

# Washington State Department of Transportation

## Title VI Plan Covering 1/1/2009 – 12/31/2012

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### Introduction

The Washington State Department of Transportation (WSDOT) has been authorized by the Governor of the State of Washington to receive and administer Federal Transit Administration (FTA) funding. WSDOT receives FTA financial assistance to fund projects for the Washington State Ferries (WSF) Division and is the designated recipient for FTA grants to rural and small urban public transportation projects distributed and administered by the Public Transportation Division (PTD).

### Certifications and Assurances

Every year, as prescribed by FTA, WSDOT completes the Certifications and Assurances. The Certification and Assurance that is of particular importance to Title VI reads as follows:

#### Nondiscrimination Assurance

As required by 49 U.S.C. 5332 (which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity), by Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, and by U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21 at 21.7, the Applicant assures that it will comply with all requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21, so that no person in the United States, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity (particularly in the level and quality of transportation services and transportation-related benefits) for which the Applicant receives Federal assistance awarded by the U.S. DOT or FTA.

Specifically, during the period in which Federal assistance is extended to the project, or project property is used for a purpose for which the Federal assistance is extended or for another purpose involving the provision of similar services or benefits, or as long as the Applicant retains ownership or possession of the project property, whichever is longer, the Applicant assures that:

(1) Each project will be conducted, property acquisitions will be undertaken, and project facilities will be operated in accordance with all applicable requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21, and understands that this assurance extends to its entire facility and to facilities operated in connection with the project.

(2) It will promptly take the necessary actions to effectuate this assurance, including notifying the public that complaints of discrimination in the provision

of transportation-related services or benefits may be filed with U.S. DOT or FTA. Upon request by U.S. DOT or FTA, the Applicant assures that it will submit the required information pertaining to its compliance with these provisions.

(3) It will include in each subagreement, property transfer agreement, third party contract, third party subcontract, or participation agreement adequate provisions to extend the requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d and 49 CFR part 21 to other parties involved therein including any subrecipient, transferee, third party contractor, third party subcontractor at any level, successor in interest, or any other participant in the project.

(4) Should it transfer real property, structures, or improvements financed with Federal assistance provided by FTA to another party, any deeds and instruments recording the transfer of that property shall contain a covenant running with the land assuring nondiscrimination for the period during which the property is used for a purpose for which the Federal assistance is extended or for another purpose involving the provision of similar services or benefits.

(5) The United States has a right to seek judicial enforcement with regard to any matter arising under Title VI of the Civil Rights Act, U.S. DOT implementing regulations, and this assurance.

(6) It will make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to achieve compliance with the requirements imposed by or issued pursuant to 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21.

For 2009, the Secretary of Transportation, Paula J. Hammond, P.E., and Assistant Attorney General, Susan Cruise, signed and PIN'd the Certifications and Assurances on February 3, 2009.

As a part of the PTD oversight activities, subrecipients are required to review and sign Certifications and Assurances annually. PTD keeps these signed Certifications and Assurances on file.

### Complaints

Any person who believes that he or she, individually, or as a member of any specific class of persons, or any other program beneficiaries have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with WSDOT. A complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of Transportation, Paula J. Hammond, P.E.

Every effort will be made to resolve complaints informally at the region/division, subrecipient, and contractor's level. The following is WSDOT's complaint procedure:

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 (Title VI), including its Disadvantaged Business Enterprises (DBE), Equal

Employment Opportunity (EEO) and On-the-Job Training (OJT) Program components, Section 504 of the Rehabilitation Act of 1973 (Section 504), Civil Rights Restoration Act of 1987 (CRRRA), and the Americans with Disabilities Act of 1990 (ADA), regarding any program or activity administered by the Washington State Department of Transportation (WSDOT) as they relate to local agencies, contractors and other subrecipients of United States Department of Transportation (USDOT) funds. These procedures apply to complaints filed against a program and/or activity funded by the Federal Transit Administration (FTA). Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

To view a full copy of WSDOT's complaint procedures, please see Attachment 1.

Complaints are received and tracked by WSDOT's Office of Equal Opportunity (OEO) office. They have developed a tracking database that contains all required information on any civil rights related complaints, including Title VI. To view a list of complaints received by WSDOT since our last plan, please see Attachment 2.

Subrecipients of grants awarded by the PTD are required to have written procedures in place for investigating and tracking Title VI complaints. During site visits, PTD staff ask subrecipients if there were any complaints received, the nature of the complaint, the status of the complaint and how it was resolved.

After a recent evaluation of FTA requirements, oversight for Title VI subrecipient complaint tracking is being increased to include a quarterly reporting element. This change will allow PTD and OEO staff to have better tracking of subrecipient complaints. It will also allow for the potential of subrecipient complaints to be tracked in the OEO database. The information required on the quarterly report forms will include the following:

- Did the subrecipient have any investigation, lawsuit, or complaint?
- Date investigation, lawsuit, or complaint was filed.
- A summary of the allegation(s).
- The status of the investigation, lawsuit, or complaint.
- Actions taken by the subrecipient in response to the investigation, lawsuit, or complaint.

PTD is not aware of any complaints against subrecipients since the last Title VI report was submitted in 2006.

## Access to Persons with Limited English Proficiency (LEP)

Washington has many communities where languages other than English are spoken and written. Examples of prominent languages spoken include Spanish, Korean, Vietnamese, Chinese, Tagalog, and Russian. WSDOT has found that there is a large Spanish speaking population statewide.

In order to accommodate persons with LEP, WSDOT materials are available in different languages. While a majority of documents have been translated into Spanish, some resources are available in eight different languages. Examples of translated resources include Title VI brochures, brochures for vendors seeking to do business with WSDOT, and public involvement forms used to monitor WSDOT's outreach success.

To assist WSDOT staff, the OEO office developed a map showing different pockets of non-English speaking populations in Western Washington communities.

WSDOT also recognizes that some populations with disabilities are recognized as persons with LEP. WSDOT ensures that no disabled individual shall, solely on the basis of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. WSDOT further ensures that every effort will be made to provide nondiscrimination in all of its programs and activities regardless of the funding source.

WSDOT is committed to providing reasonable accommodation for persons with disabilities as each situation may require. To that end, Reasonable Accommodation Procedures by either the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act of 1973 have been developed and implemented.

WSDOT also ensures that subrecipients are accommodating persons with LEP. In the past during site visits, PTD reviewed the subrecipients' needs and abilities to accommodate individuals with LEP. The majority of our subrecipients do not have a written plan; however, they have a working plan in place.

For subrecipients who have populations that could contain individuals with LEP in their service area, follow-up procedural questions are asked to ensure how the subrecipient makes accommodations. Most subrecipients provide volunteer or paid translators or work with pay-as-you-use translator services. PTD will be documenting how subrecipients address these issues through a written plan, procedure or guidance.

For more information, please see Attachment 2.

### Limited English Proficiency Plan

WSDOT is currently working on updating its LEP plan. This document was reviewed during the State Management Review in December 2008. At that time, it was agreed upon by all parties that a timeline would be submitted to FTA for a new LEP plan by April 2009 and this plan will be submitted in December 2009.

WSDOT submitted its timeline for the LEP plan on December 12, 2008. WSDOT will make its' agreed upon deadline for an updated LEP Plan submission in December 2009.

Please see Attachment 3 to view the WSDOT response to the FTA State Management Review.

### Public Notification of Title VI Protections

WSDOT informs the public of Title VI Protections through two different methods, the Internet and publications. WSDOT posts Title VI Protections on the public Web site at [www.wsdot.wa.gov](http://www.wsdot.wa.gov). WSDOT's web site is frequently accessed by the public, and therefore a good medium for viewing the protections. WSDOT also adds the Notice of Title VI protections on all agency publications and materials.

The WSF Division provides Title VI Protection notifications in multiple ways. WSF uses the standard WSDOT notification on the WSDOT web site, as well as notifications on public meeting notices. WSF is also in the process of updating its customer comment/complaint forms available at all terminals and on all vessels to include the Title VI protections.

When PTD conducts site visits with subrecipients, verification is made with subrecipients that services are provided without regard to race, color, or national origin. Oversight will be enhanced to include documentation on two or more methods that our subrecipients use to notify beneficiaries of protection under Title VI and ensure that their notifications include the following three items:

- A statement that the agency operates programs without regard to race, color, or national origin.
- A description of the procedures that members of the public should follow in order to request additional information on the subrecipient's nondiscrimination obligations.
- A written policy that describes how the public can file a discrimination complaint and how the subrecipients will distribute this to the public.

For additional information, please see Attachment 4.

## Inclusive Public Participation

The WSF held many hearings to ensure public participation on its projects, particularly under the “Ferry Financing” legislation. A more detailed listing of WSF meetings, hearings, agendas and summary reports, may be found at: [www.wsdot.wa.gov/Ferries/Planning/PublicMeetings.htm](http://www.wsdot.wa.gov/Ferries/Planning/PublicMeetings.htm).

In addition to public hearings, WSF works with the media to alert the public on fares, and schedule changes. WSF routes and schedules are affected by tides or vehicle operations (e.g. breakdowns and maintenance). The WSF makes a concerted effort to notify the newspapers, TV stations and other media to ensure that the public is aware of these changes ahead of the actual implementation of the changes.

Eligibility for funding through WSDOT’s Consolidated Grants Program is contingent on all projects being included in the FTA-required Coordinated Human Services Transportation Plan. Projects must be reviewed, discussed and ranked by Regional Transportation Planning Organizations (RTPO) following their public involvement procedures. PTD reviews all RTPO plans to ensure that the projects have been ranked at the regional level and included in the RTPO plan.

Additionally, all subrecipients of FTA capital funds must provide public notification and opportunities for a public hearing if the capital project will have a significant impact on the community or transportation services. Subrecipients must also certify and assure this activity through the annual completion of Certifications and Assurances that must be submitted to the PTD.

For additional information, please see Attachment 5.

## Environmental Justice

WSDOT's [environmental policy](#) acknowledges "the state's vital interests (is) in protecting and preserving natural resources and other environmental assets and its citizens' health and safety." The WSDOT [executive order 1028.1 on context sensitive solutions](#) states "that a proposed transportation project must be planned not only for its physical aspects as a facility serving specific transportation objectives, but also for its effects on the aesthetic, social, economic and environmental values, needs, constraints and opportunities in a larger community setting." WSDOT is a public agency created to provide transportation facilities for all citizens in this state. WSDOT has created a Web site providing information on how to complete and comply with environmental justice requirements. The following link will allow you to view WSDOT’s web site <http://www.wsdot.wa.gov/Environment/EJ/EJfaq.htm#Projectteam>.

The WSF Division also works with tribal governments on environmental issues. "I think that any governmental relationship is not created and maintained through bureaucracies that deal with each other, but through compassion, mutual respect, and understanding.

My greatest hope is that through practicing the preceding precepts that a reciprocal relationship will be built and maintained for the benefit of all citizens of the various Tribes and the State of Washington.” said Phillip Narte, Washington State Ferries employee. This quote outlines the way that the WSF Division collaborates with the following tribal partners:

- Suquamish Tribe
- Tulalip Tribes
- Lummi Nation
- Swinomish Indian Tribal Community
- Muckleshoot Tribe
- Port Gamble S’Klallam
- Jamestown S’Klallam
- Lower Elwha Klallam

This collaborative relationship is assisting all parties in developing and strengthening their government to government relationship as they work to preserve and enhance the resources of Puget Sound particularly as it relates to the tribes fishing rights and treaties.

The PTD rarely funds construction projects in its competitive grant process. However, there are occasions where PTD does assist rural subrecipients by managing Surface Transportation Program Flex Funding construction projects in the Transportation Electronic Award Management system (TEAM). WSDOT ensures that all environmental analysis including environmental justice has been completed prior to the transfer of funds and authorized by FTA. The PTD works with FTA and subrecipients to ensure any environmental analysis including environmental justice is properly completed.

#### Collection of Demographic Data

WSDOT’s Public Transportation Division does not run a transit system, it only passes funding to subrecipients. Therefore, no demographic data is collected by the PTD.

The WSF Division operates the largest ferry system in the United States. There are ten fixed routes covering 200 miles of marine highway that service 20 terminals. The ferry service provides transportation to the general public residing in both urbanized and non-urbanized areas. Passengers can board the vessels by walking on or by driving their vehicles, including cars, vans, school and transit buses, freight trucks, and bicycles.

Ferry service is available to the general public and can be accessed by simply visiting a terminal and paying the appropriate fare. Because the ferries are on fixed route, they do not travel through neighborhoods or differing routes like transit.

Customer surveys, analysis of fares and passenger data are all avenues that the WSF uses to collect demographic information. The last customer survey was completed in 2008. This survey was conducted by an independent contractor and copies were available in both Spanish and English. Other language translations and interpreters were available upon request. The survey could be accessed through interviews, forms available both in

hard copy and on-line and group discussions. To view the survey information, please visit the following website [www.wstc.wa.gov/FerryCustomerSurvey/default.htm](http://www.wstc.wa.gov/FerryCustomerSurvey/default.htm).

Please see Attachment 6 to view additional information and links.

### Systemwide Service Standards

WSF is part of an integrated transportation system, a fixed guideway transit system that provides connections to the highways and transit systems of the Puget Sound area. Service is available to the public based on a fixed route, fixed schedule and demand for service. No additional consideration is given to demographic data in establishing service levels.

There are many ways that the WSF fulfills its service standard requirements. These include evaluating the following quantitative standards:

- Vehicle load
- On-Time performance
- Distribution of ferry amenities
- Service availability

These current practices and implementation of these standards are discussed below.

Vehicle load The primary level of service standard is the degree of delay for vehicle drivers in the westbound p.m. peak period. The delay for vehicles is measured by the number of sailings a driver has to wait through before they can board the vessel. This standard is usually one or two sailings, depending on the route. The standards were developed in a collaborative process with local and regional governments. For walk-on passengers, the standard is a zero boat wait. Note that the methodology for measuring level of service and the standards themselves are proposed for revision.

At this time, WSF is reviewing these procedures to ensure it is the best way to measure service.

On-time performance WSF serves both as an extension of the state's highway system and as a fixed guideway transit provider. For 2008, WSF completed over 99 percent of its scheduled service. WSF measures on-time performance as within 10 minutes of the scheduled arrival time. In the first quarter of fiscal year 2009, WSF completed 87.2 percent of its sailings departing on time.

Distribution of transit amenities The following table is a summary of amenities available to the traveling public. The amenities are located at the terminals or on-board the vessels.

<b>Amenity</b>	<b>All Terminals</b>	<b>Most Terminals</b>	<b>All Vessels</b>	<b>Most Vessels</b>
Accessible restrooms	✓	✓	✓	✓
Advertising kiosk		✓	✓	✓
Bench seating and tables			✓	✓
Electronic fare payment kiosk	✓	✓		
Elevators				✓
Fare kiosk	✓	✓		
Ferry schedules	✓	✓	✓	✓
Food and beverage vending machines		✓	✓	✓
Galley food and beverage service				✓
Informational computer/television screens and kiosks				✓
Newspaper vending machines			✓	✓
Outdoor seating area				✓
Park and Ride lots		✓		
Pay phones		✓		
Private commuter lots		✓		
Route maps	✓	✓	✓	✓
Seating	✓	✓		
Trash receptacles	✓	✓	✓	✓
Video Games				✓
Wheelchairs	✓	✓	✓	✓
Wheelchair assistance	✓	✓	✓	✓
Wheelchair seating			✓	✓
Wireless Internet (where possible)				✓

To view specific information for each vessel and terminal, please visit the following Web sites:

- Terminals  
[www.wsdot.wa.gov/ferries/info\\_desk/terminals/](http://www.wsdot.wa.gov/ferries/info_desk/terminals/)
- Vessels  
[www.wsdot.wa.gov/ferries/your\\_wsf/our\\_fleet/index.cfm?fuseaction=classes](http://www.wsdot.wa.gov/ferries/your_wsf/our_fleet/index.cfm?fuseaction=classes)

WSF provides a standard service level for the traveling public. WSF does provide preferential loading for customers for whom an extended wait would cause detrimental health risks. WSF operates a program for organizations providing transportation for people with special needs. These customers also receive preferential loading.

Service availability WSF is considered a fixed guideway transit system and has terminal locations that, with the exception of three, have not moved since the system came into existence in 1951.

### Systemwide Service Policies

The WSF Division describes the following practices enacted to ensure non-disparate impacts.

Vehicle assignment Vessels are assigned to different routes based on variations in traffic demand (overall size), traffic characteristics (e.g. number of vehicles, large trucks, passengers), speed (needed for longer routes), and ability to load and offload quickly (crucial for shorter routes).

Security Security is an issue taken seriously at the WSF Division. The ferry system has been identified as a potential terrorist target. Due to this designation, the WSF has security in place from the time a passenger purchases a ticket to the time they exit the vessel.

The Washington State Patrol (WSP) provides the first round of security. The WSP provides terminal and control security as well as vehicle screening. The WSP has K-9 officers available to complete additional investigations of potential terrorist threats.

The second round of security comes from the U.S. Coast Guard (USCG). The USCG provides oversight and on-water security for vessels.

The third round of security comes from the WSF employees. Employees are background checked and receive their Transportation Worker Identification Credentials from the Transportation Security Administration. They are always monitoring activities on and off the vessel.

Ferry terminals and vessels also have security cameras installed and are monitored.

All security activities are implemented on a risk based approach to reduce the risk of any security incidents, minimize customer impacts, and honor customer expectations or personal and constitutional freedoms. As such, all security is applied equally to all persons traveling on the ferry system.

For additional WSF security information, please see Attachment 8.

### Evaluation of Service and Fare Changes

WSF provides an inclusive public outreach on service and fare changes that are intended to reach everyone impacted. These include local public meetings in each service area to discuss proposals, obtain feedback, and determine impacts to customers. Outreach to

riders on vessels also occurs. Adoption of tariff/fare changes and testimony on major changes to service or to long range plans occur by public hearing.

WSF has several programs that provide for discounted fares to specific user groups.

Seniors (65+) qualify for half fare passage. Eligibility is shown at the point of purchase by providing documentation, usually a driver's license.

Customers with disabilities qualify for half fare by showing proof of eligibility at the point of purchase. Proof of eligibility includes a Regional Reduced Fare Permit, issued and honored by Puget Sound transit systems and ferries; a WSF Disability Permit issued by WSF, a Veteran's Administration letter, or other form of identification of disability. Licensed physicians are authorized to certify persons as eligible for the reduced fare. The eligibility criteria were developed by the Puget Sound transportation entities to assist physicians in determining whether a particular individual qualifies under the definition. WSF Disabled Travel Permits are valid for the life of the person. The eligibility criteria are subject to review on a periodic basis. Written recommendations from service agency representatives, the disabled community, and physicians are solicited. Those persons with disabilities who require attendant care while traveling on the ferries, and are so certified by their physician, may obtain an endorsement on their Regional Reduced Fare Permit or WSF Disability Permit. This endorsement allows the attendant, when driving, to have the driver portion of the vehicle fare waived. The WSF fare is also waived if the attendant is a vehicle passenger or a walk-on.

For qualifying organizations, the "In Need Organization" program offers a volume-based back-end discount to match frequent user policies and rates. The purpose of the program is to provide a venue for 501(c)(3) non-profit, non-governmental organizations to provide their in-need clients with ferry transportation at a discounted price.

Nominations for the Ferry Advisory Committees are submitted to the Washington State Transportation Commission from organizations whose primary purpose is helping clients with medical issues, providing clients with low-income social services, helping clients with Social Security, and employment-seeking services.

To view additional information on fare changes, please see Attachment 9.

### Monitoring Service

All ferry terminals and vessels are monitored 7 days a week, 24 hours a day. WSF has global positioning systems on all vessels so that they can be tracked on a minute by minute basis. Terminals are monitored for traffic conditions to measure traffic times. Information collected from this monitoring is used to provide the public information on travel times through the WSF website. To view these sites, please visit the following links: [www.wsdot.wa.gov/ferries/cameras/](http://www.wsdot.wa.gov/ferries/cameras/), [http://wsdot.wa.gov/ferries/commuter\\_updates/vesselwatch/](http://wsdot.wa.gov/ferries/commuter_updates/vesselwatch/) and [www.wsdot.wa.gov/ferries/commuter\\_updates/index.cfm?fuseaction=wait\\_times](http://www.wsdot.wa.gov/ferries/commuter_updates/index.cfm?fuseaction=wait_times).

Any identified delays in service due to weather (e.g. tides, storms, or fog), medical emergencies, or vessel operations are shared with the public. There are supervisors on duty 7 days a week, 24 hours a day, monitoring and communicating with vessels and terminals. Once a delay is identified, the operation center supervisor is alerted and notification is noted on the WSDOT website, web alerts are broadcasted through the WSDOT web servers, and, in most cases, broadcasts are made on local public radio and TV stations.

Each quarter, monitoring information is evaluated. WSF schedules are adjusted each quarter based on observed issues or problems and seasonal demand.

For additional information, please see Attachment 10.

#### Statewide Transportation Planning

At this time, WSDOT is developing a procedure to certify that statewide planning complies with Title VI. WSDOT Planning Studies and Guidelines manual can be found at: [www.wsdot.wa.gov/NR/rdonlyres/8B2B613F-D6F1-4515-82E5-23417C7C321D/0/NovFinalTPSGC.pdf](http://www.wsdot.wa.gov/NR/rdonlyres/8B2B613F-D6F1-4515-82E5-23417C7C321D/0/NovFinalTPSGC.pdf). Once the procedure is complete, WSDOT will update the Title VI plan and submit to FTA accordingly.

For more information, please see Attachment 11.

#### Distribution of FTA Funding

FTA funding programs including FTA Section 5310, 5311, 5316, and 5317 are distributed from the PTD to subrecipients through the Consolidated Grants Program. This grant program is run on a state biennial cycle beginning July 1 of an odd year, and ending June 30 of an odd year. Applications are made available in the late summer to early fall of even years for two year projects beginning in July of the following year.

WSDOT announces the availability of the *Public Transportation Grant Application* on the WSDOT Public Transportation web site, newsletters, meetings and conferences.

In addition, an extensive distribution is made to all applicants from the prior grant cycle and those agencies, associations, and individuals listed on a mailing list of interested parties maintained by the PTD.

Applicants provide summary level information on their organization. This information includes such things as:

- Organization Name
- Physical Address
- Mailing Address
- Contact Person

- Phone Number
- E-mail Address

WSDOT does not collect information that indicates race, color, or national origin of the applicants.

Each biennium, WSDOT establishes evaluation teams that review applications and make recommendations to WSDOT regarding project priorities. WSDOT works with the following agencies and organizations for representation on evaluation teams:

- Agency Council on Coordinated Transportation
- Washington State Department of Community Trade and Economic Development
- Washington State Association of Counties or Washington State Association of Cities
- Community Transportation Association of the Northwest
- State or Regional Aging programs, such as the Area Agency on Aging or the Aging and Disability Services Administration
- State or regional representative from a Medicaid transportation program
- Regional Transportation Planning Organizations/Metropolitan Planning Organizations
- Washington State Transit Association
- Governor's Office on Indian Affairs or an individual representing Tribal Governments
- Community Action Councils
- Washington Utilities and Transportation Commission

WSDOT has established criteria to be used by evaluation team members during application review. Evaluation team members are given these criteria at the time they receive the evaluation materials. All applications are scored on three components:

#### 1. Project Component

- Does the project establish, preserve, or improve public transportation services in a community?
- Does the project address a recognized need in the community?
- Does the applicant report the leveraging of funds from other sources to support the implementation of the project?
- Does the project reflect a community process of coordination and input?
- Does the project appear to be feasible as described?

#### 2. Applicant Component

- Does the applicant report sufficient experience in managing transportation projects to provide assurance of success?

- Does the applicant report sufficient experience in managing previous grant awards?
- Does the applicant report sufficient financial capability and resources to implement and successfully carry out the project?
- Does the applicant report a long-term commitment to the project to continue the effort beyond the availability of the requested grant resources?

### 3. Performance Component

- Does the project describe community benefits resulting from the grant?
- Does the project define the performance measures to be used in determining the success of the project?
- Does the project describe an active effort aimed at improving efficiency and effectiveness?

WSDOT provides evaluation team members with copies of project applications, evaluation instructions, materials, and evaluation criteria. A date is established for the completion of the rating process. A forced-pair method is used to compare project applications. A more thorough explanation of the forced-pair method is described in the Washington State Management Plan.

Final awards are made after the Governor signs the state transportation budget and WSDOT has been notified of the allocation amount for the FTA programs. WSDOT may reduce funding for some projects based on evaluation team recommendations, their placement on the list of projects, and the available state and federal funds. A project budget is developed based on the prioritized list and all applicants are notified of the result of their application.

Successful applicants are notified to submit the applicable certifications and assurances and to hold public hearing, if required. After the successful applicants submit the required documentation, WSDOT submits the program of projects to FTA for funding.

This evaluation method accomplishes fair and equal treatment of all applicants.

To see the full listing of our procedures for our application process please see Attachment 12.

#### Assistance to Potential Subrecipients

Potential subrecipients serving significant minority populations are reached through the *Coordinated Public Transit-Human Services Transportation Plan* process and by broad distribution of grant funding announcements and application materials. Copies of these plans can be found at the following link [www.wsdot.wa.gov/acct/acct\\_local%20plans.htm](http://www.wsdot.wa.gov/acct/acct_local%20plans.htm). WSDOT conducts “Successful Grant Writing” training to assist potential subrecipients with the *Public Transportation Grant*

*Application.* This training is provided at various locations around the state and is advertised through mailing lists, WSDOT’s Web site and other broadcast mediums. If there are questions about the application itself, WSDOT staff are available by phone or e-mail (the names and contact information are listed in the *Public Transportation Grant Application* packet)

Compliance Monitoring of Subrecipients

PTD conducts oversight site visits with subrecipients to ensure compliance with state and federal regulations. During this visit, PTD staff view documentation and policies relating to Title VI. Questions asked during the site visit reviews include:

- Does your Agency have a written Title VI policy? When was the last update of this policy?
- Does the plan cover the following:
  - Maintaining a list of any active investigations conducted by entities other than FTA, lawsuits or complaints naming the grantee or WSDOT?
  - Are there reasonable steps to ensure meaningful access to benefits, services, information and other portions of the subrecipient programs and activities for persons with LEP?
  - How does the subrecipient notify the public regarding their rights under Title VI?

These reviews are currently conducted at least once a state biennium. Please see Attachment 1 to see the full site visit checklist. Since PTD has implemented new questions to ensure subrecipient compliance with the updated FTA Title VI Circular C 4702.1A, there is no information we can provide at this time.

Reporting Information

WSDOT recognizes that FTA Circular C 4702.1A has specific reporting requirements that must be compiled and submitted once every three years. While some areas that are required for reporting have been addressed in the report previously, other documents will have to be attached. The following is a summary of the reporting requirements discussed in FTA C 4702.1A and where to find WSDOT’s response to that requirement.

<b>Reporting Requirements</b>	<b>Attachment Number</b>
Title VI complaint procedures	1
Record of Title VI investigations, complaints and lawsuits	2
Access to services by persons with LEP	3
Notifying beneficiaries of their rights under Title VI	4
Inclusive public participation	5
Demographic data collection	6

Service standards	7
Services policies	8
Equity evaluation of service and fare changes	9
Monitoring	10
Statewide planning activities	11
Program Administration – Distribution of Funds	12
Program Administration - Oversight	13

Contacts

The following WSDOT staff are available to respond to issues and concerns regarding this plan and report.

<b>WSDOT Staff Member</b>	<b>Title</b>	<b>Phone Number</b>	<b>E-mail Address</b>
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