

Title VI Annual Report

Annual Report and Update Questionnaire For Planning Organizations

October 1, 2022 - September 30, 2023 Reporting Period

Chelan-Douglas Transportation Council
37 S. Wenatchee Avenue Suite C, Wenatchee, WA 98801

I. Title VI Plan

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

- **No changes have occurred during this reporting period**
- **There are no anticipated changes in the upcoming year**

2. Organization, Staffing, Structure

*Describe the Title VI Program reporting structure including the Title VI Liaisons, Title VI Coordinator, Executive Director, and support staff. For each person, provide the name, ethnicity, gender, title, and description of duties. Note any changes anticipated for the upcoming year. **The Title VI program reporting structure is comprised of a designated Title VI Coordinator reporting to the Executive Director. Description of staff duties in these roles is maintained as described in the CDTC Title VI Plan: www.chelan-douglas.org/title-vi***

- **Chad Daggett, Male, He/Him/His, Caucasian, Title VI Coordinator, Executive Assistant, Board Clerk, Human Services Mobility Coordinator**
- **Jeff Wilkens, Male, He/Him/His, Executive Director**

3. Complaints

*List any Title VI complaints received during the reporting period. Include the basis for the complaint (ethnicity, gender, etc) and summarize the outcome or resolution. If applicable, include a copy of the investigative report. **No complaints were received during this reporting period.***

4. Planning: Accomplishment Report and Update

A. Monitoring and Review Process:

Describe the planning activities performed by the Regional Council.

1. **CDTC continued with the traffic counting program working with a consultant to update the Regional Travel Demand Forecasting Model.**
2. **Developed 2024 budget and biennial Unified Planning Work Program.**

3. Developed the 2024-27 Transportation Improvement Program (TIP). The TIP was posted on the CDTC website, and the public was notified of a 10-day public comment period via advertisement in local newspaper, including the CDTC website.
4. CDTC continued work on the SR 28 Corridor Study; Phase 3 of the study is scheduled for completion in October 2023.
5. CDTC initiated an agreement with a consultant for a Columbia River Crossing study (to be completed April 2024).
6. A CDTC Coordinated Public Transit-Human Services Transportation Plan was completed in-house November 2022. The public was notified of a 10-day public comment period via advertisement in local newspaper, including the CDTC website. The WSDOT Public Transit Division gave CDTC a favorable review of the Plan in addition to an audit of policies (August 2023).

Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status. The public process is described above (3). There were no Title VI comments or complaints received via the website, telephone, email or USPS mail. The CDTC Title VI coordinator periodically reviews agency practices and updates other staff on compliance responsibilities.

B. Studies

*Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits? **No.***

*If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies? **N/A.***

C. Draft TIPs

- *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period? **Yes.***
- *What efforts were made to notify the public of the draft TIP? **A website banner was placed on the CDTC website directing visitors to the public comment page. An advertisement was placed in the newspaper of public record advertising the public comment period and directing public to the CDTC website; the advertisement was in English and Spanish. Title VI / ADA notice to the public is permanently located on the CDTC website (a Google Translate tool is available on the website). All TIP projects were initially made available to the public through the sponsoring local agencies in their mandatory public hearing processes.***
- *How were public comments solicited (written comments, public hearings, etc.)? **Comments were solicited through email, USPS mail and the CDTC website, and through the opportunity to virtually and physically join the CDTC Governing Board meeting during the TIP review and adoption. Comment forms were provided in both English and Spanish. No comments were received.***

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

- **No public hearings. However, a governing board meeting is held once a month. All board meetings are advertised via the draft agenda that is sent to local media outlets as well as citizens who have asked to be on our draft agenda distribution list; the local media is also on the distribution list. The draft agenda is also placed on the website. In addition, the monthly board meetings allow an in-person public comment period.**

- Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns that were raised. **No Title VI concerns or issues were raised.**

D. Other Public Hearings

- Were any other public hearings held during the reporting period? If so, how many? **No**
- What efforts were utilized to ensure citizen participation in the hearings? **N/A**
- Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many and in what capacity? **N/A**

E. Upcoming Year

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

- **Interurban Trails Plan**

Public comment and outreach strategies will be developed during the study scoping process. There are no problem areas to focus on.

5. Environmental Affairs: Accomplishment Report and Update

A. Monitoring and Review Process

- Describe the actions taken to promote Title VI compliance regarding environmental affairs, including monitoring and review processes, and their outcomes or status. **N/A: CDTC conducts planning activities but not project development; including environmental affairs.**

B. Staff Responsible for Environmental Affairs

- Identify the titles, ethnicity, and gender of employees working on Environmental Affairs activities.
- Were there any staff vacancies for any of these positions during the reporting period? **N/A**
- If there were staff vacancies, what efforts were made by the Title VI Liaison or Coordinator to increase the representation of minorities and women if they are under-represented in the Environmental Affairs staff? **N/A**

C. Environmental Impact Statements (EIS)

- Were any EISs conducted during the reporting period? If so, how many? **N/A**
- During the reporting period, was there a need to utilize bilingual advertisements, notices, announcements, etc.? If so, describe. **N/A**
- Summarize comments provided on EISs where minority communities were adversely impacted.
- How many EIS public hearings were held during the reporting period? **N/A**
- How were the hearings advertised, and was it adequate to provide notification to minorities? **N/A**
- Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns raised.
- Were any Title VI related complaints filed as a result of the EIS? **N/A**

D. Upcoming Year

- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them. **See response to 5(A).**

6. Consultant Contracts: Accomplishment Report and Update

A. Monitoring and Review Process

- Briefly describe the process for issuing RFPs and soliciting consultants and describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status. (I.e. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?) **CDTC follows a process based on the WSDOT LAG manual or when utilizing FTA funds the latest version of FTA Circular 4220.1F will be followed. CDTC uses the WSDOT consultant contract for certifications regarding Title VI.**

B. Consultant Contracts

- How many consultants have contracts with the Regional Council? Dollar value of each contract?
 1. **Transpo Group USA, Inc / WSDOT (Travel Demand Forecasting Coordination for SR 28 Phase 3 Study): \$87,100**
(ended Jun 2023)
 2. **Transpo Group USA, Inc. (Travel Demand Forecasting): \$140,000**
(Aug 2022 - Jun 2024)
 3. **KPFF, Inc (Columbia River Crossing Feasibility Study): \$256,604**
(May 2023 - Apr 2024)
- How many of these consultants are DBEs? **One.**
- What efforts were made to utilize DBE consultants? **Due to limited availability of specialized consultants in the region, CDTC has opted to not set a WBE/MBE target.**
- Is there currently a separate list maintained on DBE consultants based on the most current information from the Washington State Office of Minority and Women's Business Enterprises website at www.omwbe.wa.gov? **No**
- How is the list utilized to increase DBE participation in consultant contracts? **N/A**
- What methods were used during the review period to ensure Title VI related contract agreements were adhered to? **All contracts listed were/are limited to work that was technical in nature with no Title VI implications or outcomes tied to planning decisions that introduce new Title VI issues.**

C. Upcoming Year

Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them. **No problem areas related to consultant contracts are anticipated.**

7. Education & Training: Accomplishment Report and Update

A. Monitoring and Review Process

- Describe the actions taken to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status. **The Executive Director has briefed the CDTC staff on the basic provisions of Title VI and the provisions established in the CDTC Title VI Implementation Plan; the Title VI Coordinator tracks ongoing compliance within the agency.**

B. Staff Responsible for Coordinating Training

- *Identify staff by job title, ethnicity, and sex responsible for selecting which employees receive training.*
Executive Assistant/Board Clerk/Title VI Coordinator - Caucasian / Male

C. Complaints

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

D. NHI Training

- *List the NHI sponsored programs attended by Regional Council staff. Provide a list of participants by job title.* **None.**

E. Title VI Training

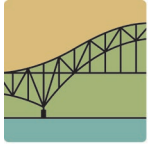
- *Was any Title VI training information provided by WSDOT during the reporting period?* **Yes.**
- *If so, how did the Regional Council assist WSDOT in the distribution of information on these training programs?* **Online.**
- *If applicable, how many participants attended trainings?* **Two.**
- *What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.* **Annual review of “Title VI Basics for LPAs” Exec. Asst./Board Clerk/Title VI Coordinator Chad Daggett and [new FT employee] Data Analyst Ryan McGrew.**
- *Was any other civil rights training conducted?* **In addition to the training listed above in section 7(D&E), CDTC Title VI Coordinator, Chad Daggett completed a Lorman® education course titled, “Compliance Training for Title VI” Certificate 408874EAU. In addition, Chad Daggett viewed a WSDOT video titled, “Title VI, Environmental Justice & Limited English Proficiency.”**

F. Upcoming Year:

- *Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them. As directed by the Exec. Asst/Board Clerk/Title VI Coordinator and/or the Exec. Director, CDTC staff shall attend any available sessions given by WSDOT or FHWA as allowed by ongoing COVID-19 guidelines and continually explore and view any web-based training available.*

APPENDICES

Appendix A



Chelan-Douglas
TRANSPORTATION COUNCIL
CDTC

Chelan-Douglas Transportation Council
Jeff Wilkens, Executive Director
37 S. Wenatchee Ave., Ste. C, Wenatchee, WA 98801
(509) 663-9059 | www.chelan-douglas.org

Title VI Public Involvement

Event:
Project:
Location:
Date:

Title VI of the Civil Rights Act of 1964 requires the Chelan-Douglas Transportation Council (Metropolitan Planning Organization) to gather statistical data on participants and beneficiaries of the federal-aid highway programs and activities. CDTC collects information on race, color, national origin and gender of the attendees at this public hearing to ensure the inclusion of all segments of the population affected by a proposed project.

CDTC wishes to clarify that this information gathering process is **completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting.

The information gathered will be handled as privately as possible by the CDTC and the Washington State Department of Transportation. For further information regarding this process, please contact the WSDOT Title VI Coordinator by phone at 360-705-7082.

Please respond to the following questions:

Name (Please Print)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
General Ethnic Identification Categories (Check One): <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Color	National Origin
Disability: <input type="checkbox"/> Sight <input type="checkbox"/> Hearing <input type="checkbox"/> Physical Mobility <input type="checkbox"/> Other _____	

THANK YOU!

Appendix A



Chelan-Douglas Transportation Council
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Participación Pública en el Título VI

Evento:
Proyecto:
Ubicación:
Fecha:

El Título VI de la Derechos Civiles de 1964 requiere que el Consejo de Transporte de Chelan-Douglas (Organización Metropolitana de Planeamiento) reúna datos estadísticos sobre los participantes y beneficiarios de los programas y actividades de ayuda federal para autopistas. El CDTC reúne información sobre la raza, el color, el origen nacional y el sexo de las personas que asisten a esta audiencia pública para asegurar la inclusión de todos los segmentos de la población afectados por un Proyecto propuesto.

El CDTC desea dejar en claro que este proceso de recolección de información **es totalmente voluntario** y que usted no está obligado a divulgar ninguna información estadística que se solicite a fin de participar de esta reunión.

La información reunida se manejará en forma tan privada como sea posible por parte del CDTC el Departamento de Transporte del Estado de Washington. Para obtener más información en cuanto a este proceso, póngase en contacto con el Coordinador del Título VI del WSDOT por teléfono al 360-705-7082.

Por favor responda a las siguientes preguntas:

Nombre (en letra de imprenta por favor):	Sexo: <input type="checkbox"/> Masculino <input type="checkbox"/> Femenino	
Categorías generales de identificación étnica (marque una):		
<input type="checkbox"/> Caucásico	<input type="checkbox"/> Hispanoamericano	<input type="checkbox"/> Nativo americano/native de Alaska
<input type="checkbox"/> Africano americano	<input type="checkbox"/> Asiático/de las Islas Pacíficas	<input type="checkbox"/> Otras
Color	Origen nacional	

¡GRACIAS!

Appendix B



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2022-2023

The following table summarizes staff gender and race by the respective program areas:

CDTC Staff	Race	Gender Female	Gender Male
Executive Director	Caucasian		1
Executive Assistant / Board Clerk / Title VI Coord.	Caucasian		1
Transportation Planner	Caucasian		1
Data Analyst	Caucasian		1

Appendix C



Chelan-Douglas Transportation Council
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2022-2023

State Environmental Project Assessments (SEPA) Exemption Determinations and Determinations of Non-Significance

The Chelan-Douglas Transportation Council operates under WSDOT's exemption from SEPA and is not a SEPA agency.

Appendix D



Chelan-Douglas Transportation Council
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October 3, 2023

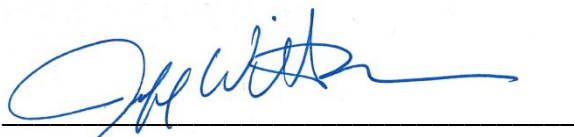
Title VI Policy Statement

The Chelan-Douglas Transportation Council (CDTC) 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 as amended, and the Civil Rights Restoration Act of 1987 (P.I. 100.259) 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 from the Washington State Department of Transportation.

CDTC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event CDTC distributes federal aid funds to another governmental entity or other sub-recipient, CDTC will include Title VI language in all written agreements and will monitor for compliance.

Under direction of the CDTC Executive Director, the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other CDTC responsibilities as required by 23 CFR 200 and 49 CFR 21.



CDTC Executive Director

Appendix E



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Title VI Forms

CDTC makes Title VI forms available to participants at public meetings (See Appendix A). In 2022-2023 there were no forms submitted by participants.

In addition, there were no Title VI complaints submitted or processed during 2022-2023. A Title VI complaint form is available on the CDTC website under About Us > Title VI.

Appendix F



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Title VI Complaint Forms

CDTC has Title VI Complaint Forms available at all times in English and Spanish on its website www.chelan-douglas.org/title-vi. The complaint forms are always readily available in-person at the CDTC office.