



(This report timeframe will enable the City to comply with the next year's reporting period.)

## 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](mailto: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):

Mayor Geoffrey Thomas

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [jwycoff@monroewa.gov](mailto:jwycoff@monroewa.gov) – City Clerk

County: Snohomish

Phone #: 360-794-7400

**Name and Title of Head of Transportation-related Services:**

Scott Peterson, P.E., City Engineer

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [speterson@monroewa.gov](mailto:speterson@monroewa.gov)

County: Snohomish

Phone #: 360-863-4514

**Name and Title of Designated Title VI Coordinator\*:**

Jakeh Roberts, Public Works Director

Mailing Address: 806 W Main Street, Monroe, WA 98272

Email Address: [jroberts@monroewa.gov](mailto:jroberts@monroewa.gov)

County: Snohomish

Phone #: 360-863-4514

\*When the Title VI coordinator changes, notify [TitleVI@WSDOT.wa.gov](mailto:TitleVI@WSDOT.wa.gov) within 30 days.

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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 OEO? If Yes, please submit an update to the Title VI Plan with a new signature.**

There have not been any changes to the approved Title VI Plan since the City submitted a Letter of Intent Title VI Plan to Gretchen Gleue on January 5, 2022. It was received and acknowledged.

- 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.**

Title VI Coordinator - Jakeh Roberts, Public Works Director, Caucasian

March 2023

Complain Process - Ben Warthan, Human Resources, Caucasian

Title VI Specialist – Scott Peterson, City Engineer, Caucasian

Title VI Specialist – Derek Hann, Senior Engineer (Engineer III) – Newly hired in October 2022, Caucasian

Title VI Designee – Jammi Guion, Contracts Supervisor, Caucasian

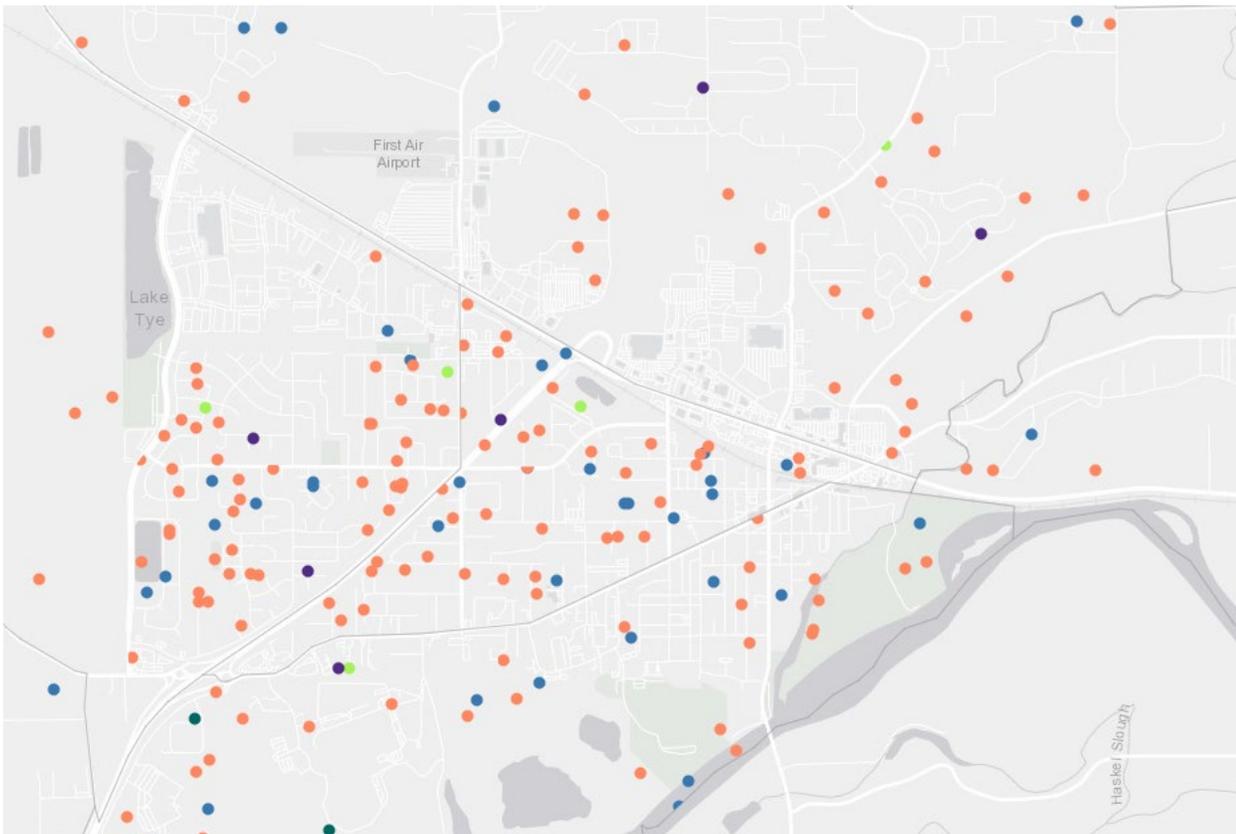
Title VI Designee – Cathy Hawkins, Construction Documentation Assistant, Caucasian

Title VI Designee – Michelle Anderson, Construction Documentation Assistant, Caucasian

A new Organization Chart for Title VI was submitted January 5, 2022, changing the Public Works Director. An updated Organizational Chart for Title VI is attached. See Attachment 1.

**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.**

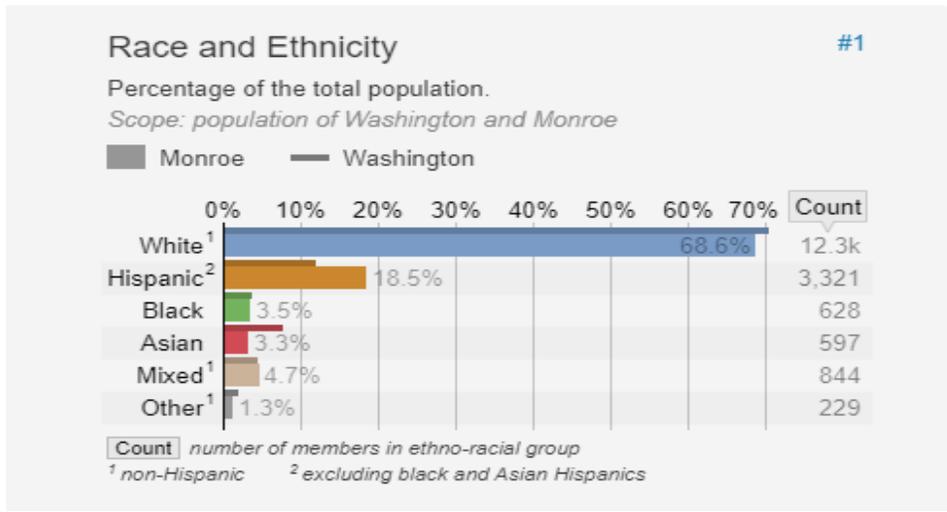
<https://egis.hud.gov/affht/>



**Orange = White, Non-Hispanic, Blue = Hispanic, Black = Native-American, Non-Hispanic and Light Green = Multi-racial, Non-Hispanic**

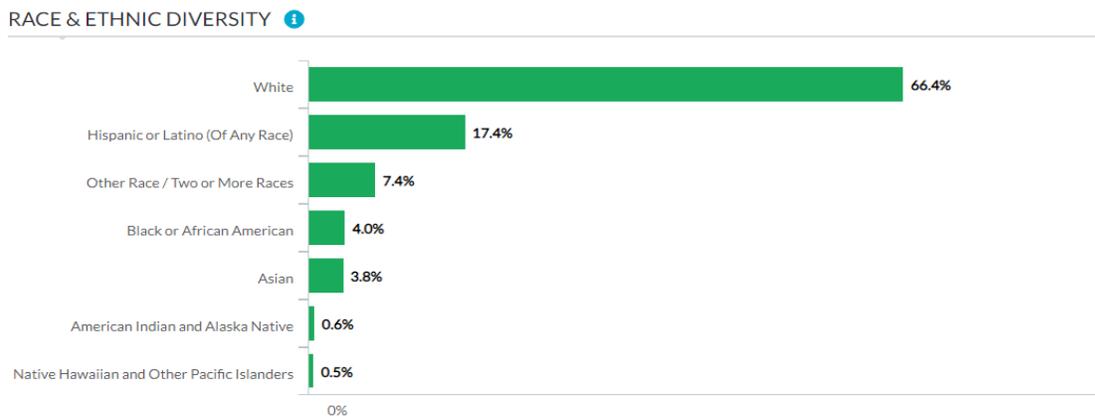
**Race**

<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>



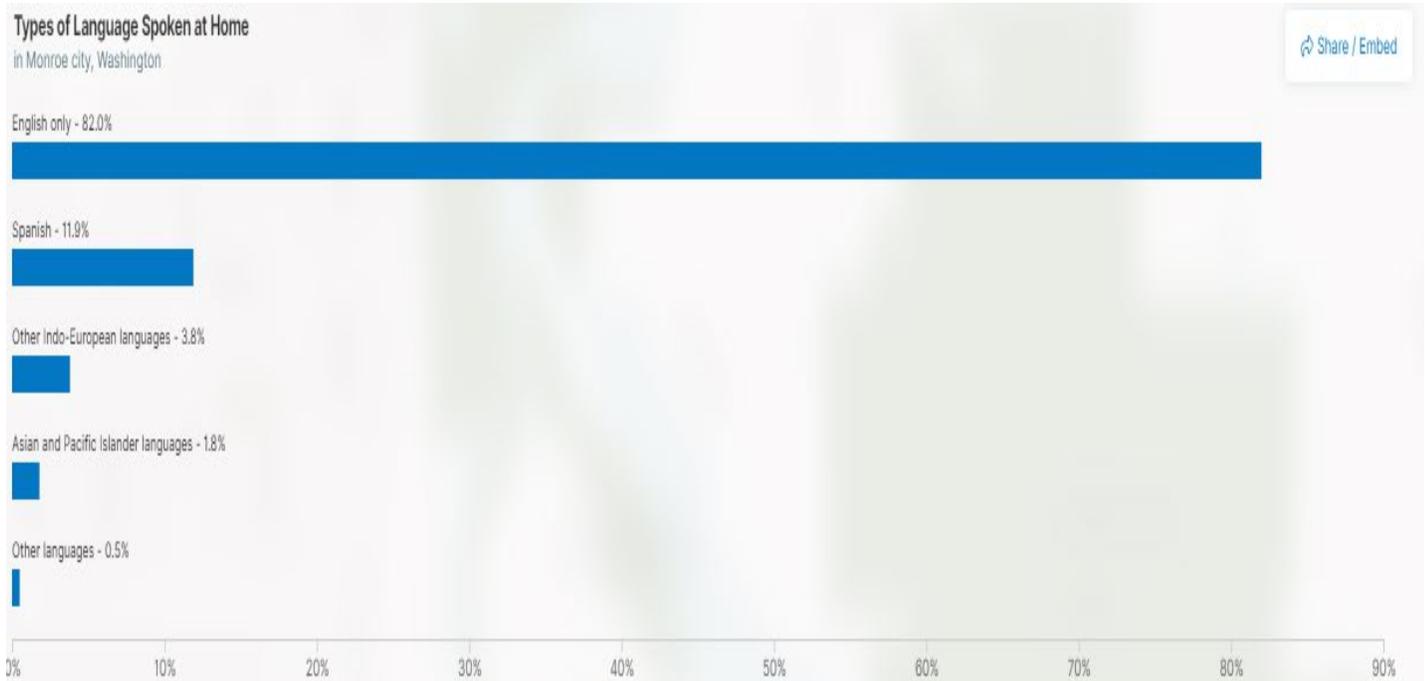
The Census website did not define “Other” but the following information for the percentage of the foreign-born population for Monroe – Race and Ethnicity is provided from the following website:

[Monroe, WA - 98272 - Demographics and Population Statistics - NeighborhoodScout](https://www.neighborhoodscout.com/wa/monroe/demographics)



**Language**

<https://data.census.gov/cedsci/profile?g=1600000US5346685>

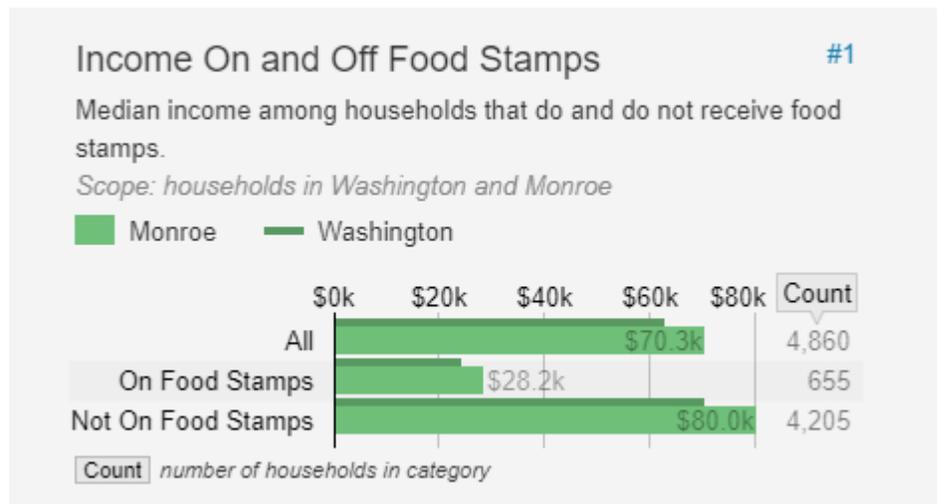


**Income**

[Monroe, WA - 98272 - Demographics and Population Statistics - NeighborhoodScout](#)

The population of Monroe is 20,209 up from 19,699 in 2021. The per capita income for Monroe is \$33,243 and the median household income is \$94,349.00 with a poverty rate of 7.6%. 8.1% of Monroe’s population are veterans and 9.7% of the population in Monroe is considered to have a disability. Monroe School District reports a reduced lunch eligibility of 5.9% and a free lunch eligibility of 21.7% for an enrolled student population of 6,221 with 14 schools in the district.

[The Demographic Statistical Atlas of the United States - Statistical Atlas](#)



There is no large geographic concentration of any one type of LEP individuals in the City of Monroe service area. However, the City translates major documents in Spanish. Statistical Atlas has the Monroe Hispanic population at 18.5% while the Neighborhood Scout lists Monroe at 17.4% ensuring that the City's contract with Language Line for translation services and interpretation services is required. The City issued Interpreter Access Identification cards to all Public Works, Parks and front desk employees. This access card allows the employee to dial a designated Language Line number for interpretation assistance.

The main reporting transportation-related staff are in the Design and Construction department of Public Works. This group has the responsibility for implementing the required statements in solicitations, contracts, and public outreach documentation for all transportation related projects. As part of this process the City's contract with Language Line has assisted in translating multiple outreach project notifications to include postcards, letters and flyers.

**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 this reporting period. See Attachment 2 for City of Monroe's TITLE VI Complaint Log, Attachment 3 for City of Monroe's Complaint Form in English and Spanish. The complaint forms are posted to our website for ease of access, <http://monroewa.gov/929/Title-VI-Reporting>

**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 Planning Commission held its regular meetings on the second and fourth Mondays of each month from 7pm-9pm, in a hybrid format – both in the Council Chambers and online via Zoom. Agendas, minutes and meetings for this Commission are located here: <https://monroewa.civicweb.net/>.

2022 Annual Road Maintenance - City of Monroe's yearly overlay project includes pavement repair, planning, construction of ADA Ramps, pavement markings, utility adjustments as needed. No mailed public postcards or flyers were included for this project as the work location was limited to a commercial area. Traffic continued to move with only a lane shift and not a road closure allowing travelers to continue to and from their destination with only a minor interruption.

179<sup>th</sup> Avenue Sidewalk – This Contract provides for engineering and right-of-way for sidewalk improvements along 179<sup>th</sup> Avenue. The project calls for three sidewalk segments along the west side of 179<sup>th</sup> Avenue between 154<sup>th</sup> Street and 157<sup>th</sup> Place. The project includes but is not limited to curb and gutter, planter strip, sidewalk, curb ramps, bike lane, signing, channelization, landscaping, and illumination.

A community outreach (8 ½ x 11") double sided flyer was mailed in English and Spanish to residents in March of 2022 allowing residents to expect construction activities for the design of the upcoming sidewalk project. On the next page is the flyer shrunk to include both Spanish and English on a single page.

**PUBLIC NOTICE**

03/25/2022

The City of Monroe has an upcoming capital improvement project to construct missing sidewalk along the west side of 179<sup>th</sup> Avenue, between 157<sup>th</sup> Place and 154<sup>th</sup> Street. Refer to the project vicinity map below.



The design phase will occur in 2022, and construction is planned for Spring of 2023. Over the next few months, you may see surveying and engineering personnel within the project area collecting site information. Spray-painting for utility locates may occur within the roadway and adjacent to your property.

For additional information, please refer to the project website: [www.monroewa.gov/1080/179th-Avenue-Sidewalk](http://www.monroewa.gov/1080/179th-Avenue-Sidewalk). Or you may contact Jammi Guion by calling 360-863-4514 or emailing [PWContracts@monroewa.gov](mailto:PWContracts@monroewa.gov)

**NOTICIA PÚBLICA**

03/25/2022

La Ciudad de Monroe tiene un próximo proyecto de mejora de capital para construir la acera faltante a lo largo del lado oeste de 179<sup>th</sup> Avenue, entre 157<sup>th</sup> Place y 154<sup>th</sup> Street. Consulte el mapa de la vecindad del proyecto a continuación.



La fase de diseño ocurrirá en 2022 y la construcción está planificada para la primavera de 2023. Durante los próximos meses, es posible que vea personal de topografía e ingeniería dentro del área del proyecto recopilando información del sitio. La pintura en aerosol para ubicaciones de servicios públicos puede ocurrir dentro de la carretera y adyacente a su propiedad.

Para obtener más información, consulte el sitio web del proyecto: [www.monroewa.gov/1080/179th-Avenue-Sidewalk](http://www.monroewa.gov/1080/179th-Avenue-Sidewalk). O puede comunicarse con Jammi Guion llamando al 360-863-4514 o enviando un correo electrónico [PWContracts@monroewa.gov](mailto:PWContracts@monroewa.gov)

The City of Monroe website has an option available to residents for viewing/reading/navigating the website in almost 100 different languages. The City will strive to include directive(s) to this drop-down menu website feature on all future capital improvement transportation outreach documents. Attachment 4 show the language options available at the bottom of the landing page on the City's website.

**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).**

147<sup>th</sup> Signal. This project is to install a signal at the intersection of 179<sup>th</sup> Ave SE and 147<sup>th</sup> St SE. The City of Monroe needed to purchase additional right-of-way from three property owners listed below. Race, color, and national origin of the above property owners is unavailable.

- Snohomish County Public Hospital District No. 1
- JMB Investments
- Monroe 35 Associates

179<sup>th</sup> Ave SE Sidewalk: This project is to install sidewalks along the west side of 179<sup>th</sup> Ave SE from the 157<sup>th</sup> Place SE intersection to the 154<sup>th</sup> Ave SE intersection. The City solicited design and right-of-way services. Universal Field Services has been responsible for right-of-way acquisition in consideration of the City's WSDOT approved Right of Way Acquisition Procedures including WSDOT's LAG Manual, Section 25 – Right of Way Procedures and the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act. Race, color, and national origin of the listed property owners is unavailable as Universal Field Services is completing the acquisition for the City.

Barnett, George & Melaine  
 Amberwood Plat  
 Gamble, Jeremy  
 Jirak, Stan & Kathy  
 Junwait  
 Olson, Marilyn  
 Trombley, John  
 Rowell Trust

The following is a sample of the introduction letter sent to all residents involving right-of-way acquisitions on City letterhead for the 179<sup>th</sup> Avenue Sidewalk Project. The letters were sent by the City's consultant Toole Design after the City made a complete review for compliance and accuracy in the acquisition property process. Language Line translated the City's letter from English into Spanish. This letter notified residents that the right-of-way consultant, Universal Field Services, would be contacting each resident regarding the acquisition process. All letters were mailed in July of 2022.

[Date]

[Owner Name]

[Street]

[State/ Zip]

**Re: 179<sup>th</sup> Avenue Sidewalk Improvement Project Informational Letter**  
**Property Address** [REDACTED]  
**Tax Parcel No.** [REDACTED]

Dear Property Owner:

The City of Monroe (City) is pleased to announce project design is currently underway to construct new segments of sidewalk, planter strip, ADA accessible curb ramps, a bike lane, and storm drainage improvements along the west side of 179<sup>th</sup> Avenue, between 154<sup>th</sup> Street and 157<sup>th</sup> Place.

Construction is anticipated to begin in Spring of 2023. Construction sequencing will maintain access and minimize impacts to properties along the project corridor. In order to realize this project, permanent and temporary real property rights may need to be acquired from you.

The City has recently selected Toole Design as our consultant designer for this project. As a subconsultant to Toole Design, Universal Field Services will provide right of way acquisition support to purchase the necessary permanent and temporary real property rights to build portions of the project. A representative from Universal Field Services will be contacting you to speak further about the project and discuss the right of way acquisition process with you.

The City looks forward to working with you during the design and construction phases of this important and exciting project. It is our goal that your community will benefit from this project as the City continues to plan for the future. If you have additional questions or concerns about this project, please contact Jammi Guion by calling 360-863-4514 or via email at [PWContracts@monroewa.gov](mailto:PWContracts@monroewa.gov).

For additional information during the design and construction phases, please refer to the project website: [www.monroewa.gov/1080/179th-Avenue-Sidewalk](http://www.monroewa.gov/1080/179th-Avenue-Sidewalk)

Sincerely,

Kim Klinkers, PE  
City Senior Engineer

[Fecha]

[Nombre del propietario]

[Calle]

[Estado/ Código postal]

**Re: Carta informativa del proyecto de mejoramiento de veredas de la 179th Avenue**  
**Dirección de la propiedad** [REDACTED]  
**Número de identificación fiscal de la propiedad (Tax Parcel No.)** [REDACTED]

Estimado propietario:

La Ciudad de Monroe (la Ciudad) se complace en anunciar que ya está en marcha el diseño del proyecto para construir nuevos segmentos de vereda, franja de áreas verdes, rampas accesibles para minusválidos (*ADA*), carril de bicicletas, y drenaje de aguas lluvia a lo largo del lado oeste de la 179th Avenue, entre la 154th Street y la 157th Place.

Se tiene previsto que la construcción comience en la primavera de 2023. La construcción del proyecto será por partes y en secuencia de modo de mantener el acceso y minimizar impactos a las propiedades que están a lo largo del corredor. Para llevar a cabo este proyecto, es posible que se necesiten adquirir servidumbres de paso temporal o derechos de propiedad permanentes de usted.

La Ciudad ha seleccionado recientemente a la firma consultora Toole Design para diseñar este proyecto. Como sub-consultor de Toole Design, Universal Field Services va a proveer servicios de adquisición de servidumbres de paso y derechos de propiedad para poder construir partes del proyecto. Un representante de Universal Field Services se pondrá en contacto con usted para contarle más detalles y explicarle el proceso de adquisición de derechos de paso.

La Ciudad tiene toda la intención de trabajar con usted durante las fases de diseño y construcción de este importante proyecto. Nuestro objetivo es que la comunidad se beneficie de este proyecto, al mismo tiempo que la Ciudad continúa planificando para el futuro. Si tiene preguntas o inquietudes sobre este proyecto, tenga el favor de contactar a Jammi Guion llamando al (360) 863-4514 o por correo electrónico a [PWContracts@monroewa.gov](mailto:PWContracts@monroewa.gov).

Para obtener más información acerca de las fases de diseño y construcción, por favor consulte el sitio web del proyecto: [www.monroewa.gov/1080/179th-Avenue-Sidewalk](http://www.monroewa.gov/1080/179th-Avenue-Sidewalk)

Sinceramente,

Kim Klinkers, PE  
City Senior Engineer

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

Right-of-way acquisition staff, Contract Land Staff:

- Jennifer Olsen, Caucasian
- Kent Melton, Caucasian
- Karen Wright, Caucasian
- Lane Schinnell, Caucasian
- Daniel Kostomay, Caucasian
- Jeanne Jorgenson, Caucasian
- Brianna Vasquez, Hispanic

Right-of-Way acquisition staff, Universal Field Services

Right-of-way acquisition staff, Universal Field Services:

- Steve Reinhart, Caucasian
- Stacey Meldrum, Caucasian
- Cynthia Whelpley, Pacific Islander
- Mitch Legel, Caucasian
- Ron Sharp, Caucasian
- Heidi Newitt, Caucasian
- Brenda Tegman, Caucasian
- Anthony McDonald, Asian
- Brian Wonderful, Caucasian

**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 environmental reviews were completed in this reporting period.

**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.**

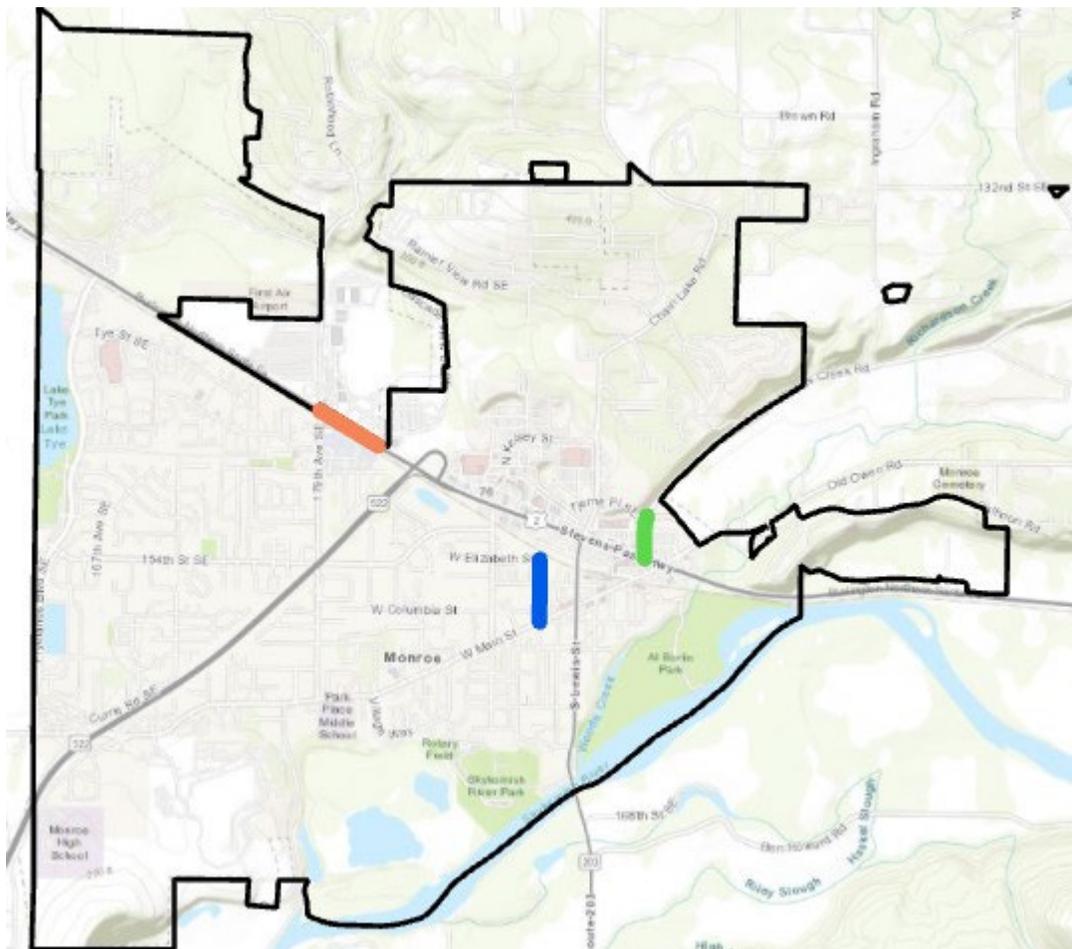
The City of Monroe map indicating the locations where street construction projects occurred in this reporting period are found on the following page. This is followed by race and ethnicity maps for the City of Monroe.

The 2022 Annual Road Maintenance outlining the specific streets included in the overlay program and are shown in “green” for Woods Creek Road, from: Main St. to Tjerne Pl.

2022 Annual Road Maintenance, overall impact to Monroe residents is minimal. This is an overlay program that makes repairs to existing road surfaces. Benefits include improved roads and curb and updated ADA ramps to current standards.

For the US 2 Non-Motorized Shared Path Project, the map indicates this project’s new path in a color code of “orange”. This project connects Cascade View Drive to 179<sup>th</sup> Avenue SE on the north side of US2. This shared path was designed as a wider walkway accommodating bicycles as well as wide range of walkers, joggers and families access the Snohomish County fairgrounds many events and yearly fair. This new connection completes a missing segment along US2, providing safe non-motorized travel for pedestrians and connecting residential neighborhoods to commercial centers.

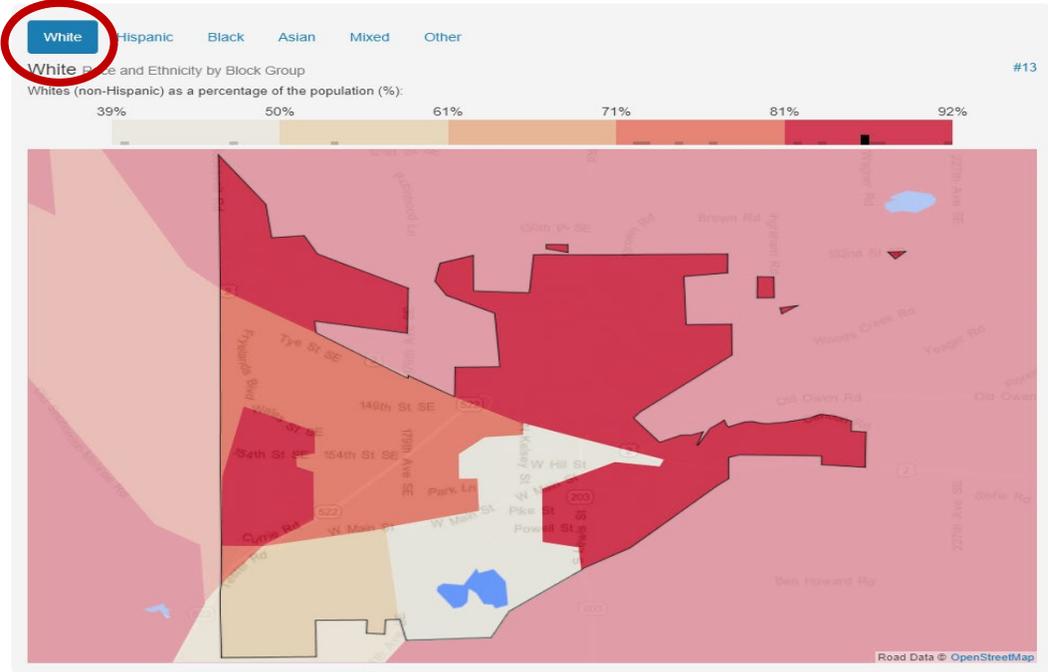
The Madison Combined Sewer Separation Project includes curb, gutter, sidewalk, and an entire street overlay of Madison is shown in “blue”. This project improves the sanitary sewer, storm and water service, and new street surfacing. The residents living along Madison will physically and visually benefit from the construction of new sidewalk, curb, gutter and overlay of the entire street.



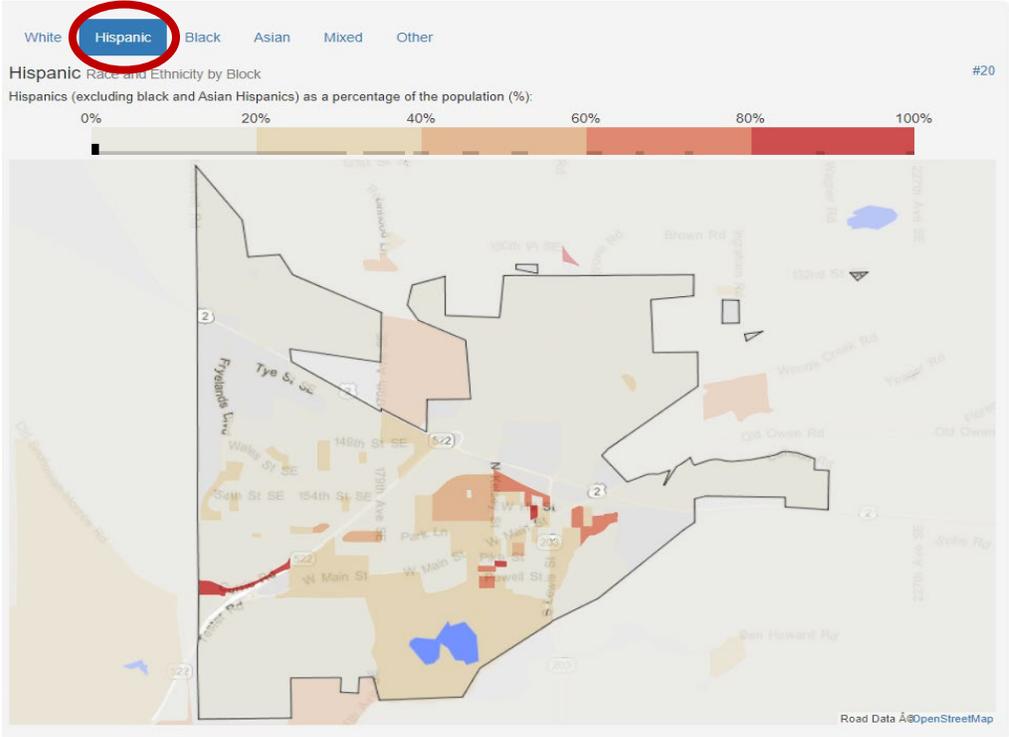
2022 Annual Road Maintenance – Green, US2 Non-Motorized Shared Path – Orange, Madison Combined Sewer – Blue

<https://statisticalatlas.com/place/Washington/Monroe/Race-and-Ethnicity>

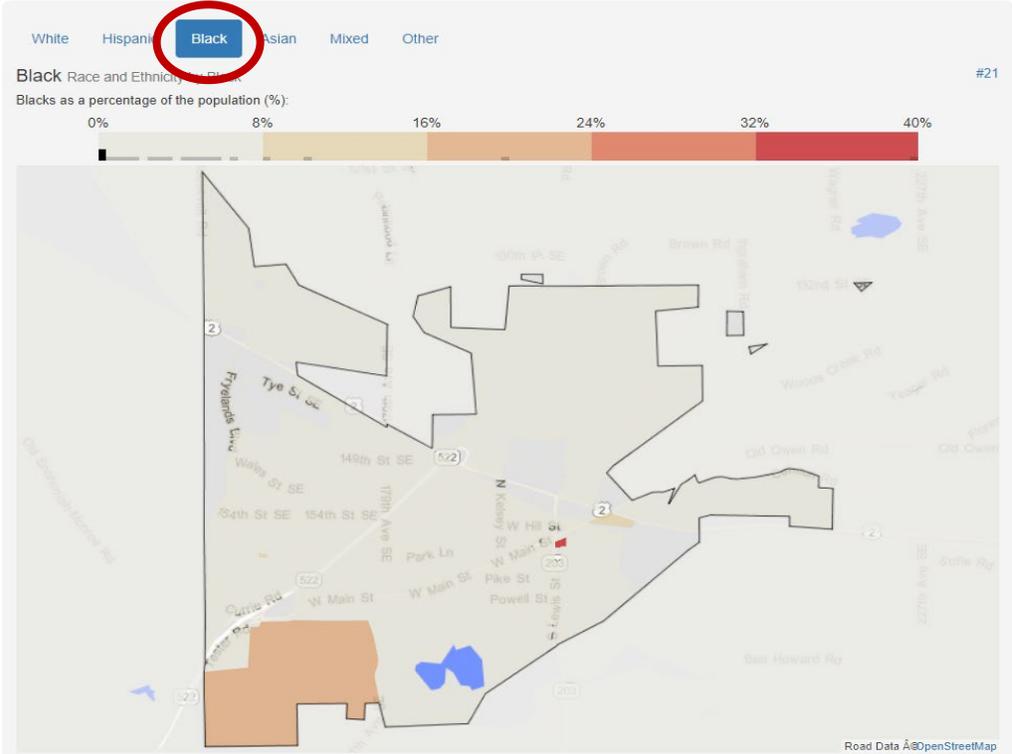
Map of Race and Ethnicity by Block Group in Monroe



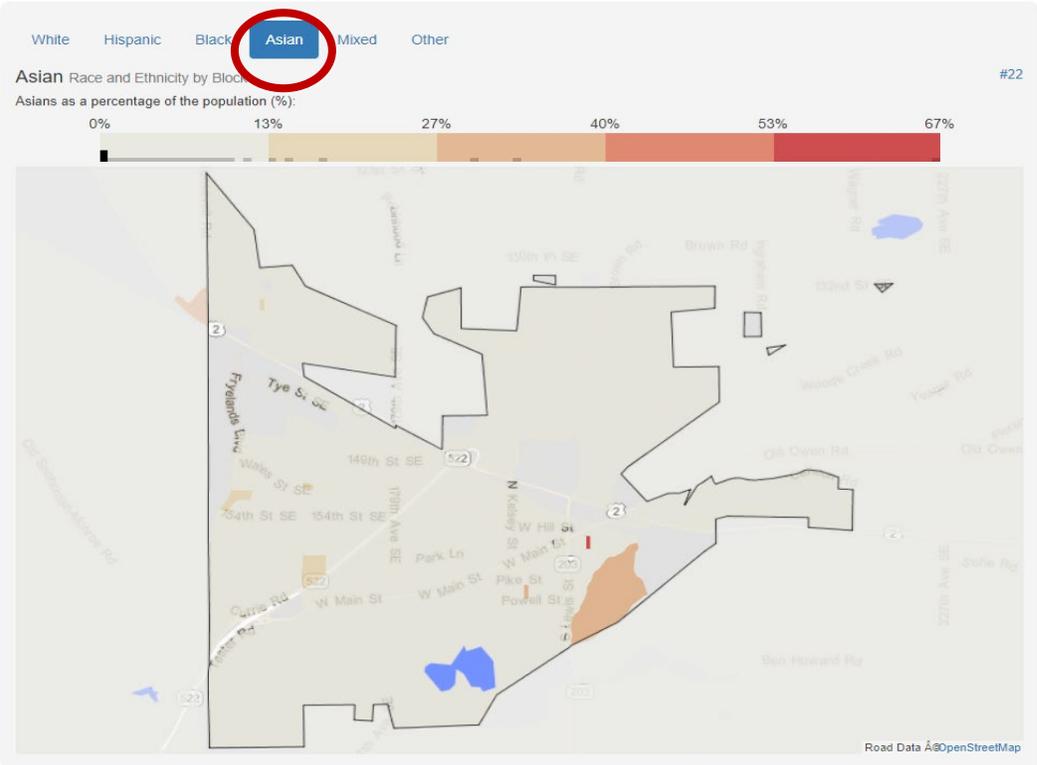
Map of Race and Ethnicity by Block in Monroe



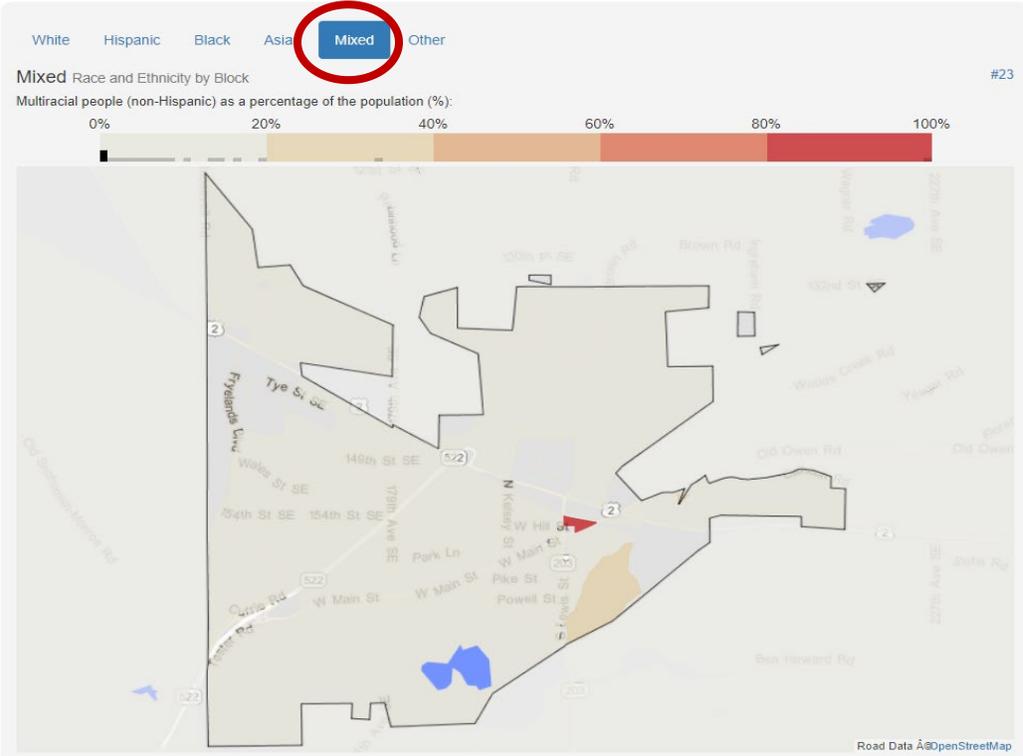
### Map of Race and Ethnicity by Block in Monroe



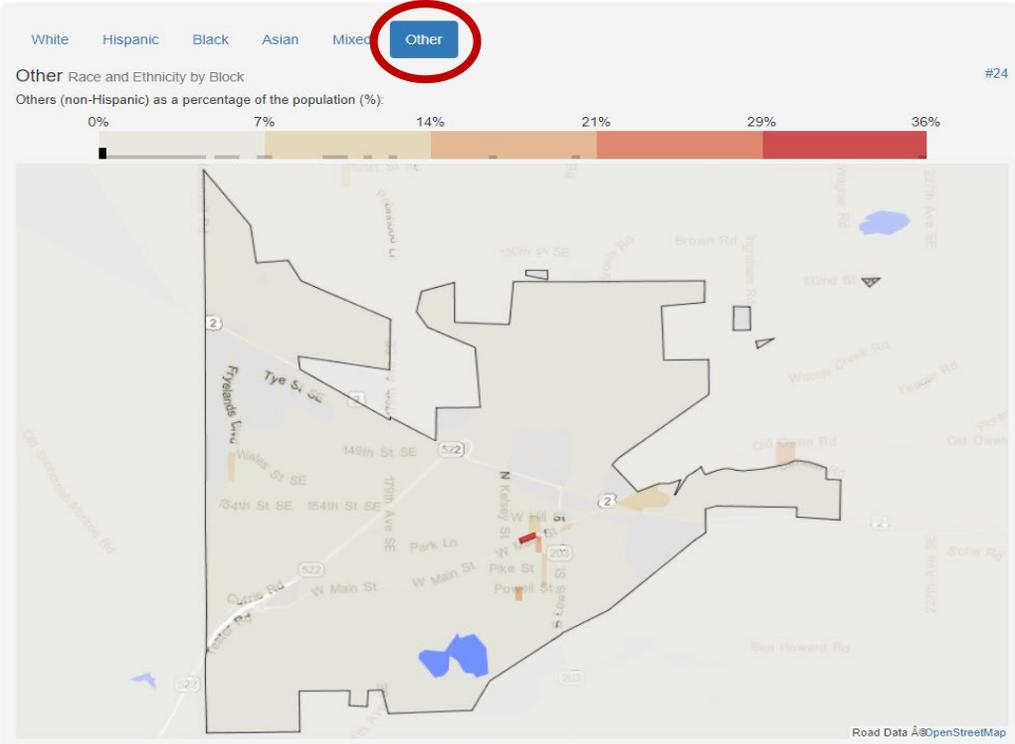
### Map of Race and Ethnicity by Block in Monroe



### Map of Race and Ethnicity by Block in Monroe



### Map of Race and Ethnicity by Block in Monroe



**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.**

- City Council meetings
  - Regular council meetings are the second and fourth Tuesday of every month from 7pm until typically 9pm (extensive agendas may require additional time), unless otherwise cancelled due to holidays. Since COVID the City has been doing hybrid meetings since March 22, 2022 which includes virtual attendance via Zoom and in-person in the City Council Chambers. Meetings are announced in the mayor’s weekly newsletter Monroe This Week sent via a subscription through Constant Contact, Monroe This Week, City of Monroe Mayor’s Facebook page and a newsflash on the City’s website every week encouraging citizen participation. See Attachment #5.
- Transportation/Planning, Parks & Rec, Public Works Committee
  - Regular meetings are on the fourth Tuesday of each month at City Hall. This information is posted on our website. Meetings are virtually held at 6:00pm and end before 6:45pm.
- Transportation Benefit District
  - Regular meetings were held in person and virtually twice a year in this reporting period (January 2022 to March 31, 2023). Meetings begin at 7:00pm
  - Meeting agendas and minutes are posted on the City website. A one-time Fiscal Annual Report is posted to the City’s website under “Meeting Agenda Portal”.

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

Transportation Benefit District (TBD) is comprised of 5 males (all Caucasian) and 3 female (2 Caucasian and one Mixed) members. The TBD members are made up of the City Council Members who are elected to their position. The Chairperson was a male.

Transportation/Planning, Parks & Rec, Public Works Committee is made up of 2 male and 1 female members. These members are made up of the City Council Members who are elected to their position. All are Caucasian.

Planning Commission is made up of 2 males and 4 females. The Planning Commission Secretary is female and a City of Monroe Planning Department employee. All are Caucasian.

**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.**

All committee and council meetings are open to the public for participation. The City has a sign in sheet for those wishing to speak to the board/committee/council, otherwise they are not required to sign in. Most attendance is considered low turnout and roughly follows the demographic spread that defines Monroe.

Staff provide Public Involvement Forms at outreach events for our transportation projects. For this reporting period, the City did not conduct “open house” community engagement efforts, as none were required based on the development stage of the projects.

**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.**

No language assistance services were requested during the reporting period. If a request is made, the City would connect with our interpretation/translation consultant, Language Line Services (LLS), who has been available to us since July 2021. The City utilizes LLS for all translation, transcribing and interpretation required to release postcards and flyers in Spanish for a clear, concise and ease of communication on capital projects. The following examples represent this effort:

In February of 2023 the City of Monroe launched another neighborhood construction update for the Powell Street Reconstruction Project. This flyer printed in English and Spanish gave residents in the neighborhood an estimated timeline for construction to begin and for the project to be complete. See Attachment 6.

The City of Monroe invited the downtime businesses and residents to participate in an online survey to provide input for parking spaces along N. Blakeley Street. The Design and Construction department created a mailer and requested Language Line to translate the information into Spanish. The mailer was completed and sent out in April of 2022. See Attachment 7.

Madison Combined Sewer Separation Project - While this project is not completely transportation related it has been included as the reconstruction of the road is a major component and to highlight the City's communication with the local neighborhood. Postcards were also created and mailed in English and Spanish, see Attachment 8 notifying residents of the pending construction schedule.

**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).**

The City of Monroe has established a policy to comply with 49 Code of Federal Regulations 1 Part 26, to ensure that Disadvantaged Business, including minorities and women have an equal opportunity to receive and participate in federally assisted contracts. The City does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 based on race, color, sex or national origin.

The City solicits contractor bids using primarily the Daily Journal of Commerce and to a less extend the official newspaper of the city (The Everett Herald). All advertisements include Title VI language. See Attachment 9 for an example. Once the two-to-three-week advertisement period is complete, the bids received are publicly opened and read for transparency. Staff review each bid for irregularities, being responsive, and confirm the low bid. The construction contract is then prepared and presented to the City Council for review and award authorization.

The City solicits consultant services using primarily the Municipal Research Services Center (MRSC), of which the City is a member. Some requests will be made in the Daily Journal of

Commerce. All advertisements include Title VI language. After the two-week advertising period the proposals received are reviewed by a panel of staff members, scored and then the consultants are short-listed for a virtual or in-person interview. Eventually, the panel will select the most qualified firm to perform the sought after service and scope/fee negotiations begin. Depending on the monetary value, the Agreement is either taken before City Council for review and authorization or taken to the City Administrator for review and authorization. Specific project examples follow:

US2 Non-Motorized Shared Path - This Contract provides for the improvement of a new 12-foot-wide asphalt path along the north side of US Highway 2, from the 179<sup>th</sup> Ave SE intersection to the Cascade View Drive intersection in the City of Monroe. This project was advertised in the Daily Journal of Commerce for three weeks and uploaded to an on-line plan center. After bid opening, City staff evaluated bids. This process included creating an excel spread sheet to check all bids for any potential math errors, ensuring bidders were licensed and bonding in the state of Washington, DBE Utilization Reports are accurate, have met the set DBE goal of 18%, the DBEs are certified, and both the states and federal list are verified for non-debarment for the two apparent low bidders. City staff will email the apparent two low bidders entire bid packets and all the state checks to WSDOT Local Programs Engineer for review and concurrence for award.

Madison Project - This contract provides for the separation of the combined sewer along Madison Street from Main Street to Elizabeth Street to include reconstruction of the road to provide proper drainage. This project was advertised in the Daily Journal of Commerce for two weeks and uploaded to an on-line plan center. After bid opening, City staff evaluated bids. This process included creating an excel spread sheet to check all bids for any potential math errors, ensuring bidders were licensed and bonding in the state of Washington and checked the states debarment list for the two apparent low bidders. The Project Manager then made references calls. Once all data is reviewed and the process meets the City's Procurement Policy, the Project Manager will make a formal recommendation to the City Council for award of the construction project to the apparent low bidder.

2022 Annual Road Maintenance Project - This Contract provides for improvements to ADA facilities and roadway preservation including grind and overlay on Woods Creek Road from US 2 to Tjerne Pl E and also updates pavement markings at various locations throughout the City of Monroe in support of the 2022 Annual Road Maintenance Project. The anticipated work includes placement of Hot Mix Asphalt, pavement repair, and construction of ADA ramps. This process included creating an excel spread sheet to check all bids for any potential math errors, ensuring bidders were licensed and bonding in the state of Washington and checked the states debarment list for the two apparent low bidders. The Project Manager then made references calls and verified the available budget. Once all data is reviewed and the process meets the City's Procurement Policy, the Project Manager will make a formal recommendation to the City Council for award of the construction project to the apparent low bidder.

Disadvantaged Business Enterprise (DBE) Goals – As part of City efforts to use minority and female consultants and contractors, when appropriate include a DBE goal. Certified DBE firms can encompass small, minority and women-owned firms. As a condition of the award, the successful bidder must make good faith efforts to meet this DBE goal. The proposer establishes good faith

efforts when it documents that it has obtained enough DBE participation to meet the DBE goal; or documents that it has made adequate efforts to do so although unsuccessful.

**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 Design and Construction department's policy and procedures are in place to ensure the inclusion of Title VI language in all contractor/consultant contracts. The Title VI Declaration form is included in all consultant agreements, see Attachment 10. As an example of a construction contract solicitation see Attachment 9. This example is for the City's US 2 Non-Motorized Shared Path in which Title VI language is included.

**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).**

- Madison Combined Sewer Separation- \$ 2,869,226.94, Ecology funding, no DBE award
- US2 Non-motorized Shared Path - \$1,417,920.00, Federal funding, 18% DBE award
- 2022 Annual Road Maintenance- \$606,430.00, City Funding, no DBE award

The US 2 Non-Motorized Shared Path Project was the only project listed above with an award to a certified disadvantage contractor.

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

No WSDOT LAP training for Title VI occurred during this reporting period.

The City of Monroe hired Mojo Strategies in November 2022 as the City's Communications Consultant. The agreement enlists Mojo's assistance in Project Coordination, Program Development, Media Engagement, Collateral Development, Social Media, Website Management and Publications. For the Design and Construction department Mojo will take the lead on creating templates for public outreach, assist with all social media project updates, assist with the development of education materials (Title VI) and support website project reviews. Two coordination efforts with Mojo are:

December 16, 2022, 8:30am. Initial introductions via email with the City's new consultant, Mojo Strategies. This email included the Title VI Coordinator, Specialist and Designee. The outcome of this email was to set a date for review of the City's Title VI procedures with staff.

Title VI Agenda with Communications Consultant Mojo Strategies follow up meeting, January 19, 2023, 12:00 – 1:30pm. The attendees for this meeting included the Title VI Coordinator, Specialist and two Designees. The agenda included review of Title VI standards, demographic

sources, outreach documentation for the annual report and the creation of templates for use on City wide road closures, traffic alerts, emergency response, construction alerts and mailers.

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

No training/webinars by the Title VI Coordinator this period.

**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 Title VI Coordinator, Jakeh Roberts conducted one training on September 15, 2022, with Title VI staff, Scott Peterson, Title VI Specialist, Caucasian, Jammi Guion, Title VI Designee and Cathy Hawkins, Title VI Designee, both Caucasian. Discussed Monroe's demographics by community, Race and Ethnicity by Block per statistical data used in Monroe's Title VI reporting. This training also reviewed the following items: Organizational Chart, procedures for upcoming CIP public outreach opportunities, uploading Title VI Report and maintenance of the Title VI Complain Log. Lastly a reminder to use Language Line for translation services.

**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 was completed.

**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.**

- In the Title VI Report and Plan Approval Letter, dated June 21, 2022, and associated email, the City received a couple of comments.
  - The first comment was for the City to provide the time virtual meetings were held for Question #5 and Question #10 above. Times for all Commissions, Council and Boards have been added.
  - The next question, "What are the selection criteria for the Transportation/Advisory Group/Planning?" The City does not have a Transportation/Advisory Group; however, the City has established a Transportation Benefit Board and the members are made up of the elected City Council members. The City's Planning Commission members are recruited via posting on the City website, handing out flyers at events like the Easter Egg Hunt or the Famers Markets and posting on social media. Often public comments are brought to the Planning Commission at the suggestion of staff or commissioners when working with individuals that may receive a benefit.
  - The City has been asked to expand the LEP demographic data to document public involvement to ensure there is no disproportionate impact. More research and guidance from WSDOT through Title VI training will be requested prior to the next reporting period.
  - The second comment was to ensure that public meetings, whether virtual or in-person or both, involve community members' participation. Please keep in mind that the public must participate in the transportation decision making. Again, engaging the public in the decision-making process is vital. This must also be reflected in the Transportation

Advisory Groups/Planning and Parks and Recreation Committee. What efforts have been made to diversify the composition of the members? The Title VI program policies and procedures must be adhered to in every aspect stated in the LAG.

- 2022 GOAL: As the statewide mask order lifted on March 12, 2022, the City has announced and set a goal for Title VI training to other staff members. The City established “core” days when all employees will work in the office. This will allow for the Title VI team to conduct internal training, specifically for Project Managers of the Design and Construction and Operations and Maintenance Divisions. The training will be led by the Title VI Coordinator and the Title VI Designees will document the attendees, job titles, race/color/national origin, the subject, and date(s) of the training provided.
  - GOAL MET: September 15, 2022, training. See details under “When was Title VI internal Training provided to staff?” above.
- 2022 GOAL: Extend training opportunities to Public Works Operations and Managers for 2022.
- 2022 GOAL: Using the existing contract with Language Line Solutions (LLS) explore ways to allow Public Works staff, working in the field, to communicate with citizens in the City of Monroe.
  - GOAL MET: Provided all onboarding staff with instructions on utilizing Language Line when needed out in the field, or office environment.
- 2023 GOAL: To modify Attachment 11, Initiate Public involvement Forms, for use on CIP Projects requiring an open house or public meeting. Title VI staff to meet in this coming year to review/comment/amend the form then determine the best projects and implementation procedures for ensuring public meetings, open houses, or surveys use of this form.
- 2023 GOAL: Mojo Consultant in Title VI efforts.
- 2023 GOAL: Utilize LLS in public outreach efforts.
- 2023 GOAL: Continue efforts in training staff involved with Title VI.
- 2023 GOAL: Engage Participation Form in outreach efforts, including Comprehensive Plan
- 2023 GOAL: Expand project outreach efforts by posting information at site.