

Public Participation Plan

Southwest Washington Regional Transportation Council

Draft Published: October 25, 2016

Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Washougal
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington DOT
Port of Vancouver
Port of Camas-Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Metro
Oregon DOT
14th Legislative District
17th Legislative District
18th Legislative District
20th Legislative District
49th Legislative District



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I. Introduction

Public participation is a key element in the regional transportation decision-making process carried out by Southwest Washington Regional Transportation Council (RTC). As mandated in the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) and other supporting Federal regulations, and continued with the current Federal Transportation Act, Fixing America's Surface Transportation Act (FAST Act), Metropolitan Planning Organizations (MPOs) must establish and periodically review and update public participation processes in a public participation plan. These processes should assure early and continued public awareness of, access to and opportunity to participate in the transportation decision-making process. This Public Participation Plan document describes Southwest Washington Regional Transportation Council's (RTC's) public participation process with policies and guidance for public outreach and participation outlined. The Public Participation Plan establishes consistent procedures to ensure people have reasonable opportunities to be involved in the regional transportation planning process and provides examples of the types of tools and techniques RTC may use to communicate with the public, stakeholders and planning partners.

The participation of the public in regional transportation planning and programming has been part of RTC's work program since the Council was established in July of 1992. RTC's work includes development of regional transportation plans, such as the long-range regional transportation plans (RTPs) for Clark, Klickitat and Skamania counties and Transportation Improvement Programs for the region.

The Intermodal Surface Transportation Efficiency Act of 1991 required that MPO's adopt a formal public involvement process relating to regional transportation planning and programming of transportation projects in the MPO region. The original Public Involvement Plan was adopted by the RTC Board of Directors in July, 1994 and was updated in October 2001. The 2005 Federal Transportation Act, SAFETEA-LU, emphasized the need to have participation of citizens and interested parties in developing the Public Participation Plan and participation in the metropolitan transportation planning process. SAFETEA-LU also emphasized the use of "visualization techniques" as part of the public participation process, including making transportation plans and programs available on the internet and use of maps and pictures where they can help the public understand the transportation plan and program. These requirements continue under the FAST Act, the current Federal Transportation Act. The adopted Public Participation Plan also meets Washington State's requirements regarding public involvement and

outreach in conducting regional transportation planning by the Regional Transportation Planning Organization.

RTC as MPO/RTPO and TMA

Southwest Washington Regional Transportation Council (RTC) serves as the [Metropolitan Planning Organization](#) (MPO) for the Clark County, Washington, portion of the larger Portland (Oregon)/Vancouver (Washington) urbanized area. RTC is also the state-designated [Regional Transportation Planning Organization](#) (RTPO) for the three-county area of Clark, Skamania and Klickitat (see Figures 1 and 2 for maps of the region). Having a population of over 200,000, the Clark County region is a federally-designated Transportation Management Area (TMA). TMA status brings additional transportation planning requirements that the MPO must carry out. Responsibility for these functions was assumed by RTC on July 1, 1992.

What is the Metropolitan Planning Organization?

A Metropolitan Planning Organization is an organization of elected officials in urbanized regions with a population of 50,000 or over. The MPO provides a forum for local decision-making on transportation issues of a regional nature.

As a condition for receipt of federal capital or operating assistance, MPOs must have a continuing, cooperative and comprehensive transportation planning process. The MPOs are to cooperate with the state in developing transportation plans and programs for urbanized areas. This transportation planning process is to result in plans and programs consistent with the urbanized area's comprehensive planned development. In addition, the plans are to provide for the development of transportation facilities (including pedestrian walkways and bicycle facilities) and serve as an intermodal system for the state, metropolitan areas and the nation.

The MPO's planning functions are carried out in cooperation with the state and local agencies. An MPO can contract staff from other agencies to perform specific elements in the planning process. This cooperative transportation decision-making process provides a forum for the member jurisdictions to discuss regional transportation issues and plan transportation improvements for the region. Currently, twelve regional councils perform the MPO transportation planning functions in Washington, representing the urbanized areas of the state.

What is the Regional Transportation Planning Organization?

RTPOs serve the same basic transportation planning functions as MPOs, but were created by state legislation. An RTPO covers both urban and rural areas and receives state funding in support of its planning efforts. In 1990, the [Washington State Legislature](#) passed the Growth Management Act (ESHB 2929) authorizing the Regional Transportation Planning Program.



The primary functions of RTPOs are to develop regional plans and policies for transportation, growth management, environmental quality, and other topics determined by the RTPO; provide data and analysis to support local and regional decision making; build community consensus on regional issues through information and citizen involvement; build intergovernmental consensus on regional plans, policies and issues, and advocate local implementation; and provide planning and technical services on a contractual basis.

RTC provides the region a valuable forum in which to consider the transportation issues, develop coordinated strategies, and recommend prudent investments in our system to solve the transportation challenges faced in this region.

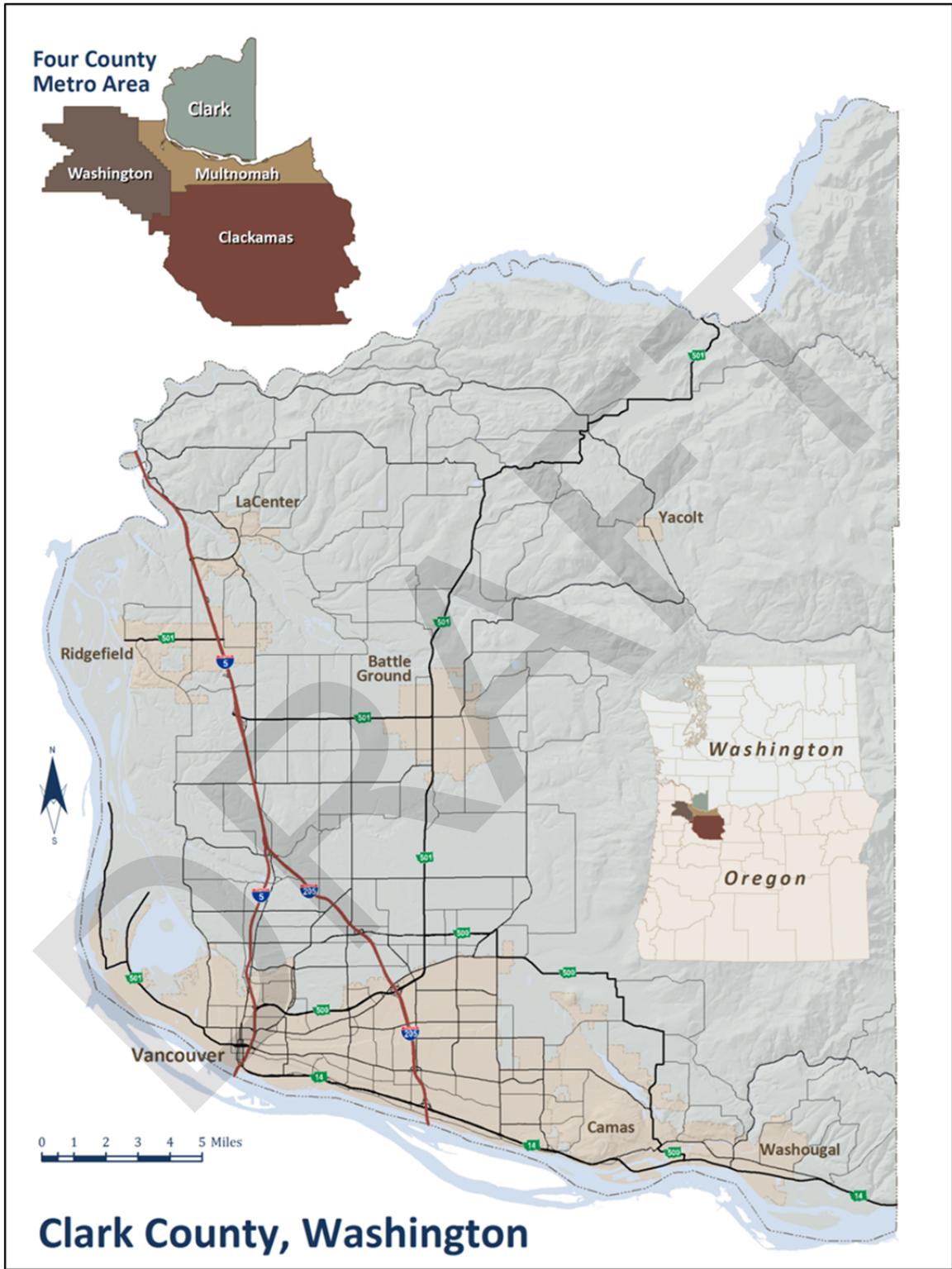
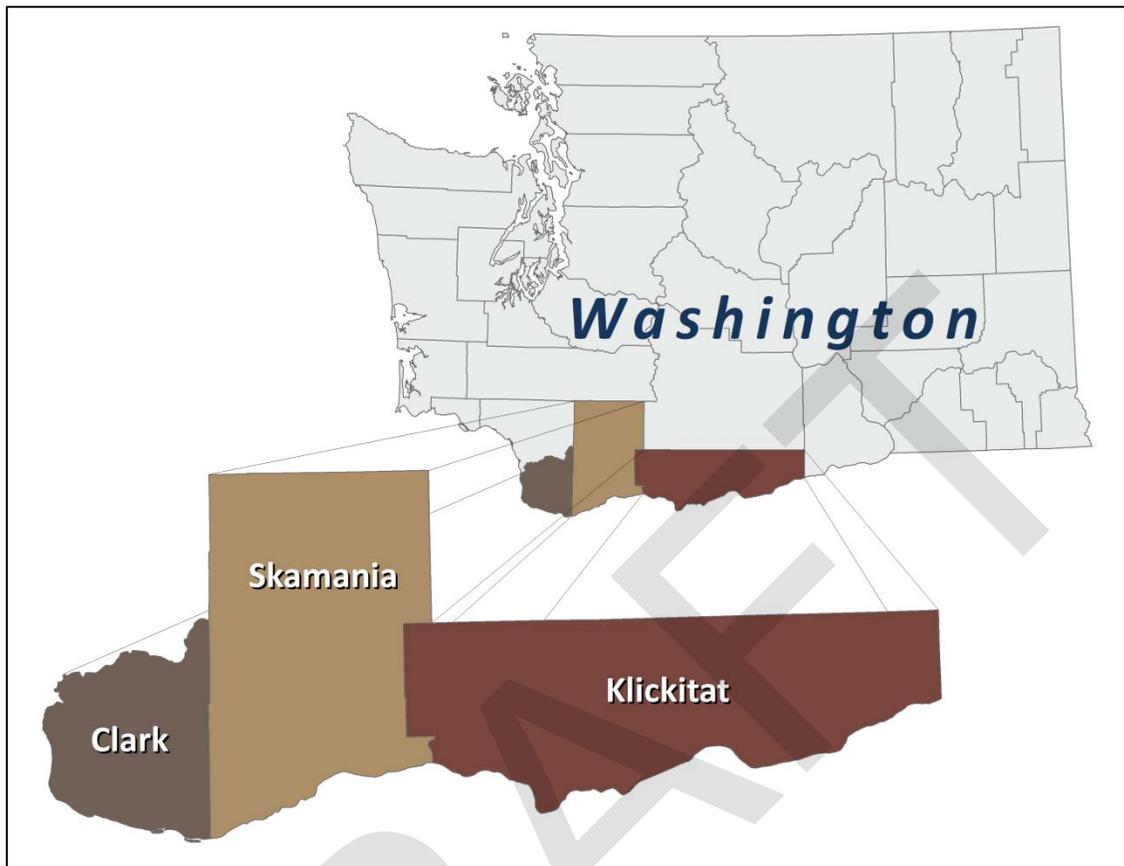


Figure 1: RTC, Metropolitan Planning Organization (MPO) Region. The MPO covers the whole of Clark County which is a part of the Portland-Vancouver-Hillsboro (OR-WA) metropolitan area.



*Figure 2: Southwest Washington Regional Transportation Council (RTC):
Extent of Regional Transportation Planning Organization (Clark, Skamania and
Klickitat counties).*

Importance of Public Input in the Transportation Planning Process

Public involvement is a key component of the transportation planning and programming process. A proactive public involvement process is one that provides complete information, timely public notice, and full public access to major transportation decisions, and supports early and continuing involvement of the public in developing transportation plans and programs.

In an attempt to ensure that our planning process is inclusive, RTC employs specific strategies for reaching out to persons who are traditionally underserved by transportation projects, such as low-income and minority households. In addition to ensuring that community members are involved, our transportation investments should not adversely impact these populations and improvements are to be equitably distributed.

Purpose of the Public Participation Plan - guiding principles and goals

The purpose of the Public Participation Plan is to ensure that all of RTC's regional transportation plans, programs, and studies include adequate public involvement prior to action by the RTC Board. The Intermodal Surface Transportation Efficiency Act (ISTEA), enacted in 1991, required that organizations like RTC utilize "proactive" public involvement procedures that go beyond merely providing notice of decisions. These requirements continue today under the current federal Transportation Act, FAST Act, requiring us to provide opportunities for "early and continuing involvement throughout the transportation planning process." The Public Participation Plan explains and describes how the public can be involved in the transportation planning process.

Guiding Principles

RTC's public involvement process aims to provide members of the public opportunities for early and continuing participation in transportation projects, programs, plans and decisions, and to provide public access to key decision making processes. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program, and is required by a number of state and federal laws.

RTC's public involvement procedures are built on the following guiding principles:

- ◆ RTC is committed to providing timely public notice and timely, relevant information.
- ◆ Public access to the transportation planning program is not biased by race, ethnicity, gender, disability or economic level.
- ◆ No major public policy decision is reached or large project implemented without significantly affecting someone.
- ◆ Project and policy decisions should follow a decision-making process to make them acceptable.
- ◆ Effective public participation and education strategies must be tailored to fit the audience and issue.
- ◆ Collaboration provides for stronger solutions.
- ◆ People are much more willing to live with a decision that affects different interests unequally if the decision-making process is open, objective and considerate of all viewpoints.

- ◆ Effective public notification and participation takes time and effort, and it can be expensive, yet is an essential component of sound decision-making.
- ◆ Early involvement of stakeholders improves information and direction for regional planning decisions.
- ◆ All relevant information necessary for an informed decision should be provided by project staff.
- ◆ Use of a variety of public outreach and public education techniques should be used to help involve a wider audience of interested parties and strengthen decisions for transportation policy and in regional plans.
- ◆ Public participation is a dynamic activity that is best when planning partners work together to provide information to the public.
- ◆ There is often more than one solution to a problem.
- ◆ The decision-making process is strengthened with the inclusion of potentially underserved populations, sometimes through alternate means of communication. Citizens of all ethnicity, gender and backgrounds need to be well-informed, have the opportunity to voice their concerns and have their concerns addressed.

Public Participation Goals

The primary goal of RTC's Public Participation Plan is to describe RTC's approach to public engagement. Other goals of the Public Participation Process are to:

- ◆ Maintain a proactive public participation process.
- ◆ Support early and continuous participation of the public in developing Regional Transportation Plans and Transportation Improvement Programs.
- ◆ Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties especially where they may be affected by particular transportation plans, programs and projects.
- ◆ Provide adequate public notice of public participation opportunities.

- ◆ Provide adequate time for public review and comment at key decision points in development and approval of plans and programs.
- ◆ Provide reasonable public access to information about transportation issues and processes including issues relating to development of transportation plans and programs.
- ◆ Make information on the transportation planning process, including plan and program development and meeting information, available on the World Wide Web.
- ◆ Visualization techniques, such as maps and graphics, can be used to simplify and make transportation plans and programs easier to understand.
- ◆ Hold public meetings at convenient times and locations.
- ◆ Consider, document and use public suggestions and recommendations received during the planning and development processes. The documentation should include how comments are disposed of; how they are resolved/used in RTC's decision-making. Comments on this Public Participation Plan are addressed in Appendix C.
- ◆ Identify and address the transportation needs of the traditionally underserved, including low income, minority populations and populations with special transportation needs (populations covered by the Americans with Disabilities Act), and identify the effects of transportation policies, plans and projects on these populations.

Meeting these goals ensures early and continuous public notification and participation in major actions and decisions by RTC and that there will be meaningful public input to inform the decision-making process. Major actions are those pertaining to the core functions of RTC to develop and publish a Regional Transportation Plan, a Transportation Improvement Program and Public Participation Plan.

Participation Plan Requirements

Federal and state requirements of the Public Participation Process are more fully addressed in Appendix A of this Plan though a summarized list of applicable federal, state and local requirements follows:

Laws, Policies and Regulations Guiding RTC's Public Involvement Process

RTC operates under a wide range of federal, state and local laws and requirements including:

Federal:

- ◆ Fixing America's Surface Transportation Act (FAST Act), Public Law 114-94 as passed by Congress and signed by President Obama on December 4, 2015
- ◆ Americans with Disabilities Act of 1990, 42 USC 126 and 49 CFR 27.19
- ◆ Federal Clean Air Act of 1970, 42 USC 85 and 40 CFR Parts 50-99
- ◆ Public Works and Economic Development Act of 1965, 42 USC 38 and 13 CFR 305
- ◆ Title VI of the Civil Rights Act of 1964, 23 USC 140, 23 CFR 200, and 49 CFR 21
- ◆ Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency. Signed August 11, 2000 by President William J. Clinton
- ◆ Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. Signed February 11, 1994 by President William J. Clinton.
- ◆ Executive Order 12372, Intergovernmental Review of Federal Programs. Signed July 14, 1982 by President Ronald Reagan.
- ◆ Federal regulatory guidance for public involvement is addressed primarily in 23 CFR 450 Subpart C and in Federal Transit Administration (FTA) Circulars, especially those pertaining to Title VI (FTA Circular 4702.1B), Limited English Proficiency and Environmental Justice (FTA Circular 4703.1).

Washington State:

- ◆ State Environmental Policy Act (SEPA), RCW 43.21C
- ◆ Growth Management Act (GMA), RCW 36.70A
- ◆ Open Public Meetings Act, RCW 42.30
- ◆ Public Records Act, RCW 43.56
- ◆ Washington Clean Air Act, RCW 70.94

Other:

- ◆ RTC Interlocal Agreements, [Bylaws](#) and Memoranda of Agreement.

Desired Outcomes of the Public Participation Plan

- ◆ Receive public input on RTC's activities and decisions.
- ◆ Share transportation planning and programming information with a broad cross-section of the public.
- ◆ Ensure notification and participation of all populations, including people of color, low-income and special needs groups.
- ◆ Increase overall awareness of regional planning activities.
- ◆ Ensure planning decisions incorporate the concerns, needs, and visions of the region and that any comments received are addressed.

Development of the Public Participation Plan Update

This public participation plan is RTC's documented "process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process" in accordance with the 23 CFR 450.316(a)

The Public Participation Plan (PPP) is updated as needed through a process involving ongoing consultation and engagement with the Regional Transportation Advisory Committee (RTAC), the RTC Board, and interested parties such as transportation providers, public agencies, the freight transportation community, representatives of seniors, young people and those with disabilities, Native American Tribes in the region, bicycle and pedestrian committees and more.

The Public Participation Plan update process is ongoing as RTC assesses the most effective techniques for reaching out to the public over time and works to comply with federal and state laws governing public participation. This 2016 Plan update, culminating in the adopted PPP document, underwent a 45-day public comment period. The RTC Board is the decision-making body of RTC with authority to adopt the PPP.

RTC's initial Public Involvement Plan was adopted in July 1994 and updated in October 2001. The August 2007 Plan update was adopted to comply with the federal transportation act in existence at that time, SAFETEA-LU, as well as state public outreach requirements for the Regional Transportation Planning

Organization. The Public Participation Plan last underwent a comprehensive review and update in 2014 before adoption by the RTC Board in January 2014.

Federal law requires that the MPO periodically evaluate the Public Participation Process and update the Public Participation Plan to reflect current practices. RTC worked with planning partners, the Board, Committees, stakeholders, interested parties, the interagency consultation process and the public to develop the Public Participation Plan and updates.

The 2016 Public Participation Plan reflects RTC's existing practices for public involvement, consultation with interested parties, interagency consultation, agency governance and operations, all documented in one place for public reference. The 2016 Plan is updated to include strategies that have proven effective in the planning process and complies with federal and state guidance.

Opportunities to Comment on the Public Participation Plan Update

The draft Public Participation Plan is open for public comment for at least 45 days. The 45-day public comment includes:

- ◆ Notifying RTC's membership, interested parties, stakeholders, Tribes, community organizations representing Title VI and Environmental Justice groups, as well as federal resource agencies of the opportunity to comment on the Plan.
- ◆ Online commenting and review available at RTC's website, www.rtc.wa.gov
- ◆ News release to media outlets in the region, including news outlets that serve diverse and Limited English Proficient audiences.
- ◆ Legal notices placed in local print media.
- ◆ Agenda information items to the RTC Board and RTC Committees.
- ◆ Opportunity to provide a public comment in person at RTC Board meetings.
- ◆ Availability for review at RTC and at libraries in the region.
- ◆ Documentation and description of how received comments are addressed and used.

If you have comments on this Plan, please contact RTC:

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II. RTC's ORGANIZATION

As background information on the Southwest Washington Regional Transportation Council, the second section of the Public Participation Plan describes the organization of RTC and its decision-making structure. RTC exists as a forum for regional transportation decision-making.

RTC Membership

RTC is a membership organization formed by interlocal agreement. RTC members are listed in Table 1 below:

Table 1: RTC Membership

RTC Membership: Jurisdiction/Agency
Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington State Department of Transportation
Port of Vancouver
Port of Camas/Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Metro (Portland, OR)

RTC Membership: Jurisdiction/Agency

Oregon Department of Transportation
Legislators from the following Washington State Districts:
14 th District
17 th District
18 th District
20 th District
49 th District

Governing Structure: Committees

RTC's Agency Structure is illustrated in Figure 3 below and descriptions of the decision-making Committees follow.

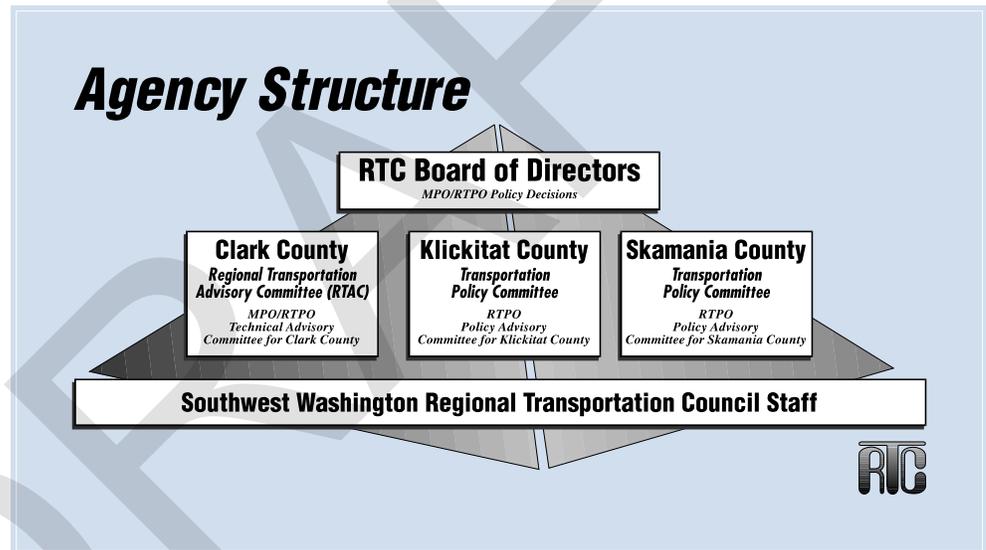


Figure 3: RTC's Agency Structure

RTC Board of Directors

The Regional Transportation Council (RTC) [Board of Directors](#) is the policy decision-making body for RTC, both as MPO and RTPO. The Board meets monthly to make policy and project decisions and provides direction to RTC staff. The Board makes recommendations on key transportation issues. As determined by state (RCW 47.80.060) and federal laws (23 USC 134(d)(2)) and by RTC's [Bylaws](#), the RTC Board is comprised of fourteen voting members composed of elected officials representing the region's cities, counties and ports, and senior staff from state transportation agencies and the transit agency, and, because the region is a bi-state region, the Oregon Department of Transportation and Metro are represented. The method of appointment is at the discretion of the appointing jurisdiction. The

fifteen state legislative members of the 14th, 17th, 18th, 20th and 49th districts are ex-officio, non-voting members of the Board. Nine RTC Board members are required to meet quorum. Valid votes require at least eight voting members plus one member who can be either a voting or non-voting member. Table 2 provides a summary of RTC Board representation and voting rights.

Table 2: RTC Board of Directors: Representation and Voting Rights

RTC Board Representation	Voting Rights
Three Clark County Commissioners	Yes
Two representatives from the City of Vancouver	Yes
One elected official from the City of Camas or the City of Washougal representing Camas and Washougal	Yes
One elected official from the City of Battle Ground, the City of Ridgefield, the City of La Center, or the Town of Yacolt representing these four cities	Yes
One elected official from Skamania County, the City of Stevenson, the City of North Bonneville, or the Port of Skamania County	Yes
One elected official from Klickitat County, the City of White Salmon, the City of Bingen, the City of Goldendale, or the Port of Klickitat	Yes
The Executive Director/CEO of C-TRAN	Yes
The Southwest Regional Administrator of the Washington State Department of Transportation	Yes
One Port Commissioner from the Port of Vancouver, Port of Ridgefield, or the Port of Camas/Washougal representing these three ports	Yes
The Portland Region One Manager of the Oregon Department of Transportation	Yes
One Councillor from Metro of Portland	Yes
Ex-Officio Representation:	
14th Legislative District: State Senator and Two State Representatives	No
17th Legislative District: State Senator and Two State Representatives	No
18th Legislative District: State Senator and Two State Representatives	No
20th Legislative District: State Senator and Two State Representatives	No
49th Legislative District: State Senator and Two State Representatives	No

All meetings of the RTC Board and RTC's other committees are open to the public, with the exception of Board executive sessions. [RTC Board meeting agenda, minutes and informational materials](#) are available on RTC's website or copies can be obtained by calling (360) 397-6067. All Board meetings include public comment opportunity as an agenda item.

Clark County

Regional Transportation Advisory Committee

Within the Clark County MPO region, the [Regional Transportation Advisory Committee](#) (RTAC) meets monthly to coordinate the regional transportation planning program and advise the RTC Board on technical transportation issues. RTAC is composed of staff from local jurisdictions, WSDOT, C-TRAN as the region's transit agency, and bi-state representation from ODOT and Metro. RTAC representation is listed in Table 3 below.

Table 3: Regional Transportation Advisory Committee: Representation
Regional Transportation Advisory Committee: Representation

Southwest Washington Regional Transportation Council
Clark County Public Works
Clark County Planning
City of Vancouver, Public Works
City of Vancouver, Community Development
City of Battle Ground/Town of Yacolt
City of Camas
City of Washougal/Port of Camas - Washougal
City of Ridgefield/City of La Center/Port of Ridgefield
C-TRAN
Washington State Department of Transportation
Port of Vancouver
Oregon Department of Transportation
Metro
Human Services Transportation

Skamania and Klickitat County Committees

Consistent with the 1990 State Growth Management Act, Transportation Policy Committees for Skamania and Klickitat Counties provide policy and technical advice for the two rural counties to the RTC Board.

Skamania County Transportation Policy Committee

The [Skamania County Transportation Policy Committee](#) was established in 1990 to oversee and coordinate transportation planning activities in the Regional Transportation Planning Organization Skamania region. Skamania County Transportation Policy Committee representation is summarized in Table 4 below.

Table 4: Skamania County Transportation Policy Committee: Representation

Skamania County Transportation Policy Committee: Representation	
Skamania County	
City of Stevenson	
City of North Bonneville	
Port of Skamania County	
WSDOT, SW Region	
Senior Services – transit provider	Non-Voting Member

Klickitat County Transportation Policy Committee

The [Klickitat County Transportation Policy Committee](#) was established in 1990 to oversee and coordinate transportation planning activities in the Regional Transportation Planning Organization Klickitat region. Klickitat County Transportation Policy Committee representation is summarized in Table 5 below.

Table 5: Klickitat County Transportation Policy Committee: Representation

Klickitat County Transportation Policy Committee: Representation	
Klickitat County	
City of White Salmon	
City of Bingen	
City of Goldendale	
Port of Klickitat	
WSDOT, SW Region	
Mt. Adams Transportation – transit provider	Non-Voting Member

Bi-state coordination

Both RTC, the MPO for the Clark County, Washington portion of the Portland-Vancouver metropolitan region, and Metro, MPO for the Oregon portion of the Portland-Vancouver region, recognize that bi state travel is significant within the region. To address bi-state regional transportation system needs, RTC representatives participate on Metro’s Transportation Policy Alternatives Committee (TPAC) and Joint Policy Advisory Committee on Transportation (JPACT) committees. Metro is represented on RTC’s Regional Transportation Advisory Committee (RTAC) and RTC Board of Directors. Currently, several locations on the I-5 and I-205 north corridors are at or near capacity during peak hours resulting in frequent traffic delays. The need to resolve increasing traffic congestion levels and to identify long-term solutions continues to be a priority issue. Also of bi-state significance is continued coordination on air quality issues.

Bi-State Coordination Committee

The Bi-State Transportation Committee was established in 1999 to ensure that bi-state transportation issues are addressed. The Committee was reconstituted in 2004 to expand its scope to include both transportation and land use according to the Bi-State Coordination Charter. The Committee is now known as the [Bi-State Coordination Committee](#). The Committee's discussions and recommendations are advisory to the RTC, the [Joint Policy Advisory Committee on Transportation \(JPACT\)](#), and Metro on issues of bi-state transportation significance. On issues of bi-state land use and economic significance, the Committee advises the appropriate local and regional governments.

Other Committees and Transportation Stakeholders

RTC may form ad hoc Committees to help with specific transportation planning tasks such as corridor studies and to assist in development of plans such as the Human Services Transportation Plan. The formation of these ad hoc Committees and their meeting dates and times will be posted on to RTC's website. Stakeholders identified to serve on these Committees may include elected officials, civic and community interest group representatives and members of the general public with interest in the specific topic area.

RTC may also attend, participate in, and seek advice from other transportation planning committees and groups such as the Clark Communities Bicycle and Pedestrian Committee, the C-TRAN Citizens Advisory Committee, the Southwest Washington Freight & Commerce Task Force (SW FACT) operated through [Identity Clark County](#) and local transportation project committees to provide ideas on ways to address regional challenges, to research and resolve technical issues, and to review and recommend major transportation projects for funding.

RTC's committee meetings are open to the public and include opportunities for citizen comment. Information about meetings and agendas are available at rtc.wa.gov or from RTC at 360-397-6067 or info@rtc.wa.gov

III. RTC'S TRANSPORTATION PLANS AND PROGRAMS

The third section of the Public Participation Plan describes RTC's regional transportation planning programs and reports the public may be interested in.

Work Plan, Budget and Unified Planning Work Program (UPWP)

Each year, RTC drafts a calendar year Work Plan and Budget to maintain the regional transportation planning process led by the RTC Board. The draft Work Plan and Budget is usually reviewed at the November RTC Board meeting and is proposed for adoption at the December RTC Board meeting. The Work Plan outlines a course for RTC's regional transportation planning, policy setting, and project programming activities.

Related to the Work Plan and Budget, the [Unified Planning Work Program](#) is a federally-required document that describes coordinated metropolitan transportation planning activities anticipated for the region for the next one or two year period. For UPWP purposes, the fiscal year begins July 1. The UPWP is expected to reflect federal, state, and local transportation planning emphasis areas. RTC, as Metropolitan Planning Organization for the region, is granted Federal Highway Administration PL (planning) dollars and Federal Transit Administration planning funds to carry out the required metropolitan transportation planning process. The UPWP outlines how these federal dollars, as well as state and local funds, will be used by RTC and planning partners. UPWP requirements are specified in 23CFR450.308 and 23CFR420.111.

The UPWP must be developed by RTC in cooperation with the state Department of Transportation and transit operators and bi-state transportation planning partners. Members of the Regional Transportation Advisory Committee help RTC to develop a draft UPWP. Federal Highway Administration and Federal Transit Administration representatives usually review the draft UPWP in February, the RTC Board reviews the draft in April or May and Board adoption is proposed for the following month. During the course of the fiscal year, the work program is kept current through UPWP amendments.

RTC and Transportation Project Funding

Within the Metropolitan Planning Organization region, or Clark County, RTC selects projects to receive certain types of funding from the Federal Highway Administration and the Federal Transit Administration. By federal law, these funds must be regionally selected and approved by RTC. The criteria used to select projects are based on regional transportation, economic and land use policies adopted by the region's elected leadership. RTC regularly reviews and updates the project selection criteria to fit with the transportation policy framework. All public agencies, jurisdictions and tribes are eligible to apply for funding. Projects selected to receive RTC funds undergo a public comment and review period prior to RTC Board approval as part of the Transportation Improvement Program (TIP) process (see below).

Regional Transportation Plans

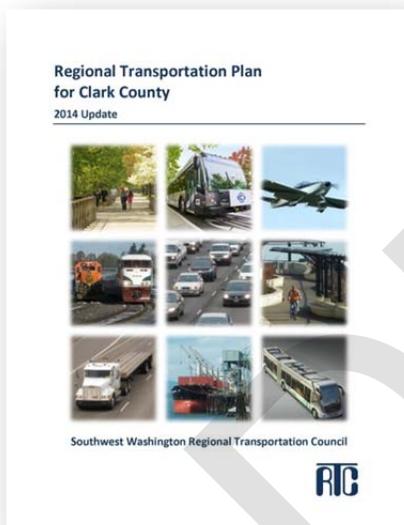
RTC covers a three-county region each county having a long-range, twenty year, Regional Transportation Plan.

Regional Transportation Plan for Clark County

The [Regional Transportation Plan](#) (RTP), also known as the Metropolitan Transportation Plan, is the long-range, twenty-year, plan for the Clark County region's transportation system. The Plan is required by the federal government as a condition for receipt of federal transportation funding to the Clark County region. The RTP must be updated at least every four years, must include multiple modes of travel, be fiscally constrained and must be consistent with federal, state and local plans and policies. The Plan provides a vision for an efficient future transportation system and a guide for sound transportation investments to accommodate growing travel demand.

Regional Transportation Plans; Skamania and Klickitat Counties

In RTC's two rural counties, the [Regional Transportation Plan for Klickitat County](#) and the [Regional Transportation Plan for Skamania County](#) are the two principal transportation planning documents. The Regional Transportation Plans have a long-range, twenty-year, horizon. The Plans are developed through a coordinated and cooperative process between local jurisdictions, RTC and Washington State Department of Transportation in order to develop regional transportation solutions.



Transportation Improvement Program



The [Transportation Improvement Program \(TIP\)](#) is a four-year program of regionally significant projects. Projects programmed in the TIP are drawn either directly from specific project recommendations made in the Regional Transportation Plan or are developed from a more general series of recommendations (e.g. preservation, maintenance, safety, etc.). The TIP represents an agency's intent to implement a specific project and the anticipated flow of funds for that project. Regionally selected transportation projects are incorporated into the TIP along with other regionally significant projects selected for funding at the state or federal level. The TIP is usually updated annually by RTC, undergoes a public review and comment period prior to RTC Board adoption.

The metropolitan TIP for Clark County is required under both federal and state legislation. Transportation projects programmed in the TIP must be consistent with the Regional Transportation Plan. Projects must also meet clean air standards and environmental justice requirements. The TIP is developed by RTC through a cooperative and coordinated process involving local jurisdictions, WSDOT, and C-TRAN. RTC selects and prioritizes projects programmed in the TIP.

RTC selects and prioritizes projects programmed in the TIP. The TIP development process has three steps: 1) project screening for eligibility, 2) project evaluation and ranking according to RTC Board adopted criteria, and 3) project selection and programming. Minor amendments to the TIP can be made on a monthly basis.

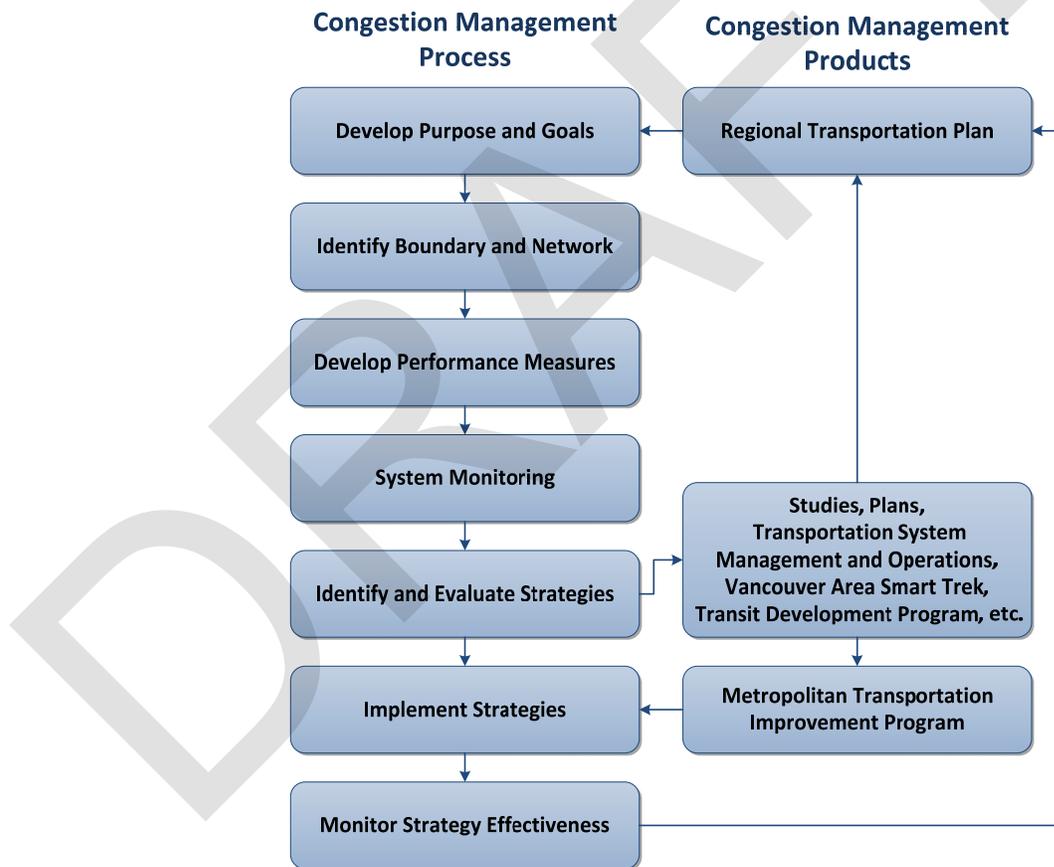
For more information see RTC's website at <http://www.rtc.wa.gov/programs/tip/>

RTP and TIP; Air Quality Conformity Determination

Currently, for both the RTP and TIP for Clark County, an air quality determination must be made to assure that new projects, programs and plans do not impede the region from meeting and maintaining air quality standards. This requirement is subject to change.

Congestion Management Process

RTC is required to have a [Congestion Management Process \(CMP\)](#) for the Clark County region to meet federal requirements in 23 CFR 450.320(c)1. A CMP is a systematic process for managing congestion. The CMP provides information on multimodal transportation system performance and on alternative strategies to alleviate congestion and enhance the mobility of persons and goods. The Congestion Management Process focuses on transportation performance within corridors through monitoring of vehicular travel, auto occupancy, transit, travel demand management strategies, system management strategies, and traffic operations in an effort to identify solutions to address congestion. Both existing and future traffic conditions are addressed. The CMP informs both the RTP and TIP. RTC reports on the CMP annually.



More information is available on RTC's website: <http://www.rtc.wa.gov/data/cmp/>

¹ <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=23:1.0.1.5.11&idno=23>

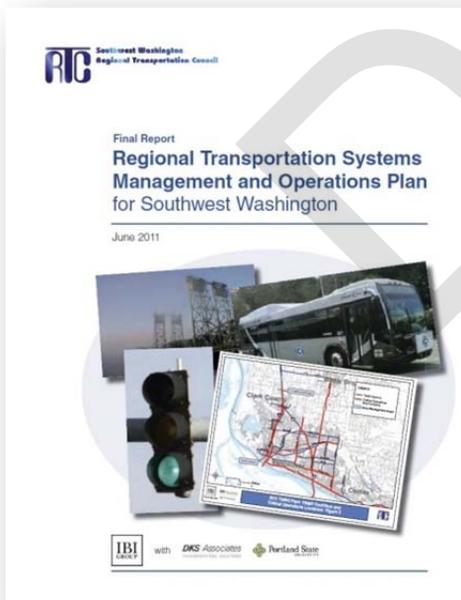
Human Services Transportation Plan

Special Needs Transportation

Initially a requirement of the federal transportation act, SAFETEA-LU passed in 2005, regular update of a [Coordinated Human Services Transportation Plan \(HSTP\)](#) continues to be a federal requirement. The intent of the Human Services Transportation Plan is to identify transportation needs and solutions and thereby improve transportation services for people with disabilities, seniors, and individuals with lower incomes as well as those in rural locations who cannot provide transportation for themselves. An update to the Human Services Transportation Plan (HSTP) is required by federal law at least every four years.

The Human Services Transportation Plan (HSTP) for Clark, Skamania and Klickitat Counties is used as the basis for selecting special needs transportation projects to compete for Washington State's Consolidated Public Transportation Grant Program. Development of the Human Services Transportation Plan brings together service providers, agencies that distribute funds, riders, and the community at-large to improve special needs transportation throughout the region.

Additional information is available on RTC's website at:
<http://www.rtc.wa.gov/programs/hstp/>.



Vancouver Area Smart Trek; Transportation Management and Operations

The [Vancouver Area Smart Trek \(VAST\)](#) program has been managed by RTC since 2001 and is one of RTC's ongoing programs. VAST program activities include regional collaboration on transportation system management and operations (TSMO) and on intelligent transportation systems (ITS).

The focus of RTC's Transportation Systems Management and Operations program is on low-cost, quickly implemented transportation operational projects that aim to optimize the existing transportation network. TSMO strategies aim to better utilize existing transportation facilities without expanding roadway capacity. The operational projects cover a wide range of transportation solutions such as traveler information, freeway management, arterial management, coordinated incident management, and transit signal

priority. The availability of traveler information supports improved travel reliability, travel choices, and makes for informed commuters.

The Intelligent Transportation System element of the VAST program provides coordination and management for the deployment of ITS projects, infrastructure, and equipment to ensure integration and interoperability of operational projects. ITS technology is automating the collection of data. In addition, the region has initiated a transportation data archive system called PORTAL to enhance data availability, ease its retrieval, and assist with the analysis of transportation data to support performance monitoring.

Transportation Data and Analysis (household travel survey, travel forecast modeling)

RTC develops, maintains and manages a regional transportation database and regional travel forecast model to support the regional transportation planning program.

Transportation Data

RTC provides coordinated transportation data collection, compilation and analysis within the region. The database is used to assess transportation system performance, evaluate level of service standards and to calibrate the regional travel forecasting model and to support transportation and engineering work of RTC's transportation partners. [Traffic count data](#) is available on RTC's website.

Household Travel Survey

RTC conducts household travel surveys periodically to collect and document statistically valid demographic, travel and activity behavior characteristics of Clark County households. The Clark County Household Travel Survey collects information about where people go, how people get there, and what they do there. The data is used to inform transportation planning and policy analysis and forms the foundation for updating and calibrating the regional travel model.

Travel Forecast Modeling

RTC develops and maintains a [regional travel forecast model](#). The forecast model improves our ability to identify future transportation needs and guides investment of public funds for transportation solutions to help maintain Clark County's quality of life.

Other Transportation Planning Activities

Other RTC transportation planning activities include assessment of the safety of the transportation system, planning for freight transportation and working with local planning partners on comprehensive land use planning and planning for pedestrian and bicycle transportation modes. RTC also works with planning partners on Transportation Demand Management (TDM) programs which focus on reducing travel demand, particularly at peak commute hours through techniques such as Commute Trip Reduction (CTR). TDM strategies can make more efficient use of the current roadway system and can reduce vehicle trips.

Make a Public Comment on RTC's Transportation Plans and Programs: Contact RTC at:

If you have comments on RTC's Plans and Programs, contact RTC:

E-mail:

info@rtc.wa.gov

Telephone:

360-397-6067

Fax:

360-397-6132

Physical address:

RTC
Public Service Center
1300 Franklin Street, 4th Floor
Vancouver, WA 98660

Postal address:

RTC
P.O. Box 1366
Vancouver, WA 98666

IV. PARTICIPATION, INVOLVEMENT, CONSULTATION AND COMMENT PROCEDURES

Section IV of the Public Participation Plan describes key participation elements including access to the public participation process, consultation and public comment procedures.

Key Public Participation Elements

Procedures

RTC will utilize a broad range of public information and participation opportunities in planning for regional transportation needs and programming of regional transportation projects (see menu in Section V). RTC also recognizes the importance of public participation at the local level and will acknowledge and consider public input resulting from transportation planning and project programming at the local jurisdictional level as well as through public participation conducted by transportation agencies such as the public transit provider, C-TRAN, and Washington State Department of Transportation. RTC's public participation procedures are described below.

Public Meetings (forum for decision-making)

Public meetings are the forum for RTC's decision-making with the RTC Board of Directors being the body that adopts regional transportation plans and programs.

How to Access RTC Meetings and Related Information

Table 6 summarizes how RTC's materials and meeting notices can be accessed.



Table 6: How to Access RTC’s Materials and Notices

How to Access RTC’s Materials and Notices		
Materials	What is Available Online?	When is Information Posted?
Meeting agendas and packets	<ul style="list-style-type: none"> • RTC Board agenda and meeting packets • Advisory committee information see www.rtc.wa.gov 	One week prior to the meeting
Meeting Information	<ul style="list-style-type: none"> • Board and advisory committee meeting dates and times 	Calendar posted on rtc.wa.gov beginning each year. Meeting information pages updated monthly. Online calendar is posted and updated continuously throughout year, along with Board web pages
Web and audio stream	<ul style="list-style-type: none"> • RTC Board meetings 	Listen or watch RTC Board meetings live on CVTV or in searchable archive available 24 hours after event. RTC Board meeting videos are also available on YouTube .
News Releases	<ul style="list-style-type: none"> • News releases. News and media items, published or broadcast 	All news releases are available on RTC’s website at rtc.wa.gov . Timing of the news release varies depending on the news item or event being publicized.

All RTC meeting schedules, meeting agendas and packets are available to anyone by calling (360) 397-6067. Printing and mailing fees may apply.

Access for All

Consistent with Federal requirements associated with the transportation planning process, RTC is committed to nondiscrimination in all of its programs and activities. RTC strives to ensure fair treatment and meaningful involvement of all of the region’s residents, regardless of race, color, national origin, gender, disability and income. Efforts will be made to seek out and consider the needs and interests of traditionally underserved populations. RTC will maintain a contact list of representatives of underserved populations and will communicate with groups and Committees where these representatives may meet. Special accommodations can be arranged in advance of any RTC meeting or event by notifying RTC at (360) 397-6067 or info@rtc.wa.gov.

Environmental Justice and Title VI

RTC maintains a Title VI Plan, available on RTC’s website, to ensure that no person in the region shall, on the grounds of race, color, sex, or national origin, be excluded

from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which RTC receives federal financial assistance. RTC’s Title VI Plan is updated approximately every four years. RTC also submits annual reports on its Title VI program to the Washington State Department of Transportation to ensure all federal regulations are being met.

RTC seeks out and considers the needs of people traditionally underserved by transportation systems (e.g., low-income and minority households). To interact with these communities RTC will participate in community meetings and will continue to nurture relationships with underserved community representatives at meetings such as the Accessible Transportation Coalition, the SW Washington Healthy Living Collaborative, C-TRAN’s Citizens Advisory Committee, Clark County’s Commission on Aging and RTC’s ad hoc Human Services Transportation Plan Stakeholder Group.

To help in identifying the underserved populations, RTC publishes an [Environmental Justice \(EJ\) Demographic Profile](#) using Census and American Community Survey data to identify and locate minority, low-income, elderly and limited English proficient populations in the region. A demographic profile identifies the location of EJ populations to help determine the type of public outreach and whether the effects of agency actions will disproportionately impact or benefit these populations. (Ref. FTA EJ Circular, Chap. II and III.) RTC will update the Demographic Profile periodically. RTC uses the Profile data as the basis for providing an Environmental Justice analysis of the impacts of key decisions on traditionally underserved populations as part of the planning process. The Profile contains data that allows for the continuing updating of information to track the performance of the regional transportation system and implemented strategies.

Maps taken from the Demographic Profile are provided on the next two pages. Figures 4 and 5 show the location of Clark County minority populations in 2014 and Clark County low-income populations, 2014.



Figure 4: Minority Population 2014, Clark County, Washington

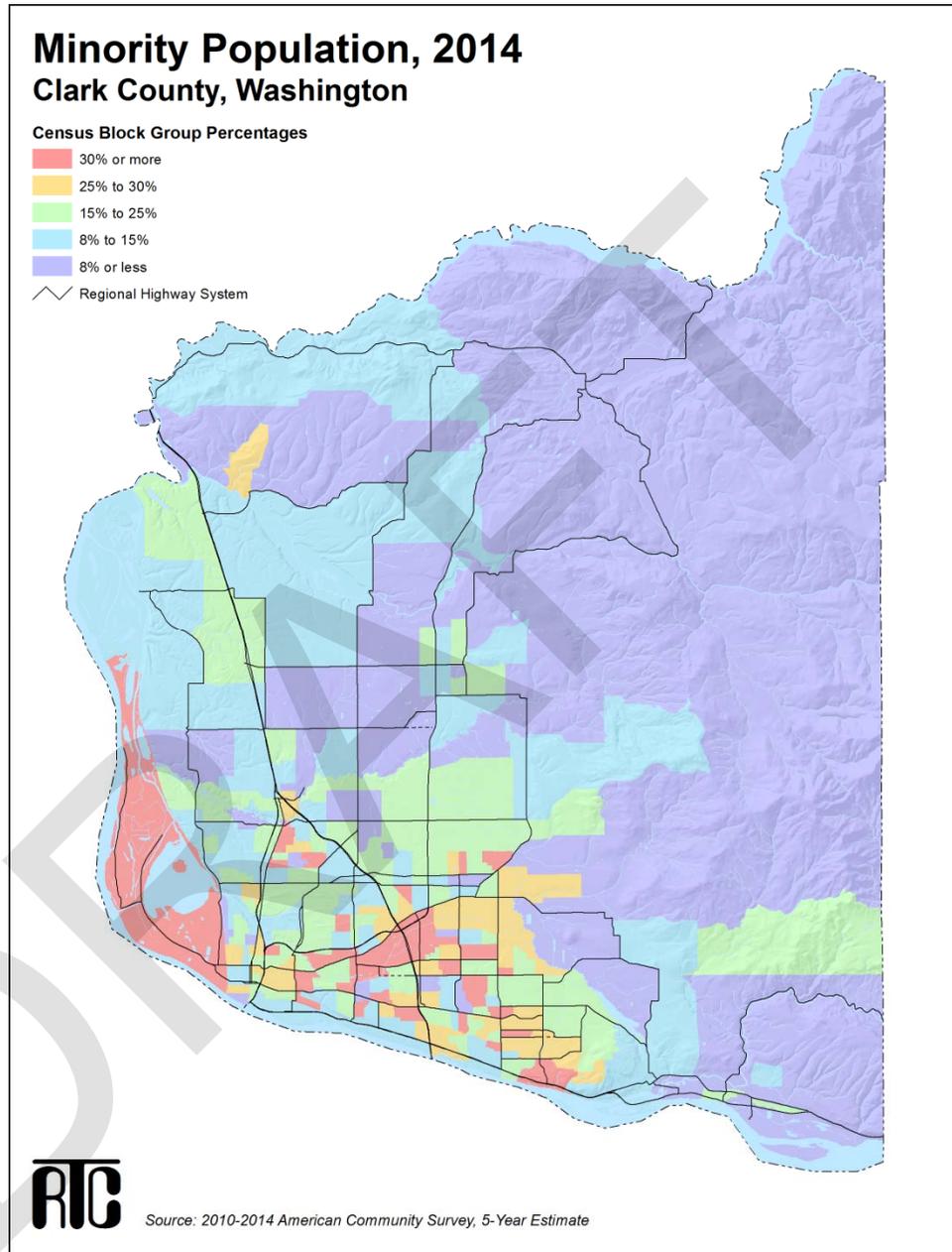
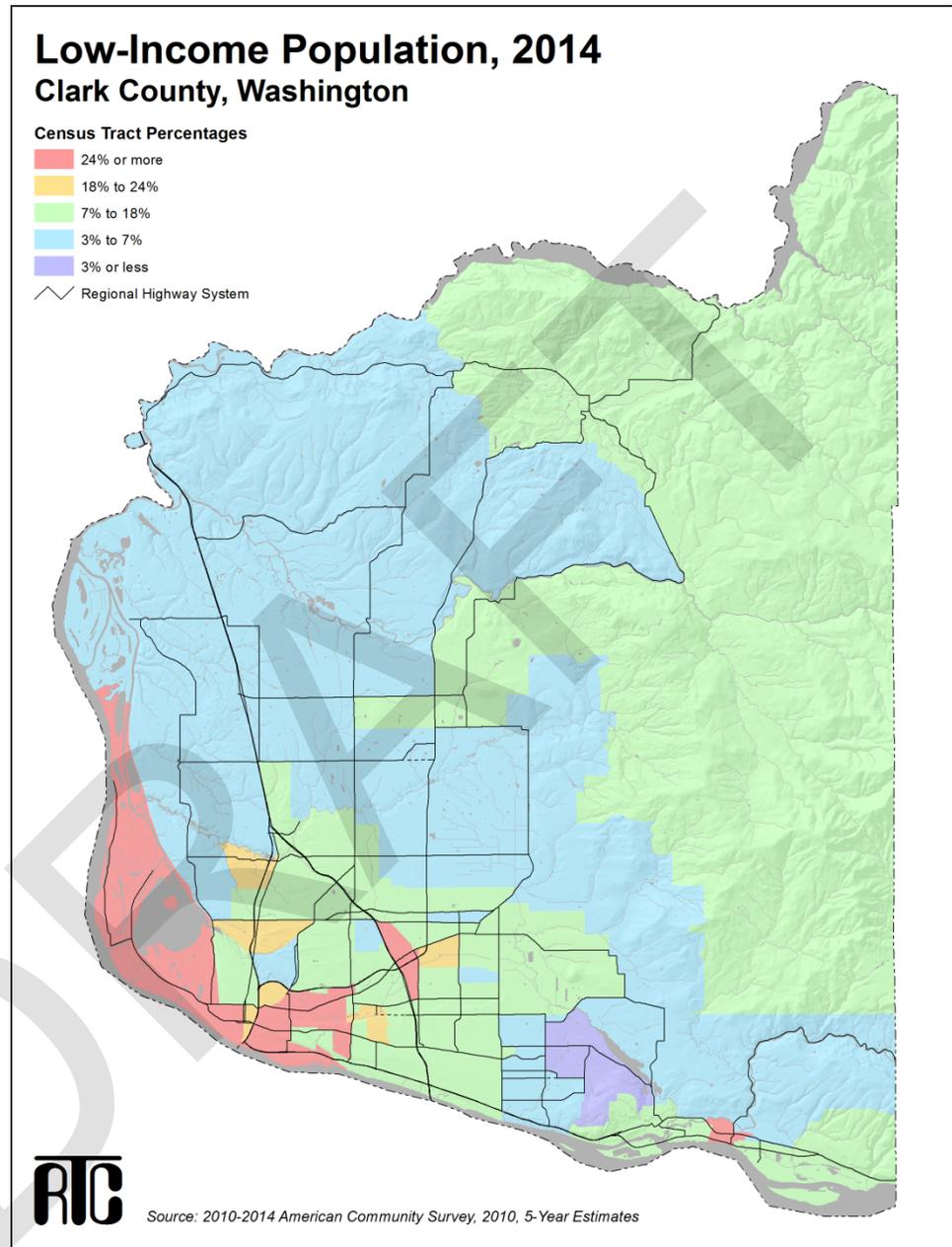


Figure 5, Low Income Population 2014, Clark County, Washington



Limited English Proficiency and Alternative Formats

RTC maintains a Limited English Proficiency Plan available on RTC's website. Those requiring alternative formats and language translation should contact RTC to request these services. For those with Limited English Proficiency (LEP), translation of RTC's online information and reports is currently available through online translation services such as Google Translate, a free online language translation service that instantly translates text and web pages. RTC's website offers direct links to online translation services. In addition, RTC's reception staff has a poster at the reception area offering interpreter services. Visitors to RTC's office in the Public Service Center are able to point to the language assistance needed. The receptionist will identify the language needed and can seek translation help. RTC can also provide access to [Telelanguage](#) interpreter services.

Consultation

Fixing America's Surface Transportation Act, known as the FAST Act, continued the previous federal transportation act's (MAP-21's) commitment to public participation. Metropolitan transportation agencies like RTC are directed to consult with officials responsible for other planning activities affected by transportation in the area. The goal of the consultation is to ensure a coordinated and open exchange of information, ideas and concerns between RTC and stakeholders about the planning process, potential impacts and appropriate mitigation.

The most effective time to involve the public, local governments, Tribes, and agencies in the planning and programming process is as early as possible.

RTC considers the agency consultation process as a continuum starting with development of the regional transportation plan. The development of the regional transportation plan, with its long-range time frame, is the earliest opportunity for consultation and is a key decision point for the interagency consultation process. It is at the long-range planning stage when policy direction is formulated, funding priorities and major projects' planning level concepts are introduced, prioritized and considered for implementation. Because the RTP governs the selection and programming of projects in the TIP, the RTP is the key decision point for policy decisions regarding project and program priorities that address mobility, congestion, air quality, and other planning factors.

The Transportation Improvement Program is a short-term programming document detailing the funding for those projects and investments first identified as needed in an adopted Regional Transportation Plan.

RTC uses the following approaches to coordinate and consult with affected agencies in the development of the RTP and the TIP. Throughout the process, consultation is based on the agency's needs and interests. At a minimum, all agencies will be provided an opportunity to comment on the RTP and TIP updates. RTC uses Washington's State Environmental Policy Act as a guide to initiating public

involvement and agency consultation and will issue a scoping notice at the beginning of the planning process in order to begin the interagency consultation process.

Tribal Government Consultation

The RTC region is home to Tribal governments including the Cowlitz and Yakama Nation. All tribes within the region are encouraged and welcomed to participate in RTC's transportation planning processes. RTC encourages full involvement of Tribes in all of its activities, including the development of the Regional Transportation Plan, the Transportation Improvement Program and the Human Services Transportation Plan. RTC notifies Tribes of opportunities to participate through a number of methods, including direct outreach to Tribal Leaders and staff at Tribal offices, invitation letters, electronic communication, and agenda packets. RTC may also coordinate with the statewide Tribal Transportation Planning Organization (TTPO) which meets quarterly. The TTPO is a statewide planning forum providing opportunity for the Tribes to gain information and provide feedback on Tribal and general transportation issues. In all of its work, RTC works to understand the diverse needs of each Tribe and adapts communication efforts accordingly.

Other Consultation/Partnerships

Resource Agencies; Air Quality, Land Management

RTC works in consultation with resource agencies with interest in RTC's transportation planning and programming activities. These include air quality, land management, historical and wildlife resource agencies. In determining air quality conformity air quality consultation partner agencies include the United States Environmental Protection Agency, the Federal Highway Administration, Federal Transit Administration, the Washington State Departments of Transportation and Ecology, and Southwest Clean Air Agency. RTC communicates with and consults with partner resource agencies to review the methodology and assumptions to be used prior to each major transportation planning effort, especially Regional Transportation Plan development.



Public Comment (how to offer comments)

If you have comments on RTC's Plans and Programs, contact RTC:

E-mail:

info@rtc.wa.gov

Telephone:

360-397-6067

Fax:

360-397-6132

Physical address:

**RTC
Public Service Center
1300 Franklin Street, 4th Floor
Vancouver, WA 98660**

Postal address:

**RTC
P.O. Box 1366
Vancouver, WA 98666**

Public Comment and Review Periods

Public comment on any transportation topic is always encouraged. When the agency is seeking public comment on a particular action, RTC may offer a specific public comment and review period and use the variety of notification methods discussed in this plan to let the public know how to comment. Federal and SEPA requirements are also taken into consideration when determining the length and number of public comment and review periods. The Transportation Improvement Program and Regional Transportation Plan public comment periods will be for at least 30 days. The Public Participation Plan public comment period will be at least 45 days.

How Public Comments Are Addressed

RTC welcomes and responds to public comments. Public comments are reviewed and analyzed by staff, and are used as input for potential revisions to operations, plans, and programs. Prior to Regional Transportation Plan and Transportation Improvement Program publication, public comments are documented, are incorporated into the decision-making (where appropriate) and their disposition is recorded.

Public Input

When written and oral comments on drafts of the Regional Transportation Plan (RTP) or Transportation Improvement Program (TIP) are received from the public, a summary, analysis and report on the comments will be made a part of the final Plan and TIP. Within the MPO region whenever air quality conformity analysis is required, comments resulting from the interagency consultation process required under the United States Environmental Protection Agency's air quality conformity regulations will also be included in the final Plan and TIP.

If the final transportation Plan or TIP differs significantly from the one made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised Plan or TIP will be made available.



V. PUBLIC PARTICIPATION METHODS and TECHNIQUES

The methods and public participation techniques used by RTC will be tailored to best suit each particular planning effort as it gets underway. At the outset of each planning process, such as Regional Transportation Plan development, corridor studies and regional transportation studies, RTC will review the menu of participation methods and techniques and use the best mix of public participation methods. The following section documents a menu of public outreach methods, tools and techniques that RTC may use to gain public participation and involvement in development of RTC's plans, programs and activities.

Menu of Public Participation Tools, Methods and Techniques

The following is a range of public participation techniques and strategies that RTC may use to support and enhance public participation. These techniques and strategies are what the public can typically expect RTC to use in the regional transportation planning and decision-making process though their use will be customized for each individual plan or program.

RTC's Website — rtc.wa.gov

Southwest Washington Regional Transportation Council (RTC) has maintained a [website](http://rtc.wa.gov) since 1996. The site underwent significant re-design in 2013. The website has information about RTC and its activities; regional programs, planning studies, data resources, final reports, and upcoming meetings. The website includes a meeting calendar and electronic copies of agendas, public comment periods, comments received, data products, publications, and other relevant information. The website also provides an opportunity for the public, on an ongoing basis, to provide input and formal comments to RTC using a [feedback form](#). Title VI and Americans with Disabilities Act statements are included as well as language translation services. The website offers links to archives of [CMTV broadcasts](#) of [RTC Board meetings](#). RTC's website address is: <http://www.rtc.wa.gov>

Public notification (agendas etc.)

The public is notified of RTC meetings and events primarily through RTC’s website and e-mail communication as well as U.S. mail service. RTC Board packets of informational materials is also made available on RTC’s website.



Meetings held at Convenient Times, Locations and Accessibility

RTC commits to hold meetings at convenient times, and at locations that are accessible to persons with disabilities and, wherever possible, to people who rely on public transit.

RTC Board meetings are typically held at 4 p.m. on the first Tuesday of each month in the Public Service Center at 1300 Franklin Street, Vancouver WA. The public can confirm the meeting dates, times and location on [RTC’s online calendar](#).

View Meetings Online

RTC Board meetings are recorded by CVTV. Meetings are broadcast live on the day of the meeting and are archived for future playback with links provided from the RTC website and are also available on YouTube.

A screenshot of the CVTV website interface. At the top, there is a navigation bar with "CVTV" logo and links for "ABOUT", "CITY", "COUNTY", and "COMMUNITY". Below the navigation bar, the main content area is divided into three columns. The left column is titled "COMMUNITY" and lists various programs such as "2016 Clark College Commencement Ceremony", "2016 Hazel Dell Parade of Bands", and "Regional Transportation Council Board of Directors". The middle column features a large heading "Regional Transportation Council Board of Directors" with a description of the council's role and a "Watch Now" button. The right column is titled "PROGRAM SCHEDULE" and shows a calendar view for "Thursday, August 18" and "Sunday, August 21", with specific meeting times and dates listed.

Public Meetings/Open Houses

Public meetings and open houses provide a setting for the public to access information on RTC's planning activities. Information is made available either through presentations by technical staff (public meeting) or through display exhibits (open house).



Workshops, and Forums

Information workshops may be held on topics associated with the regional transportation planning process. Such workshops are designed to educate participants on specific topics such as regional transportation modeling, intelligent transportation systems, etc. Information workshops are conducted on an as-needed basis.

Citizen Advisory Committees

Citizen Advisory Committees are advisory committees to RTC that may be established to provide broad regional community input during certain planning processes such as corridor studies. Citizen Advisory Committees are usually comprised of individuals representing a cross-section of the region's populations including those with environmental, business, civic organization, neighborhood and other interests.

E-Mail Distribution Lists and Databases

RTC maintains and continuously updates its mailing lists and databases so RTC can initiate contact with interested parties, targeting those traditionally underserved and/or gaps in existing databases. RTC's mailing lists include tribes, community groups, Title VI relevant populations, businesses, resource agencies, membership, and local governments.

To join RTC's mailing list, contact RTC Administration at 360-397-6067 or online at info@rtc.wa.gov

Stakeholder Outreach

A stakeholder is defined as any person or group that is affected by a transportation plan, program, or project, including those who may not be aware they are affected. Stakeholders include the general public; environmental, health, neighborhood, citizen, and civic organizations; traditionally underserved populations such as people with disabilities, low-income, and racial and ethnic minorities, and affected public agencies. Stakeholders are identified and are included in public outreach activities.

Social Media

CVTV broadcasts of the monthly RTC Board meetings are provided on YouTube to reach a broader audience. RTC will continue to evaluate social media opportunities and begin use of other social media outlets if beneficial to RTC's planning activities.

Media Releases

Key media shall be provided with periodic updates of RTC activities and projects. Media releases shall be disseminated to announce public review and comment periods for RTC's plans, programs, and other activities. RTC maintains a list of media outlets such as newspapers, television, and radio stations in the region (refer to Appendix B).

Presentations and Speakers Bureau

Speakers' Bureaus shall consist of RTC staff and citizen volunteers who can speak to civic groups, professional organizations, neighborhood associations, community based organizations who represent the needs of the traditionally underserved populations and other groups about the regional transportation planning process and activities.

RTC can provide presentations on metropolitan transportation planning activities. One of the most effective outreach tools is to present at meetings where people routinely gather, such as community groups, chambers of commerce, councils, or classes. When RTC is engaged in a major planning activity, such as development of the Regional Transportation Plan, staff actively seeks out interested groups to present to. To schedule a speaker, e-mail info@rtc.wa.gov or call 360-397-6067.



Local Libraries

RTC distributes copies of publications to libraries in the region. Draft and final publications are sent to all libraries in RTC's region. Libraries also offer computer access to RTC's website with online information and publications.



Visualization Techniques

Wherever possible, RTC will use visualization techniques such as maps, photos, graphics, flow charts and PowerPoint presentations, to help explain transportation plans and programs.



Newsletters

Project newsletters to keep the public apprised of specific projects are published on an as-needed basis. Newsletters may include information about a project written in language understood by the general public. Newsletters are distributed to identified stakeholders and interested parties. In areas with identified Limited English Proficiency populations, newsletters can be made available in other languages.

Other Technologies

RTC is committed to researching and reviewing new technologies and use of innovative techniques that could be used, as appropriate, to increase transparency, access, and understanding of regional planning efforts. For example, RTC added webstreaming and broadcast of monthly RTC Board meetings on CVTV in 2013. RTC may establish a larger social media presence in the future.

Surveys

Surveys are used on an as-needed basis as a tool to gather information on peoples' perceptions, preferences, and practices. Surveys can range from being informal and inexpensive to scientific and more costly. The information being sought and the use of that information in the regional transportation planning process will vary. In 2009, RTC conducted a significant telephone and written survey of households to help determine travel behavior and patterns. Telephone survey personnel were able to administer the household travel survey in both English and Spanish.

Planning Partners: Coordinated Public Outreach Activities/Events

RTC staff will coordinate with member jurisdictions and agencies to help outreach to a larger number of people. Combining resources to publicize activities and events will help RTC to reach a broader audience and will help to promote best practices both for public outreach and for transportation planning and project implementation. Examples of this coordination include combined presentations with other local, regional and state transportation jurisdictions and agencies.



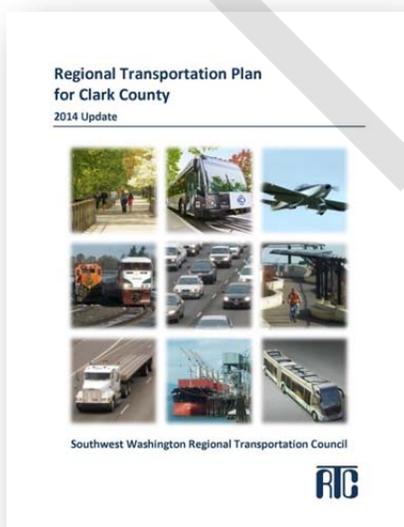
VI. PUBLIC PARTICIPATION IN RTC's REGIONAL TRANSPORTATION PLAN and TRANSPORTATION IMPROVEMENT PROGRAM: A GUIDE TO PROCEDURES

There are two core duties performed by RTC as part of the federal metropolitan transportation planning process that are specially called out in federal law as needing early and continuing opportunities for public participation. These two core duties are development of a Regional Transportation Plan (RTP) for Clark County and Regional Transportation Improvement Program (TIP) for Clark County.

Because the Regional Transportation Plan, also known as the Metropolitan Transportation Plan, includes a comprehensive, long-term vision for the future transportation system, the RTP's development process provides the earliest and the best opportunity for interested persons and public agencies to influence RTC's transportation policies and investment priorities. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed.

Regional Transportation Plan for Clark County

As described in Section III of the Public Participation Plan the [Regional Transportation Plan \(RTP\)](#), also known as the Metropolitan Transportation Plan, is the long-range, twenty-year, plan for the Clark County region's transportation system to guide the area's transportation development in the next twenty years. The RTP is the comprehensive blueprint for transportation investment (transit, highway, local roads, bicycle, and pedestrian projects), and establishes the financial foundation for how the region invests in its surface transportation system. Crucial decisions about whether or not to support or fund a transportation program or project in



the region first occur in the development of the long-range transportation plan.

Federal requirements pertaining to the Regional Transportation Plan addressed in CFR 450.322 also include provisions addressing public outreach [450.322(f)(7) and 450.322 (g)] as follows:

- ◆ A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities. The discussion shall be developed in consultation with Federal, State, and Tribal land management, wildlife, and regulatory agencies.
- ◆ Consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the RTP. The consultation shall involve, as appropriate (1) comparison of RTPs with State conservation plans or maps, if available, or (2) comparison of RTPs with inventories of natural or historic resources, if available.

The RTP is required to be updated at least every four years to reflect new planning priorities and changing projections of growth and travel demand. Changes to the RTP may be required and can be made through Plan amendments. The next RTP update process will begin in early 2014 with adoption required before the end of 2015.

RTP updates include extensive public consultation by RTC and participation involving area residents, public agency officials, and stakeholder groups over many months. In addition, RTC works in partnership with local jurisdictions and agencies involved in transportation in their Comprehensive Planning and Capital Facilities Planning processes for identifying projects for inclusion in the RTP. Local agencies document public comments that help inform their project recommendations for RTP inclusion.



Transportation Improvement Program

As described in Section III of the Public Participation Plan the [Transportation Improvement Program](#) for Clark County (TIP) is a four-year priority list of transportation projects within Clark County. The TIP translates recommendations from the long-range RTP into a short-term program of improvements. The TIP defines project budgets, schedules and phasing for those

programs and projects that are already part of the Regional Transportation Plan.

Federal requirements pertaining to the Transportation Improvement Program are addressed in CFR 450.324(b):

- ◆ All interested parties shall have a reasonable opportunity to comment on the proposed TIP as required by 450.316(a). In addition, in nonattainment TMAs, an opportunity for at least one formal public meeting during the TIP development process; the circumstances of the public meeting should be addressed through the participation plan described in 450.316(a).

The TIP is required to be updated every two years but it can be done more often if needed. RTC routinely adopts a TIP annually. Occasionally changes need to be made to the TIP following its adoption. These changes will be handled as Updates, Administrative Modifications, and Amendments. Updates do not substantially change a project and can be handled administratively by RTC Staff. Administrative Modifications are minor changes that require approval from the RTC Transportation Director. Amendments are substantial changes to projects that require action from the RTC Board of Directors. Proposed TIP amendment and modification actions are documented in Regional Transportation Advisory Committee and RTC Board packet materials made available online or by U.S. Mail for public review, input and comment.

Federal Transit Administration Program of Projects: Public Participation Requirements

A Program of Projects (POP) is a list of projects proposed to be funded from the Federal Transit Administration's (FTA's) Section 5307 funding program apportioned to the region. C-TRAN is the recipient of FTA Section 5307 funds within the region.

RTC has responsibility for developing the region's Transportation Improvement Program. Federal transit law and joint Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) planning regulations governing the metropolitan planning process requires that a region includes the public and solicits their comments when its metropolitan long-range transportation plan and its metropolitan Transportation Improvement Program are developed.

C-TRAN relies on RTC's Public Participation Process to satisfy federal requirements related to public participation in developing, publicizing and soliciting comments on C-TRAN's Program of Projects (POP). RTC acknowledges this reliance in media releases prominently displayed on RTC's website as well as in advertised public notices for RTC's Transportation Improvement Program. This RTC Public Participation Plan and RTC's TIP development process follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements for the POP (FTA Circular 9030.1e, Chapter V, 6 c.). All

public notices of public involvement activities and times established for public review and comment on the TIP state that they satisfy the POP requirements of the Section 5307 Program.

RTC Document Review and Advertising Schedule for Clark County MPO Region

Table 7 (overleaf) outlines the Document Review and Advertising Schedule for RTC's core documents; the Regional Transportation Plan and Transportation Improvement Program for Clark County. These documents that RTC develops are required by the Federal government or the state to go through a public involvement process and there is an established timeline involved in reviewing, adopting and updating them.



Table 7: RTC Document Review and Advertising Schedule for Clark County MPO Region

Document	Process
Regional Transportation Plan for Clark County <i>(also known as the Metropolitan Transportation Plan)</i>	Reviewed annually and updated, at a minimum, every four years <ul style="list-style-type: none"> • RTC Board and Regional Transportation Advisory Committee review • Interagency Coordination, Consultation and Collaboration review • Draft RTP document posted on RTC's website • News release published notifying public of comment and review period before RTP adoption; includes public meeting notice • Comment period of at least 30-days prior to adoption • Legal notice published including notice of public meeting • Notice of public comment period sent to e-mail distribution list • Public meeting hosted during 30-day comment period to solicit input • Draft document posted for review and comment on RTC website • Provide draft to Federal, State and member agencies for review and comment • Document approved or accepted by RTC Board • Distribute final adopted copies to member, Federal and State agencies • Post adopted document on the RTC website
Transportation Improvement Program (TIP) for Clark County	Updated at a minimum every two years but routinely RTC updates annually. <ul style="list-style-type: none"> • Developed in accordance with RTC TIP Guidebook. • Reviewed by RTC Board and Regional Transportation Advisory Committee • Comment period of at least 30-days prior to adoption of new TIP • Draft TIP posted on RTC's website • News release published notifying public of comment and review period before TIP adoption; includes public meeting notice • Notice of public comment period sent to email distribution list • Public meeting hosted during 30-day comment period to solicit input on new TIP • Provide new TIP to Federal, State and member agencies for review • Document approved or accepted by RTC Board • Distribute final adopted copies to partner, Federal and State agencies • Post adopted document on the RTC website
Transportation Improvement Program (TIP) Amendments	<ul style="list-style-type: none"> • Reviewed by Regional Transportation Advisory Committee • Notice of proposed TIP amendment sent to RTC Board email distribution list • Notice of amendment posted for review and comment on RTC website as part of RTC Board meeting agenda • Amendment approved or accepted by RTC Board • Amendments posted on RTC website
Transportation Improvement Program (TIP) Evaluation Criteria	<ul style="list-style-type: none"> • Updated at a minimum every two years • Reviewed by Regional Transportation Advisory Committee and RTC Board (usually in May/June of each year) • Approved by RTC Board • Updated criteria posted on the RTC website and sent to member agencies
Annual Listing of Federal Obligations	<ul style="list-style-type: none"> • Regional Transportation Advisory Committee and RTC Board review no later than March 30 each year • Posted on RTC website no later than March 30 each year

VII. EVALUATION AND UPDATE OF THE PUBLIC PARTICIPATION PROGRAM

Section VII of the Public Participation Plan documents how the PPP will be periodically evaluated to ensure the Plan is meeting its purpose and goals and describes the process to update the Plan.

Public Participation evaluation of effectiveness - matrix

RTC's Public Participation Plan is not a static document, but an ongoing strategy that is annually reviewed for effectiveness and updated based on experiences and the changing circumstances of RTC, the region, evolving technology and changing public preferences regarding outreach techniques. In accordance with 23 CFR 450.316(a)(1)(x) of the Code of Federal Regulations, this Public Participation Plan will periodically be reviewed for effectiveness of the procedures and strategies contained in it to ensure a full and open participation process. After Public Participation Plan evaluation, RTC may choose to update the Plan. The PPP may also be subject to minor corrections.



As part of every public involvement period and public outreach effort for studies, plans, documents and other activities, RTC uses a variety of methods to reach the public, solicit comment and evaluate how effective each method was. The following matrix (Table 8) shows the type of evaluation the public can reasonably expect RTC to conduct on an annual basis in evaluating the effectiveness of the Public Participation Process:

Table 8: RTC's Public Participation Plan, Evaluation Matrix

Involvement Tool	What, How and When Monitored	Evaluation
Website	<ul style="list-style-type: none"> • Number of site visits tracked • Website analytics • Search terms • Comments from users • Website updated at least monthly 	Used to better organize website information, improve the website's interactivity, post information that people are searching for and determine what is prompting people to visit rtc.wa.gov (such as committee meeting agendas, news releases, etc.)
Board / Committee & Public Meetings	<ul style="list-style-type: none"> • Attendance • Comments made at and after meetings • Results of discussion used to improve future meetings. 	This information shows the effectiveness of meeting notice techniques, the level of interest in topics discussed at meetings and provides essential direction to plans and programs.
Television Broadcast and Webstreaming of RTC Board Meetings	<ul style="list-style-type: none"> • Number of people accessing the webstream • Comments made by viewers/listeners. 	This information is used to demonstrate the value of the broadcast and streaming service.
News and Media Releases	<ul style="list-style-type: none"> • Number of news articles/media pieces published • Number of people accessing the news release on website • Web usage on day after media coverage • News coverage monitored by staff 	This information is used to improve news releases to enhance media relations and communications and to determine the level of interest in agency activities. The connection between sending news releases and web traffic on rtc.wa.gov can also be tracked.
Public Comment Periods	<ul style="list-style-type: none"> • Number of comments received • Substance of comments received • Summary of comments provided at the end of the comment period 	This information is essential to developing quality plans and programs. It is also indicative of whether the overall public participation plan and tools were effective.
Social media	<ul style="list-style-type: none"> • Number of comments or replies • Number of visitors to sites • RTC uses YouTube to allow for greater access to broadcast RTC Board meetings. • RTC will continue to evaluate whether further use of social media, such as Facebook and Twitter, should be implemented. • Number of 'likes' or 'followers' 	Information would demonstrate the value of using social media sites and would help to determine what information the public responds to.

Updating the Public Participation Plan - amendment to procedures, adoption

RTC strives to enhance public participation in the agency's work while putting limited funds to best use. As such, if update of the Public Participation Plan is warranted, RTC will take steps to update the Public Participation Plan.

A dated copy of this Plan will always be available directly from RTC or on RTC's website. Any major updates will include a process that includes review by RTC's Regional Transportation Advisory Committee (RTAC), a public comment period of at least 45 days, with wide release and public notification about the proposed changes, and approval by the RTC Board. RTC will extend the public comment period by an additional 45-days in instances where major revisions are proposed in response to comments received.

RTC welcomes public feedback on this Plan, the public outreach and participation techniques described within it and on any aspect of the agency's public involvement program.

Adoption Process and Update Procedures

The public involvement process and procedures were originally adopted by the RTC Board of Directors on July 5th, 1994. Updates were adopted in October 2001, August 2007 and January 2014. The updated Public Participation Plan is scheduled for adoption by the RTC Board at the November 1, 2016 RTC Board meeting following a public comment period of at least 45 days.

The Public Participation Plan will be reviewed periodically and if updates are necessary, the public will be consulted on its update, the draft update will be made available for public comment for a period of at least 45 days and the RTC Board of Directors will be responsible for Plan adoption. Legal notices will be provided in local newspapers informing the public of the comment period and the draft Public Participation Plan will be made available at local libraries and on RTC's website.

Amendment to Adopted Procedures

Proposed amendments to adopted public participation procedures will be placed on the RTC Board's agenda for the Board's consideration prior to the required public comment period. There will be a public comment period of at least forty-five (45) days before any amendment to the public participation plan is adopted by the RTC Board.

Comments on RTC's Public Participation Plan Should be Communicated to RTC:

E-mail:

info@rtc.wa.gov

Telephone:

360-397-6067

Fax:

360-397-6132

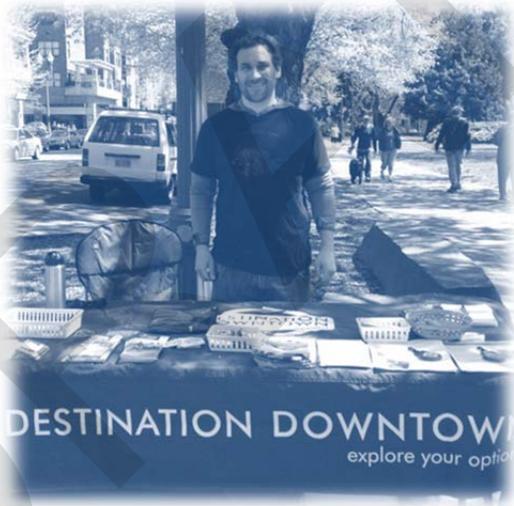
Physical address:

**RTC
Public Service Center
1300 Franklin Street, 4th Floor
Vancouver, WA 98660**

Postal address:

**RTC
P.O. Box 1366
Vancouver, WA 98666**

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APPENDICES

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APPENDIX A: REQUIREMENTS FOR RTC'S PUBLIC PARTICIPATION PROCESS

RTC operates under the jurisdiction of several federal laws, the basics of which are highlighted below.

Federal Requirements for RTC's Public Participation Process

Fixing America's Surface Transportation Act (FAST Act)

The current Federal Transportation Act, the [FAST Act](#), was signed into law on December 4, 2015. The Act reauthorizes the Federal-aid highway program through fiscal year 2020. The FAST Act is the successor Act to MAP-21, enacted in 2012, which included provisions to make the Federal surface transportation more streamlined, performance-based, and multimodal, and to address challenges facing the U.S. transportation system, such as improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on the changes made by MAP-21 and sets the course for transportation investment to improve mobility, create jobs, support economic development, accelerate project delivery and promote innovation.

The FAST Act continues the previous transportation act's commitment to public participation, directing Metropolitan Planning Organizations (MPO) to have a public participation plan that provides "citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan."

The Federal Transportation Act directs MPO public participation plans to be developed in consultation with all interested parties, and provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan. It further directs MPOs, to the maximum extent practicable, to

hold any public meetings at convenient and accessible locations and times, to employ visualization techniques to describe plans, and to make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.

Title VI of the Civil Rights Act of 1964

The Title VI of the [Civil Rights Act of 1964](#) requires that transportation planning and programming be nondiscriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- ◆ Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations.
- ◆ Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process.
- ◆ Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.

Americans with Disabilities Act of 1990

The [ADA](#) requires that all federally funded activities be nondiscriminatory on the basis of physical or mental disabilities. The fundamental principles of complying with ADA include:

- ◆ Ensuring full access to information related to agency activities including an accessible website, accessible offices and meeting spaces, and availability of alternative formats including a TTY Relay access.

Executive Orders

An Executive Order is an order given by the President to federal agencies. As a recipient of federal revenues, RTC assists federal transportation agencies in complying with these orders.

1. [Executive Order 12898](#): Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions.

2. [Executive Order 13166](#): Improving Access to Services for Persons with Limited English Proficiency: Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.

3. [Executive Order 12372](#): Intergovernmental Review of Federal Programs: Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Federal Clean Air Act

Under federal regulations, RTC is required to demonstrate that the long-range Regional Transportation Plan and the Transportation Improvement Program conform to the State Implementation Plan (SIP) for Air Quality. Required under the [federal Clean Air Act](#) the SIP provides a blueprint of how maintenance and nonattainment areas, such as the Clark County region, will meet or maintain the National Ambient Air Quality Standards (NAAQS). Positive conformity determinations that the Regional Transportation Plan and Transportation Improvement Program do not contribute to violations of ozone or carbon emission standards allow the region to proceed with implementation of transportation projects in a timely manner.

Federal Regulatory Guidance

Federal regulatory guidance for public involvement is addressed primarily in [23 CFR 450](#) Subpart C and in [Federal Transit Administration \(FTA\) Circulars](#), especially those pertaining to Title VI (FTA Circular 4702.1B, Title VI Requirements and Guidelines for Federal Transit Administration Recipients), Limited English Proficiency and Environmental Justice (FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients).

Washington State Laws

State Environmental Policy Act (SEPA), RCW 43.21C

RTC can use [SEPA](#) to guide its environmental review for key decision-making.

State Growth Management Act (GMA), RCW 36.70A and RCW 47.80.030

Clark County develops county-wide planning policies under the [GMA](#) pursuant to GMA procedures [RCW 36.70A.210 (2)(e)] with appropriate public notification and participation.

Washington State Open Public Meetings Act, [RCW 42.30](#)

All RTC committee and Board meetings are open to the public, and public comment periods are provided during each regular meeting. Board chairs may limit comment periods as needed. Monthly meetings of the RTC Board are broadcast on CTV and archived.

Public Records Act, [RCW 42.56](#)

RTC conducts its business in an open and transparent manner, but people may want to request specific information under the State Public Records Act. Anyone may request to view RTC records for any reason (although Washington state places some limits on how certain records may be used, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070 (9)] and prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures [RCW 42.17.130]). [Public records requests](#) are addressed on RTC's website (rtc.wa.gov), phone (360-397-6067) or email info@rtc.wa.gov. RTC will respond to public records requests within five business days or request receipt.

Washington Clean Air Act, [RCW 70.94](#)

The Washington State Legislature adopted the Clean Air Act in 1967. Under state regulations, RTC is required to demonstrate that the long-range Regional Transportation Plan and the Transportation Improvement Program conform to the State Implementation Plan (SIP) for Air Quality.

Other Requirements

RTC has its own bylaws and interlocal agreements amongst its members and may take on additional responsibilities through grant opportunities or by the request of its membership.

Bylaws and Interlocal Agreement

RTC is a membership organization formed by interlocal agreement. As such, RTC members established [Bylaws](#) for governing the agency. The bylaws outline expectations for the governing structure, duties of officers, meetings of the RTC

Board and operating procedures. These documents determine the allocation of voting seats on the Board. RTC [Bylaws](#) are available on RTC's website at www.rtc.wa.gov.

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Appendix B

Media Outlets

RTC may select to send news releases, notices and other materials to newspapers, websites, radio and television channels selected, as appropriate, from the following list:

- ◆ The Columbian, daily newspaper
- ◆ The Oregonian, newspaper
- ◆ The Camas Post Record, weekly newspaper
- ◆ The Battle Ground Reflector, weekly newspaper
- ◆ The Daily Insider, weekday online news for Clark County area
- ◆ The Vancouver Business Journal
- ◆ The Portland Business Journal
- ◆ The Skanner newspaper
- ◆ The El Hispanic News newspaper
- ◆ The Asian Reporter, newspaper
- ◆ White Salmon Enterprise, weekly newspaper
- ◆ The Goldendale Sentinel, weekly newspaper
- ◆ Skamania County Pioneer, newspaper
- ◆ City of Vancouver Office of Neighborhoods Weekly Update, an electronic newsletter for neighborhoods:

Note: RTC's region, including Clark, Skamania and Klickitat counties, relies on broadcast news and radio stations based in Portland, Oregon. Clark County does have a cable television station that broadcasts Clark County-centric meetings and informational items:

- ◆ Clark-Vancouver Television, CVTV, community cable TV channel

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Appendix C

Public Comments on 2016 Public Participation Plan

Citizens, stakeholders and interested parties were provided reasonable opportunities to comment on the draft Public Participation Plan update as described on pages 11-12 of this Plan.

Appendix C reserves space to document public comments received and RTC's response to the comments.

Following public participation and involvement in the 2016 Public Participation Plan update and a 45-day public comment period, only one comment was received by RTC pertaining to the 2016 Public Participation Plan update.

Public/Stakeholder Comment	RTC Response/Action Taken
<p>C-TRAN staff, Roger Hanson, at February 19, 2016 Regional Transportation Advisory Committee meeting commented on C-TRAN's support for the update to RTC's Public Participation Plan which will describe C-TRAN's reliance on RTC's public participation process for publicizing C-TRAN's Program of Projects (POP) included in RTC's regional Transportation Improvement Program.</p>	<p>RTC acknowledged C-TRAN's comments and included the description of the POP in the 2016 Public Participation Plan update on page 43.</p>

Title VI Plan

Southwest Washington Regional Transportation Council

Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Washougal
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington DOT
Port of Vancouver
Port of Camas-Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Metro
Oregon DOT
14th Legislative District
17th Legislative District
18th Legislative District
20th Legislative District
49th Legislative District



Updated: November 2016

Updated: May 2014

Updated: October 2006

Adopted: September 2002

Southwest Washington Regional Transportation Council

Street Address
**1300 Franklin Street
Vancouver, WA 98660**

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Fax: 360-397-6132

<http://www.rtc.wa.gov>

Title VI Coordinator:
Mark Harrington, Transportation Planner
Phone: (360) 397-6067
Fax: (360) 397-6132
E-mail: mark.harrington@rtc.wa.gov

RTC complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see <http://www.rtc.wa.gov/info/title6/>, call (360) 397-6067, (TTY) 711 or email info@rtc.wa.gov.

Persons with disabilities may request this information be supplied in alternate formats and those who do not read or speak English well may request language assistance, oral interpretation and/or written translation. Contact RTC at 360.397.6067 (TTY) 711 or email info@rtc.wa.gov.

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Title VI Plan

“It has been The Federal Highway Administration’s (FHWA’s) and the Federal Transit Administration’s (FTA’s) longstanding policy to actively ensure nondiscrimination under Title VI of the 1964 Civil Rights Act in Federally funded activities. Under Title VI and related statutes, each Federal agency is required to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, or disability. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all program and activities of Federal-aid recipients, subrecipients, and contractors whether those programs and activities are federally funded or not.” (Source: US Department of Transportation)

Title VI issues and environmental justice are an integral part of the transportation planning and programming process throughout the United States, particularly in urban regions. This commitment to Title VI has, and continues to be, reflected in the Southwest Washington Regional Transportation Council’s (RTC) work program, publications, communications, and public involvement efforts. This document establishes a framework for efforts that will be taken at RTC to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice.

Introduction

RTC is a regional planning organization that develops policies and makes decisions about transportation planning in southwest Washington. It is a forum for cities, towns, the county, transit agencies, port districts, and state agencies to address common regional transportation issues. RTC is designated under federal law as the Metropolitan Planning Organization (MPO) for Clark County, and under state law as the Regional Transportation Planning Organization (RTPO), for Clark, Skamania and Klickitat counties. Under state and federal mandates and an Interlocal Agreement signed by all its members, RTC conducts and supports numerous state and federal planning, compliance and certification programs which enable members and other jurisdictions and entities in the region to obtain state and federal funding.

As the regional transportation planning agency, RTC does not duplicate the activities of local and state operating agencies, but supports their needs with complementary planning and analyses. The agency performs strategic analyses of trends, consequences, and options related to transportation issues and air quality issues. It is a center for the

collection, analysis, and dissemination of transportation-related information vital to citizens, businesses, jurisdictions, and governments in the region.

Members

RTC members are Clark, Skamania and Klickitat counties, 12 cities and towns within the region, five port districts, the Washington and Oregon state departments of transportation, C-TRAN, Portland Metro and the Washington State Legislators from the 14th, 17th, 18th, 20th and 49th legislative districts.

Table 1: RTC Membership

RTC Membership: Jurisdiction/Agency
Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Washougal
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington State Department of Transportation
Port of Vancouver
Port of Camas/Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Metro (Portland, OR)
Oregon Department of Transportation
Legislators from the following Washington State Districts:
14 th District
17 th District
18 th District
20 th District
49 th District

Governance, Board, and Advisory Committees

The Board of Directors is RTC's policy and decision-making body. The Board meets monthly and is comprised of fourteen voting members. The fifteen state legislative members of the 14th, 17th, 18th, 20th and 49th districts are ex-officio non-voting members of the Board. Nine RTC Board members are required to meet quorum. Valid votes require at least eight voting members plus one member who can be either a voting or non-voting member.

Table 2: RTC Voting Members

RTC Voting Members: Jurisdiction/Agency
Three Clark County Commissioners (elected officials)
Two representatives from the City of Vancouver (elected officials)
One elected official from the City of Camas or the City of Washougal, representing Camas and Washougal (elected officials)
One elected official from the City of Battle Ground, the City of Ridgefield, the City of La Center or the Town of Yacolt, representing these four cities (elected officials)
One elected official from Skamania County, the City of Stevenson, the City of North Bonneville, or the Port of Skamania County (elected officials)
One elected official from Klickitat County, the City of White Salmon, the City of Bingen, the City of Goldendale, or the Port of Klickitat (elected officials)
The Executive Director/CEO of C-TRAN (non-elected)
The Southwest Regional Administrator of the Washington State Department of Transportation (WSDOT) (non-elected)
One Port Commissioner from the Port of Vancouver, Port of Ridgefield, or the Port of Camas/Washougal, representing these three ports (elected officials)
The Portland Region One Manager of the Oregon Department of Transportation (ODOT) (non-elected)
One Councilor from Portland Metro (elected official)

The current make-up of the RTC Board of Directors and their contact information can be found on RTC's website – <http://www.rtc.wa.gov/agency/board/#roster>.

RTC's main advisory committee – the Regional Transportation Advisory Committee – coordinates and guides the regional transportation planning program within Clark County. This committee makes recommendations on key transportation issues to the RTC Board and is comprised of staff from the member jurisdictions and agencies list below.

Table 3: RTAC Membership**RTAC Membership: Jurisdiction/Agency**

Clark County Public Works
Clark County Planning
City of Vancouver, Transportation
City of Vancouver, Planning
C-TRAN
WSDOT
City of Camas
City of Washougal/Port of Camas-Washougal
City of Battle Ground/City of Yacolt
City of Ridgefield/City of La Center/Port of Ridgefield
Port of Vancouver
Human Services Transportation
ODOT
Portland Metro

The current membership of the Regional Transportation Advisory Committee and their contact information can be found on RTC's website -

<http://www.rtc.wa.gov/rtac/#members>.

RTC utilizes two policy committees to oversee and coordinate transportation planning activities for the RTPPO regions of Skamania and Klickitat counties. The committees are comprised of representatives from the jurisdictions from within each county and WSDOT. The current membership the RTPPO policy committees and their contact information can be found on RTC's website - <http://www.rtc.wa.gov/agency/committees/>.

Title VI Policy Statement

The Southwest Washington Regional Transportation Council (RTC) assures that no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. RTC further assures that 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 RTC distributes federal aid funds to another governmental entity or contractor, RTC will include Title VI language in all written agreements and will monitor for compliance. RTC's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other RTC responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200 and Title 49 CFR Part 21.

Matt Ransom
Executive Director

Date

Authorities

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted (Public Law 100-259 [S. 557] March 22, 1988).

Additional Authorities and Citations include:

- ◆ Federal-aid Highway Act of 1973 (23 USC 324) – prohibiting discrimination on the basis of sex
- ◆ Section 504 of the Rehabilitation Act of 1973 (23 USC 794, as amended) – prohibiting discrimination on the basis of disability; 49 CFR Part 27, 49 CFR Part 28, and 49 CFR Part 37
- ◆ Americans with Disabilities Act of 1990 (42 USC 12101) – prohibits discrimination on the basis of disability; 28 CFR Part 35
- ◆ Department of Justice Guidelines for Enforcement of Title VI (28 CFR Part 50.3)
- ◆ Federal Transit Administration Circular C4702.1B, Title VI Requirements and Guidelines for FTA Recipients/Subrecipients (August 28, 2012)
- ◆ USDOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (January 22, 2001 Federal Register 66 FR 6733)
- ◆ USDOT Order 5610.2(a) – May 2, 2012 – Update of 1997 Order "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"
- ◆ FHWA Order 6640.23A – June 14, 2012 – "FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"
- ◆ Joint FTA-FHWA Planning Regulations, 23 CFR Part 450

Notice to the Public

Title VI Notice to the Public

The paragraph below will be inserted in all significant publications that are distributed to the public, such as future versions and updates of the Regional Transportation Plan and Transportation Improvement Program for the Clark County region. The text will remain permanently on the agency's website, <http://www.rtc.wa.gov/info/title6/>. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

The Southwest Washington Regional Transportation Council (RTC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which RTC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with RTC. Any such complaint must be in writing and filed with RTC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, call RTC's Title VI Coordinator at (360) 397-6067.

Abbreviated Title VI Notice to the Public

The following shortened version of the above paragraph can be used in publications where space or cost is an issue, such as classified newspaper announcements.

RTC complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see <http://www.rtc.wa.gov/info/title6/>, call (360) 397-6067, (TTY) 711 or email info@rtc.wa.gov.

Organization

The Executive Director of RTC is responsible for ensuring the implementation of the RTC Title VI program. The RTC Title VI Coordinator (hereafter referred to as Coordinator), on behalf of the Executive Director, is responsible for oversight and day-to-day administration of the Title VI program and Assurances (see Appendix 1).

All of RTC's work activities have been classified into following four Title VI Program Areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Consultant Contracts, and (4) Education & Training. The agency's Title VI-related responsibilities fall into two main categories – "general responsibilities," applicable to all four Title VI Program Areas, and "Program Area responsibilities" that are specific to each Title VI Program Area. It is important to note that Program Areas 1 and 2 (noted above) are extremely interrelated – they have been treated separately for purposes of clarity and corresponding to agency organization. For example, the Communications & Public Involvement program area applies to and affects the agency work program as a whole, particularly agency efforts and responsibilities related to planning and programming.

One of RTC's Transportation Planners will serve in the role of Title VI Coordinator for all program areas. The Title VI Coordinator, under the supervision of the RTC Executive Director, is responsible for the day-to-day administration of the Title VI program, and for carrying out the "Program Area responsibilities" for each Title VI Program Area identified in this Plan. Other staff members are assigned to assist the coordinator or consulted and involved, as needed. Refer to Appendix 4 for an organization chart of staff with specific responsibilities in the agency's Title VI program.

General Responsibilities

General Title VI Program Responsibilities

Following are general Title VI responsibilities of the agency. The Executive Director is responsible for ensuring these elements of the plan are appropriately implemented and maintained across all Program Areas, while the Title VI Coordinator is responsible for day-to-day implementation and maintaining these elements across all Program Areas.

1. Data collection

Demographic data on race, color, national origin, income level, language spoken, and sex of the region's population is to be collected and maintained by RTC (See [Environmental Justice Demographic Profile for Clark County](#)). This demographic data will be used to develop public outreach efforts and to conduct environmental justice analyses.

2. Annual Title VI Report

An Annual Title VI Report is to be submitted in August each year, to WSDOT's Office of Equal Opportunity. The report will be submitted by September 30th of each year and cover the time period between July 1st and June 30th. The document is to include:

Any changes to the Title VI Plan

Organization and Staff

Complaints

Accomplishments and Updates on the four Reporting Areas

3. Annual review of Title VI program

Each year, in preparing for the Annual Title VI Report, the Title VI Coordinator will review the agency's Title VI program to assure compliance with Title VI. In addition, s/he will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on the agency's Title VI program is to be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the "Program Area Responsibilities" section of this document, and in other languages when needed.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint with RTC, if that person believes that s/he or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, sex, or disability. RTC will make a concerted effort to resolve complaints informally at the lowest level, using the agency's Nondiscrimination Complaint Procedures, as described in Appendix 3.

Responsibilities of the Title VI Coordinator

RTC's Executive Director is responsible for supervising the Title VI Coordinator in implementing, monitoring, and reporting on RTC's compliance with Title VI regulations. The Title VI Coordinator will:

- ◆ Identify, investigate, and eliminate discrimination when found to exist.
- ◆ Process Title VI complaints received by RTC, as described in Appendix 3.
- ◆ Periodically review the agency's program areas (UPWP, et al) to ensure equitable distribution of benefits, determine the effectiveness of program activities, staffing is appropriate, and adequate resources are available to ensure compliance.
- ◆ Development and dissemination of Title VI information to the public.
- ◆ Meet with appropriate RTC staff to monitor and discuss progress, implementation, and compliance issues related to the RTC Title VI Plan.

- ◆ Ensure that consultants, contractors, and subrecipients are aware of and compliant with Title VI requirements.
- ◆ Coordinate with appropriate federal, state, and regional entities to periodically provide RTC staff with training opportunities regarding Title VI and related statutes.
- ◆ Work with staff to maintain and update the Title VI Plan and disseminate to appropriate parties internally and externally (i.e, RTC Board, committee members, WSDOT, general public)
- ◆ Develop/maintain list of interpretation/translation service providers for disseminating information about RTC's activities in languages other than English, when appropriate.
- ◆ If a subrecipient is found to be in non-compliance with Title VI, work with the Title VI Coordinator, the Fiscal Officer, and the subrecipient to resolve the deficiency status and write a remedial action if necessary.
- ◆ Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as appropriate.

Program Area Responsibilities

Program Area 1: Communications and Public Involvement

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

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

Operational Guidelines

- ◆ [RTC's Public Participation Plan](#)

◆ [Limited English Proficiency \(LEP\) Plan](#)

Title VI Coordinator's Responsibilities

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

- ◆ Ensure all communications and public involvement efforts comply with Title VI.
- ◆ Develop and distribute information on Title VI and agency programs to the general public. Provide information in languages other than English, as needed.
- ◆ Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- ◆ Include the abbreviated Title VI Notice to the Public (see Appendix 2) in all press releases and on the agency Web site.
- ◆ Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.
- ◆ Collect statistical information on attendees of public meetings using an "Attendance Form" to track how well different segments of the population are represented.
- ◆ Ensure that any Advisory Committee RTC creates has representation from Title VI relevant populations, to the extent that is reasonable and practical.

Program Area 2: Planning & Programming

RTC is responsible for developing long- and short-range transportation plans to provide efficient transportation services to Southwest Washington. A comprehensive transportation planning process is used, which entails the monitoring and collection of varied data pertaining to transportation issues. RTC coordinates with WSDOT, cities, and counties; seeks public involvement; and provides technical support when needed. Refer to "Program Area 1: Communications & Public Involvement" for a description of how interaction with the public is handled in regards to this Program Area and the agency in general.

Operational Guidelines

Primary guidance is provided by:

- ◆ The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450.
- ◆ RCW 47.80 Regional Transportation Planning Organization (RTPO).
- ◆ RTC's Interlocal Agreement
- ◆ Fixing Americas Surface Transportation Act (FAST Act)
- ◆ State and Federal Clean Air Acts and Amendments
- ◆ Washington State Growth Management Act

Key Planning and Programming Activities

RTC is mandated by state and federal law to maintain the region's adopted, long-range *Regional Transportation Plan*, and the Transportation Improvement Program (TIP), a three year program of federally funded projects in the region. RTC conducts and supports numerous state and federal planning, compliance, and certification programs, which enable counties, cities, transit agencies, and WSDOT to obtain state and federal funding. The agency provides forecasts of population, housing, and transportation trends that provide the basis for addressing current issues and exploring future needs and options that could benefit the region's transportation systems. RTC also serves as a center for the collection, analysis, and dissemination of Census information vital to residents and governments in the region. The RTC's Interlocal Agreement with member governments establishes the agency's growth management, transportation, database, forum, and technical assistance responsibilities. The agreement highlights the following functions:

- ◆ Fulfill MPO responsibilities for Clark County, develop a regional transportation plan, review and approve expenditures of federal transportation funds, and identify short-range transportation system development needs and financial strategies.
- ◆ Fulfill RTPO requirements prescribed by state law for Clark, Skamania and Klickitat counties; ensure that regional transportation and land-use plans are integrated; and ensure that state, regional, and local transportation plans are consistent.
- ◆ Develop and maintain a regional database, and forecast and monitor economic, demographic, and travel conditions in the region as the foundation for local and regional planning.
- ◆ Provide technical assistance to local governments, to state and federal governments, and to business and community organizations.

- ◆ Provide a forum for the discussion of emerging regional transportation issues.

Major Programs

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

Title VI Coordinator's Responsibilities

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

- ◆ Ensure all aspects of the planning and programming process operation comply with Title VI.
- ◆ Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. Make the document available to the public and member agencies on RTC's Web site (See [Environmental Justice Demographic Profile for Clark County](#)).

- ◆ Develop a process for assessing the distributional effects of transportation investments in the region as part of actions on plan and programming documents.

Program Area 3: Consultant Contracts

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

Operational Guidelines

- ◆ Title 48, Chapter 1, Part 31 – Contract Cost Principles and Procedures
- ◆ Title 23, CFR 172 – Administration of Engineering and Design Related Service
- ◆ Contracts
- ◆ RCW 39.29 – Personal Service Contracts
- ◆ RCW 39.80 – Contracts for Architectural and Engineering Services.

Contract Procedures

RTC verifies Title VI compliance by consultants (subrecipients of federal funds) annually. In addition, Title VI text is included in all RTC Requests for Proposals (RFP) and contracts.

Disadvantaged Business Enterprises (DBE) Program

When contracting for outside services, RTC utilizes WSDOT for determining DBE goals for each contract for outside services.

Title VI Coordinator's Responsibilities

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

- ◆ Include Title VI language in contracts and Requests for Proposals (RFP) as described below:
 - ❖ Ensure the text in Appendix 1 is included in all agency contracts.
 - ❖ Notify contractors of the appropriate text from Appendix 1 to be included in any subcontracts.
 - ❖ Ensure the Title VI Notice to the Public is included in all RTC RFPs.

- ❖ Ensure the abbreviated Title VI Notice to the Public is included in all published announcements of RTC's RFPs (such as those published in newspapers).
- ❖ Ensure the text in number 2 of the RTC Title VI Assurances (Appendix 1) is included in all RTC RFPs.
- ◆ Review consultants for compliance with Title VI laws and regulations.

Remedial Action Related to Consultant Reviews

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

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

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

Program Area 4: Education & Training

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

Operational Guidelines:

- ◆ Clark County Human Resources Policy Manual

Employees Encouraged to Participate in Training

RTC employees are encouraged to participate in continued professional development and training. Materials received by the agency on training and education opportunities are

made available to employees, which includes information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

Title VI Coordinator's Responsibilities

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

- ◆ Assist WSDOT in the distribution of information to RTC staff on training programs regarding Title VI and related statutes.
- ◆ Track staff participation in Title VI, NHI, or NTI courses.

Questions

For questions on the RTC's Title VI Plan or procedures, please contact Mark Harrington, at (360) 397-6067 ext. 5207 or mark.harrington@rct.wa.gov. For information on RTC's work program or publications, including reports, data forecasting, maps, other information available for use, current public comment periods and meetings open to the public, visit RTC's website at www.rtc.wa.gov.

Appendix 1

RTC Title VI Assurances

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

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

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

“The Southwest Washington Regional Transportation Council, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business

enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Part A of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Part B of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives federal financial assistance to construct a facility, or part of a facility, the Assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient received federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over, or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Part C of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal Aid Highway Program.
8. That this Assurance obligates the Recipient for the period during which federal financial assistance is extended to the program, or is in the form of personal property, or real property or interest therein or structures or improvements thereon, in which case the Assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program, as are found by the State Secretary of Transportation or the official to whom s/he delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this Assurance.

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

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

 Matt Ransom, Executive Director

 Date

Part A

The text below, in its entirety, is in all contracts entered into by RTC. All of the text except the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any RTC contractor.

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

1. Compliance With Regulations

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

2. Nondiscrimination

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

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

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

4. Information and Reports

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

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the Southwest Washington Regional Transportation Council shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

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

6. Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the Southwest Washington Regional Transportation Council or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Southwest Washington Regional Transportation Council enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Part B

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

Granting Clause

NOW, THEREFORE, the Southwest Washington Regional Transportation Council (RTC)—as authorized by law, and upon the condition that the state of Washington will accept title to the lands and maintain the project constructed thereon, in accordance with and in compliance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways; the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation; and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d-4)—does hereby remise, release, quitclaim, and convey unto the state of Washington all the right, title, and interest of the RTC in and to said land described in Exhibit A attached hereto and made a part thereof.

Habendum Clause

TO HAVE AND TO HOLD said lands and interests therein unto the state of Washington, and its successors forever, subject, however, to the covenants, conditions, restrictions

and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the state of Washington, its successors, and assigns.

The state of Washington, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree, as a covenant running with the land for itself, its successors and assigns, that (1) no person shall, on the grounds of race, color, sex, disability, national origin, age, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed*, (2) that the state of Washington shall use the lands, and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination of Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the agency shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in, and become the absolute property of, RTC and its assigns as such interest existed prior to this instruction.¹

Part C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by RTC pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease, for a purpose for which a RTC program or activity is extended, or for another purpose involving the provision of similar services or benefits, the LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of Civil Rights Act of 1964.

That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by RTC pursuant to the provisions of Assurance 7.

The LESSEE, for himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant, and agree as a covenant running with the land, that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and furnishing of services thereon, no person on the grounds of race, color, sex, and national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation— Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended. That in the event of breach of any of the above nondiscrimination covenants, the STATE shall have the right to terminate the lease, and to reenter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

Appendix 2

Notice to the Public

Title VI Notice to the Public

The paragraph below will be inserted in all significant publications that are distributed to the public, such as future versions and updates of the Metropolitan Transportation Plan and Metropolitan Transportation Improvement Program for the Clark County region. The text will remain permanently on the agency's website, www.rtc.wa.gov. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

The Southwest Washington Regional Transportation Council (RTC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which RTC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with RTC. Any such complaint must be in writing and filed with RTC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, call RTC's Title VI Coordinator at (360) 397-6067.

Abbreviated Title VI Notice to the Public

The following shortened version of the above paragraph can be used in publications where space or cost is an issue, such as for the Regional View and in classified newspaper announcements.

RTC complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see <http://www.rtc.wa.gov/info/title6/>, call (360) 397-6067, (TTY) 711 or email info@rtc.wa.gov.

Civil Right Printed Flyer

The following flyer is available on RTC's website and in print at every public meeting.



RTC respects civil rights

RTC operates its programs without regard to race, color, national origin, religion, sex, sexual orientation, marital status, age or disability in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and RCW 49.60. To request additional information on RTC's Title VI nondiscrimination requirements, or if any person believes they have been aggrieved by an unlawful discriminatory practice under Title VI or other applicable law and would like to file a complaint, contact us at 360.397.6067 (TTY 711) or email info@rtc.wa.gov.

Persons who do not speak or read English well may request language assistance, oral interpretation and/or written translation, at no cost. Contact RTC at 360.397.6067 (TTY 711) or email info@rtc.wa.gov.

RTC respeta los derechos civiles

RTC opera sus programas independientemente de la raza, color, origen nacional, religión, sexo, orientación sexual, estado civil, edad o discapacidad de conformidad con las leyes aplicables, incluyendo el Título VI de la Ley de Derechos Civiles de 1964 y RCW 49.60. Para solicitar información adicional sobre los requisitos de no discriminación del Título VI de RTC, o si alguna persona cree que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI u otra ley aplicable y le gustaría presentar una queja, comuníquese con nosotros en el 360.397.6067 (TTY 711) o por correo electrónico info@rtc.wa.gov.

Las personas que no hablan o leen Inglés bien pueden solicitar asistencia con el idioma, la interpretación oral y/o la traducción escrita, sin costo alguno. Comuníquese con RTC en el 360.397.6067 (TTY 711) o por correo electrónico info@rtc.wa.gov.

RTC уважает гражданские права

Региональный совет Юго-Западного Вашингтона по транспортному обслуживанию (RTC) в рамках своих программ не проявляет дискриминации по признаку расы, цвета кожи, национального происхождения, религии, пола, сексуальной ориентации, семейного положения, возраста или инвалидности в соответствии с применимым законодательством, включая раздел VI Закона «О гражданских правах» 1964 года и раздел 49.60 Свода пересмотренных законов штата Вашингтон. Чтобы получить дополнительную информацию о запрете дискриминации Региональным советом Юго-Западного Вашингтона по транспортному обслуживанию согласно разделу VI или если кто-то считает, что пострадал от дискриминации, оговоренной разделом VI или прочими законами, и желает подать жалобу, свяжитесь с нами по номеру 360.397.6067 (телетайп для слабослышащих 711) или по электронной почте info@rtc.wa.gov.

Лица, не говорящие или не читающие на английском, могут запросить бесплатную услугу устного и/или письменного перевода. Свяжитесь с RTC по номеру 360.397.6067 (TTY 711) или по электронной почте info@rtc.wa.gov.

Southwest Washington Regional Transportation Council

1300 Franklin Street, Floor 4

P.O. Box 1366

Vancouver, Washington 98666-1366

360-397-6067

fax: 360-397-6132

<http://www.rtc.wa.gov>

Appendix 3

Nondiscrimination Complaint Form and Procedures

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

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

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

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with RTC's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the

- complainant is required to mail a signed, original copy of the fax or e-mail transmittal for RTC to be able to process it.
- e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to RTC for processing.
2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of RTC's subrecipients of federal funds, RTC will assume jurisdiction and will investigate and adjudicate the case. Complaints against RTC will be referred to the Washington State Department of Transportation's (WSDOT) Office of Equal Opportunity (OEO), the Federal Highway Administration or the Federal Transit Administration, as appropriate, for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
 3. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
 - b. The allegation(s) must involve a covered basis such as race, color, national origin, gender, disability, or retaliation.
 - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor, or, in the case of ADA allegations, an entity open to the public.
 - d. The complainant(s) must accept reasonable resolution based on RTC's administrative authority (reasonability to be determined by RTC).
 4. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.

5. Once RTC or WSDOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in RTC's or WSDOT's records identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.
6. In cases where RTC assumes the investigation of the complaint, RTC will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of RTC's written notification of acceptance of the complaint to furnish his/her response to the allegations.
7. In cases where RTC assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, RTC's Investigator* will prepare an investigative report for review by the agency's Legal Counsel and Executive Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. *This can be RTC's Title VI Coordinator.
8. The investigative report and its findings will be sent to RTC's Legal Counsel for review. The Counsel will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.
9. Any comments or recommendations from RTC's Legal Counsel will be reviewed by RTC's Investigator. The Investigator will discuss the report and recommendations with the Executive Director within 10 calendar days. The report will be modified as needed and made final for its release.
10. RTC's final investigative report and a copy of the complaint will be forwarded to WSDOT's OEO within 60 calendar days of the acceptance of the complaint. WSDOT's OEO will share the report with FHWA and FTA, Washington Division Offices, as part of its Annual Title VI Update and Accomplishment Report.
11. RTC will notify the parties of its preliminary findings, which are subject to concurrence from WSDOT's OEO. WSDOT's OEO will issue the final decision to RTC based on RTC's investigative report.
12. Once WSDOT's OEO issues its final decision, RTC will notify all parties involved about such determination. WSDOT's final determination is not subject to an appeal.
13. WSDOT will also serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by RTC. WSDOT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

14. A Title VI complaint may also be filed with Federal agencies, including; the Department of Justice, US Department of Transportation, the Federal Transit Administration, and/or the Federal Highway Administration.

These instructions and following form is posted on the RTC website in English, Spanish and Russian.



Complaint Form

**Title VI
Complaint Form and Procedures**

Instructions: If you would like to submit a Title VI complaint to the Southwest Washington Regional Transportation Council, please fill out the form below and send it to: Southwest Washington Regional Transportation Council, Attn: Mark Harrington, PO Box 1366, Vancouver, WA 98666-1366. For questions, please contact Mark Harrington at 360-397-6067 x5207 or mark.harrington@rtc.wa.gov For a copy of the RTC’s full Title VI Plan or Notice to the Public, see our Web site at <http://www.rtc.wa.gov/info/title6> or contact info@rtc.wa.gov.

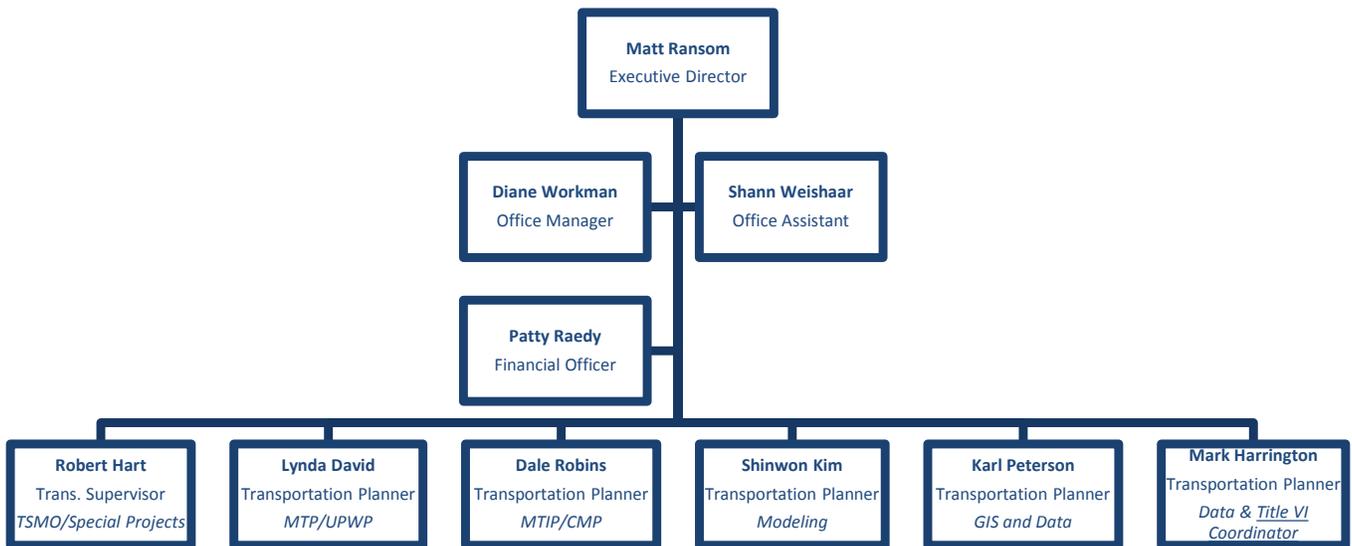
1. Name (Complainant):	2. Phone:	3. Home address (street #, city, state, zip):													
4. If applicable, name of person(s) who allegedly discriminated against you:															
5. Location and position of person(s) if known:		6. Date of alleged incident:													
7. Discrimination because of: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Race/Color</td> <td><input type="checkbox"/> Sex (includes harassment)</td> <td><input type="checkbox"/> Vietnam era veteran</td> </tr> <tr> <td><input type="checkbox"/> National origin</td> <td><input type="checkbox"/> Sexual orientation</td> <td><input type="checkbox"/> Disabled veteran</td> </tr> <tr> <td><input type="checkbox"/> Creed/Religion</td> <td><input type="checkbox"/> Marital status</td> <td><input type="checkbox"/> Retaliation</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Age</td> <td></td> </tr> </table>				<input type="checkbox"/> Race/Color	<input type="checkbox"/> Sex (includes harassment)	<input type="checkbox"/> Vietnam era veteran	<input type="checkbox"/> National origin	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Disabled veteran	<input type="checkbox"/> Creed/Religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	
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<input type="checkbox"/> Creed/Religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation													
<input type="checkbox"/> Disability	<input type="checkbox"/> Age														
8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.															

9. Why do you believe these events occurred?	
10. What other information do you think is relevant to the investigation?	
11. How can this/these issue(s) be resolved to your satisfaction?	
12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses, fellow employees, supervisors, others):	
Name:	Job Title: Address: Phone number:
Signature:	Date:

Appendix 4

Organization Chart with Title VI Responsibilities

As of November 2016



Limited English Proficiency Plan

Southwest Washington Regional Transportation Council

Clark County
Skamania County
Klickitat County
City of Vancouver
City of Camas
City of Washougal
City of Battle Ground
City of Ridgefield
City of La Center
Town of Yacolt
City of Stevenson
City of North Bonneville
City of White Salmon
City of Bingen
City of Goldendale
C-TRAN
Washington DOT
Port of Vancouver
Port of Camas-Washougal
Port of Ridgefield
Port of Skamania County
Port of Klickitat
Metro
Oregon DOT
14th Legislative District
17th Legislative District
18th Legislative District
20th Legislative District
49th Legislative District



Updated: November 2016

Adopted: May 2014

Southwest Washington Regional Transportation Council

Street Address
**1300 Franklin Street
Vancouver, WA 98660**

Phone: 360-397-6067

Mailing Address
**P.O. Box 1366
Vancouver, WA 98666-1366**

Fax: 360-397-6132

<http://www.rtc.wa.gov>

Title VI Coordinator:
Mark Harrington, Transportation Planner
Phone: (360) 397-6067
Fax: (360) 397-6132
E-mail: mark.harrington@rtc.wa.gov

RTC complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see <http://www.rtc.wa.gov/info/title6/>, call (360) 397-6067, (TTY) 711 or email info@rtc.wa.gov.

Persons with disabilities may request this information be supplied in alternate formats and those who do not read or speak English well may request language assistance, oral interpretation and/or written translation. Contact RTC at 360.397.6067 (TTY) 711 or email info@rtc.wa.gov.

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Limited English Proficiency Plan

Most persons living in the United States read, write, speak, and understand English. There are many persons, however, for whom English is not their primary language. If those persons have a limited ability to read, write, speak or understand English, they are considered limited English proficient, or “LEP.” Language barriers often inhibit, or prohibit, LEP persons from accessing benefits and services, from understanding and exercising rights, from fulfilling responsibilities and obligations, and from understanding information provided to them regarding federally funded programs, activities, and services.

The Southwest Washington Regional Transportation Council (RTC) is designated under federal law as the Metropolitan Planning Organization (MPO) for Clark County, and under state law as the Regional Transportation Planning Organization (RTPO), for Clark, Skamania and Klickitat counties. RTC conducts and supports numerous state and federal planning, compliance and certification programs which enable members and other jurisdictions and entities in the region to obtain state and federal funding. RTC receives federal funding for its activities and plays a significant role in disbursement of federal transportation funding to member jurisdictions.

RTC is committed to engaging and involving all residents of Southwest Washington, including those with LEP, in its activities. Therefore, in accordance with the best practice standards for public involvement, together with assistance from the Washington State Department of Transportation (WSDOT) and other federal agencies, RTC has developed this Language Implementation Plan for Limited English Proficiency Persons. The LEP Plan outlines:

- ◆ • how persons who may need language assistance are identified;
- ◆ • the ways in which assistance is provided;
- ◆ • staff training required; and
- ◆ • how LEP persons are notified assistance is available.

The goal of the LEP Plan is to ensure all residents of the RTC region can, to the fullest extent practicable, participate in RTC activities.

Title VI and Executive Order 13166

Section 601 of Title VI of the Civil Rights Act of 1964, codified as amended (42 U.S.C. § 2000d), provides that no person in the United States shall “on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Consistent therewith, and in accordance with section 602 of Title VI, (42 U.S.C. § 2000d-1), the Department of Justice promulgated regulations prohibiting recipients of federal funds from “utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin.” The USDOT later promulgated nearly identical regulations (See 49 C.F.R. § 21.5(b) (vii) (2)).

To further clarify rights protected by Title VI, President William J. Clinton, on August 11, 2000, issued Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency. The order requires each federal agency to examine its programs and activities and to develop and implement plans so LEP persons can meaningfully access those programs and activities. That Executive Order includes the following statement.

Each Federal Agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.

In conjunction with Executive Order 13166, the Department of Justice issued a general guidance document setting forth various principles for agencies to consider in developing guidance documents for recipients of federal funds (*See Enforcement of Title VI of the Civil Rights Act of 1964 – National Origin Discrimination against Persons with Limited English Proficiency*, 65 Fed. Reg. 50123).

USDOT and LEP Policy Guidance

In accordance with Executive Order 13166, the USDOT, on December 14, 2005, issued its *Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons*. Adopting the framework established by the Department of Justice in its August 11, 2000, Guidance, the USDOT identifies four factors that should be considered by a recipient of federal funds in assessing the needs of LEP persons and implementing a plan to address those needs.

The four factors include:

- 1) the number or proportion of LEP persons served or encountered in the eligible service population;
- 2) the frequency with which LEP individuals come in contact with the programs, activities, or services;
- 3) the nature and importance to LEP persons of your programs, activities, and services; and
- 4) the resources available to the recipient and costs

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they will have contact with a program, activity, or service and the more likely enhanced language services will be needed. The intent is to strike a balance ensuring LEP persons have meaningful access to critical services without unduly burdening the local agency.

LEP Assessment for the RTC Planning Area

Factor 1: The number or proportion of LEP persons served or encountered in the eligible service population of the RTC region

The RTC region consists of Clark, Skamania and Klickitat counties. To understand the profile of persons that may participate in RTC activities, the most recent United States Census data was used. For the purposes of this LEP Plan, persons who identified themselves as speaking English less than “very well” are considered LEP persons. Tables 1 through 3, below, summarize the relevant information derived from the United States Census Bureau 2010-2014 American Community Survey (ACS) 5-year Estimates – Table b16001: Language Spoken at Home by Ability to Speak English for the Population 5 Years of Age and Over.

Table 1: Clark County - Individual Language Spoken at Home by LEP Persons (5 years and older), 2010-2014 (LEP = Speak English less than "very well")

Language Spoken at Home Clark County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	8,617	2.1%
Russian	5,362	1.3%
Other Slavic	1,903	0.5%
Vietnamese	2,187	0.5%
Chinese	1,237	0.3%
Other non-English	5,281	1.3%
Total LEP Population	24,587	6.0%
Total Population	409,347	

Notes: Prepared by RTC staff based on data from the 2010-2014 ACS (Table B16001).

In Clark County (Table 1), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for over a third of the estimated 24,587 persons that speak English less than "very well." The estimated LEP population of 24,587 represents about 6.0% of total 409,347 persons age 5 or over that reside in Clark County

Table 2: Skamania County - Individual Language Spoken at Home by LEP Persons (5 years and older), 2010-2014 (LEP = Speak English less than "very well")

Language Spoken at Home Skamania County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	135	1.3%
Russian	6	0.1%
Other Slavic	7	0.1%
Vietnamese	-	0.0%
Chinese	4	0.0%
Other non-English	67	0.6%
Total LEP Population	219	2.1%
Total Population	10,621	

Notes: Prepared by RTC staff based on data from the 2010-2014 ACS (Table B16001). "

In Skamania County (Table 2), Spanish or Spanish Creole is the most common non-English language spoken at home, accounting for over half of the estimated 219 persons that speak English less than "very well." The estimated LEP population of 219 represents about 2.1% of total 10,621 persons age 5 or over that reside in Skamania County.

Table 3: Klickitat County - Individual Language Spoken at Home by LEP Persons (5 years and older), 2010-2014 (LEP = Speak English less than "very well")

Language Spoken at Home Klickitat County, WA	Total Persons	% of Total Population
Spanish or Spanish Creole	613	3.1%
Russian	-	0.0%
Other Slavic	-	0.0%
Vietnamese	-	0.0%
Chinese	5	0.0%
Other non-English	32	0.2%
Total LEP Population	650	3.3%
Total Population	19,552	

Notes: Prepared by RTC staff based on data from the 2010-2014 ACS (Table B16001).

Spanish or Spanish Creole is also the most common non-English language spoken at home in Klickitat County (Table 3). The estimated 613 Spanish speakers who speak English less than "very well," represent over 90% of the 650 Klickitat residents age 5 or over who speak English less than "very well." Over all about 3.3% of Klickitat County's 19,552 persons age 5 or over are LEP persons.

Factor 2: The frequency with which LEP individuals come in contact with RTC programs, activities, or services

The previous analysis showed that approximately 6 percent of Clark County's population is LEP persons, with the majority speaking Spanish or Spanish Creole (about 2.1%) and Russian (about 1.3%). Interpretation and translation for these languages are the most likely to be requested. To date, RTC has received no requests, formal or otherwise, by LEP persons seeking the translation of documents, interpreters at public meetings or other language assistance. RTC staff does not provide direct critical services to individuals. Activities are focused on regional planning efforts and allocation of funds to transportation projects to be implemented by other agencies and local governments. Thus, there is limited contact with the general public at large (e.g., as compared to a public transit agency, school district, public health agencies, public safety agencies or other direct providers of social services).

In 2009, RTC conducted a regional household travel behavior survey in Clark County. The telephone recruitment of surveyed households was conducted by a bilingual call center, and all survey documents were prepared in Spanish as well as English. Over 30,000 telephone numbers were called to recruit 2,332 households to participate in the survey. None of the recruited households requested survey diaries or other survey materials in Spanish.

While RTC contact with LEP individuals has been limited, RTC remains committed to engaging and involving all residents of Southwest Washington, including those with LEP and seeking to remove linguistic barriers to full participation.

Factor 3: The nature and importance of the program, activity, or service provided by RTC

RTC works with the Southwest Washington counties (Clark, Skamania, and Klickitat), cities and towns, ports, tribes, transit agencies, and the state to develop policies and make decisions about long-term regional issues on land use, transportation, and the economy. RTC does not provide any direct projects or services to the population of the Southwest Washington region. However, RTC does distribute funds through several transportation programs, including funds for those with special transportation needs, who may include LEP persons. All funds RTC distributes are to eligible recipients and must be consistent with adopted regional plans, the approval and adoption process of which are guided by RTC's Public Participation Plan and all other applicable laws and regulations.

RTC encourages public input and involvement from all residents or their representatives. RTC posts agendas for all meetings, which are open to the public, on the RTC website. RTC staff is available to address community organizations as requested. RTC staff fields inquiries from the public regarding transportation projects, other planning activities, and aging services. RTC frequently updates its website to allow residents to learn about and follow RTC activities. While LEP persons are encouraged to participate directly in RTC's regional activities, they are often more engaged at the local level with RTC member governments or in association with local projects. This type of engagement is critical, as the feedback received at the local level can then be communicated to RTC's regional programs.

Factor 4: The resources available to RTC and costs of providing language assistance

The fourth factor of the analysis weighs the preceding three factors to assess the needs of LEP persons within the RTC region compared with the resources available to RTC and the costs of providing access. RTC is committed to offering all residents in the region the opportunity to participate in and receive services from RTC's activities. The LEP Implementation Plan described below uses cost-efficient and productive measures to ensure language barriers are not preventing LEP persons from participating meaningfully in RTC's activities.

LEP Implementation Plan

The key to providing meaningful access to LEP persons is to ensure that RTC and LEP persons can communicate effectively and act appropriately based on that communication. RTC will take reasonable steps to ensure that LEP persons are given adequate information, are able to understand that information, and are able to participate fully and effectively in RTC programs and activities.

Needs Assessment

The LEP Assessment for the RTC planning area indicates that Spanish and Russian speakers are the most likely LEP persons RTC staff will encounter. However, these are not the only languages, and when RTC staff encounter a LEP person, often the language will not be known. RTC staff will use *Language Identification Flashcards* to identify a person's primary language (see Appendix A). Copies will be kept with reception staff and brought to every public meeting. *Language Identification Flashcards*, as developed by the United States Census Bureau, bear the phrase "Mark this box if you read or speak [name of language]" translated into 38 different languages. The LEP person can then denote the language, and staff can respond as appropriate to provide or obtain assistance. The *Language Identification Flashcards* may be downloaded at: <http://www.lep.gov/ISpeakCards2004.pdf>. Once a LEP person's primary language is identified using the flashcards, RTC staff will assess which language assistance measures would be most appropriate to assist the person to participate fully and effectively in RTC programs and activities.

Language Assistance Plan

RTC uses Language Assistance Measures to provide meaningful, early and continuous opportunities for all interested residents to participate in the dialogue that informs key decisions, regardless of language barriers. These creative, low-cost solutions include:

Measures for Written Documents

Much of the public's interaction with RTC is through its website: www.rtc.wa.gov. In the website footer, RTC provides continuous access to Google Translate, which provides translation into over 80 languages. Additionally, in the footer are links in Spanish and Russian to Title VI and LEP notifications in Spanish and Russian.

RTC's main documents include the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP). All of these documents exceed 40 pages, with the full RTP nearly 300 pages with the appendices. RTC will provide oral interpretation of these documents and consider written translation of parts of interest when appropriate.

Measures for Oral Communication

- ◆ When RTC receives a request for oral language assistance, staff members will follow these steps, as needed.
- ◆ Take the person's name and contact information.
- ◆ Use the *Language Identification Flashcards*, if needed, to determine the person's primary language. These cards are available at the front desk and are brought to every public meeting.
- ◆ Use the telephone interpreter service RTC contracts with to provide telephone-based interpreter services. If a request for interpretation is made in advance, RTC will utilize the Washington Courts web site (<http://www.courts.wa.gov/programs/orgs/pos/interpret/>), which provides a directory of certified interpreters by location, to arrange for services.
- ◆ The offer of a certified interpreter will always be made, regardless of the availability of a family member, friend or volunteer for interpretation.

Visualization

Visualization techniques are one way to communicate with LEP or low-literacy persons. RTC uses visualization techniques such as maps, charts, graphs, illustrations, presentations and videos at all types of meetings and in all types of print materials to explain concepts behind actions and decision-making. RTC may also use handouts and posters to display visual information. RTC's meeting rooms are equipped with computers, projectors, and sound systems for displaying visual and audio information.

Agendas

The agendas for all RTC meeting include civil instruction on how to get materials and services in alternative formats and nondiscrimination notifications. The notification reads:

For special accommodations or translation services, call (360) 397.6067, (TTY) 711 or email info@rtc.wa.gov, 3 business days in advance.

RTC assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Washington State discrimination laws in RCW 49.60 and the Americans with Disabilities Act.

Staff Training

In order to establish meaningful access to information and services for LEP individuals, RTC will train its employees to assist in person, and /or by telephone, LEP individuals who request assistance using the assistance measures outlined above.

Monitoring

This LEP Plan will be incorporated in to RTC's Title VI Plan, and RTC's Title VI Coordinator will report on requests for language assistance in RTC's annual Title VI Report to the Washington State Department of Transportation. RTC will adjust practices to meet language assistance needs and demand and periodically update this plan to reflect any changes.