



KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION TITLE VI ACCOMPLISHMENTS & GOALS REPORT APRIL 1, 2023 THROUGH MARCH 31, 2024



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

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

Contact Information

Name and title of administrator: Torie Brazitis/County Administrator
Mailing Address: 614 Division Street MS-4
City: Port Orchard WA
Zip Code: 98366
County: Kitsap
Phone #: 360-337-4403
email address: VBrazitis@kitsap.gov

Name and title of head of transportation-related services: Joe Rutan
Mailing Address: 614 Division Street MS-26
City: Port Orchard WA
Zip Code: 98366
County: Kitsap
Phone #: 360-337-4893
email address: jrutan@kitsap.gov

Name and title of designated Title VI coordinator*: Kristina Nelson
Mailing Address: 614 Division Street MS-26
City: Port Orchard WA
Zip Code: 98366
County: Kitsap
Phone #: 360-337-4891
email address: knelson@kitsap.gov

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

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



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



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.

An updated plan was submitted on May 9, 2024.

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.

<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
Kristina Nelson	Title VI Coordinator	Caucasian	Swedish
Andrew Nelson	Public Works Director	Caucasian	USA
Denise Greer	Human Resources Director	Caucasian	Unknown
Charlotte Garrido	2023 Chair of the Board of County Commissioners, Commissioner District 2	Caucasian	Unknown
Katherine Walters	2024 Chair of the Board of County Commissioners, Commissioner District 3	Caucasian	Unknown
Robert Gelder through 05/23/23	Commissioner District 1	Caucasian	Unknown
Christine Rolfe's First day in office 06/05/2023	Commissioner District 1	Caucasian	Unknown
Joe Rutan	County Engineer, Assistant Public Works Director, Roads	Caucasian	Unknown
Christy DeGeus	Traffic Division - Traffic Manager	Caucasian	Unknown



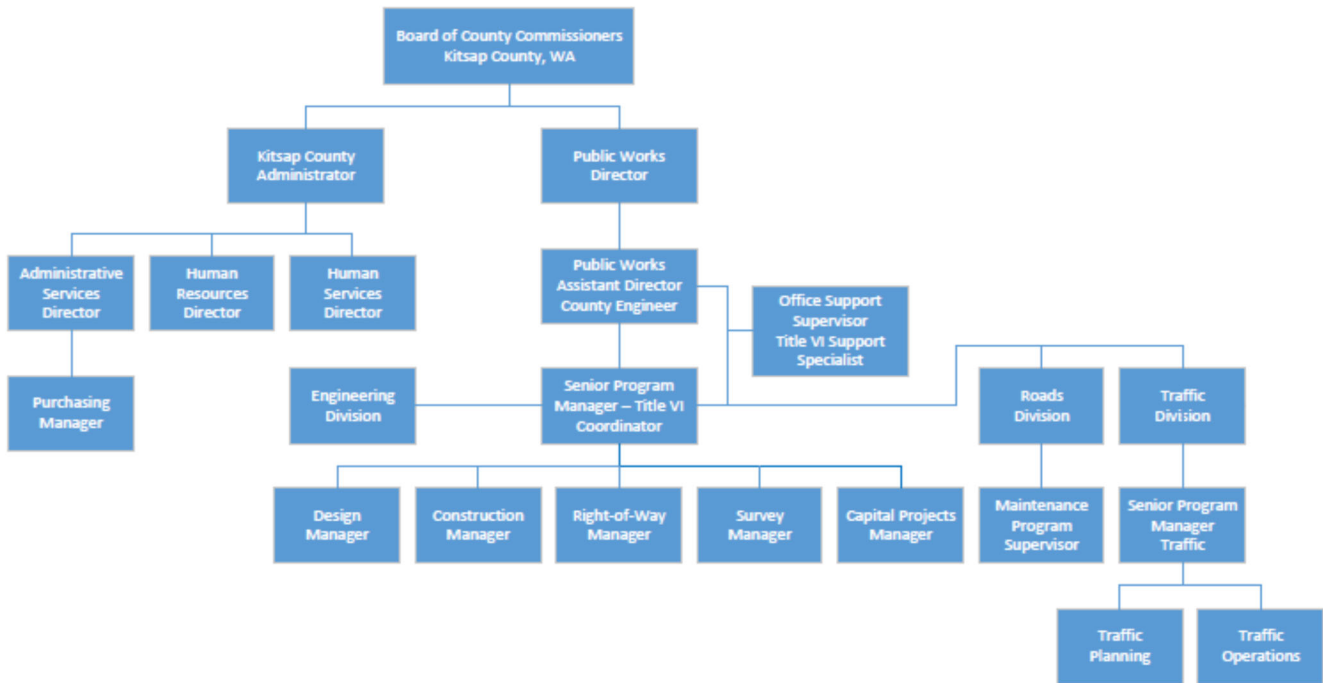
**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
David Forte	Traffic Division - Transportation Planner	Caucasian	Unknown
Theresa Smith	Engineering Division - Design Manager	Asian Pacific Islander	Filipino
Steven Nichols	Engineering Division - Construction Manager	Caucasian	USA
Kenneth Swindaman	Engineering Division - County Surveyor	Caucasian	Unknown
Molly Foster	Engineering Division - - Real Estate Services Manager	Caucasian	USA
Eirik O'Neal	Engineering Division - Education and Outreach Coordinator	Caucasian	USA
Tim Beachy	Engineering Division - Capital Projects Manager	Caucasian	USA
Gary Kaczynski 7/2020 – 5/23/2023	Engineering Division - Capital Projects Manager	Caucasian	Unknown
Michele Filley First day July 17, 2023	Engineering Division - Capital Projects Manager	Caucasian	Unknown
Jacques Dean	Maintenance Division - Roads Superintendent	Caucasian	Unknown



KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION TITLE VI ACCOMPLISHMENTS & GOALS REPORT APRIL 1, 2023 THROUGH MARCH 31, 2024



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 following reports (US Census Bureau, EPA/EJScreen, ACS Summary Report) list Kitsap County demographics, including incorporated cities, for race, color, and household income based on data from the US Census Bureau. Additionally, we used data from the EPA to review and report on demographics for National Environmental Policy Act (NEPA) applications/compliance on projects funded with Federal Highway Funds/Grants.



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



US Census Bureau C16001 Language Spoken at Home for the Population 5 Years and Over	Kitsap County, Washington	
Label	Estimate	Margin of Error
Total:	263,475	±749
Speak only English	238,959	±3,444
Spanish:	9,908	±2,064
Speak English "very well"	5,623	±1,475
Speak English less than "very well"	4,285	±1,631
French, Haitian, or Cajun:	649	±430
Speak English "very well"	567	±370
Speak English less than "very well"	82	±118
German or other West Germanic languages:	399	±320
Speak English "very well"	385	±320
Speak English less than "very well"	14	±23
Russian, Polish, or other Slavic languages:	1,050	±920
Speak English "very well"	605	±456
Speak English less than "very well"	445	±634
Other Indo-European languages:	1,423	±1,041
Speak English "very well"	1,208	±1,017
Speak English less than "very well"	215	±183
Korean:	313	±363
Speak English "very well"	106	±153
Speak English less than "very well"	207	±339
Chinese (incl. Mandarin, Cantonese):	749	±414
Speak English "very well"	300	±282
Speak English less than "very well"	449	±391
Vietnamese:	731	±643



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Speak English "very well"	507	±458
Speak English less than "very well"	224	±330
Tagalog (incl. Filipino):	4,907	±1,154
Speak English "very well"	3,441	±1,077
Speak English less than "very well"	1,466	±590
Other Asian and Pacific Island languages:	2,712	±1,120
Speak English "very well"	2,048	±1,044
Speak English less than "very well"	664	±363
Arabic:	455	±726
Speak English "very well"	244	±389
Speak English less than "very well"	211	±340
Other and unspecified languages:	1,220	±958
Speak English "very well"	903	±756
Speak English less than "very well"	317	±322



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



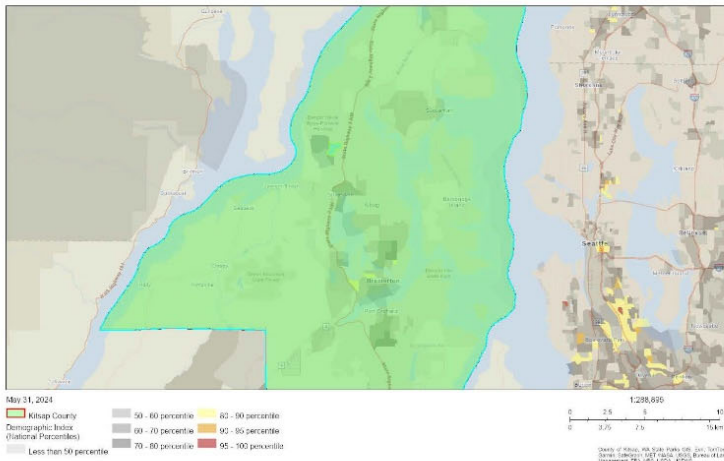
EJScreen Community Report

This report provides environmental and socioeconomic information for user-defined areas, and combines that data into environmental justice and supplemental indexes.

Kitsap County, WA

County: Kitsap
Population: 273,072
Area in square miles: 565.83

A3 Landscape



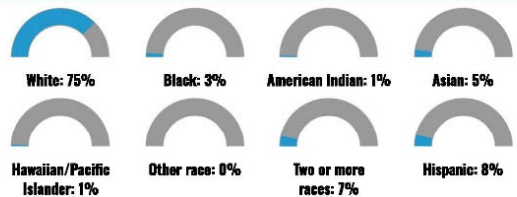
COMMUNITY INFORMATION



LANGUAGES SPOKEN AT HOME

LANGUAGE	PERCENT
English	92%
Spanish	3%
Other Indo-European	1%
Tagalog (including Filipino)	2%
Other Asian and Pacific Island	1%
Total Non-English	8%

BREAKDOWN BY RACE



BREAKDOWN BY AGE



LIMITED ENGLISH SPEAKING BREAKDOWN



Notes: Numbers may not sum to totals due to rounding. Hispanic population can be of any race. Source: U.S. Census Bureau, American Community Survey (ACS) 2017-2021. Life expectancy data comes from the Centers for Disease Control.



KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION TITLE VI ACCOMPLISHMENTS & GOALS REPORT APRIL 1, 2023 THROUGH MARCH 31, 2024



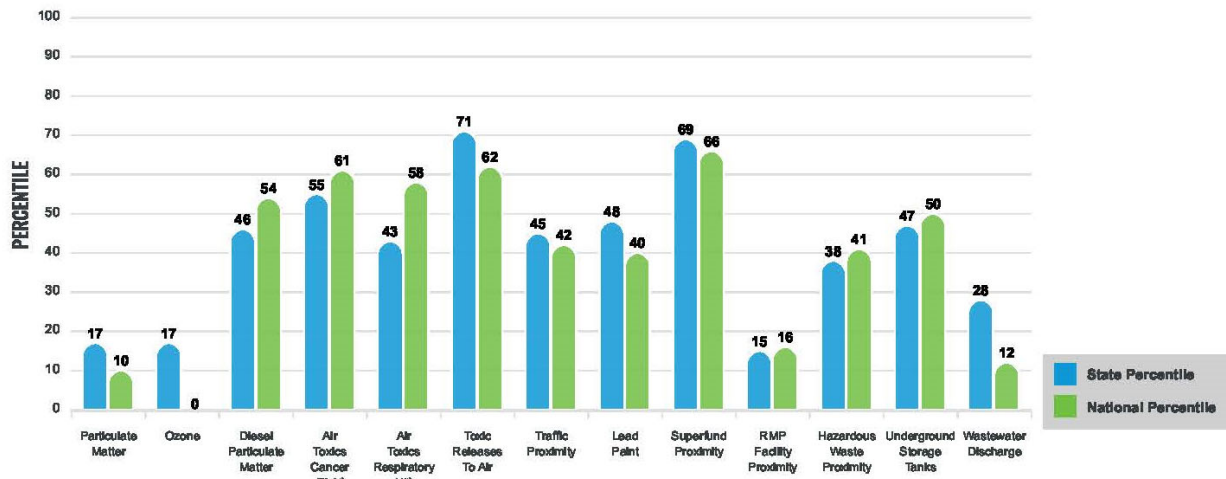
Environmental Justice & Supplemental Indexes

The environmental justice and supplemental indexes are a combination of environmental and socioeconomic information. There are thirteen EJ indexes and supplemental indexes in EJScreen reflecting the 13 environmental indicators. The indexes for a selected area are compared to those for all other locations in the state or nation. For more information and calculation details on the EJ and supplemental indexes, please visit the [EJScreen website](#).

EJ INDEXES

The EJ indexes help users screen for potential EJ concerns. To do this, the EJ index combines data on low income and people of color populations with a single environmental indicator.

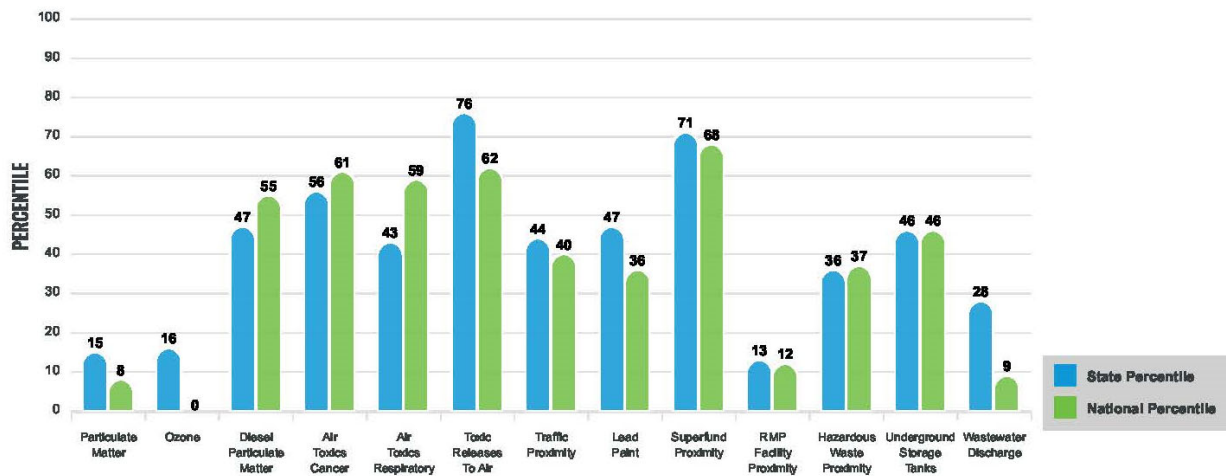
EJ INDEXES FOR THE SELECTED LOCATION



SUPPLEMENTAL INDEXES

The supplemental indexes offer a different perspective on community-level vulnerability. They combine data on percent low-income, percent linguistically isolated, percent less than high school education, percent unemployed, and low life expectancy with a single environmental indicator.

SUPPLEMENTAL INDEXES FOR THE SELECTED LOCATION



These percentiles provide perspective on how the selected block group or buffer area compares to the entire state or nation.

Report for County: Kitsap



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



EJScreen Environmental and Socioeconomic Indicators Data

SELECTED VARIABLES	VALUE	STATE AVERAGE	PERCENTILE IN STATE	USA AVERAGE	PERCENTILE IN USA
POLLUTION AND SOURCES					
Particulate Matter (µg/m ³)	5.87	7.02	14	8.08	7
Ozone (ppb)	45.8	49.8	15	61.6	0
Diesel Particulate Matter (µg/m ³)	0.273	0.355	43	0.261	63
Air Toxics Cancer Risk* (lifetime risk per million)	28	27	2	25	5
Air Toxics Respiratory HI*	0.35	0.39	14	0.31	31
Toxic Releases to Air	4,700	1,800	92	4,600	85
Traffic Proximity (daily traffic count/distance to road)	76	190	49	210	49
Lead Paint (% Pre-1960 Housing)	0.18	0.23	56	0.3	45
Superfund Proximity (site count/km distance)	0.51	0.18	91	0.13	95
RMP Facility Proximity (facility count/km distance)	0.059	0.4	13	0.43	13
Hazardous Waste Proximity (facility count/km distance)	0.35	1.6	40	1.9	45
Underground Storage Tanks (count/km ²)	3.1	6.3	59	3.9	67
Wastewater Discharge (toxicity-weighted concentration/m distance)	4.7E-06	0.024	40	22	14
SOCIOECONOMIC INDICATORS					
Demographic Index	22%	28%	42	35%	37
Supplemental Demographic Index	10%	12%	43	14%	32
People of Color	25%	32%	44	39%	44
Low Income	20%	24%	48	31%	37
Unemployment Rate	5%	5%	57	6%	55
Limited English Speaking Households	1%	4%	54	5%	59
Less Than High School Education	5%	8%	45	12%	35
Under Age 5	6%	6%	56	6%	57
Over Age 64	18%	16%	63	17%	60
Low Life Expectancy	17%	18%	30	20%	22

*Diesel particulate matter, air toxics cancer risk, and air toxics respiratory hazard index are from the EPA's Air Toxics Data Update, which is the Agency's ongoing, comprehensive evaluation of air toxics in the United States. This effort aims to prioritize air toxics emission sources, and locations of interest for further study. It is important to remember that the air toxics data presented here provide broad estimates of health risks over geographic areas of the country, not definitive risks to specific individuals or locations. Cancer risks and hazard indices from the Air Toxics Data Update are reported to one significant figure and any additional significant figures here are due to rounding. More information on the Air Toxics Data Update can be found at: <https://www.epa.gov/air-toxics-data-update>.

Sites reporting to EPA within defined area:

Superfund	8
Hazardous Waste, Treatment, Storage, and Disposal Facilities	5
Water Dischargers	628
Air Pollution	52
Brownfields	40
Toxic Release Inventory	9

Other community features within defined area:

Schools	78
Hospitals	3
Places of Worship	151

Other environmental data:

Air Non-attainment	No
Impaired Waters	Yes

Selected location contains American Indian Reservation Lands*	Yes
Selected location contains a "Justice40 (CEJST)" disadvantaged community	Yes
Selected location contains an EPA IRA disadvantaged community	Yes



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



EJScreen Environmental and Socioeconomic Indicators Data

HEALTH INDICATORS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Low Life Expectancy	17%	18%	30	20%	22
Heart Disease	5.4	5.3	53	6.1	37
Asthma	10.3	10.5	35	10	61
Cancer	6.6	6.3	56	6.1	57
Persons with Disabilities	14.6%	13.1%	63	13.4%	63

CLIMATE INDICATORS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Flood Risk	5%	11%	49	12%	42
Wildfire Risk	0%	12%	0	14%	0

CRITICAL SERVICE GAPS					
INDICATOR	VALUE	STATE AVERAGE	STATE PERCENTILE	US AVERAGE	US PERCENTILE
Broadband Internet	6%	9%	49	14%	32
Lack of Health Insurance	5%	6%	42	9%	34
Housing Burden	No	N/A	N/A	N/A	N/A
Transportation Access	Yes	N/A	N/A	N/A	N/A
Food Desert	Yes	N/A	N/A	N/A	N/A

Report for County: Kitsap



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Kitsap County, Washington		S1602 Limited English Speaking Households		
		American Community Survey	2022: ACS 1-Year Estimates Subject Tables	
	Total	Percent	Limited English-speaking households	Percent limited English-speaking households
Label	Estimate	Estimate	Estimate	Estimate
All households	109,245		1,890	1.70%
Households speaking --				
Spanish	5,101	4.70%	894	17.50%
Other Indo-European languages	2,100	1.90%	89	4.20%
Asian and Pacific Island languages	5,478	5.00%	862	15.70%
Other languages	821	0.80%	45	5.50%

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).

There were no Title VI complaints filed during this reporting period and no pending complaints. Our Title VI complaint form is available as a “Cognito form” with submittal directly to Kitsap 1. [Title VI Complaint Form \(cognitofirms.com\)](#). A copy of the form is attached as Exhibit 1.

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.

We updated our Six-Year Transportation Program with presentations at the following meetings:

- **Board of County Commissioners Public Hearing on November 27, 2023**
- **Manchester Citizen Advisory Committee on May 2, 2023,**
- **Suquamish Citizen Advisory Committee on May 4, 2023**
- **Kingston Citizen Advisory Committee on May 10, 2023**
- **Manchester Open House May 22, 2023**
- **Central Kitsap Citizen Advisory Committee on June 7, 2023**



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



The Roads Division did not conduct the outreach for these meetings. Information was sent by the office of the Board of County Commissioners via variety of outlets, including GovDelivery as the main media.

The Public hearings for the Six Year Transportation Program and the Annual Road Construction Program were held during the Board of Commissioners regular evening meeting (November 27, 2023), where the public was invited and given an opportunity to give testimony, virtually and in person.

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).

There were forty-one (41) negotiations for Public Works projects during this reporting period. No disparity in contract negotiations was noted. Negotiations were accomplished utilizing four (4) in-house staff. No demographic information was volunteered to the County by the individuals/owners.

List of individuals we negotiated with for acquisitions (permanent and/or temporary) during this reporting period:

Name	Demographics		
	Race	Color	National Origin
Rinderle, Edward	Not Disclosed	Not Disclosed	Not Disclosed
Twiss, Randy & Cindy	Not Disclosed	Not Disclosed	Not Disclosed
Crockett, John & Janice	Not Disclosed	Not Disclosed	Not Disclosed
Kastanopolous, Christine	Not Disclosed	Not Disclosed	Not Disclosed
Kitsap County Parks	Not Disclosed	Not Disclosed	Not Disclosed
Jopp Energy Company (Timothy Jopp)	Not Disclosed	Not Disclosed	Not Disclosed
Bureau of Indian Affairs (Suquamish Tribe)	Not Disclosed	Not Disclosed	Not Disclosed
Bethje, Dale & Judy	Not Disclosed	Not Disclosed	Not Disclosed
Austin, David & Donnalee	Not Disclosed	Not Disclosed	Not Disclosed
Svenson, Keith	Not Disclosed	Not Disclosed	Not Disclosed
Conger, Ryan	Not Disclosed	Not Disclosed	Not Disclosed
Myers, Larry	Not Disclosed	Not Disclosed	Not Disclosed
Silver Spur Club	Not Disclosed	Not Disclosed	Not Disclosed
Nord, Michael & Elizabeth	Not Disclosed	Not Disclosed	Not Disclosed
Wittenmyer, Garret	Not Disclosed	Not Disclosed	Not Disclosed
Taylor, Diane	Not Disclosed	Not Disclosed	Not Disclosed
Townsend, Charles & Martha	Not Disclosed	Not Disclosed	Not Disclosed
Gowdy, Anthony & Claire	Not Disclosed	Not Disclosed	Not Disclosed
Rogers, Michael & Tammie	Not Disclosed	Not Disclosed	Not Disclosed



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Rogers, Michael & Tammie	Not Disclosed	Not Disclosed	Not Disclosed
--------------------------	---------------	---------------	---------------

Name	Demographics		
	Race	Color	National Origin
James, James & Carol	Not Disclosed	Not Disclosed	Not Disclosed
Lopez, Rodolfo & Joy King	Not Disclosed	Not Disclosed	Not Disclosed
Dutton, James	Not Disclosed	Not Disclosed	Not Disclosed
Whitmer, Charles Jr & Mary	Not Disclosed	Not Disclosed	Not Disclosed
Gonzales, Juan & Caitlin	Not Disclosed	Not Disclosed	Not Disclosed
Gaines, Melissa Renee	Not Disclosed	Not Disclosed	Not Disclosed
Bubb, Melissa	Not Disclosed	Not Disclosed	Not Disclosed
Crouch, Forrest & Catheryn	Not Disclosed	Not Disclosed	Not Disclosed
Shilohwood Community Association	Not Disclosed	Not Disclosed	Not Disclosed
Cathcart, Timothy and Serena	Not Disclosed	Not Disclosed	Not Disclosed
Hardin, Danny and Hardin, Rita	Not Disclosed	Not Disclosed	Not Disclosed
Castan, Ronald	Not Disclosed	Not Disclosed	Not Disclosed
Klein Family LLC (Jessica Klein)	Not Disclosed	Not Disclosed	Not Disclosed
Murphy, Patrick & Emmaline	Not Disclosed	Not Disclosed	Not Disclosed
Alas, Jennifer	Not Disclosed	Not Disclosed	Not Disclosed
Hayes, Steven	Not Disclosed	Not Disclosed	Not Disclosed
Clements, James & Susan	Not Disclosed	Not Disclosed	Not Disclosed
Byrne, Stephen and Marshall, Amber	Not Disclosed	Not Disclosed	Not Disclosed
Patterson, Drew & Kandice	Not Disclosed	Not Disclosed	Not Disclosed
Burson, Joan & Laurence	Not Disclosed	Not Disclosed	Not Disclosed
Carrol, John & Sherrie	Not Disclosed	Not Disclosed	Not Disclosed
Lewsley, Paul & Scott	Not Disclosed	Not Disclosed	Not Disclosed

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

<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
Molly Foster	Real Estate Services Manager	Caucasian	USA
Perry Robertson	Real Estate Services Acquisition	Caucasian	USA
Suzie Pride	Real Estate Services Assistant	Caucasian	USA
Andi Tegtmeier	Real Estate Analyst	Caucasian	USA

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken,



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

The North Sound to Olympics Trail Study was on-going during this reporting period. Environmental Justices Analysis is in Exhibit 3. An Open House was held on October 25, 2023. Title VI Public Involvement forms were available in hard copy and on-line. Copies of forms received can be found in Exhibit 3. The Data from the EJ Study was analyzed using the Four Factor Approach. With the low number of LEP population, no particular action was taken.

[North Sound to Olympics Trail Planning Study | Kitsap County Projects Pages \(arcgis.com\)](https://arcgis.com)

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 following is a list of projects where construction began during this reporting period. Census Tract information/data and map of affected area are included as exhibits.

Project	Location	Burdens Identified	Benefit	Exhibit Number
2025 Pavement Preservation Project – West Kingston Rd CRP 1634	NE West Kingston RD (Miller Bay RD NE -NE School House Pl), Kingston, WA	Minor traffic delays during construction	Pavement preservation	Exhibit 4
National Ave & Loxie Eagans Blvd Safety Overlay Improvements Project (CRP 2612)	National Ave & Loxie Eagans Blvd, Bremerton, WA	Minor traffic delays during construction	Added and improved sidewalk, intersection safety, and pavement rehabilitation	Exhibit 5
North Kitsap Service Center (CRP 1632)	Stottlemeyer & Gunderson, Poulsbo, WA	None. All work on County owned property	New facility for Roads Maintenance	Exhibit 6
Glenwood Rd SW Improvements (CRP 2618)	Glenwood Rd SW (SW Lake Helena Rd – SW Wildwood Rd), Port Orchard, WA	Minor traffic delays during construction	Run-off the road safety, Pavement preservation, Fish Passage Barrier Removal	Exhibit 7
Burley Olalla Rd SE Improvements (CRP 2627)	Burley Olalla Rd SE (Bandix to Fagerud), Port Orchard, WA	Minor traffic delays during construction	Run-off the road safety, Pavement preservation	Exhibit 8



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Fairgrounds Rd Sidewalk Improvements (CRP 3664)	Fairgrounds Rd (Woodridge Lane NW – Nels Nelson Rd NW), Silverdale, WA	Minor traffic delays during construction	Safe routes to school, added and improved sidewalk	Exhibit 9
Newberry Hill Rd Culvert (CRP 3684)	Newberry Hill Rd (Anderson Creek), Silverdale, WA	Road Closure and detour during construction	Fish Passage Barrier Removal	Exhibit 10

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.

- **Non-Motorized Committee met every third Tuesday of the month, except June and August:**
 - Consists of nine members appointed by the Kitsap County Board of Commissioners with two representatives per district and three At-Large. Additional Committee information can be found at the website: [Non-Motorized Facilities Community Advisory Committee \(kitsap.gov\)](http://kitsap.gov). The demographics of the Committee are unknown.
- **Suquamish Citizen Advisory Committee met October 4, 2023, for the Suquamish/Augusta project brief:**
 - Consists of twelve members appointed by the Kitsap County Board of Commissioners; demographics of the committee are unknown. Additional Committee information can be found at the website: [Suquamish Community Advisory Council \(kitsap.gov\)](http://kitsap.gov). The demographics of the committee are unknown.
- **North Sound to Olympics Trail Working Group met April 16, 2023, and October 12, 2023:**
 - Consisted of nine members from eight stakeholder groups with knowledge of the project area and trail system. The demographics of the working group are unknown.
- **North Sound to Olympics Trail Open Houses June 21, 2022; January 24, 2023, and October 25, 2023:**
 - These open houses were presented in-person and virtually (Zoom). The demographics of the attendees are unknown.

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

<u>Name</u>	<u>Title</u>	<u>Race/Color</u>	<u>National Origin</u>
David Forte	Transportation Planner	Caucasian	USA
Melissa Mohr	Transportation Planner	Caucasian	USA

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.



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Transportation planners attending the meeting encouraged attendees to submit the Public Involvement form. Hard copies were available and a link to submit on -line was provided. No forms were received for the listed meetings.

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, and no vital documents were translated during this reporting period.

We used multiple outreach media/methods including GovDelivery blasts, website presence, postcards, zoom public meetings, ZOOM advisory committee attendance/presentations using PowerPoint presentations. Matrix of typical outreach media/methods are illustrated in attachments to Exhibits 3 and 6.

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).

Kitsap County advertised all solicitations for bids on Federal (FHWA) and Non-Federal funded construction projects for a minimum of three (3) weeks in the “Kitsap Sun” and in the “Daily Journal of Commerce”. Title VI language was included in all advertisements for the Federal funded projects. Construction contracts were awarded in accordance with RCW 39.04, the Standard Specifications for Road, Bridge and Municipal Construction, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter.

Bid opening and Bid review were conducted by the Road Division’s Design Team, and all Awards were made by the County Engineer.

Advertisements for Consultant services, professional services, RFPs and RFQs for Architectural/Engineering Consultants appeared in the “Kitsap Sun” and “Daily Journal of Commerce”. Consultants for professional services were selected in accordance with Chapter 39.80 RCW, Contracts for Architectural and Engineering Services. Submittals were scored based on qualifications and the advertised criteria. A team reviewed the submittals, scored the submittals, and short-listed with subsequent interviews. Once the selection was made negotiations were held with the successful consultant. It is the policy of Kitsap County to comply with 49 Code of Federal Regulations, Part 26, to ensure that Disadvantaged Businesses, including minorities and women, have an equal opportunity to receive and participate in all contracts. Kitsap County 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 on the basis of race, color, or national origin.

We assessed the need for soliciting for architectural and engineering services (A&E) essentially based on two items, first if we had the expertise required to do the work with in-house staff, second if we had the capacity to complete the work with in-house staff. If either of those were true, and concurrence was received by the County Engineer, the Project Manager (PM), in conjunction with his/her supervisor evaluated what was most appropriate, an RFP or an RFQ.



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



The solicitation and selection process for the RFP/RFQ followed Chapter 31 in the Local Agency Guidelines (LAG) manual. The PM drafted the RFP/RFQ for concurrence by the Senior Program Manager. The RFP/RFQ solicitation was advertised. The PM assembled an evaluation team for the RFP/RFQ. All review teams were assembled with a diverse makeup including staff with a variety of expertise, experience, and project involvement, as well as stakeholder representative(s) from entities affected by the project.

The scoring criteria was established for each RFP/RFQ and was based on project specific needs, with input from the evaluation team. Exhibit 11 provides an example of a solicitation (advertisement) for A&E services.

Transportation related construction encompasses all KCPW Roads Division projects. KCPW Roads Division reviewed all projects in the design phase for their potential to have a disproportionate impact on low-income and minority populations who are subject to additional consideration in accordance with applicable Title VI and Environmental Justice provisions. None of the projects reviewed required substantial analysis to determine whether potentially affected areas meet thresholds for consideration as low-income or minority communities.

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?)

Our transportation related construction projects with Federal Highway Funds/Grants were evaluated by WSDOT Office of Equal Opportunity for Disadvantage Business Enterprise opportunities (DBE goals). The following Title VI Language was included in the construction bid documents and call for bid advertisements:

The Kitsap County Board of Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

At the Pre-Construction meetings, Equal Employment Opportunity (EEO) and Title VI requirements and responsibilities as outlined in the project's Contract Provisions are explained to the prime contractor. These requirements and responsibilities include subcontracting requirements and job site postings. For all federally funded projects, the contractor was reminded to insert the EEO clauses found in the Required Contract Provisions "Federal Aid Construction Contract's FHWA 1273" in all subcontract agreements with each lower-tier subcontractor. Required job site employment posters (per FHWA and L&I) were supplied to the prime contractor at the start of the project. Job sites are then monitored to ensure that posters remained visible throughout the duration of the project. In addition to posting these required posters, the Prime Contractor was responsible for providing and posting the EEO Policy and



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Statement of Intent to Pay Prevailing Wages for Prime and all subcontractors on the job site and make them available to all employees. These postings are monitored throughout the duration of the project to ensure they are visible at all times.

For consultants, Title VI requirements are outlined in the Request for Proposal or Qualifications as part of the consultant solicitation process and are incorporated into the selected consultant contract.

All contractors and consultants entering into agreement with the County on Federally (FHWA) funded projects report directly to the Diversity Management Compliance System (DMCS) through their system.

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).



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Contract Type	Project	Entity	Dollar Value	DBE (as Prime)	Funding
Contract	2025 Preservation Project – West Kingston Rd	Lakeside industries, Inc.	\$563,086.20	No	\$485,407.00 (STBG) \$294,593.00 (Road Fund)
Contract	Burley Olalla Bandix to Fagerud	Miles Resources, LLC	\$464,934.80	No	RATA Fund
Contract	County Road Improvement District 41 Alpinwood Pl SE	Miles Resources, LLC	Amendment A \$41,000.00	No	Road Fund-Property Owner Assessment
Contract	East Hilldale Rd, Culvert	Tucci & Sons, Inc	\$481,751.50	No	Road Fund
Contract	Fairgrounds Road Sidewalk Improvements	Sound Pacific Construction, Inc.	\$3,763,175.00	No	Federal Highway Funds Local Road Fund
Consultant	Harper Estuary Bridge Design	Otak, Inc.	Amendment H time extension	No	Road Fund
Consultant	Harper Estuary Bridge Design	Otak, Inc.	Amendment G time extension	No	Road Fund
Consultant	Kingston Regional Stormwater Facilities Final Design	Struck Environmental, Inc.	Amendment C Scope of Work and time extension \$564,110.00	No	Local
Construction	Newberry Hill Rd Culvert	Sargent Engineers, Inc	Amendment B \$60,593.00	No	Road Fund



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Contract Type	Project	Entity	Dollar Value	DBE (as Prime)	Funding
Construction	National Ave & Loxie Eagans Improvements	Miles Resources	\$2,420,064.15	No	Road Fund and HSIP Fund
Consultant	North Shop Architectural and Engineering Design Services	OTAK, Inc	Amendment C time extension only	No	Roads and Solid Waste Funds
Consultant	North Shop Architectural and Engineering Design Services	OTAK, Inc	Amendment D \$114,928.00	No	Roads and Solid Waste Funds
Consultant	North Shop Architectural and Engineering Design Services	OTAK, Inc	Amendment E \$687,600.00	No	Roads and Solid Waste Funds
Consultant	North Shop Construction Management	Akana	\$133,967.00	Yes	Road Fund
Construction	North Kitsap Service Center	Clark Construction, Inc	\$33,939,687.60	No	Roads and Solid Waste Funds
Construction	North Shop Construction Management	Akana	\$1,136,057.00	Yes	Road Fund
Consultant	Norwegian Point Restoration	Blue Coast, LLC	\$163,467.00	No	Road Fund
Consultant	On-Call Environmental Services	Struck Environmental, Inc.	\$150,000.00	No	Road Fund



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



Contract Type	Project	Entity	Dollar Value	DBE (as Prime)	Funding
Consultant	On-Call Geotechnical Services	Aspect Consulting	\$150,000.00	No	Road Fund
Consultant	Ridgetop Blvd NW from Mickelberry Rd to east of Myhre Rd NW	KPG, PS	Amendment C \$15,299.56	No	Federal Highway Funds
Consultant	Ridgetop Blvd NW from Mickelberry Rd to east of Myhre Rd NW	KPG, PS	Amendment D Time Extension	No	Federal Highway Funds
Consultant	Ridgetop Blvd NW from Mickelberry Rd to east of Myhre Rd NW	KPG, PS	Amendment E Time Extension	No	Federal Highway Funds

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

During this reporting period ten (10) Roads employees attended County internal Diversity Awareness/Inclusion and Anti-Harassment Training. No certificates were offered for attendance.

Title VI compliance was a regular topic in group meetings. All employees in the Engineering and Traffic Divisions have been encouraged to participate in the NHIs education programs, however, none of the topics have been of interest or fit staff schedules this reporting period.

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

The Title VI Coordinator did not attend any Title VI specific training this reporting period. She met virtually with WSDOT Title VI staff in August for assistance with improvements to the County Roads Division’s Title VI plan.



**KITSAP COUNTY PUBLIC WORKS, ROADS DIVISION
TITLE VI ACCOMPLISHMENTS & GOALS REPORT
APRIL 1, 2023 THROUGH MARCH 31, 2024**



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 conducted training quarterly to internal staff. The training mainly consisted of reminders of the requirements and to keep awareness when addressing the public. This training was held in conjunction with regularly scheduled staff meetings.

The Title VI coordinator participated in all design review meetings (30-60-90 percent completion) for Capital Projects and assures that public outreach discussions include Title VI considerations. The Title VI coordinator disseminated information about review of the demographics for project areas, developing on-line submittal for collecting demographics information, and potential language translation of postcards. We have found that our postcard mailings are very effective in getting information out, and to keep the text to a minimal. In this reporting period we found no areas appropriate for, or requiring, translation of our materials.

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

This reporting period was low for any training. We don't have records of anyone attending Civil Rights training locally or on-line.

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 then plans to address those.

KCPW Roads Division's goals for 2024:

Continue to improve on outreach/translation services to other languages if there is a need. Post cards have proven to be a great outreach method, and trying to keep the language short and simple, with good pictures will continue to be a goal as well.

Review the need of translation of vital records in appropriate language(s) and adding he offer for language services on public notices in the identified language when appropriate.

Continue to improve on the "Overburdened Communities" tool for our Title VI needs and ability to gather relevant demographics, particularly on race, color, and national origin, for the areas affected by our roadway projects.

Improve on collection of public involvement forms. Find new ways, additional encouragement, to entice attendees to submit the forms back to us.

Add a Grant Manager/Title VI position resource to the County's Roads team (didn't happen in 2023).

Seek input from the County's new DEI Manager on Roads Title VI Plan.