WSDOT

Report for October 2024 through September, 2025.

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

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): Jonathan Young, City Manager

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4813 email address: jyoung@seatacwa.gov

Name and title of head of transportation-related services: Florendo Cabudol, Interim Public Works Director

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4740 email address: fcabudol@seatacwa.gov

Name and title of designated Title VI coordinator*: Florendo Cabudol, City Engineer

Mailing Address: 4800 South 188th Street

City: SeaTac WA Zip Code: 98188 County: King

Phone #: 206-973-4740 email address: fcabudol@seatacwa.gov

*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?**

   There have been no changes to the City's approved Title VI Plan.

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.**

   See appendix for SeaTac Title VI Organization and Staffing

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.**

   **Please note, for question #3, the City used data gathered from Census.gov. However, this data was gathered before the Government shutdown that started on October 1st, 2025.*

   1. **Briefly describe the number of LEP persons served and languages spoken in the service area.**
      The City has a total population of 31,454, with 48% of residents speaking English only. Spanish is the second most common language (16%), other Indo-European Languages (6%), Asian and Pacific Islander Languages (9%), and other Languages (14%). Looking at micro-data provided by King County (see appendix), the City believes that Vietnamese, Somali, and Amharic meet the 5% save harbor threshold, and interpretations of vital documents are provided in these languages.

   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).**
      The City provides the opportunity for participants in our public meetings to voluntarily submit their demographic data through our Title VI Public Engagement Form. This form is available in hardcopy and digital form at all public meetings, and available in each of the City's top languages (Spanish, Vietnamese, Somali, Amharic). The demographic information that was submitted during this reporting period can be found in the Appendix of this report.

      The City does not have a formal process to tabulate the frequency of contact with LEP persons in informal settings (field and front counter interactions). However, during this reporting period City staff at various forward-facing spaces were interviewed and asked how often they are asked to provide assistance to LEP individuals. For the most part, frequent interactions with LEP individuals is limited to the City's municipal court and police services, which both fall under King County Title VI reporting.

      However, the City does have a Language Access Policy and has documented Language Access Procedures that guide all City staff on how best to provide assistance to LEP individuals.

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

      Within the City's transportation programmatic work, the City views it as essential to gather input and feedback on how the City's transportation project impacts all residents, businesses, and clients, regardless of what is their primary language. The City provides

written translations of Vital documents and/or a notice of language accommodations in all communications where we are gathering feedback from the community.

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

The City maintains a Language Access and Non-discrimination page on the City's website. The intent of this webpage is to inform residents of the City's Language Access and Title VI services, procedures, and compliance requirements. The webpage also serves to provide City staff with accessible resources for providing language access services to residents.

During this reporting period, the City implemented new Language Assistant devices that can access interpretation services at the majority of front-counter spaces within the City. These devices allow staff and residents to access over the phone or video interpretation services for over 200 languages. These devices can also be deployed for public meetings and community gathering events.

Each City department develops a language access budget each year that allows that department to facilitate language accommodation services in the form of interpretations and translation services. Within the City's Public Work department, which plans, coordinates, and implements the City's transportation activities, $3,000 was budgeted for language access in 2024. So far, the City has spent $340 of this allocated budget.

The following table of current citywide data is available from the following sources:

I. American Community Survey (ACS) 2022 5-Year Estimates
II. Decennial Census-2020: DEC Redistricting Data (PL 94-171)

Source: United States Census Bureau at:
https://data.census.gov/cedsci/profile?g=1600000US5362288
(Link current broken due to Government Shutdown)

Category	Value	Percent
Total Population	31,454	100%
Male Population	16,750	53%
Female Population	14,117	45%
Population Under 5 Years of Age	1,764	6%
Population 5-19 Years	5,555	18%
Population 19-64 Years	19,851	63%
Population 65 Years or Older	3,697	12%
Median Age (Years)	36.1	n/a
Income		
Mean Household Income	$94,261	n/a
Median Household Income	$79,433	n/a
Race		

Hispanic or Latino	6,103	19%
Single Race – White Alone	10,005	32%
Single Race – Black or African American Alone	7,588	24%
Single Race – American Indian and Alaska Native Alone	447	1%
Single Race – Asian Alone	5,783	18%
Single Race – Native Hawaiian and Other Pacific Islander Alone	990	3%
Not Hispanic or Latino	9,182	29%
Some Other Race	3,767	12%
Two or More Races	2,874	9%
Place of Birth		
Total Population – Native Born	6,103	19%
Total Population – Foreign Born	10,005	32%
Foreign Born - Europe	7,588	24%
Foreign Born - Asia	447	1%
Foreign Born - Africa	5,783	18%
Foreign Born - Oceania	990	3%
Foreign Born – Latin America	9,182	29%
Foreign Born – Northern America	3,767	12%
Language Spoken at Home		
Population 5 Years or Older	29,103	93%
English Only	15,094	48%
Spanish	4,942	16%
Other Indo-European Languages	1,900	6%
Asian and Pacific Islander Languages	2,890	9%
Other Languages	4,277	14%
Limited English Proficiency		
Spanish	1,230	4%
Other Language Speakers with Limit English	5,153	16%

2,874	9%

The City does have an equity tool within our Geographic Information System (GIS) maps that allows for detailed analysis of socio-economic data within the City. That map does not include demographic data as detailed above, and is also not publicly accessible, but an image of the tool detailing Median Incomes within the City be found in the appendix.

Links to publicly accessible maps of the City's service boundaries and other information can be found here:

https://www.seatacwa.gov/our-city/maps-and-gis

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).

The City of SeaTac did not receive any Title VI compliant during this reporting period. See appendix for a copy of the Title VI compliant log.

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.

2024 Transportation Master Plan Update

As part of the adoption process for the 2024 Transportation Master Plan Update (Spring 2023 – Winter 2024), staff met with the Planning Commission, Planning and Economic Development Committee of the Council, and the City Council. The plan was adopted on December 10, 2025

The City's adopted Transportation Master Plan can be found here: https://www.seatacwa.gov/services/transportation-planning

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 owners(s)/tenant(s).

Right-of-way was acquired from 10 property owners related to the Airport Station Improvement Project, some of which are businesses. We do not have race, color or national origin data. We are working on a survey system to collect this data in the future.

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

The City has one staff member who is responsible for acquisitions

#1	Caucasian	White	USA

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.

The City of SeaTac completed its Parking Code Study in July 2025; however, the findings were ultimately inconclusive. The study was initiated to evaluate whether existing parking standards adequately reflect current and anticipated development trends, travel behaviors, and community needs.

As part of this effort, the City conducted an online survey from March 5, 2024, through April 22, 2024, to gather feedback from residents, businesses, and visitors regarding parking availability, utilization, and overall experiences within SeaTac. The survey was intentionally limited in scope to focus on parking and travel behaviors—such as parking duration, mode choice, and perceived adequacy of existing parking supply—rather than collecting or analyzing demographic data. This decision was made to ensure that responses reflected general behavioral patterns rather than demographic characteristics. As a result, no reportable demographic information was included in the final dataset, and the results could not be cross-tabulated by income, age, or other socioeconomic factors.

While the survey produced valuable insights into how the community interacts with parking infrastructure, it did not yield timely or conclusive findings to directly guide code changes. The City determined that further study is necessary to evaluate policy options. This additional work will be incorporated into upcoming municipal code amendment efforts, where more detailed data collection and targeted analysis will be performed.

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.

The City's Capital Improvement Plan (CIP), which provides brief descriptions of project benefits, can be found here:

https://www.seatacwa.gov/home/showpublisheddocument/33894/638029150372600000

The list of construction projects that began during this reporting period is shown below:

I. 32nd Ave S and S 154th St Crosswalk Improvements (Contract ST-834-1). This project designed and constructed a new crosswalk with ADA compliant ramps and rapid rectangular flashing beacons across the west leg of the uncontrolled intersection at 32nd Ave S and S 154th St. This enhanced crosswalk will help provide safer crossings of S 154th St for residents and workers to access transit services along the corridor.

A map detailing the City's Capital Projects started in 2024 and 2025 can be found within the appendix.

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.

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The following outreach is provided for all Council Meetings and Advisory Committees:

I. Residents can sign up to be notified (Enotifer) of all Council and Advisory Committee meetings on the City's website.
II. Residents can find a continuously updated calendar of all Council and Advisory Committee meetings on the City's website.
III. Residents can find and access all meeting agendas and minutes for all Council and Advisory Committee meetings on the City's website.
IV. Instructions for how to access public meetings can be found on the City's website.
V. If Residents need language assistance during a public meeting, they can request assistance using the City's Public Meeting Language Assistance Form.
VI. If Residents signed up for Enotifer, emails will be sent to them informing them of an upcoming meeting.
VII. Enotifer emails include Date/Time of the meeting, links to the meeting agendas, links to the meeting packet, instructions for how to access the meeting, and instructions on how to provide public comment.

The website calendar appointments and news posts for Council and Committee meetings also include instructions for how to request language access and special accommodations ahead of the public meeting.

See appendix for examples of these outreach materials.

1. Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

The City does not have any established procedures for collecting demographic information of its Council and Committee members.

I. Transportation and Public Works Committee
(This meeting meets the 4th Thursday of each month at 4:30pm)
  - Committee Members
    - Councilmember Jake Simpson (Chair)
    - Councilmember James Lovell
    - Councilmember Joe Vinson

Date	Location	Description
10/24/2024	Hybrid/Council Chambers	Transportation and Public Works
12/12/2024	Hybrid/Council Chambers	Transportation and Public Works
2/13/2025	Hybrid/Council Chambers	Transportation and Public Works
3/13/2025	Hybrid/Council Chambers	Transportation and Public Works
3/27/2025	Hybrid/Council Chambers	Transportation and Public Works

4/24/2025	Hybrid/Council Chambers	Transportation and Public Works
5/22/2025	Hybrid/Council Chambers	Transportation and Public Works
7/24/2025	Hybrid/Council Chambers	Transportation and Public Works
9/25/2025	Hybrid/Council Chambers	Transportation and Public Works

II. Planning Commission (all meetings start at 5:30 pm)
- Commission members
  - Alyne Hansen (Chair)
  - Bandhanjit Singh (Vice Chair)
  - Tony Zuniga Sanchez
  - Damiana Merryweather
  - Dee Abasute
  - Karin Ellis
  - Andrew Barker

Planning Commission Meetings		
Date	**Location**	**Description**
10/1/2024	Hybrid/Council Chambers	Transportation Master Program (TMP) Project List and Community Engagement
10/15/2024	Hybrid/Council Chambers	Public Hearing on 2024 Transportation Master Plan
10/29/2024	Hybrid/Council Chambers	Recommendation on 2024 Transportation Master Plan

III. City Council (Council meetings start at 6:00 PM)
- Councilmembers
  - Mayor Mohamed Egal
  - Deputy Mayor Iris Guzmán
  - Councilmember Senayet Negusse
  - Councilmember Jake Simpson
  - Councilmember Peter Kwon
  - Councilmember James Lovell
  - Councilmember Joe Vinson

City Council Meetings		
Date	**Location**	**Description**
10/22/2024	Hybrid/Council Chambers	Regular Council Meeting - Sound Transit Update on the Federal Way Link Extension

11/19/2024	Hybrid/Council Chambers	Council Study Session on the 2024 Transportation Master Plan
11/26/2024	Hybrid/Council Chambers	Council Study Session on the 2024 Transportation Master Plan
12/10/2024	Hybrid/Council Chambers	Regular Council Meeting adopting the 2024 Transportation Master Plan Port of Seattle Sustainable Airport Master Plan Environmental Review Briefing.
1/14/2025	Hybrid/Council Chambers	A Motion awarding and executing contracts and authorizing related expenditures for the construction of the South 154th Street Crossing Project (Public Works CIP No. ST-834-1).
1/28/2025	Hybrid/Council Chambers	A Motion authorizing the City Manager to execute the second amendment to the Professional Services Contract with Perteet, Inc. for the South 204th Street Improvements project (ST-134).
3/25/2025	Hybrid/Council Chambers Hybrid/Council Chambers	A Motion authorizing the City Manager to execute a Public Works Construction Contract with Terra Dynamics Inc. in the amount of $4,366,410 to construct a new trailhead at SeaTac Des Moines Creek Park. A Motion to execute professional services contract amendments with KPG Psomas, Inc. and Commonstreet Consultants, LLC for the Airport Station Area Pedestrian Improvements Project (SeaTac CIP No. ST-141).
4/8/2025	Hybrid/Council Chambers	A Motion executing an agreement with the South County Area Transportation Board (SCATBd).
6/24/2025	Hybrid/Council Chambers	PUBLIC HEARING & ACTION ITEM: 2026-2031 Transportation Improvement Program A Resolution adopting the 2026-2031 Transportation Improvement Program.

Community Focused Meetings			
Date	**Time**	**Location**	**Description**
2/20/25	6 to 7 pm	Madrona Elementary Cafeteria	Staff held an in-person open house event in the Madrona Elementary Cafeteria from 6 to 7 pm. The community impacted by the South 204th Street Improvements Project (Contract ST-134) were invited to this event via mailed flyers. The flyer included a QR code to the project's website which provided additional information and an online survey. An example of one of the mailed flyers and the online survey is included in the appendix. At total of 16 community members attended the open house event.

3/5/25 & 3/12/25	5 to 6 pm	City Hall	After the February 20, 2025 open house event, staff realized that there was a discrepancy in the mailer list which resulted in some stakeholder properties not receiving mailed open house invitation flyers. To compensate for the mailing error, additional flyers were mailed on February 28, 2025 and supplemental in-person question and answer sessions were held at City Hall on March 5, 2025 and March 12, 2025 between 5 and 6 pm. A copy of these additional flyers has been included in the appendix. The online survey was also extended by two weeks and ultimately closed on March 21, 2025. A total of 5 community members attended the in-person session on March 5 and 2 people attended the session on March 12. Lastly, a total of 101 people participated in the online survey.
3/20/25	6 to 7 pm	McMicken Heights Elementary Cafeteria	Staff held an in-person open house event in the McMicken Heights Elementary Cafeteria from 6 to 7 pm. The community impacted by the 34th Avenue South Phase II Project (Contract ST-016) were invited to this event via mailed postcards. The postcard included a QR code to the project's website which provided additional information. An example of one of the mailed postcards is included in the appendix. At total of 11 community members attended the open house event.
5/07/2025	5 to 7:30 pm	SeaTac Community Center	State of the City 2025 Community Event

The City Council agendas, minutes, and presentations for the above-mentioned projects can be found at the following link:

https://www.seatacwa.gov/government/city-council/online-agendas-and-packets

The Transportation and Public Works Committee agendas, minutes, and presentations for the above-mentioned projects can be found at the following link:

https://www.seatacwa.gov/government/document-central/-folder-721

The Planning Commission agendas, minutes, and presentations for the above-mentioned projects can be found at the following link:

https://www.seatacwa.gov/government/document-central/-folder-181

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 City provides in-person Title VI Public Engagement Forms for residents to voluntarily submit their demographic information at all public meetings and includes a statement in

our meeting announcements of how to access these forms virtual on the City's Language Access and Non-Discrimination Webpage. All submitted information is stored on the City's website.

The Title VI Public Engagement Form can be found on the City's webpage translated into the City's top languages here: City Language Access and Non-Discrimination Webpage.

Thirty-five participants submitted their demographics during this reporting period. Their demographic information can be found in the appendix.

3. **List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.**

   Interpretation services provided through Language Line were utilized throughout this reporting period.

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 negotiated contracts (e.g., consultants).**

    During this period, a single construction contract valued at $144,772 was advertised and awarded to FTS Excavation for the 32nd Ave S and S 154th St Crosswalk Improvements Project (Contract ST-834-1). Since this contract was valued at less than $350,000, staff used the small works rosters advertisement process.

    Details for how the construction and consultant contracts were advertised and awarded are detailed below.

    Construction Contracts Valued Over $350,000:

    The City of SeaTac advertises the request for bids for construction projects in the Seattle Times and the Daily Journal of Commerce (DJC) at least twice for each project with the first advertisement 21 calendar days prior to the date which bids will be received. Bid documents are made available to prospective bidders on the Builders Exchange of Washington (BXWA) website where they can be downloaded. Each bid package contains a 'Notice to Contractors' that details how and when bids are to be received and opened. Bid openings continue to be held virtually instead of the traditional in-person bid openings at City Hall. Bids are received by the City and read publicly as detailed on the Notice to Contractors.

    Upon establishing the apparent low bidder, bids are evaluated and verified by City staff and bid tabulations are presented to the Transportation and Public Works Committee for authorization to bring a motion to the next Regular Council Meeting for award of the construction contract. When the award for construction is presented at the Regular Council Meeting, City Council has the option to either accept or reject the construction contract and provide recommendation to City staff for next steps. Both TPW and Regular Council Meetings are held publicly and bid tabulations are uploaded to the BXWA website and provided to the DJC for public viewing as soon as City staff has verified the bids.

    Construction Contracts Valued Under $350,000:

For small works construction contracts (estimated contract amounts less than $350,000 per RCW 39.04.155) the City utilizes MRSC Rosters to develop an email list of all qualified contractors. Staff then emails bid packages and bidder instructions to all prospective bidders as listed by MRSC. Bids are received by the City in sealed envelopes and bid results are posted publicly and emailed within two working days of the bid submittal deadline.

Upon establishing the apparent low bidder, bids are evaluated and verified by City staff and bid tabulations that exceed $50,000 are presented to the Transportation and Public Works Committee for authorization to bring a motion to the next Regular Council Meeting for award of the construction contract. When the award for construction is presented at the Regular Council Meeting, City Council has the option to either accept or reject the construction contract and provide recommendation to City staff for next steps. Both TPW and Regular Council Meetings are held publicly.

Consultant Contracts:

When selecting consultants that will provide professional services, such as design and construction management support, the City staff either sends Requests for Qualifications (RFQ) to at least three consultants, download Statements of Qualifications (SOQ) for consultants listed on MRSC Rosters, or advertise in the Seattle Times for professional services once per week for 2 consecutive weeks with a 3-week response time. Upon identifying at least three consultants that meet qualification requirements, each consultant team is interviewed by City staff. Each consultant team provides a 10- minute presentation followed by a question-and-answer period. City staff asks each consultant team the same set of questions. Each question is scored on a scale of 10 points. Upon concluding all interviews, City staff tabulates all question scoring and selects the consultant team with the highest score. The consultant team selected by the City then provides and scope and fee document to staff that breaks down all required tasks. Based on this document, City staff will negotiate the final contract amount based on historical consulting contracts and the anticipated level of effort.

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 current extent of actions taken to promote compliance with Title VI for contractors and/or consultants is as follows:

I. For projects with federal funding, the following Title VI language is included on all public notices for soliciting construction bids and professional services:

The City of SeaTac in accordance with Title VI of the Civil Rights Act of 1964, 78 Sta. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, Department Page 15 of 17 Appendix 28.93 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.

II. For projects with no federal funding, the following Title VI language is included on all public notices for soliciting construction bids and professional services:

The City of SeaTac in accordance with Title VI of the Civil Rights Act of 1964, 78 Sta. 252, 42 U.S.C. 2000d to 2000d-4, nondiscrimination, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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.

III. For projects with federal funding, the following appended Title VI language is included on all consultant and construction contracts:

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (Title o[Modal Operating Administration), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. [Include Modal Operating Administration specific program requirements.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. [Include Modal Operating Administration specific program requirements.]

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its

facilities as may be determined by the Recipient or the (Title of Modal Operating Administration) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (Title of Modal Operating Administration), as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (Title of Modal Operating Administration) may determine to be appropriate, including, but not limited to:

a. withholding payments to the contractor under the contract until the contractor complies; and/or

b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (Title of Modal Operating Administration) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIXE

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

• Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

• The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);

• Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

• The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);

• Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

• The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

• Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

• The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

• Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

• Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to

-ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

• Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

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).

List of Construction, Right-of-Way, and Consultant Contracts						
Project #	**Project Name**	**Contract for? (Right-of-way, consultant, etc.)**	**Contractor**	**Certifications**	**Funding Source(s)**	**Dollar Value**
ST-834-1	32nd Ave S and S 154th St Crosswalk Improvements	Construction	FTS Excavation	N/A	Local and State	$144,772

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

Human Resources conducts pre-interview training during the recruitment and selection process to address bias and discrimination.

Human Resources screens candidate applications according to the minimum requirements listed in the job description and job announcement. After candidates are screened according to minimum qualifications and released to the hiring manager for review, Human Resources anonymous screening the demographic information (name, job title, physical address, email address, phone number, name, pictures, or any personal information regarding the candidate) before releasing the application to the hiring manager to determine the candidates that will be contacted for an interview. Candidates are selected for an interview based on experience and qualifications only.

The City also maintains a Language Access and Non-discrimination page on the City's website. The intent of this webpage is to inform residents of the City's Language Access and Title VI services, procedures, and compliance requirements. The webpage also serves to provide City staff with accessible resources for providing language access services to residents.

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

The City's Interim Public Works Director attended Title VI training for Local Public Agencies on June 3rd, 2025.

The City's Senior Management Analyst attended WSDOT Data Collection Training on June 10, 2025. Training materials from this session were then distributed with lesson's learned to appropriate Public Works staff.

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.**

1. All new hires during this period were tasked with completing an online Title VI and Language Access training that was internally developed. This training was developed by the City Manager's Office in Spring, 2023. It is hosted online through the City's Learning and Development software.

2. Senior planner, civil engineers, public works inspector, administrative assistants, city engineer, public works inspector supervisor, real property management analyst, engineering review manager.

3. Race/color/national origin of attendees: Black, White, African American, Asian, Native American, Hispanic.

3. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

I. All New hires are assigned Acknowledging and Managing Implicit Bias, an online training provided through the City's Learning and Development software
II. Race/color/national origin of attendees: Black, White, African American, Asian, Native American, Hispanic.

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.

1. Spread the word and educate our community of Language access by creating short videos, easy-to-read flyers and social media posts in our top languages (Spanish, Somali, Amharic, Vietnamese, and more) that explain:
    a. How to request interpretation or translation
    b. What services are available in multiple languages
    c. Who to contact for help and what tools the city has etc.