

City of Bellevue

2020 ANNUAL TITLE VI UPDATE ACCOMPLISHMENT REPORT

Section I Policy Statement

No changes to the City’s Title VI policy occurred in 2020. The most recent revised Title VI Plan was completed in January 2020 and took effect in February 2020.

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

Section II Organization, Staffing, and Structure

A. Organization

There were no changes to the Title VI Coordinator’s reporting relationship in 2020. The Transportation Title VI Coordinator and the ADA/Title VI Civil Rights Administrator continue to work in concert with each other on Title VI issues.

B. Staffing

The number of specialists on the Title VI team represents functional work groups throughout the department. The Transportation Title VI Coordinator and the ADA/Title VI Civil Rights Administrator hope to add to the number of specialists in 2021. We are currently working on a way to involve more staff and are working with our department leadership group on this task.

The 2020 Title VI team was:

Title VI Specialists by Emphasis Area:			
Name	Ethnicity	Gender	Title/Program
Kristi Oosterveen	Hispanic, Caucasian	Female	Transportation Title VI Coordinator
Blayne Amson	Caucasian	Male	ADA/Title VI Civil Rights Administrator
Michael Rodni	Caucasian	Male	Capital Projects
Jennifer Spino	Caucasian	Female	Contracts
Cheryl Terry	African American	Female	Administration
Rebecca Rodni	Caucasian	Female	Neighborhood Services
Mia Waters	Caucasian	Female	Planning
Marie Jensen	Caucasian	Female	Public Information
Patti Ebert	Caucasian	Female	Real Property (Retired 6/2020)
Ira McDaniel	Caucasian	Male	Real Property

Hillary Stibbard	Caucasian	Female	Traffic Engineering / Management
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C. Structure

There were no changes to the supervisory structure in 2020.

Section III Title VI Monitoring and Review Process

Actions to Promote Internal and External Compliance with Title VI

In 2020, the Title VI team continued to focus the review process on how to better integrate Title VI outreach efforts into our broader public involvement processes that reach diverse communities. We also continue to ensure staff works towards outreach efforts that include an understanding of Title VI responsibilities and dealing with limited English-speaking audiences. The Transportation Title VI Administrator and ADA/Title VI Civil Rights Administrator developed a training program focusing on Bellevue’s diverse populations and are training staff quarterly.

Section IV Title VI Complaints During This Report Period

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

Section V Accomplishment Report for Each Program Area

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

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

A. Planning

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

Here is a list of consultant projects for planning awarded in 2020:

2020 Planning Contracts			
Name of Firm	Name of Project	Sum of Contract Award	WMDBE?
King County Metro	Crossroads Connect	\$435,775	No
Fehr & Peers	Multimodal Concurrency	\$40,000	No
Pacific Rim Resources/ PRR, Inc.	South Downtown/I-405 Access Study	\$89,839.00	Yes

Dynamic Language Center Ltd	Translation	\$124.80	Yes
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A.2 Efforts Made to Utilize Minority and Female Consultants and Subconsultants in Federally-Assisted Contracts

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

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

In 2020, the City of Bellevue began working with Hopelink to create an Ambassador program (at the time of reporting, plan details TBD). During the planning process, the City of Bellevue took special effort to consider Priority Populations: low-income, low auto ownership, limited English, multi-family housing

A.3 Studies Conducted Which Provide Data Relative to Minority Persons, Neighborhoods, Income Levels, Physical Environments, and Travel Habits

– The City’s Title VI project management process includes, as a first step, understanding affected stakeholders within the project area of influence. A GIS based demographics mapping tool has been created and the online census data reports now reflect the census and American Communities Survey data that is then used to inform project managers about the project surroundings and aids with outreach. The tool includes safe harbor thresholds for the demographic information, which has been reviewed and updated with the assistance of the demographer in the Community Development Department. An update to the mapping tool started in 2020 with anticipated completion by 2nd quarter, 2021. A project to update community profiles for neighborhoods is also in progress with a target completion of 2021. In 2020, we continued to, and will continue in the future to work with staff on more specific outreach in the neighborhoods.

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

The following public hearing and virtual open house for Planning were held during the 2020 reporting period:

Public Engagement Meetings, 2020 (Planning)			
Date	Meeting Type	Location	Attendees, Forms, etc.
6/25/2020	TIP Plan Public Hearing	Virtually, over Zoom	No forms. No one testified.
8/3-21/2020	South Downtown I-405 Access Study Open House	Online, Engaging Bellevue Website	2383 visitors. No registration or demographic info required.

Typical community engagement includes targeted outreach to non-native English speakers. In addition, open houses normally are held at facilities within the community to encourage participation from those less comfortable with attending meetings at City Hall. However, in 2020, due to the shutdown of government buildings by the COVID pandemic, we had to pivot our efforts and move to an online virtual format. We had the online open house format available

in Bellevue’s top languages spoken less than well at home as well as contact information should other assistance be needed.

The City of Bellevue continues to use a modified version of the Washington State Department of Transportation (WSDOT) voluntary form for collecting data on public hearing and public meeting attendees for Title VI reporting requirements, per Title 23, Code of Federal Regulations, Part 200.9(b)(4). See Appendix A for a copy of the form used by the City of Bellevue at its public meetings. Again, due to the pandemic we were not able to offer or collect our voluntary forms in the usual manner but remain committed to gathering that data when we are able to hold in-person gatherings again.

A.5 Significant Accomplishment Goals and/or Action Items to be Taken During the Ensuing Year – Improvements to the voluntary forms process continue to take place. We use a variety of colored paper for the various languages and have improved our welcome display and staff understanding as to why we make the forms available, so that helps people understand why we want to gather the information. We want to continue improve the understanding of the voluntary forms for the citizens because we have found that many citizens are apprehensive about filling it out even if it is voluntary and no personal information is recorded. We are also working with other city departments on how we can best gather this data in an online, virtual format as well and hope to launch something in 2021 if the opportunity is available.

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

Not applicable to the City of Bellevue.

C. Design

C.1 Number of Consulting Firms with Design Contracts, Including the Number of These Contracts Held by Minority Firms and Women-Owned Firms/Dollar Value – The following new design contracts were awarded in 2020:

2020 Design Contracts			
Name of Firm	Name of Project	Sum of Contract Award	WMDBE?
KPFF Consulting Engineers	120th Ave NE / NE 16th St to Northup Way - Roadway Improvements	\$1,965,648.52	Yes

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

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

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

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

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

C.5 Significant Problem Areas, Accomplishments, and Actions to Take During the Ensuing Year – Design Program project managers use the public involvement toolkit/checklist for recording project information and outreach efforts. Newsletters and press releases are kept by the Public Involvement Manager in a document library along with the demographics report. As with the planning efforts, the perception of the voluntary forms is that the information is being gathered for other purposes.

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

Public engagement opportunities in the community also keep citizens up to date on project information. For 2020, due to the COVID pandemic, there were no in-person engagement opportunities due to the Governor’s stay home orders, but we kept an online presence as well as messages using social media. We were able to have a socially distanced roadway opening in October, outdoors, that the public was invited to witness but no formal gathering, so no voluntary demographics forms were made available.

The demographic Title VI report, from our GIS mapping tool, helps to indicate when English is spoken less than well and uses school district data to indicate what the possible languages are that trigger the safe harbor threshold, resulting in translation of key phrases for the website and translation for inclusion on the outreach materials.

We strived to make sure the City of Bellevue’s Title VI Statement and Equal Opportunity Requirements were consistently added to the RFQ/RFP documentation.

Program outreach materials were updated in 2020.

The following open houses or public engagement meetings were held during the 2020 reporting period:

Public Engagement Meetings, 2020 (Design)			
Date	Meeting Type	Location	Attendees, Forms, etc.
10/6/2020	New Spring Blvd in BelRed opens to traffic	New Spring Zone 2 Roadway	100+ attendees. No forms were available.

As with the previously mentioned public engagement opportunities, due to the pandemic shutdown we did not hold any in-person engagement opportunities. The event listed above was done using social distance techniques and safety measures. We have moved to an online engagement tool, *Engaging Bellevue*, and will continue to explore how we can best reach out to diverse communities using this method.

D. Environmental Unit

No special efforts were taken in this area.

E. Real Estate Services (Right of Way)

The property acquisition process follows the [Right of Way Manual](#) M 26-01 and all applicable

laws and regulations, including Title VI and Section 504. The acquisition process includes appraisal of property, negotiation of terms and conditions for acquisition, and relocation assistance, as well as property management.

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

In 2020, no Title VI complaints were reported for any Right-of-Way functional area.

Complaints by category:

- E.1.a. **Appraisals** – None during this report period.
- E.1.b. **Negotiations** – None during this report period.
- E.1.c. **Relocation Assistance and Payments** – None during this report period.
- E.1.d. **Property Management** – None during this report period.

E.2 Number of Appraisers Utilized During the Reporting Period

Five appraisers were utilized in negotiations in 2020. The City must select an appraiser from the “WSDOT Approved Appraiser List” that at this time lists nine minority businesses.

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

In 2020, Real Property staff negotiated with 52 parcels on six different projects. Bellevue’s real property acquisition process parallels the requirements for federalized projects regardless of if there are federal funds included in the project financing. As such, all property owners received at least the fair market value of the acquired property as determined by an independent appraiser.

No disparities in negotiations with minorities were logged.

A list of projects and parcels is as follows:

Project Name	Number of Parcels
Bel-Red Road Preservation	8
101st Ave SE & SE 3rd Street	1
Crossroads Trail	7
124th Ave NE/NE 8 th - NE 12 th Streets	5
130th Ave NE/Bel-Red Road to Northup Way	25
112th Ave NE - Sidewalk Replacement Project	6

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

None during this report period.

E.5 Number of Relocations During the Report Period

Two relocations took place during this reporting period.

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

None.

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

One contract was awarded for providing relocation assistance. It was Tierra ROW Services,

which is not a WMDBE.

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

If it is determined necessary by the Real Property Agent or requested by the property owner, an interpreter is hired to support the negotiations.

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

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

Name	Title	Race	Gender
Kim Bui	Sr Real Property Agent	Asian	Female
Natasha Platin	Real Property Agent	Hispanic/Latino	Female
Patti Ebert*	Real Property Agent	Caucasian	Female
Ira McDaniel	Real Property Manager	Caucasian	Male
Daniela Munoz	Real Property Agent	Hispanic/Latino	Female
Hannah Peshkov	Sr Real Property Agent	Caucasian	Female
Michael Murray	Sr Real Property Agent	Caucasian	Male

**Retired June 2020.*

F. Construction and Maintenance Services

F.1 Civil Right Complaints Involving Competitive Bidding Procedures

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

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

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

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

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

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

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

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

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

For example, for projects in neighborhoods we send out status update newsletters letting citizens know if a project is in the design phase, going to construction or a general project update. These newsletters provide specific information regarding amenities of the project, schedule timelines, next steps and who to contact if there are questions. Project updates are also published in the citywide publication, [*It's Your City*](#), on an annual basis to update the community on projects in process in Bellevue. Demographic reports help staff to know if the information should be translated into other languages or what other accommodations are needed for the disbursement of the information.

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

G. Education and Training

The City of Bellevue Staff did not participate in any NHI educational and training programs in 2020.

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

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

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

No complaints were filed during this reporting period.

H. Administration

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

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

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

Activities listed in the 2019 report were continued in practice for 2020. All contract documentation includes contractor's responsibility to comply with Title VI. The Transportation Title VI Coordinator along with the ADA/Title VI Civil Rights Administrator are working on techniques staff can use to assure compliance with contractors.

H.3 Title VI Training During the Period

Title VI team members provide, if needed, one-on-one assistance to project managers who initiated planning, design and construction projects in 2020.

The City's Diversity Advantage Plan was created to engage all city staff in understanding the diversity that is in the community. The Transportation Department has coordinated with the

ADA/Title VI Civil Rights Administrator to develop the Title VI training for staff, so everyone hears a common language as to the importance of complying with Title VI.

A four-hour Title VI training program was developed in 2019. In 2020, we were able to hold one in-person session before the work from home order due to the pandemic. At that time, the training was adapted into a completely virtual format held over Zoom and comprising two 90-minute synchronous training sessions. Two such sessions were held during the remainder of the 2020 reporting period.

A Citywide language line helps with language translations via the telephone. The City's website includes about our Diversity Initiative and information on accessibility. A language access policy is in development to determine which languages and what content will be able to be translated using a four factor Title VI analysis and drawing from Title VI best practices for multilingual websites and translations.

Appendix A

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



TITLE VI PUBLIC INVOLVEMENT

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

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

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

Please respond to the following questions:

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

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

Thank you for your participation!

(English)

Appendix B

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

Transportation Emphasis Area	Race	Gender	
		Female	Male
Planning/Financial Services	Asian/Pacific Islander		4
	Caucasian	6	7
	Multiracial	2	
Transportation Planning Total		8	11
Traffic Management	Asian/Pacific Islander		9
	Caucasian	15	56
	Multiracial		4
Traffic Management Total		15	69
Capital Program Services	Asian/Pacific Islander	1	2
	Black	1	1
	Caucasian	7	25
	Multiracial		1
Capital Program Services Total		9	29
Director's Office	Black	1	
	Caucasian	2	2
	Multiracial		1
Director's Office Total		3	3
Grand Total		35	112

Appendix C

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

Not applicable to the City of Bellevue.

Appendix D

City of Bellevue Title VI Implementation Plan Revised January 2020

1. **Internal Dissemination Goal** – To complete internal dissemination of The City of Bellevue’s revised Title VI Plan and FFY 2020 Title VI Update Report before December 1, 2021.

The City of Bellevue’s Title VI Coordinator has distributed copies of its Title VI Plan and assurances to Agency’s Transportation, Human Resources, Finance and Asset Management, City Attorney and City Manager’s Office. The updated Plan dated January 2020 was disseminated in February 2020.

An electronic version of the plan and the latest report are available to the Title VI Specialist and Special Emphasis Area Liaisons (as defined in the plan) via the internet at [ADA and Title VI Notices | City of Bellevue \(bellevuewa.gov\)](http://bellevuewa.gov/ADAandTitleVINotices)

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

- C. The City of Bellevue’s Transportation Department Title VI Coordinator and the City ADA/Title VI Civil Rights Administrator shall oversee training to include staff involved in the City of Bellevue’s contracting processes. This training will include information on:
- An Overview of Title VI.
 - Title VI Program Expectations.
 - Diversity Advantage and the Changing Face of Bellevue
 - Limited English Proficiency.
 - Environmental Justice.

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

- D. The City of Bellevue will provide a training schedule, when established, to the Washington State Department of Transportation’s Office of Equal Opportunity Title VI Coordinator.
- E. The City of Bellevue’s Title VI Coordinator shall maintain information gathered from training records for inclusion in annual report updates.
4. **Information Collection for Annual Updates Goal** – To establish and implement processes and procedures for collection of information required for inclusion in annual update report.
- A. The Title VI Specialist and Liaisons will assist the Title VI Coordinator in gathering and maintaining information on specific program areas and affected departments.
- B. The City of Bellevue’s Transportation Department Title VI Coordinator will work with Liaisons and staff to collect and report on the information required by WSDOT for the Title VI Annual Update.
- C. Information for reports will be obtained from sources such as on-site compliance reviews (internal and external), checklists, review guides, questionnaires, public meeting sign in sheets, personnel inventory and employment utilization forms and inquiries from the public. The City of Bellevue’s Transportation Department Title VI Coordinator will compile this information for inclusion in the annual update reports as required.

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

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

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

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

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

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

Appendix E

City of Bellevue Title VI Policy Statement

A. Policy of Nondiscrimination

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

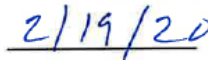
excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City of Bellevue further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs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

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

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



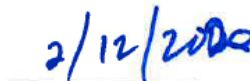
City Manager



Date



Director, Transportation Department



Date



Assistant City Attorney



Date

Appendix F

Sample Organizational Chart

