

Title VI

Accomplishments Report

City of Eugene
Public Works Engineering

July 2018 – June 2019



Introduction

The City of Eugene (City) is committed to fairness and equity in representation, opportunity, and access, and dedicated to removing barriers that might hinder the quality of service provided to our community. As a recipient of state and federal funds, the City is subject to the provisions of various nondiscrimination laws and regulations, including the Title VI of the Civil Rights Act of 1964 (Title VI). One of the key purposes of Title VI is to ensure that public funds are not spent in a way that encourages, subsidizes, or results in discrimination because of race, color, and national origin.

The City of Eugene, Public Works Engineering (PWE) has adopted transportation plans that promote inclusive and accessible transportation projects and that provide tools to staff, contractors, and community members to accomplish those projects. PWE reviews and monitors standards that comply with Title VI, including projects and activities in which sub-recipients, contractors, and consultants are engaged, regardless of whether an individual program is federally assisted or not.

The July 2017 population estimate for the City of Eugene is 167,780, based on the Portland State University Population Research Center's April 2018 summary. Because the City of Eugene's population is less than 200,000, this City of Eugene Accomplishments Report has been produced and will be kept on file. While this report is not required to be submitted to ODOT, it will be made available for ODOT's review upon request.

Policies and Plans

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin by any agency receiving federal funds in order to ensure access of programs and services all persons. Title VI also includes expanded protections that include gender, age, disability, and income status. Title VI regulations require:

- A pro-active approach to eliminating discrimination
- The execution of Title VI Assurances as a condition of federal money
- An identified Title VI liaison within the agency
- A complaint procedure accessible to all parties involved in a project

Environmental Justice is the fair treatment and meaningful involvement of all people— regardless of race, ethnicity, income, or education level—in environmental decision-making, including for transportation issues. Further, environmental justice ensures that no population is forced to shoulder a disproportionate burden of the negative human health and environmental impacts of pollution or other environmental hazards.

In January, 2018, PWE adopted a Title VI Nondiscrimination Plan, which contains a Nondiscrimination policy statement, a Title VI Coordinator designation, a written process for filing complaints, program area monitoring, data collection and documentation that identifies low-income and minority populations to assess needs, and Title VI clauses in contracts.

As a local government with a population under 200,000, the City of Eugene has adopted a “Non-Discrimination Policy Statement” (signed by the City Manager on August 25, 2009) and has executed a “Non-Discrimination Agreement for Certified Local Agencies” (also signed by the City Manager on August 25, 2009) in order to comply with the Title VI requirements and the Oregon Department of

Transportation (ODOT) Local Agency Certification program. The City of Eugene expects every employee and subrecipient of federal funds administered by the City to understand and implement the intent of Title VI in performing assigned duties. The City of Eugene’s policy statement extends to all city-related programs and activities that may or may not use federal funding. No revisions have been made to the policy statement or to the agreement since their adoptions. These two documents have been attached to this report.

The City has also implemented an affirmative action plan, entitled “Affirmative Action Plan 2015/2017.” The plan contains a policy statement from the City Manager and operating principles regarding affirmative action and non-discrimination. The plan is viewable online at <https://www.eugene-or.gov/documentcenter/view/2396>.

In February 2017, the Eugene City Council adopted *the Eugene 2035 Transportation System Plan (TSP)*, which promotes services and projects that will provide a multi-modal transportation system accessible to persons of all ages, abilities, and incomes. The TSP provides a 20-year blueprint for the City of Eugene’s transportation system and provides a framework within which City staff may engage local residents, businesses, and other stakeholders to develop projects that foster community engagement and active use within the public right-of-way. More information about the Eugene TSP is available online at <http://www.centralanertsp.org/EugeneTSP>.

Additionally, the City Public Works Engineering division maintains an “Americans with Disabilities Act Transition Plan for Public Rights-of-Way.” The ADA Transition Plan was adopted in June 2015 and was written to specifically address accessibility in the right-of-way and to provide a greater depth of information than was available in the City’s broader “ADA Phase 7 Transition Plan,” a plan administered by the City’s Facility Management office. Both the “ADA Transition Plan” and the “ADA Phase 7 Transition Plan” are available for viewing online at <https://www.eugene-or.gov/2416/ADA-Transition-Plan> and <https://www.eugene-or.gov/1301/Facility-Condition>, respectively. An update to the original Transition plan is developed each year to illustrate progress made on the goals stated in the 2015 plan. The 2018 Calendar Year ADA Transition Plan Update compiles information from July 1, 2017 through December 31, 2018, in order to transition to a calendar year reporting method. The current 2018 Calendar Year report is available online at <https://www.eugene-or.gov/2416/ADA-Transition-Plan>.

The Public Works workforce data from the City of Eugene’s Affirmative Action Plan is also attached to this report. See the attached document entitled, “PW Chapter from Affirmative Action Plan 2015-2017.” The entire City of Eugene Affirmative Action Plan - 2015/2017 (USA. City of Eugene, Oregon. *Affirmative Action Plan 2015/2017, City of Eugene, Oregon*) is available for viewing on the City’s website at www.eugene-or.gov/documentcenter/view/2396.

TITLE VI STATUS OVERVIEW

Organization and Staffing

Each City department is responsible for Title VI issues within its Department/Division. The Public Works Engineering (PWE) Division oversees Title VI issues related to transportation improvement projects. Each Project Manager is responsible for ensuring Title VI compliance on their projects, however, a Title VI Coordinator is responsible for ensuring compliance, program monitoring, reporting, and education on

Title VI issues. The Title VI Coordinator has prepared this annual report with data supplied by Project Managers, other City staff, and the Central Lane MPO Annual Report.

Planning

Transportation projects are designed and planned by Project Managers. The Title VI Coordinator may assist or provide advice regarding Title VI issues at any stage of project development. The Project Manager and Title VI Coordinator plans outreach materials and procedures based upon the scope of the project, its sensitivity, and any Title VI considerations.

Public Involvement and Communication

Every PWE capital project undergoes an interdisciplinary review of internal staff and external stakeholders (primarily utilities, transit, and school districts) at four milestones during project development: 1) scoping; 30% design; 60% design; and 90% design. Internal stakeholders represent a variety of interests and City services. Public input is considered by the Project Manager with support from the Principal Engineer and City Engineer. Depending on the scope of the project, other stakeholders may be solicited for information, such as the Active Transportation Committee, a citizen advisory committee to the City, or the general public through open house/community meetings.

The City of Eugene has comprehensive Public Participation Guidelines (USA, City of Eugene, Oregon. *Public Participation Guidelines, City of Eugene, July 2011*. July 2011, January 2014. <http://www.eugene-or.gov/documentcenter/view/2227>) to assist staff in planning and conducting public meetings. The Guidelines were published in 2011 as a response to the Diversity and Equity Strategic Plan (DESP) Action Item 5.1, to develop City-wide guidelines on engagement with the community. Appendix E of the document was later updated in January 2014. The guidelines and appendices include values and principles, resources, tactical options, and staff and community contacts, all intended to set a standard for the City's approach to public participation. The document is a useful tool for Project Managers as they design their public outreach materials and organize community meetings.

As Project Managers determine specific meeting times and facility locations, accessibility is a critical consideration. Public meeting location areas are typically chosen based on expressed interest in the project and the purpose of the meeting. The Public Participation Guidelines' Appendix E, entitled "Creating Access to City of Eugene Programs, Meetings, and Events: Guidelines for Optimizing Accessibility for Community Members," provides detailed information on how to create inclusive outreach programs, from "What constitutes wheelchair access?" to sign language interpreter contact information. Appendix E is available online as a part of the overall Guidelines document, and is also available as a stand-alone document at <https://www.eugene-or.gov/DocumentView.aspx?DID=514>.

Communication plans are developed for major capital projects. The plans include goals and strategies for public involvement and public information. Key audiences are identified, and times and locations for public meetings and open houses are determined by the needs and preferences of key audiences.

Additional equity and accessibility resources include:

- "Inclusive Public Participation" workshop designed and facilitated by the Human Rights and Neighborhood Involvement Office.
- Resource platform through GARE (Government Alliance on Race and Equity) as a NW Cohort member.

- Human Rights Office server documents (articles, activities, videos, graphics, presentations, journal articles, etc.) focusing on topics of racial equity, workforce equity, belonging, diversity, design thinking, and leadership.
- The City’s Accessibility webpage, located at <https://www.eugene-or.gov/1205/Accessibility>
- The Mayor and City Council webpage, <https://www.eugene-or.gov/524/Public-Participation>, contains additional contact information and links for the public
- The Diversity and Equity Strategic Plan, 2009 – 2014, developed by the City’s Equity and Human Rights Center, <https://www.eugene-or.gov/documentcenter/view/515>
- The Public Works Diversity Committee has developed the following internal tools for staff use:
 - “2014 PWA.Diversity.Communications.Inventory,” a list of City staff and outside organizations providing language translation services
 - “Resources for Accommodating the Hearing Impaired”
 - A City *intra*-net website containing many different resources and links to inclusion and diversity topics
 - Draft documents for the 2017 Public Works Equity and Human Rights Plan
- The American Public Works Association (APWA) Diversity Resource Guide, <http://ceshare/pw/pwshared/pwdc/Resources/APWA%202013%20Diversity%20Resource%20Guide.pdf>, also offers staff some basic instruction regarding awareness of biases, inclusionary practices, and standards for professional conduct

Data Collection

The Title VI Coordinator shall assist Project Managers with research concerning demographics and accessibility in neighborhoods where projects are planned. Collection of data may include coordination with other City offices (e.g. Equity and Human Rights, Neighborhood Services, and Community Development – Low Income Housing). Project Managers collect project data and information and provide it to the Title VI Coordinator to maintain and incorporate into annual reports.

The City of Eugene also uses data collected by the Central Lane Metropolitan Planning Organization (MPO) to help define the needs of its Title VI population. The Central Lane MPO collects data that identifies residential, employment, and transportation patterns of low-income and minority populations. A copy of the most recent Central Lane MPO Title VI Annual Accomplishments Report for FY2018 is available on the MPO website at <https://www.thempo.org/DocumentCenter/View/6793/Title-VI-Annual-Report-2018>.

In addition to data collected by Central Lane MPO, in 2011, the City of Eugene compiled a neighborhood analysis, which is available online through the City Manager’s Office and Neighborhood Services at <https://www.eugene-or.gov/2062/2011-Neighborhood-Analysis>). The majority of data presented in the Analysis comes from the 2010 U.S. Census population and housing counts and the American Community Survey 2005-09 5-Year Estimates. The Analysis also relies on local, existing City of Eugene and Regional Geographic Information System data sources; on the City of Eugene Police Department; and the U.S. Census Bureau American Community Survey 2010 1-Year Estimates. The City’s Neighborhood Analysis will be updated in the near future following the 2020 Census.

Education and Training

The Title VI Coordinator manages the Title VI training program, which includes information on Title VI requirements, documentation, resolution of complaints, and other related topics.

The City of Eugene offers a variety of trainings addressing social equity issues. All City staff are required to take a minimum of two hours of training each year. In addition to City-sponsored trainings, the Human Rights training program also distributes information on other non-agency trainings available in the community. Staff are notified of training opportunities through emails and an internal website.

Monitoring and Complaints

Engineering staff monitor and report on consultant and construction contracts as required under our agreements with ODOT. Project Managers ensure that ADA accessibility and safety standards are met during closer of the right-of-way. The Title VI Coordinator, in collaboration with Project Managers, monitors DBE project goals and ensures payroll prevailing wage rates requirements for BOLI and Davis Bacon regulations.

Any individual may exercise his or her right to file a complaint with the City. The Title VI Coordinator shall monitor any Title VI complaints and take actions to address them in a reasonable amount of time, not to exceed 90 days. Complaints regarding federally-funded projects will be forwarded to ODOT and available to review in each subsequent annual Accomplishments Report.

TITLE VI PROGRESS FY 2019 REPORT

Project Overview

In FY2019, Public Works Engineering (PWE) managed over 30 capital projects located across the City in all Council wards. The projects were predominately rehabilitation of existing facilities using City funds, which means they were generally not controversial and had minimal public outreach. A majority of projects were part of the Pavement Preservation Program which has its own Communications Plan that is standard for all projects within this funding program. (See the attached “2012 Road Work Communications Plan”). Pavement and Preservation Program information is available on the City’s website at <https://www.eugene-or.gov/1670/Pavement-Preservation>. The site includes current project information, including contact information.

Five of the projects that received federal funding in FY 2017 and/or FY2018 were carried forward to FY2019: Amazon Active Corridor, Jessen Multi-Use Path, South Willamette Street Enhancement, and 13th Ave Two-way Protected Bikeway, & Franklin Boulevard. Project Managers completed their FY2019 project reports in January 2020. All project funding and contracting information for these carry-over projects was included in the FY2017 and/or FY2018 Accomplishment Reports. Original funding or contracts secured in FY2017 and/or FY2018 are listed in the FY2017 and/or FY2018 project reports. New consultant or construction contracts during the FY2019 are listed in this report. See below for a brief description of each project. Completed Project Report documents are attached to this Accomplishment Report.

Projects that had additional requirements due to federal funding were as follows:

- ***Amazon Active Corridor***

- Federally funded project with a 5% DBE requirement
- Project is Construction Phase at the end of FY2019
- Project is a continuation from FY2018
- Consultant and consultant dollar amounts are included in the FY2018 Accomplishments Report
- See attached “Amazon Active Corridor Project Record” document

- **Jessen Multi-Use Path**
 - Federally funded project with a 1% DBE requirement
 - Project is in Construction Phase at the end of the FY2019
 - Project is a continuation from FY2016/FY2017/FY2018
 - Consultants were contracted in FY2016 and consultant information were recorded in FY2016 Accomplishment Report; No new amounts have been contracted in FY2019
 - New construction contractor and contractor amounts are included in this FY2019 report. Contractor and contractor amounts from FY2018 are included in the FY2018 report.
 - See the attached “Jessen Path Project Record” document

- **South Willamette Street Enhancement**
 - Federally funded Pavement Preservation Program project
 - Project is in Design phase at the end of FY2019
 - Consultant and consultant dollar amounts have been included in the FY2018 report
 - No contractor amounts have been contracted in FY2019
 - See the attached “South Willamette Street Enhancement Project Record” document

- **8th Avenue Streetscape and Bikeway**
 - Federally funded project
 - Federally funded Pavement Preservation Program project
 - Project is in Design phase at the end of FY2019
 - No consultants and consultant dollar amounts have been contracted in FY2019
 - No contractor amounts have been contracted in FY2019
 - See the attached “8th Avenue Streetscape and Bikeway Project Record” document

- **River Road and Hunsaker**
 - Federally funded project
 - Project is in Design phase at the end of FY2019
 - No consultants and consultant dollar amounts have been contracted in FY2019
 - No contractor amounts have been contracted in FY2019
 - See the attached “South Willamette Street Enhancement Project Record” document

- **South Bank Shared Use Path**
 - Federally funded project
 - Project is in Design phase at the end of FY2019
 - No consultants and consultant dollar amounts have been contracted in FY2019
 - No contractor amounts have been contracted in FY2019
 - See the attached “South Bank Shared Use Path Project Record” document

- **Eugene Signal Enhancements**

- Federally funded project
- Project is in Design phase at the end of FY2019
- Consultant and consultant dollar amounts have been included in the FY2019 report
- No contractor amounts have been contracted in FY2019
- See the attached “South Willamette Street Enhancements Project Record” document

- **13th Ave Two-way Protected Bikeway**
 - Federally funded project
 - Design phase throughout FY2019
 - Consultant and consultant dollar amounts have been included in this FY2019 report
 - See the attached “13th Ave Two-way Protected Bikeway Project Record” document

- **Franklin Boulevard Facility Plan & National Environmental Policy Act (NEPA) Documentation**
 - Federally funded project with a 3% DBE requirement
 - Project is in Design phase
 - Consultant and consultant dollar amounts have been included in this FY2019 report
 - No contractor dollar amounts have been contracted in FY2019
 - See the attached “Franklin Boulevard Facility Plan & NEPA Documentation”

- **Seismic Bridge Upgrades**
 - Federally funded project with 3% consultant DBE requirement
 - Design/Consultant phase at end of FY2019
 - Consultant and consultant dollar amounts have been included in this FY2019 report
 - See the attached “Seismic Bridge Upgrades Project Record” document

- **Coburg Road: Ferry St RR Bridge to Willamette River Bridge**
 - Federally funded project
 - Design phase at end of FY2019
 - No Consultant and consultant dollar amounts were contracted in FY2019
 - See the attached “Coburg Road: Ferry St RR Bridge to Willamette River Bridge Project Record” document

- **Eugene Enhanced Walking Network**
 - Federally funded project
 - Design phase at end of FY2019
 - No Consultant and consultant dollar amounts were contracted in FY2019
 - See the attached “Eugene Enhanced Walking Network Project Record” document

- **High Street Protected Bikeway**
 - Federally funded project
 - Design phase at end of FY2019
 - No Consultant and consultant dollar amounts were contracted in FY2019
 - See the attached “High Street Protected Bikeway Project Record” document

Consulting

All consultant contracts include standard provisions regarding non-discrimination both in hiring and in subcontracting. For federally funded projects, additional provisions for compliance with ODOT's Disadvantaged Business Enterprise (DBE) program are added to the contracts. The City of Eugene has a professional staff and generally only hires outside consultants for such specialty work as bridge design and environmental studies.

In FY 2019, Public Works Engineering entered into contracts with consultants on projects with federal funding as follows:

Consultant Name	Total Contract Amount	Disadvantaged Business Enterprise (DBE)	Committed DBE Amount	Project Name / Work Description
GEO Engineers	\$6,501.52	--	--	13 th Ave Two-Way Protected Bikeway Hazardous material report
OBEC Consulting Engineers, Inc	\$843,126	--	--	Seismic Bridge Upgrades Prime Contractor
3D InFusion, Inc	\$843,126	DBE & MWESB #3319	\$20,000.00	Seismic Bridge Upgrades 1 st Tier Sub-contractor. TS&L Bridge Plan Package.
Foundation Engineering	\$843,126	--	--	Seismic Bridge Upgrades 1 st Tier Sub-Contractor.
FEI Testing and Inspection, Inc	\$116,522	DBE & MWESB #8921	\$6,095	Seismic Bridge Upgrades 2 nd Tier Sub-contractor. Laboratory testing.
D&H Flagging, Inc	\$116,522	DBE & MWESB #478	\$8,355	Seismic Bridge Upgrades 2 nd Tier Sub-contractor. Borehole explorations.
Campbell Environmental, LLC	\$3,300	ESB	--	Wetland Delineation; no affect memo.
Cogito. LLC	\$370,731	DBE, ESB, WBE #7347	\$41,565	Project Management; Public Involvement Assistance
Toole Design Group	\$370,731	WBE #7043	\$98,462	Lead Charette, Active Transportation Assessment, Background planning and baseline, design alternatives
HDR Engineering	\$370,731	--	--	Draft Environmental Overview & Project Vision

Contracting

All construction contracts have included non-discrimination provisions as described below.

The advertisements for the construction contract include the following:

- The advertisement included Title VI text as follows: *“The City of Eugene in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full 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.”*

The construction contracts include the following:

- The contract (Public Improvement Contract clause 23) included the following text: *“Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Department or its sub-recipients, consultants, and contractors on the basis of age, disability, gender, race, color, national origin, age income status and religion may bring forth a complaint of discrimination under Title VI and related statutes to the Oregon Department of Transportation, Office of Civil Rights, 800 Airport Road SE, Salem, Oregon, 97301, (503) 986-4350.”*

The Contractor must submit a signed “Non-Discrimination in Subcontracting” Form with the following text:

“In accordance with the provisions of this Contract relating to non-discrimination, it is hereby certified that I/we have complied with the provisions of ORS 279A.110.

By signature of the authorized representative of the bidder/proposer, the bidder/proposer hereby certifies to the City of Eugene that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.”

Construction contract information for the federally funded projects is as follows (NOTE: Amounts contracted in FY2019 for projects that have carried over from FY2017 to FY2018 appear on the FY2017 and/or FY2018 Accomplishment Reports.):

Project	Prime Contractor	Total Contract Amount	DBE Sub-Contractor	DBE Sub-Contract Amount
Amazon Active Corridor	Wildish Construction	\$1,990,242.60	Anderson’s Erosion Control Inc	\$100,037.30 Committed: \$98,837.30
Jessen Path	Brown Contracting	\$1,493,634.46	NW Wetlands Restoration, LLC	\$19,028

Commercially Useful Function reports were prepared for all DBE sub-contractors on these projects. Contractors with contracts greater than \$10,000 were required to submit Monthly Employment Utilization Reports. Certified payroll was reviewed and random wage interviews were conducted on these projects. All DBE data was submitted to ODOT via the Region Field Coordinator.

Public Involvement and Communication

Staff have shown commitment to adjusting their planned outreach based on collection of data or feedback received during the project, to ensure project information dissemination and decisions reach all stakeholders. The public involvement planning effort incorporates tools for identifying and meeting the needs of Title VI populations. The early involvement approach to public outreach provides an opportunity to identify community needs in advance of complex stages of a project, especially for Pavement Preservation Projects. PWE's practice is to mail postcards to properties at three separate phases of the project process:

Phase 1: At the earliest stage of a project, PWE sends a postcard via mail to residents that are directly adjacent to the project location. This notice includes information about the project and the language assistance resources that are available at the City of Eugene along with a link to project information and updates that are available on the City of Eugene website, as well as a direct contact number.

Phase 2: After the construction is sent for bid, a wider postcard mailing reaches members in the neighborhoods that is most likely to use the street where the project is located. The information on the postcard includes information about the project work, timeline, and potential traffic impacts. A link to the City of Eugene roadwork website and traffic updates are also provided, along with a number to contact with questions.

Phase 3: Once a contractor is selected and construction work is planned, a postcard will be mailed to the neighborhood members with information about the contractor and the dates and duration of the construction project. This notice also includes a link to the City of Eugene website, encouraging users to check the weekly road report information available on the website.

Complaints

There have been no civil rights complaints filed with the City or the State concerning any of the projects or activities performed by the City of Eugene PWE in FY 2019.

Training & Education

Project managers and other relevant staff demonstrated commitment to meeting Title VI standards and City of Eugene requirements by participating in at least one annual civil rights training and two hours of diversity training(s) in FY2019.

Annual Civil Rights Training: The Title VI Coordinator/Equity & Accessibility Analyst provided a 2-hour annual training for all PWE staff, which provided comprehensive education about civil rights history and compliance, ADA compliance and ADA project planning, and environmental justice for federally-funded projects and city-funded projects. In addition, the training provided a detailed review of the 2019 Language Access (LEP) Plan and resources. The training also engaged cross-departmental efforts,

including a presentation from the Human Rights and Neighborhood Involvement Office on “Inclusive Public Participation”.

Additional Trainings: The Title VI Coordinator/Equity & Accessibility Analyst provided formal and informal trainings to project and transportation planning staff that covered new requirements and ideas, refreshers, and compliance checks for the FY2019 reporting period. In FY2019, trainings were both on an individual basis and in small group situations (such as at team meetings). Individual staff also participated in various equity and accessibility trainings to compliment the annual trainings. Below are the additional trainings staff participated in during the FY2019:

- **October 23, 2018** – 1.5 hour training; “Implicit Bias”; University of Oregon
- **October 25, 2018** – 2.5 hour training; “Making New Mobility Work for your Community: Equity, Access, Safety, and Street Design”; Jean Crowther, Senior Associate, New Mobility Innovation Lab Leader; Discussed accommodations for more modes of travel in public right of way and Complete Streets standards, shifts in travel behavior and new data sources, and safety of AVs with people walking and biking.
- **November 1, 2018** – 1.5 hour training; “Accessible Exterior Routes and Surfaces Webinar”; US Access Board.
- **November 9, 2018** – 5 hour training; *Civil Rights Training*. ODOT.
- **January 24, 2019** – 2 hour roundtable discussion; “ADA Peer Roundtable Discussion”; ODOT; sharing best practices for ADA transition, budgeting, constructions, planning, etc. with other municipalities across country.
- **April 16-17, 2019** – 2 day (16 hour) training; “Environmental Justice Training”; ODOT; Civil Rights and Environmental justice policy, process, best practices, and collecting and implementing data for projects.
- **June 12, 2019** – 2 hour roundtable discussion; “ADA Peer Roundtable Discussion”; ODOT; sharing best practices for ADA transition, budgeting, constructions, planning, etc. with other municipalities across country.
- **June 26, 2019** – 3 hour training; “Supervisor Fundamentals: ADA, Safety & Loss Control and Workers Compensation”; supervising and working with employees with a disability and handling a worker’s compensation.
- **June 26, 2019** – 1 hour training; “Design for Equity”; City of Eugene; applying design thinking principles to elevate equity in project/program planning and inclusive community engagement.
- **June 2019 5-6** – 9 month training; *NW Cohort: Government Alliance on Race & Equity*; Race Forward; elevating equity in local government, Results Based Management for Equity, Trauma-informed Leadership; how to develop a organization- wide training on equity and initiative that addresses inequities in policies and processes for community.

City of Eugene Webinars: The PWE division hosted the following webinars and were open to all PWE and City of Eugene staff to participate. Webinars were followed by half hour group discussion for those that attended the webinar:

- September 26, 2018
Walking Towards Justice Episode #4: Connecting and Allying with the Disability Rights Movement
 This fourth episode of the America Walks’ Walking Towards Justice discussion series, co-hosted with the National Center for Health, Physical Activity, and Disability and Lakeshore Foundation, features leaders and founders of the Disability Rights Movement and will explore how to

promote spatial justice for all community members. In our continued work to operationalize inclusion and accessibility in the mission of America Walks, this episode of Walking toward Justice dives into how disability rights and the history of the disability rights movement have shaped and created the spaces we live, work and play in today. The discussion provides an overview of the history of the disability rights movement, the intentional commitment to create accessible and inclusive spaces, and develop an awareness of the actions we all need to take to create safe, accessible, equitable and enjoyable places for everyone to walk and be physically active.

(9 attendees)

- February 20, 2019

Viewing Low-Stress Networks Through an Equity Lens – 1 hour

Our state of practice has improved the tools for assessing the quality of bicycle and pedestrian networks through the lens of comfort and safety, but -- in planning these networks -- are we including all potential users? This webinar will examine inclusive strategies for developing plans and metrics that are meaningful across social and cultural demographics.

(8 attendees)

- March 20, 2019

Navigating without Curbs: Accessibility on Shared Streets – 2 hours

Shared streets are becoming a common Placemaking tool for our communities. Creating streets where the curbs are removed in favor of low-speed and vibrant shared spaces creates challenges for users who have vision impairment, both in terms of identifying conflicts with other users and navigating a corridor with minimally defined edges. This webinar will explore the latest guidance in addressing the needs of persons with no or low vision in shared streets and plazas.

(9 attendees)

ADA Transition Plan

The 2015 Transition Plan for the Public Rights-of-Way (<https://www.eugene-or.gov/DocumentCenter/View/20712>), approved by Administrative Order on July 1, 2015, was last updated in January 2019 for the reporting period of July 1, 2017 – December 31, 2018. The update provided an assessment of the City's efforts to remove accessibility barriers due to inadequate curb ramps. The number of curb ramps installed or upgraded to meet current standards for the reporting period (July 2017 – Dec. 2018) totaled 431. The number of APS (Accessible Pedestrian Signal) added to intersection during the reporting period totaled 4. The goal of 350 ramps per year was not met for 18 month duration of this reporting period. However, previous years exceeded the goal which has allowed us to stay approximately 200 ramps over the overall goal.

Title VI Coordination

A new, full-time FTE was hired in October 2018 to meet the needs of Title VI coordination and compliance. The new Equity and Accessibility Analyst position coordinates PWE Title VI compliance and collaborates across the division and departments to develop and align Equity and Inclusion efforts throughout the City organization, including Equity trainings, ADA, Language Access, Workforce Equity, Environmental Justice, and Equity in communications and Public Participation.

A new, full-time FTE was hired in 2018 to meet the needs of Title VI coordination and compliance. The new Equity and Accessibility Analyst position coordinates PWE Title VI compliance and collaborates across the division and departments to develop and align Equity and Inclusion efforts throughout the City organization, including Equity trainings, ADA, Language Access, Workforce Equity, Environmental Justice, and Equity in communications and Public Participation.

The Equity and Accessibility Analyst coordinates all Title VI activities and compliance within Engineering, including:

- 1) Coordination of annual Title VI reports and Title VI planning
- 2) Monitoring DBE project goals, DBE subcontractors, and prevailing wage compliance
- 3) Developing and distributing language assistance processes and materials
- 4) Serving as primary Title VI contact for community members
- 5) Developing outreach and partnerships with community organizations and networks
- 6) Participate in and lead Civil Rights, Title VI, ADA, and LEP trainings for Engineering staff

During the reporting period, Title VI compliance was coordinated primarily by the Title VI Coordinator/Equity & Accessibility Analyst, with collaboration from each Project Manager. The Title VI Coordinator collected information and carried out reporting on Title VI.

Language Access

Language Access (LEP) Plan: The Title VI Coordinator collected data and addressed the issues of special language needs for those with limited English language abilities in Eugene, especially as it relates to PWE projects. The Coordinator completed and submitted a LEP Plan to ODOT, which was approved in April 2019. The Language Access Plan defines how PWE plans to provide meaningful access to LEP persons for all programs and services. The Plan is accessible to the public online via the new PWE, Title VI webpage (<https://www.eugene-or.gov/4191/Title-VI-Civil-Rights>). In addition to the Language Access Plan documentation, the Title VI Coordinator created an in-person training and training materials that were presented to all PWE staff, describing how to carry out the policies and procedures defined in the Plan.

One example of the Language Access plan in work is represented in the efforts to provide notices for a city-funded project in an area where there is a larger number of Spanish speakers. PWE create and distributed lawn signs for a paving project on Barger St in Eugene with construction dates and information translated in Spanish. See a copy of the lawn sign in the Appendix.

City-Wide Language Access Team: The Title VI Coordinator joined a city-wide Language Access Team, which develops policies and language around Language Access for the entire organization in order to meet the needs of a growing number of Eugene community members and visitors who speak primarily Spanish. The development of the plan included cross-departmental collaboration to ensure that language and polices around Language Access aligned and are consistent across the City organization.

Eugene es de Todos: City of Eugene Spanish Website Landing Page: As part of the City's Language Access Initiative, the City of Eugene website create a new "ñ Español" button that appears at the top of all web pages and links to a Spanish landing page (www.eugene-or.gov/espanol) where users can find direct access to all translated and approved information. While we will be continually adding the

information found there, the landing page was launched with links to some primary resources. See a copy of the landing page in the Appendix.

Outreach & Communication

Title VI Webpage: The coordinator developed a Title VI page on the PWE website that provides Title VI information and direct contact information for the public, including Title VI annual reports and information regarding the Language Access Plan.

The Title VI Coordinator engaged in outreach efforts with local civil rights organizations and disability advocacy organizations to cultivate supportive relationships and collect data and feedback regarding Title VI access and inclusion issues in the City of Eugene.

LOOKING FORWARD: GOALS FOR FY 2020

Title VI Coordination

Serving as the Title VI Coordinator, the Equity & Accessibility Analyst will continue to lead efforts related to ADA, Civil Rights, LEP and Title VI compliance within the PWE division and align efforts across departments. The Title VI Coordinator will ensure compliance to all Title VI benchmarks and will further expand efforts in public involvement and communication, language assistance resources and materials, outreach and partnerships with local civil rights organizations, and demographic community assessments in project areas. In addition, the Coordinator review and improve the complaint process to ensure residents access to providing feedback and requests on PWE projects.

Training & Education

The Title VI Coordinator will continue providing an Annual Civil Rights training for all PWE staff and provide trainings and information to new staff members in 2020. The PWE staff will continue to participate in workshops and trainings provided through the organization or outside of the organization, which focus on equity-related topics.

Language Access Plan

The Title VI Coordinator will continue to collect data and address the issues of special language needs for those with limited English language abilities in Eugene, especially as it relates to PWE projects. The Title VI Coordinator will also work with a city-wide Language Access Team to identify priorities and implement policies and processes related to LEP persons throughout City departments and divisions.

ADA Transition Plan

The Title VI Coordinator will continue tracking ADA complaints and right-of way data in order to update the ADA Transition Plan for the full 2020 Calendar Year. An ADA Transition Committee, led by the Coordinator, will continue to provide ADA data for upcoming Transition Plan updates and assess the status of the Plan, including any expansions of the Plan that are deemed valuable. The Title VI

Coordinator will also work with an ADA advisory cross-departmental team to identify ADA priorities and improve processes across departments and divisions.

Outreach & Communication

PWE will launch and implement a community outreach tool to improve public participation on projects throughout the community. The new platform, [Engage Eugene](#), will help to inform priorities on projects through community surveys and be used as a tool to share the life-span and goals of upcoming city projects. In addition, a new [Eugene Mapping Hub](#) will allow residents to drop locations on maps, managed by our GIS team, where attention or repair is needed to ensure safe environments and ease of livelihoods in each neighborhood.

Project Reporting & Contracting

Staff will continue to work on projects which may span multiple fiscal years, including an increasing number of federally-funded projects. As projects progress, they will be addressed in upcoming Title VI Accomplishment Reports. PWE is committed to following DBE contracting goals if they are to be established in the future and plans to continue monitoring and reporting on DBE consultant/contractor contracts.

Capacity Building

The PWE division will hire two additional FTE to address Equity priorities: a Transportation Planner and a Community Engagement Coordinator. The Transportation Planner will focus on data collection and analysis to help inform Vision Zero goals and priorities, along with developing an equity mapping and prioritization system for transportation system repairs and projects. The Community Engagement Coordinator will do outreach and education for transportation projects and transportation goals and initiatives, and will also collaborate with the Equity and Accessibility Analyst to ensure inclusive public participation process for transportation projects. Lastly, the Title VI Coordinator will lead efforts in analyzing workforce equity within PWE, with the goal of providing recommendations for policy and process changes that help to increase equity in workforce recruitment, hiring and retention practices.

Civil Rights (Non-Discrimination) Project Record --- FISCAL YEAR 2019

Project Title: 8th Avenue Streetscape and Bikeway

Federal Aid Project #: 2385(108)

(City Job #): 900070

Date of Report: Jan 17, 2020

Project Phase: Design

Is this project a part of the Pavement Preservation Program?: YES

Provide a brief description of the project:

E 8th Ave Streetscape and Bikeway is a federally funded road construction project that will convert E 8th Ave to a two way street from Mill St to Jefferson St and install buffered or protected bike lanes from Mill St to Lincoln St. Additionally, E 8th Ave will be repaved from Mill St to E Park and W Park to Willamette St.

The major focus for this contract will be production of traffic signal plans to modify existing signals accommodate the two way conversion and bicycle specific signals, upgrade strain pole signals to new signal poles and mast arms and remove signals that are no longer needed.

Project Phase Addressed in this Report: Design

Did ODOT set Disadvantaged Business Enterprise (DBE) goals for this project? 0%

Consulting:

All consultant contracts include standard provisions regarding non-discrimination in hiring and in sub-contracting. For federally funded projects, additional provisions for compliance with ODOT's DBE program are added to the contracts.

No consultant contracts were entered in FY2019.

Consultant Name	Dollar Value	DBE (Yes/No & Cert#)	Work Description

The construction contract included the following non-discrimination provisions:

The advertisement for the construction contract included the following:

- The advertisement included Title VI text as follows: *"The City of Eugene in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded*

full 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.”

The construction contract included the following:

- The contract (Public Improvement Contract clause 23) included the following text: *“Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Department or its sub-recipients, consultants, and contractors on the basis of age, disability, gender, race, color, national origin, age income status and religion may bring forth a complaint of discrimination under Title VI and related statutes to the Oregon Department of Transportation, Office of Civil Rights, 800 Airport Road SE, Salem, Oregon, 97301, (503) 986-4350.”*
- The Contractor must submit a signed “Non-Discrimination in Subcontracting” Form with the following text: *“In accordance with the provisions of this Contract relating to non-discrimination, it is hereby certified that I/we have complied with the provisions of ORS 279A.110.*

By signature of the authorized representative of the bidder/proposer, the bidder/proposer hereby certifies to the City of Eugene that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.”

ODOT did not assign DBE goals to this construction contract. No contracts were entered in FY2019:

Prime Contractor:

Total Contract Awarded:

DBE Sub-Contractors	DBE Sub-Contract Amount

Commercially Useful Function reports were prepared for all DBE sub-contractors on this project. Contractors with contracts greater than \$10,000 were required to submit Monthly Employment Utilization Reports. Certified payroll was reviewed and random wage interviews were conducted on this project. All DBE data was submitted to ODOT via the Region Field Coordinator.

Public Involvement Narrative

- a. The number of public meetings, the dates held, and steps taken to notify individuals who may be affected by Local Transportation Agency actions as a result of the meeting(s);
 - The project has been amended to the FY12-15 Metropolitan Transportation Improvement Program (MTIP) for Central Lane MPO.

- Public involvement for this project during the project development is documented as follows:
 - June 2019: met with property owners along 8th Avenue corridor to discuss project details.
 - June 2019: exhibited at Planning Division Project Fair on June 5th at the downtown library to introduce Central Eugene in Motion project

b. The number and demographics of impacted and/or benefited neighborhoods;

The Central Lane MPO Title VI Plan provides demographic information for the Eugene-Springfield area. The information related to this project is as follows:

- The project area has 45-92% poverty level households per block concentrations.
- The project area has 0-13% senior citizen per block concentration
- The project area has 21-23% minority households population per block concentrations
- The project area has 16.9-32.1% households with individual disabilities per block concentrations. (Central Lane MPO = 16%)
- The project area has 3.9-8.2% of household limited English speaking ability per block concentrations.

c. Steps the Local Transportation Agency has taken to meet any Limited English Proficiency needs where warranted including the use of interpreters, translators, advertising, or providing printed media in languages other than English, etc.;

d. The number of times the Local Transportation Agency performed Limited English Proficiency activities along with documentation of the circumstances under which the activities were performed;

e. The date of service requests, the date of resolution, and the location where the Local Transportation Agency maintains data related to such requests.

f. The nature of discrimination complaints (if any) and the resolution.

Civil Rights (Non-Discrimination) Project Record --- FISCAL YEAR 2019

Project Title: 13th Ave Two-way Protected Bikeway
Federal Aid Project #: 20165
(City Job #): 975684
Date of Report: Jan 14, 2020
Project Phase: Design

Contracting:

All consultant contracts include standard provisions regarding non-discrimination in hiring and in sub-contracting. For federally funded projects, additional provisions for compliance with ODOT's DBE program are added to the contracts.

On this project, Public Works Engineering entered into the below contracts with consultants.

Consultant Name	Dollar Value	DBE (Yes/No & Cert#)	Work Description
GEO Engineers	\$6,501.52	NO	Hazardous Material Report

The construction contract included the following non-discrimination provisions:

The advertisement for the construction contract included the following:

- The advertisement included Title VI text as follows: *"The City of Eugene in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full 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."*

The construction contract included the following:

- The contract (Public Improvement Contract clause 23) included the following text: *"Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Department or its sub-recipients, consultants, and contractors on the basis of age, disability, gender, race, color, national origin, age income status and religion may bring forth a complaint of discrimination under Title VI and related statutes to the Oregon Department of Transportation, Office of Civil Rights, 800 Airport Road SE, Salem, Oregon, 97301, (503) 986-4350."*
- The Contractor must submit a signed "Non-Discrimination in Subcontracting" Form with the following text: *"In accordance with the provisions of this Contract relating to non-discrimination, it is hereby certified that I/we have complied with the provisions of ORS 279A.110."*

By signature of the authorized representative of the bidder/proposer, the bidder/proposer hereby certifies to the City of Eugene that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.”

ODOT did not assign DBE goals to this construction contract. No contracts were entered in FY2019:

Prime Contractor:
Total Contract Awarded:

DBE Sub-Contractors	DBE Sub-Contract Amount

Commercially Useful Function reports were prepared for all DBE sub-contractors on this project. Contractors with contracts greater than \$10,000 were required to submit Monthly Employment Utilization Reports. Certified payroll was reviewed and random wage interviews were conducted on this project. All DBE data was submitted to ODOT via the Region Field Coordinator.

Public Involvement Narrative

- a. The number of public meetings, the dates held, and steps taken to notify individuals who may be affected by Local Transportation Agency actions as a result of the meeting(s);
 - The project has been amended to the FY12-15 Metropolitan Transportation Improvement Program (MTIP) for Central Lane MPO.
 - Public involvement for this project during the project development is documented as follows:
 - July 2018: staff attended University of Oregon Campus Planning Committee meeting to discuss the project and construction phasing.
 - August 2018: door-to-door canvassing of the 13th Avenue corridor. Staff discussed the project and provided a map and staff contact information.
 - Project updates on website: <https://www.eugene-or.gov/3742/13th-Avenue-Bikeway>

- b. The number and demographics of impacted and/or benefited neighborhoods;

The Central Lane MPO Title VI Plan provides demographic information for the Eugene-Springfield area. The information related to this project is as follows:

- The project area has 45-92% poverty level households per block concentrations. (Central Lane MPO = 20 %)

- The project area has 0-15% senior citizen per East block concentration, 15-16% per SW block, and 16-18% (Central Lane MPO = 15%)
 - The project area East and SE section has 19-20%, and the NW section has 28-32% of minority households population per block concentrations. (Central Lane MPO = 19%)
 - The East and SE project area has 5-16% and the NW blocks have 21-23% of household with individual disabilities per block concentrations. (Central Lane MPO = 16%)
 - The project area has 0-9% of household limited English speaking ability per block concentrations. (Central Lane MPO = 16%)
-
- c. Steps the Local Transportation Agency has taken to meet any Limited English Proficiency needs where warranted including the use of interpreters, translators, advertising, or providing printed media in languages other than English, etc.;

 - d. The number of times the Local Transportation Agency performed Limited English Proficiency activities along with documentation of the circumstances under which the activities were performed;

 - e. The date of service requests, the date of resolution, and the location where the Local Transportation Agency maintains data related to such requests.

 - f. The nature of discrimination complaints (if any) and the resolution.