

**KING COUNTY DEPARTMENT OF LOCAL SERVICES
ROAD SERVICES DIVISION**

**TITLE VI ACCOMPLISHMENTS AND GOALS REPORT
(App28.92)**

Reporting Period: April 2021 through March 2022

Submitted: September 1, 2022

Agency Administrator:

Dow Constantine, King County Executive

Title VI Oversight Officer

Anita Whitfield, Chief Equity and Inclusion Officer

Title VI Coordinator:

Tricia Davis, Road Services Division Director

Prepared by: Janel London, Program and Project Support Services Manager

Email: janel.london@kingcounty.gov

Phone#: 206-477-3545

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

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

Contact Information

Name and title of **administrator** (signature on Standard Assurances): Dow Constantine, King County Executive

Mailing Address: 401 5th Avenue, Suite 800

City: Seattle WA Zip Code: 98104 County: King

Phone #: 206-263-9600 email address: dow.constantine@kingcounty.gov

Name and title of **head of transportation-related services**: Tricia Davis, Road Services Division Director

Mailing Address: 201 S Jackson St, KSC-LS-0313

City: Seattle WA Zip Code: 98104 County: King

Phone #: 206-263-9690 email address: tricia.davis@kingcounty.gov

Name and title of designated **Title VI coordinator***: Tricia Davis, Road Services Division Director

Mailing Address: 201 S Jackson St, KSC-LS-0313

City: Seattle WA Zip Code: 98104 County: King

Phone #: 206-263-9690 email address: tricia.davis@kingcounty.gov

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

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

The Standard Assurances are included in the Title VI Plan (See Appendix A).

Accomplishments

- 1. Have there been any changes to the approved Title VI Plan that have not been reported to OEO? If Yes, please submit an update to the Title VI Plan with a new signature.**

The King County, Department of Local Services, Road Services Division Title VI Plan was updated in September 2022 to reflect changes to the Local Agency Guidelines (LAG) Chapter 28, Form APP28.91. The updated plan is attached as Appendix A.

- 2. Organization, Staffing, Structure – Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making.**

King County's Title VI organizational structure is unchanged; however, staffing updates are reflected in the table below.

The King County Executive continues to serve as the Title VI Administrator. The Director of King County’s Office of Equity and Social Justice (OESJ) continues to provide oversight of King County’s Title VI Program. As the Title VI Oversight Officer, this role reports directly to the King County Executive on program status. The Title VI Coordinator continues to support the Title VI program implementation by ensuring Title VI procedures are in place and regularly assessing the Road Services Division’s (Roads) performance under Title VI. The Title VI Manager provides technical assistance to the Coordinator by working directly with special emphasis programs within Roads, and the County’s Finance and Business Operations Division.

Figure 1 illustrates the Title VI reporting relationships for King County. Table 1 shows the 2022 Title VI team under the Title VI Coordinator, including the special emphasis programs.

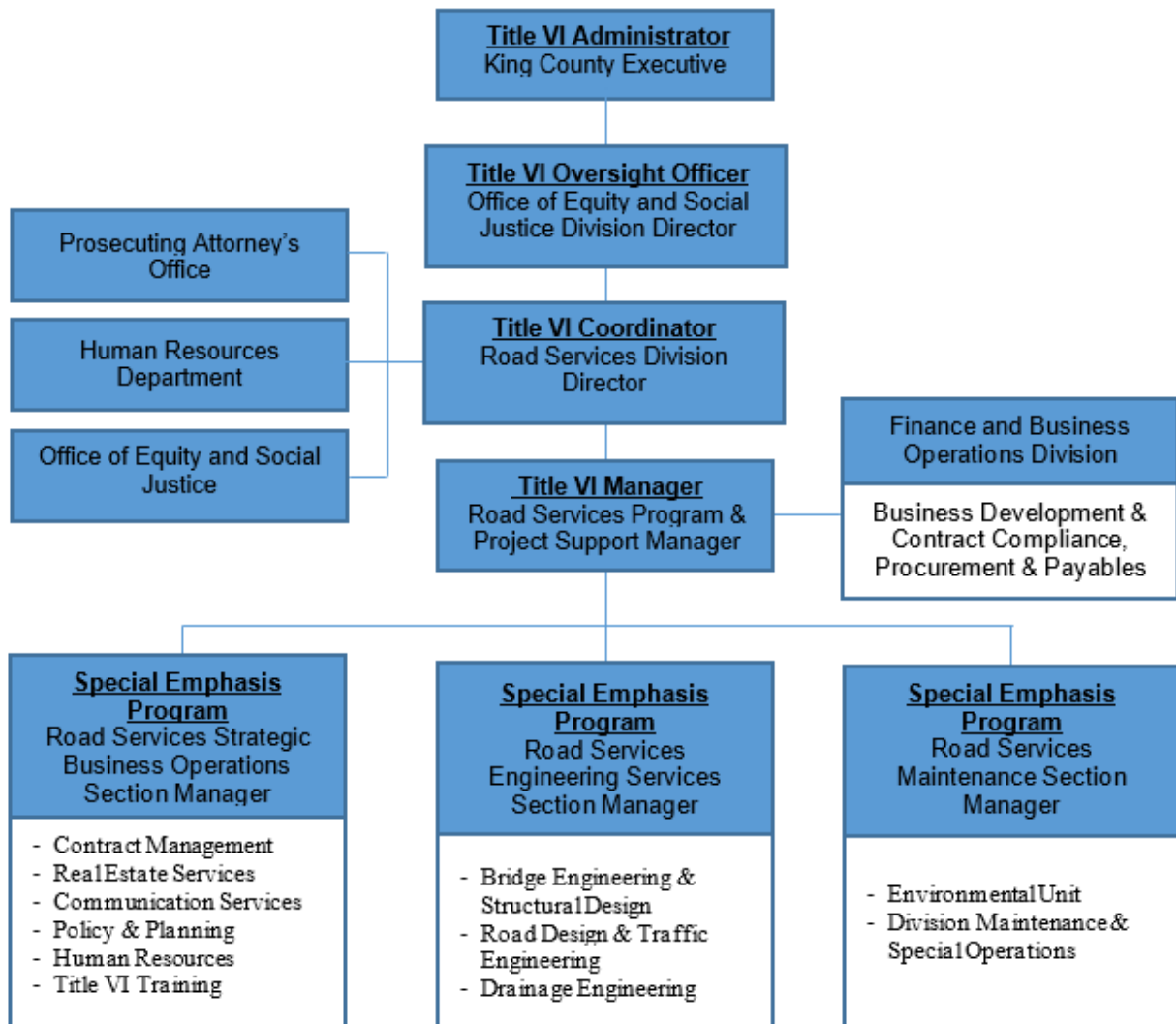


Figure 1. King County’s Title VI organizational structure.

Table 1. King County Title VI Team (Coordinator, Specialists and Liaisons).

<u>Individual</u>	<u>Demographic Descriptors</u>			<u>Title VI Role</u>	
Name	Race	Color	National Origin	Title	Emphasis Area
Tricia Davis	White	White	USA	Title VI Coordinator, Roads Director	Oversees Title VI procedures, assessment, reporting
Janel London	Caucasian	White	USA	Title VI Manager, Managing Engineer	Supports Coordinator; supports all Special Emphasis Program areas; Title VI Reporting
Strategic Business Operations Section (SBOS)					
Lydia Reynolds-Jones	African American	Brown	USA	Title VI Specialist, SBOS Manager	Oversees Roads strategic and operation activities
Janel London	Caucasian	White	USA	Title VI Liaison, Managing Engineer	Contract Administration/Management, Education/Training
Leslie Drake	Caucasian	White	USA	Title VI Liaison, Property Program Manager	Real Estate Services
Broch Bender	Caucasian/ Jewish	White	USA	Title VI Liaison, Communications Program Manager	Communication Services, Community Outreach
Jennifer Knauer	Caucasian	White	USA	Title VI Liaison, Project Program Manager	Policy & Planning
Kelly Fitzgerald	Black	Brown	USA	Title VI Liaison, Payroll Supervisor	Human Resources
Engineering Services Section (ESS)					
Rose LeSmith	Asian	Light Brown	Vietnam	Title VI Specialist, ESS Manager	Oversees all Design, Engineering and Construction for Bridge, Drainage, and Road activities
Larry Jaramillo	Hispanic	Light Brown	USA	Title VI Liaison, Managing Engineer	Bridge Engineering & Structural Design

<u>Individual</u>	<u>Demographic Descriptors</u>			<u>Title VI Role</u>	
	<u>Name</u>	<u>Race</u>	<u>Color</u>	<u>National Origin</u>	<u>Title</u>
Wally Archuleta	Hispanic	Brown	USA	Title VI Liaison, Managing Engineer	Road Design & Traffic Engineering
Jon Cassidy	Caucasian	White	USA	Title VI Liaison, Managing Engineer	Drainage Engineering
Maintenance Section (MS)					
Tony Ledbetter	White	White	USA	Title VI Specialist, Acting MS Manager	Oversees all Road Maintenance, Environmental, and Special Operations activities
Katie Merrell	Caucasian	White	USA	Title VI Liaison, Engineer III	Environmental Unit
Kathi Murata	Asian	Yellow	USA	Title VI Liaison, Assistant Operations Manager	Division Maintenance & Special Operations, Education/Training

3. Community Demographics – Using a map of the LPA’s boundaries, describe the demographics of the LPA’s service area (e.g., race, color, national origin, low-income). List, by individual languages, the percent of the population(s) that is limited English proficient.

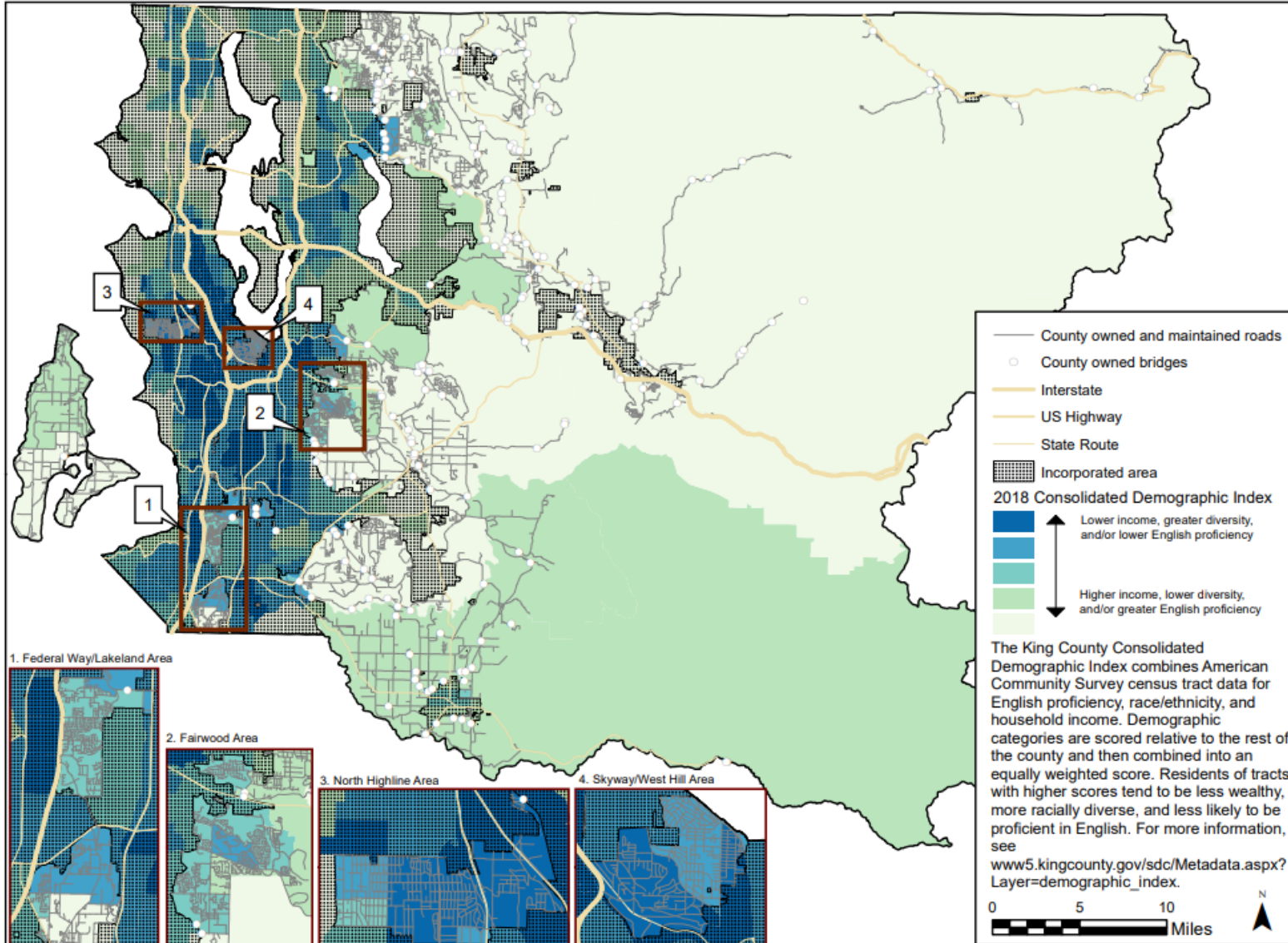
Figure 2 presents a map of the Roads’ service area (unincorporated portions of King County) overlaid on a base map showing the Consolidated Demographic Index, which summarizes American Community Survey census tract data for English proficiency, race, and income level. This base map is used in the Roads 2021-2022 Business Plan as an informative tool for evaluating proposed capital investments with respect to demographic index information. The County assesses impacts to low-income and minority populations who are subject to additional consideration in accordance with applicable Title VI and Environmental Justice provisions.

King County identifies limited English proficiency populations and translation needs on a project-by-project basis using tools provided by the County’s Office of Equity and Social Justice, the County’s Language Access Program, as well as direct feedback from staff working on public facing programs. Generally, the County has identified three tiers of spoken languages that guide project needs for translation. The first tier identifies Spanish as the most common language other than English spoken within the County. The second tier identifies nine other languages that are most frequently spoken. The third tier identifies five additional languages spoken by smaller numbers in particular communities. These languages are identified in Table 2 by tier.

Table 2. Top languages spoken in King County ranked by tier and translation protocols.

Tier	Language	Translation Protocol
Tier 1: Public Communication Materials (PCM) must be translated into target language		
1	Spanish	Translation Required
Tier 2: Translation of PCM is recommended, depending on target audience		
2	Chinese	Translation Recommended
2	Vietnamese	Translation Recommended
2	Somali	Translation Recommended
2	Russian	Translation Recommended
2	Korean	Translation Recommended
2	Ukrainian	Translation Recommended
2	Tagalog	Translation Recommended
2	Amharic	Translation Recommended
2	Arabic	Translation Recommended
Tier 3: Translation of PCM is encouraged, depending on target audience		
3	Dari	Translation Encouraged
3	Punjabi	Translation Encouraged
3	Tigrinya	Translation Encouraged
3	Japanese	Translation Encouraged
3	Marshallese	Translation Encouraged

Unincorporated King County Road Network and Consolidated Demographic Index



The use of the information in this map is subject to the terms and conditions found at: www.kingcounty.gov/services/gis/Maps/terms-of-use.aspx. Your access and use is conditioned on your acceptance of these terms and conditions.
Map created 8/15/22 by JVANDERSLUIS J:\PolicyPlanning\GIS_Analysis\Map Projects\Title VI 2021-2022\TitleVI_2021-

Figure 2. Unincorporated King County road network and Consolidated Demographic Index.

4. Complaints – Provide a copy of the LPA’s Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome).

Complaints may be logged with the Title VI Complaint Form contained within the County’s Title VI Plan or logged electronically through the King County Office of Civil Rights: [Civil Rights Program - King County](#).

No complaints related to roadway capital projects were received during the reporting period.

5. Planning – Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach.

Transportation Planning

The Roads Policy and Planning Program provides long-range transportation planning, program development, and capital planning in support of operating a safe and functioning unincorporated King County road system. Planners coordinate major and minor updates to the Transportation Element of the King County Comprehensive Plan, which is adopted by the King County Council. The Transportation Element includes coordination across the county’s three transportation agencies (Roads, Airport, and Metro Transit) on behalf of updates to countywide policies, facility inventories, the King County Transportation Needs Report, and the King County Arterial Classification System. During this reporting period, King County initiated scoping for the next major update to the 2024 King County Comprehensive Plan, including the Transportation Element.

The Transportation Needs Report, adopted as part of updates to the Comprehensive Plan, contains a list of projects and planning level estimates necessary to address a 20-year projected set of priority needs, associated with the county’s system of roads and bridges. The Transportation Needs Report informs capital investment decision-making, including updates to the Roads six-year capital improvement program (CIP) and biennial budget. Projects included in the Transportation Needs Report are the result of evaluation and prioritization of needs across the road system. The evaluation process reflects input from Roads technical staff, technical studies, and engagement with other county agencies, cities, local jurisdictions and organizations, and the broader community.

Roads Services Division planners ensure alignment between the King County Comprehensive Plan’s policy framework and the agency’s capital, maintenance, and operational activities. Additionally, Road planners coordinate review of development proposals, as part of other jurisdiction’s environmental review processes under the State Environmental Policy Act (SEPA), that may have an impact to the county’s road system. One dimension of this review is to evaluate alignment with the King County Comprehensive Plan’s policy framework.

a) American with Disabilities Act (ADA) Compliance Work



King County completed the American with Disabilities Act Transition Plan during this reporting period. This important plan brings the County's pedestrian facility programs and services into compliance with the requirements of the Americans with Disability Act. The ADA Transition Plan was informed by field inventory and geo-spatial data collection of existing pedestrian facilities including: 335 miles of sidewalk; 5,100 curb ramps; 2,600 crosswalks; and 436 push button pedestrian crossing units. Stakeholder Engagement was also completed as part of the project's Self Evaluation Phase.

Promotion of Title VI

As individual capital projects are authorized and initiated, a project review process is initiated early in the project preliminary design phase. Early and ongoing project review is informed by an evolving understanding of the project stakeholders, constituent interests and demographic information obtained by census GIS data. As the project evolves, so does the project team's understanding of the communities being served by the project and specific project products are informed by this data including the Project Charter, the Public Communications Plan, and King County Green Building Ordinance documentation.

King County planners conduct Green Building Ordinance certification processes for all capital project investments, which includes preparation of a determinants of equity analysis and corresponding equity and social justice workplan, to guide ways in which each capital project can advance principles of equity and social justice as part of capital project delivery. Some capital investments take place in traditionally underserved communities and the equity and social justice plans often include language translation, expanded community engagement approaches, and working directly with community members as feasible, in service of minimizing unintended project consequences and maximizing project benefits.

a) Monitoring and Review Processes

During the reporting period, the County initiated development of an ADA Transition Plan implementation reporting framework, from which plan implementation will be monitored over time.



b) Community Involvement

To ensure greater participation, community outreach meetings were held online and or during the evening. In person meetings were held in mobility accessible locations within specific, identified neighborhoods and communities.

Hearings, meetings, and all project engagement opportunities were publicized (postcards, e-mail, websites, social media, etc.) to residents in affected neighborhoods. All printed and electronic communications were written in plain, reader-friendly English, and all included information on how to access the materials in alternative formats or different languages. During the reporting period, approximately 30,000 printed materials related to roadway projects and programs were created.

For a sample of the County's outreach efforts, please see the public facing website for the 16th Avenue SW [project](#) (also provided in Appendix B).

6. Right-of-way actions – Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owners(s)/tenant(s).

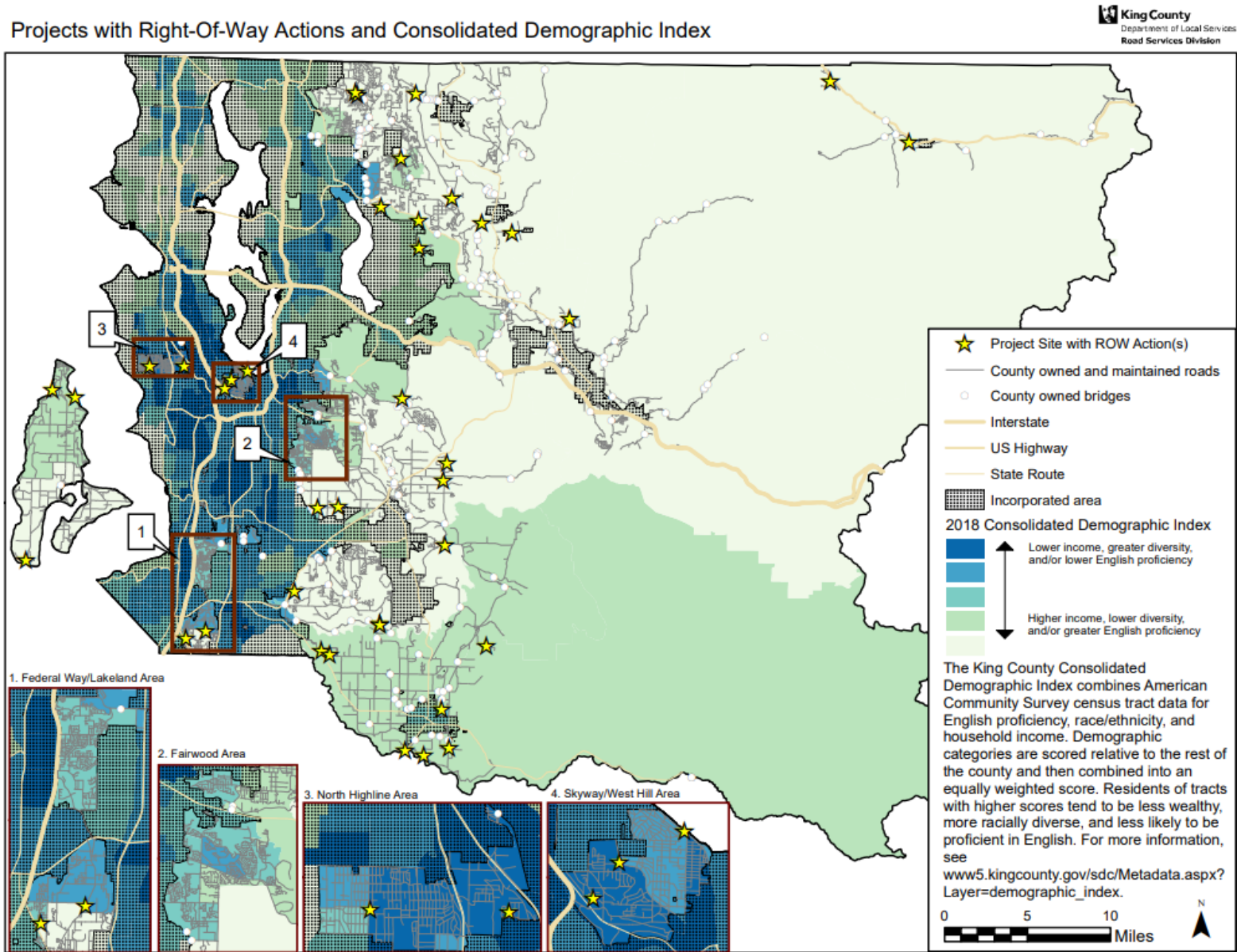
During the reporting period, King County Roads engaged with 178 property owners regarding Rights-of-Entry; 28 property owners for the acquisition of easements or fee interests; one property owner for a permit, five property owners for Agreements to Reconnect Driveways; one property owner and one tenant regarding relocation; and four property owners were directly engaged during the appraisal of their property. These right-of-way activities are summarized in Table 3.

Table 3. Summary of right-of-way actions taken from April 2021 through March 2022.

Right-of-way Action	Number of Properties Engaged
Right-of-Entry	178
Easement and/or Fee interest	28
Permit	1
Agreement to Reconstruct Driveway	5
Relocation	1 ^a
Engagement during Appraisal	4

^a For this one property, one owner and one tenant were engaged.

Demographic information specific to individually affected properties was not collected during the reporting period (see Title VI Goals for Upcoming Year below for proposed changes to data collection). Figure 3 shows the general location of affected properties relative to general County demographic information.



The use of the information in this map is subject to the terms and conditions found at: www.kingcounty.gov/services/gis/Maps/terms-of-use.aspx. Your access and use is conditioned on your acceptance of these terms and conditions.
Map created 8/22/22 by JVANDERSLUIS J:\PolicyPlanning\GIS_Analysis\Map Projects\Title VI 2021-2022\TitleVI_2021-2022_parcel.mxd

Figure 3. General demographic information relative to roadway projects with right-of-way actions from April 2021 through March 2022.

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

The King County right-of-way team consists of appraisers and acquisition staff as outlined in Table 4.

Table 4. King County Right-of-Way Team.

<u>Individual</u> Name	<u>Right-of-Way Role</u> Title	<u>Demographic Descriptors</u>		
		Race	Color	National Origin
Rey Sugui	Government Relations	Asian	Brown	Philippines
Leslie Drake	Road Property Program Manager/ Acquisition	Caucasian	White	USA
Cindy Worrell	Road Property Program Manager/ Acquisition	Caucasian	White	USA
Maura McCammon	Road Property Program Manager/ Acquisition	Caucasian	White	USA
Meghan Kapousouz	Road Property Program Manager/ Appraiser	Caucasian	White	USA
Cealan Clifford	Road Property Program Manager/ Acquisition	Caucasian	White	USA

8. Studies and Plans – Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

Transportation Studies/Environmental Reviews

King County prepares transportation studies and environmental reviews typically during the preliminary design phase for capital projects. The preliminary design phase is defined as “a specific phase when evaluation and analysis of potential project alternatives occurs. Based on analysis, the preferred alternative is selected and designed sufficiently to establish a project baseline, at thirty to forty percent design. Activities requiring long lead times, such as land acquisition or permitting may be initiated during this phase. Some planning activities may occur prior to the preliminary design phase.”

During the reporting period, the County prepared four transportation studies as described in Table 5. The County also initiated work on a transportation study entitled: the Cross-Snoqualmie Valley Flood Tolerant Transportation Corridor Study. This study will evaluate the feasibility of constructing a flood tolerant, elevated roadway to cross the flood-prone Snoqualmie Valley, located in rural King County.

Table 5. Transportation studies completed from April 2021 through March 2022.

Project Number	Project Name	Evaluation Type	Date Completed
1136233	NE Lake Joy Rd at NE 118th Pl Culvert Replacement	Traffic Analysis for lane closure/restrictions	04/06/21
1129714	NE Stillwater Hill Road/Kelly Road NE Roadway Preservation Project	Road closure Traffic Impact Study Memo	05/25/21
1138918	16th Avenue SW road-diet project	Traffic Capacity Analysis for road diet alternatives	07/09/21
1134340	NORTH FORK BRIDGE NO.122I Scour Mitigation	Traffic Impact Analysis Report	12/22/21

Environmental reviews involve preparation of required information for state and federal agencies responsible for compliance with the National Environmental Policy Act (NEPA) or for County obligations under the State Environmental Policy Act (SEPA). Each applicable County division is lead agency for implementing SEPA.

During the reporting period, King County conducted one NEPA environmental review and 38 SEPA (or equivalent) environmental reviews related to roadway capital projects (see Table 6).

The environmental reviews are used together with traffic impact analyses, green building ordinance reviews, equity impact reviews, and concept design development to assess the existing conditions, project benefits and impacts/burdens, and mitigating measures. The outcome is a preferred alternative that proceeds toward final design and implementation. Through the environmental reviews conducted during the reporting period, the County analyzed the likelihood for disproportionately high and adverse impact to minority and low-income populations. None of the analyzed projects resulted in such impacts.

Table 6. Environmental reviews for roadway capital projects completed from April 2021 through March 2022.

Project Number	Project Name	Evaluation Type ^a	Date Completed
1136715	NE Novelty Hill Road and Trilogy Parkway Road Flashing Yellow Arrow Program Signal Modifications	SCE	04/15/21
1135999	Upper Tokul Creek Bridge #271B Replacement Project	NAT	05/25/21
1141250	Countywide School Zone Safety Program (2021-2022)	SCE	07/12/21
1138914	Fifteen Mile Creek Bridge #493C Replacement Project	NCE	08/12/21

Project Number	Project Name	Evaluation Type ^a	Date Completed
1141111	2019-2020 Countywide Guardrail Preservation Program – Tier 3 Project Locations	SCE	10/15/21
21-2FC-17	308th PL SE, approx. 2,100 ft south of SE 64th St	SE	11/12/21
1141001	NE Tolt Hill Road Repair Geotechnical Borings	SCE	11/15/21
21-4D-11	276th Ave SE b/t #18925 and SE 193rd St	Addendum	11/16/21
21-3R-16	17822 W Lake Desire Dr SE	Addendum	11/16/21
22-4D-08	26616 94th PL S	Addendum	11/16/21
21-BR-Dockton_1	Dockton - sinkhole at pier (2021)	Addendum	11/16/21
21-4D-08	SE Courtney Rd	Addendum	11/16/21
21-3R-13	148th Ave SE b/t SR-900 and #10032 (Renton city limit)	Addendum	11/16/21
21-3R-14	SE 134th St at Lake Kathleen outlet - Beaver	Addendum	11/16/21
21-1C-30	310th Ave NE at #18020	Addendum	11/16/21
22-4D-07	SE 224th St, 285th Ave SE, SE 225th St, SE 228th St, & SE 226th St (east of 276th Ave SE)	Addendum	11/16/21
21-2FC-10	West Snoqualmie River Rd b/t 1305 & 1534 - Beaver	Addendum	11/16/21
21-2FC-11	10041 394th PL SE (McAllister Property Enforcement Action)	Addendum	11/16/21
4-160013	SE Kuzak Rd, 500' SE of 331st Ave SE	Addendum	11/16/21
21-1C-19	WSVR from NE 124th St to Novelty Hill Rd	Addendum	11/16/21
21-1C-16	West Snoqualmie Valley Rd from 13523 to 12910	Addendum	11/16/21
21-2FC-12	NE 24th St at #33609	Addendum	11/16/21
21-2FC-08	SE Middle Fork Rd, east of 9-mile mark - Beaver	Addendum	11/16/21
21-1C-14	WSVR @ #16217 and #17023	Addendum	11/16/21
21-2FC-14	SE 68th St and Preston Fall City Rd	Addendum	11/16/21
21-4D-25	SE 464th St from 252nd Ave SE to house 25912	Addendum	11/16/21
22-2FC-04	308th PL SE, approx. 2,100 ft south of SE 64th St	Addendum	11/16/21
22-5V-03	Manzanita Beach Rd SW @ ~28523	Addendum	11/16/21
22-5V-06	SW Gorsuch Rd from #9412 to 93rd Ave SW	Addendum	11/16/21
22-4D-14	236th Ave SE from SE 384th St to SE 400th St	Addendum	11/16/21
21-BR-3109	BR3109 Soos Creek Bridge; SE 224th St, 0.3 mi east of 132nd Ave	Addendum	11/16/21
21-BR-55	Bear Creek Ranchette Bridge, 0.6 mi N of Redmond	SE	12/03/21
1141625	SE Kent Kangley Rd at Landsburg Rd SE Turning Radius Improvement	SCE	12/13/21
21-BR-3179	South Park Bridge - 14th/16th Ave S., 0.8 mi N of SR 99	SCE	12/13/21
1142502	Avondale Road NE at Cottage Lake Elementary	SCE	01/10/22
1142993	2022 Countywide Pavement Preservation	SCE	03/16/22
1131235	South 360th Street at Military Road South Roundabout Project	ECL	03/28/22

Project Number	Project Name	Evaluation Type ^a	Date Completed
1131235	South 360th Street at Military Road South Roundabout Project	DNS	03/29/22
1-43386	238th Ave NE, north of NE 70th St	SE	03/30/22

^a Evaluation types during the reporting period include:

Addendum: SEPA Addendum to a Threshold Determination

DNS: SEPA Determination of Nonsignificance

ECL: SEPA Environmental Checklist

NAT: SEPA Notice of Action Taken

NCE: NEPA Categorical Exclusion

SCE: SEPA Categorical Exemption (WAC)

SE: SEPA Exemption (RCW)

Transportation Plans

King County completed the American with Disabilities Act Transition Plan during this reporting period, and initiated scoping in support of a major update to the Transportation Element of the King County Comprehensive Plan. For more information, see question 5 above.

Environmental Justice

For non-exempt projects with federal funds, additional stakeholder information is provided via Environmental Justice (EJ) documentation for NEPA. The EJ review uses information within a half mile of the project from the U.S. Environmental Protection Agency (EPA). The EPA provides an environmental justice screening and mapping tool, known as EJSCREEN. The project EJ review also includes data from the nearest public school using the Washington State Office of Superintendent of Public Instruction Washington State Report Card. Project sites are visited to help identify potential sensitive receptors to minimize potential impacts. Physical environments are reviewed/documented by environmental professional staff to identify critical/sensitive areas, potential project impacts, and future mitigation. Travel habits are studied by Traffic Safety Engineers to assess local and regional mobility, potential project impacts, and future mitigation.

During the reporting period, one project with federal funding was screened for EJ issues under the NEPA Categorical Exclusion review process. This project was not exempt from further review due to use of a detour route and right-of-way needs. An expanded EJ analysis memorandum was prepared for this project, which confirmed that the work would not disproportionately affect minority or low-income populations. A summary of the EJ data for this project review is provided in Table 7.

Table 7. Data summary of environmental justice factors for the Fifteen Mile Creek Bridge #493C Replacement (project number 1138914).

Data Element	Project Area Data	Data Source
Neighborhood(s)	<ul style="list-style-type: none"> • Unincorporated King County • Squak & Tiger Mountains • Mirrormont (south of Issaquah) 	King County iMap, Google Maps

Data Element	Project Area Data	Data Source
Minority Race(s)/Ethnicity(ies)	<ul style="list-style-type: none"> • 6% -26% people of color • 25% Asian • 13% Hispanic/Latino • 12% two or more races 	<ul style="list-style-type: none"> • EJSSCREEN, 2010 Census • OSPI • OSPI • OSPI
Languages Spoken by 5% or more of the Population	<ul style="list-style-type: none"> • English 	2010 Census
English Learners	<ul style="list-style-type: none"> • 18% 	OSPI
Low Income Percentages	<ul style="list-style-type: none"> • 13%-22% low-income • 5.72% – 8.13% below 200% of the federal poverty level 	<ul style="list-style-type: none"> • EJSSCREEN, OSPI • 2010 Census
Physical Environment(s)	<ul style="list-style-type: none"> • Fish-bearing stream 	On-site review
Travel Habit(s)	<ul style="list-style-type: none"> • Bridge carrying 5,202 average daily traffic including 1,100 trucks per day • Designated snow/ice route, school bus route, lifeline route 	Transportation study (traffic analysis)

9. Project Location and Design – Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects’ benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods.

King County capital projects (construction projects) within the road right-of-way that completed the final design phase and or began the implementation phase during the reporting period are listed by name and project number, along with project benefits and burdens, in Table 8. King County defines these phases as follows:

- Final Design Phase: A specific project phase during which design is completed, permits and other permissions are secured so that the project (or staged elements of the project consistent with the project management plan) can proceed to construction/implementation. The Final Design Phase also includes development of a cost estimate, plans, specifications and a bid package. It is expected that the range of uncertainty associated with project cost estimates decreases as the design progresses. Activities to procure materials and equipment that require long lead times may be initiated during this phase.
- Implementation Phase: A specific project phase during which the project is constructed or implemented. This phase also includes the testing, inspection, adjustment, correction and certification of facilities and systems to ensure that the project performs as specified. The Implementation Phase begins with notice to proceed and ends with

final acceptance. Schedule performance will be measured against the substantial completion milestone.

Figure 4 is a map of King County's roadway service area with each of the project locations identified. The underlying base map provides the Consolidated Demographic Index across the County as a general demographic indicator of each project area.

Table 8. List of roadway construction projects that completed design and or began construction during the reporting period.

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
2019/2020 Guardrail Preservation	1136085		2021	<p><i>Benefits-</i> Improved safety along county roadways and reduced the number and severity of run-off-road collisions.</p> <p><i>Burdens-</i> Limited lane closures for installation that were minimized to mitigate impacts to critical transit and school bus routes.</p>
2020 High Friction Surface Treatment	1137862	2021	2022	<p><i>Benefits-</i> Improved safety of the roadway network by applying High Friction Surface Treatment (HFST) for approximately 21 priority segments identified within King County's High Collision Location Report.</p> <p><i>Burdens-</i> Intermittent lane- and full road-closures were necessary on some locations resulting in inconvenience to the traveling public and service providers.</p>
2021 Pavement Preservation	1141044		2021	<p><i>Benefits-</i> Performed pavement preservation at various locations throughout unincorporated King County. Extended life of roadways by repairing deficits and sealing foundation from weather damage. Improved local roadways to ensure safety and reliability for residents and commute traffic.</p> <p><i>Burdens-</i> Traffic delays during construction window. Some road segments that received pavement overlays were done at night to minimize traffic interruptions to adjacent landowners and communities. Construction window was scheduled for summer to minimize additional impacts to any corridors that serve as a bus route.</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
2021-22 School Zone Safety – 5 projects	1141250		2021	<p><i>Benefits-</i> Installed school zone flashing beacons, improve and upgrade signals, and update curbs to proper standards.</p> <p><i>Burdens-</i> Limited lane closures and work within school zone. Most work was completed within the roadway shoulders to not disrupt traffic and outside school hours to not disrupt access to the school properties. One project located at Beverly Park Elementary had short periods of traffic delays to support the pouring of concrete and installation of a marked crosswalk. In addition, there was a temporary sidewalk closure to support sidewalk improvements that tied into the new crosswalk.</p>
218th Ave SE Reconstruction	1136086	2021		<p><i>Benefits-</i> Reconstruct a portion of 218th Ave SE which is ranked on the Rehab/Reconstruction priority array. Drainage and pavement improvements are anticipated to reduce long-term maintenance needs and road closures. Project scope includes improving safety for non-motorized traffic, especially people who bike. Demographic information and community feedback suggested that the lower income population in this community were significant users of non-motorized transportation making this component of the project scope a critical feature to enhancing public benefits.</p> <p><i>Burdens-</i> Lane closure, with detour, will impact public use and potentially increased traffic congestion and idling time for the two-month construction phase. Necessary roadway closures during construction will result in temporary inconvenience to community members and service providers.</p>
356th Drive SE Emergency Slide Repair	1139815		2021	<p><i>Benefits-</i> Improved and stabilized a failed slope and a weight restricted roadway. Provided a detour route because the road is the sole access route for residents.</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
				<i>Burdens-</i> Necessary roadway closures during construction resulted in temporary inconvenience to community members and service providers.
2021 Bridge Priority Maintenance – 7 projects	1129588	2021	2021	<p><i>Benefits-</i> Performed maintenance repairs to keep the following bridges serviceable:</p> <ul style="list-style-type: none"> - Boise Creek Bridge (1142294) - Bridge Washing (1138326) - Cedar Mountain Bridge (1141509) - Issaquah Creek Bridge (1141505) - Raging River Bridge (1141505) - South Park Bridge (1142691) - Rutherford Bridge and Soos Creek Bridge (1142385) <p><i>Burdens-</i> Temporary lane closures with minor delays to drivers. Full bridge closures up to three days long with detours and increased travel time. Some sidewalk closures.</p>
2022 Bridge Priority Maintenance – 2 projects	1129588	2021-22	2022	<p><i>Benefits-</i> Performed maintenance repairs to keep the following bridges serviceable:</p> <ul style="list-style-type: none"> - Coal Creek Bridge (1142876) - Cottage Lake Creek Bridge (1143804) <p><i>Burdens-</i> Temporary lane closures with minor delays to drivers. Full bridge closures up to three days long with detours and increased travel time. Some sidewalk closures.</p>
Coal Creek Bridge #3035A Replacement	1135997	2021	2021	<i>Benefits-</i> Replace a load restricted, structurally deficient, and functionally obsolete bridge with a longer and wider bridge. The bridge provides a sole access to a community. Project will improve public safety through the bridge replacement and add

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
				<p>non-motorized passage through the addition of shoulders on each side of the bridge.</p> <p><i>Burdens-</i> A temporary one lane bridge was built to mitigate traffic impacts to the community. Construction is anticipated to be disruptive to adjacent property owner. A detour will be provided to maintain accessibility to Walker Lake boat launch.</p>
Drainage Preservation Program	1129586		2021	<p><i>Benefits-</i> Preserved and replaced drainage systems to address safety concerns, protect roads from failure, and improve water quality.</p> <p><i>Burdens-</i> Construction impacts, including utility service disruptions and temporary lane closures.</p>
Fish Passage Program – NE Lake Joy Rd Culvert Replacement	1136233	2021	2021	<p><i>Benefits-</i> Replaced a failing culvert with fish passable culvert. Engaged with the local Tulalip Tribe on the sizing of the stream that was impacted by this culvert replacement. Considered Tribal input during project design.</p> <p><i>Burdens-</i> Traffic delays and a detour was in place to maintain community access during construction.</p>
Flood Control District – Fish Hatchery Bridge Removal	1138337		2021	<p><i>Benefits-</i> Removed bridge that is out of service due to being damaged and closed from a flood event.</p> <p><i>Burdens-</i> Permanent closure and bridge removal inconvenienced some frequent users.</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
Flood Control District – S 106th St	1138339	2021		<p><i>Benefits-</i> Improve drainage to eliminate flooding of the road and private property damage.</p> <p><i>Burdens-</i> Project work between existing homes will cause noise and other construction related impacts to nearby residents.</p>
High Collision Sightline Improvements – S 360th St & 32nd Ave S	1131157	2022		<p><i>Benefits-</i> Modify shoulder slope to improve sightline and address safety concerns of the roadway network.</p> <p><i>Burdens-</i> Relocation of local utilities will extend project duration.</p>
Judd Creek Bridge Load Upgrade/Repair	1136631		2021	<p><i>Benefits-</i> Repaired damaged bridge expansion joint and structural supports below the bridge deck. Improve safety for residents and visitors by improving the structural soundness of the Judd Creek Bridge.</p> <p><i>Burdens-</i> Full bridge closure of about four weeks during construction was temporary inconvenience to the public. Opportunities for targeted outreach to key commuter groups and local businesses were taken to support mitigation of impacts. Construction occurred during fall season to reduce impacts during summer high traffic season for local small businesses.</p>
NE Stillwater Hill Road	1129714		2021	<p><i>Benefits-</i> Reconstructed 1.59 miles of roadway in alignment with the strategic goal to maintain and preserve the roadway network for public use.</p> <p><i>Burdens-</i> Necessary roadway closures during construction resulted in temporary inconvenience to community members, school buses and service providers. The closure duration was approximately 2.5 months.</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
Old Cascade Miller Bridge E/W Approaches	1129595	2022		<p><i>Benefits-</i> Improve the drainage and roadway that was destroyed by a flood. Will construct a turn around to provide a safer terminus.</p> <p><i>Burdens-</i> Will eliminates an alternate through-route around a portion of State Route 2. Will create temporary traffic impacts during construction.</p>
Patton Bridge Repair	1136633		2021	<p><i>Benefits-</i> Repaired critical structural support members that had deteriorated to provide a reliable transportation network to the public.</p> <p><i>Burdens-</i> Full bridge/road closure for about two weeks was required for concrete curing; detour was about 15 miles long. Shorter duration, intermittent road closures during construction brought temporary inconveniences to the public during four-week construction window. Impacts to small businesses located nearby and to fire department emergency responses.</p>
Redmond Ridge Roundabout	1134081	2022		<p><i>Benefits-</i> Construct a roundabout to improve the intersection and enhance pedestrian safety for area residents. This project supports the anticipated build-out of the Redmond Ridge Business Park.</p> <p><i>Burdens-</i> Shorter duration, intermittent road closures during construction will result in temporary inconveniences to community members and service providers.</p>
Renton Ave S Sidewalk Phase 3	1129599	2021		<p><i>Benefits-</i> Construct a sidewalk and bicycle lanes to improve the safety of pedestrians in compliance with the Americans with Disabilities Act. The project aligns with King County Executive's</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
				<p>priorities of Equity and Social Justice and Regional Mobility.</p> <p><i>Burdens</i>- Lane closures will impact public use. One bus stop along the route will be temporarily closed while the stop is updated.</p>
Roadway Lighting – Issaquah-Hobart Road	1136711		2021	<p><i>Benefits</i>- Improve safety of the roadway network by enhancing visibility.</p> <p><i>Burdens</i>- Short duration lane reductions and flagging.</p>
S 277th St Bridge #3126 Replacement	1136001	2021	2021	<p><i>Benefits</i>- Replaced a load-restricted bridge with a new longer culvert to provide a safe and reliable transportation network for the public along key commuting corridor. Coordinated with Spanish-speaking social media and Spanish translation for project website content and environmental documentation.</p> <p><i>Burdens</i>- Staged construction and short temporary lane closures were necessary for the construction which resulted in some inconvenience to commuters for approximately four months. High level of small/medium-sized agricultural operations in nearby vicinity, as well as other local businesses in the area that may have been impacted during construction.</p>
Traffic Safety Program – Traffic Calming	1136709		2021	<p><i>Benefits</i>- Improve pedestrian and traffic safety by installing traffic calming devices.</p> <p><i>Burdens</i>- Short duration lane closures for the installation of the raised crosswalk.</p>
Traffic Safety Program – Transverse Rumble Strips	1136716		2021	<p><i>Benefits</i>- Improve safety of the roadway network.</p> <p><i>Burdens</i>- At some locations the new rumble strip installations will generate increased noise.</p>

Project Name	Project Number	Completed Final Design	Began Construction	Benefits/Burdens
Upper Tokul Creek Bridge Replacement	1135999	2022		<i>Benefits</i> - Replace a load restricted and deteriorated bridge with a longer and wider bridge. <i>Burdens</i> - A temporary one lane bridge will be built to mitigate traffic impacts to the sole access community during construction. Construction is anticipated to be disruptive to adjacent property owner, residents, and a private logging access road.



Figure 4. Locations of Roadway capital projects that completed final design phase or began implementation phase during the reporting period.

10. Other Public Meetings – List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials.

Community Service Area Town Hall Meetings

The County holds annual public meetings with each of seven community service areas, which are distinct unincorporated parts of the County where King County government is the local service agency. These community services areas include the following (see also Figure 5):

- Bear Creek/Sammamish
- Four Creeks/Tiger Mountain
- Greater Maple Valley/Cedar River
- Southeast King County
- West King County
- Vashon/Maury Island

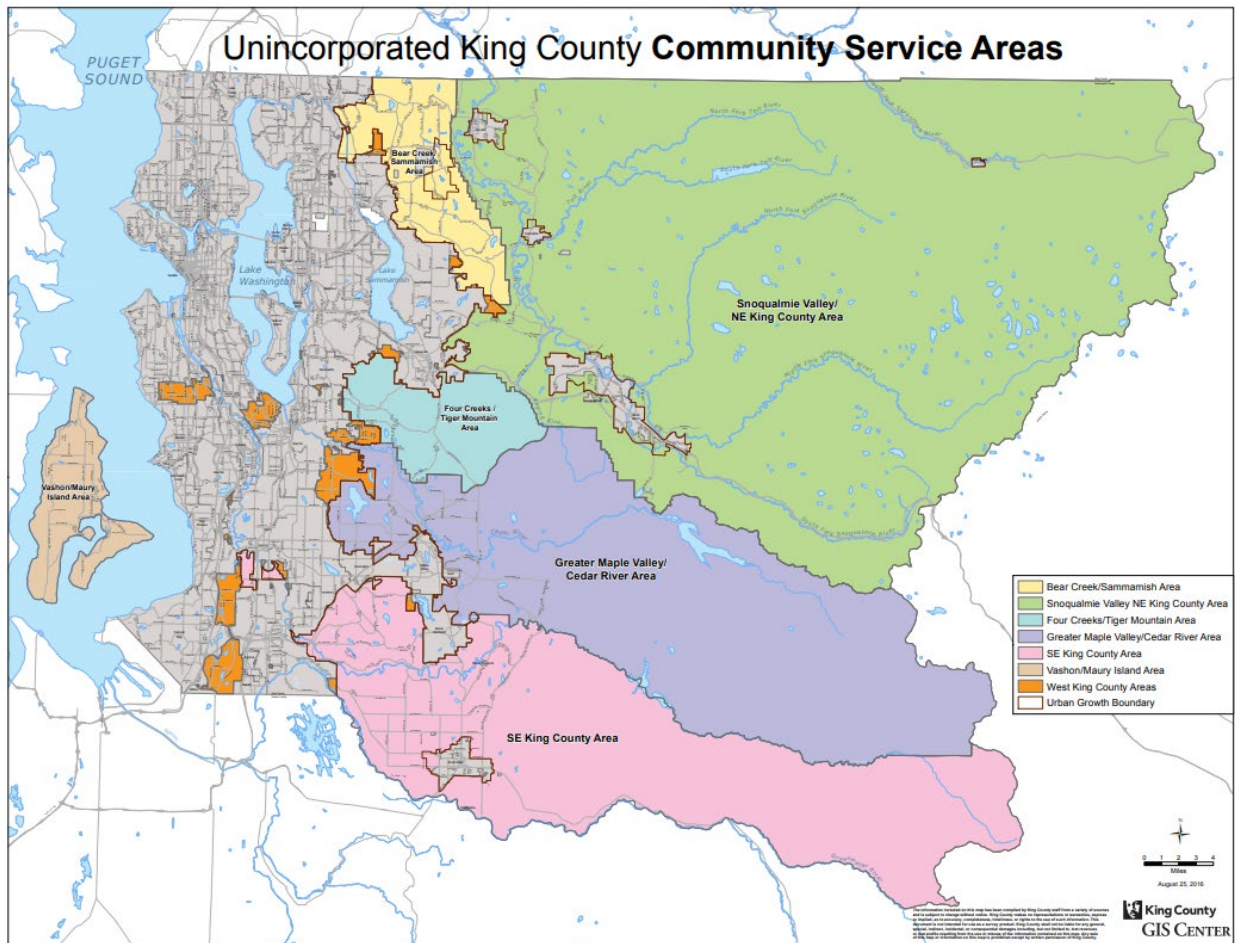


Figure 5. Map of unincorporated King County Community Service Areas.

During these meetings, the County provides a work plan for the specific CSA that lays out the County's goals, services, and projects for that area as well as issues identified by area

residents and/or businesses. The CSA meetings give residents opportunities to meet with King County leaders, and address issues as needed. These meetings expand outreach and communication to a wide range of community organizations and residents.

During the reporting period, the CSA meetings were held virtually in March on the following dates: 9, 10, 15, 17, 21, 22, 24, 28, 29, and 30. A copy of a flyer advertising the meetings and example presentations from the March 22 and March 29 meetings are provided in Appendix C.

Participatory Budgeting Meetings

King County created and implemented a framework for a participatory budgeting process within the urban unincorporated areas of King County during the reporting period. Participatory budgeting is a democratic process in which community members directly decide how to spend part of the public budget. The program is designed to empower people to decide together how to spend public money and, in the process, deepen democracy, build stronger communities, and make public budgets more equitable and effective. For more information on this process, see [Participatory budgeting in unincorporated King County - King County](#) and [Participatory Budgeting in Urban Unincorporated King County - PublicInput.com](#). Some of the anticipated outcomes of the participatory budgeting process included funding for transportation-related projects.

A public information session on participatory budgeting was virtually held January 19, 2022. Attendees from across the urban unincorporated areas were present and a voluntary survey showed the diversity of attendees. See Appendix C for survey data collection.

Other Public Meetings

King County engages with the public through a variety of meeting styles including large meetings of more than 10 participants, small meetings of 10 or less participants, one-on-one appointments, and local lunches. In general, public meetings and all project engagement opportunities are publicized (postcards, e-mail, websites, social media, etc.) to residents in affected neighborhoods. All printed and electronic communications were written in plain, reader-friendly English, and all included information on how to access the materials in alternative formats or different languages. A voluntary survey of attendees, including diversity data is regularly collected. See Appendix C for a summary of survey data collected at other public meetings during the reporting period.

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

King County did not have any transportation planning or advisory groups in place during the reporting period.

Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

During roadway transportation-related public meetings, the County distributes a voluntary demographic data collection form. Gender or racial/ethnic designation data is collected at public meetings only when members of the public voluntarily fill in the data. During the

reporting period, fewer than normal meetings were held due to COVID-19 protocols, and most meetings were virtual. The County has more recently migrated the data collection form to an [online survey](#) system to allow continuation of this data collection during virtual meetings; however, the implementation of this online version was late for some of the virtual meetings and not well distributed when available. As a result, we did not receive any useful data to report during this reporting period (see Title VI Goals for Upcoming Year below for proposed changes to data collection).

List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

Spanish interpretation was provided for all the Community Service Area meetings, additional language interpretation was available based on community needs at each of the meetings. Refer to the Town Hall Meeting presentation materials provided in Appendix C for example of how interpretation services were introduced to meeting attendees.

Public communication materials were translated on a project-by-project basis based on the tiered language translation guidelines managed through the County's Language Access Program described in question 3 above.

11. Transportation-related Construction and Consultant Contracts (if applicable) – Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiated contracts (e.g., consultants).

King County's E-Procurement System is managed centrally by the King County Procurement and Payables (P&P) Section for all County contracting needs. E-Procurement is used for all solicitation types including Construction, Architectural and Engineering (A&E), and Professional/Technical Consulting (part of the Goods & Services (G&S) solicitation type). Through E-Procurement, businesses can search for upcoming contracts, register as a supplier, and respond to solicitations. Contract Specialists representing individual County agencies, submit contracting requests through E-Procurement, and then work directly with P&P staff to prepare the applicable advertisement documents.

For advertised procurements, Project Managers complete and submit a Subcontracting/Apprenticeship Opportunities Worksheet to King County's Business Development and Contract Compliance (BDCC) Section. The worksheet identifies the specific scopes of work that may be available for performance by subcontractors. Contract Specialists located in BDCC review the scope of work for all advertised solicitations on a contract-by-contract basis. These reviews identify potential subcontracting opportunities to breakdown scopes of the work for the participation of smaller firms. Outcomes of these reviews include the establishment of mandatory or aspirational goals (also known as Good Faith Effort requirements), when applicable, for the participation of Disadvantaged Business Enterprises, including minority and women-owned firms.

The advertisement identifies the specific scopes of work that are available as subcontracting opportunities. Title VI requirements are included in the bid/proposal specifications. This part of the specifications identifies and defines the Title VI requirements that are a part of the contract documents. The specifications include a requirement for these provisions to be included in all lower tier subcontracts entered into by the successful contractor. The

nondiscrimination/affirmative action language in King County construction contracting documents is identical to WSDOT General Special Provision 1-07.11 (1050.2 languages).

King County follows WSODT Local Agency Guidelines on all federally funded projects. The County consults with WSDOT Local Programs to establish DBE or apprenticeship goals on federally funded projects. BDCC inserts DBE goals established by WSDOT into solicitation documents.

King County advertises contract solicitations in local papers and on its E-Procurement website. King County solicits some small A&E contracts (under \$500K) from consultants using its Architecture and Engineering Roster. Projects solicited under the Roster system are not advertised by King County.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

Specifications defining Title VI requirements based on USDOT 1050.2 are included in the contract documents with a requirement that these provisions be included in all amendments, supplements and lower tier contracts entered into by the contractor. (Construction contract documents also include GSP 01-07.11 language relating to the Requirements for Non-discrimination.) Goals are established for the participation of Disadvantaged Business Enterprises, when applicable.

After contract execution, the contractor is responsible for reporting requirements outlined in the contract, and adherence to all affirmative action and non-discrimination provisions for itself and its subcontractors in accordance with King County Code. For consultant contracts, the County utilizes the Diversity Compliance Management System (DCMS) for tracking DBE participation. DCMS requires prime consultants and subconsultants to report payments monthly for tracking participation percentages for certified firms. Division contract administration staff routinely review the database as part of monthly progress payment approvals. Additionally, BDCC communicates these requirements to bidders/proposers and tracks compliance following contract execution.

During the reporting period, one consultant contract was suspended in part for noncompliance with the mandatory DBE requirement until a plan for recovery of performance is submitted to the County for review and approval.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Table 9 lists the construction and consultant contracts for King County roadway projects executed during the reporting period. No right-of-way specific contracts were executed; however, contracts with right-of-way acquisition work are indicated in the table.

Table 9. Construction and consultant contracts executed from April 2021 through March 2022.

Construction Contracts executed April 2021 - March 2022						
Project Name	Contract #	Dollar Value	Funding Source	Contractor	Certified Disadvantaged	ROW Included?
Buildings B and D Renovation	C01346C19	\$ 6,090,942.12	Local	Skyward Construction, Inc.	No	No
162nd Avenue SE at SE 166th Ct	C01463C20	\$ 2,394,669.68	Local	Marshbank Construction, Inc.	Yes (DBE/MBE)	No
Patton Bridge No 3015	C01470C20	\$ 421,997.92	Local	Massana Construction, Inc.	No	No
2020 Countywide Traffic Safety	C01471C20	\$ 175,412.00	Local	Road Construction Northwest, Inc.	No	No
Judd Creek Bridge No 3184 Repair	C01474C20	\$ 166,172.05	Local	Combined Construction, Inc.	No	No
2019-2020 Guardrail Preservation	C01482C20	\$ 1,813,635.02	Local	Petersen Brothers, Inc.	No	No
NE Stillwater Hill Rd/Kelly Rd NE Roadway Preservation	KC000169	\$ 2,738,556.93	Federal/Local	Interwest Construction, Inc.	No	No
2021 Countywide Pavement Preservation	KC000195	\$ 4,080,749.19	Local	Lakeside Industries, Inc.	No	No
S 277th St Bridge No 3126 Replacement	KC000206	\$ 1,688,227.99	Local	Active Construction, Inc.	No	No
Coal Creek Bridge No 3035A Replacement	KC000227	\$ 2,985,985.00	Federal/Local	Active Construction, Inc.	No	No
2020 High Friction Surface Treatment	KC000248	\$ 2,777,000.00	Federal/Local	American Civil Constructors West Coast, LLC	No	No
Roadway Lighting 2	KC000460	\$ 236,804.06	Local	Elcon Corporation	No	No

Consultant Contracts executed April 2021 - March 2022

Project Name	Contract #	Dollar Value	Funding Source	Contractor	Certified Disadvantaged	ROW Included?
Bridge Load Upgrade Feasibility Study Report	E00583E18	\$ 118,450.30	Local	Jacobs Engineering Group, Inc.	No	No
2021 Fall City Wastewater project	KC000126	\$ 470,046.56	State – Dept. of Commerce	Jacobs Engineering Group, Inc.	No	Yes
S Langston Road at S 125 th St Drainage Improvements	KC000138	\$ 275,499.12	Local	Four Elements Engineers	Yes (SCS/DBE/MWBE)	No
Rainier Avenue S and S Lakeridge Drive Intersection	KC000147A_30714	\$ 56,815.63	Local	Perteet, Inc.	No	No
Burma Road SW Slide Repair	KC000147B_30714	\$ 82,578.06	Local	Perteet, Inc.	No	No
NE Tolt Hill Road Repair	KC000221	\$ 197,111.69	Federal	David Evans and Associates	No	No
Bridge Railing Upgrade	KC000250A_39897	\$ 56,475.73	Local	KPFF Consulting Engineers	No	No
Fish Hatchery Bridge Archaeological Monitoring	P000242R19	\$ 4,631.21	Local	Willamette Cultural Resources Associates	Yes (SCS)	No
SW Burton Drive Archaeological Monitoring	P000242S19	\$ 7,492.98	Local	Willamette Cultural Resources Associates	Yes (SCS)	No
284th Ave SE Archaeological Survey	P000242T19	\$ 8,425.04	Local	Willamette Cultural Resources Associates	Yes (SCS)	No

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

The King County Executive (Title VI Administrator) has laid out a Countywide vision known as True North and Values that guides the work performed by King County agencies. Our True North is what we aspire to: *Making King County a welcoming community where every person can thrive*. Our values define the way we act, what's important to us, and our expectations for ourselves and one another. These values encompass the intent and myriad ways that the County approaches Title VI compliance. For more detailed information on this vision, visit [True North and Values - King County](#). Division-level leadership encourages regular discussion and sharing amongst teams and work groups about how this vision is integrated into the work being done. Through an anonymous employee survey in March 2022, these values were rated by staff throughout the County agencies. Overall, the Countywide response showed a 66% positivity rating; within Road Services Division, the response was 68% positive. These ratings suggest a broad understanding of the vision, along with strong progress toward implementation of the values.

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

The Title VI Coordinator did not attend formal Title VI training within the reporting period. The Coordinator participated in on-the-job training during the first several months in the Roads Division Director position, which began in December 2020.

When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

Formal Title VI internal training was not available during the reporting period due to staff vacancies. The position responsible for Title VI training was recently filled.

During the reporting period, internal training focused on broader equity and social justice topics coordinated by the King County Department of Human Resources Learning and Development group. The department developed a three course training series in support of the County's efforts to build a racially diverse workforce and workplace with the knowledge, skills, and abilities to advance a pro-equity racially just workplace and community. The series includes:

- Equity and Social Justice Fundamentals – designed to support King County employees in learning about equity and social justice and racial justice at King County; this course is offered once a month
- Race: The Power of Illusion – uses a three-part video series of the same name to explore the construct of race, how it has been used to channel benefits to those viewed as white, and why racial inequities persist; this course is offered once a quarter
- Building Gender Inclusive Spaces – explores the intersection of race and LGBTQ+ identities to establish foundational knowledge of gender and sexuality and best practices to support a gender diverse workforce; this course is offered once a quarter

The courses have been regularly filled throughout the reporting period.

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

No additional local civil rights training was documented by the Title VI team in the reporting period.

Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

Goal 1 – Internal Dissemination of the Title VI Plan (updated September 2022)

The Title VI plan is updated based on the recommended template provided in Appendix 28.91 of the LAG Manual. Once WSDOT's approval is assured, the Title VI Coordinator will distribute the plan to the Title VI Team and key King County Departments, King County Council, King County Civil Rights Commission, and the Office of the Prosecuting Attorney.

The Title VI Specialist and Special Emphasis Area Liaisons (as defined in the plan) received copies of the original plan and will receive copies of the updates promptly for incorporation into operational manuals, guidelines, and procedures.

Road Services Division intends to continue development of our internal dissemination by:

- Working to provide regular Title VI updates and training to our staff in quarterly project coordination/project control meetings.
- Working with OESJ to update training material to increase awareness and understanding of Title VI requirements. This includes a Title VI handout to be distributed to and reviewed with new Roads employees.
- Creating an internal SharePoint site for King County employees with Title VI information and documents for all employees to access and us, including all Title VI Authorities and Citations.

Goal 2 – Title VI Training

To ensure that Road Services Division employees involved in the project management and the contracting practice are knowledgeable on potential Title VI issues, the Title VI Specialist and Liaisons are strongly encouraged to participate in training programs and workshops offered through Washington State Department of Transportation and others. Additionally, the Title VI Coordinator along with the OESJ will develop and provide training applicable for all of Road Services Division staff in the coming year.

The Title VI Coordinator shall oversee training to include staff involved in the Road Services Division contracting processes. The Title VI Specialist will conduct the training. Training will occur throughout the year and will be specific to the Roads initially. This training will include information on:

- The role of Road Services Division as the Title VI Coordinating agency.
- Technical Assistance on Title VI matters.
- Title VI reviews of program areas.
- Procedures for the prompt processing of complaints of discrimination.
- The necessity of updating the Title VI Plan to reflect organizational policy or implementation changes.

Goal 3 – Review Title VI processes and data collection relative to recent updates to LAG Manual Chapter 28

Given the substantive changes to the accomplishments reporting template, the County is committed to review of our current processes and data collection methodologies to define and implement processes revisions to ensure collection of applicable information required in annual accomplishments report.

The Title VI Specialist and Liaisons will assist the Title VI Coordinator in gathering and maintaining information on specific program areas and affected county departments. The Title VI Coordinator will work with the Liaisons and staff to collect and report on the information required by WSDOT for the Title VI Annual Update.

Information for reports will be obtained from sources such as on-site compliance reviews (internal and external), checklists, review guides, questionnaires, public meeting sign in sheets, personnel inventory and employment utilization forms and inquiries from the public. The Roads Title VI Coordinator will compile this information for inclusion in the annual update reports as required.

APPENDIX A

TITLE VI PLAN (updated September 2022)

KING COUNTY DEPARTMENT OF LOCAL SERVICES ROAD SERVICES DIVISION

September 2022

Agency Administrator:

Dow Constantine, King County Executive

Title VI Oversight Officer

Anita Whitfield, Chief Equity and Inclusion Officer

Title VI Coordinator:

Tricia Davis, Road Services Division Director

Prepared by: Janel London, Program and Project Support Services Manager

Email: janel.london@kingcounty.gov

Phone#: 206-477-3545

I. Title VI Policy Statement

It is the policy of King County that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of King County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of King County, including its contractors and anyone who acts on behalf of King County. This policy also applies to the operations of any department or agency to which King County extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly, neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.

Signed: 
Road Services Division Director

September 1, 2022
Date

II. Organization, Staffing, and Structure

King County Executive Dow Constantine is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all LPA employees, contractors, and agents pursuant to 49 CFR Part 21.

King County has created the position of Road Services Division Director to perform the duties of the Title VI Coordinator and ensure implementation of their Title VI program. The position of Road Services Division Director is located within the Department of Local Services.

Title VI Coordinator

The Title VI Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency’s behalf
- Developing procedures for the prompt processing and disposition of complaints
- Investigating complaints, compiling a complaint log, and reporting to WSDOT
- Developing procedures for the collection and analysis of statistical data
- Developing a program to conduct Title VI reviews of program areas
- Conducting annual Title VI assessments of pertinent program areas

- Developing Title VI information for dissemination
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.

Agency Administrator

The King County Executive serves as the Title VI Agency Administrator. The Agency Administrator is authorized to ensure compliance with provisions of the Agency's policy of nondiscrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. King County's grants compliance function and Title VI coordination shall be performed under the authority of the Agency Administrator.

Title VI Oversight Officer and Coordinator

The King County Executive has designated the Director of the Office of Equity and Social Justice in the Department of Executive Services to oversee the Title VI report. The Director of the Road Services Division in the Department of Local Services performs the duties of the Title VI Coordinator for King County's Federally Funded Transportation Program.

The Title VI Oversight Officer and Coordinator are responsible for identifying and eliminating discrimination when found to exist and for coordinating the overall dissemination of the Transportation Program Title VI Plan, including:

- Establishing updating and implementing the plan programs and procedures
- Monitoring/data collection
- Training
- Reporting
- Communicating and coordinating with the Washington State Department of Transportation, Federal Highway Administration, and U.S. Department of Transport as need for Title VI compliance purposes

Title VI Manager

The Title VI Coordinator has designated the Road Services Division Program & Project Support Section Manager as the Title VI Manager. The Title VI Manager assists the Title VI Coordinator in coordinating development, implementation, and compliance of the Title VI program.

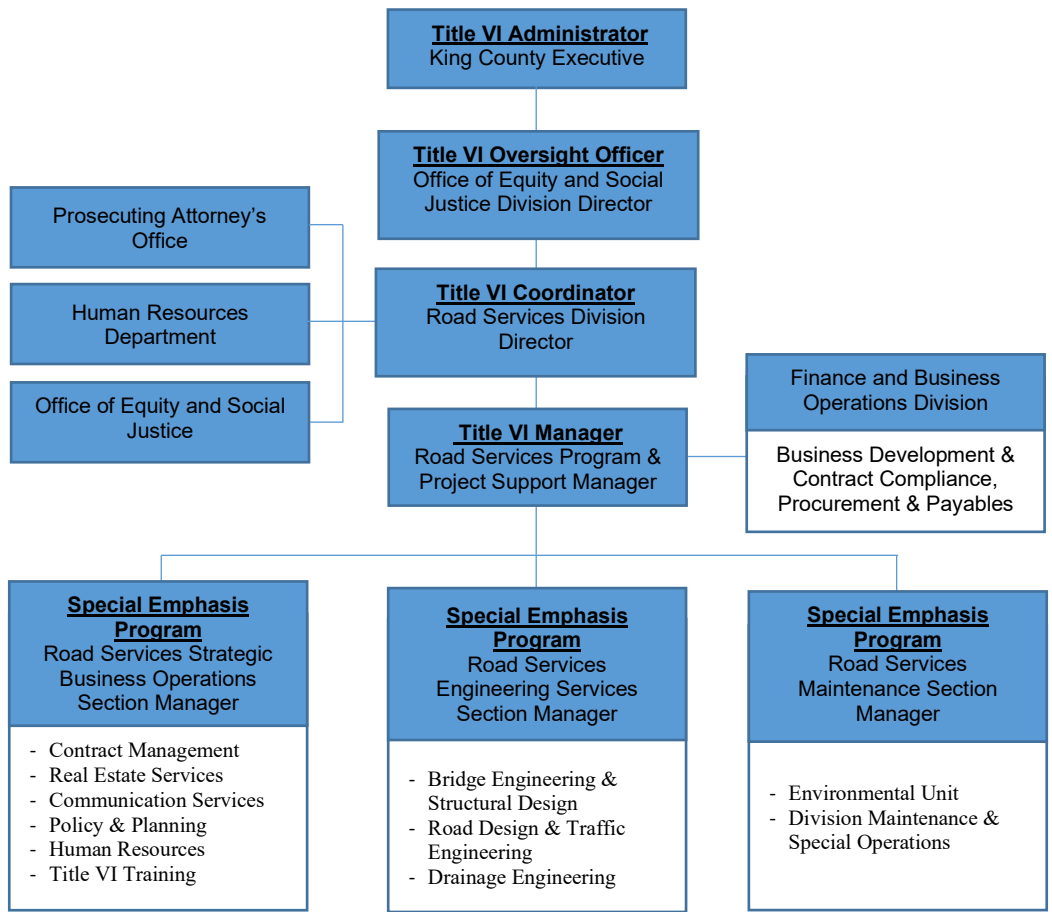
Title VI Specialists and Liaisons

Title VI Specialists (Specialists) have been designated for each of the Road Services Division's key sections/special emphasis program areas. Road Services Division has also designated Title VI Liaisons (Liaisons) to assist the Specialists in transportation special emphasis program areas. The Specialists and Liaisons work in concert with the Title VI Coordinator and Title VI Manager to:

- Ensure their respective departments and programs comply with Title VI regulations and assurances, meet the objectives of the Title VI Plan, and meet federal and state reporting requirements.
- Ensure adequate training opportunities are provided for all staff.
- Ensure Title VI compliance by contractors, sub-contractors, consultants, sub-consultants, suppliers, and other subrecipients under federally funded projects or programs.
- Ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors and prime consultants and subrecipients.

- Work with the Coordinator to obtain statistical data on race, color, national origin, handicap/disability, age and sex of participants in, and beneficiaries of federally funded King County Transportation programs.
- Maintain data relative to their respective special emphasis program area (designated below) to help ensure the King County meets applicable reporting requirements. The Coordinator shall use the data to complete annual Title VI reports.

Organization Chart – Reporting Relationships



Special Emphases Program Areas

Road Services Division has designated key sections as Special Emphases Program Areas. These sections are subject to receiving federal assistance through grants or other types of transportation-related funding or are responsible for implementing King County directives and policies to ensure civil rights compliance and equal opportunity. Road Services Division Special Emphasis Program Areas are as follows:

Strategic Business Operations Section (SBOS)

- Contract Management
- Real Estate Services
- Communication Services
- Policy & Planning
- Human Resources
- Title VI Training

Engineering Services Section (ESS)

- Bridge Engineering & Structural Design
- Road Design & Traffic Engineering
- Drainage Engineering

Maintenance Section (MS)

- Environmental Unit
- Division Maintenance & Special Operations

Other Key King County Departments and Offices

The Road Services Division coordinates with the following key King County Departments, Divisions, and Offices to support Title VI compliance:

- Human Resources Department
- Office of Equity and Social Justice
- Prosecuting Attorney's Office
- Finance and Business Operations Division, Procurement and Payables Section
- Finance and Business Operations Division, Business Development and Contract Compliance Section

The Title VI Coordinator, Manager, Specialists, and Liaisons work closely with the King County's Office of Equity and Social Justice Office and the Prosecuting Attorney's Office on any discrimination complaints, and with the King County's Finance and Business Operations Division on purchasing procedures and full and equal opportunity to participate in competitive processes. Road Services Division also works with our Executive Office as appropriate based on unique program or project details. All departmental relationships are also demonstrated in the Organizational Chart above and the following tables:

Table 1
King County Road Services Division
Title VI Coordinator, Specialists, and Liaisons

<u>King County Road Services Division (Roads)</u>		
<u>Title VI Coordinator, Specialists, and Liaisons</u>		
Title	Position	Emphasis Area
Title VI Coordinator	Division Director	Supports Coordinator, all Special Emphasis Program areas
Strategic Business Operations Section (SBOS)		
Title VI Specialist	Strategic Business Operations Section Manager	Oversees Roads strategic and operation activities
Title VI Liaison	Managing Engineer	Contract Administration, Education/Training for SBOS
Title VI Liaison	Property Program Manager	Real Estate Services
Title VI Liaison	Project Program Manager	Policy and Planning
Title VI Liaison	Communications Program Manager	Outreach and Communications
Title VI Liaison	Payroll Supervisor	Human Resources
Engineering Services Section		
Title VI Specialist	Engineering Services Section Manager	Oversees all Design, Engineering and Construction for Bridge, Drainage, and Road activities
Title VI Liaison	Managing Engineer	Bridge Engineering & Structural Design
Title VI Liaison	Managing Engineer	Road Design & Traffic Engineering
Maintenance Section		
Title VI Specialist	Maintenance Section Manager	Oversees all Road Maintenance, Environmental, and Special Operations activities
Title VI Liaison	Project Program Manager	Education/Training for Maintenance
Title VI Liaison	Engineer III	Environmental Unit
Title VI Liaison	Operations Manager	Division Maintenance Unit

Table 2
King County Road Services Division
2021-2022 Staff

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
Cadman Pit-Renton	Not Specified	1	
	White, not of Hispanic origin	9	
	Black, not of Hispanic origin	4	
	Asian, not of Hispanic origin		2
	Hawaiian/Pacific Is, not Hispanic	1	
	Two or more races, not Hispanic	2	1
Cadman Pit-Renton Total		17	3
Customer Service	White, not of Hispanic origin	3	4
	Black, not of Hispanic origin		3
	Hispanic		2
	Asian, not of Hispanic origin	1	
	Two or more races, not Hispanic		1
Customer Service Total		4	10
Design	White, not of Hispanic origin	2	
	Asian, not of Hispanic origin		1
Design Total		2	1
Drainage	Not Specified	1	
	White, not of Hispanic origin	6	2
Drainage Total		7	2
Drainage/Planning Unit 08	White, not of Hispanic origin	9	1
	Black, not of Hispanic origin	1	
	Two or more races, not Hispanic	1	1
Drainage/Planning Unit 08 Total		11	2
ESS Construction Inspection	White, not of Hispanic origin	4	

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
	Black, not of Hispanic origin	3	
	Hispanic	1	
	Asian, not of Hispanic origin	1	1
	Two or more races, not Hispanic	1	
ESS Construction Inspection Total		10	1
ESS Drainage Design	White, not of Hispanic origin	1	3
	Black, not of Hispanic origin	1	
	Hispanic	1	
	Two or more races, not Hispanic	1	
ESS Drainage Design UNIT Total		4	3
ESS Project Management/Design	White, not of Hispanic origin	5	
	Asian, not of Hispanic origin	2	1
	Not Specified	1	
ESS Project Management/Design Total		8	1
ESS Traffic – King Street Center (KSC)	Not Specified	1	
	White, not of Hispanic origin	4	2
	Hispanic		1
ESS Traffic - KSC Total		5	3
ESS Utility Inspection	White, not of Hispanic origin	1	2
	Asian, not of Hispanic origin	2	
ESS Utility Inspection Total		3	2
ESS Bridge Unit	White, not of Hispanic origin	3	1
	Black, not of Hispanic origin		1
	Asian, not of Hispanic origin	6	4

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
ESS Bridge Unit Total		9	6
ESS Environmental	White, not of Hispanic origin	2	2
ESS Environmental Total		2	2
ESS Material Labs	White, not of Hispanic origin	6	1
	Asian, not of Hispanic origin	1	1
ESS Material Labs Total		7	2
ESS Project Management	White, not of Hispanic origin	1	1
	Asian, not of Hispanic origin		2
ESS Project Management Total		1	3
ESS Administration	White, not of Hispanic origin	1	5
	Hispanic	2	
	Asian, not of Hispanic origin		1
ESS Administration Total		3	6
ESS Survey Unit	White, not of Hispanic origin	6	
	Black, not of Hispanic origin		1
	Hawaiian/Pacific Is, not Hispanic	1	
ESS Survey Unit Total		7	1
Facilities & Bridges	White, not of Hispanic origin	5	
	Black, not of Hispanic origin	1	
Facilities & Bridges Total		6	
Facilities & Bridges/Planning Unit 10	White, not of Hispanic origin	4	1
	Asian, not of Hispanic origin	1	
	Two or more races, not Hispanic	1	
Facilities & Bridges/Planning Unit 10 Total		6	1

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
Fall City (Division 2)	White, not of Hispanic origin	9	1
	Not Specified	1	
	Two or more races, not Hispanic	2	
Fall City (Division 2) Total		12	1
Fall City and Issaquah	White, not of Hispanic origin	1	1
Fall City and Issaquah Total		1	1
MS Administration	White, not of Hispanic origin	4	7
	Black, not of Hispanic origin	2	
	Asian, not of Hispanic origin	1	2
	Hawaiian/Pacific Is, not Hispanic	1	
MS Administration Total		8	9
MS Environmental	White, not of Hispanic origin	6	2
	Hispanic	1	
MS Environmental Total		7	2
Paving	White, not of Hispanic origin	2	2
	Hispanic	2	
Paving Total		4	2
Rockeries & Rivers	Not Specified	1	
	White, not of Hispanic origin	1	1
	Black, not of Hispanic origin	1	
	Native American/Alaska Native, not Hispanic	1	1
Rockeries & Rivers Total		4	2
Rockeries & Rivers/Planning Unit 07	White, not of Hispanic origin	7	
	Black, not of Hispanic origin	4	
	Hawaiian/Pacific Is, not Hispanic	1	

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
	Two or more races, not Hispanic	2	
Rockerries & Rivers/Planning Unit 07 Total		14	
SBOS Administration	White, not of Hispanic origin	1	6
	Black, not of Hispanic origin	1	3
	Asian, not of Hispanic origin		2
SBOS Administration Total		2	11
SBOS Asset Management & Systems	White, not of Hispanic origin	4	3
	Hispanic		1
	Asian, not of Hispanic origin		1
SBOS Asset Management & Systems Total		4	5
SBOS Business Support	White, not of Hispanic origin	1	5
	Asian, not of Hispanic origin	1	
	Two or more races, not Hispanic	1	1
SBOS Business Support Total		3	6
SBOS Finance	White, not of Hispanic origin	2	4
	Black, not of Hispanic origin	1	1
	Asian, not of Hispanic origin	2	3
	Two or more races, not Hispanic		1
SBOS Finance Total		5	9
SBOS Policy Planning Grant	White, not of Hispanic origin	1	11
	Asian, not of Hispanic origin	2	
SBOS Policy Planning Grant Total		2	11
SBOS Program/Project Support	White, not of Hispanic origin	5	3
	Black, not of Hispanic origin		2

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
	Hispanic	1	
	Asian, not of Hispanic origin		1
SBOS Program/Project Support Total		6	6
Sign & Marking	White, not of Hispanic origin	18	2
	Black, not of Hispanic origin	3	
	Hawaiian/Pacific Is, not Hispanic	1	
	Two or more races, not Hispanic	1	1
Sign & Marking Total		23	3
Signal Maintenance	White, not of Hispanic origin	5	
	Hispanic	1	
	Asian, not of Hispanic origin		1
	Hawaiian/Pacific Is, not Hispanic	1	
	Two or more races, not Hispanic	1	
Signal Maintenance Total		8	1
Signal Technology/Administration	White, not of Hispanic origin	1	
	Hispanic	2	
	Hawaiian/Pacific Is, not Hispanic	1	
	Two or more races, not Hispanic	1	
Signal Technology/Administration Total		5	
Skykomish	White, not of Hispanic origin	4	
Skykomish Total		4	
Star Lake	White, not of Hispanic origin	14	2
	Black, not of Hispanic origin	2	1

Work Group Description	Ethnic Group Description	Count of Male	Count of Female
	Hispanic	2	
	Hawaiian/Pacific Is, not Hispanic	2	
Star Lake Total		20	3
Summit Pit and Diamond	Not Specified	1	
	White, not of Hispanic origin	21	2
	Hispanic	1	
	Native American/Alaska Native, not Hispanic	1	
Summit Pit and Diamond Total		24	2
Traffic - KSC	White, not of Hispanic origin	3	
	Asian, not of Hispanic origin		1
Traffic - KSC Total		3	1
Utilities Inspection	White, not of Hispanic origin	1	1
Utilities Inspection Total		1	1
Vashon	Not Specified		1
	White, not of Hispanic origin	6	2
Vashon Total		6	3
Grand Total		279	128

III. Primary Program Area Descriptions & Review Procedures

Title VI Coordinator's Responsibilities and Program Administration – As authorized by the Agency Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring King County's compliance with Title VI requirements as follows:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Contract Management	<ul style="list-style-type: none"> • Development and management of contracts and purchasing, including hiring of consultants and contractors. • Work with Road Services Division staff and central procurement to assemble Requests for Proposals and Bid Packages, ensure competitive selection of consultant firms, recommend award of construction contracts based on lowest responsive/responsible bidder, assist with final negotiation, award, and execution. • Responsible for administering Roads contracts and for ensuring compliance with contract provisions, including DBE goals and Equity and Social Justice Requirements. 	<ul style="list-style-type: none"> • Include applicable Disadvantaged Business Enterprise (DBE) goals in designated projects and seek to have contractor proactively achieve the goal(s). • Include Title VI assurance and provision language in all federally funded construction contracts. Documents and language shall be periodically reviewed to ensure compliance with current laws and regulations. • Ensure that prime contractors and prime consultants with DBE requirements award contracted work to qualified DBEs, which perform commercially useful functions. 	<ul style="list-style-type: none"> • Maintain necessary data and documentation required for completion of the department's Title VI Annual Report. • Review of directives and operational guidelines to ensure Title VI compliance. • Review and ensure all appropriate Title VI language is placed in bid announcements, requests for proposals and applicable contract documents.
Real Estate Services	<ul style="list-style-type: none"> • Manages and coordinates the appraisal and the acquisition, disposition, inventorying, and management of real property for Road Services Division, the management of excess properties, and Relocation Services. 	<ul style="list-style-type: none"> • Ensure equal opportunity in all aspects of procuring real estate consultant services and appraisal contracting and follow adopted King County vendor procurement policies in the acquisition of contracted services. 	<ul style="list-style-type: none"> • Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<ul style="list-style-type: none"> • Ensure that the property acquisition process follows the 5th Amendment of the Constitution, WSDOT Right of Way Manual and Local Agency Guidelines Manual, and all applicable local, state, and federal laws and regulations, including Title VI and Section 504. 	<ul style="list-style-type: none"> • Utilize the current OMWBE directory identifying fee appraiser organizations and WSDOT's list of certified fee appraisers when seeking services; maintain data on awards to minority and female appraisers and provide data to the department Title VI Specialist. • Adhere to departmental policy for appraising affected property owners, tenants, and others involved in right-of-way acquisition of their rights and options regarding negotiation, relocation, condemnation, and other aspects of the acquisition process. • Ensure that appraisal standards and communications associated with the appraisal and negotiation operations result in equitable treatment. • Ensure that relocation advisory assistance services are provided equitably to all displaced persons and entities. • Assist project design, communications, environmental and other staff with data gathering and documentation, determining community composition, and communications with property owners, lessees, renters, and others, as 	<ul style="list-style-type: none"> • Ensure that regulatory standards and communications associated with real property acquisition and relocation advisory assistance services result in equitable treatment. • Ensure relocation advisory assistance services are provided to all eligible displaced persons, tenants, and entities. • Ensure the preparation of deeds, permits and leases contain the appropriate Title VI clauses (Appendixes 2 and 3). • Apprise property owners and tenants of their rights and options under eminent domain acquisition including appraisal, negotiation, relocation, condemnation, and other aspects of the acquisition process. • Follow the guidelines in the WSDOT Local Agency Guidelines manual for property acquisition as well

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		<p>appropriate, to help ensure compliance with Limited English Proficiency and Environmental Justice requirements for projects.</p>	<p>as the WSDOT Right of Way Manual and all applicable local, state, and federal laws and regulations, including Title VI and Section 504 of the Rehabilitation Act of 1973.</p> <ul style="list-style-type: none"> • Provide copies of relocation assistance literature produced by WSDOT and any information produced concerning King County's Title VI compliance efforts.
<p>Communication Services</p>	<ul style="list-style-type: none"> • Responsible for public outreach, involvement, and communication support for the Road Services Division. • Assist in conducting background research on all projects to determine the community composition and appropriate outreach; ensure translation or interpretation services are available if the need is anticipated. • Work with design, environmental and other staff to ensure the public has information pertaining to the right to contact the Road Services Division to view project plans and discuss environmental 	<ul style="list-style-type: none"> • Incorporate adequate time into the project communication planning process to invite participation of a cross section of the populace from social, economic, and ethnic groups in the planning and project outreach process. • Disseminate written program or project information to minority media and ethnic organizations, provide public service announcements for social and traditional media as warranted, engage resident advisory committees or planning boards with diverse representation when available, plan public 	<ul style="list-style-type: none"> • Assist Title VI Coordinator and Specialists, program planning, environmental, design, right-of-way, maintenance, and other department staff to evaluate applicability of, and help comply with, Limited English Proficiency (LEP), Environmental Justice (EJ) requirements, and Title VI compliance for transportation improvement programs and projects. • Utilize and consider

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	problems.	<p>meetings, and generally request public involvement.</p> <ul style="list-style-type: none"> • Assist Program and Project Managers and other staff in providing, as appropriate, EJ and LEP populations with useful access to information and inclusion in program and project public outreach and involvement processes. • Ensure access to public meetings by selecting accessible meeting locations and times; conducting evening meetings in a variety of community buildings throughout King County, including those along transit routes; and striving to ensure public meetings are held in predominately minority communities when projects will specifically impact those communities. • Ensure access to public meetings by selecting accessible meeting locations and times; conducting evening meetings in a variety of community buildings throughout King County, including those along transit routes; and striving to ensure public meetings are held in predominately minority communities when projects will specifically impact those communities. 	demographic data and other sources of information to help identify and address LEP, and EJ, issues, and Title VI compliance.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Policy and Planning</i>	<ul style="list-style-type: none"> Responsible for transportation planning, including: completing biennial updates to concurrency; updating the Transportation Needs Report, a 20-year capital plan for the unincorporated King County road system; administration of the agency's grants program; legislative review; policy analysis; review of development proposals under review by other jurisdictions/agencies, with respect to impacts to the county's road system; business planning; transportation planning and legislative review. 	<ul style="list-style-type: none"> Advance principles of equity and social justice in capital, maintenance and operational decision-making, in coordination with the agency's Title VI Coordinator, communications, environmental, engineering and other division staff. Coordinate with other King County agencies, local, state and federal agencies, regional organizations, and the public to address transportation in King County, while accounting for all users of the unincorporated road system. Ensure that participation of a cross section of various social, economic, and ethnic interest groups are represented in the planning process by distributing program information to minority media and ethnic organizations and participating in roundtable meetings in predominantly minority communities. Ensure that all aspects of the planning process operation comply with Title VI. 	<ul style="list-style-type: none"> Analyze current demographic data from the U.S. census, American Community Survey, and other sources in support of evaluating budget decisions, investment strategies, project impacts and benefits to all community members. Outcomes include: investments in traditionally underserved communities, language translation, and access to information and development of the public outreach and involvement processes that reflect community characteristics and needs. Develop and update operational guidelines and directives to ensure the inclusion of Title VI language and provisions.
<i>Engineering Services</i>	<ul style="list-style-type: none"> Responsible for design and construction of Capital Improvement (CIP) 	<ul style="list-style-type: none"> Maintain required Title VI compliance documentation and statistical data. 	<ul style="list-style-type: none"> Review activities associated with public hearings to

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>transportation projects, including designing of our roadways and bridges; overseeing design consultants; and working with Project and Program Support Services in assembling Requests for Proposals and Bid Packages. ESS also performs studies to assess various environmental factors as they relate to project development, which include social and economic elements.</p>	<ul style="list-style-type: none"> • Work Closely with Environmental Services and Communication Services to ensure that all aspects of the location selection process comply with the Title VI requirements. • Work Closely with Environmental Services and Communication Services to consult and seek input from affected populations. • Work closely with Communication Services to provide notice of public hearings and meetings in minority newspapers and newsletters. 	<p>enhance the participation of targeted communities.</p> <ul style="list-style-type: none"> • Develop and update operational manuals and directives to ensure the inclusion of Title VI language and provisions.
Environmental Services	<ul style="list-style-type: none"> • Responsible for analyzing environmental issues, acquiring permits and approvals, and evaluating pending regulations to achieve cost-effective regulatory compliance and avoid or minimize adverse project/program impacts. • Provide technical expertise for project/program analyses, and develops environmental policies, procedures, manuals, and training, as well as criteria to reduce a project's resource consumption and environmental impacts. • Assist in integrating 	<ul style="list-style-type: none"> • Support public notification and make information accessible to public hearings and outreach meetings to review proposed project and subsequent impact. • Develop mechanisms to identify population affected by a project. • Support the distribution of information to the public confirming their rights to call or write the department to view plans and discuss environmental problems. • Support Communication Services staff with 	<ul style="list-style-type: none"> • Monitor compliance with Title VI requirements in all aspects of the environmental process associated with construction projects/programs. • Review environmental information to assess economic and social impacts to ensure compliance with Title VI and Executive Order 12898, and to assist the Title VI Coordinator to

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>environmental considerations and regulatory requirements into King County Road Services Division transportation program and construction projects.</p> <ul style="list-style-type: none"> • Work with regulatory agencies to streamline the environmental permit process. 	<p>providing access to persons with Limited English Proficiency affected by King County projects.</p>	<p>identify any potential Title VI/Environmental Justice issues in the project/program development process.</p>
<i>Maintenance & Traffic Special Operations</i>	<ul style="list-style-type: none"> • Responsible for completing work that is planned and performed on a routine basis to maintain and preserve the condition of the road system including signs, traffic signals, drainage, paving, bridges, rockeries, and river maintenance or to respond to specific conditions and events that restore the roadway system to an adequate level of service. • Works closely with Environmental Services to help avoid or minimize the environmental impact of a project during maintenance and operations. 	<ul style="list-style-type: none"> • Monitoring all maintenance operations and management practice to ensure nondiscrimination. • Coordinates the gathering of maintenance information regarding DBE participation for the Annual Title VI Report. 	<ul style="list-style-type: none"> • Review activities and programs to assure that maintenance efforts and resources are applied uniformly and fairly.
<i>Human Resources</i>	<ul style="list-style-type: none"> • Works with all Road Services Division Staff in coordination with the Department of Human Resources, to provide training and enforcement of our hiring, nondiscrimination, 	<ul style="list-style-type: none"> • Assist with Title VI and other nondiscrimination related training, and the tracking of training statistical data for use by the Title VI Coordinator and preparation of our Annual Title VI Update Report. 	<ul style="list-style-type: none"> • Review activities and programs to assure that human resources are applied uniformly and fairly for Road Services Division employees.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>harassment, violence prevention and similar human resource related laws regulations, policies, procedures, and guidelines.</p>	<ul style="list-style-type: none"> • Work with the Human Resources Department to obtain gender and racial/ethnic designation employee statistics for use in our Annual Reports. 	
<p>Training</p>	<ul style="list-style-type: none"> • Works with the King County Office of Equity and Social Justice to provide an equal opportunity for employees to attend training within the parameters established by the Department/Division Budget. 	<ul style="list-style-type: none"> • Plan and Assist with Title VI and other nondiscrimination related training. • Ensure all employees have equal access to training. • Ensure staff is notified of training provided by the National Highway Institute (NHI), WSDOT, Office of the Title VI Coordinator and other agencies. • Ensure that no one is denied participation or subjected to discrimination on the basis of race, color, national origin, or sex. 	<ul style="list-style-type: none"> • Maintain program administration and data necessary for preparation of the annual Title VI Report, including attendance data. • Review operational guidelines and directives to ensure the inclusion of Title VI language and provisions.

IV. Review Procedures

King County assures that every effort will be made to ensure non-discrimination in all programs and activities whether those programs are federally funded or not. Road Services Division continues to review and monitor requirements through regular internal protocols which include, but are not limited to, bid evaluations, weekly progress meetings with contractors and consultants, and project submittals.

A. Consultants and Contractors

Specifications defining Title VI requirements based on USDOT 1050.2 are included in the contract documents with a requirement that these provisions be included in all amendments,

supplements and lower tier contracts entered into by the contractor. (Construction contract documents also include GSP 01-07.11 language relating to the Requirements for Non-discrimination.) Goals are established for the participation of Disadvantaged Business Enterprises, when applicable.

After contract execution, the contractor is responsible for reporting requirements outlined in the contract, and adherence to all affirmative action and non-discrimination provisions for itself and its subcontractors in accordance with King County Code. For consultant contracts, the County utilizes the Diversity Compliance Management System (DCMS) for tracking DBE participation. DCMS requires prime consultants and subconsultants to report payments on a monthly basis for tracking participation percentages for certified firms. Division contract administration staff routinely review the database as part of monthly progress payment approvals. Additionally, BDCC communicates these requirements to bidders/proposers and tracks compliance following contract execution.

B. Subrecipients

Title VI Manager, Specialists and Liaisons will assist WSDOT to periodically conduct Title VI compliance reviews. Title VI Specialists and Liaisons will work cooperatively with King County's Finance and Business Operations Division, to periodically confirm operational guidelines provided to consultants, contractors, and subrecipients, including Title VI language, provisions, and related requirements, are adhere to.

When a subrecipient fails or refuses to comply with Title VI requirements within a specified time frame provided by King County, King County will submit to WSDOT and FHWA documentation and recommend that the subrecipient be found in noncompliance. A follow-up review will be conducted within 180 days of the initial review to determine if the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, King County Road Services Division and WSDOT may, with FHWA's concurrence, initiate sanction per 49 CFR 21.

V. Data Collection/Reporting/Analysis

Hearings, meetings, and all project engagement opportunities are publicized (postcards, e-mail, websites, social media, etc.) to residents in the affected neighborhoods. All printed and electronic communications are written in plain, reader-friendly English, and include information on how to access the materials in alternative formats or different languages. Where the population exceeds 5% in non-English speaking communities, every effort is made to translate outreach materials up front into the appropriate languages. At a minimum, we provide contact information in multiple languages for how to get the materials in a different format. In FFY 2021, approximately 30,000 printed materials related to Road Services Division projects and programs were created.

King County held public meetings for various projects and programs. Extensive Community Services Area outreach meetings were held. King County's Community Service Areas program is a public engagement program that informs, involves, and empowers people and communities in unincorporated King County by:

- Expanding outreach and communication to a wide range of community organizations

- Identifying a county employee who will serve as a liaison, ombudsman, and information clearinghouse for each Community Service Area
- Providing a work plan for each Community Service Area that lays out the county's goals, services, and projects for that area as well as issues identified by area residents and/or businesses
- Holding meetings in each Community Service Area to introduce the area's work plan, give residents opportunities to meet with King County leaders, and address issues as needed
- Providing resources to communities in unincorporated areas through the Community Service Area Grant Program, which offers matching funds for community-led projects through a yearly grant application process for community organizations.

Gender and/or racial/ethnic designation data was collected at the CSA meetings during the reporting period only when members voluntarily provided the requested information. The data collected during the CSA public meeting series is provided in the annual accomplishments report. The meetings were held throughout unincorporated King County.

VI. Title VI Training

In keeping with adopted King County's policy of nondiscrimination, departmental procedures will be established or followed for employees to have equal access to applicable educational and training opportunities. Road Services Division staff will maintain program administration documentation and data necessary for preparation of annual Title VI reports and will routinely supply the necessary data to the Title VI Coordinator.

The Title VI Coordinator is responsible for overall Title VI related training and staff development for Title VI Specialists and other employees. The Coordinator will organize or conduct a minimum of one internal Title VI training session annually. The Coordinator will organize and facilitate the provision of Title VI training sessions for consultants, contractors, and subcontractors periodically. WSDOT's Office of Equal Opportunity may be asked to provide applicable training.

VII. Title VI Complaint Procedures

Discrimination Complaint Procedure for King County

Federal law prohibits discrimination on the basis of race, color, or national origin in any King County program, service, or activity. This prohibition applies to all branches of King County, its contractors, consultants, and anyone else who acts on behalf of King County.

Complaints related to the Federal-aid programs may be filed with King County and will be forwarded to Washington State Department of Transportation – Office of Equal Opportunity. If you need assistance to file your complaint or need interpretation services, please contact Tricia Davis.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any King County program, service, or activity because of their race, color, or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Contact Tricia Davis if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Tricia Davis.

Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. If a complainant phones King County with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature.

A complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available)
- The basis of the complaint (e.g., race, color, national origin)
- The names of specific person(s) and/or agencies/organizations alleged to have discriminated
- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All Title VI complaints are logged. The Complaint log must contain the following information for each complaint filed:

- The name and address of the person filing the complaint
- The date of the complaint
- The basis of the complaint
- The disposition of the complaint
- The status of the complaint.

The Complaint Log and documentation are destroyed four years after the end of the fiscal year in which the case is closed.

King County then forwards complaints to WSDOT-Office of Equal Opportunity for processing by FHWA. [WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint.] FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply.

Complainants have the right to file a complaint directly with the federal funding agency. The following address is where Title VI complaints may be filed directly with FHWA:

Federal Highway Administration
U.S. Department of Transportation Office of Civil Rights
8th Floor E81-105
1200 New Jersey Avenue, SE
Washington, DC 20590

CivilRights.FHWA@dot.gov

What happens after a complaint is filed?

If your complaint is forwarded to another agency, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with an LPA, WSDOT, and FHWA.

VIII. Title VI Complaint Form

Please complete this form to the best of your ability. If you need translation or other assistance, contact Janel London at janel.london@kingcounty.gov or 206-477-3545.

Name _____

Address _____ City _____ Zip _____

Phone: Home _____ Work _____ Mobile _____

Best time of day to contact you about this complaint: _____

Email: _____

Basis of Complaint (circle all that apply):

Race	Color	National Origin (includes language access)
------	-------	--

Date of alleged incident: _____

Who discriminated against you?

Name _____

Name of Organization _____

Address _____ City _____ Zip _____

Telephone _____

Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)

What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.

List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____

Status (pending, resolved, etc.) _____ Result, if known _____

Complaint number, if known _____

Do you have an attorney in this matter? _____

Name (print) _____

Phone _____ Address _____

City _____ Zip _____

Signed _____ Date _____

IX. Public Participation

King County identifies populations where English is a second language. Based on demography maps centered around language use, communication materials are translated into Spanish and the languages with 5% or greater use among the community population. For outreach meetings, King County provides translators. With COVID still prevalent, meetings are predominantly virtual.

King County has translated web materials, including surveys, into multiple languages to equitably address the needs of certain communities. King County makes every effort to reach intended audiences and to obtain responses.

Gender or racial/ethnic designation data is collected at public meetings only when members of the public fill in the data on the voluntary Title VI Public Meeting Form. The County has migrated this form to an online survey system to allow continuation of this data collection during virtual meetings.

To ensure greater participation, meetings are held online and during the evening. In person meetings are held in mobility accessible locations within specific, identified neighborhoods and communities.

Hearings, meetings and all project engagement opportunities are publicized (postcards, e-mail, websites, social media etc.) to residents in the affected neighborhoods. All printed and electronic communications are written in plain, reader-friendly English, and all included information on how to access the materials in alternative formats or different languages. In FFY

2021, approximately 30,000 printed materials related to Road Services Division projects and programs were created.

X. Limited English Proficiency

King County reviews and ensures that targeted communication materials and vital documents are translated into Spanish and other languages where the population meets or exceeds 5% speaking and reading languages other than English. King County's Office of Equity and Social Justice makes available language maps to help guide which documents need to be translated into which languages; Spanish, Vietnamese, Russian, Chinese, Korean, and some African languages based on percentage of population that speaks the language.

King County translates public communication materials and vital documents into needed languages on an ad hoc basis. King County utilizes best practices per King County's Office of Equity and Social Justice - <https://kingcounty.gov/elected/executive/equity-social-justice/tools-resources.aspx>, guidance from King County's Language Tiers, and direct feedback from staff that work on public facing programs.

King County utilizes Language Line translation services for oral interpretation services on an as-needed basis when assisting customers over the phone and contracted translation services for in-person interactions at remote work sites or community events.

The King County Language Access Program provides guidance and tools to departments, agencies, residents, and business as it pertains to accessible communications to individuals with Limited English Proficiency (LEP) and barriers to communication so that all services, programs, and activities are meaningfully accessible to all constituents.

The project's website ensures that the project information is accessible by all within the community. An example of this can be found at, [16th Avenue SW: SW 100th Street to SW 107th Street Pedestrian Safety Improvements & Traffic Calming Project - King County](#).

King County's Top Languages Ranked into Three Tiers 2021 Update

	Language	Tier
First Tier: Translation Required	Spanish	1
Second Tier: Translation Recommended	Chinese*	2
	Vietnamese	2
	Somali	2
	Russian	2
	Korean	2
	Ukrainian	2
	Tagalog	2
	Amharic	2
	Arabic	2
Third Tier: Translation Encouraged	Dari	3
	Punjabi	3
	Tigrinya	3
	Japanese	3
	Marshallese	3

Key:

- First Tier:** *"Public Communication Materials" must be translated into target language, in specific instances spelled out in the Executive Order and where practicable.*
- Second Tier:** *Translation of Public Communication Materials is recommended, depending on target audience.*
- Third Tier:** *Translation of Public Communication Materials is encouraged, depending on target audience.*

Research on languages spoken in King County used five different sources to identify the most common languages. Spanish is spoken by far more people than any other language and occupies the first tier. Nine other languages are the next most frequently spoken by county residents, forming a second tier. A third tier is made up of five additional languages spoken by smaller numbers in particular communities.

King County works to identify any vital documents requiring translation services. Outreach materials for projects are translated if warranted based on the population of English as a second language speakers in the impacted communities. If time is too short for translation services, we include a brief message in the various languages and offer access in any needed format. This message is included below:

To request this information in another format or language, call 206-477-3800 (Relay 711) or email AskLocalServices@kingcounty.gov.

ይህን መረጃ በሌላ ቅርጽ ወይም ቋንቋ ለማግኘት፣ በ 206-477-3800 ላይ ደውሎ ወይም በ AskLocalServices@kingcounty.gov ኢሜይል ያድርጉ።

مقرلا نلع لاصتالا نجزي، عيناث ةغلب وأ رخآ قيسنتب تامولعملا هذه بلطل -- ديرب لاسرا وأ 206- 477- 3800 .AskLocalServices@kingcounty.gov بلا ينورتكل

如要索取本資料的其他格式或語言，請致電 206-477-3800 或傳送電郵至 AskLocalServices@kingcounty.gov

Para solicitar esta información en Español, llamar al 206-477-3800 o envíe un mensaje .de correo electrónico a AskLocalServices@kingcounty.gov

その他の形式または言語での情報をご希望される場合は、206-477-3800 までお電話いただくか、または AskLocalServices@kingcounty.gov までEメールにてお問い合わせください

@다른 형식이나 언어로 이 정보를 요청하려면 206-477-3800 번으로 문의하거나 AskLocalServices@kingcounty.gov 로 이메일을 보내주시기 바랍니다

Чтобы запросить эту информацию в другом формате или на другом языке, звоните 206-477-3800 .или пишите AskLocalServices@kingcounty.gov

Si aad u weyddiisato inaad ku hesho macluumaadkan Af-Soomaali, fadlan wac 206-206-477-3800 .ama iimayl u dir AskLocalServices@kingcounty.gov

Để có các thông tin này bằng tiếng Việt, xin gọi số 206-477-3800 hoặc gửi điện thư đến AskLocalServices@kingcounty.gov

ដើម្បីស្នើសុំព័ត៌មាននេះជាទម្រង់ឬភាសាផ្សេង សូមទូរស័ព្ទទៅលេខ 206-477-3800 ឬផ្ញើអ៊ីមែល AskLocalServices@kingcounty.gov ។

XI. Environmental Justice

As individual capital projects are authorized and initiated, a project review process is initiated early in the project preliminary design phase. Early and ongoing project review is informed by an evolving understanding of the project stakeholders, constituent interests and demographic information obtained by census data GIS data. As the project evolves, so does the project team’s understanding of the community and road users being served by the project and specific project products are informed by this data including the Project Charter, the Public Communications Plan, and King County Green Building Ordinance documentation. For non-exempt projects with federal funds, additional stakeholder information is provided via Environmental Justice (EJ) documentation for NEPA.

The Environmental Justice review uses information within a half mile of the project from the U.S. Environmental Protection Agency (EPA). The EPA provides an environmental justice screening and mapping tool, known as EJSCREEN. The project EJ review also includes data from the nearest public school using the Washington State Office of Superintendent of Public Instruction Washington State Report Card. Project sites are visited to help identify potential sensitive receptors to minimize potential impacts. Physical environments are reviewed/documentated by environmental professional staff to identify critical/sensitive areas, potential project impacts, and future mitigation. Travel habits are studied by Traffic Safety Engineers to assess local and regional mobility, potential project impacts, and future mitigation.

XII. Notice of Title VI Rights

Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964

King County hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which Agency 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 King County. Any such complaint filed with the King County Office of Civil Rights, [Civil Rights - King County](#), within 180 days following the date of the alleged discriminatory occurrence. Title VI discrimination Complaint Forms may be obtained from the King County Office of Civil Rights at no cost to the complainant.

To file a Title VI discrimination complaint, contact:

King County Office of Civil Rights
CNK-EX-0800
401 5th Ave Ste 800
Seattle, WA 98104
Civil-Rights.OCR@kingcounty.gov

Washington Department of Transportation
Office of Equal Opportunity – Title VI
Box 47314
Olympia, WA 98504-7314
TitleVI@wsdot.wa.gov
Phone: (800) 259-9143

ATTACHMENT 1:

USDOT 1050.2A, Standard Assurances with Appendices

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination

Assurances

DOT Order No. 1050.2A

The King County (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, 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 DOT, including the Washington State Department of Transportation.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

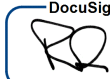
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, 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.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, King County also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the King County access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the King County. You must keep records, reports, and submit the material for review upon request to King County, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

King County gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

King County
(Name of Recipient)

DocuSigned by:

by _____
771E06D2EB854EF...
(Signature of Authorized Official)

DATED 9/1/2022

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the King County will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the King County all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto King County and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the King County, its successors and assigns.

The King County, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the King County will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the King County pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, King County will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the King County will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the King County and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by King County pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, King County will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, King County will there upon revert to and vest in and become the absolute property of King County and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX B

TRANSPORTATION PLANNING – COMMUNITY INVOLVEMENT SAMPLE

16th Avenue SW: SW 100th Street to SW 107th Street Pedestrian Safety Improvements
& Traffic Calming Project



16th Avenue SW: SW 100th Street to SW 107th Street Pedestrian Safety Improvements & Traffic Calming Project

[点击此处，查看中文翻译。](#)
(Chinese)

[한국어 번역을 보려면, 여기를 클릭하십시오](#) (Korean)

[Нажмите, чтобы открыть перевод на русский язык](#) (Russian)

[Si loogu turjumo Af-Soomaaliga, guji halkan](#) (Somali)

[Para ver la traducción al español, haga clic aquí](#) (Spanish)

[Để xem bản dịch tiếng Việt, bấm vào đây](#) (Vietnamese)

Status update

August 15, 2022

Thank you to the hundreds of community members who took our project survey and provided comments.

March 2022 Survey results

Option 1 (includes bike lanes): 399

Option 2 (no bike lanes, slightly more parking): 232

Other (neither option): 181

Total: 812

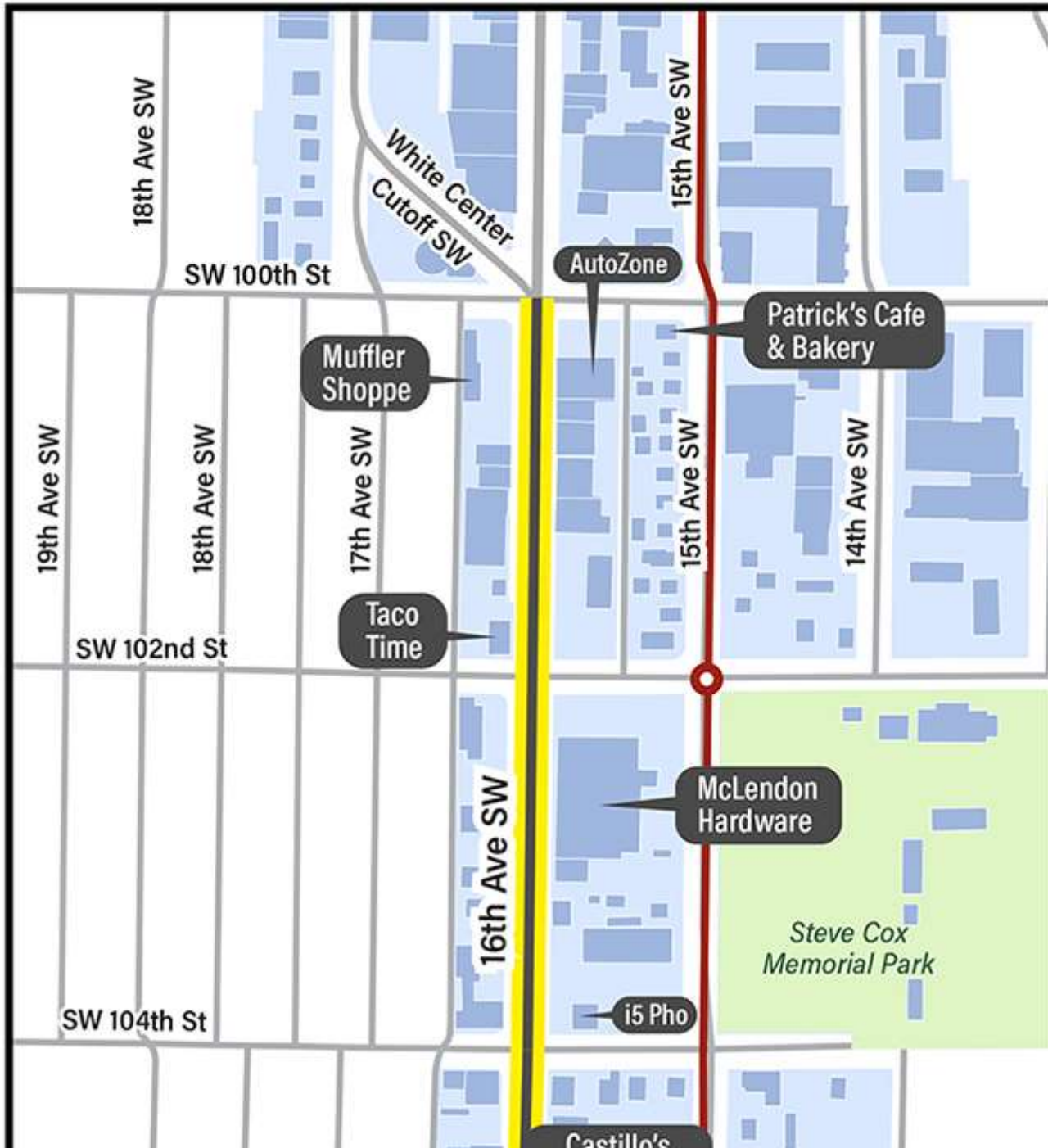
We are moving forward with Option 1 (includes bike lanes), based on the survey results and general comments received. The final project design is expected to be complete in late 2023, construction is scheduled to begin in summer 2024.

This project will make it safer for people to travel along 16th Avenue SW between SW 100th Street and SW 107th Street in White Center. King County will add safer street crossings, clearer signs and road improvements to help reduce speeding. The project also adds more on-street parking for people in the neighborhood.



Existing view of 16th Avenue SW approaching SW 107th Street, looking south.

Project map



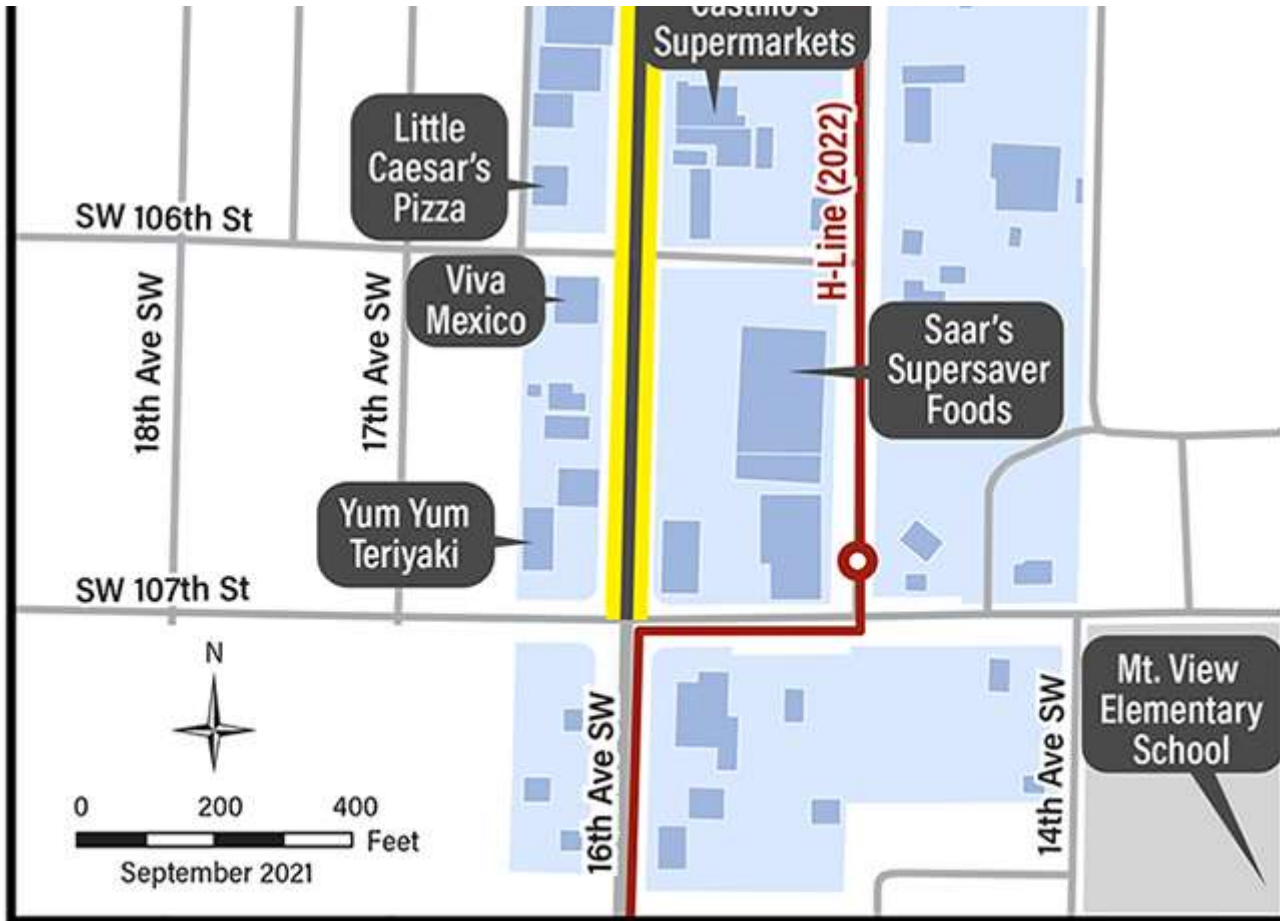
16th Avenue SW Pedestrian Safety Improvements and Traffic Calming Project

PROJECT MAP

-  Project area
-  Future H-line & bus stop (2022)
-  Building
-  Commercial Area
-  Park
-  School



September 2021



KCIT DCE File: LDS/Roads/
2109_11417L_16thSWRoadsProj_map.ai

Data sources: Commercial area and buildings include King County Zoning categories CB, CB-SO, O and I-SO.

Note: The use of the information in this map is subject to the terms and conditions found at: www.kingcounty.gov/services/gis/Maps/terms-of-use.aspx. Your access and use is conditioned on your acceptance of these terms and conditions.



Why is this project needed?

16th Avenue SW is an important road for people walking, biking, and driving. However, the existing road is built more for car traffic than people walking or biking. We are focusing on this section of 16th Avenue SW to calm traffic and make it safer for everyone. This busy section of 16th Avenue SW has more than 22 collisions involving pedestrians have been reported between 2011 and 2020. Traffic studies have shown that the types of safety improvements included in this project can reduce the number of collisions by up to one-third.



Existing view of 16th Avenue SW approaching SW 107th Street, looking south.

Higher speeds can result in more collisions with pedestrians

Roads with one travel lane in each direction and one center turn lane down the middle have slower, calmer traffic, which is especially important for pedestrians and people biking. The risk of injury and death to these users decreases as vehicle speeds decrease.

- **Fewer travel lanes** make it safer to cross the street and allow room for sidewalk curb extensions and buffered bicycle lanes.
- **Sidewalk curb extensions** reduce the crossing distance for pedestrians in the crosswalk.
- **Buffered bicycle lanes** provide a dedicated place for non-motorized traffic.

Contact us

Broch Bender, Communications Manager

Desk: 206-263-1189 📞

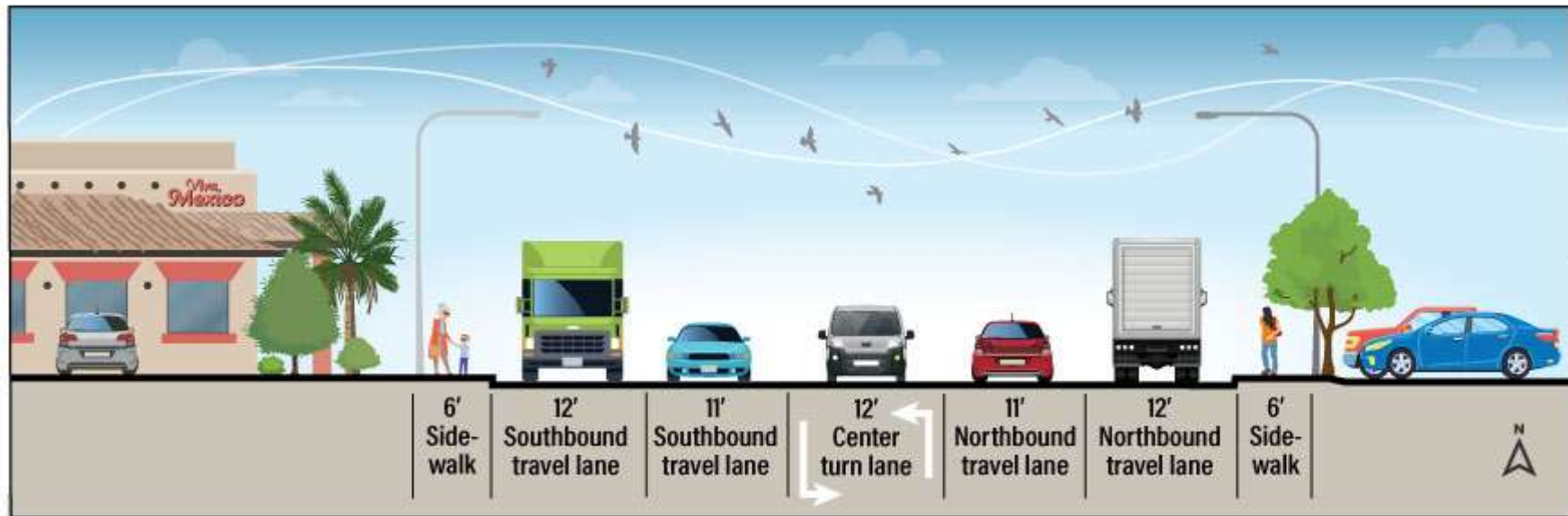
Email ✉️

Safety improvements coming to 16th Avenue SW

This project will calm traffic and improve pedestrian safety by providing the following:

- **One lane in each direction**
Helps prevent speeding by slowing down traffic and makes crossings safer for people walking.
- **Center turn lane**
Provides a safer place for drivers to make left turns. This allows traffic to move freely in the main travel lane.
- **Sidewalk curb extensions at SW 104th Street and SW 106th Street intersections**
There are no traffic signals at these two intersections to stop traffic. Sidewalk curb extensions will help drivers see people walking in the crosswalk. The extensions also shorten the distance people need to cross.
- **New pedestrian crossing signs at intersections that do not have a traffic signal**
High-visibility signs alert drivers when pedestrians are crossing 16th Avenue SW at SW 104th and SW 106th Street.
- **On-street parking with a buffer next to parking lane**
All on-street parking will have a minimum 2-foot-wide buffer separating the parking lane from the vehicle lane.

EXISTING ROADWAY



16th Ave SW near SW 106th St., looking north

Design option selected for 16th Avenue SW between SW 100th and SW 107th streets

The project is moving forward with design option 1 (includes bike lanes). King County conducted a full outreach campaign, from Feb. 4 through March 23, 2022, to help determine which proposed design option to include in the final project design. We presented community members with two road design options.

- **Option 1:** Three lanes, includes dedicated bike lanes in both directions and additional street parking on the east side.
- **Option 2:** Three lanes, does not include dedicated bike lanes, does include additional street parking on both sides of the road.

More than half of the people we heard from said option 1 (bike lanes) would best meet the needs of the surrounding community.

Winter 2022 project survey results

Option 1 (includes bike lanes): 399

Option 2 (no bike lanes, slightly more parking): 232

Other (neither option): 181

Total: 812 people

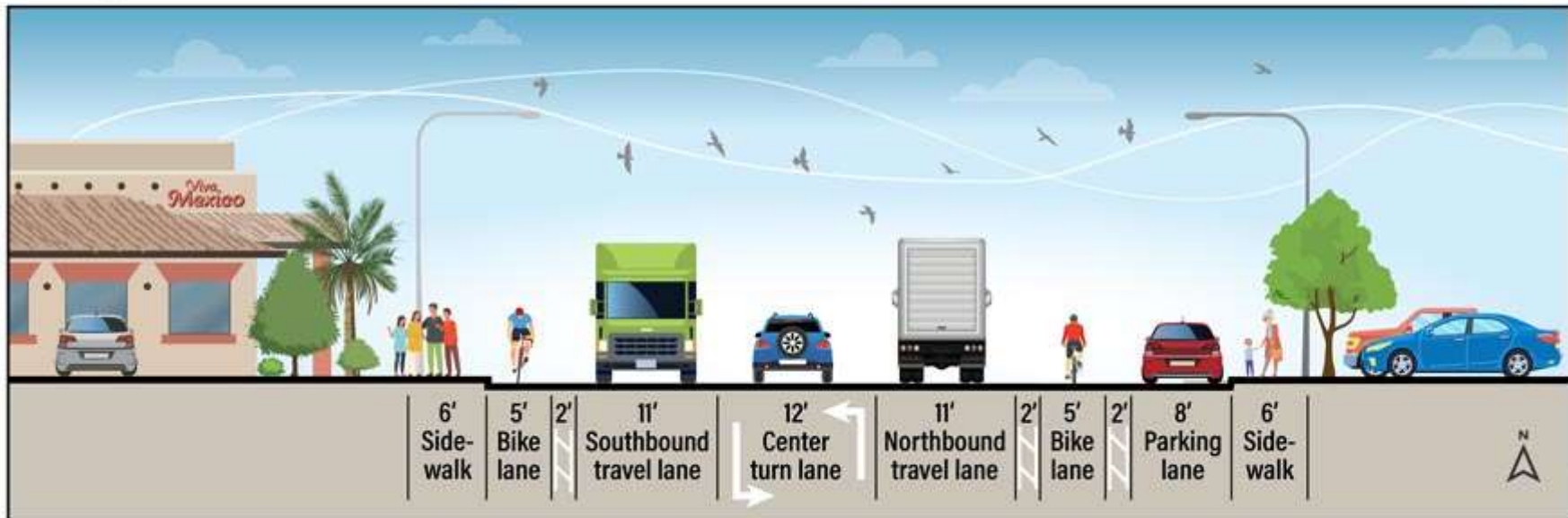
Winter 2022 community outreach was conducted between February 4 and March 23, 2022.

Outreach included: 4,000 postcards to local residences, businesses and organizations; an online project survey (812 responses); more than 50 in-person and online meetings with businesses, community partners, King County Council and local residents; 6 articles in local blogs and newsletters; several social media posts on Twitter, Facebook and Instagram.

Option 1: Bike lanes in both directions; northbound parking lane

OPTION 1:

Parking on East Side of Road










16th Ave SW near SW 106th St., looking north

- **Restripes roadway between SW 100th and SW 107th streets**
Adds: One travel lane in both directions and one center turning lane.

- **Adds 19 more curbside parking spaces between SW 100th and SW 107th on northbound 16th Avenue SW.**
Total of 53 curbside parking spaces between SW 100th and SW 107th on 16th Avenue SW.
- **Bicycle lanes on both sides of 16th Avenue SW**
Includes buffer space between bike lanes and travel lanes.
- **Two-foot buffer space between bike lanes and vehicle travel lane**
More space for people on bikes and other forms of active transportation, help riders avoid moving cars and opening doors of parked cars.

Options comparison

King County selected design option 1. The table below compares the two design options that were considered for this project.

FEATURES		OPTION 1	OPTION 2	EXISTING ROADWAY
	Bike lanes	✓		
	Buffer space between moving traffic and parked vehicles	✓	✓	
	Sidewalk extensions at two intersections: SW 104th and SW 106th	✓	✓	
	One lane in each direction	✓	✓	
	Center turn lane	✓	✓	✓
	Two lanes in both directions			✓
	Parking spaces	53	73	34

Project budget

King County received a \$862,200 Highway Safety Improvement Program grant and has set aside an additional \$95,800 in local funds for the project.

Project timeline

- **Preliminary design complete:** Late 2021.
- **Initial public outreach and comment period complete:** Early 2022.
- **Final design complete:** Late 2023.
- **Ongoing public outreach:** Late 2022 through 2024.
- **Project complete:** Late 2024.

Frequently asked questions

1. Why is King County only making improvements to 16th Avenue SW between SW 100th and SW 107th streets? +

We are focusing on this section of 16th Avenue SW to calm traffic and make it safer for everyone. This busy section of 16th Avenue SW has the highest number of collisions involving pedestrians. More than 22 accidents have been reported between 2011 and 2020. Traffic studies have shown that the types of safety improvements included in this project can reduce the number of crashes by 33 percent. The project also adds more on-street parking, which can bring increased foot traffic to local businesses.

2. How does reducing the number of lanes from four to three make the road safer for drivers? +

On a four-lane road, drivers stop in the left-hand lane to make left turns, increasing the risk of being struck by a driver using the left lane to go straight. When the road is changed to have two travel lanes and one center turn lane, the center lane provides a dedicated place for left-turning vehicles to wait. This allows traffic to move freely in the main travel lanes. In addition, one main travel lane in each direction helps to slow traffic. Fewer crashes happen when traffic is calmer.

3. How do fewer travel lanes increase safety for people walking, or using non-motorized transportation such as bikes and skateboards?



Roads with three lanes have slower, calmer traffic, which is especially important for vulnerable users like pedestrians and people biking. The risk of injury and death to these users decreases as vehicle speeds decrease. Fewer travel lanes allow room for sidewalk curb extensions and buffered bicycle lanes. Sidewalk curb extensions reduce the crossing distance for pedestrians in the crosswalk. Buffered bicycle lanes provide a dedicated place for non-motorized traffic.

4. Doesn't reducing the number of lanes create traffic congestion?



No, the new lanes will be able to carry the traffic volumes that are existing on 16th Avenue SW. This means traffic will flow freely, but the overall speed of traffic will be slower.

5. What is the project doing to make it easier for vehicles and large trucks to turn at intersections?



The project includes a dedicated center turn lane at intersections that have a traffic light. Left turn signals and a dedicated center turn lane help reduce collisions at intersections. Trucks longer than 40-feet in length will use the signalized intersections at SW 100th, SW 102nd and SW 107th streets to turn since there will be no curb extensions (bulb-outs) added at these locations.

6. How does this project improve accessibility for people with disabilities?



The project includes the following American with Disabilities Act safety features:

- Countdown pedestrian signal heads will let pedestrians know how much time remains to cross the intersection
- Audible messaging will inform pedestrians which crossing has a "walk"
- Vibration and tactile surfaces at crosswalks and intersections will also inform pedestrians which crossing has a "walk"
- High visibility pedestrian safety signs make it easier for drivers to know when to expect pedestrians
- Accessible ramps help people with disabilities, people pushing strollers, and others, access the crosswalk

7. What other projects are coming to 16th Avenue SW?



Metro Transit's RapidRide H line will operate on 16th Avenue SW south of SW 107th Street. View the [RapidRide H Line website](#).

8. How much does this project cost and how is it funded?



King County received a \$862,200 Highway Safety Improvement Program grant and has set aside an additional \$95,800 in local funds for the project.

9. What bicycle safety improvements are included in this project?



One of two proposed design alternatives for this project adds a five-foot (5-foot)-wide bike lane and a minimum two-foot (2-foot) striped buffer space between the bike lane and the vehicle lane or parking spaces. Buffered bike lanes provide more space for people using bikes or other forms of non-motorized transportation, so they aren't sharing space with moving motor vehicles. The bike lanes and striped buffer areas also will help riders avoid opening car doors. The second proposed design alternative does not include a bike lane.

10. Will the posted speed limit change?



The existing 25 MPH speed limit increases to 30 MPH at SW 100th Street. This project may extend the 25 MPH speed limit on 16th Ave SW between SW 100th and SW 107th streets, pending additional study of how traffic moves through the area. We are considering a speed limit reduction between SW 100th and SW 107th streets.

Road Services Division

201 S Jackson Street
M/S: KSC-LS-0313
Seattle, WA 98104



Contact us



Email: Maint.roads@kingcounty.gov



24/7 Road Helpline: [206-477-8100](tel:206-477-8100) or [1-800-527-6237](tel:1-800-527-6237)



TTY Relay: 711



Twitter: [@KCRoads](https://twitter.com/KCRoads)

Last Updated August 15, 2022

APPENDIX C

OTHER PUBLIC MEETINGS – DATA COLLECTION SUMMARIES & OUTREACH
MATERIAL EXAMPLES

Flyer for Community Service Area (CSA) Town Hall Meetings

Town Hall Meeting Presentation for West King County/North Highline on March 22, 2022

Town Hall Meeting Presentation for West King County/East Federal Way on March 29, 2022

Participatory Budget Meeting, January 19, 2022, Voluntary Survey Data

Unincorporated King County “Other Public Meetings” Voluntary Survey Data



King County
Local Services

How can we serve you?



What does your community need?

Help set priorities at your Town Hall meeting in March!

- March 9** **Bear Creek/Sammamish**
Councilmember Sarah Perry
- March 10** **West King County – Skyway**
Councilmember Girmay Zahilay
- March 14** **East Renton**
Councilmember Reagan Dunn
- March 15** **Southeast King County**
Councilmember Reagan Dunn
- March 17** **Vashon Island**
Councilmember Joe McDermott
- March 21** **Greater Maple Valley/Cedar River**
Councilmember Reagan Dunn
- March 22** **West King County – North Highline**
Councilmember Joe McDermott
- March 24** **Snoqualmie Valley/NE King County**
Councilmember Sarah Perry
- March 28** **Four Creeks/Tiger Mountain**
Councilmember Reagan Dunn
- March 29** **East King County – Federal Way**
Councilmember Pete von Reichbauer
- March 30** **West King County – Fairwood**
Councilmember Reagan Dunn



<https://kingcounty.gov/TownHalls2022>

King County Local Services is hosting a virtual Town Hall in your area in March, where you can hear from the county councilmember who represents you and help prioritize your area’s community needs list. **All meetings will be from 6 to 8:30 p.m.** Find this year’s Town Hall schedule under the “Town Hall” tab on the page linked at left, email AskLocalServices@kingcounty.gov, or call **206-477-3800**.



To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.



King County
Local Services

How can we serve you?



King County Local Services

Public meeting

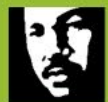
West King County–North Highline

Tuesday, March 22, 2022

Welcome

John Taylor, Director

King County Local Services



King County
Local Services

Zoom meetings – housekeeping

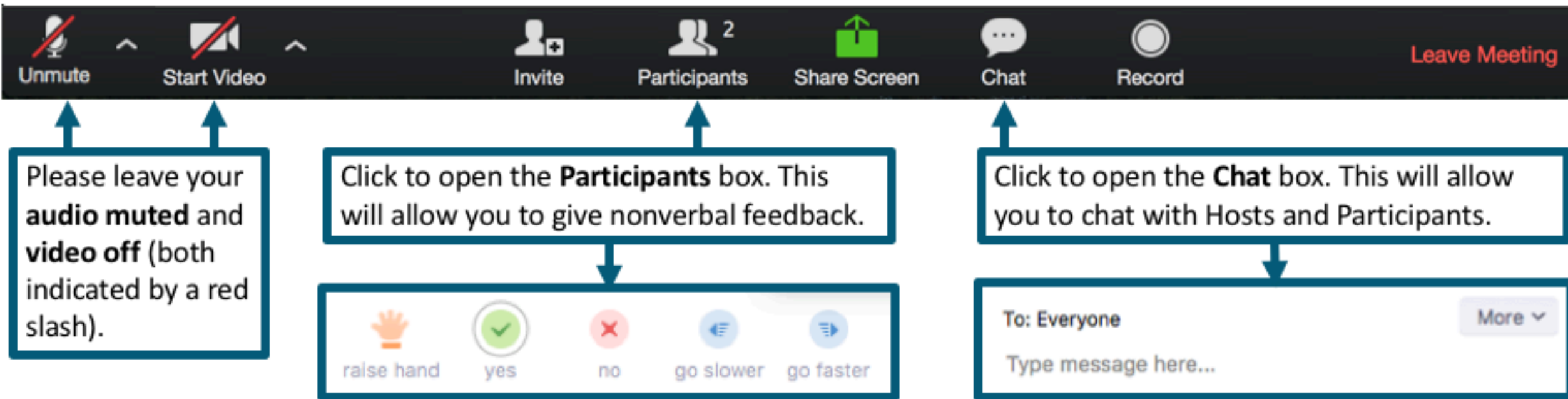
- Everyone starts with video and audio *off*.
- Facilitator and co-hosts **will enable speakers** as needed.
- Raise your hand if you have a question or comment.
- If “enabled”, we can hear you. *Mute your microphone when not speaking.*
- If “enabled”, we can see you. *Turn off your video if you don’t want to be seen.*
- Be succinct and clear. Use an appropriate voice volume.
- Chat will be set for everyone’s use or for host’s use only.
- Be an ally! If you see hateful, rude or inappropriate behavior, use the CHAT feature or text 206-459-3928.

Technology can be challenging, and we are all trying our best.

Listen to Aretha: R-E-S-P-E-C-T

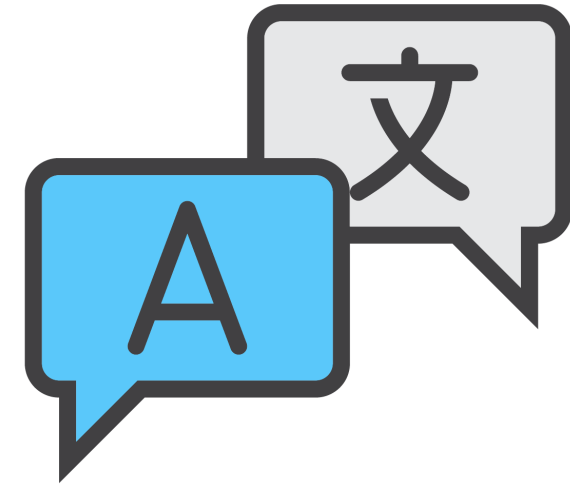


Zoom meetings – functions

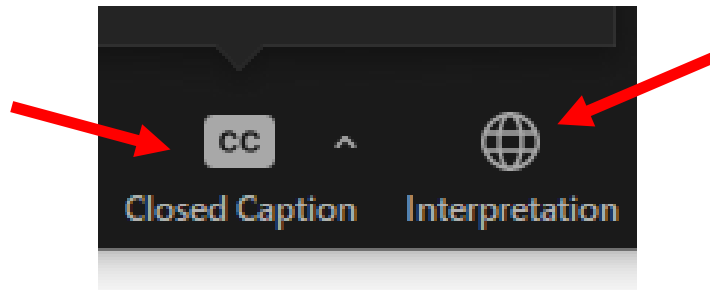


Interpretation

Language	Interpreter
Somali	(name)
Spanish	(name)
Vietnamese	(name)



Closed captions in English are available for this meeting.



At the bottom of your Zoom screen, choose “Interpretation.” Then choose the language.

To hear English, choose the English channel or “off.”

Schedule

1. Welcome Local Services Director John Taylor
2. Opening remarks Councilmember Joe McDermott
3. Participatory budgeting Community Investment Budget Committee Member
4. Community Needs Lists Local Services Director John Taylor
5. Community Partner outreach & results White Center Community Development Association
6. PublicInput results Councilmember Joe McDermott
7. Polling
8. Breakout rooms
9. Report back & discussion
10. Closing remarks Councilmember Joe McDermott
11. Thanks and next steps Local Services Director John Taylor





Councilmember **Joe McDermott**

District 8

Joe.McDermott@kingcounty.gov

Facebook:

[https://www.facebook.com/Joe
McDermott8](https://www.facebook.com/JoeMcDermott8)



Participatory budgeting

Community Needs List

King County updates

A community needs list...

- Includes service, program, and capital improvement projects
- Supports the community's 20-year vision
- Is developed with community
- Clearly states whether the county can implement a project (and when)
- **Will be used to inform budget development**

<https://www.publicinput.com/NorthHighline>



Housing

Priority	High	Medium	Low	Not a priority
Implement affordable housing measures (subsidized low-income housing, tiny homes, ADUs, etc.)	52%	28%	10%	10%
Increase anti-displacement efforts	46%	30%	14%	14%



Law enforcement

Priority	High	Medium	Low	Not a priority
Reimagine law enforcement and community relationship	56%	31%	8%	5%
Increase police presence	47%	28%	15%	10%
Reform hiring practices	28%	49%	11%	12%



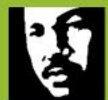
Economic and workforce development

Priority	High	Medium	Low	Not a priority
Increase walkability in the White Center business district	57%	33%	8%	2%
Fill vacant storefronts	56%	32%	8%	3%
Provide technical assistance for small businesses	37%	48%	13%	2%
Promote White Center businesses more broadly	33%	43%	20%	3%
Provide language and job training	27%	37%	28%	8%
Conduct more regular code enforcement and fire safety checks for businesses	25%	41%	29%	5%
Help support the creation of a chamber of commerce	24%	29%	36%	10%



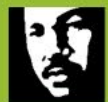
Roads and transportation

Priority	High	Medium	Low	Not a priority
Build more sidewalks	67%	25%	7%	2%
Increase access to public transit (including East/West routes)	60%	25%	8%	7%
Add more street lighting	54%	29%	17%	0%
Increase frequency of road shoulder maintenance (vegetation and trash)	53%	32%	15%	0%
Improve streetscape (trees, murals, benches)	50%	27%	20%	3%
Make White Center more bicycle friendly	31%	29%	27%	14%
Pave more roads	29%	29%	34%	8%
Implement additional traffic calming measures (speed bumps, roundabouts, signage, speed limit reductions, bridge closure mitigation, etc.)	24%	41%	20%	15%



Built environment and parks

Priority	High	Medium	Low	Not a priority
Improve water quality of local ponds and streams	55%	35%	8%	2%
Add a downtown open space for events, enjoyment, and dining	52%	25%	18%	5%
Increase number and milage of trails	37%	29%	29%	5%
Build and expand parks (e.g. Dick Thuranu and Steve Cox Parks)	37%	45%	13%	5%
Increase housing density	27%	36%	24%	14%
Develop a White Center dog park	25%	13%	32%	30%
Increase support for noxious weeds program	22%	43%	24%	10%
Maintain White Center urban design standards	21%	48%	24%	7%



Human services and community activities

Priority	High	Medium	Low	Not a priority
Address homeless encampments and RV parking	73%	21%	4%	2%
Increase youth and family recreational programming	46%	38%	9%	7%
Fund more cross-cultural and intergenerational events (night markets, cultural events, etc.)	39%	36%	21%	4%
Develop a White Center community center	34%	39%	11%	16%
Create a community garden	27%	32%	29%	12%
Develop a Boulevard Park community center	23%	34%	21%	21%



Community partner outreach

PublicInput.com survey results



Prioritization survey polling

Breakout rooms

Feedback from discussions

Questions & comments

Closing remarks

**Councilmember Joe McDermott
District 8**

Joe.McDermott@kingcounty.gov

<https://www.facebook.com/JoeMcDermott8>



Thank you for joining us tonight!

AskLocalServices@kingcounty.gov

<https://kingcounty.gov/local-services>



How can we serve you?



King County Local Services

Public Meeting

West King County – East Federal Way

Tuesday, March 29, 2022

Welcome

John Taylor, Director

King County Local Services



King County
Local Services

Zoom meetings – housekeeping

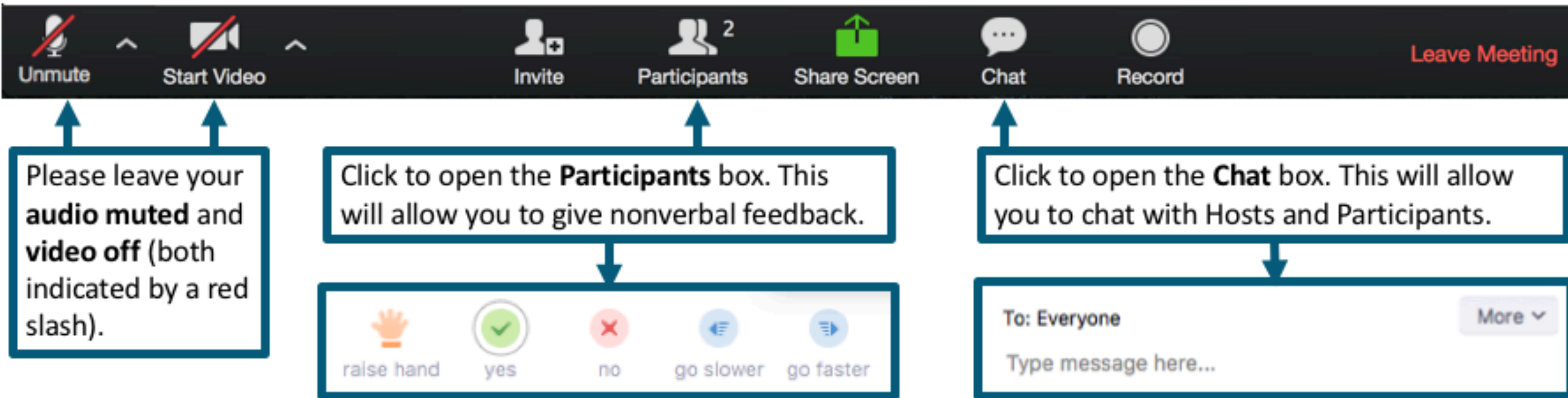
- Everyone starts with video and audio *off*.
- Facilitator and co-hosts **will enable speakers** as needed.
- Raise your hand if you have a question or comment.
- If “enabled”, we can hear you. *Mute your microphone when not speaking.*
- If “enabled”, we can see you. *Turn off your video if you don’t want to be seen.*
- Be succinct and clear. Use an appropriate voice volume.
- Chat will be set for everyone’s use or for host’s use only.
- Be an ally! If you see hateful, rude or inappropriate behavior, use the CHAT feature or text 206-459-3928.

Technology can be challenging, and we are all trying our best.

Listen to Aretha: R-E-S-P-E-C-T

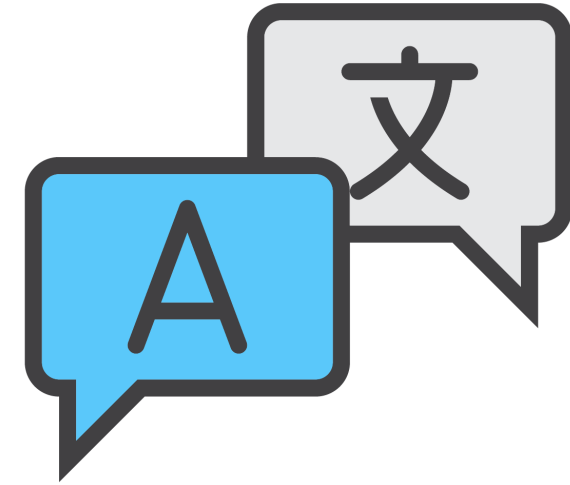


Zoom meetings – functions

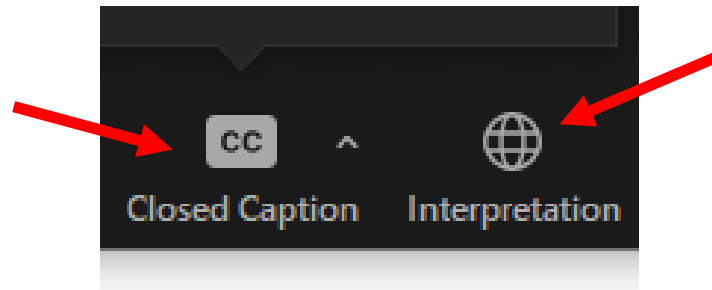


Interpretation

- Español/Spanish



Closed captions in English are available for this meeting.



At the bottom of your Zoom screen, choose “Interpretation.” Then choose the language.

To hear English, choose the English channel or “off.”

Schedule



1. Welcome Local Services Director John Taylor
2. Opening remarks Councilmember Pete von Reichbauer
3. Participatory Budgeting Community Investment Budget
Committee Member
4. Community Needs List background Local Services Director John Taylor
5. PublicInput results Councilmember Pete von Reichbauer
and Local Services Director John Taylor
6. Polling
7. Breakout rooms
8. Report back & discussion
9. Closing remarks Local Services Director John Taylor



Community work plans King County updates

<https://kingcounty.gov/community-service-areas>

Look under **Areas** tab


How can we serve you?


<https://kingcounty.gov/local-services>
AskLocalServices@kingcounty.gov
206-477-3800

2022 King County Work Plans

East Federal Way Community Service Area Projects and Service Updates

This document includes current work plans, initiatives, ongoing projects, and completed projects of King County departments and separately elected offices in your community. The links are continuously updated and contain the latest information from our website. To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.

Department of Parks and Natural Resources

Solid Waste

- [South County Recycling and Transfer Station project](#)
- [Northeast Recycling and Transfer Station project](#)
- [Cedar Hills Regional Landfill 2020 site development plan and facilities relocation](#)

Parks

- Capital improvements: <https://kingcounty.gov/services/parks-recreation/parks/capital-improvements.aspx>
- Public notices: <https://kingcounty.gov/services/parks-recreation/parks/about/public-notice.aspx>

Water and Land Resources

- Services provided by Water and Land Resources: <https://kingcounty.gov/depts/dnrp/wlr/topics.aspx>
- River and Floodplain Management – Capital Projects: <https://kingcounty.gov/depts/dnrp/wlr/sections-programs/river-floodplain-section/capital-projects.aspx>
- Stormwater Services Capital Service Unit/Projects: <https://kingcounty.gov/depts/dnrp/wlr/sections-programs/stormwater-services-section/capital-services-unit.aspx>
- Rural and Regional Services: <https://kingcounty.gov/depts/dnrp/wlr/sections-programs/rural-regional-services-section.aspx>
- Habitat Restoration Projects: <https://kingcounty.gov/services/environment/animals-and-plants/restoration-projects.aspx>

Metro Transit

- Service advisories: <https://kingcounty.gov/depts/transportation/metro/alerts-updates/service-advisories.aspx>
- Metro has been awarded a grant to pilot on-demand flexible service in Federal Way to help people access Federal Way Transit Center when Link light rail comes in 2024.
- Metro's on-demand flexible services, like Via to Transit and Ride Pingo to Transit, allow riders to access high-frequency transit without needing a car and often serve areas that are difficult or unsafe to walk or bike.



Pete von Reichbauer

Metropolitan King County Councilmember

District 7

206-477-1007

pete.vonreichbauer@kingcounty.gov

www.kingcounty.gov/vonreichbauer

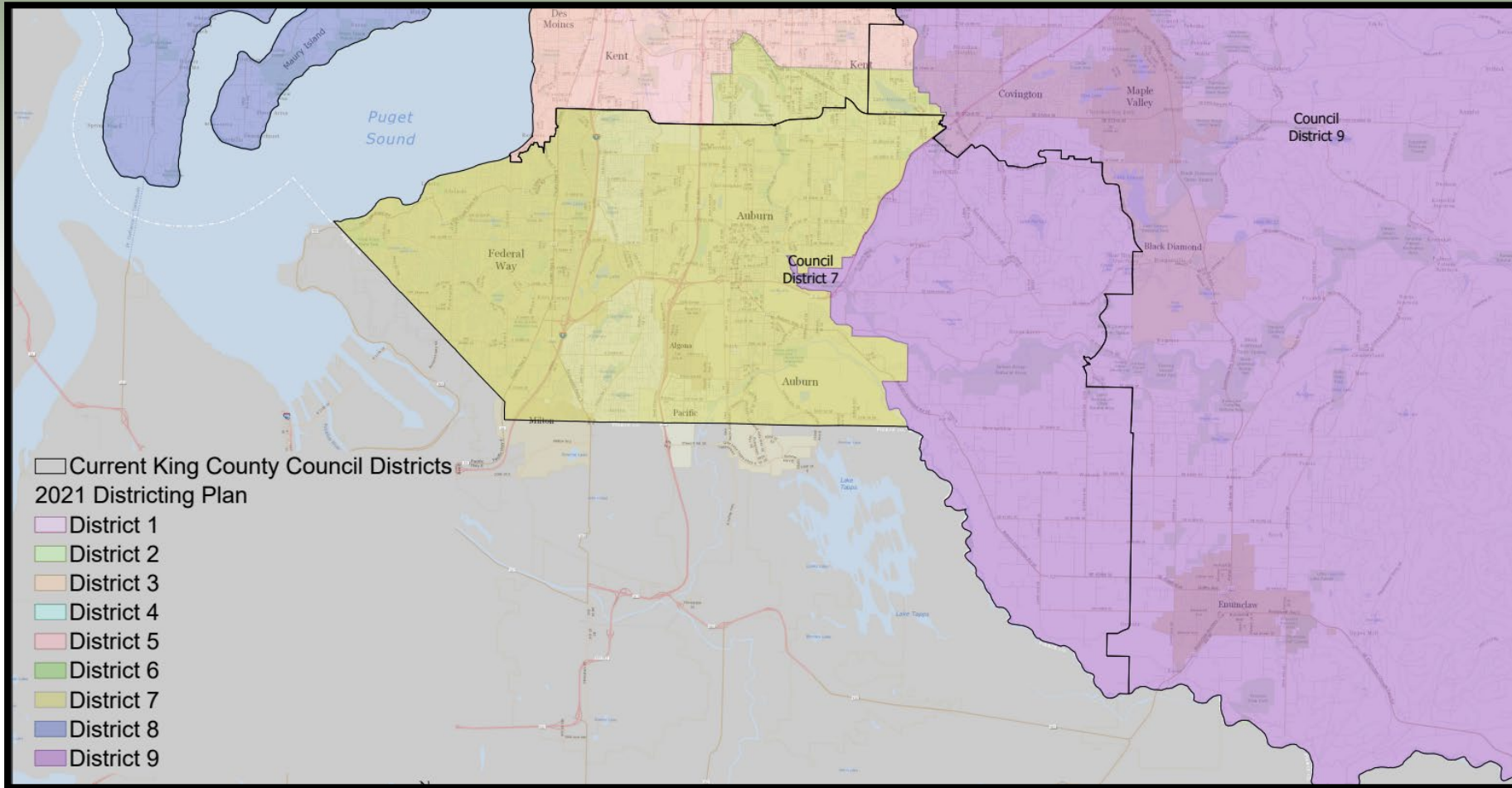
www.facebook.com/petevonreichbauer



King County

“Listening is the
beginning of
understanding.”

New District 7 Map





Contact Information:



Pete von Reichbauer

King County

(von-Rite-bow-er)

Metropolitan King County Councilmember

Concejal del Condado King Metropolitano

Піт вон Райтбауер

Член Ради Округу Кінг

Рада Округу Кінг

핏트 반 라잇바우어

광역 킹 카운티 의원

King County Courthouse
516 Third Avenue, Room 1200
Seattle, WA 98104

206-477-1007

Toll free 1-800-325-6165

pete.vonreichbauer@kingcounty.gov
www.kingcounty.gov/vonreichbauer

Fax 206-296-0198

TTY 206-296-1024

Participatory budgeting

What is participatory budgeting?

Participatory budgeting

A democratic process in which community members directly decide together how to spend part of a public budget.



Participatory budgeting in unincorporated King County

2020

King County Council-allocated funds for a participatory budgeting process in Fairwood, East Federal Way, East Renton Highlands, North Highline/White Center, and Skyway/West Hill

- **\$10 million in bond-backed funds** – Capital Improvements
- **\$1.35 million from General Fund** (Marijuana Tax Revenue) – Programs/Service

2021

- Hired program manager and program consultant
- Convened 21-member Community Investment Budget Committee
- Completed design of participatory budgeting process

2022

- Committee brings participatory budgeting to community



Participatory budgeting timeline



The People's Budget – Your Voice, Your Choice

\$10 Million – Capital Improvement Funds
\$1.35 Million – Programs and Services

Area	Capital improvement project funds	Program/services funds
Skyway/West Hill	\$3,890,000	\$810,000
North Highline/White Center	\$3,135,000	\$540,000
East Federal Way	\$1,957,000	
Fairwood	\$720,000	
East Renton	\$301,000	



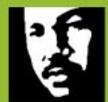
Participatory budgeting

Capital investment projects

- **Capital asset** – a physical thing that is bought, built, installed, and/or fixed up, including infrastructure, roads, buildings, land, parks, and equipment. Each project must generally be usable for at least 10 years and must be used for public benefit (e.g., soccer fields).

Not to include:

- Regular maintenance (e.g., mowing grass)
- People to run programs (e.g., coaches)
- Costs associated with running programs (e.g., buying soccer balls, nets, or electricity for the field lights)





Capital improvement project examples

Community needs list

A community needs list...

- Includes service, program, and capital improvement projects
- Supports the community's 20-year vision
- Is developed with community
- Clearly states whether the county can implement a project (and when)
- **Will be used to inform budget development**

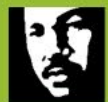
<https://www.publicinput.com/EastFederalWay>



PublicInput.com survey results

Law and code enforcement

Priority	High	Medium	Low	Not a priority
Increase police presence	64%	26%	4%	6%
Establish more neighborhood watches	32%	36%	26%	6%
Increase enforcement of residential code violations	32%	36%	26%	6%
Increase enforcement of speed limits	11%	32%	34%	23%



Homelessness

Priority	High	Medium	Low	Not a priority
Increased responsiveness to homelessness	70%	19%	4%	6%
Produce a study of homelessness in East Federal Way	35%	28%	22%	15%



Parks

Priority	High	Medium	Low	Not a priority
Build a park at 25TH PL and 363RD ST	13%	18%	27%	42%
Cover existing playgrounds, sports courts, exercise areas, and sake parks to keep weather out	9%	19%	38%	34%



Roads

Priority	High	Medium	Low	Not a priority
Build sidewalks in high traffic avenues	53%	22%	16%	8%
Add additional streetlights	31%	42%	15%	12%
Create additional bike lanes	12%	14%	47%	27%
Implement additional traffic calming measures (e.g. roundabouts, speed bumps, stoplights, signage)	6%	27%	43%	24%
Complete S 376TH ST near 10TH AVE S	2%	20%	29%	49%



Breakout rooms

Feedback from discussions

Please take our survey

See link in the meeting chat



Thank you for joining us tonight!

AskLocalServices@kingcounty.gov

<https://kingcounty.gov/local-services>



Unincorporated King County Participatory Budget Meeting, January 19, 2022**Voluntary Survey Data**

In which area to you live, work, go to school, or worship?	Which Race/Ethnicity do you identify as?	What is your gender?	How old are you?	What is your annual household income?	Do you rent or own your home (where you live)?	Have you completed any formal education?	How likely are you to continue to engage with the Participatory Budgeting process?	Was this meeting worth your time?	Have you completed our Participatory Budgeting Demographic Survey before?
North Highline/White Center	Different racial or ethnic identity	Female	41	\$75,000 to \$99,999	Own	Post-graduate program	4	Yes	No
Skyway-West Hill	Different racial or ethnic identity - mixed	Female	43	\$75,000 to \$99,999	Rent	Post-graduate program	4	Yes	No
North Highline/White Center	Asian	Female	33	\$50,000 to \$74,999	Own	Bachelor's program	5	Yes	No
North Highline/White Center	White	Female	42	\$100,000 to \$149,999	Own	Post-graduate program	5	Yes	No
East Renton	White	Female	71	\$50,000 to \$74,999	Own	Bachelor's program	5	Yes	No
East Renton	White	Female	73	\$100,000 to \$149,999	Own	Post-graduate program	3	Yes	Yes
Skyway-West Hill	Black/African American/African	Female	42	Less than \$25,000	Rent	Some college or university, no degree	5	Yes	No
East Renton	White	Female	51	\$150,000 or more	Own	Associate's program	5	Yes	No
Skyway-West Hill	Black/African American/African	Female	58	Less than \$25,000	Own	Secondary school (High School)	5	Yes	No
North Highline/White Center	Asian	Female	47	\$25,000 to \$49,999	Own	Bachelor's program	4	Yes	No

In which area do you live, work, go to school, or worship?	Which Race/Ethnicity do you identify as?	What is your gender?	How old are you?	What is your annual household income?	Do you rent or own your home (where you live)?	Have you completed any formal education?	How likely are you to continue to engage with the Participatory Budgeting process?	Was this meeting worth your time?	Have you completed our Participatory Budgeting Demographic Survey before?
North Highline/White Center	Black/African American/African	Male	58	\$100,000 to \$149,999	Own	Some college or university, no degree	5	Yes	No
Skyway-West Hill	White	Male		\$25,000 to \$49,999	Own	Bachelor's program	5		
North Highline/White Center	White	Female	68	Less than \$25,000	Own	Bachelor's program Post-graduate program	5	Yes	No
Skyway-West Hill	African American Descendant of Slavery	Male	25	\$25,000 to \$49,999	Rent	Primary school (Elementary School) Secondary school (High School) Trade school (Electrical, plumbing, mechanical, etc.) Some college or university, no degree	3	Yes	No
East Renton	White	Male		\$100,000 to \$149,999	Own	Trade school (Electrical, plumbing, mechanical, etc.)	5	Yes	No
I'm not connected to any of these areas	White	Female	29	\$75,000 to \$99,999	Rent	Bachelor's program	4	Yes	No
East Renton	White	Female	15	Less than \$25,000	Own	Primary school (Elementary School)	5	Yes	No
North Highline/White Center	Black/African American/African	Female	50	\$75,000 to \$99,999	Rent	Post-graduate program	5	Yes	No

In which area do you live, work, go to school, or worship?	Which Race/Ethnicity do you identify as?	What is your gender?	How old are you?	What is your annual household income?	Do you rent or own your home (where you live)?	Have you completed any formal education?	How likely are you to continue to engage with the Participatory Budgeting process?	Was this meeting worth your time?	Have you completed our Participatory Budgeting Demographic Survey before?
Skyway-West Hill	Black/African American/African	Male	17	\$50,000 to \$74,999		Primary school (Elementary School)	5	Yes	Yes
East Renton	White	Male	68	\$150,000 or more	Own	Post-graduate program	4	No	No
Skyway-West Hill	Black/African American/African	Male	35	\$150,000 or more	Own	Bachelor's program	4	Yes	No
Skyway-West Hill	Black/African American/African	Male	37	\$150,000 or more	Own	Post-graduate program	5	Yes	No
North Highline/White Center	White	Female	36	\$150,000 or more	Own	Post-graduate program	3	Yes	Yes
North Highline/White Center	White	Female	60	\$150,000 or more	Own	Bachelor's program	4	Yes	Yes
Skyway-West Hill	Black/African American/African	Female	29	\$100,000 to \$149,999	Own	Bachelor's program	4	Yes	No
East Federal Way	American Indian or Alaska Native	Transgender Male	6585685467	\$25,000 to \$49,999	Rent	Primary school (Elementary School) Trade school (Electrical, plumbing, mechanical, etc.) Some college or university, no degree	4	No	Yes
East Federal Way	Different racial or ethnic identity	Different gender identity	30	\$150,000 or more	Rent	Bachelor's program	4	Yes	No

Unincorporated King County "Other Public Meetings"**Voluntary Survey Data**

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
May 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Word of Mouth Councilmember Local Services Mailer
May 24, 2022	No	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	Prefer not to answer - per HMDA not required	Community Organization Newsletter
May 24, 2022	No	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County		
May 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	Two or More	Councilmember
May 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Councilmember Community Organization Newsletter Email
May 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Social Media
May 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	Two or More	
Apr 21, 2022	Yes	Small meeting (up to 10 participants)		White	Radio and newspapers
Apr 18, 2022	Yes	Large meeting (more than 10 participants)	Fairwood		Councilmember Email
Apr 18, 2022	Yes	Large meeting (more than 10 participants)		White	Email
Apr 18, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Two or More	Social Media Email Other

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Apr 18, 2022	Yes	Large meeting (more than 10 participants)		White	Internet search
Apr 18, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Email
Mar 30, 2022	Yes				
Mar 30, 2022	Yes	Large meeting (more than 10 participants)	Fairwood	White	Word of Mouth Social Media Councilmember
Mar 30, 2022	Yes	Large meeting (more than 10 participants)	Fairwood		Email
Mar 30, 2022	Yes	Large meeting (more than 10 participants)	Fairwood	White	Woodside HOA portal
Mar 30, 2022	Yes	Large meeting (more than 10 participants)	Fairwood	rather not say	Social Media Local Services Mailer Community Organization Newsletter
Mar 29, 2022	Yes	Large meeting (more than 10 participants)	East Federal Way	Asian White	Word of Mouth Local Services Mailer
Mar 29, 2022	Yes	Large meeting (more than 10 participants)	East Federal Way	White	Councilmember Email
Mar 29, 2022	Yes	Large meeting (more than 10 participants)	East Federal Way	Two or More	Word of Mouth UA News Social Media
Mar 29, 2022	Yes	Large meeting (more than 10 participants)	East Federal Way	White	Community Organization Newsletter
Mar 28, 2022	Yes	Large meeting (more than 10 participants)	Four Creeks/Tiger Mountain	White	Social Media
Mar 28, 2022	Yes	Large meeting (more than 10 participants)	Four Creeks/Tiger Mountain	White	Word of Mouth
Mar 28, 2022	Yes	Large meeting (more than 10 participants)	Four Creeks/Tiger Mountain	White	Councilmember saw an ad too.

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Councilmember Email
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Social Media Councilmember Local Services Mailer Community Organization Newsletter Email
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	Two or More	Word of Mouth
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Councilmember
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Email
Mar 24, 2022	Yes		Snoqualmie Valley/NE King County	White	Social Media
Mar 24, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Word of Mouth UA News Councilmember Local Services Mailer saw an ad too.
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Asian Two or More White	Social Media Local Services Mailer
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Asian	Email
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	White	Local Services Mailer
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	White	Community Organization Newsletter
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	White	Email

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Two or More	Word of Mouth
Mar 22, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Asian	Word of Mouth Social Media
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River		Social Media Email
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	Email
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Fairwood	White	Social Media
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Email
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	Community Organization Newsletter
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	Two or More	Email
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	Local Services Mailer
Mar 21, 2022	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	UA News Local Services Mailer
Mar 17, 2022	Yes	Large meeting (more than 10 participants)	Vashon/Maury Island	White	Local Services Mailer Community Organization Newsletter Email
Mar 17, 2022	Yes	Large meeting (more than 10 participants)	Vashon/Maury Island	White	Community Organization Newsletter
Mar 17, 2022	Yes	Large meeting (more than 10 participants)	Vashon/Maury Island	Native White	Social Media Local Services Mailer
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Email

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Local Services Mailer Community Organization Newsletter
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Community Organization Newsletter
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Local Services Mailer
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Community Organization Newsletter
Mar 15, 2022	Yes	Small meeting (up to 10 participants)	SE King County	White	Word of Mouth
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Word of Mouth Social Media Councilmember Local Services Mailer Community Organization Newsletter Email
Mar 15, 2022	No	Large meeting (more than 10 participants)	SE King County	Two or More	Email
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Email
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	Community Organization Newsletter
Mar 15, 2022	Yes	Large meeting (more than 10 participants)	SE King County	White	UA News Local Services Mailer
Mar 15, 2022	Yes				
Mar 14, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Email
Mar 14, 2022	Yes	Large meeting (more than 10 participants)	Four Creeks/Tiger Mountain	White	Councilmember

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Mar 14, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Community Organization Newsletter
Mar 14, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Email
Mar 14, 2022	Yes	Large meeting (more than 10 participants)	East Renton	White	Community Organization Newsletter
Mar 10, 2022	Yes	Large meeting (more than 10 participants)	Skyway	Latinx Native Two or More	Councilmember
Mar 10, 2022	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American White	Councilmember
Mar 10, 2022	Yes	Large meeting (more than 10 participants)	Skyway	White	Councilmember Email Bong Sto. Domingo
Mar 10, 2022	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American	Word of Mouth Email
Mar 10, 2022	Yes	Large meeting (more than 10 participants)	Skyway	Asian	Social Media
Mar 10, 2022	Yes	Large meeting (more than 10 participants)		White	KCLS Local Services Program webpage
Mar 10, 2022	Yes	Large meeting (more than 10 participants)		White	KCLS Local Services Program webpage
Mar 10, 2022	Yes	Large meeting (more than 10 participants)		White	KCLS Local Services Program webpage
Mar 10, 2022	Yes	"Local Lunch"		White	KCLS Local Services Program webpage

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Mar 9, 2022	Yes	Small meeting (up to 10 participants)		White	Word of Mouth Social Media
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek		Word of Mouth
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	Latinx Two or More White	Email
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	White	Email
Mar 9, 2022	Yes	Small meeting (up to 10 participants)	Bear Creek	White	Word of Mouth
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	White	Email
Mar 9, 2022	Yes	Small meeting (up to 10 participants)	Snoqualmie Valley/NE King County	White	Word of Mouth
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	White	Local Services Mailer
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	White	Social Media
Mar 9, 2022	Yes	Large meeting (more than 10 participants)		White	Councilmember
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	Social Media
Mar 9, 2022	Yes	Large meeting (more than 10 participants)	Bear Creek	Two or More	Social Media Local Services Mailer
Jan 11, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Black or African American	
Jan 11, 2022	Yes		N. Highline (White Center)	White	
Jan 11, 2022	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	White	
Dec 2, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	East Renton		

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Dec 1, 2021	Yes	"Local Lunch"	N. Highline (White Center)	White	
Nov 1, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County	White	
Nov 1, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County	White	
Nov 1, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County		
Oct 8, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County	White	
Oct 7, 2021	No	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County	White	
Jul 15, 2021	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County		
Jul 15, 2021	Yes	Large meeting (more than 10 participants)		White	
Jul 7, 2021	No	Large meeting (more than 10 participants)	Skyway	White	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American Two or More Other	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	White	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)		
Jun 17, 2021	Yes	Small meeting (up to 10 participants)	Skyway	Black or African American	

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	Asian Black or African American Latinx Native White	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	White	
Jun 17, 2021	Yes		Skyway	Other	
Jun 17, 2021	Yes	One-on-one Appointment or correspondence (Phone call or email)		Asian	
Jun 17, 2021	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American	
Jun 17, 2021	No	Small meeting (up to 10 participants)		Black or African American	
Jun 16, 2021	Yes	Large meeting (more than 10 participants)	East Federal Way	Black or African American	
Jun 14, 2021	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Asian Two or More White	
Jun 12, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	Black or African American	
Jun 10, 2021	Yes	Large meeting (more than 10 participants)	East Federal Way	Asian	
Jun 10, 2021	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	
Jun 8, 2021	Yes	Large meeting (more than 10 participants)	SE King County		
Jun 8, 2021	Yes	Large meeting (more than 10 participants)	SE King County	White	

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Jun 8, 2021	Yes	Large meeting (more than 10 participants)	SE King County	White	
Jun 8, 2021	Yes	Large meeting (more than 10 participants)	SE King County	White	
Jun 8, 2021	Yes	Large meeting (more than 10 participants)		Pacific Islander	
Jun 7, 2021	Yes	Large meeting (more than 10 participants)	East Renton	Black or African American	
Jun 7, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	White	
Jun 7, 2021	Yes	Large meeting (more than 10 participants)	East Federal Way	Black or African American	
Jun 7, 2021	Yes	Large meeting (more than 10 participants)	Skyway	Black or African American	
Jun 7, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	Egyptian	
Jun 6, 2021	Yes	Large meeting (more than 10 participants)	East Renton	White	
Jun 6, 2021	Yes	Large meeting (more than 10 participants)	N. Highline (White Center)	Asian	
Jun 6, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	Black or African American	
Jun 3, 2021	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	
Jun 3, 2021	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	
Jun 3, 2021	Yes	Large meeting (more than 10 participants)	Snoqualmie Valley/NE King County	White	
Jun 3, 2021	Yes	Large meeting (more than 10 participants)	Greater Maple Valley/Cedar River	White	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	Black or African	

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
				American White	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	White	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	White	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)		Two or More	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	Asian White	
Jun 1, 2021	Yes	Large meeting (more than 10 participants)	Fairwood	White	
May 11, 2021	Yes	One-on-one Appointment or correspondence (Phone call or email)	Skyway	White	
May 11, 2021	Yes	One-on-one Appointment or correspondence (Phone call or email)	Snoqualmie Valley/NE King County	Two or More	
Apr 21, 2021	Yes	Large meeting (More than 10 participants)	N. Highline (White Center)		
Apr 20, 2021	Yes	Large meeting (More than 10 participants)	N. Highline (White Center)	White	
Apr 20, 2021	Yes	Large meeting (More than 10 participants)	N. Highline (White Center)	Latinx	
Apr 15, 2021	Yes	1:1 Appointment or correspondence (Phone call or email)	Skyway		
Apr 15, 2021	Yes	1:1 Appointment or correspondence (Phone call or email)	SE King County	White	
Apr 15, 2021	Yes	1:1 Appointment or correspondence (Phone call or email)	N. Highline (White Center)	Asian	
Apr 15, 2021	Yes	1:1 Appointment or correspondence (Phone call or email)	Fairwood	White	

Date	Was this interaction worth your time?	What kind of interaction did you have?	Which community do you live, work, worship, or volunteer in?	What is your race/ethnicity? (Optional)	How did you hear about this meeting?
Apr 14, 2021	Yes	Small meeting (Less than or equal to 10 participants)	East Renton	White	
Apr 14, 2021	Yes	1:1 Appointment or correspondence (Phone call or email)	Bear Creek	White	
Apr 9, 2021	Yes	"Local Lunch"	N. Highline (White Center)	White	
Mar 30, 2021	Yes	Large meeting (More than 10 participants)	SE King County	White	
Mar 9, 2021	Yes	Large meeting (More than 10 participants)	Greater Maple Valley/Cedar River		
Feb 12, 2021	Yes				

Certificate Of Completion

Envelope Id: 061895DC61D1415A8336FF1BD16C830A	Status: Completed
Subject: Please DocuSign: TitleVI-AccomplishmentsReport_2021-2022_Final.pdf	
Source Envelope:	
Document Pages: 161	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Janel London
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5TH AVE
	SEATTLE, WA 98104
	Janel.London@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

Status: Original	Holder: Janel London	Location: DocuSign
9/1/2022 1:18:24 PM	Janel.London@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Dept of Local Services-Road Services	Location: DocuSign

Signer Events

Tricia Davis
 tricia.davis@kingcounty.gov
 Road Services Division Director
 King County Road Services Division
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 771E66D2EB854EF...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 146.129.19.80

Timestamp

Sent: 9/1/2022 1:26:27 PM
 Viewed: 9/1/2022 1:57:29 PM
 Signed: 9/1/2022 2:08:51 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/17/2021 9:17:30 AM
 ID: 3f8d7cdf-6879-4269-a685-8bb485b47147

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Lydia Reynolds-Jones
 Lydia.Reynolds-Jones@kingcounty.gov
 King County DLS Road Services
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/1/2022 2:08:54 PM

Electronic Record and Signature Disclosure:
 Accepted: 10/29/2020 8:40:16 AM
 ID: 25e5de24-9719-4831-aaa8-f63f5b284997

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/1/2022 1:26:27 PM
---------------	------------------	---------------------

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	9/1/2022 1:57:29 PM
Signing Complete	Security Checked	9/1/2022 2:08:51 PM
Completed	Security Checked	9/1/2022 2:08:54 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 15 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 15:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 15 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 15

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 15

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 15 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 15 during the course of your relationship with King County-Department of 15.