

# City of Bellevue

## 2019 ANNUAL TITLE VI UPDATE ACCOMPLISHMENT REPORT

### Section I Policy Statement

No changes to the City’s Title VI policy occurred in 2019. In late 2019, we completed an update to the City’s Title VI Plan that partners with the City’s recently completed diversity initiative and citywide Title VI efforts. In April of 2018, we completed an Appendix for FTA Compliance that has been part of our Title VI Plan and revised said Appendix in late 2019. The most recent revised Title VI Plan will take effect in February 2020.

A copy of the City’s Title VI Policy Statement is attached in Appendix E of this report.

### Section II Organization, Staffing, and Structure

#### A. Organization

There were no changes to the Title VI Coordinator’s reporting relationship in 2019. An ADA/Title VI Administrator position was added to the City staff in 2018, as part of our diversity initiative and a coordinated effort to work with staff citywide is in development.

#### B. Staffing

The number of specialists on the Title VI team represents functional work groups throughout the department. We are currently working on a way to involve more staff and are working with our department leadership group on this task.

The 2019 Title VI team was:

<b>Title VI Specialists by Emphasis Area:</b>			
<b>Name</b>	<b>Ethnicity</b>	<b>Gender</b>	<b>Title/Program</b>
Kristi Oosterveen	Hispanic, Caucasian	Female	Transportation Title VI Coordinator
Blayne Amson	Caucasian	Male	ADA/Title VI Civil Rights Administrator
Michael Rodni	Caucasian	Male	Capital Projects
Jennifer Spino	Caucasian	Female	Contracts
Cheryl Terry	African American	Female	Administration
Rebecca Rodni	Caucasian	Female	Neighborhood Services
Mia Waters	Caucasian	Female	Planning
Marie Jensen	Caucasian	Female	Public Information
Patti Ebert	Caucasian	Female	Real Property

Hillary Stibbard	Caucasian	Female	Traffic Engineering / Management
------------------	-----------	--------	----------------------------------

**C. Structure**

There were no changes to the supervisory structure in 2019.

**Section III Title VI Monitoring and Review Process**

**Actions to Promote Internal and External Compliance With Title VI**

In 2019, the Title VI team continued to focus the review process on how to better integrate Title VI outreach efforts into our broader public involvement processes that reach diverse communities. We also continue to ensure staff works towards outreach efforts that include an understanding of Title VI responsibilities and dealing with limited English speaking audiences.

**Section IV Title VI Complaints During This Report Period**

Received no complaints against the City of Bellevue in the fiscal year 2019-2020.

**Section V Accomplishment Report for Each Program Area**

The following information describes the location of the major program functions within the City of Bellevue and identifies accomplishments, applicable operational guidelines, process, and responsibilities of the various sections.

Appendix B lists staff summarized by gender and race for the following Special Emphasis areas: Transportation Planning, Traffic Management, Capital Program Services, and Director’s Office.

**A. Planning**

**A.1 Number of Consultant Projects for Planning Awarded During This Reporting Period and Dollar Value**

Here is a list of consultant projects for planning awarded in 2019:

2019 Planning Contracts		
Name of Firm	Name of Project	Sum of Contract Award
TRAC	Bike Share Pilot	\$40,000
Mapseed	Bike Share Pilot	\$2,500
EnviroIssues	Consulting & Writing Assistance for Neighborhood Safety, Connectivity and Congestion Levy Accountability Report	\$4,700

**A.2 Efforts Made to Utilize Minority and Female Consultants and Subconsultants in Federally-Assisted Contracts** – The City’s shared procurement portal for professional services contractors sends an annual notice to WSDOT’s Office of WMBDE to encourage application to the roster. The roster includes an indication of businesses that are women or minority owned and the project management process encourages selection of those designated contractors for evaluation.

The Title VI project manager checklist, within the Public Involvement Toolkit, for Title VI compliance encourages the selection of at least one WMDBE contractor and/or subcontracting team for all Transportation projects.

**A.3 Studies Conducted Which Provide Data Relative to Minority Persons, Neighborhoods, Income Levels, Physical Environments, and Travel Habits** – The City’s Title VI project management process includes, as a first step, understanding affected stakeholders within the project area of influence. A GIS based demographics mapping tool was created and our online census data reports now reflect the census and American Communities Survey data that is then used to inform project managers about the project surroundings and aids with outreach. The tool includes safe harbor thresholds for the demographic information, which has been reviewed and updated with the assistance of the demographer in the Community Development Department. A project to update community profiles for neighborhoods is in progress with a target completion of January 2021. In 2019, we continued to, and will continue to work with staff on more specific outreach in the neighborhoods.

**A.4 Hearings Held During the Report Period and Efforts Utilized to Ensure Citizen Participation, Particularly Minorities, and Women – The Number of These Individuals and the Capacity of Their Participation**

The following open houses were held to facilitate public involvement during the 2019 reporting period:

<b>Public Engagement Meetings, 2019 (Planning)</b>			
<b>Date</b>	<b>Meeting Type</b>	<b>Location</b>	<b>Attendees, Forms, etc.</b>
2/13	Vision Zero Summit	Overlake Medical Center	~125; no forms
10/23	“Coffee Talk” Community Information Event	North Bellevue Community Center	50; no forms
5/19	2020-2025 Transportation Improvement Program Public Hearing	Bellevue City Hall	Forms available; none received

Community engagement included targeted outreach to non-native English speakers, including an event in which the public wrote their perspective on Vision Zero in their native language. In addition, open houses were held at facilities within the community to encourage participation from those less comfortable with attending meetings at City Hall.

The City of Bellevue continues to use a modified version of the Washington State Department of Transportation (WSDOT) form for collecting data on public hearing and public meeting attendees for Title VI reporting requirements, per Title 23, Code of Federal Regulations, Part 200.9(b)(4). See Appendix A for a copy of the form used by the City of Bellevue at its public meetings. Appendix F summarizes the forms collected during FFY 2019.

**A.5 Significant Accomplishment Goals and/or Action Items to be Taken During the Ensuing Year** – Improvements to the voluntary forms process continue to take place. We use a variety of colored paper for the various languages and have improved our welcome display and staff understanding as to why we make the forms available, so that helps people understand why

we want to gather the information. We want to continue improve the understanding of the voluntary forms for the citizens because we have found that many citizens are apprehensive about filling it out even if it is voluntary and no personal information is recorded.

Websites have been developed for various larger scale projects such as the [2019-2030 Transportation Facilities Plan update](#), the [Vision Zero Action Plan](#), the [Transportation Levy Projects](#), and an informational website about Bellevue’s involvement in a joint project with Sound Transit regarding [Light Rail](#) gives citizen’s an opportunity to keep updated on the project and contact City staff directly with questions and concerns. Citizens can sign up to be automatically alerted to updates on the project’s status.

**B. Research (Generally not a local agency reporting area)**

Not applicable to the City of Bellevue.

**C. Design**

**C.1 Number of Consulting Firms With Design Contracts, Including the Number of These Contracts Held by Minority Firms and Women-Owned Firms/Dollar Value** – The following new design contracts were awarded in 2019:

2019 Design Contracts		
Name of Firm	Name of Project	Sum of Contract Award
KPFF	Bellevue Streetlight Pole Foundation	\$20,504.15
KPFF	Wall Projects (various locations)	\$240,918.47
HDR	124 <sup>th</sup> Ave NE Improvement Project, SCL Transmission Tower Replacements	\$158,907

**C.2 Efforts to Increase Minority and Female Participation in Obtaining Consultant Contracts**

The City does utilize a shared procurement portal for professional services contractors and sends an annual notice to WSDOT’s Office of WMBDE to encourage application to the roster. The roster includes an indication of businesses that are women or minority owned and the project management process encourages selection of those designated contractors for evaluation.

There are currently 454 WMBDE on the roster with registered status, which means they have completed all of the paperwork associated with the Public Purchase process. Most are smaller firms with niche practices that are more appropriate as subcontractors rather than primes. The City’s contracting practices do encourage use of WMBDE firms. The City also has created a Procurement Diversity Inclusion Plan in hopes of educating staff about hiring WMBDE businesses and also familiarizing WMBDE businesses with the City of Bellevue.

**C.3 Employees in the Design Program Area, including Ethnicity and Sex, Including Efforts to Increase Minority and Female Representation**—See Appendix B for information on employees.

**C.4 Complaints Filed in the Design Program Area** – None during this report period.

**C.5 Significant Problem Areas, Accomplishments, and Actions to Take During the**

**Ensuing Year** – Design Program project managers have started using the public involvement toolkit for recording project information and outreach efforts. Newsletters and press releases are kept by our Public Involvement Manager in a document library along with the demographics report. We acquired a new Public Involvement Manager in 2019 and will be working on new techniques for getting staff to understand Title VI and its requirements. As with the planning efforts, the perception of the voluntary forms is that the information is being gathered for other purposes.

An informational website about Bellevue Transportation’s [current projects](#) also gives citizen’s an opportunity to keep updated on the plan and project in progress. An interactive map is also available for project locations and at-a-glance information.

Public engagement opportunities in the community also keep citizens up to date on project information.

<b>Public Engagement Meetings, 2019 (Design)</b>			
<b>Date</b>	<b>Meeting Type</b>	<b>Location</b>	<b>Attendees, Forms, etc.</b>
3/26	BelRed Coffee & Convo	Global Innovation Exchange (GIX)	200; forms available; 56 received; 1 Chinese interpreter
10/17	100 <sup>th</sup> Avenue Complete Streets Open House	Chinook Middle School	30; forms available; 7 received
1/29	156 <sup>th</sup> Intersection Study Open House	Lake Hills Library	60; forms available; 18 received
4/3	156 <sup>th</sup> Intersection Study Update Meeting	Lake Hills Community Club	30; forms available; 1 received
3/26	SE 8 <sup>th</sup> Street/Lake Hills Connector Intersection Study Open House	Bellevue Botanical Gardens	16; forms available, 2 received

By holding open houses out in the community we demonstrate the City’s commitment to providing opportunities for public engagement within the neighborhoods affected by proposed projects. Our 100<sup>th</sup> Avenue NE and Vicinity Complete Streets Project included extensive outreach to the Chinese community, including Chinese interpreters at the Open House.

**D. Environmental Unit**

For the 2019-2030 Transportation Facilities Plan, a supplemental Environmental Impact Statement was reviewed for Title VI compliance and completed in July 2019.

**E. Real Estate Services (Right of Way)**

The property acquisition process follows the [Right of Way Manual](#) M 26-01 and all applicable laws and regulations, including Title VI and Section 504. The acquisition process includes appraisal of property, negotiation of terms and conditions for acquisition, and relocation assistance, as well as property management.

**E.1 Civil Rights Complaints in the following Real Estate Services (Right of Way) Areas**

In 2019, no Title VI complaints were reported for any Right-of-Way functional area.

- E.1.a. **Appraisals** – None during this report period.
- E.1.b. **Negotiations** – None during this report period.

E.1.c. **Relocation Assistance and Payments** – None during this report period.

E.1.d. **Property Management** – None during this report period.

**E.2 Number of Appraisers Utilized During the Reporting Period**

Five appraisers were utilized in negotiations in 2019. The City must select an appraiser from the “WSDOT Approved Appraiser List” that at this time lists nine minority businesses.

**E.3 Number of Negotiations During the Report Period and Disparity in Contract Negotiations Between Minorities and Non-Minorities**

In 2018, Real Property staff negotiated with 64 parcels on ten different projects. Bellevue’s real property acquisition process parallels the requirements for federalized projects regardless of if there are federal funds included in the project financing. As such, all property owners received at least the fair market value of the acquired property as determined by an independent appraiser.

No disparities in negotiations with minorities were logged.

**E.4 Concerns Raised by Minorities or Women Regarding Their Options in the Negotiation Phase**

None during this report period.

**E.5 Number of Relocations During the Report Period**

No relocations took place during this reporting period.

**E.6 Concerns Raised by Minorities or Women on Replacement Housing, Referral Housing, and Advisory Services**

None.

**E.7 Opportunities for Minorities and Women to Obtain Contracts Awarded for Providing Relocation Assistance**

No contracts were awarded for providing relocation assistance (see E.5).

**E.8 Special Efforts Made to Comply with Title VI Regulations**

If it is determined necessary by the Real Property Agent or requested by the property owner, an interpreter is hired to support the negotiations. On one occasion in 2019, this took place, for one parcel on Newport Way.

A booklet about property owner’s rights and the property acquisition process is available to property owners. In addition, all of the City’s lease and deeds include the required Title VI provisions.

**E.9 Right-of-Way Staff by Name, Job Title, Race, and Gender**

<b>Name</b>	<b>Title</b>	<b>Race</b>	<b>Gender</b>
Kim Bui	Real Property Agent	Asian	Female
Natasha Platin	Real Property Agent	Hispanic/Latino	Female
Ira McDaniel	Real Property Manager	Caucasian	Male
Daniela Munoz	Sr Admin Assistant	Hispanic/Latino	Female
Hannah Peshkov	Sr Real Property Agent	Caucasian	Female

Michael Murray	Sr Real Property Agent	Caucasian	Male
Patti Ebert	Sr Real Property Agent	Caucasian	Female

**F. Construction and Maintenance Services**

**F.1 Civil Right Complaints Involving Competitive Bidding Procedures**

There were no complaints involving competitive bidding procedures during the reporting period.

**F.2 Summary of Efforts Made by the Title VI Coordinator to Encourage the Use of Minority Individuals, Firms, or Agencies to Obtain Maintenance Agreements or Contracts**

The City’s shared procurement portal for public works contractors sends an annual notice to WSDOT’s Office of WMBDE to encourage application to the roster. The roster includes an indication of businesses that are women or minority owned and the project management process encourages selection of those designated contractors for evaluation.

The public involvement/Title VI toolkit and well as our procurement process encourages the selection of at least one WMDBE contractor and/or subcontracting team for all Transportation projects. A Job Order Contracting (JOC) process established at the City requires the contractor to sub-contract out 90% of the job and make to efforts ensure these are WMDBE firms. The JOC process includes both vertical and horizontal work and SAYBR Construction, a WMDBE firm, and Centennial are used for this process. They do a variety of jobs for the Transportation Department as well as Parks and Community Services and the Utilities Departments.

**F.3 Procedures Reviewed to Assure Subcontract Agreements, First and Second Tier, Material Supply and Equipment Lease Agreements During the Report Period**

The City’s construction inspection team is responsible for reviewing Title VI compliance in subcontract agreements, etc. A second level review is completed by the Transportation Contract Administrator.

**F.4 Significant Accomplishments and/or Action Items for the Ensuing Year**

The City of Bellevue will continue monitoring disadvantaged, minority, women, and small business participation in the City of Bellevue’s Transportation Department’s Road construction contracting.

Community engagement is a governing principle for the City, therefore, we provide multiple avenues for citizens to learn about and participate in project development.

For example, for projects in neighborhoods we send out status update newsletters letting citizens know if a project is in the design phase, going to construction or a general project update. These newsletters provide specific information regarding amenities of the project, schedule timelines, next steps and who to contact if there are questions. Demographic reports help staff to know if the information should be translated into other languages or what other accommodations are needed for the disbursement of the information.

An online GIS based, [Projects in Your Neighborhood](#) map allows citizens to find out pertinent information about projects they are interested in. A mobile application of this map is also available.

**G. Education and Training**

The City of Bellevue Staff did not participate in any NHI educational and training programs in 2019.

### **G.1 Identify Staff Responsible for Training by Job Title, Ethnicity, and Gender**

Kristi Oosterveen, Capital Facilities Planning & Programming Manager, Hispanic, Female.

### **G.2 Civil Rights Complaints Filed Concerning Training and Educational Opportunities and any Corrective Actions Taken**

No complaints were filed during this reporting period.

## **H. Administration**

### **H.1 List of Employees by Ethnicity and Gender in Each of the Title VI Program Areas –**

Please refer Appendix B for a summarization of the ethnicity and gender of employees in the respective program areas.

### **H.2 Summarize All Activities Undertaken During the Reporting Period Which Provide for Assurances of Title VI Compliance With Contractors, and by Contractors**

Activities listed in the 2018 report were continued in practice for 2019.

### **H.3 Title VI Training During the Period**

Title VI team members provide, if needed, one-on-one assistance to project managers who initiated planning, design and construction projects in 2019.

The City's recently completed diversity plan was created to engage all city staff in understanding the diversity that is in the community. The Transportation Department has coordinated with the new ADA/Title VI Administrator to develop the Title VI training for staff, so everyone hears a common language as to the importance of complying with Title VI. A four-hour Title VI training program was developed in 2019, and two training sessions (March 28<sup>th</sup> and July 17<sup>th</sup>) took place during the reporting period.

A Citywide language line helps with language translations via the telephone. The City's website, was recently updated to include about our Diversity Initiative and information on accessibility. Protocol and processes are being created to determine which languages and what content will be able to be translated using a four factor Title VI analysis and drawing from Title VI best practices for multilingual websites and translations.



# Appendix A

## Form – Title VI Compliance Statement for use in public meetings/hearings Voluntary Title VI Public Involvement



### TITLE VI PUBLIC INVOLVEMENT

Title VI of the Civil Rights Act of 1964 requires the City of Bellevue to gather statistical data on participants and beneficiaries of city and Federal programs to ensure that everyone in the affected project area has a chance to be heard and to respond to programs and activities that may affect their community.

To document our outreach efforts and help us ensure the inclusion of all segments of the population affected by proposed projects, we ask that you voluntarily provide us information about your race, ethnicity and/or gender. We stress that this is completely optional and that you are **not** required to disclose this information to participate in the meeting.

The City of Bellevue keeps your information on file and confidential. For further information regarding this process, please contact the ADA/Title VI Civil Rights Administrator, at 425-452-6168, ADATitleVI@bellevuewa.gov.

**Please respond to the following questions:**

Project Name/Purpose of Meeting:		Date:
Meeting Location:		
Name (Please Print):		Gender (Please circle): Male    Female    Other
General Ethnic Identification Categories (Please circle as many as apply):		
African American	American Indian/Alaskan Native	Asian/Pacific Islander
Caucasian	Hispanic	Other _____
Language Spoken at Home:		
Color:	National Origin:	

After you have completed this form, please place it inside the designated box at the registration table.

**Thank you for your participation!**

(English)

## Appendix B

The following table summarizes staff gender and race by the respective program areas:

Transportation Emphasis Area	Race	Gender	
		Female	Male
Transportation Planning	Asian	1	4
	Caucasian	8	7
	Multiracial	1	
<b>Transportation Planning Total</b>		<b>9</b>	<b>10</b>
Traffic Management	Pacific Islander/Native American		2
	Asian		4
	Caucasian	14	44
	Multiracial		8
<b>Traffic Management Total</b>		<b>15</b>	<b>54</b>
Capital Program Services	Asian	1	1
	Black		1
	Caucasian	6	21
	Pacific Islander/Native American	1	1
	Multiracial	2	1
<b>Capital Program Services Total</b>		<b>10</b>	<b>24</b>
Director's Office	Black	1	
	Caucasian	2	2
<b>Director's Office Total</b>		<b>3</b>	<b>3</b>
<b>Grand Total</b>		<b>37</b>	<b>96</b>

## Appendix C

### State Environmental Project Assessments (Sepa) Exemption Determinations and Determinations of Non-significance

Not applicable to the City of Bellevue.

## Appendix D

### City of Bellevue Title VI Implementation Plan Revised August 2016

1. **Internal Dissemination Goal** – To complete internal dissemination of The City of Bellevue’s revised Title VI Plan and FFY 2018 Title VI Update Report before December 1, 2019.

The City of Bellevue’s Title VI Coordinator has distributed copies of its original Title VI Plan and assurances to Agency departments, Bellevue City Council, the City of Bellevue Civil Rights Commission, Department of Transportation Division Managers and the Office of the Prosecuting Attorney. Such distribution occurred on or before August 2016. The updated Plan dated August 2016 was disseminated in December 2016. The Plan, as revised, along with the FFY 2018 Title VI Update Report will be circulated by December 1, 2019.

An electronic version of the plan and the latest report are available to the Title VI Specialist and Special Emphasis Area Liaisons (as defined in the plan) via the internet at <https://bellevuewa.gov/city-government/departments/city-managers-office/accessibility>

2. **External Dissemination Goal** – Public notification of the City of Bellevue’s Title VI Plan will be on going.
  - A. The City of Bellevue will publicize their policy statement, as included in the Title VI Plan, in local minority and community-based newspapers. The City of Bellevue’s Title VI Plan along with the City of Bellevue Title VI Policy Statement and Complaint procedure may be found on the internet at <https://bellevuewa.gov/city-government/departments/city-managers-office/accessibility>
  - B. The City of Bellevue will continue to distribute copies of the Title VI Plan to contractor organizations upon request. Additionally, the City of Bellevue will make copies of the plan available to all prime contractors, subcontractors, consultants and suppliers currently participating on the City of Bellevue’s public works projects receiving federal financial aid upon request. The City of Bellevue will also make copies available to other firms providing goods and services to the City of Bellevue upon their request.
  - C. The City of Bellevue will include the appropriate Title VI nondiscrimination language and any implementing requirements FHWA may issue in all solicitations for competitive bidding or negotiated procurements with federal aid for construction, professional services and purchase of materials or equipment.
3. **Training Goal** – To ensure that City of Bellevue employees involved in the project management and the contracting practice are knowledgeable on potential Title VI issues (ongoing).
  - A. Title VI Specialists 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, in communicating with the Title VI Liaisons and Specialists, informs City of Bellevue employees of any new training opportunities upon notification from other external agencies.
  - B. Additionally, the Transportation Department Title VI Coordinator along with the ADA/Title VI Administrator for the city, will develop training applicable for City of Bellevue staff.

- C. The City of Bellevue's Transportation Department Title VI Coordinator and the City ADA/Title VI Administrator shall oversee training to include staff involved in the City of Bellevue's contracting processes. This training will include information on:
- The role of the City of Bellevue 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.

The City of Bellevue's Transportation Department Title VI Coordinator and the City ADA/Title VI Administrator will request Department Directors and Managers to inform employees of new training opportunities upon notification from the Coordinator's office. Such opportunities may include courses offered by WSDOT, as well as from other outside agencies.

- D. The City of Bellevue will provide a training schedule, when established, to the Washington State Department of Transportation's Office of Equal Opportunity Title VI Coordinator.
- E. The City of Bellevue's Title VI Coordinator shall maintain information gathered from training records for inclusion in annual report updates.
4. **Information Collection for Annual Updates Goal** – To establish and implement processes and procedures for collection of information required for inclusion in annual update report.
- A. The Title VI Specialist and Liaisons will assist the Title VI Coordinator in gathering and maintaining information on specific program areas and affected departments.
- B. The City of Bellevue's Transportation Department Title VI Coordinator will work with Liaisons and staff to collect and report on the information required by WSDOT for the Title VI Annual Update.
- C. 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 inquires from the public. The City of Bellevue's Transportation Department Title VI Coordinator will compile this information for inclusion in the annual update reports as required.

5. **Complaint Resolution Goal** – To ensure that complaints are resolved in a professional and timely manner.

The City of Bellevue's ADA/Title VI Administrator will investigate all complaints of Title VI violations as appropriate. The City of Bellevue will use procedures outlined in the Title VI Plan to investigate such complaints. The objective of the investigation will be to determine whether prohibited discrimination has occurred or could occur, and to take steps to remedy the situation. To accomplish this, the ADA/Title VI Administrator shall coordinate the following:

- A. Identification of the basis for the complaint.
- B. Identification of sources of information.
- C. Fact finding interviews with aggrieved persons, witnesses and the alleged violator.

- D. Development of a statement of finding-of-facts and information relevant to the issue/basis for the complaint.
  - E. Informal dispute resolution.
  - F. Report of findings in a manner that includes a conclusion and determination of future actions to take.
  - G. Provision for possible appeal of the decision to the FHWA. The City of Bellevue's Transportation Department Title VI Coordinator will consult with WSDOT before commencing investigations to determine which agency should properly investigate.
6. **Annual Title VI Update Report Goal** – To provide detailed information on activities performed in implementing the City of Bellevue's Title VI Plan and to document accomplishments.

The Annual Title VI Update Report will include detailed information regarding the implementation activities related to the City of Bellevue's Title VI Plan and the City of Bellevue's accomplishments. Specific areas that will be covered in the Annual Report include, but may not be limited to the following:

- A. Organization and Staff Profile
- B. Title VI Monitoring and Review Process
- C. Complaints and Investigations
- D. Special Emphasis Program Area Activities and Accomplishments
- E. Title VI Administration
- F. Training
- H. Accomplishments Report for Current Year

# Appendix E

## City of Bellevue Title VI Policy Statement

### A. Policy of Nondiscrimination

The City of Bellevue assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be

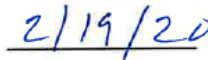
excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City of Bellevue further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded.

In the event the City of Bellevue distributes Federal aid funds to another entity, the City will include Title VI language in all written agreements and will monitor the sub-recipients for compliance.

Title VI compliance is a condition of receipt for Federal funds. Assurance of compliance, therefore, falls under the proper authority of the City Manager's Office pursuant to its budgetary authority and responsibility. The City Manager, Department Director, and Title VI Coordinator are authorized to ensure compliance with provisions of this policy and with the law, including the requirements of 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.



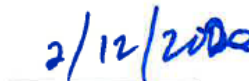
City Manager



Date



Director, Transportation Department



Date



Assistant City Attorney



Date

# Appendix F

## Sample Organizational Chart

