



TITLE VI ACCOMPLISHMENTS & GOALS REPORT - WSDOT

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

Mailing Address: 3103 NW Lower River Rd

City: Vancouver WA Zip Code: 98660 County: Clark

Phone #: 360-823-5335 email address: kcash@portvanusa.com

Name and title of designated Title VI coordinator*: Nicole Lutton, Grant Specialist

Mailing Address: 3103 NW Lower River Rd

City: Vancouver WA Zip Code: 98660 County: Clark

Phone #: 360-823-5322 email address: nlutton@portvanusa.com

*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 OECR?
No

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 subrecipients under federal funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements with prime contractors and subrecipients. 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

Chief Administrative Officer (Human Resources): Caucasian/White/USA

Director of Procurement and Administrative Service (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, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient. If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the statements listed on the next page.

1. Briefly describe the number of LEP persons served and languages spoken in the service area.

The Port of Vancouver's Commissioner Districts span the City of Vancouver. The population of Vancouver is 182,256 (people over the age of five years old). Of that population, 145,803 (80%) speak English only; 36,453 individuals speak a language other than English, with the top three languages being Spanish, Indo-European languages, and Asian and Pacific Island languages. Of the total Vancouver population, 14,418 (7.9%) speak Spanish, 13,088 (7.2%) Indo-European languages, 7,038 (3.9%) Asian and Pacific Island languages, and 1,909 (1%) speak other languages. (*Data Source: American Community Survey 2021, Dataset ACSST1Y2021, Table IDS1601*).

The port is located in Census Tract 410.05, which includes residents in the Fruit Valley neighborhood. Within this census tract, 41% of the population is Hispanic or Latino, and 30% of the population speaks Spanish in the home. This demographic data for the near-port community is considered in the port's communication strategies.

2. Briefly describe the frequency of contact with LEP persons for services or projects (e.g., customer service interactions, public meetings, and contracts bidding and awarding).

During the reporting period, the port administrative staff received a phone call from a Limited English Proficiency (LEP) speaker. The caller needed information on a job posting and spoke Spanish. The port administrative staff that took the call was able to utilize translation services through Language Link to assist the caller. Public facing port staff and departments, like the administrative, contracts, external affairs and others have been provided a "I Speak" card that details how to access Language Link translations services whenever the need arises. Since the "I Speak" cards were provided to staff in April 2024, we have received two phone calls that utilized the translation services.

3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.

The port is committed to providing information to the public easily and accessibly. For projects and programs that are more likely to impact the public, the port provides information in different formats and languages. These projects and programs include the port Climate Action Plan, Title VI and Civil Rights information, and clean-up projects located in the Fruit Valley neighborhood. Information has been shared digitally and in print and translated into Spanish and Russian.

In addition to this written information, port representatives attend neighborhood meetings and community events. Port staff attending these events are provided with an "I Speak" Language Link instruction card, which provides a list of languages on one side of the card and instructions for the staffer to access translation services on the other side. By having translation services available immediately, port staff can more easily communicate with LEP-speaking members of the public.

4. Briefly describe current resources available for LEP persons and overall cost.

Port staff who engage with the public have been given "I Speak" Language Link cards, which provide quick access to translation services. Over-the-phone translation services are provided by Language Link, the port's contracted translation services provider. Translation service costs are tiered based on the language, with phone translation services costs ranging from \$.57 to \$.75 per minute. The cards were distributed to staff in April 2024, and during the reporting period,

one call was received that utilized Spanish translation services. The cost for translation services during the call was \$4.33. The port has an internal document that tracks Language Access requests, noting the date, the type of information needed, and language utilized. This document is used to guide decisions around languages used in our community.

In addition to over-the-phone translation services, the port created a *Movie Night* flyer that was mailed to families in the Fruit Valley neighborhood. The flyer providing information in both English and Spanish. As a bilingual port staff member provided the Spanish translation, no costs were associated with the translation.

Outside this reporting period, the port uses Language Link to translate physical and digital documents, including information sent by mail, and on the port website, including the Title VI, Climate Action Plan and Cleanup web pages.

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.

During the reporting period, design work for the Renaissance Trail Segments 4 and 5 was performed. Renaissance Trail is a public-accessible pedestrian and biking trail running, with Segments 4 and 5 to run along Lower River Road in Vancouver. Public engagement and community outreach efforts for these design projects include:

1. A presentation on the trail project was made at the May 27th Commission Meeting. Information and updates on the project, including trail renderings, were shared with the commissioners and the public in attendance and online. The material was also made available to the public on the port's website. After the presentation, the Commission voted to approve and to award the construction contract.
2. Through the SEPA (State Environmental Policy Act) Process, the public was provided an opportunity to comment on the Renaissance Trail project.
3. The port met with property stakeholders during design to discuss the project, including the nearby diking district and the adjacent Clark Public Utility District power station.

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 owner(s)/tenant(s).

There were two projects that utilized State Highway 501 right-of-way areas during the reporting period.

- A. **Mill Plain Rail Crossing Project** – Rebuilding existing rail tracks crossing Mill Plain Boulevard due to drainage failure. Replacing existing rails with new rails and rebuilding infrastructure for proper drainage. The project is located entirely within State Highway 501 and its right-of-way. No private property was affected, and no right-of-way actions were required. The City

of Vancouver manages Washington State highways located within city limits and they are constructing the project.

- B. **Renaissance Trail Segments 4 and 5** – Planning, permitting, design and engineering was completed for this continuing expansion of the public trail located along State Highway 501. Segment 4 will be primarily built within the public right-of-way with only a small area to be built upon the port’s owned property. Completed a ROW Plan and review of potential project impacts to surrounding property. Although there is a portion of the port’s property to be included, the port will be granting a non-exclusive easement over our property in perpetuity. After a review by the city for permits and WSDOT for potential ROW impacts, WSDOT ROW division agreed with the port’s assessment that “No ROW Required” for this project because we are constructing on the port’s property. The remainder of Segment 4 will be constructed in State Highway 501’s right-of-way. Segment 5 will be entirely constructed within the State Highway 501’s right-of-way. “No ROW Required” was the conclusion of the Right of Way review.

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

As there were no right-of-way actions required in either of the two projects described in Question 6 above, no appraisers or right-of-way services staff were used 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.

In early 2025, the port started work on an ADA Transition Plan. Working with an engineering contractor, the ADA transition plan will identify barriers to ADA compliance and determine the actions the port will implement over the next several years to remove the barriers within the public right of way and port-owned public facilities.

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,” 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 Commission Meetings are open to the public and provide an opportunity for the public to address the commissioners and voice feedback, questions or concerns. Comments can be made during the meeting, virtually and in person. Meetings are held at 9:30 a.m. on the second and fourth Tuesday of each month at the port’s administrative office, 3103 NW Lower River Road, Vancouver, WA (from June 2025 – January 2026, meeting will be held at CTRAN’s office due to the port’s administrative office being closed for renovations).

Meetings are broadcast live on CVTV cable channels 21 and 23/HD 323 and online at CVTV.org; CVTV.org

recorded and live meetings can be viewed with closed captioning enabled. Meeting agenda and documents are available online to the public. Commissioners Don Orange, Jack Burkman and Eric LaBrant represent the citizens of Clark County and can be reached by calling the port office for contact information.

Port news, updates and information is provided to the public through a variety of channels. The port *Community Report* is produced twice a year and mailed to residents across the port district. The environmentally focused *Solstice* newsletter and annual *Port Report* video are shared with port subscribers and the media. The *Port Report* video continues to increase its reach and audience. The 2025 report received 33,000 views, up from 2024 and 2023 *Port Reports'* 21,000 views each and 807 views of the 2022 *Port Report*.

The port Community Relations Manager serves as the public's liaison to the port, reaching out and connecting with community members and organizations. During the summer, the port tours are offered to members of the public. During these ten tours, the Community Relations Manager takes the public through port facilities and shares the port's history, terminals, types of commodities, and impact on economic development in our community. Around 450 people attend a port tour each year.

In addition to hosting the port tours, the Community Relations Manager attends neighborhood and community meetings regularly to learn more about residents' concerns and provide an opportunity for the public to easily speak to a port representative. The port partners with other local agencies to participate in community events, such as the *Fruit Valley Movie Night*, hosted by the City of Vancouver Parks Department. The port mailed a flyer about *Movie Night* to Fruit Valley families, with the mailer printed in English and Spanish (postcard pictured on right).

1. 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

JOIN US FOR
MOVIE NIGHT
 AT FRUIT VALLEY PARK!
 Friday, August 9, 2024

Family fun starting at 7:00 pm; movie at dusk.

Bring a blanket, picnic or snacks and enjoy a free family-friendly movie.

- Free frozen paletas from Port of Vancouver (while supplies last)
- Food trucks
- Movie: Disney's "Wish," at dusk on inflatable screen – with Spanish subtitles.
- Yard games, fun activities and more!

Questions:
 Email parksrecculture@cityofvancouver.us or call 360.487.8311.



 **Port of Vancouver USA**
 3103 NW Lower River Road, Vancouver, WA 98660 USA

¡ACOMPÁÑANOS A UNA NOCHE DE PELÍCULA EN EL FRUIT VALLEY PARK!

Viernes 9 de agosto del 2024

La diversión en familia comienza a las 7:00 pm; la película comienza al anochecer.

Traiga una cobija, picnic o bocadillos y disfruta una película gratis para toda la familia.

- Paletas gratis de parte del Port of Vancouver (disponible hasta terminar)
- Camiónes de comida
- La película de Disney "Wish" comienza al anochecer en una pantalla inflable - con subtítulos en español
- ¡juegos, actividades de diversión y más!

¿Preguntas?
 Envíen un correo electrónico a parksrecculture@cityofvancouver.us o llámanos a 360.487.8311.

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2. Specify methods used to collect demographic information from the 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 public meetings during the reporting period.

3. List any language assistance services requested. For which languages? Who provided the service?

In October of 2024, port administrative staff received a phone call from a Limited English Proficiency (LEP) speaker. The caller needed information on a job posting and spoke Spanish. The port administrative staff that took the call was able to utilize translation services through Language Link to assist the caller.

4. In addition, list vital documents translated during the reporting period and identify the languages.

The port mailed the *Movie Night* flyer to families in the Fruit Valley neighborhood in July 2024. More than 41% of residents in this neighborhood/census tract (WA 410.05) are Hispanic or Latino, with 30% of the population speaking Spanish at home. The port's flyer was printed with English on one side and Spanish on the other.

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 negotiating 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 advertising period prescribed by law. Every solicitation includes a Title VI statement.

During the reporting period, the port ran a procurement digital ad campaign to invite local minority businesses to register on Procurement, the port roster system that provides information on bid opportunities in construction, maintenance, engineering, maritime, IT and more. The digital ad ran for four weeks in September and was available in English, Spanish, Russian, and Ukrainian (pictured right). The ad campaign garnered more than 241,000 views and 8,000 clicks. By language, the Spanish ad brought the most views with nearly 44,000 Spanish-speaking users viewing the ad and clicking at a 3.48% rate. The industry standard click rate is around 1%. The English version of the ad brought in more than 37,000 views and had a click-through rate of 4.80%. The Ukrainian and Russian ad had more than 440 users clicking to learn more about procurement opportunities with the port. The ad campaign spend was \$5,000, with a translation cost of \$264 using Dynamic Language of Seattle.

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

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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 advertises projects in compliance with state/federal 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 design for Segments 4 and 5 of the Renaissance Trail, a paved trail perfect for walking, jogging, biking or rollerblading accessible to the public. The port also had two FEMA Port Security Grant Program (PSGP) grants that funded cybersecurity enhancements.

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
2024 Berth Repairs	General repairs of maritime berths	Advanced American Construction	\$1,539,633.00	POV	
Berth 10 Services	General services for maritime Berth 10	WSP-Berger Abam	\$20,000.00	POV	
Berth 10 Emergency Repair	Emergency Services for Berth 10	Advanced American	\$73,700.00	POV	

Project Name	Description	Contractor	Award Amount	Funding Source	DBE
Berth 10 Emergency Services	Emergency Repair of Berth 10	WSP-Berger Abam	\$20,000.00	POV	
Berth 17 Shore Power Electrical Design	Engineering design for shore power installation	Elcon Associates, Inc	\$19,886.00	POV	X
Berth 7 Construction Estimate Services	Engineering design for Berth 7	WSP-Berger Abam	\$12,856.94	POV	
EV Chargers	Installation of EV chargers at port sites	Sarkinen Plumbing	\$417,587.80	State Grant, Public Utility Grant/Rebate POV	
EV Chargers Phase 2	Installation of additional chargers at port	Apex Mechanical	\$201,497.90	POV	
Mill Plain Crossing Design Crossing	Engineering Design Services	Mott MacDonald, LLC	\$50,000.00	POV	
MTCA Remediation	Environmental Services to Support Site Readiness	Parametrix	\$3,250,000.00	POV	
On Call Groundwater Monitoring Services	Environmental Services	GSI Water Solutions, Inc	\$200,000.00	POV	
Terminal 1 Dock Replacement (Design)	Engineering Design of Dock Replacement	KPFF	\$5,329,716.00	POV	
Terminal 1 Dock Replacement (Construction)	Construction of Replacement Dock	HME Construction	\$28,236,642.00	POV	X
Terminals 6 and 7 Master Plan	Engineering Design Services	WSP-Berger Abam	\$46,743.00	POV	

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

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

- August 29, 2024: **Civil Rights Evaluation Tool FAQs** | Department of Homeland Security's Office for Civil Rights and Civil Liberties
- September 19, 2024: **Federal Civil Rights Compliance for Recipient & Subrecipient of EPA Financial Assistance Webinar** | Environmental Protection Agency's Office of Grants and Debarment
- May 8, 2025: **Ask Your Question Session** | WSDOT Office of Equity and Civil Rights
- June 10, 2025: **Civil Rights Webinar: Data Collection Training** | WSDOT Office of Equity and Civil Rights

2. 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.

Port staff are informed and updated on Title VI updates and information during all-staff and department staff meetings, as needed.

The Title VI Coordinator provided Title VI Complaint Process and Language Access training to port administrative staff on October 8, 2024. During this training, staff reviewed current Title VI Complaint forms, were provided with paper and digital files, and discussed data collection documents. Staff from the Administrative Department took this training including the Administrative Supervisor, Procurement Specialist, Tenant Services Coordinator, and three Administrative Assistants.

3. 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.

15. 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.

The port will continue its efforts addressing Limited English Proficiency (LEP) speakers. This includes running another procurement ad campaign, possibly in print publications serving the Asian, Hispanic and Black communities. The port is actively working on a red launching its updated website, which will offer language translations directly on the webpage.

An additional focus will be providing more opportunities 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.