

**Whatcom Council of Governments**  
 Title VI Annual Report and Update  
 Period: August 1, 2015 – July 31, 2016  
 Report Due: August 31, 2016

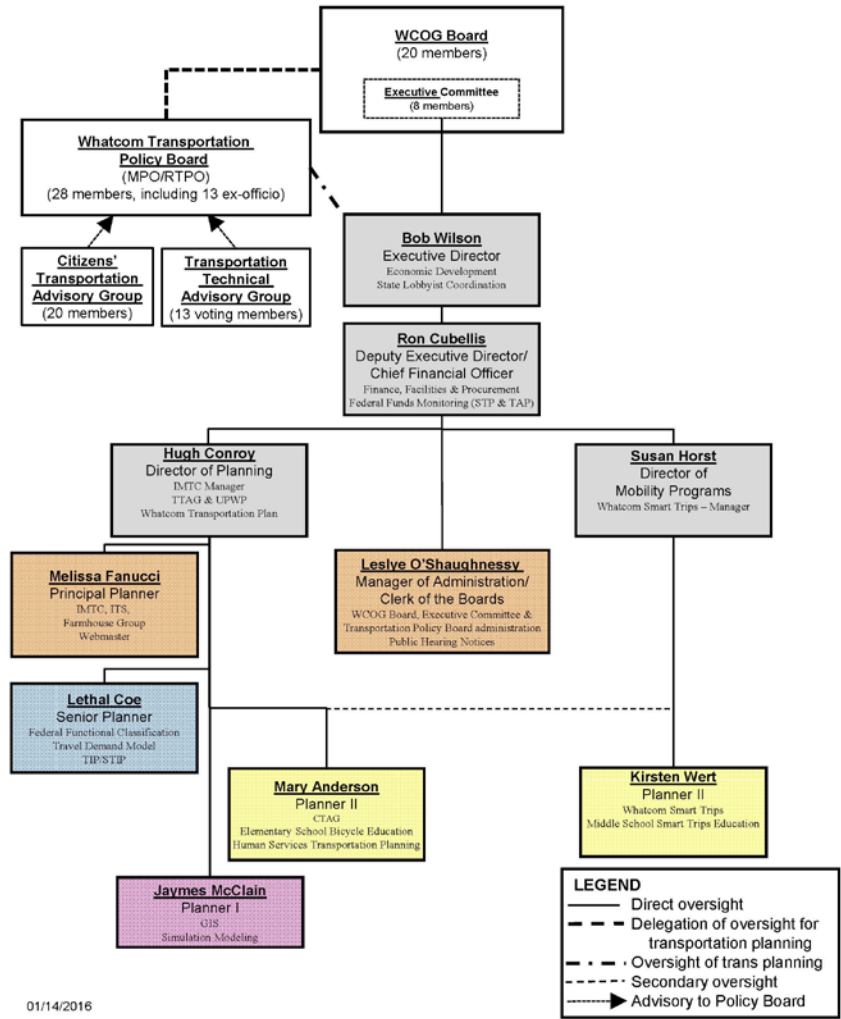
**I. Title VI Plan**

The Title VI Plan was not amended during this time period.

**2. Organization, Staffing, Structure**

Bev Montgomery retired on August 31, 2015. WCOG did not replace her.

**Whatcom Council of Governments  
 2016 Organizational Structure**



01/14/2016

### 3. Complaints

No complaints received.

### 4. Planning: Accomplishment Report and Update

#### A. Monitoring and Review Process:

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- *Describe the planning activities that are performed by the Regional Council.*

WCOG has three committees that are involved in the transportation planning process. These are the Transportation Technical Advisory Group (TTAG), the Citizen's Transportation Advisory Group (CTAG), and the Whatcom Transportation Policy Board (WTPB).

The TTAG is comprised of technically qualified representatives from Whatcom County, municipalities, tribes, Washington Department of Transportation (WSDOT), Port of Bellingham and the Whatcom Transportation Authority. TTAG meets monthly to discuss regional transportation planning and project funding issues, and make recommendations to the Whatcom Transportation Policy Board (WTPB).

CTAG It is a citizen-based committee that meets quarterly and advises the WTPB on the community's concerns to help reach a collaborative vision for Whatcom County's transportation system.

The Whatcom Transportation Policy Board (WTPB) is comprised of elected representatives from local governments and other taxing authorities (Whatcom Transportation Authority, Port of Bellingham), Tribal Council Members and the Washington State Department of Transportation. The WTPB consolidated the functions and duties of the previously separate Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) Policy Boards. Its primary purpose is to achieve intergovernmental coordination in developing policies and programs of mutual benefit to its member jurisdictions concerning transportation and to identify project funding priorities. It is responsible for developing policy guidance for the region through the Whatcom Transportation Plan.

- *Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.*

The Whatcom Council of Governments website: [www.wcog.org](http://www.wcog.org) has a translator tool. Three brochures are available in Spanish and Ukrainian, the brochure titles are:

- Whatcom Smart Trips Program Brochure.
- 7<sup>th</sup> Grade Bus Pass Trip Planner and
- Confident City Cycling.

Two of the brochures may be found on our websites here:

<https://www.whatcomsmarttrips.org/how-to>, and here:

[https://www.whatcomsmarttrips.org/employers/employer\\_services](https://www.whatcomsmarttrips.org/employers/employer_services).

## **B. Studies**

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- *Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*
- *If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies?*

As part of the 7<sup>th</sup> Grade Bus Pass Program students filled out an assessment that asked them how often they currently ride the bus. The assessments were translated into Spanish and Ukrainian for students who are not fluent in English.

## **C. Draft TIPs**

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A draft Transportation Improvement Program (TIP) was released for public comment during the reporting period. Notification of the draft document was posted on the WCOG website and in the local newspaper of record. One public hearing was held in October to adopt the 2016 TIP.

No Title VI related concerns or issues were raised at the public hearing.

## **D. Other Public Hearings**

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Seven (7) other public hearing were held throughout the reporting period. Notices of the public hearings were posted in the local newspaper of record.

No Title VI related concerns or issues were raised at the public hearings.

## **E. Upcoming Year**

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WCOG will again administer the 7<sup>th</sup> Grade Bus Pass program in March 2017, we will once again offer the assessment in Spanish, Ukrainian and English.

## **5. Environmental Affairs: Accomplishment Report and Update**

### **A. Monitoring and Review Process**

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WCOG is not involved in Environmental Affairs.

### **B. Staff Responsible for Environmental Affairs**

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None

### **C. Environmental Impact Statements (EIS)**

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There were no EISs conducted during the reporting period.

### **D. Upcoming Year**

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Nothing planned at this time.

## 6. Consultant Contracts: Accomplishment Report and Update

### A. Monitoring and Review Process

- Briefly describe the process for issuing RFPs and soliciting consultants.

WCOG uses the process described in the Washington State Department of Transportation Local Agency Guidelines Chapter 31 (Using Consultants) when issuing RFP and soliciting consultants. Refer to this link for further details: <http://www.wsdot.wa.gov/publications/manuals/fulltext/M36-63/Lag31.pdf>

- Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status. (I.e. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?)

Consultants are required to comply with Title VI laws.

### B. Consultant Contracts

Two (2) consultant contracts were in effect during the reporting period.

The dollar values of the contracts were: \$25,920 and \$40,789.

### C. Upcoming Year

WCOG advertised one (1) RFQ that was due August 1, 2016. We anticipate entering into contract mid-September, 2016.

## 7. Education & Training: Accomplishment Report and Update

### A. Monitoring and Review Process

Education and trainings are equally available to all employees. A log of employee education and trainings is kept and reviewed annually.

### B. Staff Responsible for Coordinating Training

- Identify staff by job title, ethnicity, and sex responsible for selecting which employees receive training.

<i>Title</i>	<i>Ethnicity</i>	<i>Gender</i>
Executive Director	White	Male
Manager of Administration	Other	Female

### C. Complaints

No complaints received.

**D. NHI Training**

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WCOG staff did not attend NHI sponsored programs during the reporting period.

**E. Title VI Training**

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No staff attended Title VI training during the reporting time period.

**F. Upcoming Year:**

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No Title VI trainings are currently scheduled.