



Report for April 2024 through March 2025

TITLE VI ACCOMPLISHMENTS & GOALS REPORT - WSDOT

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): Jori Burnett, City Administrator

Mailing Address: PO Box 936

City: Ferndale WA Zip Code: 98248 County: Whatcom

Phone #: (360) 685-2351 email address: JoriBurnett@cityofferndale.org

Name and title of head of transportation-related services: Kevin Renz, Public Works Director

Mailing Address: PO Box 936

City: Ferndale WA Zip Code: 98248 County: Whatcom

Phone #: (360) 685-2376 email address: KevinRenz@cityofferndale.org

Name and title of designated Title VI coordinator*: Crisol Barajas, Public Works Program Specialist

Mailing Address: PO Box 936

City: Ferndale WA Zip Code: 98248 County: Whatcom

Phone #: (360) 685-2370 email address: CrisolBarajas@cityofferndale.org

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OECR?

No, there have not been changes to the 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.

Administrator: Jori Burnett, City of Ferndale City Administrator, White, Caucasian, United States

Head of transportation-related services: Kevin Renz, City of Ferndale Public Works Director, other, United States

Title VI coordinator: Crisol Barajas, City of Ferndale Public Works Program Specialist, White, Hispanic, United States

3. Community Demographics: Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient. If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the statements listed on the next page.

1. Briefly describe the number of LEP persons served and languages spoken in the service area.
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).
3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.
4. Briefly describe current resources available for LEP persons and overall cost.

See Appendix A.

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).

No complaints were received during the reporting period.

5. Planning: Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

Main Street, Barrett Road to Old Settler Drive project planning activities occurred during this reporting period. Notice and correspondence of the project were completed through the local newspaper, social media, the City of Ferndale website, meetings, and letters to the community. All notices included Title VI language, and all community members were provided with the opportunity to comment. There were no special language services requested within the recording period.

6. Right-of-way actions: Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owner(s)/tenant(s).

No right-of-way was obtained during this reporting period.

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

Katy Radder, City of Ferndale Project Manager, White, United States

Sonja Davis, RES Group Northwest Senior Acquisition Agent, Asian, United States

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's Public Works Department updated its ADA Transition Plan during this reporting period. The City engaged with the public to provide feedback to help develop the plan in a manner that meets Title VI requirements. The City has thoroughly evaluated its public facilities to identify barriers to access for individuals with disabilities. This plan has served—and will continue to serve—as a guide for future planning and implementation of accessibility improvements. See Appendix B for a copy of the City's ADA Transition Plan.

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.

No construction projects began during this reporting period.

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.

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

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.

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.

The City of Ferndale conducts regularly scheduled City Council Meetings, Committee Meetings, and various other boards and commissions. The schedule and location for all meetings are published on the City's website. All meetings are open public meetings as defined by the Open Public Meetings Act, and members of the public are encouraged to attend and participate. All public meetings provide a remote attendance option for those who can't attend in person. Any special language needs are addressed on an as-needed basis, and all meetings are recorded. Recordings of the meetings are available on the City's website at no charge for translation purposes.

11. Transportation-related Construction and Consultant Contracts (if applicable): Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiating contracts (e.g., consultants).

The local newspaper is used to advertise for contract bids for upcoming projects in accordance with federal requirements, state law and City policy. Advertisements include Title VI language. Interested parties sign up for the Plan Holders List, in which they are updated with project information. Sealed

bids are then submitted by a set deadline and opened at a scheduled public meeting immediately after the bid closing time. The contract is awarded to the lowest bidder pending bid tabulation and verification of status.

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 City utilizes the Washington State Department of Transportation Standard Specifications for construction contracts. Title VI language and requirements for nondiscrimination are included in all contracts, including Section 1-07.11, which relates to the requirements for non-discrimination. When appropriate, disadvantaged business goals are established for the participation of those firms. After contract execution, the contractor is responsible for carrying out the requirements outlined in the contract, and adherence to all non-discrimination provisions for itself and its subcontractors. The City utilizes the Diversity Compliance Management System (DCMS) for tracking DBE participation for both consultants and contractors.

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).

<i>Contractor/Consultant</i>	<i>Dollar Value</i>	<i>Funding Source</i>	<i>Certified Disadvantage Contractor</i>
<i>Reichhardt & Ebe Engineering</i> <i>423 Front St. Lynden, WA 98264</i>	<i>\$1,110,018.00</i>	<i>Local</i>	<i>No</i>

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

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

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.

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

No training occurred during the reporting period. There was a transition of the Title VI Coordinator position that prevented training opportunities.

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.

Main Street, Barrett Road to Old Settler Drive project will continue to be in the design phase aiming to start construction spring 2026, and the City's focus will be Title VI compliance during all phases of the project, including the monitoring and review processes. The City will also continue to implement its ADA Transition Plan ensuring it meets Title VI compliance.