



# Title VI Plan

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## Policy Statement

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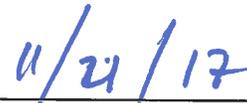
Pierce County assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Pierce County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event Pierce County distributes federal aid funds to another governmental entity, Pierce County will include Title VI language in all written agreements and will monitor for compliance.

The Pierce County Contract Compliance Office is responsible for initiating and monitoring Title VI activities, preparing required reports and other Pierce County responsibilities as required by 23 CFR 200 and 49 CFR 21.



Bruce F. Dammeier, Pierce County Executive



Date

## Authorities

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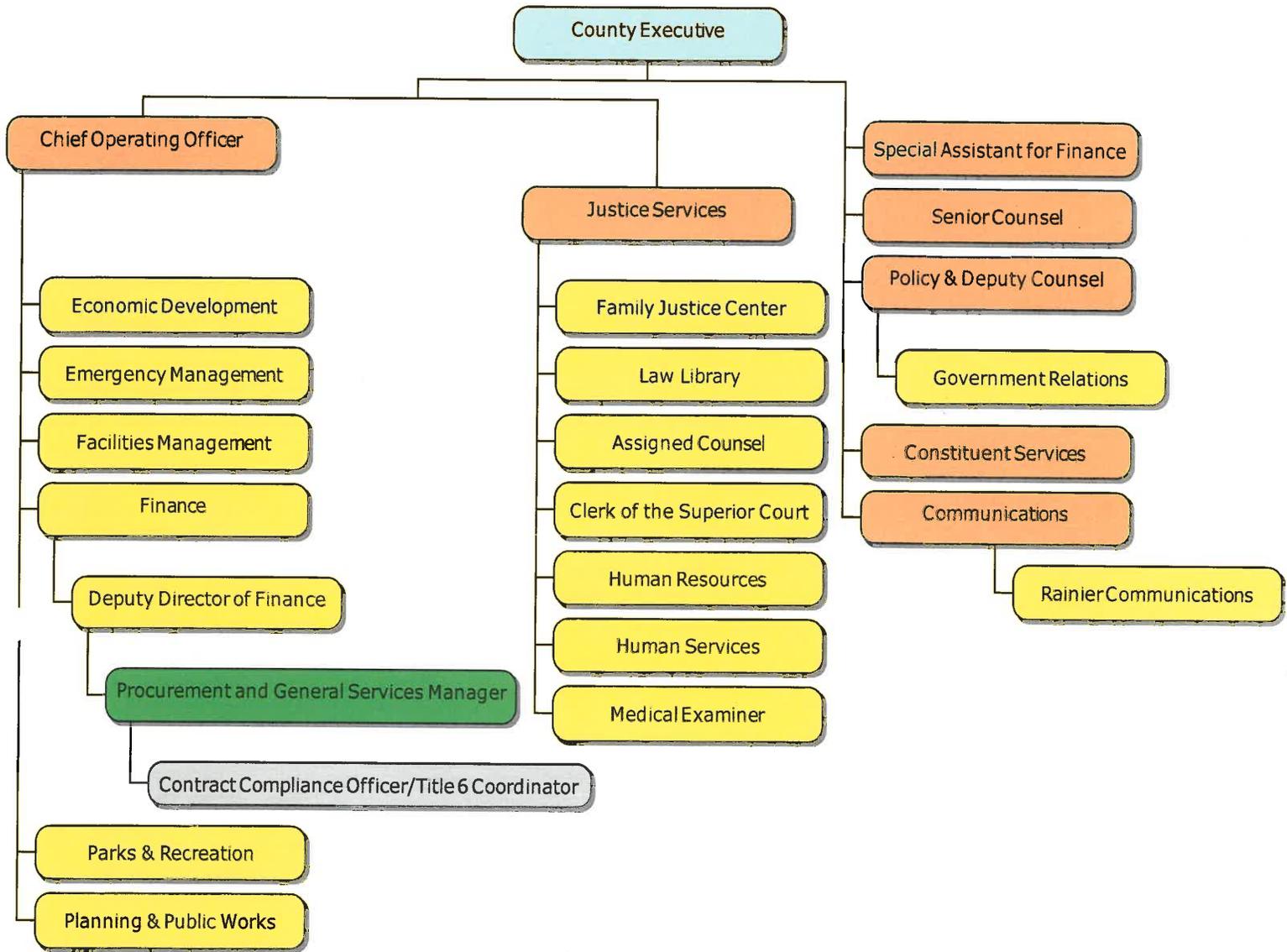
Title VI of the 1964 Civil Rights Act provides: "No person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance." 42 USC 2000d. The Federal Aid Highway Act of 1973 further prevents discrimination on the basis of sex. 23 USC 324.

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, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Additional Authorities and Citations Include:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4;  
Civil Rights Restoration Act of 1987 (Public Law 100-259), 42 USC 2000d  
42 USC 4601 to 4655  
23 USC 109(h)  
23 USC 324  
DOT Order 1050.2  
Executive Order 12250  
Executive Order 12898  
Executive Order 13166  
28 CFR 50.3  
49 CFR Part 21  
23 CFR Part 200

# Pierce County Organizational Chart for Title VI Reporting Relationships



## **Organization and Staffing - General**

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The County Executive is responsible for ensuring the implementation of the County's Title VI program. The Director of Finance on behalf of the County Executive is responsible for the overall management of the Title VI program. The day-to-day administration of the program lies with the Contract Compliance Officer/Title VI Coordinator under the direct supervision of the Procurement and Contract Services Manager.

In addition to the Title VI Coordinator, each of the special emphasis program areas listed below shall have designated a Title VI Liaison. The liaison shall be responsible for ensuring compliance, program monitoring, reporting, and training within their respective programs.

- Program Management
- Transportation Planning
- Program Development
- Environmental Resources
- Design
- Right-of-Way
- Contract Services
- Contract Compliance

## **Program Administration and Title VI Coordinators Responsibilities**

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As authorized by the County Executive, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring Pierce County's compliance with Title VI requirements as follows:

1. Process, review, and investigate Title VI complaints received by Pierce County in accordance with Complaint Procedures. If any individual believes that he or she or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or sex, he or she may exercise their right to file a complaint with Pierce County. Every effort will be made to resolve complaints informally at the County and contractor level.
2. Collect statistical data (race, color, religion, sex, and national origin) of participants in, and beneficiaries of state highway programs, i.e., relocatee's, impacted citizens, and affected communities. Each of the Title VI special emphasis program areas will maintain data to be incorporated in the Title VI updates. Procedures will be reviewed regularly to ensure the data is sufficient in meeting the Title VI program administration requirements.
3. Review special emphasis program areas to determine the effectiveness of program area activities at all levels. In addition to the day-to-day monitoring, all special emphasis program areas will be reviewed annually to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator and program liaisons will coordinate efforts to ensure equal participation in their program areas and activities at all levels.

4. Conduct Title VI reviews when necessary of contractors and other recipients of federal aid highway funds.
5. Work with Special Emphasis Staff to ensure the fundamental principles of Environmental Justice outlined below:
  - a. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
  - b. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
  - c. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
6. Develop Title VI information for Public Dissemination and Limited English Proficiency. Ensure dissemination to the general public and, where appropriate, in languages other than English.

Pierce County will disseminate Title VI Program information to County employees, contractors, subcontractors, consultants, and subconsultants as well as the general public. Public dissemination will include posting of public statements and inclusion of Title VI language in contracts. The Title VI Policy Statement will be published in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications.

7. Conduct pre-grant and post-grant approval reviews of County programs and applicants for compliance with Title VI requirements: i.e., highway location, design and relocation, and persons seeking contracts with the County.
8. Prepare an Annual Title VI Update Report. The update will report on any accomplishments and changes to the program occurring during the preceding year. The update will include goals and objectives for the upcoming year.
9. Schedule training for Title VI related statutes for County employees. The training will provide comprehensive information on Title VI provisions, its application to program operations, identification of Title VI issues and resolution of complaints. All directives providing operational guidelines to all subrecipients and special emphasis program areas will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.
10. Identify and eliminate discrimination when found to exist. Work with all County Offices and Departments to establish procedures for promptly resolving deficiencies. Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to utilization of disadvantaged business enterprises, public involvement and property acquisition.
11. Establish procedures for promptly resolving deficiency status and reducing to writing the necessary agreed upon remedial action within 90 days. Pierce County will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When irregularities occur in the administration of the

program's operation, procedures will be promptly implemented to resolve Title VI issues.

Subrecipients placed in a deficiency status will be given 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

Pierce County will seek the cooperation of the subrecipient in correcting deficiencies found during the Title VI compliance reviews. Pierce County will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

When a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, Pierce County will submit a copy of the case file to WSDOT's External Civil Rights Office or the FHWA and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements by correcting deficiencies previously identified.

12. Maintain updated legislative and procedural information regarding Pierce County's Title VI Program. This will include federal laws, rules and regulations, WSDOT guidelines, Pierce County Plan and updates, and other resource information pertaining to Title VI issues.

## **Complaint Procedures for Federally Assisted Programs and Activities**

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These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, (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, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any transportation or Public Works program or activity administered by Pierce County, as well as to subrecipients, consultants, and contractors. These procedures apply to complaints filed against a program and/or activity funded by either the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA).

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 do not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the investigator may be utilized for resolution, at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

## Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Pierce County. A formal complaint must be filed within 180 calendar days of the alleged occurrence, or when the alleged discrimination became known to the complainant. The complainant must meet the following requirements:
  - a. Complaint shall be in writing and signed by the complainant(s).
  - b. Present the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c. Present a detailed description of the issues including names and job titles of those individuals perceived as parties in the complained of incident.
  - d. Allegations received by fax or email will be acknowledged and processed, once the identity (ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for Pierce County to be able to process it.
  - e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Pierce County for processing.
2. Upon receipt of the complaint, Pierce County will determine its jurisdiction, acceptability, need for additional information, and the investigative merit of the complaint. In cases where the complaint is against one of Pierce County's subrecipients of federal highway funds, Pierce County will assume jurisdiction and will investigate and adjudicate the case. Complaints against Pierce County will be referred to the Washington State Department of Transportation (WSDOT) Office of Equal Opportunity for proper disposition. In special situations warranting intervention to ensure equity, the WSDOT Office of Equal Opportunity may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. Acceptance of a complaint will be determined by:
  - a. Whether the complaint is timely filed;
  - b. Whether the allegations involve a covered basis such as race, color, national origin, gender, disability, or retaliation;
  - c. Whether the allegations involve a program or activity of a Federal-aid recipient, subrecipient, or contractor; or, in the case of ADA allegations, an entity open to the public;
  - d. The complainant(s) acceptance of reasonable resolution based on the Department's administrative authority (reasonability to be determined by Pierce County).
4. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint;

- b. The complainant fails to respond to repeated requests for additional information needed to process complaint;
  - c. The complainant cannot be located after reasonable attempts.
5. Pierce County has sole authority for accepting complaints for investigation. Once the County decides to proceed with the investigation, the complainant and the respondent will be notified in writing of the determination within five (5) calendar days. The complaint will receive a case number and then be logged into Pierce County's records identifying its basis, alleged harm, the race, color, national origin, and gender of the complainant(s).
6. In cases where Pierce County assumes investigation of the complaint, the County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of Pierce County's written notification of acceptance of the complaint to furnish his/her response to the allegations.
7. Within forty (40) calendar days of the acceptance of the complaint, the Pierce County or WSDOT investigator will prepare an investigative report for the Finance Director and the County Executive. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. The Finance Director and County Executive will have ten (10) calendar days to review and provide comments to the investigator.
8. Once the investigator addresses any comments to the preliminary investigative report, the report and its findings will be forwarded to the Prosecuting Attorney's (PA) Office for review. The PA will review the report and associated documentation and will provide input within ten (10) calendar days.
9. Any comments or recommendations from the PA will be reviewed by the County Executive. There will be a period of ten (10) calendar days for the County Executive to discuss the report and any recommendations by the Finance Director, and have the Title VI Coordinator address any modifications as needed and made final for its release to the corresponding United States Department of Transportation (USDOT) modality (FHWA, FTA, FAA).
10. Pierce County's final investigative report and a copy of the complaint will be forwarded to either FHWA, FTA, or FAA, within sixty (60) calendar days of the acceptance of the complaint.
11. Pierce County will notify the parties of its preliminary findings which are subject to the corresponding USDOT modality's concurrence.
12. The corresponding USDOT modality will issue the final decision to Pierce County based on the County's investigative report.
13. USDOT will analyze the facts of the case and will issue its conclusion to the complainant according to their procedures. Once the corresponding USDOT modality issues its final decision, Pierce County will notify all parties involved about such determination. USDOT's final determination is not subject to an appeal.

## Special Emphasis Program Areas

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### *Program Management, Transportation Planning, and Program Development*

#### **Planning and Program Development**

These groups are responsible for providing the long-range planning, program development, and capital programming, program, and project management necessary to provide efficient transportation services to County citizens. All groups are located in the Pierce County Planning and Public Works Department, Transportation Improvement and Traffic Section.

#### **Authorities**

WSDOT Local Agency Guidelines M36-63.33

Pierce County Code

Growth Management Act, RCW 36.70A

Statewide Transportation Planning, RCW 47.06

Regional Transportation Planning Organization (RTPO), RCW 47.80

RCW 35.77

RCW 36

23 CFR 450

#### **Planning Process**

The Planning and Program Development groups annually update and coordinate Pierce County's future plans for transportation improvement programs and projects. The update also informs other Pierce County jurisdictions of the current planning direction for transportation needs. Projects included in the update are the result of evaluation and prioritization of needs in various transportation areas. The evaluation process includes input from various divisions in the department, cities, local jurisdictions and organizations, citizen groups, and private individuals.

In addition, these groups utilize a comprehensive transportation planning process which incorporates input from the public. The process further entails the monitoring and collection of varied data pertaining to transportation issues.

#### **Property Management Program**

The Office of the County Engineer maintains custody of parcels acquired as part of various transportation improvement projects. The Program Management team utilizes guidelines established in the property management program to support the management of each property.

#### **Title VI Responsibilities**

1. Ensure that all aspects of the Transportation Planning process comply with Title VI.
2. Ensure participation of a cross section of various social, economic, and ethnic interest groups are represented in the planning process by disseminating program information to minority media and ethnic organizations and participating in roundtable meetings in minority communities when applicable.
3. Assist the Title VI Coordinator in gathering and organizing information for internal annual Title VI

## Update Reports.

4. Review the Program Development work program and other directives to ensure compliance with Title VI program requirements.
5. Ensure equal participation on Citizens Advisory Committees (CAC) by requesting the CAC provide information pertaining to their selection criteria for members and to furnish information on membership make up (race, gender, and position within the organization) for evaluation.
6. Visit CAC and public meetings to verify the level of participation of Title VI protected group members when offered in predominantly minority communities.
7. Gather statistical data on program participation regarding race, color, and national origin.

## *Environmental Resources*

The Environmental Resources group is responsible for preparing and reviewing environmental documentation, obtaining environmental permits, and designing and monitoring wetland and habitat plans. The office is located in the Pierce County Planning and Public Works Department, Transportation Improvement Section.

### **Authorities:**

Pierce County Ordinance 90-81  
WSDOT Local Agency Guidelines M36-63.33  
National Environmental Policy Act of 1969, 42-USC-4321  
48 CFR 31  
23 CFR 172  
23 CFR Part 771  
40 CFR Part 1500  
49 CFR Part 622  
WSDOT EPM M31-11  
Executive Order 12898

### **Environmental Process**

The Environmental Resources group assists in integrating environmental considerations and regulatory requirements into the County's transportation program. The group provides technical expertise for project analyses and utilizes environmental policies, procedures, manuals, and training.

A systematic process is used to study and evaluate all necessary environmental aspects of a proposed project, including social and economic aspects. Depending on the scope, complexity, and impacts of the project a National Environmental Policy Act (NEPA) Categorical Exclusion (CE), NEPA Environmental Assessment (EA), State Environmental Policy Act (SEPA) checklist, SEPA Determination of Non Significance (DNS), or NEPA and/or SEPA Environmental Impact Statement will be completed.

## **Environmental Justice Outreach**

Public involvement in the area of Environmental Justice will be achieved through outreach measures that assure meaningful involvement of minority and low-income populations. This will be achieved through a variety of measures, including but not limited to:

1. Obtaining U.S. Census Data and available data from the Washington State Office of Financial Management (OFM), and the school districts to identify minority and low-income populations to determine impacts during the initial stages of project planning. Further analyze this data using additional sources, including area community, religious, and business associations, school districts, senior citizen groups, and economic development organizations.
2. Inviting a cross section of the populace from social, economic, and ethnic groups in the planning process through written information in local newspapers and where possible, minority news media. Create notices that attract attention and are in layman's terms.
3. Holding meetings at a variety of times during the day and providing various locations to facilitate access and participation by target populations.
4. When necessary, translate documents, notices, and hearings for limited English-speaking populations.
5. Obtaining demographic data at applicable community meetings and public hearings. Data will be gathered through the use of voluntary self-reporting forms which include race, gender, and national origin. Copies of these forms will be sent to the Title VI Coordinator after each meeting.
6. Document all evidence to support conclusions regarding Environmental Justice issues. Detail all efforts taken to identify minority or low-income populations affected by transportation planning activities.

## **Title VI Responsibilities**

1. Comply with Title VI requirements in all aspects of the environmental process, including Environmental Justice and Limited English Proficiency requirements.
2. Conduct meetings to review the project impact.
3. Upon request, disseminate to the public their right to call or write the department to view plans and discuss environmental problems.
4. Ensure Disadvantaged Business Enterprise (DBE) goal attainment.
5. Coordinate the gathering of environmental information for the Annual Title VI Update Report including awards to DBE firms.
6. Maintain mechanisms to identify population affected by a project.
7. Ensure participation of all segments of the impacted population in the location selection process.
8. Review guidelines and procedures to ensure Title VI compliance.

9. Maintain and update necessary data and documentation, including demographic data mapping ethnicity by area, as required for completion of the Department's internal annual Title VI Update Report.

### *Design*

The Design group coordinates the delivery of County road projects identified in the Department's Transportation Improvement Program. The Group develops scopes, schedules, budget, right-of-way plans, contract plans and specifications for road projects and is located in the Pierce County Planning and Public Works Department, Transportation Improvement Section.

### **Authorities**

Pierce County Ordinance 90-81

Pierce County Ordinance 2010-70s

WSDOT Local Agency Guidelines M36-63.33

WSDOT Standard Plans for Road, Bridge and Municipal Construction M41-10

WSDOT Standard Specifications for Road, Bridge and Municipal Construction M21-01

APWA M21-01

Title 23, U.S.C 109(d), 14(a), 217, 315 and 402(a)

23 CFR 1204.4

23 CFR 771

49 CFR 1.48(b)(33) and 1.48(c)(2)

Executive Order 12898

### **Design Process**

Economic, social, topographic, and environmental impacts of a proposed project are key factors weighed in the location consideration. Special efforts in the area of Environmental Justice shall be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.

### **Title VI Responsibilities**

1. Ensure all aspects of the location selection process comply with the Title VI requirements.
2. Consult and seek input from affected populations.
3. Develop mechanisms to identify affected populations.
4. Notify protected group residents of public meetings or hearing regarding a proposed project. Ensure time and location for public meeting or hearing is accessible.
5. Maintain required Title VI compliance documentation and statistical data. Gather statistical data on race, color, and national origin for program requirements.
6. Monitor program components for compliance with the Title VI requirements.

7. Review activities associated with public hearings to enhance the participation of targeted communities.
8. Develop and update operational manuals and guidelines to ensure the inclusion of Title VI language and provisions.
9. Gather program area data to be included in the annual Title VI update report.

### *Construction*

The Construction group is responsible for administration of all new construction of County roads and bridges. Construction is located in the Pierce County Planning and Public Works Department, Field Engineering Section.

### **Authorities**

Pierce County Ordinance 2010-70s

Manual of Accommodating Utilities in Pierce County Right of Way

WSDOT Construction Manual M41-01

WSDOT Local Agency Guidelines M36-63.33

WSDOT Standard Specifications for Road, Bridge, and Municipal Construction M41-10

WSDOT Standard Plans for Road, Bridge and Municipal Construction M21-01

### **Construction Process**

The Construction group is responsible for new construction of County roads and bridges by utilizing the resources of contractors, equipment, and materials in the most economic way. They provide guidance and oversight for the administration of transportation construction projects.

### **Title VI Responsibilities**

1. Work close with the Contract Compliance Section to ensure Disadvantaged Business Enterprise (DBE) provisions are included in projects with designated goals.
2. Work closely with the Contract Compliance Section for contractors and subcontractors compliance with all DBE goals and attainment to ensure a commercial useful function is being performed.
3. Work closely with the Contract Compliance Section to ensure compliance with prevailing wage requirements.
4. Monitor all contraction operations to ensure nondiscrimination.
5. Ensure Title VI language in bid announcements.

## *Road Maintenance and Operations*

The Road Maintenance and Operations Division is responsible for maintaining County roads by economically utilizing the resources of County personnel, equipment, materials and on a limited and as needed basis, contractors. They are located in the Pierce County Planning and Public Works Department.

### **Authorities**

WSDOT Construction Manual M41-01

Maintenance Manual M51-01

Pierce County Manual on Design Guidelines & Specifications for Road & Bridge Construction

Pierce County Standard Drawing Manual

Pierce County Stormwater Manual

Manual of Accommodating Utilities in Pierce County Right of Way

WSDOT Standard Specifications for Road, Bridge and Municipal Construction M41-10

WSDOT Standard Plans for Road, Bridge and Municipal Construction M21-01

### **Title VI Responsibilities**

1. Monitor all maintenance operations and management practices to ensure nondiscrimination.
2. Work closely with the Contract Compliance section, other Planning and Public Works Sections, and the County's Procurement and Contracts Service Division for contractors and subcontractors compliance with all applicable contracts and other legal requirements for overall contracting and purchasing activities.
3. Work closely with environmental staff to help avoid or minimize the environmental impact of a project during maintenance and operations.

## *Bridge Engineering*

The Bridge Engineering group is responsible for the inspection, design, and retro-fitting of all County bridges, structures and other roadway structures. They are located in Pierce County Planning and Public Works Department, Field Engineering Section.

### **Authorities**

Pierce County Ordinance 90-81

Pierce County Ordinance 2010-70s

WSDOT Construction Manual M41-01

WSDOT Local Agency Guidelines M36-63.33

WSDOT Standard Plans for Road, Bridge and Municipal Construction M41-10

WSDOT Standard Specifications for Road, Bridge and Municipal Construction M21-01

APWA - M21-01

Title 23, U.S.C 109(d), 14(a), 217, 315 and 402(a)

23 CFR Part 25, National Bridge Inspection Standards

23 CFR 1204.4

23 CFR 771

49 CFR 1.48(b)(33) and 1.48(c)(2)

### **Bridge Process**

Economic, social, topographic, and environmental impacts of a proposed project are key factors weighed in the location consideration. Special efforts in the area of Environmental Justice shall be made to inform members of minority communities of public hearings and other public involvement activities. These efforts include public notices in minority newspapers and selection of accessible location and time for public hearings or meetings.

### **Title VI Responsibilities**

1. Work close with the Contract Compliance Section to ensure DBE provisions are included in projects with designated goals.
2. Work closely with the Contract Compliance Section for contractors and subcontractors compliance with all DBE goals and attainment to ensure a commercial useful function is being performed.
3. Ensure all federally funded contracts administered by this section have the appropriate Title VI appendix enclosed.
4. Maintain mechanisms to identify populations affected by a project.
5. Conduct meetings to ensure the project impact.
6. Maintain required Title VI compliance documentation and statistical data. Gather statistical data on race, color, national origin for program requirements.

### *Right-of-Way*

The Right-of-Way group manages and coordinates the acquisition of properties and property rights necessary, to include relocation assistance for Planning and Public Works projects. They are located in the Pierce County Planning and Public Works Department, Transportation Improvement Section.

### **Authorities:**

WSDOT Local Agency Guidelines M36-63.33

WSDOT Right of Way Manual M26-01.13

23 CFR 130

49 CFR 24

RCW Chapter 47

WAC 468.100

### **Acquisition Process**

The guidelines in the WSDOT Right-of-Way Manual and WSDOT Local Agency Guidelines are followed for property acquisition, as well as all applicable laws and regulations, including Title VI and Section 504. The right-of-way acquisition process entails appraisal of property, negotiation of terms and conditions for acquisition, and assistance in the relocation of displaced individuals, businesses, farm operations and nonprofit organizations.

## **Title VI Responsibilities**

1. Apprise all affected property owners, tenants, and others involved of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process.
2. Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
3. Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.
4. Gather the statistical data required for completion of County's Annual Title VI Update Report including awards to minority and female appraisers.
5. Follow the guidelines in the Right-of-Way Manual for property acquisition, as well as applicable laws and regulations, including Title VI and Section 504.
6. Adhere to departmental policy of appraising affected property owners, tenants, and others involved in right-of-way acquisition of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process. Provide copies of relocation assistance literature produced by WSDOT.
7. Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
8. Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
9. Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.

## *Contract Services*

The Contract Services section works with Pierce County's Finance Department, Procurement and Contract Services Division to request qualifications from consultants specializing in various aspects of engineering which may relate to public works projects and the development of construction plans and special provisions for roads and bridges, design work associated with structures, performing environmental studies or preparing NEPA or SEPA documents for public works projects. Contract Services is located in Pierce County Planning and Public Works Department, Business and Accounting Operations Division.

## **Authorities**

Pierce County Code Chapters 2.106 & 2.107

WSDOT Local Agency Guidelines

48 CFR 31 Contract Cost Principles and Procedures

23 CFR 172 Methods of Procurement

2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

## **Contract Services Consultant Selection Process**

Evaluation of the consultant's qualifications will be completed by a team of at least three Planning and Public Works Department employees. They will review and rate the consultant proposals based on the qualifications using pre-determined evaluation criteria and associated point system. Dependent on the number of submitted proposals and the scores of the initial ratings, one or more consultants may be determined best qualified, or the top consultants may be invited for final oral interviews by the committee who will determine those best qualified. Contract Services along with Department project manager will negotiate a consultant contract. The Planning and Public Works Director and appropriate division manager will review and approve all consultant contracts before they can be executed.

## **Title VI Responsibilities**

1. Include applicable Disadvantaged Business Enterprise (DBE) goals in designated consultant projects and seek to have the consultant proactively achieve the goals.
2. Ensure that consultants with DBE requirements award contracted work to qualified DBE's which perform commercially useful functions.
3. Include Title VI assurance and provision language in all federally funded consultant contracts. Periodically review documents and language to ensure compliance with current laws and regulations. Provide a copy of the form to the Coordinator, and any amendments or updates that may occur over time.
4. Ensure equal opportunity for disadvantaged businesses (as identified by OMWBE) to participate in personal and professional services contracts.
5. Ensure equal opportunity for disadvantaged businesses (as identified by OMWBE) to participate by encouraging consultants to utilize current OMWBE directories and contract with OMWBE businesses.
6. Coordinate the gathering of consultant information regarding DBE participation for the Annual Title VI Report and provide to the Title VI Coordinator.

## ***Contract Compliance***

The Contract Compliance Section is responsible for monitoring construction and consultant contracts for compliance to ensure nondiscrimination on public works contracts for roads, sidewalks, bridges, and municipal construction. Contract Compliance is located in Pierce County Finance Department, Procurement and Contract Services Division.

## **Authorities:**

Title VI Plan

Pierce County Ordinance 90-81,

Pierce County Code Chapter 2.107

WSDOT Local Agency Guidelines M36.63.33

WSDOT Standard Specifications for Road, Bridge and Municipal Construction M41-10

WSDOT Construction Manual M41-01

General Special Provisions for DBE

### **Contract Compliance Process**

The Contract Compliance Section is responsible for the implementation of the County Disadvantaged Business Enterprises (DBE) Program. Contract Compliance facilitates overall training and staff development for Title VI. Training will be provided by WSDOT's Office of Equal Opportunity Internal and External Civil Rights, and the Contract Compliance Office.

### **Title VI Responsibilities**

1. Review all projects for application of DBE goals. Gather statistical data on DBE utilization.
2. Include Title VI and DBE general special provisions language in all federally funded construction contracts.
3. Include Title VI language in contract award letters to encourage utilization of DBE firms. Award of construction contracts shall be granted on the basis of the lowest responsive bidder including DBE requirements.
4. Ensure Contractors and Subcontractors compliance with all DBE goals and attainment to ensure a commercial useful function is being performed.
5. Include Title VI assurance and provision language in all federally funded construction contracts. Periodically review documents and language to ensure compliance with current laws and regulations.
6. Review activities to ensure maintenance and construction efforts and resources are applied uniformly and fairly.
7. Ensure compliance with prevailing wage requirements.
8. Maintain program documentation necessary for internal annual Title VI updates.

## **Appendix 1 - Pierce County Title VI Notice to Public**

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Pierce County hereby gives public notice that it is the County's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Pierce County receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the Pierce County. Any such complaint must be in writing and filed with the Pierce County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling (253) 789-2114.

## Appendix 2 - Pierce County Title VI Assurances

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Pierce County (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d--42 USC 2000d--4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to 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--Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Washington State Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)( 1 ) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances that the Recipient:

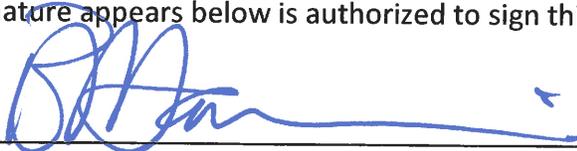
1. Agrees that each "program" and each "facility" as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. Shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements:

Pierce County in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d---d4 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 any contract entered into pursuant to this advertisement, minority 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, sex, or national origin in consideration for an award.

3. Shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.
4. Shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. When receiving federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.

6. When receiving federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.
7. Shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, of for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. Shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom she/he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.
10. Agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the Recipient.



Bruce F. Dammeier, Pierce County Executive



Date

## **Appendix 3 - For Contractors, Subcontractors, Suppliers, and Manufacturers**

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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 shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

### **2. Nondiscrimination**

The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### **3. Solicitations for Subcontracts**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

### **4. Information and Reports**

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Pierce County or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to Pierce County, or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

### **5. Sanctions for Noncompliance**

In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Pierce County and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

### **6. Incorporation of Provisions**

The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including

procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as Pierce County or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Pierce County enter into such litigation to protect the interests of the County and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## Appendix 4 – Granting and Habendum Clauses

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The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### **GRANTING CLAUSE**

NOW, THEREFORE, Pierce County, as authorized by law, and upon the condition that the state of Washington will accept title to the lands and maintains the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to 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 (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252:42 USC 2000d to 2000d--4) does hereby remise, release, quitclaim, and convey unto Pierce County all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

### **HABENDUM CLAUSE**

*Pursuant to the provisions of Title VI Assurances:* The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on the property being purchased, for a purpose for which a United States Department of Transportation (USDOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the purchaser shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the USDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that (1) no person, on the grounds of race, color, sex or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishings of services thereon, no person, on the grounds or race, color, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the purchaser shall use the premises in compliance with all requirements imposed by , or pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the ISDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

## Appendix 5 – Lease/Deed Provisions

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The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by Pierce County pursuant to the provisions of Assurances, number 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 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 -- Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

That in the event of breach of any of the above non-discrimination covenants, the County shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Pierce County pursuant to the provisions of Assurances, number 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to 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 --- Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

That in the event of breach of any of the above nondiscrimination covenants, the County shall have the right to terminate the lease, and to re-enter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.