

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): Julianna Marler, Chief Executive Officer

Mailing Address: 3103 NW Lower River Rd

City: Vancouver WA **Zip Code:** 98660 **County:** Clark
Phone #: 360-823-5280 **email address:** jmarler@portvanusa.com

Name and title of head of transportation-related services: Kent Cash, Chief Operations Officer

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City: Vancouver WA **Zip Code:** 98660 **County:** Clark
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Name and title of designated Title VI coordinator*: Nicole Lutton, Grant Specialist

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*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.

Yes, the Title VI Plan has been updated. After receiving feedback from WSDOT Title VI Program Specialist, updates to the complaint process and the contractor review process sections were made. Additional updates to the environmental justice, language access and disability access sections were made to the Title VI Plan, per the Department of Homeland Security Civil Rights and Civil Liberties Civil Rights Evaluation Tool recommendations. The updated plan has been signed by the port CEO.

2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.

Chief Executive Officer (CEO)

The CEO is authorized to ensure compliance with provisions of the port policy of non-discrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. The port Title VI

coordination and grants compliance function shall be performed under the authority of the CEO.

Title VI Coordinator

The port has assigned the Grant Specialist the duties of the Title VI Coordinator to provide oversight of the port Title VI Program, including but not limited to compliance with the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975. Although the Grant Specialist directly reports to the Director of Economic Development, this position shall have an indirect relationship to the CEO.

Title VI Specialists

Additionally, the port designated Title VI Specialists by department. The Specialists shall work in concert with the Title VI Coordinator. These departments are subject to receiving federal assistance through grants or other types of transportation-related funding or are responsible for implementing port directives and policies providing civil rights compliance and equal opportunity. The Specialists work with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the objectives of the Title VI Plan, address federal and state reporting requirements and provide adequate training opportunities for applicable staff.

Title VI Specialists will work with the Coordinator to ascertain Title VI compliance by contractors, subcontractors, consultants, suppliers and other sub-recipients under federal funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors and sub-recipients. Specialists assist the Coordinator in obtaining statistical data on race, color, national origin, handicap/disability, age and sex of participants in and beneficiaries of federally funded port programs as necessary.

Demographics of Port Title VI Staff

CEO (Executive): Caucasian/White/USA

Title VI Coordinator/Grant Specialist (Economic Development): Caucasian/White/USA

Title VI Specialists

Director of Human Resources (Human Resources): Caucasian/White/USA

Procurement Services Manager (Contracts): Two or more races (Not Hispanic or Latino)/White/USA

Project Manager (Environmental Services): Caucasian/White/USA

Real Estate Manager (Property): Caucasian/White/USA

Director of Communications (Public Affairs): Caucasian/White/USA

Project Delivery Manager (Operations): Caucasian/White/USA

Document Control Specialist (Project Delivery): Asian-Pacific Islander/Brown/USA

The attachment "*Port of Vancouver Organization Chart*" reflects the organization and the personnel supporting Title VI efforts.

3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

See attached "*Port of Vancouver District Demographics Map.*"

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

There were no complaints received by the Port of Vancouver during the reporting period.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

There were no transportation planning activities during the reporting period.

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

There were no right-of-way actions during the reporting period.

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

There were no right-of way actions, hence no appraisers and acquisition staff, during the reporting period.

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

There were no transportation studies and/or plans during the reporting period.

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects’ benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

Please see attachment “*Port of Vancouver Project Locations Map*” spreadsheet, which contains two sheets of projects located within separate neighborhoods/census tracts.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

Port Board of Commissioner meetings are open to the public. Meetings are held at 9:30 a.m. on the second and fourth Tuesday of each month at the port's administrative offices, 3103 NW Lower River Road, Vancouver, WA. Meetings are broadcast live on CVTV cable channels 21 and 23/HD 323 and online at CVTV.org; the CVTV.org recorded and live meetings can be viewed with closed captioning enabled. Meeting agenda and documents are available online to the public. The public is invited to provide comments at Commission meetings. Comments can be made during the meeting, both in person and virtually, with advanced registration.

In addition to commission meetings, the public are invited to learn more about the port through printed and digital publications and public port tours. The port *Community Report* is produced twice a year and mailed to residents across the port district. The environmentally focused *Solstice* newsletter is available on the port website and emailed to our subscribers and the media. The port also creates a *Port Report* video every year, which is posted on YouTube and featured on our website and multiple social media channels and shared with the media and our e-newsletter subscribers. The 2023 Port Report was the most viewed to-date, attracting more than 21,000 views in two months through an aggressive digital advertising campaign and email marketing partnerships with community organizations. In comparison, the port's prior *Port Report* video had 772 views.

Every summer, the port invites the public to see the port up close and in person. Port tours are hosted twice a month June through September. The Community Outreach Manager escorts the tour attendees through the port and its terminals, sharing information on the port's history, its terminals, the types of commodities that move through the port and the jobs and economic development being generated by the port. This year, the port published the port tour schedule on April 10, 2023, and in less than two weeks, all 450 spots for the ten summer tours were filled. In addition to the port tours, the Community Outreach Manager attends community events and neighborhood meetings regularly to learn more about residents' concerns and provide an opportunity for the public to easily speak to a port representative.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

Port of Vancouver USA Board of Commissioners

Three commissioners – all Caucasian/White/USA

Port of Vancouver Transportation Staff

Three staff members – all Caucasian/White/USA

Specify methods used to collect demographic information from transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

The port did not have transportation-related port projects during the reporting period and therefore had no public meetings specific to transportation projects.

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

No language assistance services were requested during the reporting period.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

In accordance with statutory requirements, the required construction and consultant contract solicitations are advertised in *The Columbian* newspaper (legal notice). Advertisements are also placed in the *Daily Journal of Commerce* (DJC) and run for at least the minimum advertisement period prescribed by law. Every solicitation includes a Title VI statement.

For construction contracts, once the advertisement period has ended and proposals have been received and stamped in to ensure contractor has responded in time, the submittals are opened and read publicly. After certifying the bids, the lowest responsive and responsible bidder is awarded the contract.

For consulting solicitations, once the advertisement period has ended and proposals have been received, the proposals are evaluated and scored by a cross-departmental team of port staff using criteria that were included in the solicitation. Interviews can be held with the top three scoring firms, if needed. Adding the criteria score and the interview score from all the panelists, the top scoring firm is contacted and negotiations on fees are initiated. Once fees have been agreed upon by both parties, the agreement is signed.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

The Port of Vancouver will continue to advertise projects in compliance with state law to include Title VI regulations and seek to ensure equitable distribution to all contractors interested in working with the port.

Procurement staff seeks out DBE firms on small works solicitations from the port's small works roster. The port works to meet Disadvantaged Business Enterprises (DBE) goals for each applicable Public Works project.

During the reporting period, the port utilized federal funds for projects, including the Renaissance Trail, a paved riverfront trail perfect for walking, jogging, biking or rollerblading accessible to the public, as well as a FEMA cybersecurity grant that funds tabletop exercises and marine information sharing subscription.

A review of internal forms and processes as they relate to contracts, purchasing and advertising is done periodically to ensure the organization's policies, including non-discrimination, are clearly understood by staff, contractors and customers. The goal of this review is to ensure the organization's policies, including non-discrimination, are clearly understood by staff, contractors and customers. The Title VI assurances are part of established boilerplate language for all contracts and is a part of the review checklist to ensure consistency.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Project Name	Description	Contractor	Award Amount	Funding Source	DBE
T-1 Landing Site and Infrastructure	Construct and prepare area at T-1 for area accessible to public	JW Fowler	\$2,747,996.91	port, state grant	No
Terminal 1 - Columbia River Renaissance Trail Connection Project	Construct a public access trail project at Terminal 1	McDonald Excavation, Inc.	\$1,483,618.15	port, federal grant	No
Terminal 2 - Berths 3/4 Upland Paving	Paving of terminal - transportation project	Western United Civil Group, LLC	\$942,357.44	port	No
Terminal 3 - 2022 Paving Project	Paving of terminal - transportation project	Granite Construction Company	\$230,250.02	port	No
NW 35th Circle Extension	Extension of public roadway and utilities for public access to facility	Catworks Construction	\$768,426.05	port	No
Parcel 1A Trucking	Transportation of dirt from parcel 1A across public roadway to Terminal 5 West	Tapani, Inc.	\$139,690.37	port	No
Terminal 1 Dock Demolition	Demolition of dock in preparation for the construction of a new public access dock	Advanced American Construction Inc.	\$2,880,447.82	port, state grant	No

14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

Nicole Lutton (Title VI Coordinator July 1, 2022 – June 30, 2023)

July 28, 2022 — Topic: Overview of the DHS Civil Rights Evaluation Tool

August 25, 2022 — Topic: Reporting Complaints, Compliance Reviews, and Designated Staff

December 15, 2022 — Topic: Overview of the DHS Civil Rights Evaluation Tool

June 29, 2023 — Topic: DHS Civil Rights and Civil Liberties Language Access

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

Staff members are updated during staff meetings annually. Attendance during these meetings is not taken.

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Not applicable

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

For the next reporting year, the port plans to focus on providing more trainings and resources to staff, focusing on addressing Limited English Proficiency speakers and utilizing the I Speak and translation services available to the port. In addition to the training, printed and digital resources will be made available to staff to utilize as needed.

An additional focus will be providing more opportunity for data collection to learn more about the accessibility needs of our community. Port staff will be provided with resources to help collect and report these needs during interactions with the public.