

Nondiscrimination Agreement Population Under 100,000

**Washington State Department of Transportation
and Name of Recipient Policy Statement**

The City of Kenmore, hereinafter referred to as the "Recipient" 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 program or activity. The Recipient further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988).

In the event the Recipient distributes federal aid funds to a sub-recipient, the Recipient will include Title VI language in all written agreements and will monitor for compliance.

The Recipient's City Engineer, John Vicente, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

RF Kay
Signature

City Manager
Title

8-31-20
Date

**Title VI Program
Organization and Staffing**

Pursuant to 23 CFR 200, the City of Kenmore has designated a Title VI Coordinator who is responsible for Attachment 1, which describes the hierarchy for City of Kenmore's Title VI Program, including an organization's chart illustrating the level and placement of Title VI responsibilities.

Assurances

49 CFR Part 21.7

The City of Kenmore, hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the recipient regardless of whether those programs and activities are federally funded or not. Activities and programs which the recipient hereby agrees to carry out in compliance with Title VI and related statutes include but are not limited to:
 - List all major Transportation programs and activities of the recipient and Title VI responsibilities for each one of them. Include information as Attachment 2 to this Nondiscrimination Agreement.
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each Transportation program, activity, and facility (i.e., lands change to roadways, park and ride lots, etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are 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 Washington State Department of Transportation (WSDOT) under the federally-funded program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Recipient.
5. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all federally-funded programs and, in all proposals for negotiated agreements.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-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 ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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, national origin, or sex in consideration for an award.

6. That the Recipient shall insert the clauses of Appendix 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the Recipient shall insert the clauses of Appendix 2 of this Agreement, 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.
8. That the Recipient shall include the appropriate clauses set forth in Appendix 3 of this Agreement, 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 a federal aid program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under a federal aid program.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the recipient's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. Grants and loans of federal funds.
2. The grant or donation of federal property and interest in property.
3. The detail of federal personnel.
4. The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient.
5. Any federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The recipient shall:

1. Issue a policy statement, signed by the head of the recipient, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by WSDOT or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The head of the recipient shall be held responsible for implementing Title VI requirements.

3. Designate a civil rights coordinator who has a responsible position in the organization and easy access to the head of the recipient. The civil rights coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. The civil rights coordinator shall adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the recipient's report of investigation, will be forwarded to WSDOT's Office of Equal Opportunity (OEO) within 10 days of the date the complaint was received by the recipient.
6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the recipient.
7. Conduct Title VI reviews of the recipient and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by WSDOT OEO.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year. This report is due one year from the date of approval of the Nondiscrimination Agreement and then annually on the same date.
 - a. Annual Work Plan – Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.
 - b. Accomplishment Report – List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Coordinator and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Coordinator. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the recipient.

Discrimination Complaint Procedure

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the recipient. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the recipient's Title VI Coordinator for review and action.
2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:
 - a. The date of alleged act of discrimination; or
 - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the recipient's investigative procedures.
4. Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as WSDOT and USDOT.
5. The recipient will advise WSDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to WSDOT:
 - a. Name, address, and phone number of the complainant.
 - b. Name(s) and address(es) of alleged discriminating official(s).
 - c. Basis of complaint (i.e., race, color, national origin, or sex)
 - d. Date of alleged discriminatory act(s).
 - e. Date of complaint received by the recipient.
 - f. A statement of the complaint.
 - g. Other agencies (state, local, or federal) where the complaint has been filed.
 - h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

6. Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the head of the recipient. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
7. Within 90 days of receipt of the complaint, the head of the recipient will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with WSDOT, or USDOT, if they are dissatisfied with the final decision rendered by the Recipient. The Title VI Coordinator will also provide WSDOT with a copy of this decision and summary of findings upon completion of the investigation.
8. Contacts for the different Title VI administrative jurisdictions are as follows:
 - Washington State Department of Transportation
Office of Equal Opportunity, Title VI Program
PO Box 47314
Olympia, WA 98466
360-705-7098
 - Federal Highway Administration
Washington Division Office
711 Capitol Way South, Suite 501
Olympia, WA 98501
360-534-9325

Sanctions

In the event the recipient fails or refuses to comply with the terms of this agreement, WSDOT may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the recipient under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
4. Refer the case to the Department of Justice for appropriate legal proceedings.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION:**

Signature

Director of the Office of Equal Opportunity
Title

Date

NAME OF RECIPIENT:

R. J. Keij

Signature

City Manager
Title

8-31-20

Date

Appendix 1

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance With Regulations** – The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of United States Department of Transportation (USDOT), 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 sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the 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 sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds 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 contracting agency or the appropriate federal agency 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 WSDOT or the USDOT 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 contracting agency shall impose such contract sanctions as it or the USDOT 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 sub-contractor or procurement as the contracting agency or USDOT 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 sub-contractor or supplier as a result of such direction, the contractor may request WSDOT enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Appendix 2

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, Department of Transportation, 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 Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, the Department of Transportation WSDOT (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 Department of Transportation 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 provisions 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 or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (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, Non-Discrimination 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 (,) and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the department 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 the Department of Transportation and its assigns as such interest existed prior to this instruction.

Appendix 3

The following clauses shall be included in all transportation related deeds, licenses, leases, permits, or similar instruments entered into by (Recipient) pursuant to the provisions of Assurance 8.

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 of which a Department of Transportation 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.

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 has never been made or issued.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Washington State Department of Transportation pursuant to the provisions of Assurance 8.

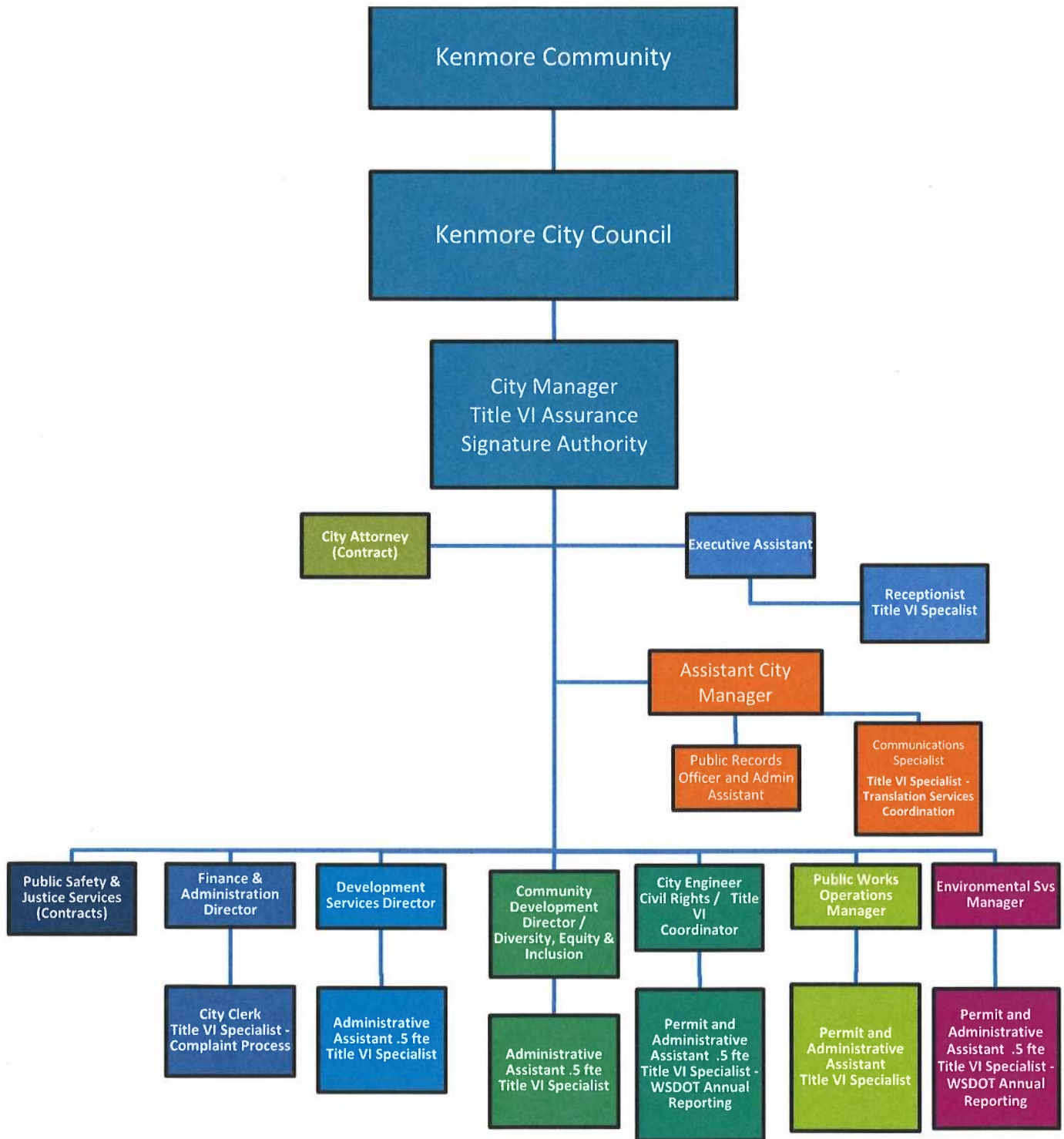
The LESSEE, or himself or herself, his or her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person, on the grounds of race, color, sex, or national origin, shall be excluded 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.

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 the Civil Rights Act of 1964.

CITY OF KENMORE

2019-2020 Title VI Organizational Chart



Title VI Specialist is the point of contact for the department, with responsibility for coordinating community outreach for the department.
 Translation Services Coordinator works with departments when written translations and interpreter services are needed.
 Complaint Process: Initial intake of Title VI complaints. Investigation process is overseen by Civil Rights/Title VI Coordinator.
 Annual Reporting refers to the compilation of information reported annually to WSDOT, including Attachment 1 Org Chart and Attachment 2 Transportation Projects and Programs.
 Diversity, Equity & Inclusion is a new initiative for the City of Kenmore and is in early phases of development.

Attachment 2

Major Transportation Programs & Activities and Title VI Responsibilities

The City of Kenmore provides a range of transportation services including several ongoing programs, numerous Capital Projects, and coordination with State and County programs. At any given time, projects may include roadway and/or pedestrian/bicycle improvements. Larger projects are often preceded by pre-design activities, including studies. Current projects can be viewed on the City website, with several of the larger projects also featured on kenmoreconstruction.com, the City’s temporary portal for the West Sammamish River Bridge project and the Juanita Drive NE and 68th Ave NE Pedestrian and Bicycle Improvements Projects during construction. Additional information can be found on the City’s “Target Zero” webpage. The Target Zero initiative includes creating safer pedestrian and bicycle pathways, offering helmets at a low price, educating bicyclists, pedestrians, and drivers through events and pamphlets, and enforcing traffic safety laws for all road users - among many other citywide improvements. Following is a brief summary of major transportation programs/projects.

Major Programs / Projects	Title VI Responsibility
<p>West Sammamish River Bridge</p> <p>The original bridge, constructed in 1938, is near the end of its service life and is currently categorized as “Structurally Deficient.” To prevent further deterioration on the aging structure the City placed load restriction of trucks in 2014. The new bridge will be constructed slightly west of the existing bridge and parallel to the Northbound (East) Bridge. The new bridge will be expanded in width to provide a 16-ft multi-use path for pedestrians and bikes, providing safer multimodal transportation options.</p> <p>Design for this project began in May 2015 and is now complete. 2018 Government Shutdown resulted in delay of project due to inability of agencies to review. The project was advertised for a contractor in October 2019 with a UDBE goal requirement of 8%. Construction began on March 2, 2020.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.
<p>Kenmore Sidewalk Program</p> <p>In 2012, the Kenmore City Council identified a goal to establish a 20 - 30 Year Sidewalk Plan. City staff assembled this plan in 2013. The sidewalk plan has been used as a guide for sidewalk construction and sidewalk grant applications since its development. Since the development of the 2013 plan, the City has constructed or is in the design phase of constructing over 20,000 linear feet of sidewalk identified in the 2013 plan. This represents approximately 1/3 of the total sidewalk identified in the 2013 plan completed or funded for completion in just 4 years. Sidewalk additions will be completed under the following Walkways & Waterways Bond Measure projects: Juanita Drive NE Pedestrian and Bicycle Safety Improvements, and 68th Ave. NE Pedestrian and Bicycle Safety Improvements (see page 3 for further description of these projects).</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.

Major Programs / Projects	Title VI Responsibility
<p>Simonds Overlay Project</p> <p>Design and construction of a pavement overlay to Simonds Road NE from 92nd Ave NE to NE 163rd Ct. The specific components of this project include:</p> <ul style="list-style-type: none"> • Preparation of plans, specifications, and engineer’s estimates. • Grinding and overlay with HMA. • Protecting and resetting of affected utility/drainage covers, lids, and grates. • Upgrading curb ramps to meet ADA standards. • Major pavement repairs. • Re-establishing pavement markings. <p>This project was bid and the contract awarded in this reporting period. Construction to take place during the next reporting period (July 2020).</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.
<p>Pavement Preservation:</p> <p>Crack Seal Pavement Preservation</p> <p>The crack seal project is a pavement preservation project to fill pavement cracks with crack sealant in order to mitigate proliferation of cracks and prepare roads for slurry seal preservation. Areas where cracking is too extensive or where the primary defect causing the cracking is not addressed by crack sealant will not be crack sealed but will instead be identified to be included in future patching projects. Several locations were crack sealed in May 2019 (last reporting period) in preparation for pavement sealing taking place in the next reporting period (2020-2021). No additional crack sealing was completed during this reporting period.</p> <p>Pavement Seal/Preservation</p> <p>The pavement seal project is a pavement preservation project which applies a preventative maintenance sealant to take roads in fair-to-good condition, preventing them from deteriorating into a condition where they develop serious structural defects and greatly reducing long term maintenance costs for the road. The pavement seal is a full-road-width treatment which will extend the life of the road by 5 to 10 years, depending on traffic volumes and existing road condition. HMA patching is often performed as spot locations in advance of the pavement seal operation. Several streets in the portion of Kenmore north of SR 522 had pavement seal applied during August 2019. The Arrowhead area south of SR 522 and a few streets in NE and NW Kenmore have been designed during this reporting period for pavement sealing to be performed in the 2020 reporting period.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.

Major Programs / Projects	Title VI Responsibility
<p>Juanita Drive NE Pedestrian & Bicycle Safety Improvements This project includes 1.5 miles of buffered bike lanes (both sides) and ADA compliant sidewalk (one side) along Juanita Drive NE. Other project components include the addition of turning lanes, storm water detention and water quality facilities, LED streetlights, landscaping, water and sanitary sewer replacement, utility relocation and asphalt overlay. Right-of-way acquisition phase was completed during the 2019-2020 reporting period and included fee simple acquisition, permanent easements and temporary construction easements. The City hired HDR Consultants to manage right-of-way acquisitions required for this project.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.
<p>68th Avenue NE Pedestrian & Bicycle Safety Improvements This project includes 1.5 miles of bike lanes (both sides) and ADA compliant sidewalk (one side) along 68th Avenue NE. Other project components include storm water detention and water quality facilities, LED streetlights, landscaping, water and sanitary sewer replacement, utility relocation and asphalt overlay. No right-of-way acquisition was required for this project. The project is expected to advertise for a contractor in the fall of 2020 with construction start planned for the first quarter of 2021.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.
<p>NE 153rd Place Safe Routes to School Sidewalk Project This project included 800 feet of new ADA compliant sidewalk, ramps, landscaping, drainage and utility relocation along NE 153rd Place between Juanita Drive NE and 70th Avenue NE and was completed during the 2019-2020 reporting period. No right-of-way acquisition was required.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.

Major Programs / Projects	Title VI Responsibility
<p>NE 181st Street Sidewalk (65th – 67th Avenue NE) Project This project includes 525 feet of new ADA compliant sidewalk, ramps, landscaping, drainage, street and pedestrian lighting and utility relocation along NE 181st Street between 65th Avenue NE and 67th Avenue NE. No right-of-way acquisition was required for this project. Minor finish work was completed during the current reporting period of 6-1-2019 through 5-31-2020, with the majority of the work completed prior to 6-1-2019.</p>	<ul style="list-style-type: none"> • Project managers will use appropriate outreach and notification protocols for individual projects under this program, working with the Communications Specialist on larger and/or more challenging projects. • The City Engineer will oversee project managers and verify appropriate Title VI language and assurances are included in contracts / solicitations. • The Project Managers will provide data to the Title VI Coordinator for inclusion in the Title VI Annual Report.
<p>SR 522 Pedestrian Crossing Study This project has been canceled.</p>	<ul style="list-style-type: none"> •

Other Transportation planning, activities, and services include elements such as ongoing street operations and maintenance, surface water implementation (often included in Capital Projects), neighborhood traffic safety and bicycle safety. Project Managers oversee activities and make every effort to ensure nondiscrimination.