

Title VI

Accomplishments Report

City of Eugene
Public Works Engineering

July 2021 – June 2022



Introduction

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

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

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

Policies and Plans

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

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

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

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

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

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

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

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

Additionally, the City Public Works Engineering division maintains an “Americans with Disabilities Act Transition Plan for Public Rights-of-Way.” The ADA Transition Plan was adopted in June 2015 and was written to specifically address accessibility in the right-of-way and to provide a greater depth of information than was available in the City’s broader “ADA Phase 7 Transition Plan,” a plan administered by the City’s Facility Management office. Both the “ADA Transition Plan” and the “ADA Phase 7 Transition Plan” are available for viewing online at <https://www.eugene-or.gov/2416/ADA-Transition-Plan> and <https://www.eugene-or.gov/1301/Facility-Condition>, respectively. An update to the original Transition plan is developed each year to illustrate progress made on the goals stated in the 2015 plan. The 2021 Calendar Year ADA Transition Plan Update compiles information from January 1, 2021 through December 31, 2021. The most recent 2021 Calendar Year report is available online at <https://www.eugene-or.gov/DocumentCenter/View/60424>.

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

TITLE VI STATUS OVERVIEW

Organization and Staffing

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

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

Planning

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

Public Involvement and Communication

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

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

As Project Managers determine specific meeting times and facility locations, accessibility is a critical consideration. Public meeting¹ location areas are typically chosen based on expressed interest in the project and the purpose of the meeting. The Public Participation Guidelines' Appendix E, entitled "Creating Access to City of Eugene Programs, Meetings, and Events: Guidelines for Optimizing Accessibility for Community Members," provides detailed information on how to create inclusive outreach programs, from "What constitutes wheelchair access?" to sign language interpreter contact information. Appendix E is available online as a part of the overall Guidelines document, and is also available as a stand-alone document at <https://www.eugene-or.gov/DocumentView.aspx?DID=514>.

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

¹ Due to restrictions and risks of COVID-19, most, if not all public meetings were operated virtually. COE staff work with our ISD staff to ensure accessibility in virtual meetings, included live transcripts and any other accommodations that are necessary for community members to participate fully.

Additional equity and accessibility resources include:

- City of Eugene Equity Workshops and Trainings
- Urban Sustainability Directors Network (USDN) workshops, cohorts, and trainings
- Engaging Local Government Leaders (ELGL) workshops, cohorts, and trainings
- City of Eugene Equity Panel: panel members from local social justice organizations that support marginalized communities, specifically disability, BIPOC, LGBTQ, and unhoused communities. This Panel provides crucial feedback and is advisory to staff on programs and practices that meet important and impactful policy directives around housing, transportation, and climate resiliency.
- “Belonging Training” and webinars that further some of the Belonging concepts (implicit bias, allyship, inclusive public serve, etc.) designed and facilitated by PWE Equity & Accessibility Analyst and Human Rights and Neighborhood Involvement.
- “Inclusive Public Participation” workshop designed and facilitated by the Human Rights and Neighborhood Involvement Office.
- Resource platform and Equity Framework through GARE (Government Alliance on Race and Equity) as a NW Cohort member.
- Human Rights Office server documents (articles, activities, videos, graphics, presentations, journal articles, etc.) focusing on topics of racial equity, workforce equity, belonging, diversity, design thinking, and leadership.
- The City’s Accessibility webpage, located at <https://www.eugene-or.gov/1205/Accessibility>
- The Mayor and City Council webpage, <https://www.eugene-or.gov/524/Public-Participation>, contains additional contact information and links for the public
- The Diversity and Equity Strategic Plan, 2009 – 2014, developed by the City’s Equity and Human Rights Center, <https://www.eugene-or.gov/documentcenter/view/515>
- Draft documents for the 2017 Public Works Equity and Human Rights Plan

Data Collection

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

The City of Eugene also uses data collected by the Central Lane Metropolitan Planning Organization (MPO) to help define the needs of its Title VI population. The Central Lane MPO collects data that identifies residential, employment, and transportation patterns of low-income and minority populations. A copy of the most recent Central Lane MPO Title VI Annual Accomplishments Report for FY2021 is available on the MPO website at https://www.lcog.org/sites/default/files/fileattachments/metropolitan_planning_organization/page/4735/title_vi_annual_report2021.pdf.

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

Census Bureau American Community Survey 2010 1-Year Estimates. The City's Neighborhood Analysis will be updated in the near future following the 2020 Census.

Education and Training

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

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

Monitoring and Complaints

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

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

TITLE VI PROGRESS FY 2022 REPORT

Project Overview

In FY2022, Public Works Engineering (PWE) managed over 30 capital projects located across the City in all Council wards. The projects were predominately rehabilitation of existing facilities using City funds, which means they were generally not controversial and had minimal public outreach. A majority of projects were part of the Pavement Preservation Program which has its own Communications Plan that is standard for all projects within this funding program. (See the attached "2012 Road Work Communications Plan"). Pavement and Preservation Program information is available on the City's website at <https://www.eugene-or.gov/1670/Pavement-Preservation>. The site includes current project information, including contact information.

All project information for multi-year projects that have been previously reported in the FY2020 and/or FY2021 reports are not repeated in this report. New consultant or construction contracts during the FY2022 are listed in this report. See below for a brief description of each project. Completed Project Report documents are attached to this Accomplishment Report.

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

- ***South Willamette Street Enhancement***
 - Federally funded project with a 3% DBE requirement for Construction Phase
 - Project is in Construction phase at the end of FY2022
 - Consultant and consultant dollar amounts have been included in the FY2019/20 report
 - Contractor amounts have been included in the FY2022 Accomplishments report
 - See the attached “South Willamette Street Enhancement Project Record” document

- ***8th Avenue***
 - Federally funded project
 - Project is in Design phase at the end of FY2022
 - Consultants and consultant dollar amounts have been included in the FY2021 Accomplishments report
 - No contractor amounts have been contracted in FY2022
 - See the attached “8th Avenue Project Record” document

- ***River Road and Hunsaker***
 - Federally funded project
 - Project is in Design phase at the end of FY2022
 - Consultants and consultant dollar amounts have been included in the FY2022 Accomplishments report
 - No contractor amounts have been contracted in FY2022
 - See the attached “River Road and Hunsaker Project Record” document

- ***South Bank Path Rehabilitation***
 - Federally funded project
 - Project entered the Construction phase during FY2022
 - Consultants and consultant dollar amounts have been included in the FY2020/21 Accomplishments report
 - Contractor and contract dollar amounts have been included in this FY2022 report
 - See the attached “South Bank Path Project Record” document

- ***Eugene Signal Enhancement***
 - Federally funded project with a 6% DBE goal
 - Project was in Construction phase during FY2022
 - Consultants and consultant dollar amounts have been included in the FY2021 Accomplishments report
 - Contractors and contractor dollar amounts have been contracted in FY2022
 - See the attached “Eugene Signal Enhancement Project Record” document

- ***Franklin Boulevard Facility Plan & National Environmental Policy Act (NEPA) Documentation***
 - Federally funded project with a 3% DBE requirement for Design Phase
 - Project is in Design phase
 - Consultant and consultant dollar amounts have been included in the FY2019 report
 - No contractor dollar amounts have been contracted in FY2022
 - See the attached “Franklin Boulevard Facility Plan & NEPA Documentation”

- **Seismic Bridge Upgrades**
 - Federally funded project with 3% consultant DBE requirement
 - Project consultancy was completed at the end of FY2022
 - Consultant and consultant dollar amounts have been included in this FY2021 report
 - See the attached “Seismic Bridge Upgrades Project Record” document

- **Coburg Rd. Ferry St. Bridge**
 - Federally funded project with 4% consultant DBE requirement
 - Construction phase at end of FY2022
 - Contract amounts have been included in this FY2022 report
 - See the attached “Coburg Rd. Ferry St. Bridge Project Record” document

- **Coburg Loop North Coburg Industrial Way**
 - Federally funded project
 - Design phase at end of FY2022
 - Consultant contracts and consultant amounts have been included in this FY2022 report
 - See the attached “Coburg Loop North Coburg Industrial Way Project Record” document

- **Chambers St. Seismic Bridge Retrofits**
 - Federally funded project
 - Design phase entered by end of FY2022
 - Consultant and subconsultant dollar amounts have been included in this FY2022 report
 - See the attached “Chambers St. Seismic Bridge Retrofit Project Record” document

- **Eugene Enhanced Walking Network**
 - Federally funded project
 - Design phase at end of FY2022
 - Consultant and consultant dollar amounts have been included in the FY2021 report
 - See the attached “Eugene Enhanced Walking Network Project Record” document

- **High Street Protected Bikeway**
 - Federally funded project
 - Design phase at end of FY2022
 - Consultant and consultant dollar amounts have been included in this FY2022 report
 - See the attached “High Street Protected Bikeway Project Record” document

- **Maxwell Prairie**
 - Federally funded project
 - Design phase at end of FY2022
 - Consultant and consultant dollar amounts have been included in this FY2022 report
 - See the attached “Maxwell Prairie Project Record” document

Consulting

All consultant contracts include standard provisions regarding non-discrimination both in hiring and in subcontracting. For federally funded projects, additional provisions for compliance with ODOT’s Disadvantaged Business Enterprise (DBE) program are added to the contracts. The City of Eugene has a

professional staff and generally only hires outside consultants for such specialty work as bridge design and environmental studies.

In FY 2022, Public Works Engineering entered into contracts with consultants on projects with federal funding as follows:

Consultant Name	Dollar Value	Project Name
Historical Research Association	\$37,726.83	8 th Ave Streetscape Bikeway
PBS Environmental	\$43,680.29	8 th Ave Streetscape Bikeway
DKS Associates	\$75,652.58	8 th Ave Streetscape Bikeway
Campbell Environmental	\$2,600	8 th Ave Streetscape Bikeway
Lane County	\$27,000	8 th Ave Streetscape Bikeway
WSP, USA, INC	\$47,700	Chambers St. Seismic Bridge Retrofits
DOWL, LLC	\$850,000	Chambers St. Seismic Bridge Retrofits
Foundation Engineering	\$5,746.37	Chambers St. Seismic Bridge Retrofits
AKANA	\$28,786.21	Chambers St. Seismic Bridge Retrofits
3D Infusion	--	Chambers St. Seismic Bridge Retrofits
FEI Testing and Inspection	--	Coburg Road Ferry Bridge
Heritage Research Associates	--	Coburg Road Ferry Bridge
WSP, USA, INC	\$120,848.93	Coburg Road Ferry Bridge
DOWL, LLC	\$1,056,220.69	Coburg Road Ferry Bridge
APEX Environmental Consulting Services	\$11,363	Coburg Road Ferry Bridge
Casso	\$32,529.75	Coburg Road Ferry Bridge
Campbell Environmental	\$3,300	Eugene Signal Enhancements
University of Oregon, Museum of Anthropology	\$18,207.00	Eugene Signal Enhancements
Cascade Earth Sciences	\$14,082.66	Eugene Signal Enhancements
Historical Research Association	\$9,924.23	Eugene Signal Enhancements
Lane County	\$18,000.00	Eugene Signal Enhancements
Kittelson and Associates	\$84,989.63	Eugene Signal Enhancements
GEO Engineers	\$10,323.12	High Street Protected Bikeway
Campbell Environmental	\$12,000	Maxwell Prairie
Kittelson & Associates	\$65,000	Maxwell Prairie
Viewpoint Appraisals	\$9,500.00	River Road and Hunsaker
Lantz Electric	\$8,500	River Road and Hunsaker
WSP, USA, INC	\$69,498.42	Seismic Bridge Upgrades
DOWL	\$843,126.11	Seismic Bridge Upgrades
3D INFUSION, INC		Seismic Bridge Upgrades
Shannon and Wilson	\$34,222.16	South Bank Shared Use Path
GEO Engineers	\$24,906.10	South Bank Shared Use Path
University of Oregon, Museum of Archaeology	\$21,096	South Bank Shared Use Path
GEOEngineers	\$18,832	Eugene Enhanced Walking Network
University of Oregon	\$19,257	Eugene Enhanced Walking Network

Contracting

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

The advertisements for the construction contract include the following:

- The advertisement included Title VI text as follows: *“The City of Eugene in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.”*

The construction contracts include the following:

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

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

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

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

Construction contract information for the federally funded projects is as follows (NOTE: Amounts contracted in FY2022 for projects that have carried over from FY2021 - FY2022 appear on the FY2021 and/or FY2022 Accomplishment Reports.):

Project	Prime Contractor	Total Contract Amount
<i>Coburg Rd Ferry St Bridge</i>	HP Civil	\$2,900,000
<i>Eugene Signal Enhancements</i>	Wildish Construction	\$1,040,844.20
<i>South Bank Shared Use Path</i>	Brown Construction	\$923,379

South Willamette Street	Wildish Construction	\$6,557,228.38
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Commercially Useful Function reports were prepared for all DBE sub-contractors on these projects. Contractors with contracts greater than \$10,000 were required to submit Monthly Employment Utilization Reports. Certified payroll was reviewed and random wage interviews were conducted on these projects. All DBE data was submitted to ODOT via the Region Field Coordinator.

Public Involvement and Communication

Staff have shown commitment to adjusting their planned outreach based on collection of data or feedback received during the project, to ensure project information dissemination and decisions reach all stakeholders. The public involvement planning effort incorporates tools for identifying and meeting the needs of Title VI populations before, during and after construction of projects. The early involvement approach to public outreach provides an opportunity to identify community needs in advance of complex stages of a project, especially for Pavement Preservation Projects. PWE's public involvement practices include diverse tools, mediums and methods for connecting information about projects to diverse community members.

Before Construction:

- Mail postcards to properties at three separate phases of the project process. **Phase 1:** Residents that are directly adjacent to the project location. **Phase 2:** After the construction is sent for bid, a wider postcard mailing to neighborhood residents likely to use the street where the project is located. **Phase 3:** Once a contractor is selected and construction work is planned, a postcard will be mailed to the neighborhood members with the dates and duration of the construction project.
- Create content for social media (Facebook, Instagram, Twitter) to help inform residents of upcoming projects.
- Add 1-pagers for each project to the City of Eugene Website (<https://www.eugene-or.gov/2558/Current-Projects>).
- Email and present project plans to Neighborhood Associations.
- Update property owners: who have been a part of the process or requested updates

During construction:

- Send out news releases for larger projects
- Update 1-pagers on website if timeline or project changes (<https://www.eugene-or.gov/2558/Current-Projects>)
- Post photos and updates to social media platforms
- InMotion e-newsletter monthly update opportunity
- Road work advisories email weekly with construction/project updates
- Update road work advisories webpage weekly (<https://www.eugene-or.gov/1191/Road-Work-Advisories>)
- Update TripCheck.org weekly (<https://tripcheck.com/Pages/Road-Conditions->)
- Update PW Twitter if project creates major disruption (<https://twitter.com/EugenePW>)

After construction:

- Send news release announcing project complete and ready to use for larger projects
- Post photos of completed projects on social media platforms
- Include final updates in InMotion e-newsletter
- For larger projects, consider hosting an event to celebrate the new street design

Complaints

During the FY2021, we had numerous discussions with a resident who is both support for and an advocate for a visually-impaired community member(s). The resident conveyed concerns ranging from community development standards to temporary construction access. City staff were responsive to individuals concerns and questions about temporary pedestrian access and have been proactive about reaching out to the concerned resident(s) about phasing and TPAR design on other projects. The resident has not been satisfied with the response from the organization and is currently in litigation with the City of Eugene during the FY 2022, as well as ODOT.

Training & Education

Project managers and other relevant staff demonstrated commitment to meeting Title VI standards and City of Eugene requirements by participating in at least one annual civil rights training and two hours of diversity training(s) in FY2022.

Annual Civil Rights & Equity Training: The Title VI Coordinator/Equity & Accessibility Analyst provided a 2-hour annual training for all PWE staff on June 3, 2022, which provided comprehensive education about civil rights history and compliance, ADA compliance and accessible mobility during construction, and environmental justice for federally-funded projects and city-funded projects. In addition, the training provided a detailed review of the Language Access processes, resources, and Spanish-language engagement avenues and opportunities. The training also engaged cross-departmental efforts, including a presentation from the Equity in Contracting office to share the intent and expectations around DBE reporting.

City of Eugene Webinars: The PWE division hosted the following webinars and were open to all PWE and City of Eugene staff to participate:

- **Scratching the Surface: A Racial History of Eugene** – 1.5 hours
- **Curiosity Keepers (Interrupting Racial Detours)** – 2 hours
- **Belonging Training (Racial and Social Equity, Inclusive Public Participation), Module 1 & 2:** 6 hours
- **Belonging Training Module 3 – Design for Equity (Manager level)** – 3 hours

ADA Transition Plan

The 2015 Transition Plan for the Public Rights-of-Way (<https://www.eugene-or.gov/DocumentCenter/View/20712>), approved by Administrative Order on July 1, 2015, was last updated in February 2022 for the reporting period of January 1, 2021 – December 31, 2021. The update provided an assessment of the City's efforts to remove accessibility barriers due to inadequate curb ramps. The number of curb ramps installed or upgraded to meet current standards for the reporting period totaled 330. The number of APS (Accessible Pedestrian Signal) added to intersection during the reporting period totaled 50. The goal of 200 ramps was exceeded during this reporting period. During this reporting period 330 ramps were either installed new or were upgraded to meet current standards.

However, PWE expects to exceed the yearly goal of 200 ramps updated or added during the 2022 calendar year, as well.

Cross-Department ADA Efforts and Coordination

The Equity and Accessibility Analyst participates in a cross-department team that address ADA issues across the city. An initial meeting helped to identify what roles different staff play in ADA efforts in our decentralized departmental structure; what gaps exist in effective ADA coordination; and hot topics, including recent changes to ADA and emerging issues like the 2010 regulations, service animals, and even mental health.

Title VI Coordination

The Equity and Accessibility Analyst position coordinates PWE Title VI compliance and collaborates across the division and departments to develop and align Equity and Inclusion efforts throughout the City organization, including Equity trainings, ADA, Language Access, Workforce Equity, Environmental Justice, Community Recovery, and Public Participation.

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

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

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

Language Access

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

One example of the Language Access plan in work is represented in the efforts to provide notices for a city-funded project in an area where there is a larger number of Spanish speakers. Demographics show that Eugene is comprised of individuals who speak predominantly English, with less than 10% of individuals reporting that they speak a language other than English. Approximately 3% of those who

Speak a language other than English are considered to have limited English proficiency (LEP), which is consistent with the total population of LEP individuals for the entire Eugene population (approximately 3%). The top five most predominant languages spoken in Eugene, other than English, are Spanish, Chinese (Mandarin and Cantonese), Korean, Japanese and Arabic. , the number and percent of Spanish speakers, who have the potential to be LEP exceed the 5% or 1,000 persons threshold defined by the federal Safe Harbor provision. LEP individuals who speak Spanish as their primary language account for 1,425 people (22.5%). Of the 70,253 households in Eugene, only 1.4% have the potential to be limited English speaking. Of those households, Spanish is the most commonly-spoken language, other than English, at approximately 4.7% of all Eugene households, and with 3.2% of those Spanish-speaking households reported as LEP households. ***The most recent language data of Eugene shows that the largest mono-lingual speaking communities are Spanish-speakers, so project translation, language access efforts, and staff hiring efforts for multi-lingual speakers prioritize the Spanish language*** as it is the biggest need in the Eugene community. Further demographic assessments of individual PWE project locations will help determine whether PWE should provide written translation of vital documents for specific project work in order to serve this primary non-English population. Subsequent annual updates to the Language Access Plan will address different language priorities as community needs change and evolve.

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

“Aqui en la Ciudad” (Spanish-language news channel)

The City of Eugene developed a communications partnership through La E-Kiss, a local Spanish Facebook video/radio station. La E-Kiss has over 6,200 local followers/members and is networked with 17 other local Latino/a/x community serving FB pages, reaching a large, grassroots Spanish speaking audience in our area. Audio/video spots vs. written material are more effective in reaching these communities, and it has been a great asset to provide outreach and involve Latino/a/x in regular city programming and projects. PWE programs and projects contributed short videos branded as “Aqui en la Ciudad” (Here in the City), that aired weekly on Monday nights at 6pm. The most recent Aqui en la Ciudad news topic can be viewed here: <https://www.eugene-or.gov/4056/Servicios-de-tu-ciudad>.

Outreach & Communication

Sustainability Equity Panel: Staff from the City of Eugene kicked off the 2021-2022 Sustainability Equity Panel on June 22nd, 2021 and finished May 26, 2022. The Panel met twice a month for 12 months and advised COE staff on multiple City programs and projects, including Transportation programs (shared mobility and micro-mobility programs), the Housing Implementation Pipeline and Housing Racial Equity Tool, the climate resilience programs (Urban Heat Island strategies), Parks equity and engagement, and Recreation Teen Empowerment programming. This equity and community engagement model created a space for Panel members from local social justice organizations to give feedback and direction on important sustainability-related programs and projects. The model facilitated ongoing community partnerships, opportunities for COE to support community organizational goals, and to show how different programs and projects across the city can align and support broad sustainability strategies for

the Eugene community. Eight different social and racial justice-focused community organizations that serve marginalized communities. See more about the Sustainability Equity Panel at <https://www.eugene-or.gov/4719/Eugenes-2021-Equity-Panel#:~:text=The%20panel%20meets%20twice%20a,the%20needs%20of%20marginalized%20communities.>

Community Data & Project Prioritization

Project Priority Matrix

PWE created a Project Priority Matrix as a tool that allows meaningful community data and demographics to inform how projects are prioritized for current and future funding opportunities. The matrix focuses on four main categories of influence: 1) safety, 2) travel demand, 3) equity (weighted x1.5 with higher degree of influence), 4) climate. Each category includes specific questions that assess how the project would impact the community.

Demographic equity data:

This matrix data identifies

- whether the project area has been identified as community of concern (mapped through our Vision Zero program - not externally facing, but will be published in next 6 months)
- whether the project area is within quarter mile of affordable housing or social service provider
- whether project helps to improve connectivity between low income areas, grocery stores, health services, employment center, and/or parks
- whether the project is located within ½ mile of a Title I school
- whether the project improves accessibility and mobility and improves ADA compliance
- Census data: percentage of residents within the project area that are Black, Indigenous, or People of Color (BIPOC) or of Hispanic/Latino origin. Points are assigned based on how prevalent the population is or not, using a scale
- Census data: what percentage of households are low income in the project area
- Census data: what percentage of residents in the project area have one or more disabilities
- whether the project has explicitly been requested by equity-focused non-profit group or community based organization (CBO)

Scoring Projects Using the Matrix:

The score a project receives provides staff and leadership the ability to rank projects. Projects will not necessarily be prioritized in order of scoring, rather the matrix outcomes help to inform how to prioritize projects for different grant and funding opportunities, based on grant criteria or requirements. For example, the priority matrix was used in FY2022 to help inform prioritization of projects to include in the upcoming Street Bond Measure. The Matrix also helped to inform the Transportation System Plan update.

LOOKING FORWARD: GOALS FOR FY 2023

Title VI Coordination

Serving as the Title VI Coordinator, the Equity & Accessibility Analyst leads efforts related to ADA, Civil Rights, LEP and Title VI compliance within the PWE division. The Title VI Coordinator will ensure compliance to all Title VI benchmarks and will further expand efforts in public involvement and

communication, language assistance resources and materials, outreach and partnerships with local civil rights organizations, and demographic community assessments in project areas. In addition, the Coordinator will align Equity and Inclusion efforts in PWE with other respective City of Eugene departments.

Training & Education

The upcoming training program will include a comprehensive annual Title VI training, incorporating resources from the FHWA (i.e. online training videos). Staff will continue to meet the internal requirement of at least two hours of diversity training per year. The Title VI Coordinator will continue to track data and new guidance and distribute through email or in-person communication as necessary. An addition to the training program will be formal training for all staff on Limited English Proficiency policies and procedures defined in the Language Access Plan.

Belonging Training: All City of Eugene staff will continue to participate in the 6 hour virtual Belonging Trainings that address issues of implicit bias, allyship, conflict management, self-awareness, and inclusive public participation. Other internal and external equity-related trainings will also be available for staff to participate in throughout the year. Supervisors will also be able to participate in more advanced versions of the Belonging Training through the *Design for Equity* training.

Curiosity Keepers Workshop: Interrupting Racial Detours: This advanced allyship workshop focuses on small group practice where participants practice navigating racial detours and interrupting harmful behaviors.

Equitable Mobility Workshops: The Title VI Coordinator will collaborate with other PWE staff and cross-departmental staff to offer racial equity, social equity and mobility trainings to meet the demands of the community as they arise.

Language Access Plan

The Title VI Coordinator will continue to collect data and address the issues of special language needs for those with limited English language abilities in Eugene, especially as it relates to PWE projects. The Language Access Plan will continue to be updated and revised with new 2020 Census and language data as it becomes public, as well as new best that are relevant to PWE work.

ADA Transition Plan

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

ADA Transition Plan Update: The Title VI Coordinator will convene conversations to determine how to move forward with an update to the 2015 ADA Transition Plan. The meetings will determine how to identify and track ramp data for new developments in Eugene and communication strategies and partnerships with local accessibility-advocates and community-based organizations.

Outreach & Communication

Public Involvement: PWE staff will continue to carry out the Public Involvement practices identified above and adapt as needed, depending on the needs of the community and the project.

Community Relationship and Trust Building: The Title VI Coordinator will further develop outreach to local civil rights organizations, individuals and groups in order to build authentic relationships, build trust within communities, and better identify needs and hopes from community members regarding: Accessibility, Transportation and Mobility Equity, creating equitable access to programs and services, cultivating Belonging in community for all residents, indigenous land acknowledgements, improved language access practices and authentic language translation/interpretation. The Title VI Coordinator will also continue to respond to and record any Title VI complaints, improve the complaint process as needed, and address complaints in upcoming Title VI Accomplishments reports.

Equity Panel: The Title VI Coordinator will continue to identify opportunities to engage this model of community engagement for specific project areas, as needed.

Grant Writing: The Equity and Accessibility Analyst and the Transportation Planning staff will identify how to advance community engagement and language access work that fits the needs of grant funding to support ongoing and new projects to benefit more members of our community

Equity and Environmental Justice

Climate Action Plan 2.0: PWE staff will work more closely in collaboration with the Sustainability Office, since the office move to the Public Works Department. Staff will seek to address short- and long-term actions and equity recommendations related to transportation, buildings, and climate, as identified in the CAP 2.0 plan. One focal area of the plan includes creating more alternative transportation. PWE will collaborate with the Sustainability Office on connecting new transportation infrastructure to campaign efforts to shift transportation use within the community to meet the CAP2.0 and Climate Ordinance goals.

Racial Equity and Accessibility Lens (REAL) Toolkit: The Title VI Coordinator will finalize the Racial Equity and Accessibility Lens Toolkit, developed in collaboration with the City of Eugene's Community Development Team. The toolkit will serve as a way to evaluate new projects and programs through a racial equity and accessibility lens. Although the tool is currently focused on Housing projects and Housing Implementation Pipeline 5-year goals, it can easily be adapted to review and evaluate Transportation and Engineering projects. The toolkit includes 6 parts: 1) *Vision & Goals*; 2) *Project Manager Worksheet & Project description with targeted questions*; 3) *Equity Review Team Scorecard*; 4) *Resource List for project teams to use in developing the project description*; 5) *Glossary of racial equity and accessibility terms*; 6) *Map and Data set for project teams to utilize in reviewing demographics and equity factors related to their projects*. The Title VI Coordinator will serve on the Racial Equity Review Team and provide support and review of projects. The Toolkit will be published sometime in Summer of 2022.

Project Reporting & Contracting

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