



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

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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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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 OECR?

No changes.

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

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, 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 directions to a location on the port and was provided information in their native language (Russian), translated through the port's translation service contractor, Language Link. While this was the only contact with an LEP person during the reporting period, port staff and departments, like Procurement and Contracts, External Affairs, and others, have access to Language Link translations services whenever the need arises.

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" cards, which provide quick access to translation services. Over-the-phone translation services is 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, and since then the card/translation services were used for one phone call that lasted two minutes (caller asking for directions in Russian).

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.**

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 owner(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 nor transportation plans conducted 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,” 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 office, 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; 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, virtually and in person.

Beyond the public Commission meetings, the port shares news, updates and information with 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. Through targeted and dynamic marketing efforts, the 2024 and 2023 *Port Report* videos have more than 21,000 views each, up from 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 (pictured 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

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 projects during the reporting period and therefore had no public meetings specific to transportation projects.

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

In April, the port's administrative front office team received a phone call from a truck driver needing directions. The Limited English Proficiency truck driver spoke Russian. The port contracted translation services provider, Language Link, was called and provided language services by phone.

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 2023. 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 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 advertises 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 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 an active FEMA cybersecurity grant funding 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
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
Terminal 1 Bulkhead Wall and Ground Improvements	Demolition of dock in preparation for the construction of a new public access dock	Advanced American Construction Inc.	\$11,735,292.09	port, state grant	No
Terminal 4 Stormwater Pond Solids Removal		Swofford Excavating	\$636,560.17	port	No
2023 Maintenance Dredging	Dredging for maintenance	HME Construction, Inc	\$908,292.85	port	No
Terminal 1 Landscaping Contract	Landscape Services at Terminal 1	Pacific Landscape Services	\$136,841.87	port	Yes - WBE
Terminal 3 Paving	Paving marine Terminal 3	Granite Construction Company	\$485,286.80	port	No
First Place of Rest Fencing Project		North 40 Fencing	\$80,107.18	port	No

Paving Marking – Unit Price Contract	Pavement Marking port wide	KNL Industries	\$136,391.33	port	No
Building 3300 Demising Wall		Columbia Cascade Construction	\$258,372.29	port	No
Berth 17 Modifications		Stateline LLC	\$144,864.49	port	No
Landscape Maintenance Services	Port wide landscaping services	Pacific Landscape Services	\$108,136.30	port	Yes - WBE
Terminal 4 Pond Solids Trucking		Taylor Transport	\$404,537.92	port	No
Terminals 5 and 6 Engineering, Design, and Permitting Services		Mott MacDonald, LLC	\$2,977,000.00	port	No
On-Call Architectural Consulting		LSW Architects P.C.	\$400,000.00	port	No
Lower Columbia River Channel Maintenance Consulting (LCRCMP)		HSGR Strategies	\$50,000.00	port	No
On-Call Surveying		S&F Land Services	\$450,000.00	port	No
On-Call Surveying		PBS Engineering & Environmental	\$250,000.00	port	No
On-Call Surveying		MacKay & Sposito	\$300,000.00	port	No
On-Call Stormwater Management Services		Kennedy Jenks Consultants	\$810,000.00	port	No
Federal Lay-Berth Consulting and Assistance		Intrepid Eagle	\$180,000.00	port	Yes - Self Certified SDE/MBE
On-Call Architectural Services		Commercial Industrial Design Architecture, Inc. (CIDA)	\$200,000.00	port	Yes - WBE (Oregon)

PFAS Environmental Consulting Services		Kennedy Jenks	\$250,000.00	port	No
On-Call Rail Engineering Services		Wiser Rail Engineering	\$500,000.00	port	No
Electrical Design T1 Shore Power		Elcon Associates, Inc.	\$20,414.00	port	Yes - DBE (Oregon)

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 24, 2023: **Civil Rights Evaluation Tool FAQs** | Department of Homeland Security's Office for Civil Rights and Civil Liberties
- February 22, 2024: **Overview of the Civil Rights Evaluation Tool** | Department of Homeland Security's Office for Civil Rights and Civil Liberties
- May 30, 2024: **Title VI Training for Local Public Agencies** | 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.

Staff members are updated during staff meetings annually. This includes an all-staff meeting held on April 16, where the Title VI Coordinator presented on new "I Speak" Language Link cards. The presentation included information on how to utilize the card to receive translation services by phone.

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.

For the next reporting year, the port plans to continue its efforts addressing Limited English Proficiency (LEP) speakers. The port is planning on enhancing accessibility to the port website by offering translations directly on the webpage. The port has contracted with a website developer to update the website and the on-page translations are part of this project.

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.