

Title VI Coordinator – Mike Folders Director of Finance & Administration, Caucasian, White, United States

Administrative Head – Gary Nelson, Executive Director, Caucasian, White, United States

Transportation Staff – Randy Lewis Director of Health, Safety & Environment, Caucasian, White, United States
- Kris Koski, Port Engineer, Caucasian, White, 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, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

The Port is countywide district therefore the PLA boundary is the entire county. The following demographics were taken from the ACS for 2021.

Demographics

Grays Harbor County Population	76,841
Native Born Population	94.3%
Born in Puerto Rico	1.2%
Foreign Born	5.7%
Poverty, all people in County	11.7%

LEP Demographics

Population 5 years or over	73,455
English Speaking Only	91.2%
Language other than English	8.8%
Spanish only	6.6%
Asian and Pacific Islander only	1.0%
Other Indo-European only	.2%
Speak English less than very well	4.3%

The census bureau does not identify the national origin of the foreign born population of Grays Harbor County.

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 Port has not received any Title VI complaints 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. **The Port falls under the comprehensive plans of the cities it has facilities in and participates in updates to their plans.**
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). **The Port took no actions related to Right-of Way**
7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin. **None were used this period.**
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. **No transportation studies or strategic plans were completed during this reporting period. The Port completed the annual update of its Six-Year Transportation Improvement Plan in June. The TIP included three projects that will be federally funded. All three involve maintenance of existing roads located within the Port’s industrial area. The planning and design phases of these projects, once funded, will include program review as identified in the Title VI 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 Transportation Projects were begun or completed during the 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. **No transportation related public meetings were held during the reporting period.**

The Port updated its website to include a Title VI section including the plan, non-discrimination statement, and complaint process. The Port's website now includes Spanish translation for all pages including projects and contracting.

Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin **See #2 above.**

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. **N/A**

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. **N/A**

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). **No federally funded transportation related Construction or Consultant Contracts were awarded during this reporting period. The Port includes Title VI language in all consultant and construction contracts.**
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?) **Title VI language is included in all federally funded project contracts and agreements. Federally funded projects normally use the services of a consultant who assists the Port with compliance verification and monitoring.**
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). **No federally funded transportation construction, right of way or consultant contracts were awarded during the reporting period.**
14. Education & Training – Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status. **The Port's transportation staff received training in Title VI compliance by reviewing and discussing the requirements of the approved Title VI plan.**

List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training. **It has been challenging to identify sources of video-based training to provide to staff.**

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. **The Port is developing an internal training program for staff.**

List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable. **The Port conducted de-escalation training on November 22 for 28 employees, including the transportation staff and Title VI Coordinator. The training included information and case studies on understanding bias and communicating effectively and resolving conflicts with people from different demographic and socio-economic backgrounds.**

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. Staff will develop a training program for both compliance staff and general employees on rights and responsibilities related to Title VI.**
- 2. Work with Planning and Public Affairs staff to identify additional sources that can be used for disseminating information to, and increasing participation by underserved, minority, and low income citizens in the area of potential Port projects.**
- 3. Review Title VI planning requirements from the agencies the Port receives federal funding from to determine appropriate steps to for compliance. There is one federally funded (PIDP) project that is being reviewed under NEPA and includes provisions for Title VI compliance. The Port planning and design time will review the process to identify best practices to incorporate in our Title VI program for future WSDOT administered projects.**