PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

TITLE VI PLAN

Bek Ashby, Chair

Peninsula RTPO

20 August 2021

Adoption Date

Peninsula RTPO

60 Washington Avenue, Ste 200

Bremerton, WA 98337

360.824.4919

EdwardC@kitsaptransit.com

TITLE VI NOTICE

Peninsula Regional Transportation Planning Organization (PRTPO) hereby gives public notice that it is the organization's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or other activity for which PRTPO receives federal finance 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 PRTPO. Any such complaint must be in writing and filed with PRTPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

Aviso de Título VI

Peninsula Regional Transportation Planning Organization (PRTPO) da aviso público de que es política de la organización asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987 y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI requiere que ninguna persona, por motivos de raza, color, sexo u origen nacional, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación bajo cualquier programa para la cual PRTPO reciba asistencia financiera federal. Toda persona que considere que ha sido agraviada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal ante la PRTPO. Cualquier queja de este tipo debe ser por escrito y presentada ante el Coordinador del Título VI de la PRTPO dentro de los ciento ochenta (180) días siguientes a la fecha de la supuesta ocurrencia discriminatoria.

Pamagat VI Seguro

Peninsula Regional Transportation Planning Organization (PRTPO) sa pamamagitan nito ay nagbibigay ng paunawa sa publiko na patakaran ng samahan na tiyakin ang ganap na pagsunod sa Pamagat VI ng Batas sa Karapatang Sibil ng 1964, ang Batas sa Pagpapanumbalik ng Mga Karapatan sa Sibil ng 1987, at mga kaugnay na batas at regulasyon sa lahat ng mga programa at mga aktibidad. Kinakailangan ng Pamagat VI na walang sinumang dapat, sa batayan ng lahi, kulay, kasarian, o pambansang pinagmulan, ay maibukod mula sa pakikilahok, tanggihan ang mga benepisyo, o mapailalim sa diskriminasyon sa ilalim ng anumang aktibidad na kung saan ang PRTPO ay tumatanggap ng pederal na pananalapi tulong. Ang sinumang tao na naniniwala na sila ay naapi ng isang labag sa batas na diskriminasyon na kasanayan sa ilalim ng Pamagat VI ay may karapatang maghain ng pormal na reklamo sa PRTPO. Anumang naturang reklamo ay dapat na nakasulat at isampa sa PRTPO's Title VI Coordinator sa loob ng isang daan at walumpung (180) araw kasunod ng petsa ng hinihinalang paglitaw ng diskriminasyon.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be provided in alternate formats by contacting PRTPO's Title VI Coordinator at 360.824.4919 or by email at EdwardC@kitsaptransit.com.

CONTENTS

Title VI Policy Statement and Authorities 1

Title VI Policy Statement 1

Authorities 1

Organization, Staffing, and Title VI Responsibilities 2

Organizational Overview 2

Organizational Structure 3

Staffing 3

Title VI Responsibilities 4

Primary Program Area Descriptions & Title VI Review Procedures 4

Review Procedures for Sub-Recipients and Contractors 6

Data Collection/Reporting/Analysis 7

Title VI Training 8

Title VI Complaint Procedures 8

Right to File a Complaint 8

Complaint Submittal 9

Complaint Tracking 9

Complaint Investigation 10

Letters of Finding and Resolution 10

Appeals Process 10

Public Participation 11

Limited English Proficiency 12

APPENDIX

A. USDOT 1050.2A, Standard Assurances with Appendices
B. PRTPO Complaint Form (English, Spanish, Filipino)
C. LEP Plan
D. Title VI Approval

THIS PAGE IS INTENTIONALLY BLANK

TITLE VI POLICY STATEMENT AND AUTHORITIES

TITLE VI POLICY STATEMENT

Peninsula Regional Transportation Planning Organization (PRTPO) assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any PRTPO-sponsored program or activity, whether those programs are federally funded or not. In the event PRTPO distributes federal funds to another entity, it will include Title VI language in all written agreements and will monitor for compliance.

PRTPO's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other PRTPO responsibilities as required by Title 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21.

Bek Ashy, PRTPO Chair

August 20, 2021
Date

AUTHORITIES

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs and activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (*Public Law 100-249 [S. 557]* March 22, 1988).

Additional Citations include:

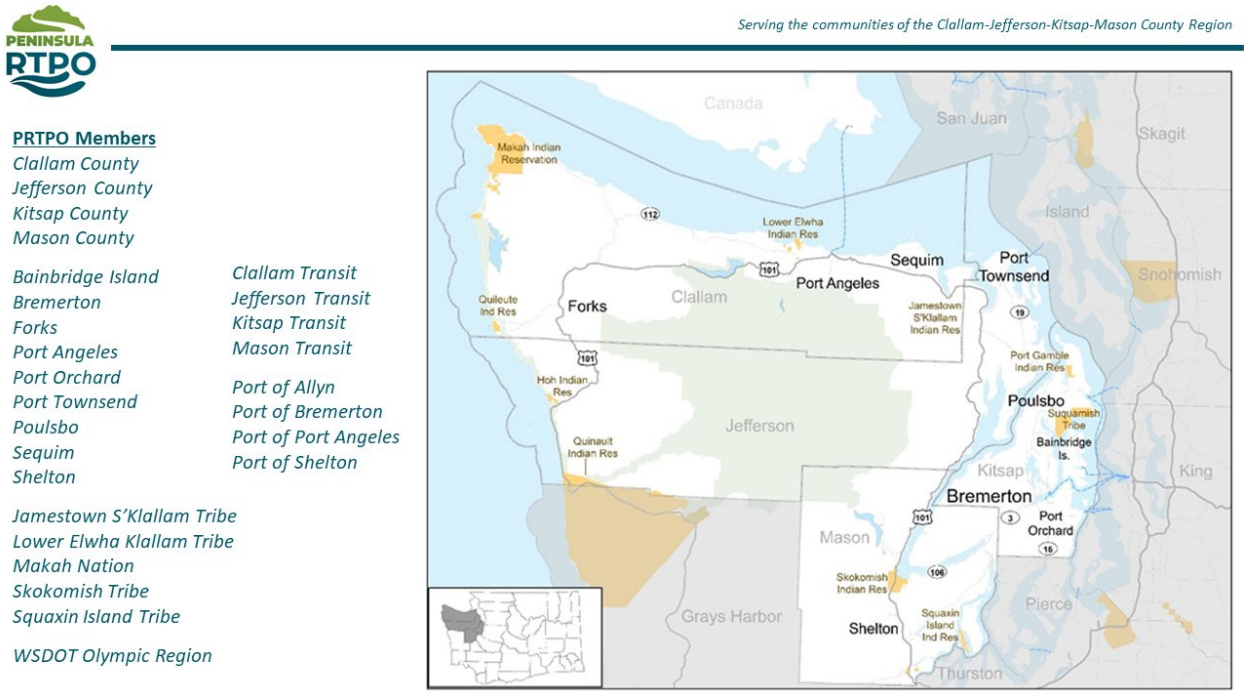
Title VI of the Civil Rights Act of 1964; 42 USC 20000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3.

ORGANIZATION, STAFFING, AND TITLE VI RESPONSIBILITIES

ORGANIZATIONAL OVERVIEW

PRTPO is a non-metropolitan Regional Transportation Planning Organization established pursuant to Chapter 47.80 of the Revised Code of Washington (RCW). It is a special-purpose planning organization providing coordinated regional transportation planning for the four county Clallam-Jefferson-Kitsap-Mason County region. *(Figure 1)* PRTPO was established in 1991 and administered by the Olympic Region of the Washington State Department of Transportation (WSDOT) until July 1, 2019, at which time it was restructured as an independent, stand-alone organization.

Figure 1: Map of Peninsula Region and 2021 PRTPO Members



Membership in the PRTPO is voluntary and governed by terms of its adopted Bylaws and Interlocal Agreements. In 2021, PRTPO has 27 members. Members include local government cities, counties, port districts, and transit agencies, Native American tribes, and WSDOT Olympic Region.

PRTPO receives $137,160 a year in state funds from WSDOT's Office of Multimodal Planning to support a continuous, cooperative, and comprehensive regional transportation planning program across the four-county region, as well as periodic supplemental funds for other planning needs directed by and under contract to WSDOT. Statutory planning requirements are defined in RCW 47.80 and Chapter 468.86 of the Washington Administrative Code. PRTPO's work program and budget are spelled out in an adopted Unified Planning Work Program reviewed and approved by WSDOT, and the basis for RTPO Agreements between PRTPO and WSDOT.

PRTPO is a state-designated regional planning organization for a non-metropolitan region. It provides no mobility services or support, nor does it acquire or hold real property or construct projects. While it prioritizes projects submitted by others to receive funding through various WSDOT funding programs, PRTPO has no funds to award to transportation projects. PRTPO has minimal statutory authority.

A copy of the organization's Bylaws, signed Interlocal Agreements, current representatives, and adopted work program and budget can be found in the PRTPO Resource Manual published on PRTPO's website at PRTPO.org.

ORGANIZATIONAL STRUCTURE

The Executive Board is PRTPO's decision-making body and is comprised of elected officials and senior staff appointed by member organizations. The Executive Board is advised on a wide range of topics by a Technical Advisory Committee (TAC). The TAC is comprised of staff and some elected officials appointed by member organizations. If needed, PRTPO may convene an advisory Transportation Policy Board that includes representatives from other organizations besides PRTPO members; no such Policy Board body currently exists. An Executive Committee made up of the Chair, Vice-Chair, and Secretary of the Board provides direction and coordination in collaboration with the Lead Planning Agency and Lead Fiscal Agency between the Board's bi-monthly meetings.

PRTPO has no other standing advisory boards or committees.

STAFFING

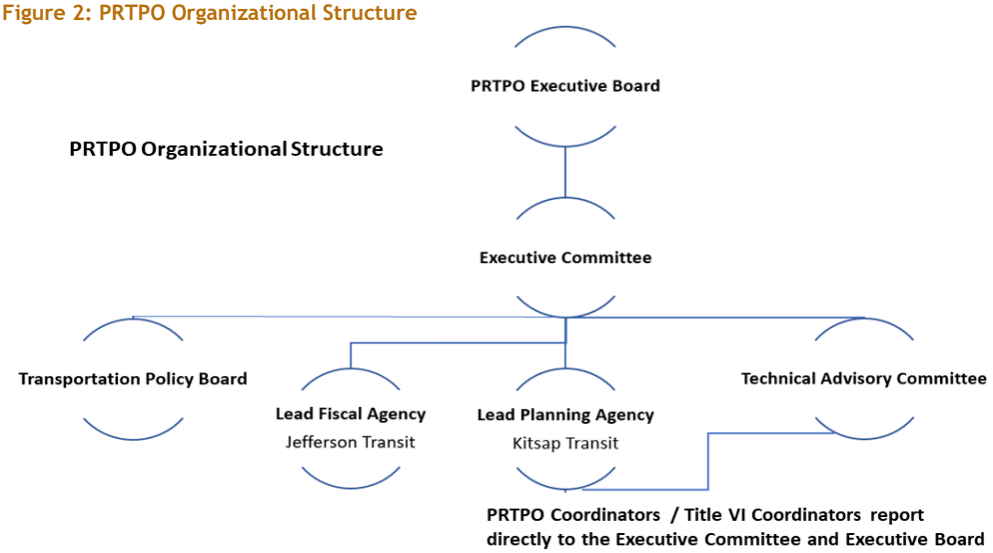
Kitsap Transit is contracted by PRTPO to serve as the designated Lead Planning Agency and is responsible for delivering the regional work program as directed by the Executive Board and established in the adopted UPWP. Kitsap Transit assigns two staff part-time as PRTPO Coordinators to deliver the work program for the Executive Board in coordination with the Executive Committee. PRTPO Coordinator staffing between the two positions totals about 0.4 FTE (Full-Time Equivalent). Both staff received Title VI training from WSDOT's Title VI Training Coordinator in December 2019 and carry out PRTPO's Title VI coordination and compliance activities.

Jefferson Transit is contracted by PRTPO to serve as the Lead Fiscal Agency and is responsible for accounting and invoicing functions for the organization. Jefferson Transit assigns one staff part-time to provide accounting functions, totaling less than 0.1 FTE.

PRTPO maintains an on-call contract with Kitsap County for legal support services.

Figure 2 depicts PRTPO's organizational structure. It shows the direct line of reporting from the PRTPO Coordinators to the Executive Committee and Executive Board.

Figure 2: PRTPO Organizational Structure



TITLE VI RESPONSIBILITIES

The PRTPO Executive Board 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 PRTPO staff, contractors, and agents pursuant to 49 CFR Part 21.

PRTPO tasked its PRTPO Coordinators to perform the duties of the Title VI Coordinator and ensure implementation of its Title VI program.

Title VI Coordinator responsibilities include:

- Submitting a Title VI plan and annual reports on PRTPO's behalf
- Developing procedures for the prompt processing and disposition of complaints
- Receiving, reviewing, and routing complaints, compiling a complaint log, and reporting to WSDOT
- 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 and posting Title VI information for dissemination
- Providing written and/or verbal information in languages other than English or in alternate formats where appropriate
- Resolving deficiency or remedial actions necessary for Title VI compliance
- Obtaining training as needed to remain current about Title VI requirements

PRTPO's Title VI Coordinators have other responsibilities for the organization and are not solely dedicated to Title VI compliance.

PRIMARY PROGRAM AREA DESCRIPTIONS & TITLE VI REVIEW PROCEDURES

PRTPO is a regional planning organization. Its work and budget is outlined in its adopted Unified Planning Work Program (UPWP) which is reviewed and approved by WSDOT's office of Multimodal Planning. The UPWP is organized around four program areas. The Title VI Coordinator is responsible for initiating, monitoring, and ensuring PRTPO's compliance with Title VI requirements for each of those areas.

PRTPO strives to ensure non-discrimination in all its work program activities and products. This section describes those four program areas, the primary Title VI responsibilities associated with each, and procedures for how each area will be monitored and reviewed for Title VI compliance.

PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Work Program Administration	This program area provides for PRTPO's organizational support: meetings of the Executive Board, TAC, and Executive Committee; work program development and management; budget, accounting, and audit functions; website development and maintenance; general public communications; Title VI compliance; fixed expenses like insurance and fees	This program area is responsible for Title VI compliance for the whole work program including disseminating Title VI information to the public, monitoring and responding to complaints, obtaining needed remedial training, analyzing data and submitting annual reports, and maintaining and updating PRTPO's Title VI Plan. Self-reporting forms will be used to collect Title VI reporting data from participants in PRTPO activities for use in reviewing other work program activities.	PRTPO will monitor Title VI complaints received, the nature of complaints and their findings as a means of assessing its efforts. Based on the findings of any complaints received, PRTPO will determine if remedial training is needed and if so, ensure such training is obtained. PRTPO will notify the WSDOT OEO of any remedial actions taken.
Transportation Planning	This program area accounts for most of the regional planning and required RTPO activities: maintain a long-range regional transportation plan; develop a Human Services Transportation Plan; conduct tribal consultation; maintain regional coordination with other agencies and organizations; provide legislative information; prioritize Transportation Alternatives and Consolidated Grants projects for funding by WSDOT	Title VI responsibilities will vary by task. Some planning efforts will have their own public participation plans that identify targeted interests. Demographic and four-factor analysis will be used to identify appropriate resources and engagement techniques. In addition to maintaining an active relationship with its five tribal members, PRTPO is responsible for regular consultation with all ten tribes in the region.	Title VI Coordinator will collect data and evaluate demographic and socio-economic characteristics using four-factor analysis to ensure work program and public engagement strategies address LEP, minority, and low-income population needs when conducting updates of the Human Services Transportation Plan or Regional Transportation Plan, or any potential spin-off process resulting from core regional planning activities. Self-reported Title VI data from participants in PRTPO processes will be used to evaluate the efficacy of outreach strategies.

PROGRAM AREA	General Description	Title VI Responsibilities	Title VI Review Process
Regional TIP	This program area is responsible for compiling the six-year transportation improvement programs (TIPs) provided by member agencies into a composite regional TIP and updating that document throughout the year as members add new projects. PRTPO is working to develop an interactive mapping tool to make local and state project information visual and more accessible to the widest group of people.	This is a reporting document that aggregates information developed by local, state, and tribal agencies into a single source. PRTPO is not responsible for decisions as to project selection and funding. As such, PRTPO's RTIP does not have a direct Title VI nexus.	Not applicable.
Other PRTPO Activities	This program area includes other activities identified by the Executive Board as budget and resources allow. No work is currently budgeted in the SFY 2022-2023 UPWP. PRTPO's Executive Board manages the work program and would identify any potential additional work activity as a part of its regular meetings.	Ensuring timely access to information on PRTPO meetings and agendas ensures no one is excluded from commenting on proposed new work activities.	Monitor Title VI complaints received, nature of the nature of the complaints, and findings. Determine if remedial training is needed and ensure such training is obtained.

REVIEW PROCEDURES FOR SUB-RECIPIENTS AND CONTRACTORS

PRTPO has no federal funds to award and so has no federal funding sub-recipients or contractors to monitor. If it does obtain such funds in the future, PRTPO will work with the WSDOT Office of Equal Opportunity to develop a review process.

DATA COLLECTION/REPORTING/ANALYSIS

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (Title VI Purpose for Collecting the Data)
Work Program Administration	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.
Transportation Planning	Data: Demographic and socio-economic data from the Census, other sources, for comparative and contextual evaluation, four-factor analysis. Source: US Census Bureau, OFM, school districts, self-reported by people participating in PRTPO activities, service providers, etc.	Ensure that the distribution of benefits and/or burdens of PRTPO's planning processes and plans are fair. Ensure work funded by PRTPO's planning budget does not encourage, subsidize, or result in discrimination. Ensure PRTPO's processes provide LEP, minority, and/or low-income individuals with meaningful access to PRTPO's regional transportation planning program and input into its plans. Ensure that PRTPO's targeted engagement efforts are tailored appropriately for the demographics of the affected community and minimize barriers to participation for protected classes and low-income households. Ensure that, to the extent practicable and appropriate, PRTPO strives for participation that reflects the composition of the population affected by the regional plan, planning area, and/or planning topic under consideration.
Regional TIP	Not applicable	N/A
Other PRTPO Activities	Data: Title VI Complaints and Findings pertaining to compliance violations Source: Submitted by complainants alleging PRTPO Title VI violation	Ensure that core PRTPO processes do not discriminate against, exclude, marginalize, or otherwise create barriers to participation in the regional planning work program due to race, color, national origin, disability, gender, age, or income.

TITLE VI TRAINING

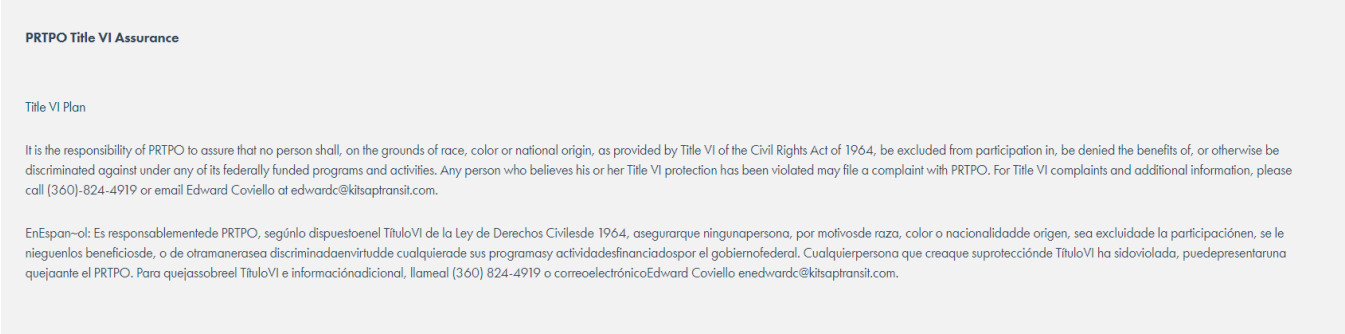
PRTPO Coordinators maintain program administration documentation and data necessary for preparation of annual Title VI reports. In keeping with PRTPO's policy of nondiscrimination, PRTPO Coordinators participate in applicable educational and training opportunities as needed.

PRTPO has no other staff or any subrecipients to offer additional Title VI training. If that changes then WSDOT's Office of Equal Opportunity may be asked to provide applicable training.

TITLE VI COMPLAINT PROCEDURES

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

PRTPO posts its Title VI Assurance and complaint information on the **About Us** page of the organization's website. It is provided in both English and Spanish. It includes a link to the Title VI plan as well as to the PRTPO Title VI Coordinator for questions or to register a complaint.



PRTPO Title VI Assurance

Title VI Plan

It is the responsibility of PRTPO to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its federally funded programs and activities. Any person who believes his or her Title VI protection has been violated may file a complaint with PRTPO. For Title VI complaints and additional information, please call (360)-824-4919 or email Edward Coviello at edwardc@kitsaptransit.com.

EnEspan~ol: Es responsablementede PRTPO, segúnlo dispuestoenel TítuloVI de la Ley de Derechos Civilesde 1964, asegurarque ningunapersona, por motivosde raza, color o nacionalidadde origen, sea excluidade la participaciónen, se le nieguenlos beneficiosde, o de otramanerasea discriminadaenvirtudde cualquierade sus programasy actividadesfinanciadospor el gobiernofederal. Cualquierpersona que creaque suprotecciónde TítuloVI ha sidoviolada, puedepresentaruna quejaante el PRTPO. Para quejassobreel TítuloVI e informaciónadicional, llameal (360) 824-4919 o correoelectrónicoEdward Coviello enedwardc@kitsaptransit.com.

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

RIGHT 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 PRTPO program, service, or activity because of their race, color, or national origin may file a complaint with PRTPO. A complaint must be filed no later than 180 days after the date of the alleged discrimination.

COMPLAINT SUBMITTAL

A copy of PRTPO's complaint form is in Appendix B. Complaints should be in writing, signed, and submitted by mail, in person, or via e-mail. Complaints must meet the following requirements:

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

b. Complaint shall include the date of the alleged act of discrimination or the date on which the conduct was discontinued or the latest instance of the conduct.

c. Complaint shall present a detailed description of the issues, including names of those individuals perceived as parties in the alleged violation.

Allegations received by email will be acknowledged and processed once the identity of the complainant and the intent to proceed with the complaint have been established. For this, the complainant is required to mail or deliver a signed, original copy of the email transmittal for PRTPO to be able to process it. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing.

Complaints should be submitted to:

PRTPO Title VI Coordinator

c/o Kitsap Transit

60 Washington Avenue, Ste 200

Bremerton, WA 98337

Via email: EdwardC@kitsaptransit.com

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance with submitting a claim, please call 360.824.4919 and ask for the PRTPO Title VI Coordinator.

COMPLAINT TRACKING

Once a complaint is received, it will be reviewed to determine jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. All complaints are assigned a tracking number and tracked via a Complaint Log. The Complaint log contains 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.

If a complaint is forwarded to another agency, complainants will be provided the name and contact information of the employee handling the complaint.

The Complaint Log and documentation are destroyed four years after the end of the fiscal year in which the case is closed.

COMPLAINT INVESTIGATION

The investigation will include as appropriate, a review of the pertinent practices and policies of PRTPO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether PRTPO has failed to comply with Title VI.

PRTPO will not investigate a complaint against itself but will request the WSDOT Office of Equal Opportunity to conduct investigations. WSDOT will follow adopted procedures for investigating discrimination complaints according to the current State Title VI Plan. PRTPO will take prompt action whenever a compliance review, report, complaint, or any other information indicates a failure on PRTPO's part to comply with Title VI.

LETTERS OF FINDING AND RESOLUTION

Within sixty (60) days of receipt of the complaint, PRTPO's Title VI Coordinator or WSDOT investigator(s) will make a recommendation to the Executive Board regarding the merit of the complaint and whether remedial actions are needed to provide redress. The PRTPO Chair will transmit to the complainant one of the following two letters based on its findings:

a. A letter of finding indicating that a violation of federal Title VI regulations was not found. This letter will include any explanation of why a violation was not found and provide notice of the complainant's appeal rights. If applicable, the letter can include a list of procedural violations or concerns that certain practices are questionable and that without corrective steps, a future violation finding may be possible.

b. A letter of finding indicating that a violation of federal Title VI regulations was found. This letter will include a summary of the allegations and interviews of each violation referenced, a brief description of proposed remedies (including any disciplinary action, additional staff training, or other remedy/action), a notice of an anticipated completion date for the proposed remedies and notification of the complainant's appeal rights.

PRTPO will submit a copy of the complaint, resulting investigative report, letter of finding, and if appropriate any remedial actions to WSDOT's External Civil Rights Branch or other appropriate oversight agency within sixty (60) days of the Executive Board receiving the investigator's report.

APPEALS PROCESS

The letters of finding and resolution will offer the complainant a chance to provide additional information that would lead PRTPO or WSDOT investigators to reconsider the conclusions. Parties in the complaint should provide this additional information in writing to the PRTPO Executive Board within 60 days of the letter of finding being submitted. The request for reconsideration should be sufficiently detailed to contain any items the complainant feels were not fully understood or reviewed during the investigation. After reviewing this information with WSDOT investigators, PRTPO will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

Complainants have the right to file a complaint directly with FHWA:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590

CivilRights.FHWA@dot.gov

There is no prohibition against a complainant filing a Title VI complaint simultaneously with PRTPO, WSDOT, and FHWA.

PRTPO reserves the right to assign any Title VI complaint to Kitsap County's legal counsel for dissolution of any or all parts of this process. If so, Kitsap County's legal counsel will contact the complainant.

PUBLIC PARTICIPATION

PRTPO adopted Public Participation Protocols in June 2021 that describe public engagement procedures for each element of PRTPO's on-going work program and activities. This includes how PRTPO makes the month-to-month activities of the organization, such as Executive Board meetings and decision-making processes as well as more general information about the region's transportation system, open and accessible to the public. It is a guide to help people understand how they can participate in the on-going regional planning process.

Those adopted Protocols specify that when PRTPO engages in more direct community planning activities, engagement is tailored to that specific planning process and where appropriate, targeted communities of interest are identified. The two core community planning processes that PRTPO undertakes every few years are periodic major updates to the long-range Regional Transportation Plan (RTP) and the shorter-term Human Services Transportation Plan.

Process-specific public participation plans strive to provide affected communities with information that is readily understood and with convenient, accessible opportunities for engagement. Timing is important to ensure that public input can shape decisions and outcomes.

What that participation strategy looks like will differ depending on the specific planning process and its significance for affected communities, but in general when conducting community planning processes PRTPO will rely on these key techniques for ensuring representative participation.

- Use Census data to identify key stakeholder constituencies that may be under-represented in traditional planning outreach processes. This is also a useful indicator later in the process to understand how representative of the regional community or target interests is the input received and any likely consequences or follow-up strategies that may be warranted.

- Tap into the appropriate network of familiar and trusted providers and leaders that work with under-represented groups targeted for more focused engagement to identify the best ways of engaging with these communities. These are also critical allies to better understand how regional transportation policies or strategies in question might impact or benefit these communities or their mobility, often providing insights that individuals within a particular community would not have.

- Develop processes and materials appropriate for the targeted group(s) with opportunities for meaningful participation that minimize barriers associated with time or distance. In addition to considering geographic and transit access, this may mean scheduling meetings at non-traditional times to accommodate alternate work schedules, providing childcare at public meetings, or deploying effective surveys, polls, or online engagement activities that alleviate the need to travel.

- Encourage local leaders or service providers familiar to these population groups to be community liaisons for PRTPO, relying where possible on established information channels, networks, and groups to disseminate information and encourage participation. Where possible, try to establish and maintain long-term relationships with community leaders working with vulnerable populations with few transportation options.

PRTPO will make available Title VI information cards to participants in its community engagement activities that allow participants to self-report key demographic characteristics for use in Title VI reporting.

All of PRTPO's public participation activities are by necessity constrained by budget and staff resources and will be authorized by the Executive Board.

LIMITED ENGLISH PROFICIENCY

LEP individuals do not speak English as their primary language and have no ability or are limited in their ability to read, write, speak or understand English.

The U.S Department of Justice offers guidance on providing meaningful access to LEP individuals. The guidance suggests a "four-factor analysis" process to determine the number and proportion of individuals with LEP in the region and ways to cost effectively provide information services to these individuals. The guidance offers a threshold of five (5) percent of the affected population or 1,000 people in an affected area.

The four-factor analysis process includes:

- Determining the number and proportion of individuals with LEP within the affected population likely to be affected by a PRTPO work program activity or decision.
- Assessing the frequency with which individuals with LEP will come into contact with the program or activity.
- Evaluating the significance or consequential risk of the program to the lives of the individuals with LEP.
- Identifying appropriate resources to provide translation services relative to the magnitude of impacts or risks to be mitigated.

The PRTPO Title VI Coordinator is responsible for assessing LEP needs and recommending a public participation strategy to the Executive Board that meets the information needs of the affected LEP population. Where appropriate, Language Access Provisions will be identified. There are two languages with more than 1,000 individuals in the Region who do not speak English very well – Spanish and Tagalog.

When leading a planning effort in a community or part of the region with a large concentration of LEP individuals, PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner.

Appendix C includes PRTPO's LEP Plan.

APPENDIX A: USDOT 1050.2A, Standard Assurances with Appendices

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

DOT Order No. 1050.2A

The **Peninsula Regional Transportation Planning Organization** (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 the Washington State Department of Transportation, 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 the Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   > "Peninsula Regionnal Transportation Planning Organization, 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, Peninsula Regional Transportation Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing 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 the 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.

Peninsula Regional Transportation Planning Organization 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-Aid Highway Program. This ASSURANCE is binding on Washington State, 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.

Peninsula Regional Transportation Planning Organization

_____

(***Name of Recipient***)

by _____

(***Signature of Authorized Official***)

DATED October 14, 2020

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 Peninsula Regional Transportation Planning Organization 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 the Federal-Aid Highway Program, and the policies and procedures prescribed by the Washington State Department of Transportation 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 Recipient 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 Peninsula Regional Transportation Planning Organization 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 Peninsula Regional Transportation Planning Organization, its successors and assigns.

The Recipient, 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 Peninsula Regional Transportation Planning Organization 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 Peninsula Regional Transportation Planning Organization, 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, Peninsula Regional Transportation Planning Organization 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 Recipient 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 Peninsula Regional Transportation Planning Organization 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 Peninsula Regional Transportation Planning Organization 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, Peninsula Regional Transportation Planning Organization 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, Peninsula Regional Transportation Planning Organization will there upon revert to and vest in and become the absolute property of Peninsula Regional Transportation Planning Organization 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).

APPENDIX B: PRTPO Complaint Form

In English, Spanish, and Filipino

PRTPO TITLE VI COMPLAINT FORM

It is the policy of Peninsula Regional Transportation Planning Organization (PRTPO) to assure that no person shall, on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or otherwise be discriminated against under any of its programs or activities. Any person who believes his or her Title VI protections have been violated may file a complaint with PRTPO.

Please deliver this completed form to:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: EdwardC@kitsaptransit.com

Call 360.824.4919 and ask for the PRTPO Title VI Coordinator if you need help with this form.

SECTION 1

Name:

Address:

Phone: Email:

SECTION 2

Are you filing this complaint on your own behalf? ☐ Yes ☐ No

If you answered yes, please go to Section 3. If you answered no, please respond to the following.

Provide the name and relationship of the person for whom you are filing this complaint.

Name: _____

Relationship: _____

Explain why you are filing for this aggrieved third party:

Have you obtained permission from this aggrieved third party to file this complaint on their behalf?

☐ **Yes,** I have obtained permission to file ☐ **No,** I have not obtained permission to file

SECTION 3

I believe the discrimination experienced was based on *(select all that apply):*

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination *(month, day, year)*:

Describe the alleged discrimination. Explain what happened and who you believe was responsible. Indicate if you believe other persons were treated differently than you. Please provide names and contact information of the people involved, if known, including those who discriminated against you and any witnesses. Please use the back of this form if additional space is needed and attach any supporting documentation.	

SECTION 4

Have you filed this complaint with any other federal or state agency or court?

☐ Yes ☐ No

If yes, check each box that applies

☐ Federal agency ☐ Federal Court ☐ State Agency ☐ State Court

Provide contact person and tracking number, if known, where the complaint was filed.

Contact Name:

Contact Phone: Contact Email:

Tracking Number:

Please sign below.

_____ _____

Complainant's Signature Date

(PRTPO Use)

Date Received: _____ Tracking Number: _____

FORMULARIO DE QUEJA DEL TÍTULO VI DE LA PRTPO

Es política de la Organización de Planificación del Transporte Regional de la Península (PRTPO) garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de participar en, se le negarán los beneficios o se le discriminará de otro modo en virtud de cualquiera de sus programas o actividades. Cualquier persona que crea que se han violado sus protecciones del Título VI puede presentar una queja ante la PRTPO.

Por favor entregue este formulario completo a:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

Or via email to: EdwardC@kitsaptransit.com

Llame al 360.824.4919 y pregunte por el Coordinador del Título VI de la PRTPO si necesita ayuda con este formulario.

SECCIÓN 1

Nombre:

Dirección:

Teléfono: Email:

SECCIÓN 2

¿Está presentando esta queja en su propio nombre? ☐ Sí ☐ No

Si respondió que sí, vaya a la Sección 3. Si respondió que no, responda a lo siguiente.

Proporcione el nombre y la relación de la persona por quien está presentando esta queja.	Nombree: _____ Relación: _____
Explique por qué presenta la demanda en nombre de este tercero agraviado:	

¿Ha obtenido permiso de este tercero agraviado para presentar esta queja en su nombre?

☐ **Sí,** he obtenido permiso para presentar ☐ **No,** no he obtenido permiso para presentar

SECCIÓN 3

Creo que la discriminación experimentada se basó en (seleccione todas las opciones que correspondan):

☐ Casta ☐ Color de piel ☐ Origen nacional

Fecha de la presunta discriminación *(mes, día, año)*:

Describa la supuesta discriminación. Explica qué pasó y quién crees que fue el responsable. Indique si cree que otras personas fueron tratadas de manera diferente a usted. Proporcione los nombres y la información de contacto de las personas involucradas, si las conoce, incluidos aquellos que lo discriminaron y cualquier testigo. Utilice el reverso de este formulario si necesita espacio adicional y adjunte cualquier documentación de respaldo.	

SECCIÓN 4

¿Ha presentado esta queja ante alguna otra agencia o tribunal federal o estatal?

☐ Sí ☐ No

En caso afirmativo, marque cada casilla que corresponda.

☐ Agencia Federal ☐ Corte federal ☐ Agencia del estado ☐ Tribunal estatal

Proporcione la persona de contacto y el número de seguimiento, si se conoce, donde se presentó la queja.

Nombre de contacto:

Teléfono de contacto: Email de contacto:

El número de rastreo:

Por favor firme a continuación.

_____ _____

Firma del demandante Fecha

(PRTPO Use)

Date Received: _____ Tracking Number: _____

PRTPO TITLE VI REKLAMO FORM

Patakaran ng Peninsula Regional Transportation Planning Organization (PRTPO) na tiyakin na walang tao, sa batayan ng lahi, kulay o bansang pinagmulan, gaya ng itinatadhana ng Title VI ng Civil Rights Act of 1964, ay hindi isasama sa paglahok sa, pagkaitan ng mga benepisyo ng, o kung hindi man ay diskriminasyon laban sa ilalim ng alinman sa mga programa o aktibidad nito. Sinumang tao na naniniwala na ang kanyang mga proteksyon sa Title VI ay nilabag ay maaaring magsampa ng reklamo sa PRTPO.

Mangyaring ihatid ang nakumpletong form na ito sa:

PRTPO Title VI Coordinator
c/o Kitsap Transit
60 Washington Avenue, Ste 200
Bremerton, WA 98337

O sa pamamagitan ng email sa: EdwardC@kitsaptransit.com

Tumawag sa 360.824.4919 at hingin ang PRTPO Title VI Coordinator kung kailangan mo ng tulong sa form na ito.

SEKSYON 1

Pangalan:

Address:

Telepono: Email:

SEKSYON 2

Naghahain ka ba ng reklamong ito para sa iyong sarili? ☐ Oo ☐ Hindi

Kung oo ang sagot mo, mangyaring pumunta sa Seksyon 3. Kung sumagot ka ng hindi, mangyaring tumugon sa sumusunod.

Ibigay ang pangalan at kaugnayan ng taong pinaghaharapan mo ng reklamong ito.

Pangalan: _____

Relasyon: _____

Ipaliwanag kung bakit ka nagsampa para sa agrabyado na third party na ito:

Nakakuha ka ba ng pahintulot mula sa naagrabyado na ikatlong partidong ito upang ihain ang reklamong ito sa kanilang ngalan?

☐ **Oo,** Nakakuha ako ng pahintulot na mag-file ☐ Hindi**,** Hindi ako nakakuha ng pahintulot na mag-file

SEKSYON 3

Naniniwala ako na ang diskriminasyong naranasan ay batay sa *(piliin ang lahat ng naaangkop)*:

☐ Lahi ☐ Kulay ng balat ☐ Pambansang lahi

Petsa ng Di-umano'y Diskriminasyon *(buwan, araw, taon)*:

Ilarawan ang sinasabing diskriminasyon. Ipaliwanag kung ano ang nangyari at kung sino ang pinaniniwalaan mong responsable. Ipahiwatig kung naniniwala kang iba ang pagtrato sa ibang tao kaysa sa iyo. Mangyaring magbigay ng mga pangalan at impormasyon sa pakikipag-ugnayan ng mga taong sangkot, kung kilala, kabilang ang mga taong nagdiskrimina laban sa iyo at sinumang saksi. Mangyaring gamitin ang likod ng form na ito kung kailangan ng karagdagang espasyo at maglakip ng anumang sumusuportang dokumentasyon.	

SEKSYON 4

Naihain mo na ba ang reklamong ito sa alinmang ibang pederal o estadong ahensya o korte?

☐ Oo ☐ No

Kung oo, lagyan ng tsek ang bawat kahon na naaangkop

☐ Pederal na ahensya ☐ Federal Court ☐ Ahensya ng Estado ☐ Hukuman ng Estado

Magbigay ng contact person at tracking number, kung alam, kung saan inihain ang reklamo.

Pangalan ng contact:

Makipag-ugnayan sa Telepono: Contact Email:

Bilang na palatandaan:

Pakipirma sa ibaba.

_____ _____

Lagda ng Nagrereklamo Petsa

(PRTPO Use)

Date Received: _____ Tracking Number: _____

APPENDIX C: LEP PLAN

LEP PLAN: ASSESSMENT OF LIMITED ENGLISH PROFICIENCY IN THE PENINSULA REGION

INTRODUCTION

Peninsula Regional Transportation Planning Organization (PRTPO) follows guidance from the U.S. Department of Transportation and U.S. Department of Justice to ensure meaningful access to its programs and activities by individuals with Limited English Proficiency (LEP). LEP individuals are people five years of age and older who speak a language other than English at home and who speak English less than "very well." This data is collected by the Census Bureau as a part of the American Community Survey (ACS).

What does it mean to speak English less than "very well?"

When respondents indicate they speak a language other than English at home they are asked how well they speak English. Those who respond "very well" are not considered to be LEP. Those who respond "Well," "Not Well," or "Not at All," are considered to have difficulty with English and are counted as LEP individuals.

LEP is not the same as speaking a language other than English at home. Thousands of people in the Peninsula Region speak other languages at home. The top five languages spoken at home in the Peninsula Region after English are, in order, Spanish, Tagalog, German, French, and Japanese.

This LEP Plan is concerned about those individuals who speak a language other than English AND speak English less than very well. The objective is to ensure PRTPO does not use language barrier in a discriminatory manner that violates the Title VI rights of LEP individuals, intentionally or unintentionally. Per federal guidelines, significant concentrations of LEP residents meriting closer attention are defined as five percent of the regional population or 1,000 individuals, whichever is smaller.

REGIONAL ASSESSMENT OF LIMITED ENGLISH PROFICIENCY

The Peninsula Region is a four-county region including all of Clallam, Jefferson, Kitsap, and Mason Counties. Data used for this assessment is Census data from the American Community Survey (ACS) 2015 data set, the most current time period with substate-level data. As per federal guidance, the assessment used Table B16001, and data was extracted for the four counties making up the region.

Based on the ACS data set, 93% of the region speaks English at home. Thirty-seven different languages and groups of languages are spoken at home by the other 7% of residents but most of them speak English "very well." Only 2% of the region's residents speak a language other than English at home AND don't speak English well.

No one LEP language accounts for five percent or more of the population in the Peninsula Region. However, two languages are spoken by more than 1,000 individuals who also speak English less than "very well" – Spanish and Tagalog. Those are the two language groups that PRTPO identified for four-factor analysis. Four-factor analysis is recommended for assessing the significance of language barriers to the affected populations and determining what reasonable steps PRTPO should take to ensure meaningful access to its regional planning activities by those who speak English less than "very well."

The four factors include:

1. **The number or proportion of LEP individuals likely to be affected by a PRTPO regional work program activity or decision.**

- *4,785 people are Spanish-speaking LEP individuals (1.2% total Peninsula Region population)*

- *1,514 people are Tagalog-speaking LEP individuals (0.4% total Peninsula Region population)*

2. **The frequency with which LEP individuals who speak Spanish or Tagalog are likely to come into contact with any PRTPO work program activity.**

   The likelihood of direct contact between LEP individuals in these groups and PRTPO regional planning activities is minimal due to the nature of PRTPO's responsibilities and budget.

   Every four years an update of the Human Services Transportation Plan strives to engage service providers who work with vulnerable communities, including those supporting LEP individuals. It includes some engagement with individuals, but extensive individual engagement is not practical due to the nature of the plan, its purpose, and its budget.

   Similarly, PRTPO conducts updates of its 20-year Regional Transportation Plan, a policy and long-range planning guidance document. As a part of this process PRTPO typically hosts public meetings around the region to review and comment on the draft plan but individuals are not typically involved in developing the plan, whether they are LEP individuals or not.

3. **The nature of PRTPO work program activities and the likely direct consequential risk or benefits they might have on the lives of LEP individuals.**

   There is insignificant consequential risk or disparate opportunities for these LEP individuals associated with the activities that PRTPO undertakes as a part of its on-going work program and community planning activities.

4. **Resources available to ameliorate impacts and the cost to PRTPO of deploying those resources relative to the magnitude of impacts to be mitigated or avoided.**

   PRTPO will translate vital meeting materials and planning documents as appropriate, including oral, written, and/or telephone-based translation services when requested. Whether documents are considered vital will depend on the program or information involved and the consequences to the LEP person or community in question if the information is not provided in an accessible or timely manner. PRTPO will make every effort to ensure equitable access to information that allows LEP individuals to participate in the regional planning process and provide input to PRTPO decisions.

   When PRTPO conducts more extensive community-based planning activities, its Public Participation Protocols call for development of specific engagement plans for each process. LEP data suggests that any such plans include Language Access Provisions for Spanish-speaking LEP populations in the vicinity of Forks and Shelton, and for the Tagalog-speaking LEP population in Bremerton.

APPENDIX D: TITLE VI APPROVAL

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: August 20, 2021
Subject: **Approval of PRTPO Title VI Plan for the Peninsula Region**

REQUESTED ACTION:

Approve the PRTPO Title VI Plan for the Peninsula Region.

Overview

In June the Board reviewed a draft of the PRTPO Title VI Plan. It is the first update of the Title VI Plan since 2015. It reflects the organization's new structure and complies with the most recent guidance from WSDOT's Office of Equal Opportunity (OEO) that oversees Title VI compliance.

Title VI of the Civil Rights Act of 1964 and related statutes and regulations stipulate that "no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity" for which PRTPO receives federal financial assistance in the future.

The updated document reflects the current guidance and format recommended by the OEO in March 2021. It is written to comply with requirements in federal statutes and includes language specific to those statutes. It includes assurances that PRTPO is committed to non-discrimination, identifies Title VI considerations by program area, spells out the procedures by which individuals can lodge complaints that their Title VI protections have been violated, and clarifies the complaint investigation process if complaints are lodged against PRTPO. It includes a Limited English Proficiency (LEP) Plan that identifies two LEP population groups in the region (Spanish and Tagalog) and measures to ensure language is not a discriminatory barrier to participation in PRTPO's regional planning process. The Title VI Plan complements PRTPO's Public Participation Protocols which were adopted by the Board in June.

The draft plan was sent to WSDOT in June and posted on the PRTPO website for review until August 6th . No comments were received.

Attachment:
PRTPO Title VI Plan for the Peninsula Region

For More Information:
Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org
Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

Minutes of Meeting

PRTPO EXECUTIVE BOARD
August 20, 2021
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Bek Ashby called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	David Forte *(alternate)*
Mason County	Randy Neatherlin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ariel Speser
City of Poulsbo	Ed Stern
City of Sequim	Rachel Anderson
City of Shelton	Joe Schmit
Port of Bremerton	Gary Anderson
Clallam Transit	Brendan Meyer
Jefferson Transit	Tammi Rubert
Kitsap Transit	John Clauson
Mason Transit	Amy Asher
WSDOT Olympic Region	Dennis Engel *(alternate)*
Jamestown S'Klallam Tribe	Annette Nesse

Staff:
Ed Coviello, PRTPO Coordinator, Kitsap Transit Lead Planning Agency
Thera Black, PRTPO Coordinator

Others:
Michael Bateman, City of Poulsbo
Wendy Clark-Getzin, TAC Chair, Jefferson County
Sara Crouch, PRTPO Fiscal Agent, Jefferson Transit
Casey Duff, Senator Cantwell's Office
Kate Fauver, WSDOT Olympic Region Planning
Cliff Hall, WSDOT Tribal and Regional Integrated Planning
Matt Klontz, City of Sequim
Steffani Lillie, Kitsap Transit
Elizabeth Safsten, Community Liaison, WSDOT Public Transportation Division

Welcome and Introductions
Chair Ashby welcomed attendees and provided a video-conference roll call.

Approval of Agenda

ACTION: Mr. Neatherlin moved, and Ms. Dean seconded to approve the agenda. The motion passed unanimously.

Chair Ashby requested that the Title VI Plan be pulled from the Consent Agenda and handled as a stand-alone action item.

Consent Agenda

ACTION: Mr. Neatherlin moved, and Ms. Anderson seconded to approve the Consent Agenda as revised. The motion passed unanimously.

- ***Corrected minutes from June 18, 2021 Executive Board Meeting***
- ***SFY 2021 4th Quarter Invoice***

Title VI Plan

Chair Ashby explained that she pulled the Title VI plan from the Consent Agenda due to the nature of the document. She wanted to be sure Executive Board members understand its function and have an opportunity to ask any questions. Ms. Black provided a summary overview of the document and its role in PRTPO's work program. She noted that after the Board reviewed the draft plan in June it was sent to WSDOT's Office of Employment Opportunity and posted on PRTPO's website for review and comment. No comments were received. Upon the Board's approval, the final will be sent to WSDOT.

ACTION: Mr. Meyer moved, and Mr. Stern seconded to approve the PRTPO Title VI Plan for the Peninsula Region. The motion passed unanimously.

Draft UPWP Development Policy – 1st Reading

This is the last of the operational policies and procedures identified in PRTPO's by-laws and completed throughout the transition period. The UPWP Development Policy lays out the procedures by which the Executive Board will develop a work plan and budget, and how it will be amended on both a regular and irregular basis. The Unified Planning Work Program, or UPWP, is PRTPO's adopted work plan and budget. Ms. Black noted this is a first reading and discussion by the Board. It will come back to the Board for approval in October. No changes were offered.

Update on SFY 2022-23 UPWP Funding

Chair Ashby briefed the Board on the status of $80,000 in work program funding for human services transportation planning that is identified in the adopted UPWP. She reminded Board members that in June PRTPO was notified this would be federal funding from FTA, not state funds as PRTPO had assumed. Federal funds entail different accounting and reporting responsibilities than state funds and raise a number of concerns for the Fiscal Agent. Because of timing, the Board approved the UPWP as presented in June with the understanding that work would be done to resolve this issue.

Effort is still underway to resolve outstanding concerns. A meeting is scheduled for August 23rd with representative from WSDOT's Public Transportation Division, which awarded PRTPO the funds, and the Tribal and Regional Integrated Planning (TRIP) Office, which oversees PRTPO's UPWP and awards it state funding for the on-going work program.

Chair Ashby explained that the cleanest resolution for PRTPO will be for WSDOT to convert the funds to state revenue and administer it through the TRIP Office. There may be other strategies for administering the funds

that can be considered. Key is to ensure that additional accounting and reporting requirements do not overburden the Fiscal Agent or jeopardize the ongoing working relationship with Jefferson Transit. There were no questions. Chair Ashby said the Executive Committee will report back in October.

Participation in US Bike Route System Designation
Ms. Black briefed the Board on early investigations by the TAC into potential designation of the Olympic Discovery Trail and other connecting facilities as part of the US Bike Route System (USBRS). She reported that two work sessions were convened for the TAC in May and July to explore what USBRS designation entails, potential benefits, responsibilities, liabilities, and other considerations local agencies must make before deciding whether to pursue USBRS designation now or in the future.

At the conclusion of the second work session, in July, TAC members determined that while there is some interest, city, county, and tribal members needed time to vet the idea internally with their respective organizations and determine if USBRS designation is a priority at this time. This will come back to the TAC for further discussion in the fall, at which time the Board will be briefed and if warranted, presented with a proposal to support local efforts at the regional level.

Ms. Dean pointed out alignment between USBRS and the Great American Rail-Trail (GART), another interstate trail initiative aiming to connect all fifty states via bike trails. Jefferson County is likely interested in USBRS designation but may not have time for this right now. Mr. Forte expressed concern about USBRS interests derailing local plans and project priorities and advocated for greater analysis at the local level.

WSDOT Projects Proposed for 2022-2027 RTIP
This was an annual review of WSDOT Olympic Region projects ahead of the Board's review and approval of the Regional Transportation Improvement Program in October. Mr. Engel introduced Kate Fauver, his planning colleague from Olympic Region who helped prepare the presentation. Mr. Engel provided the Board with a county-by-county overview of the various projects WSDOT will include in its next Transportation Improvement Program and expects to launch over the next four years. He responded to member questions about individual projects and schedules.

2022 Legislative Session – Materials and Process
Board members received a draft cover letter for the 2022 legislative folio. Chair Ashby explained that it reflected the work of a small Legislative Work Group that met in early July and provided edit reviews by email. It is based on last year's letter, updated and reformatted to make it more action oriented. Ms. Black reported that she will send out a request for updated project list information, which will be discussed by the TAC and brought back to the Board for final review and approval in October. The current infographics will be updated slightly.

When it met in July, the Work Group discussed the effectiveness of last year's forums and the level of participation. It was proposed that this year PRTPO convene one regional forum, not three, and organize the one forum around the availability of the region's legislators who serve on the House or Senate Transportation Committees, since these are the legislators who participated last year. All legislators would be invited but the schedule would target those most likely to be interested in transportation issues. Board members agreed that one forum is appropriate. Ms. Dean added that it would be good for those legislators who may be far apart on other issues to come together around those of regional importance.

Chair Ashby asked if the cover letter hits the right messages and if anything is missing. Ms. Dean observed that is makes no mention of ferries. Given the significance of the marine highway system to the region's overall mobility, it would be worthwhile to highlight the importance of vessel replacement. No other topics were suggested for inclusion.

Members expressed interest in updating projects. Ms. Black reported that she would send an email request out to members before Labor Day with a request for project information. Mr. Forte advised that members might want to identify projects that have not yet secured funding since this is a way of bringing attention to them. Mr. Neatherlin reminded members that funded projects get deferred sometimes or defunded, so in some cases it does make sense to include funding secured projects until they are actually underway.

Status Update on Federal Infrastructure Funding
Ms. Black reported to the Board on key elements of the Infrastructure Investment and Jobs Act of 2021 and provided a breakdown of the Surface Transportation Reauthorization Act that is embedded in the primary bill. Mr. Stern added more context to the broadband element and reported on activities underway in Washington state in preparation for this funding. Mr. Duff reported that Senator Cantwell championed several provisions of the infrastructure package including more funding for culvert replacements and habitat restoration. He provided a link to the Senator's press release on the infrastructure package in the Chat Log [https://www.cantwell.senate.gov/news/press-releases/cantwell-outlines-big-wins-for-washington-states-infrastructure-salmon-economy-]

PRTPO Meeting Format Post-COVID
Chair Ashby explained the Executive Committee and PRTPO Coordinators continue to monitor conditions in anticipation of returning to some in-person meetings in the future. The memo outlines the proposed approach, beginning in 2022, of conducting two meetings a year in person and Zoom video-conference meetings the rest of the year. The current spike in infections suggests that no in-person meetings will be held the rest of this year.

Coordinators Report
Ms. Black highlighted topics on the Coordinators Report and invited members or their staff or colleagues to follow up with her if there are questions on specific topics.

Public Comments
There were no public comments.

Member Updates
Members shared updates on activities of interest to the Board.

- Mr. Forte reported that the Gorst Coalition had its kick-off meeting the previous week. It was well-attended, including several people on the Board. Chair Ashby observed that the event timing and location – 4:00 pm at the Subaru dealership – impressed upon everyone attending how bad the problem is.
- Ms. Clark-Getzin reported that Jefferson County Public Works submitted a successful proposal for the Little Quilcene River Bridge Rehabilitation Project. The County received full funding for both the PE and CN phases of this work. She explained that weight restrictions are currently in place because of the bridge's poor condition. The funding package will enable Jefferson County to complete the bridge reconstruction and eliminate weight restrictions ahead of WSDOT's US 101 project.
- Ms. Dean, in her capacity as Chair of the Jefferson Transit Authority, reported on the new service that will connect Port Townsend to the Kingston Ferry Terminal with limited stop, fairly direct express service beginning on October 1st. This will provide an important connection between Port Townsend and the urban services and jobs accessible via the ferry.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 11:50.