

Title VI Annual Report and Update Questionnaire for

Thurston Regional Planning Council
2424 Heritage Court SW, Suite A
Olympia, WA 98503.

Reporting Period: July 1, 2019 to June 30, 2020

I. TITLE VI PLAN

- a) *State any changes to the approved Title VI Plan during the reporting period, i.e. new Chief Executive Officer's signature, new legislation, etc. Submit a copy of the Title VI Plan with a new signature when applicable. Note any changes anticipated for the upcoming year.*

TRPC's Title VI Plan was revised in June 2019. During the reporting period there were no changes in key personnel.

2. ORGANIZATION, STAFFING, STRUCTURE

- a) *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.*

The Executive Director, Marc Daily – a Caucasian male – ensures the implementation of the agency's Title VI programs.

The Title VI Coordinator and Deputy Director, Veena Tabbutt – a minority female – manages the overall and day-to-day Title VI program, on behalf of the Executive Director. Ms. Tabbutt was selected for the position in July 2018.

3. COMPLAINTS

- a) *List any Title VI complaints received during the reporting period. Include the basis for the complaint (ethnicity, gender, etc.) and summarize the outcome or resolution. If applicable, include a copy of the investigative report.*

None

4. PLANNING: ACCOMPLISHMENT REPORT AND UPDATE

A. Monitoring and Review Process:

- a) *Describe the planning activities that are performed by the Regional Council.*

TRPC develops regional plans and policies for transportation, growth management, environmental quality, sustainability, and other topics. TRPC also acts as a regional clearinghouse for planning and demographic information and data. The Council serves as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the Thurston Region.

- b) *Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.*

This past year, we worked to maintain compliance and data that aids us in evaluating our program as follows:

- Providing Title VI demographic forms to attendees at public meetings.
- Collecting Title VI demographic information on public surveys.
- Ensuring that the Title VI statement is placed on agency print and web materials.
- Following the Washington State Department of Transportation's (WSDOT) Disadvantaged Business Enterprise Plan (adopted by resolution on April 7, 2006 – Resolution No. 2006-2).
- Maintaining resource information on our website (www.trpc.org) that includes interpreter information.

TRPC continues special outreach efforts as part of its growing emphasis on rural and special needs transportation. Due to high concentrations of poverty and minority populations in rural communities, and limited transportation options, the agency continues to coordinate resources among various non-profit and social service providers and the faith and business communities to bring transportation choices to these isolated residents. TRPC also provides variable fixed route weekday on-the-ground transportation services for rural residents.

The Council continues to implement elements of the 2040 Regional Transportation Plan, titled "What Moves You." The plan reflects policy makers' strong commitment to "barrier-free transportation," including specific initiatives to ensure that information and services are accessible to all:

Policy 3.c: Provide appropriate transportation services, facilities, and programs that reduce barriers to people who do not speak or read English.

Policy 3.d: Present information and provide public participation opportunities for everyone, including people with physical disabilities and/or people with limited literacy skills.

One of the measures to support that objective is to "continue transportation services that connect low-income populations with employment areas and social services," and "to find sustainable financial support for urban and rural public transportation programs."

Policy 18.e: Ensure federal Title VI requirements for environmental justice are met. Title VI protects minority populations and people with low incomes so that they do not incur disproportionately high and adverse human health or environmental effects from transportation programs, policies, and investments.

The Regional Transportation Plan calls for multi-modal transportation systems that include alternatives to driving. The continuing work on implementing the Regional Trails Plan and funding multimodal projects will broaden travel options for many members of the community who - because of age, income, or other consideration - may have limited accessibility. Council's strong commitment to improving the trail system opens bicycle and pedestrian access for the entire region - including low income, youth, seniors, and minority populations.

TRPC continues to make special efforts to reach people with low incomes, veterans, and minority populations during the public process for planning efforts. We will build on the model set during creation and implementation of the Sustainable Thurston Plan - special outreach to low income populations with survey materials distributed through Housing Consortium and Thurston County

Food Bank and mailing lists of other social service organizations. We also partner with community organizations such as ROOF in Rochester, who provides special services for Hispanic women and children.

TRPC also supports a multi-modal transportation system and accessibility in its role as lead agency for the Commute Trip Reduction program on behalf of Lacey, Olympia, Tumwater, and Thurston County. Under this auspice, TRPC encourages the use of commute alternatives such as ridesharing, transit, bicycling, and walking. The Walk and Roll program targets trip reduction programs to elementary and middle schools. Participating schools report that a large percentage of their students meet the low-income requirement to qualify for free and reduced lunch programs.

Using our growing contacts in the rural, social service, ethnic, and faith-based communities, we will have a greater opportunity to reach low-income and minority populations. TRPC continues to work through local social service and faith-based organizations to reach out to the Hispanic Community in the rural areas of the Thurston Region.

TRPC continues to work with WSDOT to implement statewide guidelines for customer complaint processes and other initiatives that emphasize an environmental/social justice focus and ensure accessibility for all.

Tribal outreach efforts continue with regular participation at the regional table, as well as strong participation in the rural and special needs transportation planning and implementation.

As part of its metropolitan planning organization (MPO) role, TRPC distributes federal transportation funds. For many years, regional policymakers have encouraged non-traditional partners to partner with local agencies and apply for federal funding. This allows non-profits, schools, and other organizations that do not have transportation as a major mission to apply for resources.

In the reporting period, we completed the update of the Regional Transportation Plan draft. We conducted a community survey as part of the outreach. Instructions on how to ask for the survey to be translated were provided in three additional languages:

English	We want your feedback! If you'd like this survey translated into a language other than English, please let us know.
Spanish	¡Queremos sus comentarios! Háganos saber si desea esta encuesta traducida en otro idioma que no sea inglés.
Korean	여러분의 의견이 궁금합니다! 영어 이외의 언어로 번역된 설문지를 원하시면 저희에게 알려주세요.
Vietnamese	Chúng tôi muốn biết ý kiến của quý vị! Nếu quý vị muốn khảo sát này được dịch sang ngôn ngữ khác ngoài tiếng Anh, vui lòng cho chúng tôi biết.

B. Studies

- a) *Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*

Yes. Specifically the following studies and planning efforts involved outreach in the reporting period:

- Thurston Climate Mitigation Plan Online Survey
- Main Street Rochester Plan
- Grand Mound Transportation Study
- Regional Transportation Plan
- I-5 Mounts Road to Tumwater Study

b) *If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies?*

During this reporting period, we conducted the annual update of *The Profile*. This compilation of statistics, trends, analyses, and comparisons for Thurston County and its individual jurisdictions contains the most current demographics data on minority, low income and Limited English Proficiency (LEP) populations in Thurston County. It draws information from a variety of sources including the Office of Financial Management, School Districts, and the US Bureau of the Census. This document serves as a critical resource for planners because of its timely data on minority and low-income populations, as well as transportation, economic, land use, and environmental issues. Our GIS team supports our planners by providing demographic data to support Title VI outreach efforts. We also provided planners with a list of demographic questions to include in their outreach.

Specific outreach in the reporting period included:

Thurston Climate Mitigation Plan Online Survey

Date: August 12 – September 30, 2019

Total Participants: 1,397

Purpose: Gather public input on priorities for a regional climate mitigation plan, including focus areas, investment priorities, and individual climate mitigation actions that people were taking or would like to take.

Main Street Rochester Community Meeting

Date: November 13, 2019

Total Participants: More than 100 (approximate: 119 signed in)

Purpose: The primary purpose of the meeting was to allow the public to review the recommendations and next steps associated with the project's Final Report. The meeting was also held to allow members of the public to learn about and comment on other Thurston County projects (Rochester Subarea Plan, Gate-Belmore Trail project, and the Grand Mound Transportation Study).

Regional Transportation Plan Survey

TRPC administered a community survey online (January 8, 2020 through March 20, 2020) and asked about transportation technologies, priorities for transportation solutions, greenhouse gas emissions, and high-speed travel options. TRPC invited the public at large to participate in the survey through the project website, public presentations (14), email lists (800+ email addresses), and social media platforms (Facebook, Twitter). 1,408 people provided feedback through the survey.

Grand Mound Transportation Study Community Meeting

Date: March 7, 2020

Total Participants: Approximately 120 (84 signed in)

Purpose: Gather feedback on the Grand Mound Transportation Plan.

In addition, data from the I-5 Mounts Road to Tumwater study was compiled in the reporting period and is included in this report. The online and paper survey included around 4,000 respondents. Survey 3 – a paper survey, was specifically distributed to people who traditionally do not participate

in planning and reached a more economically and racially diverse demographic than the two online surveys.

Demographic survey data can be found in Attachment A.

C. Draft TIPs

- a) *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?*

Yes

- b) *What efforts were made to notify the public of the draft TIP?*

For part of the reporting period, descriptive, user-friendly notices were posted in the legal section of *The Olympian*, explaining the purpose and intent of the document, inviting public review, and soliciting comments. Copies of the RTIP were available at no charge from TRPC on request and were available in a variety of formats to meet user needs. The document was also available for review or download from the agency website.

- c) *How were public comments solicited (written comments, public hearings, etc.)?*

Request for comments were solicited in the above documents/publications.

- d) *Was a public hearing held? If so, how many? What efforts were utilized to ensure broad citizen participation in the hearings?*

No.

- e) *Provide a summary of Title VI related concerns and issues raised at the hearings, if any.*

None

- f) *Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns that were raised.*

None

D. Other Public Hearings

- a) *Were any other public hearings held during the reporting period? If so, how many?*

TRPC sponsored a variety of public meetings during this reporting period, but no “public hearings.” We hold public meetings to encourage community and stakeholder input regarding a variety of planning projects (mainly carried out on contract with local jurisdictions or as part of grant-funded projects).

- b) *What efforts were utilized to ensure citizen participation in the hearings?*

Depending on the size, scope, and budget for a project, we advertise public meetings in *The Olympian* and rural community newspapers and do broad mailings to ensure contact with all affected households. TRPC uses a variety of strategies to achieve robust attendance and participation in the public meetings. These strategies include small break-out group sessions, the solicitation of input using a variety of mediums (telephone, e-mail, person to person, and meeting comment sheets). We also employ special needs accommodation to participate, such as sound systems that can be adjusted to assist people who are hearing impaired, situating meetings in

affected neighborhoods (and with transit access if possible), and provision of interpreters when warranted or requested.

During this period, we continued using social media (Facebook, Twitter) to expand our outreach options. We also continue to improve our website to make it more accessible, more intuitive, and more interactive.

- c) *Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many and in what capacity?*

Yes, these groups participated in the public meetings. Number is unknown.

E. Upcoming Year

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

TRPC will continue to focus on the gathering of data that monitors our public involvement efforts.

The Title VI Coordinator and other staff will continue to attend trainings and informational meetings sponsored by WSDOT to stay up to date with current regulations and requirements for the program. The Coordinator will also continue to educate staff on the requirements and opportunities inherent in Title VI compliance.

5. Environmental Affairs: Accomplishment Report and Update

A. Monitoring and Review Process

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

As referenced above, the Council's most recent update of the Regional Transportation Plan contains provisions that include the consideration for Environmental Justice.

The plan is being implemented with consideration to Environmental Justice. Specific implementation measures are discussed above as accomplishments.

B. Staff Responsible for Environmental Affairs

- a) *Identify the titles, ethnicity, and gender of employees working on Environmental Affairs activities.*

TRPC does not have staff positions assigned specifically to "Environmental Affairs." It is an integrated part of our planning activities.

C. Environmental Impact Statements (EIS)

- a) *Were any EISs conducted during the reporting period? If so, how many?*
None.

6. CONSULTANT CONTRACTS: ACCOMPLISHMENT REPORT AND UPDATE

A. Monitoring and Review Process

- a) *Briefly describe the process for issuing RFPs and soliciting consultants.*
TRPC has written guidelines that direct the Request for Proposals (RFP) and contracting process. RFP's are advertised in pertinent journals and sent directly to Disadvantaged Business Enterprise (DBE) firms, as appropriate. We target advertising to a variety of consultants or vendors pulled from the Office of Minority and Women Business Enterprises databases. We also require selected consultants to develop a Small Business Participation plan.

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)?

We include Title VI requirements in all contracts. WSDOT conducts site visits for our rural transportation contracts, which include a discussion of these requirements.

B. Consultant Contracts

a) *How many consultants have contracts with the Regional Council?*

Three new consultants in the reporting period.

b) *Dollar value of each contract?*

Contractor	Contract Amount	DBE?
Fehr and Peers	\$88,720	No
Cascadia Consulting	\$80,000	No

c) *How many of these consultants are DBEs?*

None

d) *What efforts were made to utilize DBE consultants?*

We follow procedures outlined in our DBE plan, which includes running a list of potential vendors from the OMWBE database.

e) *Is there currently a separate list maintained on DBE consultants based on the most current information from the Washington State Office of Minority and Business Enterprises Web site at www.omwbe.wa.gov?*

We do not maintain a separate list. Our procedures say that we will consult the above list during the RFP process.

f) *How is the list utilized to increase DBE participation in consultant contracts?*

Our procedures say that we will email or mail applicable DBE's an RFP announcement, which we do.

g) *What methods were used during the review period to ensure Title VI related contract agreements were adhered to?*

Contract requirement.

7. EDUCATION & TRAINING: ACCOMPLISHMENT REPORT AND UPDATE

A. Monitoring and Review Process

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

Deputy Director (Title VI Coordinator) continues to provide informal education to staff as needed. Our last formal Title VI Orientation training was conducted at a staff meeting in June 2019. We provide Title VI training while on-boarding employees, and our next all-staff training will be in 2021.

B. Staff Responsible for Coordinating Training

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

Title	Ethnicity	Gender
Executive Director	Caucasian	Male
Deputy Director	Asian	Female
Planning & Policy Director	Caucasian	Female

C. Complaints

- a) *Were there any civil rights complaints filed with the state concerning training and educational opportunities?*
No

D. NHI Training

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

None

E. Title VI Training

- a) *Was any Title VI training information provided by WSDOT during the reporting period?*

No

- b) *If so, how did the Regional Council assist WSDOT in the distribution of information on these training programs?*

N/A

Appendix A

Demographic Information for People that Participated in TRPC Planning Efforts

Racial and Ethnic Composition, Thurston County

Question asked them to select one

Race	2010 Census (Select one)		Main Street Rochester Public Meeting		Transportation Study Public Meeting	
	#	%	#	%	#	%
White	207,856	82.4%	23	92.0%	27	90.0%
Black / African American	6,752	2.7%	0	0.0%	2	6.7%
American Indian & Alaska Native	3,515	1.4%	0	0.0%	1	3.3%
Asian	13,037	5.2%	0	0.0%	0	0.0%
Native Hawaiian & Pacific Islander	1,961	0.8%	1	4.0%	0	0.0%
Other Race	5,648	2.2%	0	0.0%	0	0.0%
Two or More Races Total	13,495	5.3%	1	4.0%		
Total Population	252,264	100.0%	25	100.0%	30	100.0%

Question asked them to select any that apply

Race	2010 Census (Select any that apply)		Regional Transportation Plan Survey		Thurston Climate Mitigation Plan	
	#	%	#	%	#	%
White	219,952	87.2%	944	86.9%	948	90.6%
Black / African American	10,385	4.1%	12	1.1%	21	2.0%
American Indian & Alaska Native	7,781	3.1%	25	2.3%	38	3.6%
Asian	18,261	7.2%	50	4.6%	30	2.9%
Native Hawaiian & Pacific Islander	3,467	1.4%	7	0.6%	12	1.1%
Other Race	7,453	3.0%	17	1.6%	47	4.5%
Hispanic or Latino	17,787	7.1%	40	3.7%		
Total Population	252,264		1,086		1,046	

Race	I-5 Mounts Road to Tumwater Study						Total	
	Survey 1		Survey 2		Survey 3			
	#	%	#	%	#	%	#	%
White	2,382	93.2%	877	91.4%	74	63.8%	5,225	90.6%
Black / African American	44	1.7%	22	2.3%	1	0.9%	100	1.7%
American Indian & Alaska Native	78	3.1%	26	2.7%	44	37.9%	211	3.7%
Asian	98	3.8%	44	4.6%	3	2.6%	225	3.9%
Native Hawaiian & Pacific Islander	27	1.1%	14	1.5%	3	2.6%	63	1.1%
Other Race								
Hispanic or Latino	89	3.5%	34	3.5%	3	2.6%		
Total Population	2,557		960		116		5,765	

* Note - as respondees can select more than one, numbers and percentages may be more than total.

Age, Thurston County

Age	ACS 2018		Main Street Rochester Public Meeting		Regional Transportation Plan Survey		Thurston Climate Mitigation Plan		Grand Mound Transportation Plan Open House		Total	
	#	%	#	%	#	%	#	%	#	%	#	%
0-14	51,138	18%	0	0%	6	1%	72	7%	0	0%	78	3%
15-24	35,428	13%	0	0%	42	4%	50	5%	0	0%	92	4%
25-39	52,309	19%	4	15%	291	26%	198	18%	5	15%	498	22%
40-54	53,863	19%	4	15%	355	32%	263	25%	3	9%	625	28%
55-69	56,475	20%	13	48%	355	32%	323	30%	19	58%	710	32%
70-84	26,948	10%	5	19%	58	5%	165	15%	6	18%	234	10%
85 plus	5,541	2%	1	4%	3	0%	2	0%	0	0%	6	0%
Total	281,700	100%	27	100%	1,110	100%	1,073	100%	33	100%	2,243	100%

Age	ACS 2018		I-5 Mounts Road to Tumwater Study						Total	
	#	%	Survey 1		Survey 2		Survey 3		#	%
Age	#	%	#	%	#	%	#	%	#	%
18-24	35,428	15%	75	3%	18	2%	3	2%	96	2%
25-34	34,029	15%	482	17%	158	15%	19	15%	659	17%
35-44	35,647	15%	719	26%	243	23%	23	19%	985	25%
45-54	36,495	16%	662	24%	291	27%	30	24%	983	25%
55-64	39,216	17%	640	23%	284	26%	20	16%	944	24%
65 plus	49,747	22%	190	7%	86	8%	29	23%	305	8%
Total	230,562	100%	2,768	100%	1,080	100%	124	100%	3,972	100%

ACS = American Community Survey.

Gender, Thurston County

Gender	ACS 2018		Main Street Rochester Public Meeting		Regional Transportation Plan Survey		Thurston Climate Mitigation Plan		Grand Mound Transportation Plan Open House	
	#	%	#	%	#	%	#	%	#	%
Female	144,136	51%	13	50%	631	57%	638	60%	20	63%
Male	137,564	49%	13	50%	455	41%	409	38%	11	34%
Other	N/A		0	0%	17	2%	22	2%	1	3%
Total	281,700	100%	26	100%	1,103	100%	1,069	100%	32	100%

Gender	ACS 2018		I-5 Mounts Road to Tumwater Study						Total	
	#	%	Survey 1		Survey 2		Survey 3		#	%
			#	%	#	%	#	%		
Female	144,136	51%	1,471	54%	564	59%	85	65%	3,422	57%
Male	137,564	49%	1,252	46%	385	40%	44	34%	2,569	42%
Other	N/A		12	0%	7	1%	2	2%	61	1%
Total	281,700	100%	2,735	100%	956	100%	131	100%	6,052	100%

Household Income, Thurston County

Household Income	ACS 2013-2017 (2017 Dollars)		Main Street Rochester Public Meeting		Regional Transportation Plan Survey		Thurston Climate Mitigation Plan		Grand Mound Transportation Plan Open House		Total	
	Households	Percent	HHs	%	HHs	%	HHs	%	HHs	%	HHs	%
Less than \$14,999	9,442	9%	0	0%	12	1%	28	3%	0	0%	40	2%
\$15,000 to \$24,999	7,937	7%	0	0%	20	2%	40	4%	2	7%	62	3%
\$25,000 to \$34,999	7,942	7%	4	20%	35	3%	44	5%	1	4%	84	4%
\$35,000 to \$49,999	13,301	13%	1	5%	72	7%	79	9%	4	14%	156	8%
\$50,000 to \$74,999	21,906	21%	5	25%	220	22%	194	22%	6	21%	425	22%
\$75,000 to \$99,999	16,501	16%	6	30%	230	23%	182	20%	8	29%	426	22%
\$100,000 or more	29,200	27%	4	20%	431	42%	333	37%	7	25%	775	39%
Total Households	106,229	100%	20	100%	1,020	100%	900	100%	28	100%	1,968	100%

Income	ACS 2013-2017 (2017 Dollars)		I-5 Mounts Road to Tumwater Study							
			Survey 1		Survey 2		Survey 3		Total	
	Households	Percent	HHs	%	HHs	%	HHs	%	HHs	%
Less than \$50,000	38,622	29%	354	13%	118	13%	41	41%	513	14%
\$50,000 to \$99,000	67,607	50%	1190	45%	424	47%	33	33%	1647	45%
\$100,00 or more	29,200	22%	1081	41%	358	40%	27	27%	1466	40%
Total Households	135,429	100%	2,625	100%	900	100%	101	100%	3,626	100%