Regional Council  
Annual Title VI Report and Update  
FY17 – July 1, 2017 to June 30, 2018

## 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 Specialist 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, Caucasian Female, is 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 FY18.*

## 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 2040 and Growth Management Planning

PSRC maintains and implements the region's long-range growth management, environmental, economic and transportation strategy: VISION 2040. 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 2040'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, the Regional Transfer of Development Rights Program, and reports on infrastructure funding and concurrency laws. Regional Growth Strategy updates include multiple public comment periods and opportunities for public engagement. The development of VISION 2040 included an Environmental Impact Statement with a specific chapter on Environmental Justice. The public involvement process for the plan development included EJ focus groups and a specific EJ outreach effort. PSRC began the scoping process for VISION 2050 on February 2, 2018. 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. 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. A new Regional Economic Strategy was finalized in September 2017, see <https://www.psrc.org/our-work/regional-economic-strategy>.

### **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 EJ Demographic Profile. PSRC is working on tools to provide expanded equity analysis. Several data sets are available to the public on PSRC’s website at <https://www.psrc.org/data-and-resources/data-psrc>.

### **B. Studies**

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- *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 FY18 that included Title VI and Environmental Justice considerations as major factors in the analysis. See:

Amazing Place: The Regional Economic Strategy  
<https://www.psrc.org/sites/default/files/amazingplacestrategy.pdf>

Regional Centers Framework  
[https://www.psrc.org/sites/default/files/final\\_regional\\_centers\\_framework\\_march\\_22\\_version.pdf](https://www.psrc.org/sites/default/files/final_regional_centers_framework_march_22_version.pdf)

PSRC’s Policy Framework for Federal Funds  
<https://www.psrc.org/sites/default/files/00tip-2018policyframeworkforpsrcsfederalunds.pdf>

Regional Transportation Plan  
<https://indd.adobe.com/view/1af394e0-4e37-4982-9155-a2ee1e221b75>

Regional Transportation Plan Appendix B: Equity Analysis  
<https://www.psrc.org/sites/default/files/rtp-appendixb-equityanalysis.pdf>

### C. Draft TIPs

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- *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.*

No TIPs were adopted during FY18, however the project selection process began. The policy framework was publicly adopted, see <https://www.psrc.org/sites/default/files/00tip-2018policyframeworkforpsrcsfederalunds.pdf>. The public was notified through public meetings, social media, email newsletters, the PSRC website, and blog.

### D. Other Public Hearings

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- *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?*

No public hearings were held during this time period.

### E. Upcoming Year

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

In FY19, a TIP will be adopted and the process to update VISION 2040 to 2050 will continue.

## 5. Environmental Affairs: Accomplishment Report and Update

### A. Monitoring and Review Process

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- 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**

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- *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, Caucasian, Female is the SEPA responsible official.

No staff vacancies

## **C. Environmental Impact Statements (EIS)**

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- *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?*

*An addendum to the Final EIS for the Regional Transportation Plan was issued in FY18. The notice was sent to community partners that focus on equity issues, tribes, and publications that serve minority communities. Alternative formats were offered, including translation services in individual languages. No Title VI-related concerns or complaints were made. Scoping for a Supplemental Environmental Impact Statement for VISION 2040 begin in February 2018.*

## **D. Upcoming Year**

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

*A draft Supplemental Environmental Impact Statement is planned for VISION 2050 in FY 19.*

# **6. Consultant Contracts: Accomplishment Report and Update**

## **A. Monitoring and Review Process**

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- *Briefly describe the process for issuing RFPs and soliciting consultants.*  
*After it is determined that an RFP needs to be issued, PSRC posts the RFP on the agency website and advertises 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 States 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**

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- How many consultants have contracts with the Regional Council? *For fiscal year 2018 we had 10 contracts totaling \$425,575.*
- Dollar value of each contract?

- Contract 2018-01: \$6,500
- Contract 2018-02: \$12,000
- Contract 2018-03: \$60,000
- Contract 2018-04: \$30,000
- Contract 2018-05: \$40,000
- Contract 2018-06: \$30,000
- Contract 2018-07: \$150,000
- Contract 2016-07 Task 2: \$24,500
- Contract 2016-07 Task 3: \$62,575
- Contract 2016-07 Task 4: \$10,000

- How many of these consultants are DBEs? *0*
- What efforts were made to utilize DBE consultants?

*We post all RFP's to the State's 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](http://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**

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- 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, training or attend conferences and seminars that are related 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 has been able to support staff's requests for classes and training.

### B. Staff Responsible for Coordinating Training

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

Title	Ethnicity	Gender
Accountant	Caucasian	F
Accountant	Caucasian	F
Administrative Assistant II	Caucasian	F
Assistant GIS Analyst	Caucasian	M
Assistant Planner	Caucasian	M
Assistant Planner	Asian	F
Associate IT Support Specialist	Caucasian	F
Associate Modeler	Asian	F
Associate Planner	Asian	F
Associate Planner/GIS Analyst	Caucasian	F
Chief Financial Officer	Caucasian	F
Data Technician	Caucasian	F
Executive Assistant	Caucasian	F
Principal GIS Analyst	Caucasian	M
Principal Planner	Asian	F
Principal Planner	Caucasian	M
Principal Planner	Caucasian	M
Principal Planner	Caucasian	F
Program Manager	Caucasian	F
Program Manager	Caucasian	F
Program Manager	Caucasian	M
Program Manager	Asian	F
Senior Communications & Public Involvement Coordinator	Caucasian	F
Senior Planner	Asian	M



Senior Planner	Caucasian	F
Senior Planner	Caucasian	M
Senior Planner	Caucasian	M
Senior Planner	Caucasian	M
Senior Planner	Caucasian	M
Senior Planner/GIS Analyst	Caucasian	F

**C. Complaints**

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- *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**

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

None.

**E. Title VI Training**

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- *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.*

No Title VI training information provided by WSDOT during the reporting period.

**F. Upcoming Year:**

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

In FY19, PSRC plans to continue to encourage and support staff to attend conferences, seminars and enroll in training classes that are related to their positions which would help them in their work. There haven't been any significant problems in this area.