ANNUAL UPDATE AND ACCOMPLISHMENT REPORT
For agencies under 100,000

Town of Coupeville

July 1, 2016
(Report Submission Date)

May 2015 to April 2016
(Reporting Period)
Non-Discrimination Agreement
Annual Report
Population Under 100,000

Washington State Department of Transportation and

Town of Coupeville

Policy Statement

The Town of Coupeville hereafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, or sex, as provided in 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 program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's Mayor, Molly Hughes, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

Mayor – Molly Hughes

Date
1. Report any changes in the organizational structure since the last reporting period. (Example: New Title VI Coordinator, new planning or public works directors, etc).
   - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
   - If no changes have been made, please indicate that accordingly.

   *During the reporting period the Town hired a female Planning Director who was replaced by a male Planning Director 9 months later.*

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.
   a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
   b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

   *Per US Census Bureau report, as updated in 2015 by the Office of Financial Management:*
     - Population (2015 Estimate): 1,900
       - By Race (2010 Census)
         - White: 87.2%
         - Hispanic: 9.0%
           - Asian: 1.9%
         - African American: 1.6%
         - Native American/Native Alaska: 0.6%
         - Pacific Islander: 0.3%
           - Other: 8.5%
       - Gender (2010 Census):
         - 55.7% female
       - Median Income (2010 Census): $44,706
         - (13.0% were identified as "below the poverty line.")
     - At this time, no studies beyond the census have been completed regarding minority persons in the community.
3. List any Public outreach activities during the reporting period such as, public announcements and/or communications for meetings, hearings, project notices. Include the following:
   
   a. How were special language needs assessed? List the special language needs assessments conducted.
   
   b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).
   
   c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
   
   d. List any costs incurred for translations and interpreters for each activity.

   No public outreach activities were undertaken during this reporting period.

4. List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)

   - Include dollar value of each

   Madrona Way Improvements, Consultant Contract with Reichhardt & Ebe Engineering, Inc.
   - Initial Contract, March 2012: $77,298
   - Supplement, March 2014: $11,265
   - Supplement, July 2014: $34,083.31
   - Supplement, April 2015: $92,591.23
   - Supplement, December 2015: $0

   Madrona Way Improvements, Construction Contract with C. Johnson Construction, Inc.
   - Initial Contract, July 2015: $479,996
   - Supplement, October 2015: -$660.00
   - Supplement, November 2015: $4,350.00

   - Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

   The RFQ for construction company selection was advertised in the Whidbey Examiner and the Daily Journal of Commerce (DJC). The DJC has a wide area of circulation in the region.

   - Identify the DMWBE contracts that were awarded and their dollar amount.

   - Initial Contract, July 2015: $39,689.00
• Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
  
  Yes

• How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

  Along with the project notice published in the Whidbey Examiner and the DJC, the following statement was included:

  "The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

  Additionally, following the selection process, the project consultant/contractor was required to sign a contract which included an exhibit outlining and requiring compliance to Title VI assurances. Additionally outlined in this contract exhibit was a requirement that the consultant/contractor ensure compliance to the Title VI requirements by the project subconsultants/subcontractors.

5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:

• How impacts were minimized/mitigated.

• Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.
  
  It is not anticipated that the noted project will negatively impact minority or low income (EJ) populations.

6. If Right of Way has been acquired for a transportation project, please describe:

• Identify the number of minority, low-income, elderly and disabled persons affected.
  
  The addition of an accessible walking path in a part of the Right-of-Way that previously had no shoulder is expected to improve access and safety for all community members.
  
  No minority, low-income, elderly or disabled persons were directly affected.

• The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).
  
  No public outreach activities were undertaken during this reporting period.
- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

  *No concerns were raised by minorities or women regarding the appraisals, negotiations, or payments for the purchase of the ROW.*

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

- What was the allegation or concern?
- Procedures used
- Action taken
- Resolution

  *No complaints were received during this reporting period.*

---

**Update for April 2015 to April 2016 Reporting Period:** *Mayor Nancy Conard was succeeded by Mayor Molly Hughes in January, 2016.*