

TITLE VI PLAN

Spokane Regional Transportation Council

Approved by the Washington State
Department of Transportation
March 18, 2014



Spokane Regional Transportation Council
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Policy Statement:

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

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition in terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988).

In the event SRTC distributes federal aid funds to a sub-recipient, SRTC will include Title VI language in all written agreements and will monitor for compliance. SRTC’s Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

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Kevin Wallace
Executive Director Signature

January 20, 2014
Date

Authorities:

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, age, creed, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S. 557] March 22, 1988).

Additional Authorities and Citations Include: Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000-4; 42 USC 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 CFR 50.

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INTRODUCTION

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) for Spokane County. Federal law requires any urbanized area with a population greater than 50,000 to establish an MPO to ensure transportation expenditures are based on a continuing, cooperative and comprehensive planning process. Federal funds for transportation projects and programs are channeled through this process and awarded to local agencies and jurisdictions dealing with transportation.

SRTC is also a state-designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs serve the same basic transportation planning functions as MPOs, with additional responsibilities pertaining to the Growth Management Act (GMA). An RTPO covers both urban *and* rural areas and receives state funding in support of its planning activities.

With an urbanized area of greater than 200,000 residents, Spokane is required to have a Transportation Management Association (TMA). SRTC serves as the TMA for Spokane County. TMAs are nonprofit organizations made up of private and public sector representatives and other interested parties working to address transportation issues. Federal legislation charges TMAs with additional roles and responsibilities for regional transportation planning.

As a regional intergovernmental agency, SRTC encourages communication, coordination and collaboration between planning and transportation departments at member agencies in order to assure connectivity throughout Spokane County. Member agencies include:

- City of Spokane
- Spokane Valley
- Spokane County
- Washington State Department of Transportation (WSDOT) Eastern Region
- Spokane Transit Authority (STA)
- Spokane Airport Board
- Small cities and towns

An Interlocal Agreement between these agencies shows SRTC's commitment to working together to provide each other, and the public, with quality transportation planning services.

Boards and Advisory Committees

SRTC Policy Board

SRTC is governed by a Policy Board that holds monthly meetings conducted by a Chairperson. Under the Interlocal Agreement, the governing body of the Council is composed of Members according to the following guidelines:

- (a) Jurisdictions under 5,000 people - One (1) person jointly selected by jurisdictions with populations fewer than 5,000 people. The person selected shall be an elected official from a small town/city;
- (b) Jurisdictions between 5,001 and 50,000 people – Three (3) persons separately selected by

the City of Airway Heights, City of Cheney and City of Liberty Lake. The persons selected shall be elected officials;

(c) Jurisdictions between 50,001 to 100,000 people – one (1) person appointed by each respective governing body, who shall be an elected official;

(d) Jurisdictions over 100,001 people – two (2) persons appointed by each respective governing body, who shall be elected officials; (The population of Spokane County includes the population of its cities and towns);

(e) One (1) person from STA, who shall be the STA Chief Executive Officer or his or her designee;

(f) Two (2) State Transportation representatives, one (1) from the Washington State Department of Transportation and appointed by the Secretary of Transportation, and one (1) from the Washington State Transportation Commission appointed by the Chair of the Commission;

(g) One (1) person who represents a major employer, with preference for a provider of private sector transportation services within the region who shall be appointed by a majority vote of the Board; and

(h) One (1) person representing Spokane International Airport (SIA), who shall be the SIA Chief Executive Officer or his or her designee.

(i) There shall be three (3) ex officio, non-voting members serving on the Board representing different modes of transportation, which shall include:

- (1) One (1) person representing Rail; who shall be appointed by the Members; and
- (2) The Chair of the TTC
- (3) The Chair of the TAC

Transportation Technical Committee

There are multiple purposes of the Transportation Technical Committee (TTC); to 1.) provide a technical planning and engineering perspective on behalf of member agencies; 2.) provide a forum for regional coordination among member agencies; and 3.) provide input on the programming of projects, the development of plans and policies impacting the regional transportation system and 4.) other activities as directed by the SRTC Board.

The TTC provides project input and helps ensure a coordinated and well-considered regional transportation system. The committee is composed of transportation professionals from various local and state agencies, including:

AGENCY	REPRESENTATIVE(S)
Small Towns with fewer than 5,000 people*	1
City of Airway Heights	1
City of Cheney	1
City of Liberty Lake	1
City of Spokane	3
City of Spokane Valley	2
Spokane County	3
WSDOT Eastern Region	3

Spokane International Airport	1
Spokane Transit Authority	2
Spokane Regional Health District	1
Kalispel Tribe of Indians	1
Spokane Tribe of Indians	1
Spokane Regional Clean Air Agency	1
 TOTAL	 22

*Rockford, Deer Park, Waverly, Fairfield, Spangle, Millwood, Latah, Medical Lake

The TTC participates in SRTC’s transportation planning program by conducting technical reviews of activities such as work programs and consultant contracts. This committee meets monthly to review activities being undertaken by SRTC and to coordinate projects between jurisdictions.

Transportation Advisory Committee

The primary focus of the Transportation Advisory Committee (TAC) is to provide transparency and a community perspective. The TAC is responsible for advising the SRTC Board regarding plans, programs and activities to determine consistency with current policies of SRTC; makes recommendations on regional transportation policies; and other activities as directed by the SRTC Board.

The TAC has 13 members. Members are chosen through an application process and appointed by the Board. TAC Members represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit.

Ad Hoc Committees

To best serve the transportation planning needs of the region, committees will be formed on an ad hoc basis to provide focused citizen and technical input on transportation studies, key documents, and other projects.

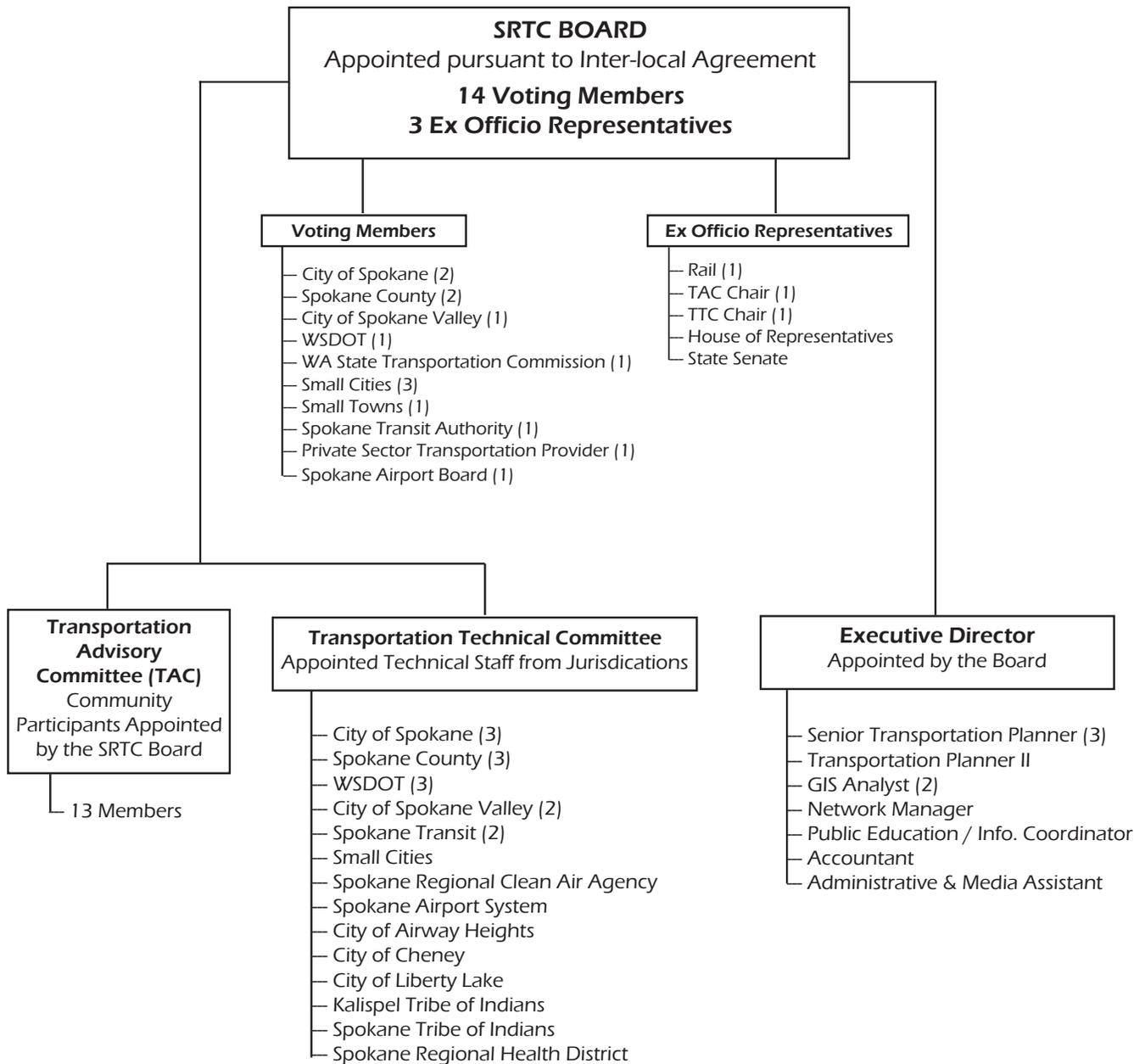
ORGANIZATION

SRTC's Executive Director is responsible for ensuring implementation of the agency's Title VI program. The Title VI Coordinator, under direction of the Executive Director, is responsible for coordinating the overall administration of the Title VI program, plan, and Assurances.

SRTC's Public Information/Education Coordinator serves in the role of Title VI Coordinator for all program areas, with specific support provided by GIS staff within the organization. The Title VI Coordinator is responsible for day-to-day administration of the Title VI program and for carrying out the Program Area responsibilities. Other staff members are assigned to assist the Coordinator as needed.

An organizational chart of the SRTC on the following page shows the structure of the agency.

Spokane Regional Transportation Council (SRTC) STRUCTURE



Updated April 12, 2013

SRTC WORK PROGRAM

Four areas of SRTC's work program have been identified as applicable to Title VI regulations:

- (1) Communications & Public Involvement
- (2) Planning & Programming
- (3) Consultant Contracts
- (4) Education & Training
- (5) Environmental Affairs

The agency's Title VI-related responsibilities fall into two main categories – “general responsibilities,” applicable to all five Title VI Program Areas, and “Program Area responsibilities” that are specific to each Title VI Program Area. It is important to note that Program Areas 1 and 2 above are extremely interrelated – they have been treated separately for purposes of clarity and corresponding to agency organization. For example, the Communications & Public Involvement program area applies to and affects the agency work program as a whole, particularly agency efforts and responsibilities related to planning and programming.

General Responsibilities

Following are general Title VI responsibilities of the agency applicable to all five Title VI Program Areas. The Title VI Coordinator is responsible for ensuring these elements of the plan are appropriately implemented and maintained.

1. Data Collection

Demographic data on race, color, national origin, income level, language spoken, and sex of the region's population is to be gathered and maintained by the Title VI Coordinator. The data gathering process is reviewed regularly to ensure sufficiency of the data in meeting requirements of the Title VI program.

2. Annual Title VI Report

An Annual Title VI Report is submitted to WSDOT's Office of Equal Opportunity. It includes:

- Any changes to the Title VI Plan, organization or staff from the previous year.
- A report on the previous year's Title VI-related activities and efforts, including accomplishments and program changes.
- An update on Title VI-related goals and objectives for the upcoming year.

3. Annual Review of Title VI program

Each year, in preparing for the Annual Title VI Report, the Title VI Coordinator will review the agency's Title VI program to assure compliance with Title VI regulations. Agency operational guidelines and publications are also reviewed to ensure Title VI language and provisions are incorporated as appropriate.

4. Dissemination of Information Related to the Title VI program

Information on the agency's Title VI program is to be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, and in languages other than English as needed or requested.

5. Resolution of Complaints

Any individual may exercise his or her right to file a Title VI complaint with SRTC, if that person

believes he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, sex, or disability. SRTC will make a concerted effort to resolve complaints informally at the lowest level, using the agency's Nondiscrimination Complaint Procedures. See the Nondiscrimination Complaint Procedures section of this document for more information.

Responsibilities of the Title VI Coordinator

The Title VI Coordinator is responsible for implementing, monitoring and reporting on SRTC's compliance with Title VI regulations. The Coordinator will:

- Identify, investigate, and eliminate discrimination when found to exist.
- Process Title VI complaints received by SRTC.
- Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Review the Annual Title VI Report and Update to determine the effectiveness of the Title VI program and related efforts.
- If a subrecipient is found to not be in compliance with Title VI, work with the Fiscal Officer and subrecipient to resolve the deficiency status.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI-protected groups and address additional language needs when needed.
- Day-to-day administration of the Title VI program, including implementation of the plan and Title VI compliance, program monitoring, reporting and education within assigned areas, as described in the "Program Area Responsibilities" section of this document.

Program Area Responsibilities

Program Area 1: Communications & Public Involvement

The Communications & Public Involvement Program Area applies to and affects the agency work program as a whole, particularly agency efforts and responsibilities related to the Planning & Programming Area. It has been treated as a separate program area for purposes of clarity, and corresponding to agency organization.

The goal of SRTC's communications and public involvement program is to ensure early and continuous public notification about, and participation in, major actions and decisions by SRTC. In seeking public comment and review, SRTC makes a concerted effort to reach all segments of the population, including people from minority and low-income communities and organizations representing these and other protected classes. SRTC utilizes a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, a process for written comments, public meetings, settings for open discussion, communication programs, information services, and consideration of and response to public comments.

Operational Guidelines

- SRTC's Public Participation Plan

Principles of SRTC's Communications & Public Participation Program

- Equal access is an essential part of the public involvement process.
- No major public policy decision is reached or large project implemented without significantly affecting someone.
- Professionals do not have a monopoly on good solutions.

- Even if a project or policy decision is sensible and beneficial, it must be arrived at properly to be acceptable.
- People are much more willing to live with a decision that affects different interests unequally if the decision-making process is open, objective, and considers all viewpoints.
- If project or policy staff doesn't provide all relevant information necessary for an informed decision, the public will rely on, and trust, others.
- Effective public notification and participation takes time and effort, but is important to sound decision-making.

Elements of SRTC's Communications & Public Participation Program

- **Website** – SRTC maintains an extensive website, www.srtc.org, which is updated frequently. The site includes information on the agency's responsibilities, programs, and publications; contact information for staff; the Title VI Plan, complaint procedures and complaint form.
- **Publications** – SRTC issues a multitude of publications, reports, and maps as part of the agency's work program each year and responds to and processes a large number of data requests. The information is used by planning and other jurisdictions throughout the region, and can be accessed by the public through the website and by contacting SRTC directly.
- **Press releases** – Press releases are routinely sent to daily and weekly newspapers, TV stations, radio stations and other media outlets, as well as a multitude of community stakeholders and Title VI protected groups. All press releases include a Title VI Notice to the public and contact information to reach agency staff.
- **Public meetings** – SRTC hosts public meetings and open houses as needed to promote agency activities. Additionally, all SRTC board and advisory committee meetings are open to the public. There is an item on every Board or committee meeting agenda for public comments that is announced by the committee Chair. Meeting dates and times are posted in advance on the agency website.
- **Opportunities for public comment** – SRTC routinely provides opportunities for public comment and continues to work to find new and innovative ways to solicit comment and involve all segments of the population in SRTC activities. Comments are accepted via phone, fax, email, US mail, and in person at any meeting, unless specifically stated in advance that public testimony will not be taken. SRTC responds to all comments received. See the "Opportunities for Public Comment" section that follows for more information.
- **Access to Staff** – SRTC Staff is accessible in person, by telephone, mail, fax or email. Contact information is provided on the agency website.
- **Email** – SRTC uses comprehensive electronic mailing lists to keep the public informed of the agency's programs, public comment periods, meetings, and publications. SRTC is continually adding to and updating these lists, and makes a concerted effort to include groups representing Title VI relevant populations.
- **Mailings** - SRTC uses direct mailings through the U.S. Postal Service as needed to keep the public informed of the agency's programs, public comment periods, meetings, and publications.

- **Events** – Events such as workshops, open houses, and forums are held as needed.

Opportunities for Public Comments

SRTC offers four methods to comment on activities, programs and decisions made at the agency:

- **Comments are accepted at any time** – Comments are accepted by email, phone, fax, U.S. mail, social media, and in person at any time. Members of the public wishing to come to the SRTC office to submit extensive comments are asked to make an appointment if possible.
- **Public comments requested at agency meetings** – All SRTC Board and committee meetings are open to the public. The meeting dates are posted well in advance on the agency’s website and email notification is provided to interested parties. An item for public comment is included on meeting agendas. Public comments and responses made during these times are kept on record in the official meeting summaries. Electronic mailing lists are maintained for all boards and committees; anyone can request to be added to these. SRTC uses sign in sheets asking for voluntary Title VI information at agency meetings to collect statistical data on meeting attendees. This helps track what sectors of the population attend meetings.
- **Formal public comment periods for major activities** – Formal public comment and review periods are used to solicit comment on major planning and programming activities such as: the proposed distribution of state and federal funds, major amendments to the Transportation Improvement Program (TIP), changes to important SRTC policies and major updates to the Metropolitan Transportation Plan (MTP). Comment periods are posted on the agency website, legal notices are published in regional periodicals, and press releases distributed throughout the region.

SRTC responds to all comments received and forwards comments to other agencies for a response as appropriate. Prior to taking any action, SRTC reviews and considers all comments and responses received during the comment period.

- **Public Meetings/Hearings** - SRTC holds public hearings or meetings during major updates to the region’s Metropolitan Transportation Plan, the Transportation Improvement Program and other significant plans, studies or documents.

Strategies for Engaging Title VI Protected Groups

SRTC considers the needs of people traditionally under-served by transportation systems (such as low income and minority populations). To identify these populations, SRTC’s Title VI Coordinator works with GIS staff to create an Environmental Justice (EJ) demographic profile (found as an appendix to this document) using Census and American Community Survey data to identify the number and locations of area minority, low income, elderly and limited English proficient populations.

SRTC’s electronic mailing lists are one tool used to reach these populations. They include contact information for EJ populations, Title VI community groups and businesses owned by minorities or targeted to meeting the needs of minority groups. Email lists are used to disseminate information and give notice of public comment opportunities. SRTC also publishes it’s Title VI notice in major publications, news releases and legal notices.

Strategies for Engaging Individuals with Limited English Proficiency (LEP)

SRTC seeks to increase opportunities for public comment on its activities, policies, programs, and transportation studies, particularly to under-served populations. Census data analysis shows there is not a great need for translation services in the Spokane area as it has a very small population of Limited English Proficient residents. Spanish/Spanish Creole and Russian are the two languages spoken most often in area homes after English. Accordingly, SRTC will concentrate LEP efforts primarily on these populations through these methods:

- Translated flyers placed in areas frequented or inhabited by concentrations of Limited English Proficient populations;
- Translated materials as needed for meetings in areas where concentrations of Limited English Proficient populations reside;
- Contact Social service agencies that work with these populations to act as liaison; and
- Area Spanish and Russian language media outlets contacted with desired message.

SRTC's Public Education/Information Coordinator has "I Speak" cards in case a limited English proficient person approaches staff. The Public Education/Information Coordinator will identify the language needed and seek translation help.

Strategies for Engaging Tribal Governments

Membership to SRTC is open to all federally designated Tribal Nations in the planning area. There are two federally recognized Native American tribal governments with trust lands in SRTC's planning area; the Spokane Tribe and Kalispel Tribe. Both tribes have seats on the Transportation Technical Committee (TTC). Tribal Nations include their projects in the regional Transportation Improvement Program (TIP) if:

- The project is completely physically contained in SRTC's planning area;
- if the project crosses into SRTC's planning area (likely a transit project); or
- if the project is a transit capital project.

Tribal Nations receive SRTC meeting notices and publications receive SRTC news releases. SRTC also notifies tribes of opportunities to participate through direct outreach to tribal leaders and staff at tribal offices, a Tribal Contacts email distribution list, agenda packets and inclusion on stakeholder groups for subarea studies with tribal trust land in the vicinity. The Tribal Liaison in the Washington State Department of Transportation's (WSDOT's) Planning Office is also utilized as a point of contact. The Liaison is included on SRTC's Affirmative Action email and news release distribution lists and receives an email anytime notification of an SRTC activity is sent out.

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's public involvement process. The Coordinator will:

- Ensure all communications and public involvement efforts comply with Title VI.
- Develop and distribute information on Title VI and agency programs to the general public. Provide information in languages other than English, as needed.
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Include the abbreviated Title VI Notice to the Public (included later in this document) in all press releases and on the agency Web site.
- Notify affected, protected groups of public hearings regarding proposed actions, and

make the hearings accessible to all residents. This includes the use of interpreters when requested or when a need for their use is identified.

- Ensure that any Advisory Committee SRTC creates has representation from Title VI relevant populations, to the extent that is reasonable and practical.

Program Area 2: Planning & Programming

SRTC is responsible for developing long- and short-range transportation plans to provide efficient transportation services to the Spokane region. A comprehensive transportation planning process is used, which entails the monitoring and collection of data related to transportation issues. SRTC coordinates with WSDOT, cities, counties and transportation providers; seeks public involvement; and provides technical support as needed.

Operational Guidelines

Primary guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450.
- RCW 47.80 Regional Transportation Planning Organization (RTPO).
- SRTC's Interlocal Agreement
- Moving Ahead for Progress in the 21st Century (MAP-21)
- State and Federal Clean Air Acts and Amendments
- Washington State Growth Management Act

Key Planning and Programming Activities

SRTC is mandated by state and federal law to maintain *Horizon 2040*, the region's long-range Metropolitan Transportation Plan, and the Transportation Improvement Program (TIP), a four year program of federally funded projects in the region. SRTC conducts and supports numerous state and federal planning, compliance, and certification programs, which enable counties, cities, transit agencies and WSDOT to obtain state and federal funding. The agency provides forecasts of population, housing, and transportation trends that provide the basis for addressing current issues and exploring future needs and options that could benefit the region. SRTC also serves as a center for the collection, analysis, and dissemination of Census information vital to residents and governments in the region.

SRTC's Interlocal Agreement with member governments establishes the agency's growth management, transportation, database and technical assistance responsibilities. The agreement highlights the following functions:

- Fulfill MPO responsibilities for Spokane County, develop a regional transportation plan, review and approve expenditures of federal transportation funds and identify transportation system development needs and financial strategies.
- Fulfill RTPO requirements prescribed by state law for Spokane County; ensure that regional transportation and land-use plans are integrated; and ensure that state, regional and local transportation plans are consistent.
- Forecast and monitor economic, demographic, and travel conditions in the region as the foundation for local and regional planning.
- Provide technical assistance to local, state and federal governments and business and community organizations.
- Provide a forum for the discussion of emerging regional transportation issues.

Major Programs

- **Horizon 2040** – Provides the long-range regional investment strategy to implement transit, roadway, freight, and goods mobility; non-motorized transportation; and demand and system management programs. Addresses full-cost planning, major investment studies and discussions regarding how to finance transportation improvements.
- **Regional Transportation Improvement Program (TIP)** – Maintain a regional TIP that incorporates all projects using federal funds, including funds managed by SRTC and the state and all regionally significant projects, regardless of funding source; conduct ongoing analyses related to plan consistency, air quality, and financing; and provide training and assistance to agencies in the region.
- **Air Quality Analysis and Planning** – SRTC provides air quality modeling services to local jurisdictions and agencies using Environmental Protection Agency (EPA) approved models and procedures.
- **Policy, Plan and Project Review** – Ensure that local, regional, and state planning efforts are compatible and mutually reinforcing, and work with local governments, countywide growth management planning groups, and state agencies in the review of policies, plans and projects for consistency with state and regional planning goals.
- **Technical Services and Regional System Data** – Provide demographic, economic, travel and geographic data to member jurisdictions, other agencies, businesses and the public; assist in planning activities of member jurisdictions; collect, analyze, maintain, and improve data; and identify, monitor and forecast trends.
- **Communications and Information Services** - Develop and provide information materials on agency activities and services. Assist agency staff in reaching out to, involving, and meeting the needs of SRTC members, other agencies, businesses, community organizations and the public.

Consideration of Title VI

Considerations of Title VI legislation are made throughout SRTC's planning and programming activities. For example:

- **Data collection** – A large part of the agency's work program involves collecting, analyzing, and reporting on data for the area encompassed by Spokane County. This includes information on population, housing, employment, poverty, income, wages, transportation, traffic and growth. Member agencies and other groups use this data for activities such as planning and the distribution of funds.
- **Horizon 2040** - Development of *Horizon 2040* included a comprehensive public involvement effort as well as environmental justice considerations from the outset. SRTC has set out to ensure that the burdens and benefits of implementing *Horizon 2040* are equitably distributed across groups based on race, income, age and disability. SRTC's analysis includes outreach and meaningful participation from minority and low-income population groups in the development of the plan.

- **Regional Transportation Improvement Program (TIP)** – The region’s four-year TIP implements the plan and policies established in *Horizon 2040*. Included in the program of projects are federal Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), and FTA formula funds managed by SRTC. SRTC’s Policy Board selects projects to receive these funds. The criteria used to identify projects to receive funds includes how well the project provides access for transportation users identified in the President’s Order for Environmental Justice.

Title VI Coordinator’s Responsibilities

The Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s planning process. In addition, the Coordinator will:

- Ensure all aspects of the planning and programming process operation comply with Title VI.
- Prepare a demographic profile of the region using the most current and appropriate statistical information on race, income, and other pertinent data (included as an appendix to this document).

Program Area 3: Consultant Contracts

SRTC is responsible for selection, negotiation and administration of its consultant contracts. SRTC operates under its internal contract procedures and all relevant federal and state laws.

Operational Guidelines

- SRTC’s Procurement Process Policy
- Title 48, Chapter 1, Part 31 – Contract Cost Principles and Procedures
- Title 23, CFR 172 – Administration of Engineering and Design Related Service Contracts
- RCW 39.29 – Personal Service Contracts
- RCW 39.80 – Contracts for Architectural and Engineering Services
- Disadvantage Business Enterprises (DBE) Program

Contract Procedures

SRTC contracts include language requiring contractors (subrecipients of federal funds) to comply with the provisions of 49 U.S.C. 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.

In addition, Title VI text is included in all SRTC Requests for Proposals (RFP) and contracts.

Disadvantaged Business Enterprises (DBE) Program

When contracting for outside services, SRTC utilizes WSDOT guidelines and lists for determining DBE goals for each contract. SRTC reports on DBE participation in the annual Title VI report.

Fiscal Officer’s Responsibilities

SRTC’s Fiscal Officer is responsible for evaluating and monitoring compliance with Title VI requirements in some aspects of the agency’s consultant contracts process. The Fiscal Officer will:

- Include Title VI language in contracts and Requests for Proposals (RFP) as described below:
 - *Ensure Title VI text is included in all agency contracts.*
 - *Notify contractors of the appropriate text to be included in any subcontracts.*
 - *Ensure text from number 2 of the SRTC Title VI Assurances is included in all SRTC RFPs.*

- Review consultants for Title VI compliance as described below:
 - *If a subrecipient is found to be not in compliance with Title VI, the Title VI Coordinator and SRTC Fiscal Officer will work with the subrecipient to resolve the deficiency status and will write a remedial action if necessary, as described in the next section.*

Title VI Coordinator's Responsibilities

The Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in some aspects of the agency's consulting contracts process. The Coordinator will:

- Ensure the Title VI Notice to the Public is included in all published announcements of SRTC's RFPs (such as those published in newspapers or on the agency website).
- Maintain the Disadvantaged Business Enterprise (DBE) Program as described below:
- Monitor, update, and maintain the agency's DBE Program.
- Submit annual reports on DBE participation in the Title VI Annual Report
- Establish and adjust DBE participation goals, as appropriate.
- Annually review and evaluate DBE participation in relation to DBE goals.

Remedial Action Related to Consultant Reviews

SRTC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within SRTC and with SRTC's contractors. In conducting reviews of subrecipients, if a subrecipient is found to not be compliant with Title VI, the Fiscal Officer and Title VI Coordinator will work with the subrecipient to resolve the identified issues.

If the issues cannot be resolved, SRTC will issue a notification of deficiency status and remedial action for the subrecipient, as agreed upon by SRTC and WSDOT, within a period not to exceed 90 calendar days. SRTC will seek the cooperation of the subrecipient in correcting deficiencies, and will provide the technical assistance and guidance needed for the subrecipient to comply voluntarily. Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 calendar days after receipt of the deficiency letter and remedial action, to voluntarily correct deficiencies. If a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, SRTC will submit to WSDOT, FHWA, and FTA two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 calendar days of the initial review to ensure the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, SRTC may, with WSDOT's, FHWA's, and FTA's concurrence, initiate sanctions per 49 CFR 21.

Program Area 4: Education & Training

Minorities, women, veterans, individuals with a disability, and other individuals protected by Title VI and federal and state anti-discrimination laws are provided an equal opportunity and fair treatment in all employment-related decisions, including opportunities for education and training.

Operational Guidelines:

- SRTC Employee Handbook
- SRTC Affirmative Action Plan

Employees Encouraged to Participate in Training

SRTC employees are encouraged to participate in continued professional development and training. Materials received by the agency on training and education opportunities are made available to employees, which includes information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

Title VI Coordinator's Responsibilities

The Title VI Coordinator is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and training program. WSDOT will provide information on training opportunities open to SRTC staff and subrecipients, including information on training provided by NHI and NTI. The Coordinator will:

- Assist WSDOT in the distribution of information to SRTC staff on training programs regarding Title VI and related statutes.
- Ensure equal access to, and participation in, applicable NHI and NTI courses for qualified PSRC employees.
- Track staff participation in Title VI, NHI, or NTI courses.

Program Area 5: Environmental Affairs

The concept of Environmental Justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups.

Within the context of regional transportation planning, Environmental Justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

PUBLIC PARTICIPATION PLAN

To guide SRTC's interaction with the public, a new Public Participation Plan (PPP) was developed and approved by the SRTC Policy Board in September 2013. It outlines the "tools" and resources used to engage the public. In accordance with 23 CFR 450.316(a), it is SRTC's "process for providing citizens, affected public agencies, representatives of public transportation users, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process."

SRTC's PPP can be found on the SRTC website at

http://www.srtc.org/Documents/Documents-Maps/ppp/2013_PPP_Final_9-12-13.pdf.

TITLE VI NOTICE TO THE PUBLIC

The paragraph below will be inserted in all significant publications that are distributed to the public, such as the Metropolitan Transportation Plan and Transportation Improvement Program. The version below is the preferred text but where space is limited, or in publications where cost is an issue, the abbreviated version will be used.

The Spokane Regional Transportation Council hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person shall be, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SRTC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with SRTC. Any such complaint must be in writing and filed with SRTC's Title VI Coordinator within one hundred eight (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our website at http://www.srtc.org/title_vi_page.html or call (509) 343-6370.

Abbreviated Title VI Notice to the Public

The following shortened version of the above paragraph will be used in publications where space or cost is an issue, such as for legal notices published in periodicals.

SRTC assures nondiscrimination in accordance with the Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the American with Disabilities Act. For more information, or to obtain a Title VI Complaint Form, see <http://www.srtc.org> or call (509) 343-6370.

NONDISCRIMINATION COMPLAINT PROCEDURES

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964 [including its Disadvantaged Business Enterprises (DBE) and Equal Employment Opportunity (EEO) components], Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by SRTC or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

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

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with SRTC's Title VI Coordinator, or fill out the Title VI Discrimination Complaint form that follows. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:

- a. Complaint shall be in writing (or utilizing the Title VI Discrimination Complaint form) and signed by the complainant(s).
- b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
- c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
- d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for SRTC to be able to process it.
- e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to SRTC for processing.

2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of SRTC's subrecipients of federal funds, SRTC will assume jurisdiction and will investigate and adjudicate the case. Complaints against SRTC will be referred to the Washington State Department of Transportation's (WSDOT) Office of Equal Opportunity (OEO), the Federal Highway Administration, or the Federal Transit Administration, as appropriate, for

proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.

3. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
 - b. The allegation(s) must involve a covered basis such as race, color, national origin, sex, disability, or retaliation.
 - c. The allegation(s) must involve a program or activity of a federal aid recipient, subrecipient, or contractor, or, in the case of Americans with Disabilities Act (ADA) allegations, an entity open to the public.
 - d. The complainant(s) must accept reasonable resolution based on SRTC's administrative authority (reasonability to be determined by SRTC).

4. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.

5. Once SRTC or WSDOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in SRTC's or WSDOT's records identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.

6. In cases where SRTC assumes the investigation of the complaint, SRTC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of SRTC's written notification of acceptance of the complaint to furnish his/her response to the allegations.

7. In cases where SRTC assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, SRTC's Investigator* will prepare an investigative report for review by the agency's Legal Counsel and Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

8. The investigative report and its findings will be sent to SRTC's Legal Counsel for review. The Counsel will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.

9. Any comments or recommendations from SRTC's Legal Counsel will be reviewed by SRTC's Investigator. The Investigator will discuss the report and recommendations with the Executive Director within 10 calendar days. The report will be modified as needed and made final for its release.

10. SRTC's final investigative report and a copy of the complaint will be forwarded to WSDOT's OEO within 60 calendar days of the acceptance of the complaint. WSDOT's OEO will share the report with FHWA and FTA, Washington Division Offices, as part of its Annual Title VI Update and Accomplishment Report.

*This will preferably be SRTC's Title VI Coordinator.

11. SRTC will notify the parties of its preliminary findings, which are subject to concurrence from WSDOT's OEO. WSDOT's OEO will issue the final decision to SRTC based on SRTC's investigative report.

12. Once WSDOT's OEO issues its final decision, SRTC will notify all parties involved about such determination. WSDOT's final determination is not subject to an appeal.

13. WSDOT will also serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by SRTC. WSDOT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

SRTC

Spokane Regional Transportation Council

"SRTC provides for the safe and efficient movement of people and goods into, within, and through the Spokane Region with an integration of balanced multi-modal transportation choices."

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Please provide the following requested information in order to assist us in processing your complaint. Should you require any assistance in completing this form, please contact SRTC's Title VI Coordinator, Staci Lehman at (509) 625-6703 or slehman@srtc.org. Please submit this form to SRTC, 221 W. First Ave., Suite 310, Spokane, WA 99201 or email it to the address above.

1. Complainant's Name _____

2. Address _____

3. City, State and Zip Code _____

4. Telephone Number (home) _____ (business) _____

5. Person discriminated against (if someone other than the complainant)

Name _____

Address _____

City, State and Zip Code _____

6. Which of the following best describes the reason you believe the discrimination occurred?

a. Race/Color _____

b. National Origin _____

c. Gender _____

c. Age _____

d. Disability _____

Title VI Complaint Form (Cont)

7. What date did the alleged discrimination take place? _____

8. Please describe the alleged discrimination. Explain what happened and whom you feel was responsible. Please attach a piece of paper if additional space is required.

9. Please provide names and contact information for anyone who may have witnessed the alleged discrimination or can support and/or clarify the allegations.

10. Please specify what type of corrective action you would like to see implemented in this case if allegations of wrongdoing are proven.

11. Please sign below and attach any written materials or other information you feel is relevant to your complaint.

Complainant's Signature

Date

TITLE VI ASSURANCES

The Spokane Regional Transportation Council (hereinafter referred to as the “Recipient”), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d—42 USC 2000d—4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances to its Federal Aid Highway Program.

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

“The Spokane Regional Transportation Council, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex, or national origin in consideration for an award.”

3. That the Recipient shall insert the following clauses in every contract subject to the Act and the Regulations:

- CIVIL RIGHTS. The Contractor shall comply with all applicable civil rights statutes and implementing regulations including, but not limited to:

Equal Employment Opportunity. The Contractor agrees to comply with, and assures compliance by each third party contractor at any tier, with all requirements of Title VII of the Civil Rights Act 1964, as amended, 42 U.S.C. 2000e, and 49 U.S.C. 5332 and any implementing requirements FTA may issue. These equal employment opportunity (EEO) requirements include, but are not limited to, the following:

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall also comply with any implementing requirements USDOT may issue.

If the Contractor is required to submit and obtain Federal Government approval of its EEO program, that EEO program approved by the Federal Government is incorporated by reference and made part of this Agreement. Failure by the Contractor to carry out the terms of that EEO program shall be treated as a violation of this Agreement. Upon notification to the Contractor of its failure to carry out the approved EEO program, the Federal Government may impose such remedies as it considers appropriate, including termination of Federal financial assistance, or other measures that may affect the Contractors eligibility to obtain future Federal financial assistance for transportation projects.

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

- **Nondiscrimination in Federal Transit Programs.** The Contractor agrees to comply, and assures compliance by each third party contractor at any tier, with the provisions of 49 U.S.C. 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity.
- **Nondiscrimination – Title VI of the Civil Rights Act.** The Contractor agrees to comply, and assures compliance by each third party contractor at any tier, with all requirements prohibiting discrimination on the basis of race, color, or national origin, pursuant to Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d; and USDOT regulations, “Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Right Act, “49 CFR Part 21, and any implementing requirements FTA may issue.
- **Nondiscrimination on the Basis of Sex.** The Contractor agrees to comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., with USDOT regulations “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 49 CFR Part 25, and with any implementing directives that USDOT or FTA may promulgate, which prohibit discrimination on the basis of sex.
- **Nondiscrimination on the Basis of Age.** The Contractor agrees to comply with applicable requirements of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., and implementing regulations, which prohibits discrimination on the basis of age.
- **Other Nondiscrimination Statutes.** The Contractor agrees to comply with all applicable requirements of any other nondiscrimination statute(s) that may apply to the Project.

Access Requirements for Persons with Disabilities. The Contractor agrees to comply with the requirements of 49 U.S.C. 5301(d). The Contractor also agrees to comply with all applicable requirements of Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which

prohibit discrimination on the basis of handicap; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. 12101 et seq., which requires the provision of accessible facilities and services; and with the Federal regulations, including any amendments thereto following:

- A. USDOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 27;
- B. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;
- C. U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
- D. U.S. GSA regulation, "Accommodations for the Physically Handicapped," 41 CFR Subpart 101-19;
- E. U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
- F. Any other nondiscrimination statute(s) that may apply to the Project.

Access to Services for Persons with Limited English Proficiency. The Contractor agrees to comply with applicable Federal guidance issued in compliance with Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," August 11, 2000.

Drug or Alcohol Abuse. Confidentiality and Other Civil Rights Protections. The Contractor agrees to comply with the confidentiality and other civil rights provisions of the Drug Abuse Office and Treatment Act of 1972, Pub. L. 92-255, March 21, 1972, as amended; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Pub. L. 91-616, December 31, 1970, as amended; and the Public Health Service Act of 1912, as amended, 42 U.S.C. 290dd-3, and any subsequent amendment to these acts.

- **PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES.** The Contractor shall take the following measures to facilitate participation of disadvantaged business enterprises (DBE) in the Project: The Contractor agrees to comply with Section 1101(b) of TEA-21, 23 U.S.C. 101 note, and USDOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 CFR Part 26; and the Contractor agrees that it shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any third party contract, or subagreement supported with Federal assistance derived from the USDOT or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Contractor agrees to take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of all third party contracts and subagreements supported with Federal assistance derived from the USDOT. The Contractor DBE program, as required by 49 CFR Part 26 and approved by the USDOT, is incorporated by reference and made part of this Agreement. Implementation of the DBE program is a legal obligation, and failure to carry out its terms shall be treated as violation of this Agreement. Upon notification to the Contractor of its failure to implement its approved DBE program, the USDOT may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C.1001, and/or the Program Fraud Civil Remedies Act, 31 U.S.C. 3801 et seq.
- **ADDITIONAL AGREEMENTS**

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

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

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

Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the SRTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

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

Incorporation of Provisions. The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the SRTC or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the SRTC enter into such litigation to protect the interests of the SRTC and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

5. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority,

to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

6. The Recipient agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and this Assurance.

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

Kevin Wallace
Kevin Wallace, Executive Director

January 20, 2014
Date

CONTACT INFORMATION

For questions on SRTC’s Title VI Plan or procedures, please call (509) 343-6370 or e-mail contact. [srctc@srctc.org](mailto:srtc@srctc.org). For information on SRTC’s work program or publications, including documents, data forecasting, maps, other information available for use, current public comment periods and meetings open to the public, go to www.srtc.org or call (509) 343-6370.

Appendix 1

Policy for Engaging Individuals with Limited English Proficiency (LEP) 2013

As defined by the U.S. Department of Justice (DOJ), Limited English proficient (LEP) persons are considered to be those who, as a result of national origin, do not speak English as their primary language and have a limited ability to speak, read, write, or understand it. Also as determined by the DOJ, recipients of federal funds, such as SRTC, are required to take reasonable steps to ensure meaningful access to LEP persons. Reasonable efforts include conducting a four factor assessment which SRTC's Geographic Information Systems Analyst and Public Education/Information Coordinator use to determine the number and proportion of LEP individuals in the region and how to cost effectively provide information services to these individuals.

The four factor analysis process includes determining the number and proportion of LEP individuals within the population, the frequency with which LEP individuals come in contact with SRTC activities, the impact of SRTC's activities on their lives, and the resources available to provide translation services.

The SRTC does not provide any neighborhood-specific programs or projects, therefore language characteristics for the planning area (Spokane County) were reviewed as a whole. Many languages are spoken within Spokane County, but proportionally the percentage of people speaking a language other than English at home is relatively low. The number of people self-reporting that they also speak English "very well" or "well" offsets this even more. As illustrated in the table at the end of this LEP Policy, according to the American Community Survey (ACS) 2007-2011, the top two languages other than English spoken at home in the region are Spanish/Spanish Creole and Russian. Spanish is spoken at home by 2.16% of the region's population five years old or older. More than two-thirds of this group reported that they speak English "very well". Russian is spoken at home by 1.53% of the region's population five years old or older. Over half of people speaking Russian at home reported that they speak English "very well."

The SRTC is interested in increasing opportunities for under-served populations to provide input regarding planning activities. The results of the "four-factor analysis" showed there is not a great need for translation services. The analysis showed that the greatest benefits would be for people who speak Spanish or Russian. Accordingly, SRTC will focus potential LEP efforts primarily on these populations.

In the event that translation services are needed on short notice, the SRTC has a verbal agreement with the City of Spokane that it can utilize, as needed, the City's "Language Bank" of employees that speak second languages. In instances where an interpreter is requested in advance, SRTC will contact one of the many area companies that provide both written and oral translations. SRTC may also consider using online translation products such as Google Translate.

The following tables illustrate what languages are spoken at home in Spokane County by according to the American Community Survey and languages spoken at home by ability to speak English.

Table 1: S1601: LANGUAGE SPOKEN AT HOME
2007-2011 American Community Survey 5-Year Estimates

Subject	Spokane County, Washington					
	Total		Percent of specified language speakers			
			Speak English "very well"		Speak English less than "very well"	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	436,780	*****	97.0%	+/-0.2	3.0%	+/-0.2
Speak only English	92.7%	+/-0.4	(X)	(X)	(X)	(X)
Speak a language other than English	7.3%	+/-0.4	59.0%	+/-2.2	41.0%	+/-2.2
Spanish or Spanish Creole	2.2%	+/-0.2	67.5%	+/-5.0	32.5%	+/-5.0
Other Indo-European languages	3.1%	+/-0.3	61.4%	+/-3.0	38.6%	+/-3.0
Asian and Pacific Island languages	1.7%	+/-0.2	44.0%	+/-5.2	56.0%	+/-5.2
Other languages	0.3%	+/-0.1	58.2%	+/-12.1	41.8%	+/-12.1
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	9,428	+/-840	67.5%	+/-5.0	32.5%	+/-5.0
5-17 years	1,716	+/-363	64.2%	+/-12.2	35.8%	+/-12.2
18-64 years	6,906	+/-636	68.0%	+/-5.1	32.0%	+/-5.1
65 years and over	806	+/-154	70.0%	+/-10.8	30.0%	+/-10.8
Other Indo-European languages	13,460	+/-1,324	61.4%	+/-3.0	38.6%	+/-3.0
5-17 years	2,535	+/-501	70.8%	+/-6.7	29.2%	+/-6.7
18-64 years	9,081	+/-1,033	58.7%	+/-4.2	41.3%	+/-4.2
65 years and over	1,844	+/-270	61.9%	+/-7.1	38.1%	+/-7.1
Asian and Pacific Island languages	7,552	+/-714	44.0%	+/-5.2	56.0%	+/-5.2
5-17 years	1,271	+/-288	68.8%	+/-12.5	31.2%	+/-12.5
18-64 years	5,495	+/-543	40.1%	+/-5.1	59.9%	+/-5.1
65 years and over	786	+/-110	31.2%	+/-12.9	68.8%	+/-12.9
Other languages	1,427	+/-458	58.2%	+/-12.1	41.8%	+/-12.1
5-17 years	300	+/-207	25.3%	+/-23.7	74.7%	+/-23.7
18-64 years	1,016	+/-320	67.0%	+/-9.7	33.0%	+/-9.7
65 years and over	111	+/-84	65.8%	+/-32.7	34.2%	+/-32.7
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	346,308	+/-1,123	98.4%	+/-0.2	1.6%	+/-0.2
Speak only English	94.9%	+/-0.3	(X)	(X)	(X)	(X)
Speak a language other than English	5.1%	+/-0.3	69.0%	+/-2.8	31.0%	+/-2.8
Spanish or Spanish Creole	1.7%	+/-0.2	82.1%	+/-4.8	17.9%	+/-4.8
Other languages	3.3%	+/-0.2	62.2%	+/-3.2	37.8%	+/-3.2
PERCENT IMPUTED						
Language status	2.2%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	2.3%	(X)	(X)	(X)	(X)	(X)
Ability to speak English	4.7%	(X)	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates - S1601

Table 2: B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over 2007-2011 American Community Survey 5-Year Estimates

	Spokane County, Washington	
	Estimate	Margin of Error
Total:	436,780	*****
Speak only English	404,913	+/-1,964
Spanish or Spanish Creole:	9,428	+/-840
Speak English "very well"	6,361	+/-672
Speak English less than "very well"	3,067	+/-590
French (incl. Patois, Cajun):	1,195	+/-282
Speak English "very well"	959	+/-282
Speak English less than "very well"	236	+/-85
French Creole:	12	+/-20
Speak English "very well"	0	+/-92
Speak English less than "very well"	12	+/-20
Italian:	626	+/-158
Speak English "very well"	547	+/-155
Speak English less than "very well"	79	+/-46
Portuguese or Portuguese Creole:	234	+/-107
Speak English "very well"	213	+/-104
Speak English less than "very well"	21	+/-25
German:	1,744	+/-292
Speak English "very well"	1,535	+/-268
Speak English less than "very well"	209	+/-89
Yiddish:	24	+/-23
Speak English "very well"	24	+/-23
Speak English less than "very well"	0	+/-92
Other West Germanic languages:	83	+/-53
Speak English "very well"	65	+/-46
Speak English less than "very well"	18	+/-20
Scandinavian languages:	316	+/-129
Speak English "very well"	293	+/-123
Speak English less than "very well"	23	+/-23
Greek:	62	+/-43
Speak English "very well"	62	+/-43
Speak English less than "very well"	0	+/-92
Russian:	6,203	+/-1,061
Speak English "very well"	2,738	+/-621
Speak English less than "very well"	3,465	+/-616
Polish:	240	+/-110
Speak English "very well"	214	+/-104
Speak English less than "very well"	26	+/-35
Serbo-Croatian:	449	+/-320
Speak English "very well"	251	+/-188
Speak English less than "very well"	198	+/-162

Table 2: B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over 2007-2011 American Community Survey 5-Year Estimates (Cont.)

	Spokane County, Washington	
	Estimate	Margin of Error
Total:	436,780	*****
Other Slavic languages:	929	+/-354
Speak English "very well"	383	+/-198
Speak English less than "very well"	546	+/-269
Armenian:	37	+/-57
Speak English "very well"	37	+/-57
Speak English less than "very well"	0	+/-92
Persian:	174	+/-145
Speak English "very well"	88	+/-62
Speak English less than "very well"	86	+/-92
Gujarati:	0	+/-92
Speak English "very well"	0	+/-92
Speak English less than "very well"	0	+/-92
Hindi:	251	+/-208
Speak English "very well"	229	+/-204
Speak English less than "very well"	22	+/-30
Urdu:	34	+/-53
Speak English "very well"	34	+/-53
Speak English less than "very well"	0	+/-92
Other Indic languages:	338	+/-195
Speak English "very well"	219	+/-131
Speak English less than "very well"	119	+/-102
Other Indo-European languages:	509	+/-421
Speak English "very well"	380	+/-318
Speak English less than "very well"	129	+/-131
Chinese:	1,230	+/-319
Speak English "very well"	446	+/-197
Speak English less than "very well"	784	+/-247
Japanese:	730	+/-177
Speak English "very well"	452	+/-148
Speak English less than "very well"	278	+/-101
Korean:	1,325	+/-515
Speak English "very well"	493	+/-260
Speak English less than "very well"	832	+/-305
Mon-Khmer, Cambodian:	86	+/-90
Speak English "very well"	86	+/-90
Speak English less than "very well"	0	+/-92
Hmong:	288	+/-165
Speak English "very well"	171	+/-107
Speak English less than "very well"	117	+/-63

Table 2: B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over 2007-2011 American Community Survey 5-Year Estimates (Cont.)

	Spokane County, Washington	
	Estimate	Margin of Error
Total:	436,780	*****
Thai:	160	+/-88
Speak English "very well"	89	+/-64
Speak English less than "very well"	71	+/-49
Laotian:	83	+/-73
Speak English "very well"	15	+/-25
Speak English less than "very well"	68	+/-75
Vietnamese:	1,513	+/-382
Speak English "very well"	302	+/-140
Speak English less than "very well"	1,211	+/-350
Other Asian languages:	221	+/-127
Speak English "very well"	146	+/-104
Speak English less than "very well"	75	+/-82
Tagalog:	703	+/-204
Speak English "very well"	493	+/-163
Speak English less than "very well"	210	+/-99
Other Pacific Island languages:	1,213	+/-386
Speak English "very well"	633	+/-308
Speak English less than "very well"	580	+/-256
Navajo:	0	+/-92
Speak English "very well"	0	+/-92
Speak English less than "very well"	0	+/-92
Other Native North American languages:	183	+/-83
Speak English "very well"	175	+/-83
Speak English less than "very well"	8	+/-8
Hungarian:	117	+/-99
Speak English "very well"	97	+/-94
Speak English less than "very well"	20	+/-23
Arabic:	781	+/-437
Speak English "very well"	360	+/-227
Speak English less than "very well"	421	+/-276
Hebrew:	97	+/-71
Speak English "very well"	85	+/-68
Speak English less than "very well"	12	+/-20
African languages:	203	+/-120
Speak English "very well"	80	+/-62
Speak English less than "very well"	123	+/-96
Other and unspecified languages:	46	+/-37
Speak English "very well"	33	+/-30
Speak English less than "very well"	13	+/-20

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates - B16001

Appendix 2

Environmental Justice Demographic Profile 2013

INTRODUCTION

Environmental justice plays a critical role in the transportation planning process. Since the mid-1990s, a renewed emphasis on environmental justice has become an integral part of the transportation planning process for urban regions in the United States. The concept of “environmental justice” is derived from Title VI of the Civil Rights Act of 1964 and other civil rights statutes, and was first put forth as a national policy goal by presidential Executive Order 12898, issued in 1994, which directs “each federal agency to make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”¹

That Order has since been superseded by U.S. Department of Transportation (USDOT) FHWA Order 6640.23A to address Environmental Justice in Minority Populations and Low-Income Populations.² FHWA’s policy concerning Environmental Justice includes:

a. It is FHWA’s longstanding policy to actively ensure nondiscrimination in federally funded activities. Furthermore, it is FHWA’s continuing policy to identify and prevent discriminatory effects by actively administering its programs, policies, and activities to ensure that social impacts to communities and people are recognized early and continually throughout the transportation decisionmaking process--from early planning through implementation. Should the potential for discrimination be discovered, action to eliminate the potential shall be taken.

b. EO 12898, DOT Order 5610.2(a), and this directive reaffirm the principles of Title VI and related statutes, NEPA, 23 U.S.C. 109(h), and other Federal environmental laws, emphasizing the incorporation of those provisions with the environmental and transportation decision making processes.

c. Under Title VI, each Federal agency is required to ensure that no person on the grounds of race, color, or national origin, is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance. This statute applies to every program area in FHWA.

d. Under EO 12898, each Federal agency must identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. FHWA will implement this EO and the principles of DOT Order 5610.2(a) and EO 12898 by incorporating environmental justice principles in all FHWA programs, policies, and activities within the framework of existing laws, regulations, and guidance.

e. In complying with this directive, FHWA will rely upon existing authorities to collect necessary data and conduct research associated with environmental justice concerns, including, but not limited to, 49 CFR 21.9(b) and 23 CFR 200.9(b)(4).

f. The FHWA will administer its governing statutes so as to identify and avoid discrimination and disproportionately high and adverse effects on minority populations and low-income populations by:

¹ Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low- Income Populations, February 1994.

² DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations, April 1997.

- (1) identifying and evaluating environmental, public health, and interrelated social and economic effects of FHWA programs, policies, and activities;*
- (2) proposing measures to avoid, minimize, and/or mitigate disproportionately high and adverse environmental or public health effects and interrelated social and economic effects, and providing offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by FHWA programs, policies, and activities, where permitted by law and consistent with EO 12898;*
- (3) considering alternatives to proposed programs, policies, and activities where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts, where permitted by law and consistent with EO 12898; and*
- (4) providing public involvement opportunities and considering the results thereof, including providing meaningful access to public information concerning the human health or environmental impacts and soliciting input from affected minority populations and low-income populations in considering alternatives during the planning and development of alternatives and decisions.*

The Spokane Regional Transportation Council (SRTC) is the federally designated metropolitan planning organization, as well as the state designated regional transportation planning organization, for Spokane County. Under these mandates, the SRTC is responsible for developing and regularly updating the region's long-range transportation plan, the Metropolitan Transportation Plan (MTP), as well as distributing federal transportation funds to local projects through its transportation improvement program. To assist in the process of integrating environmental justice into its transportation planning program, the SRTC has developed this baseline demographic profile, which presents key demographic data describing Spokane County and identifies population groups and communities to be considered for subsequent environmental justice analyses and activities.

DEFINITIONS

FHWA Order 6640.23A , and the DOT, FHWA, and FTA orders on Environmental Justice address persons belonging to any of the following groups:

Minority Populations

- Black (a person having origins in any of the black racial groups of Africa)
- Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent);
- American Indian and Alaskan Native (a person having origins in any of the original people of North America, South America, including Central America, and who maintains cultural identification through tribal affiliation or community recognition); and
- Native Hawaiian or Other Pacific Islander (people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).

Low-Income Population

Low-Income is considered a person whose median household income is at or below the Department of Health and Human Services poverty guidelines.

Other Populations

While the various orders on environmental justice require consideration of only minority and low-income populations as defined above, discussions of other populations protected by Title VI and related nondiscrimination statutes - such as the elderly, disabled, etc. - are encouraged in addressing environmental justice and Title VI in federally sponsored transportation programs, policies, and activities.

Objectives

The SRTC set out to meet two primary objectives in preparing this environmental justice demographic profile:

- Compile key demographic data on minority and low-income populations in Spokane County, as well as other populations of interest, for environmental justice consideration in conducting regional transportation planning and program activities, and public outreach.
- Identify the locations of populations and communities within the region with significant minority, low-income, and other target populations in order to facilitate and enhance environmental justice analyses and activities.

Census Data

The SRTC relied upon data products primarily from the U.S. Census Bureau's American Community Survey (ACS)³, the 2010 Decennial Census⁴, and the Census Transportation Planning Products special tabulations from the American Community Survey⁵. The ACS is a period, sampled survey of the population. The SRTC also researched and documented information on alternative data sources that may be useful in updating the baseline profile in future years:

Regional Profile Data Tables

Drawing from the U.S. Census Bureau data products, the SRTC compiled data tables of key demographic statistics on the region's minority and low-income populations and other populations and characteristics of interest for environmental justice consideration. The data tables report statistics for Spokane County.

- Table 1. S1601: LANGUAGE SPOKEN AT HOME 2007-2011 American Community Survey 5-Year Estimates
- Table 2. B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over 2007-2011 American Community Survey 5-Year Estimates
- Table 3. QT-PL-Geography-Spokane County, Washington: Race, Hispanic or Latino, Age, and Housing Occupancy: 2010, 2010 Census Redistricting Data (Public Law 94-171) Summary File
- Table 4. Median Household and Per Capita Income - Comparison - 2007-2011 ACS
- Table 5. S1701: POVERTY STATUS IN THE PAST 12 MONTHS 2007-2011 American

³ <https://www.census.gov/acs/www/>

⁴ <http://www.census.gov/2010census/>

⁵ <http://ctpp.transportation.org/Pages/5-Year-Data.aspx>

- Community Survey 5-Year Estimates
- Table 6. S1703: SELECTED CHARACTERISTICS OF PEOPLE AT SPECIFIED LEVELS OF POVERTY IN THE PAST 12 MONTHS 2007-2011 American Community Survey 5-Year Estimates
- Table 7. QT-P1-Geography-Spokane County, Washington: Age Groups and Sex: 2010 2010 Census Summary File 1
- Table 8. C18101: SEX BY AGE BY DISABILITY STATUS - Universe: Civilian noninstitutionalized population 2009-2011 American Community Survey 3-Year Estimates
- Table 9. S1810: DISABILITY CHARACTERISTICS 2009-2011 American Community Survey 3-Year Estimates
- Table 10. DP04: SELECTED HOUSING CHARACTERISTICS 2007-2011 American Community Survey 5-Year Estimates
- Table 11: A112216 - Vehicles available (6) by Minority Status of the householder (3) (Households)

Observations

Table 1 provides detailed information on Language Spoken At Home. Table 2 provides additional detail data on language, including specifics on the numerous languages spoken in Spokane County. Statistics on persons with limited English proficiency and common languages other than English spoken in Spokane County are an integral part of SRTC's Policy for Engaging Individuals with Limited English Proficiency (LEP). Additionally, knowledge regarding LEP individuals is an important aspect of SRTC's public outreach policies.

Table 3 provides essential statistics on the region's minority populations. As of the 2010 Census, 13.3% of Spokane County's population was a minority.

Table 4 compares the Median Household Income in dollars and the Per Capita Income in dollars between the United States, Washington State, and Spokane County. As a continuing trend, Spokane values are lower than the state and national values, and Washington State values are higher than the national ones. Table 5 indicates poverty levels in Spokane County; 14.4% of the population for whom poverty status is determined live below the poverty level. Table 6 provides detailed information regarding poverty in Spokane County related to Sex, Age, Race and Hispanic or Latino, Living Arrangements, Educational Attainment, Nativity and Citizenship Status, and Work Status tabulations.

Table 7 provides detailed information on the Age and Sex makeup of Spokane County.

Table 8 presents detailed information on Sex and Age by Disability Status. Table 9 provides detailed information on disability characteristics in Spokane County, including information on Population, Race and Hispanic or Latino Origin, Age, Sex, and additional details on type of disability. 13.5 percent of Spokane County's population has a disability.

Table 10 includes information on Vehicles Available by Occupied Housing Units. 7.2% of occupied housing units have No vehicles available. Table 11 presents detailed information on vehicles available by Minority Status of the Householder.

GIS Maps

In addition to compiling the regional profile data tables described above, the SRTC utilized its GIS applications to map the distribution of minority, low-income, and other populations of interest across the region. The following maps were constructed and are included in this report, following the tables.

Map 1. Minority Population

Map 2. Population Living in Poverty

Map 3. Median Household Income

Map 4. No Vehicles Available

Map 5. Population 65 and Older

**Table 3: QT-PL-Geography-Spokane County, Washington:
Race, Hispanic or Latino, Age, and Housing Occupancy: 2010
2010 Census Redistricting Data (Public Law 94-171) Summary File**

Subject	Total		18 years and over	
	Number	Percent	Number	Percent
POPULATION				
Total population	471,221	100.0	361,719	100.0
RACE				
One race	453,365	96.2	352,819	97.5
White	420,275	89.2	328,839	90.9
Black or African American	8,056	1.7	5,867	1.6
American Indian and Alaska Native	7,295	1.5	5,140	1.4
Asian	9,957	2.1	7,784	2.2
Native Hawaiian and Other Pacific Islander	1,902	0.4	1,202	0.3
Some Other Race	5,880	1.2	3,987	1.1
Two or More Races	17,856	3.8	8,900	2.5
HISPANIC OR LATINO AND RACE				
Hispanic or Latino (of any race)	21,260	4.5	13,080	3.6
Not Hispanic or Latino	449,961	95.5	348,639	96.4
One race	435,047	92.3	340,981	94.3
White	408,629	86.7	321,445	88.9
Black or African American	7,714	1.6	5,664	1.6
American Indian and Alaska Native	6,478	1.4	4,662	1.3
Asian	9,799	2.1	7,671	2.1
Some Other Race	610	0.1	386	0.1
Two or More Races	14,914	3.2	7,658	2.1

Source: U.S. Census Bureau 2010 Decennial Census - QT-PL

Table 4: Median Household and Per Capita Income - Comparison - 2007-2011 ACS

Subject	United States				Washington				Spokane County, Washington			
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error	Percent	Percent Margin of Error
Median household income (dollars)	52,762	+/-99	(X)	(X)	58,890	+/-240	(X)	(X)	49,257	+/-738	(X)	(X)
Per capita income (dollars)	27,915	+/-80	(X)	(X)	30,481	+/-124	(X)	(X)	25,752	+/-329	(X)	(X)

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates

Table 5: S1701: POVERTY STATUS IN THE PAST 12 MONTHS
2007-2011 American Community Survey 5-Year Estimates

Subject	Spokane County, Washington					
	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	452,546	+/-1,194	65,133	+/-2,579	14.4%	+/-0.6

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates - S1701

Table 6: S1703: SELECTED CHARACTERISTICS OF PEOPLE AT SPECIFIED LEVELS OF POVERTY IN THE PAST 12 MONTHS
2007-2011 American Community Survey 5-Year Estimates

Subject	Spokane County, Washington			
	Total		Less than 100 percent of the poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	452,546	+/-1,194	14.4%	+/-0.6
SEX				
Male	222,098	+/-848	13.1%	+/-0.6
Female	230,448	+/-621	15.6%	+/-0.7
AGE				
Under 18 years	107,232	+/-348	16.9%	+/-1.2
Related children under 18 years	106,616	+/-430	16.5%	+/-1.2
18 to 64 years	287,445	+/-1,029	14.6%	+/-0.6
65 years and over	57,869	+/-409	8.6%	+/-0.7
RACE AND HISPANIC OR LATINO ORIGIN				
One race	435,941	+/-1,477	14.0%	+/-0.6
White	406,943	+/-1,332	12.8%	+/-0.6
Black or African American	7,082	+/-649	39.6%	+/-7.3
American Indian and Alaska Native	5,568	+/-572	33.8%	+/-6.4
Asian	10,159	+/-485	14.0%	+/-2.9
Native Hawaiian and Other Pacific Islander	1,644	+/-241	61.3%	+/-24.6
Some other race	4,545	+/-784	35.2%	+/-10.3
Two or more races	16,605	+/-968	25.6%	+/-4.3
Hispanic or Latino origin (of any race)	19,589	+/-203	26.8%	+/-4.3
White alone, not Hispanic or Latino	394,910	+/-1,037	12.5%	+/-0.5

Table 6: S1703: SELECTED CHARACTERISTICS OF PEOPLE AT SPECIFIED LEVELS OF POVERTY IN THE PAST 12 MONTHS
2007-2011 American Community Survey 5-Year Estimates (Cont.)

Subject	Spokane County, Washington			
	Total		Less than 100 percent of the poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error
LIVING ARRANGEMENT				
In family households	364,728	+/-2,489	11.0%	+/-0.7
In married-couple family	278,551	+/-3,929	5.7%	+/-0.7
In Female householder, no husband present households	62,105	+/-3,183	32.8%	+/-2.2
In other living arrangements	87,818	+/-2,082	28.5%	+/-1.3
EDUCATIONAL ATTAINMENT				
Population 25 years and over	298,247	+/-609	10.7%	+/-0.4
Less than high school graduate	21,911	+/-1,162	24.7%	+/-2.1
High school graduate (includes equivalency)	74,411	+/-1,650	13.1%	+/-0.9
Some college or associate's degree	115,324	+/-1,716	11.0%	+/-0.7
Bachelor's degree or higher	86,601	+/-1,983	4.6%	+/-0.6
NATIVITY AND CITIZENSHIP STATUS				
Native	427,746	+/-1,899	14.2%	+/-0.6
Foreign born	24,800	+/-1,762	17.9%	+/-3.3
Naturalized citizen	12,075	+/-942	11.4%	+/-2.0
DISABILITY STATUS				
With any disability	(X)	(X)	(X)	(X)
No disability	(X)	(X)	(X)	(X)
WORK STATUS				
Population 16 to 64 years	300,209	+/-1,075	14.6%	+/-0.6
Worked full-time, year-round	132,602	+/-1,959	2.1%	+/-0.3
Worked less than full-time, year-round	101,422	+/-1,994	20.0%	+/-1.0
Did not work	66,185	+/-1,685	31.5%	+/-1.4

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates - S1703

**Table 7: QT-P1-Geography-Spokane County, Washington: Age Groups and Sex: 2010
2010 Census Summary File 1**

Age	Number			Percent			Males per 100 females
	Both sexes	Male	Female	Both sexes	Male	Female	
Total population	471,221	232,696	238,525	100.0	100.0	100.0	97.6
Under 5 years	30,241	15,499	14,742	6.4	6.7	6.2	105.1
5 to 9 years	29,752	15,307	14,445	6.3	6.6	6.1	106.0
10 to 14 years	30,441	15,640	14,801	6.5	6.7	6.2	105.7
15 to 19 years	34,817	17,496	17,321	7.4	7.5	7.3	101.0
20 to 24 years	38,015	18,981	19,034	8.1	8.2	8.0	99.7
25 to 29 years	33,376	17,156	16,220	7.1	7.4	6.8	105.8
30 to 34 years	28,921	14,680	14,241	6.1	6.3	6.0	103.1
35 to 39 years	28,317	14,440	13,877	6.0	6.2	5.8	104.1
40 to 44 years	29,426	14,744	14,682	6.2	6.3	6.2	100.4
45 to 49 years	33,652	16,583	17,069	7.1	7.1	7.2	97.2
50 to 54 years	34,173	16,855	17,318	7.3	7.2	7.3	97.3
55 to 59 years	32,241	15,681	16,560	6.8	6.7	6.9	94.7
60 to 64 years	26,880	13,137	13,743	5.7	5.6	5.8	95.6
65 to 69 years	18,719	8,947	9,772	4.0	3.8	4.1	91.6
70 to 74 years	13,446	6,275	7,171	2.9	2.7	3.0	87.5
75 to 79 years	10,790	4,748	6,042	2.3	2.0	2.5	78.6
80 to 84 years	8,645	3,414	5,231	1.8	1.5	2.2	65.3
85 to 89 years	6,061	2,132	3,929	1.3	0.9	1.6	54.3
90 years and over	3,308	981	2,327	0.7	0.4	1.0	42.2
Under 18 years	109,502	56,177	53,325	23.2	24.1	22.4	105.3
18 to 64 years	300,750	150,022	150,728	63.8	64.5	63.2	99.5
18 to 24 years	53,764	26,746	27,018	11.4	11.5	11.3	99.0
25 to 44 years	120,040	61,020	59,020	25.5	26.2	24.7	103.4
25 to 34 years	62,297	31,836	30,461	13.2	13.7	12.8	104.5
35 to 44 years	57,743	29,184	28,559	12.3	12.5	12.0	102.2
45 to 64 years	126,946	62,256	64,690	26.9	26.8	27.1	96.2
45 to 54 years	67,825	33,438	34,387	14.4	14.4	14.4	97.2
55 to 64 years	59,121	28,818	30,303	12.5	12.4	12.7	95.1
65 years and over	60,969	26,497	34,472	12.9	11.4	14.5	76.9
65 to 74 years	32,165	15,222	16,943	6.8	6.5	7.1	89.8
75 to 84 years	19,435	8,162	11,273	4.1	3.5	4.7	72.4
85 years and over	9,369	3,113	6,256	2.0	1.3	2.6	49.8
16 years and over	374,532	183,053	191,479	79.5	78.7	80.3	95.6
18 years and over	361,719	176,519	185,200	76.8	75.9	77.6	95.3
21 years and over	337,698	164,600	173,098	71.7	70.7	72.6	95.1
60 years and over	87,849	39,634	48,215	18.6	17.0	20.2	82.2
62 years and over	76,271	34,056	42,215	16.2	14.6	17.7	80.7
67 years and over	52,761	22,563	30,198	11.2	9.7	12.7	74.7
75 years and over	28,804	11,275	17,529	6.1	4.8	7.3	64.3
Median age (years)	36.8	35.6	38.1	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau 2010 Decennial Census - QT-P1

Table 8: C18101: SEX BY AGE BY DISABILITY STATUS - Universe: Civilian noninstitutionalized population 2009-2011 American Community Survey 3-Year Estimates

	Spokane County, Washington	
	Estimate	Margin of Error
Total:	462,112	+/-1,120
Male:	226,016	+/-1,017
Under 18 years:	55,895	+/-259
With a disability	3,827	+/-707
No disability	52,068	+/-767
18 to 64 years:	143,987	+/-995
With a disability	16,125	+/-1,216
No disability	127,862	+/-1,575
65 years and over:	26,134	+/-246
With a disability	10,478	+/-535
No disability	15,656	+/-572
Female:	236,096	+/-524
Under 18 years:	53,053	+/-256
With a disability	1,921	+/-391
No disability	51,132	+/-481
18 to 64 years:	149,517	+/-276
With a disability	16,874	+/-1,255
No disability	132,643	+/-1,269
65 years and over:	33,526	+/-311
With a disability	13,240	+/-723
No disability	20,286	+/-727

Source: U.S. Census Bureau American Community Survey 2009-2011 3-year Estimates - C18101

Table 9: S1810: DISABILITY CHARACTERISTICS
2009-2011 American Community Survey 3-Year Estimates

	Spokane County, Washington					
	Total		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total civilian noninstitutionalized population	462,112	+/-1,120	62,465	+/-2,357	13.5%	+/-0.5
Population under 5 years	30,115	+/-307	565	+/-257	1.9%	+/-0.9
With a hearing difficulty	(X)	(X)	392	+/-233	1.3%	+/-0.8
With a vision difficulty	(X)	(X)	334	+/-227	1.1%	+/-0.8
Population 5 to 17 years	78,833	+/-313	5,183	+/-802	6.6%	+/-1.0
With a hearing difficulty	(X)	(X)	643	+/-272	0.8%	+/-0.3
With a vision difficulty	(X)	(X)	438	+/-203	0.6%	+/-0.3
With a cognitive difficulty	(X)	(X)	4,217	+/-746	5.3%	+/-0.9
With an ambulatory difficulty	(X)	(X)	446	+/-206	0.6%	+/-0.3
With a self-care difficulty	(X)	(X)	966	+/-278	1.2%	+/-0.4
Population 18 to 64 years	293,504	+/-1,058	32,999	+/-1,782	11.2%	+/-0.6
With a hearing difficulty	(X)	(X)	7,481	+/-745	2.5%	+/-0.3
With a vision difficulty	(X)	(X)	5,245	+/-798	1.8%	+/-0.3
With a cognitive difficulty	(X)	(X)	14,744	+/-1,282	5.0%	+/-0.4
With an ambulatory difficulty	(X)	(X)	16,025	+/-1,426	5.5%	+/-0.5
With a self-care difficulty	(X)	(X)	5,622	+/-773	1.9%	+/-0.3
With an independent living difficulty	(X)	(X)	11,346	+/-1,088	3.9%	+/-0.4
Population 65 years and over	59,660	+/-452	23,718	+/-895	39.8%	+/-1.5
With a hearing difficulty	(X)	(X)	10,679	+/-725	17.9%	+/-1.2
With a vision difficulty	(X)	(X)	4,031	+/-528	6.8%	+/-0.9
With a cognitive difficulty	(X)	(X)	5,741	+/-633	9.6%	+/-1.1
With an ambulatory difficulty	(X)	(X)	14,801	+/-828	24.8%	+/-1.4
With a self-care difficulty	(X)	(X)	5,308	+/-597	8.9%	+/-1.0
With an independent living difficulty	(X)	(X)	9,988	+/-679	16.7%	+/-1.1
SEX						
Male	226,016	+/-1,017	30,430	+/-1,656	13.5%	+/-0.7
Female	236,096	+/-524	32,035	+/-1,635	13.6%	+/-0.7
RACE AND HISPANIC OR LATINO ORIGIN						
One Race	N	N	N	N	N	N
White alone	414,102	+/-1,566	55,886	+/-2,354	13.5%	+/-0.6
Black or African American alone	7,481	+/-851	1,252	+/-399	16.7%	+/-5.1
American Indian and Alaska Native alone	5,779	+/-816	1,076	+/-299	18.6%	+/-4.8
Asian alone	10,799	+/-692	861	+/-255	8.0%	+/-2.3
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	4,527	+/-1,072	709	+/-254	15.7%	+/-4.4

Table 9: S1810: DISABILITY CHARACTERISTICS
2009-2011 American Community Survey 3-Year Estimates (Cont.)

	Spokane County, Washington					
	Total		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Two or more races	17,711	+/-1,270	2,646	+/-556	14.9%	+/-2.8
White alone, not Hispanic or Latino	401,644	+/-797	54,498	+/-2,240	13.6%	+/-0.6
Hispanic or Latino (of any race)	20,901	+/-211	2,799	+/-571	13.4%	+/-2.7
PERCENT IMPUTED						
Disability status	3.5%	(X)	(X)	(X)	(X)	(X)
Hearing difficulty	2.3%	(X)	(X)	(X)	(X)	(X)
Vision difficulty	2.6%	(X)	(X)	(X)	(X)	(X)
Cognitive difficulty	2.5%	(X)	(X)	(X)	(X)	(X)
Ambulatory difficulty	2.4%	(X)	(X)	(X)	(X)	(X)
Self-care difficulty	2.4%	(X)	(X)	(X)	(X)	(X)
Independent living difficulty	2.3%	(X)	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau American Community Survey 2009-2011 3-year Estimates - S1810

Table 10: DP04: SELECTED HOUSING CHARACTERISTICS
2007-2011 American Community Survey 5-Year Estimates

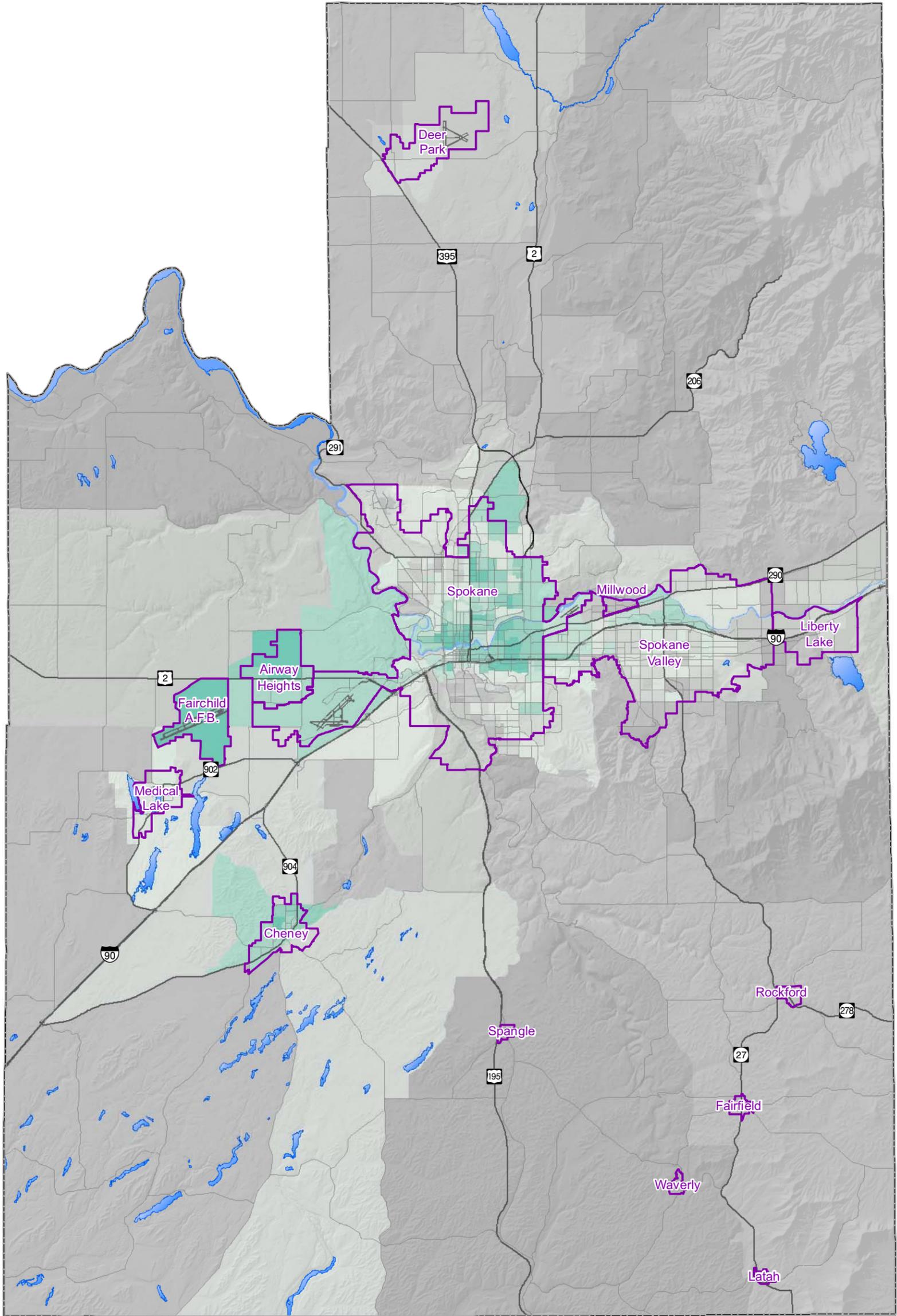
Subject	Spokane County, Washington			
	Estimate	Margin of Error	Precent	Percent
HOUSING OCCUPANCY				
Total housing units	199,952	+/-491	199,952	(X)
Occupied housing units	185,983	+/-1,246	93.0%	+/-0.6
Vacant housing units	13,969	+/-1,135	7.0%	+/-0.6
VEHICLES AVAILABLE				
Occupied housing units	185,983	+/-1,246	185,983	(X)
No vehicles available	13,349	+/-741	7.2%	+/-0.4
1 vehicle available	56,785	+/-1,436	30.5%	+/-0.8
2 vehicles available	70,647	+/-1,398	38.0%	+/-0.7
3 or more vehicles available	45,202	+/-1,374	24.3%	+/-0.7

Source: U.S. Census Bureau American Community Survey 2007-2011 5-year Estimates - DP04

Table 11: A112216 - Vehicles available (6) by Minority Status of the householder (3) (Households)

Measures - Households							
Minority Status of the Householder 3		Total householders		Householder is White alone, not Hispanic/Latino		Other householder	
Output							
RESIDENCE	Vehicles Available 6	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Spokane County, Washington	Total, vehicles available	184,590	1,444	167,990	1,279	16,600	738
	0 vehicles	13,260	780	11,290	697	1,970	322
	1 vehicle	56,670	1,351	50,690	1,282	5,975	517
	2 vehicles	69,620	1,466	64,220	1,402	5,400	437
	3 vehicles	30,805	1,049	28,515	991	2,290	306
	4-or-more vehicles	14,235	642	13,275	601	960	232

Source: U.S. Census Bureau American Community Survey 2006-2010 5-year Estimates, CTPP Special Tabulation - A112216



Title VI Plan

Map 1

December 2013



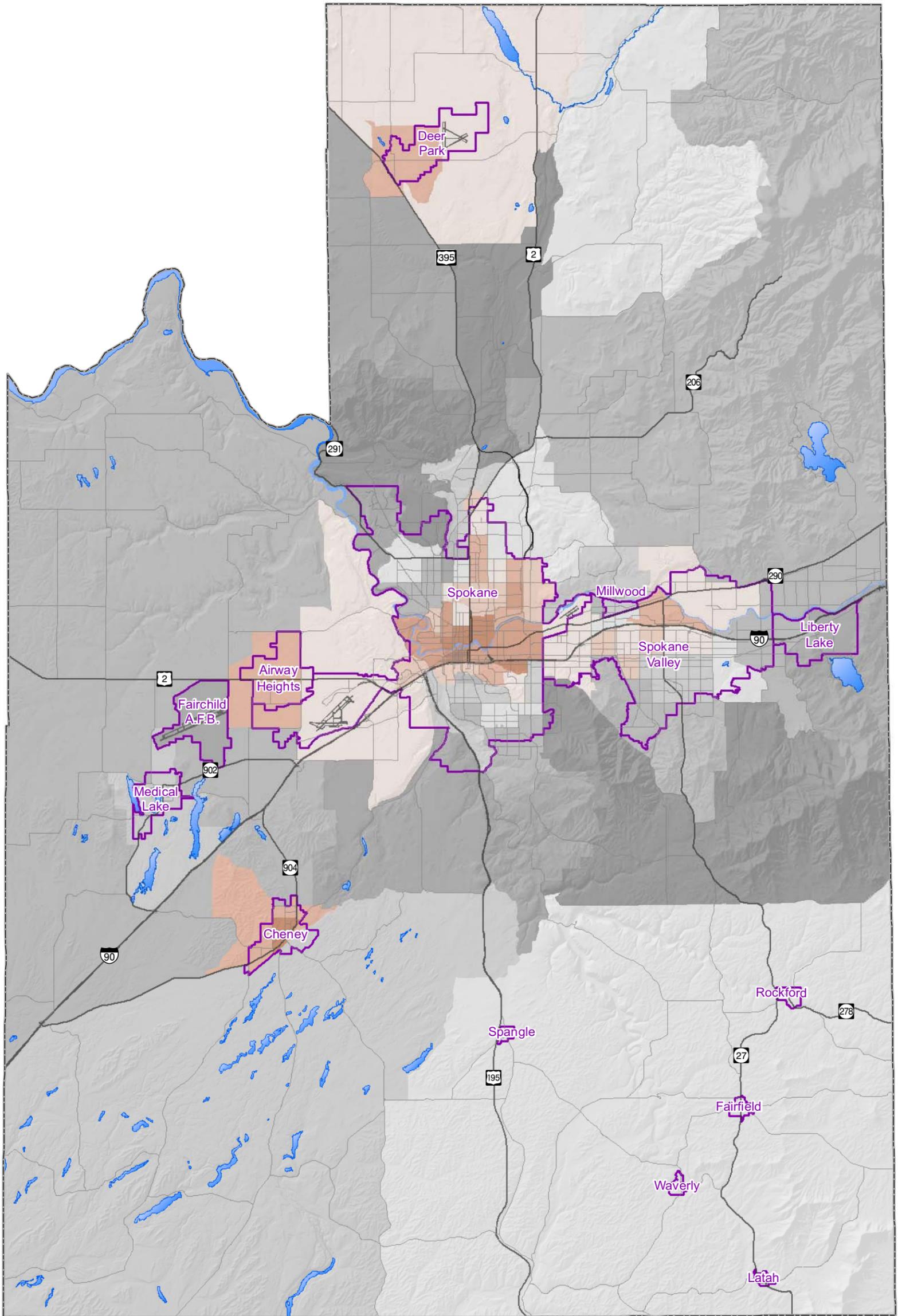
Minority Population by 2010 Census Block Group

Percent of Population that is a Minority

13.3% of Spokane County's Population is a Minority

 < 6%	 14% - 16%
 6% - 8%	 16% - 18%
 8% - 10%	 18% - 21%
 10% - 12%	 21% - 24%
 12% - 14%	 > 24%

*Data from 2010 Decennial Census



Title VI Plan
Map 2
December 2013



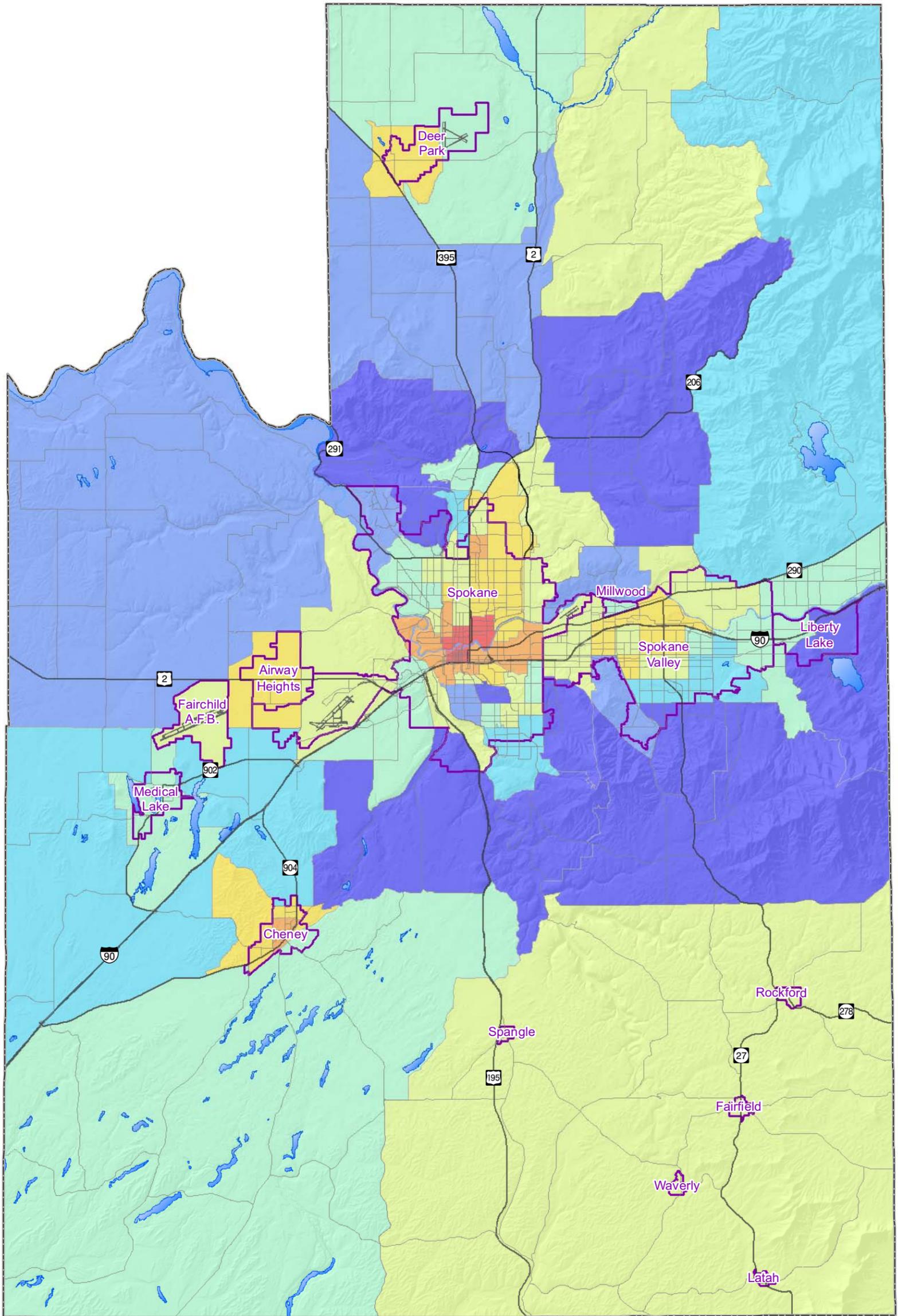
Population living in Poverty by 2010 Census Tract

Percent of Determined Population Living In Poverty

14.4% of Spokane County Population (for whom poverty status is determined) lives below the poverty level.

	< 2.5%		14.4% - 20%
	2.5% - 5%		20% - 26%
	5% - 7.5%		26% - 32%
	7.5% - 10%		32% - 40%
	10% - 14.4%		> 40%

*These data are estimates from a period, sampled survey and are subject to sampling and non-sampling errors.
 Data from 2007-2011 American Community Survey 5-Year Estimates*



Title VI Plan
 Map 3
 December 2013



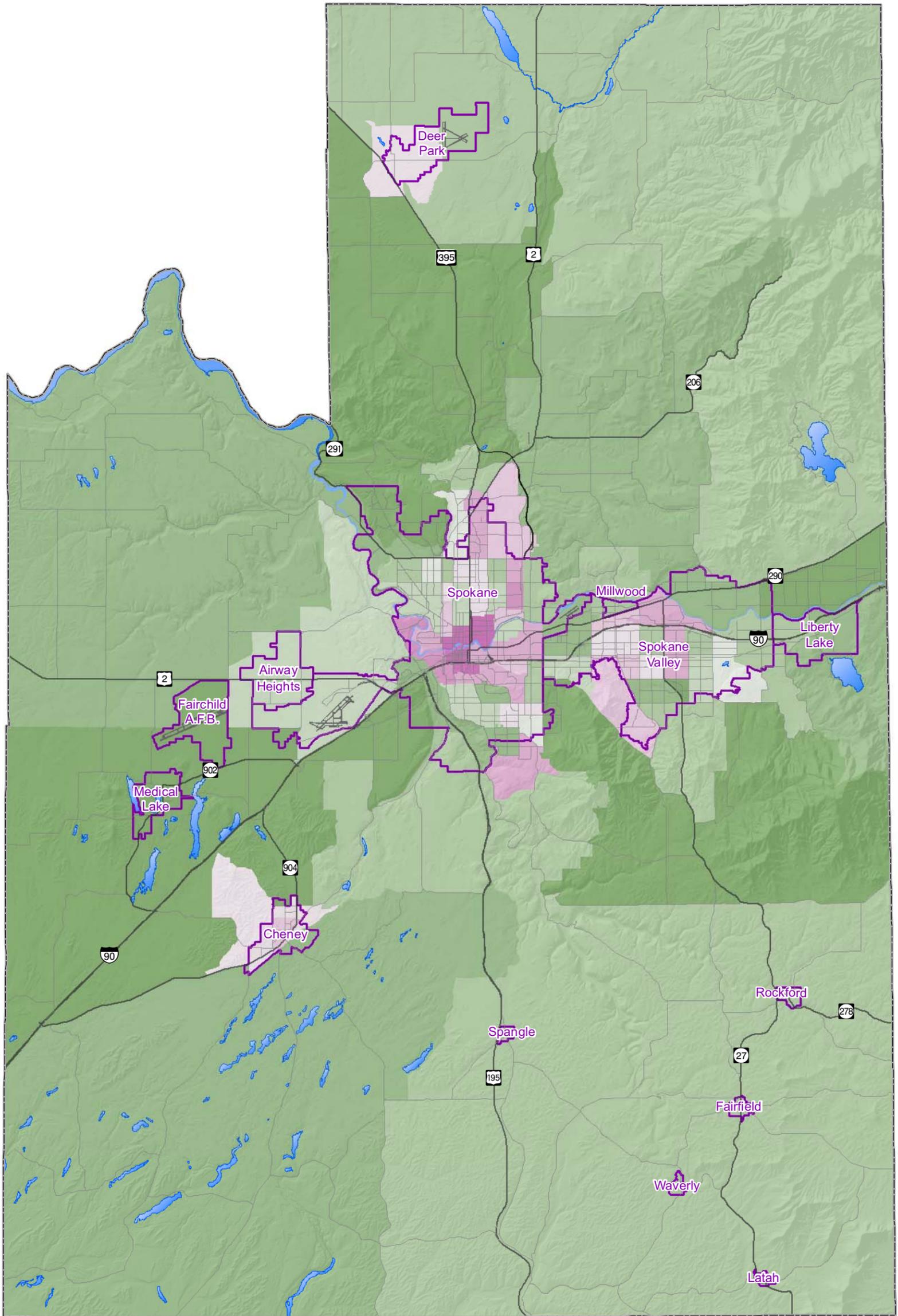
Median Household Income by 2010 Census Tract

Spokane County Median Household Income - \$49,257

Median Household Income
 (in 2011 inflation-adjusted dollars) (Estimate)*

- | | |
|---|--|
| ■ Below \$20,000 | ■ \$50,000 to \$60,000 |
| ■ \$20,000 to \$30,000 | ■ \$60,000 to \$70,000 |
| ■ \$30,000 to \$40,000 | ■ \$70,000 to \$80,000 |
| ■ \$40,000 to \$50,000 | ■ Above \$80,000 |

*These data are estimates from a period, sampled survey and are subject to sampling and non-sampling errors.
 Data from 2007-2011 American Community Survey 5-Year Estimates*



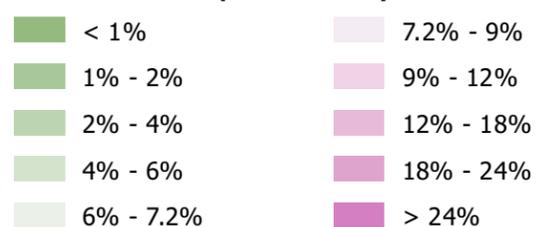
Title VI Plan
Map 4
December 2013



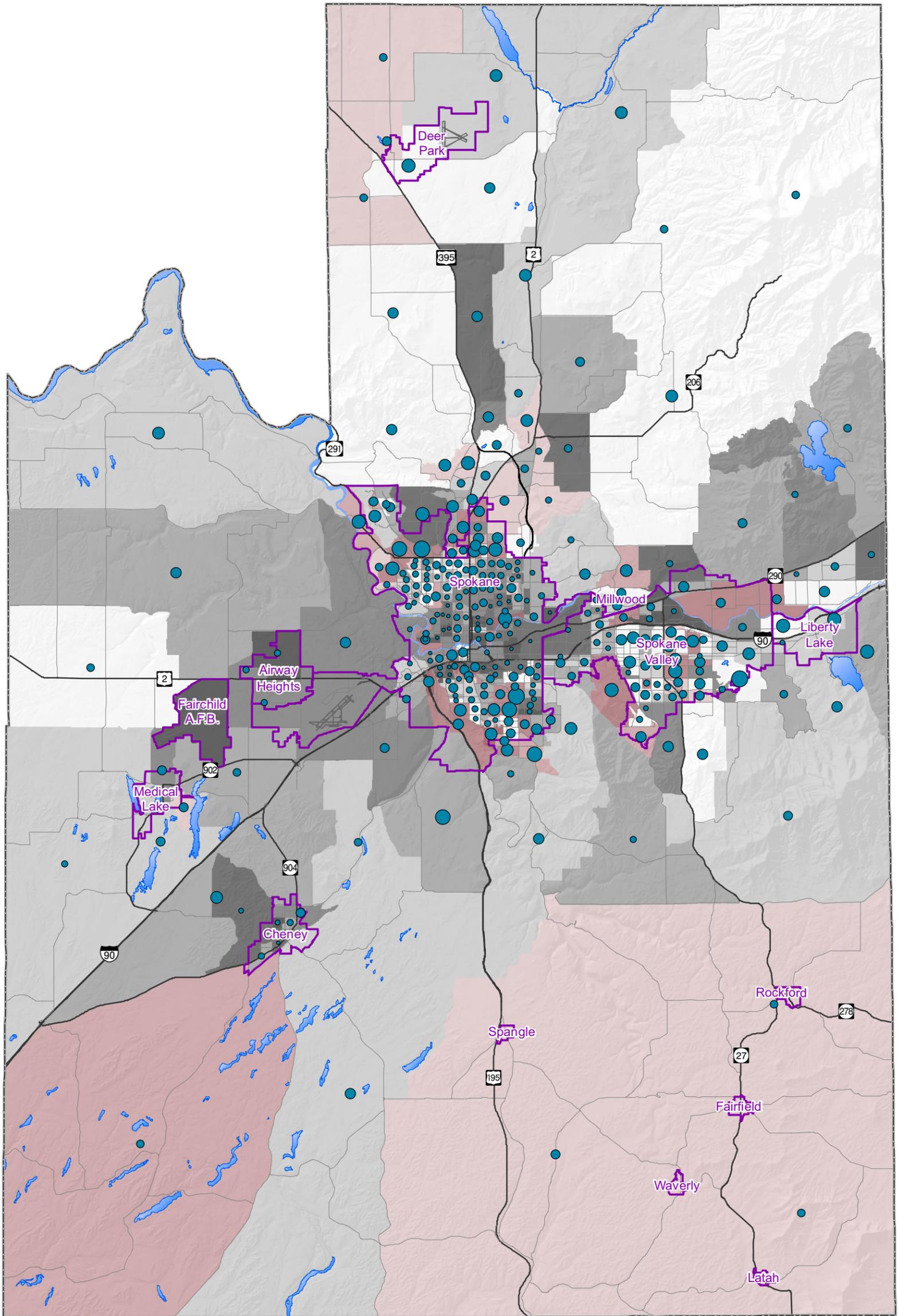
No Vehicles Available by 2010 Census Tract

Percent of Occupied Housing Units with No Vehicles Available

7.2% of Occupied Households in Spokane County have No Vehicle Available



*These data are estimates from a period, sampled survey and are subject to sampling and non-sampling errors.
Data from 2007-2011 American Community Survey 5-Year Estimates*



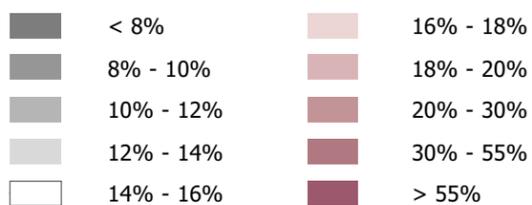
Title VI Plan
Map 5
December 2013



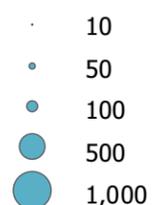
Population 65 and Older by 2010 Census Block Group

Spokane County Population 65 and Older - 60,969 or 12.94%

Percent of Population 65 and Older



Total Population 65 and Older



Data from 2010 Decennial Census