

This outline is for LPA and other governmental entities to report Title VI activities that occurred over the past year and report Title VI goals for the upcoming year. Reports must be returned on or before due date to meet eligibility requirements for federal funding. Send to TitleVI@WSDOT.wa.gov

DUE DATES: Refer to Section 28.3 for scheduled reporting period and due date

Contact Information

Name and title of administrator (signature on Standard Assurances): [Jim Ferrell, Mayor](#)

Mailing Address: [33325 8th Ave S](#)

City: [Federal Way](#) [WA](#) Zip Code: [98003](#) County: [King](#)

Phone #: [253.835.2402](#) email address: jim.ferrell@federalwaywa.gov

Name and title of head of transportation-related services: [EJ Walsh, PE, Public Works Director](#)

Mailing Address: [33325 8th Ave S](#)

City: [Federal Way](#) [WA](#) Zip Code: [98003](#) County: [King](#)

Phone #: [253.835.2713](#) email address: EJ.Walsh@federalwaywa.gov

Name and title of designated Title VI coordinator*: [Desiree' Winkler, PE, Deputy Public Works Director](#)

Mailing Address: [33325 8th Ave S](#)

City: [Federal Way](#) [WA](#) Zip Code: [98003](#) County: [King](#)

Phone #: [253.835.2711](#) email address: desiree.winkler@federalwaywa.gov

*When the Title VI coordinator changes, notify TitleVI@WSDOT.wa.gov within 30 days.

To comply with Title VI requirements, each annual report submission must include signed Standard Assurances (USDOT1050.2A).

Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OECR? [Staff changes within Human Resources have changed. The Title VI Coordinator position was not filled and certain duties related to policy development and training are being accomplished by a consultant. Updated Title VI Plan is in progress. Desiree' Winkler, P.E., Deputy Public Works Director will continue to be the designated Title VI Coordinator.](#)
2. Organization, Staffing, Structure: Describe the Title VI Program reporting structure including the Title VI Coordinator, Administrative Head, and transportation-related staff. The list should include name, race, color, and national origin of each individual. Include the same details if your LPA has a volunteer or appointed board related to transportation decision making. [The City of Federal Way Title VI Program reporting structure consists of the Mayor of the City of Federal Way who serves as the Title VI Administrator. The Public Works Director and Deputy Director serves as head of transportation-related services and the Deputy Public Works Director is the designated Title VI Coordinator for the City of Federal Way. The Public Works Director, Deputy Director report to the Mayor of the City. All major decisions pertaining to the transportation issues are made by the Mayor, City Council, and the City's Land Use and Transportation Committee \(LUTC\). The City's LUTC consists of elected Council Members for the City.](#)

Please, see below for a chart containing each individual within the reporting structure.

Executive	Position	Race/Color/National Origin
Jim Ferrell	Mayor/Title VI Admin.	White/White/USA
Brian Davis	City Administrator	White/White/USA

City Council (*LUTC Committee)	Position	Race/Color/National Origin
Linda Kochmar	Council President	White/White/Poland
Susan Honda*	Council Member	White/White/USA
Les Sessoms	Council Member	African-American & Native American/Black/USA
Lydia Assefa-Dawson	Council Member	Black/Black/Ethiopia
Melissa Hamilton*	Council Member	White/Olive/USA
Jack Walsh*	Council Member	White/White/USA
Martin Moore	Council Member	White/White/Bulgaria

Staff	Position	Race/Color/National Origin
EJ Walsh	Public Works Director	White/White/USA
Desiree Winkler	Public Works Deputy Director	Two or More/Brown/USA
Kent Smith	Sound Transit Liaison	White/White/USA
Rick Perez	City Traffic Engineer	Hispanic/White/USA
Rob Van Orsow	Environmental Services Manager	White/White/USA
Christine Mullen	Engineering Manager	White/White/USA
Cole Elliott	Development Services Manager	White/White/USA
Jarred Larson	Operations Manager	White/White/USA
Keith Niven	Community Development Director / Planning Manager	White/White/USA

TITLE VI ACCOMPLISHMENTS & GOALS REPORT - WSDOT

3. Community Demographics: Using a map of the LPA's boundaries, describe the demographics of the LPA's service area (e.g., race, ethnicity, and national origin). List, by individual languages, the percentage of the population who is Limited English proficient. If the LPA's Limited English proficient population is 5% of the total population or 1,000 individuals, whichever is less, explain the Four-Factor Analysis by answering the statements listed on the next page.

The City of Federal Way completed its "Language Access Plan (LAP)" in December of 2025. The Four-Factor Analysis was completed and is included in the LAP. (see attached Appendix B)

1. Briefly describe the number of LEP persons served and languages spoken in the service area.
 2. Briefly describe the frequency of contact with LEP persons for services or projects (e.g., customer service interactions, public meetings, and contracts bidding and awarding).
 3. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.
 4. Briefly describe current resources available for LEP persons and overall cost.
4. Complaints: Provide a copy of the LPA's Title VI complaint log, including new Title VI complaints received during this reporting period and any still pending. Include the basis of the complaint (race, color, national origin) and describe the disposition (status/outcome). No Title VI complaints received during this reporting period.
 5. Planning: Describe the transportation planning activities performed this reporting period. Describe the actions taken to promote Title VI compliance regarding transportation planning, including monitoring and review processes, community involvement, their outcome or status. Include examples of community outreach. The 6-year Transportation Plan is developed from projects out of The Comprehensive Plan. The Comprehensive Plan was adopted in late 2024 that had extensive public outreach during development (2022-2024) that was reported in previous Title VI Annual updates.

Project Name	6-Year Transportation Improvement Plan Update
Transportation Planning Activities	Projects from Comprehensive Plan feed into this 6-year Plan
Outreach Date(s)	April 2025, May 2025, and June 2025
Outreach Type(s)	SEPA, LUTC, Public Hearing, and City Council meeting
Community Participation/outcome of engagement	No comments received (no new projects added for this update)
Interpretation provided (Language or ASL)	none
Date Community Event	
Community Demographic Data	Citywide project - See citywide demographics
Project Name	Safe Streets four All (SS4A) Comprehensive Safety Action Plan
Transportation Planning Activities	Developing City's Comprehensive Safety Action Plan
Outreach Date(s)	August 2025 to January 2026
Outreach Type(s)	Email, flyers, social media, City website
Community Participation/outcome of engagement	462 online survey responses, dozens of participants in-person at various engagement events
Translation/Interpretation provided (Language or ASL)	Spanish, Korean, Russian, Chinese, Tagalog
Date Community Event	8/9/2025, 10/21/2025, 10/25/2025, 11/13/2025, 12/3/2025, 12/17/2025, 1/20/2026
Community Demographic Data	Citywide project - See citywide demographics

6. Right-of-way actions: Describe activities during this reporting period associated with the purchase, sale, lease/use, or transfer of real property (related to highway transportation/public right-of-way use). Include demographic information of affected populations. For example, the race, color, national origin of affected property/business owner(s)/tenant(s).

There were numerous right-of-way actions that occurred during this reporting period, the majority of which consisted of purchases from individuals representing a diverse of array of demographic groups. Please, see below for a chart that illustrates pertinent project and purchaser information.

Project Name	S 288th Street Road Diet Phase 2
Purchase/sale/lease/transfer of property	Parcel 042104-9048-01 - Temporary Construction Easement of 3505 SF from Leonard and Cynthia Olson
Demographic info of affected property/business owner	Unknown
Project Name	S 288th Street Road Diet Phase 2
Purchase/sale/lease/transfer of property	Parcel 042104-9140-09 - Temporary Construction Easement of 2267 SF from Hung-Jye Lin
Demographic info of affected property/business owner	Unknown
Project Name	S 288th Street Road Diet Phase 2
Purchase/sale/lease/transfer of property	Parcel 042104-9047 and 0421049034 - Temporary Construction Easement of 3584 SF from Giuseppe Nappo
Demographic info of affected property/business owner	Unknown
Project Name	S 288th Street Road Diet Phase 2
Purchase/sale/lease/transfer of property	Parcel 042104-9069 and 042104-9241 - Purchase of 2200 SF of land and Temporary Construction Easement of 1210 SF from Gobel Commercial Property LLC
Demographic info of affected property/business owner	Unknown

Project Name	Pacific Highway Non-motorized Corridor Phase 2
Purchase/sale/lease/transfer of property	Parcel 0921049044 - Purchase of 1646 SF of land of 1210 SF from FREF Holdings LLC
Demographic info of affected property/business owner	Unknown
Project Name	Pacific Highway Non-motorized Corridor Phase 2
Purchase/sale/lease/transfer of property	Parcel 0421049031 - Purchase of 321 SF of land and Temporary Construction Easement of 1210 SF from Rai & Tiwana LLC
Demographic info of affected property/business owner	Unknown
Project Name	Pacific Highway Non-motorized Corridor Phase 2
Purchase/sale/lease/transfer of property	Parcel 0521049048 and 0521049026 - Temporary Construction Easement of 5402 SF from Leonard & Cynthia Olson
Demographic info of affected property/business owner	Unknown
Project Name	Pacific Highway Non-motorized Corridor Phase 2
Purchase/sale/lease/transfer of property	Parcel 0421049140 and 0421049240 - Temporary Construction Easement of 4967 SF from Hung-Jye Lin and Shu-Tze Lin
Demographic info of affected property/business owner	Unknown
Project Name	Pacific Highway Non-motorized Corridor Phase 2
Purchase/sale/lease/transfer of property	Parcel 0421049047 and 0421049034 - Temporary Construction Easement of 4967 SF from Giuseppe Nappo
Demographic info of affected property/business owner	Unknown
Project Name	99 & 373rd Intersection
Purchase/sale/lease/transfer of property	Parcel 3221049084 - Temporary Construction Easement of 187 SF from Washington State Patrol
Demographic info of affected property/business owner	n/a

7. Identify right-of-way appraisers and acquisition staff (used during this reporting period) by race, color, national origin.

The City had multiple right-of-way appraisers and acquisition staff during this reporting period. Please, see below for chart that illustrates pertinent project and staff information.

Project Name	Pacific Highway Non-motorized Corridor Phase 2
Demographic Origin of Appraiser	N/A - Costs under \$25,000 for each parcel
Demographic Origin of Acquisition Staff	White
Demographic Origin of Relocation Staff (if applicable)	N/A
Project Name	99 & 373rd Intersection
Demographic Origin of Appraiser	Unknown
Demographic Origin of Acquisition Staff	White
Demographic Origin of Relocation Staff (if applicable)	N/A

8. Studies and Plans: Were any transportation studies (including environmental reviews) conducted or transportation plans completed during this reporting period? Identify the data source(s) and provide data summary (Title VI/Environmental Justice Analysis) relative to ethnicity, race, languages spoken, neighborhoods, income levels, physical environments, and/or travel habits. Explain how data was used in these studies/reviews/plans.

City Center Access Project: The preliminary design and environmental studies have continued into this reporting period. The “Environmental Justice Report” identified Belmor Park area as being adversely impacted by this project (and Sound Transit’s separate Tacoma Dome Link Extension / Operation and Maintenance Facility – South projects). Due to these impacts, extensive effort has gone into working with the Belmor Park Community to support the impacts they will be facing from both Sound Transit and City Center Access Project. Language needs were identified through the Belmor on-site staff and all materials, open houses (translation and interpreter service) provided materials in six (6) total languages. (Note this outreach was completed in prior reporting periods, however additional environmental documentation continued into this reporting period).

Feedback from the Belmor community helped inform the design to support access in and out of their community, pedestrian crossing safety, and extension of the non-motorized trail along the arterial adjacent to Belmor and extending to the future light rail station.

Project Name	City Center Access (CCA) - Modification of I-5 Interchange at S 320th and local road / non-motorized improvements. (Ongoing project since 2017)
Transportation/Environmental Review Study- CONDUCTED/COMPLETED	SEPA Checklist and determination completed. Utilized NEPA documentation completed during previous reporting period.
Environmental Justice Study (daily life activities-school, work, shopping etc)	was completed previous reporting period
Outreach Date(s)	was completed previous reporting period, though EA specific outreach may take place
Outreach Type(s)	was completed previous reporting period, though EA specific outreach may take place
Interpretation provided (Language or ASL)	n/a
Community Demographics- race, ethnicity, language	"CCA Final Community Engagement Report (5/25/22)"
Affected Community Income Levels	
Community physical environments, travel habits	
How was data community demographic data used in studies/plans?	"CCA Final Community Engagement Report (5/25/22)" outlines how targeted outreach was conducted to reach priority audiences impacted by this project.

9. Project Location and Design: Provide a list of construction projects that began during this reporting period. Using a map of the LPAs service area, identify project locations, and a brief description of the projects' benefits/burdens to affected populations. If possible, provide a map that overlays projects with the racial composition of affected neighborhoods. [See Appendix C showing project locations.](#) Table below describes projects and impacted populations.

	*(Location on Demographics Map) Project Name
Construction Project Name(s)	Citywide Ped Safety Improvements
Brief description of project area	Varies citywide
Benefits/Burdens to affected community in project area	Crossing improvements including ADA upgrades and Rapid Rectangular Flashing Beacons
Racial demographic of affected community in project area	Citywide project. See citywide demographics
Construction Project Name(s)	*(A) 2024 ADA RETROFIT PROGRAM
Brief description of project area	Various ramp improvements in and around the city center core.
Benefits/Burdens to affected community in project area	Improvements to curb ramps to meet ADA compliance for ramps that were high priority for replacement.
Racial demographic of affected community in project area	*Over 50% People of Color
Construction Project Name(s)	2025 Asphalt Overlay Project
Brief description of project area	Citywide
Benefits/Burdens to affected community in project area	Pavement overlay including ADA improvements
Racial demographic of affected community in project area	Citywide project. See citywide demographics
Construction Project Name(s)	Street Light Infill
Brief description of project area	Citywide
Benefits/Burdens to affected community in project area	Install street lights
Racial demographic of affected community in project area	Citywide project. See citywide demographics
Construction Project Name(s)	*(B) 21st Ave S at S 320th Street Signal and Pedestrian Improvements
Brief description of project area	21st Avenue S and S 320th Street Intersection
Benefits/Burdens to affected community in project area	Install traffic signal and pedestrian crossings
Racial demographic of affected community in project area	*Over 50% People of Color

Construction Project Name(s)	*(C) S 320th St Preservation Project
Brief description of project area	S 320th St from 1st Ave S to Pacific Hwy S (SR_99)
Benefits/Burdens to affected community in project area	This project proposes to add/upgrade ADA accessible ramps and widen or repair sidewalks within the project limits which benefits residents in the area. This is consistent with the City's ADA Transition Plan that prioritizes ADA improvements along high-capacity transit corridors. Additional safety upgrades include updated striping and pavement markings to provide safety for vehicular and non-motorized users.
Racial demographic of affected community in project area	*Over 50% People of Color
Construction Project Name(s)	*(D) 21st Ave SW Preservation Project
Brief description of project area	21st Ave SW from S 339th St to S 320th St
Benefits/Burdens to affected community in project area	This project proposes to provide an asphalt overlay of the principal arterial, add/upgrade ADA accessible ramps and widen or repair sidewalks within the project limits which benefits residents in the area. This is consistent with the City's ADA Transition Plan that prioritizes ADA improvements along high-capacity transit corridors. Additional safety upgrades include updated striping and pavement markings to provide safety for vehicular and no-motorized users.
Racial demographic of affected community in project area	*Over 50% People of Color
Construction Project Name(s)	*(E) NTS '19 Silver Lake - SW 340th St @ 19th Ave SW
Brief description of project area	Intersection of SW 340th St @ 19th Ave SW
Benefits/Burdens to affected community in project area	This project installed a compact roundabout, chicanes, new ADA ramps at the intersection of SW 340th St @ 19th Ave SW as part of the Neighborhood Traffic Safety program. These improvements will reduce vehicular speeds and improve mobility and accessibility of non-motorized users.
Racial demographic of affected community in project area	*Over 50% People of Color
Construction Project Name(s)	*(F) NTS '23 Nautilus - 11th Pl S (S 293rd St to S 296th St)
Brief description of project area	11th Pl S (S 293rd St to S 296th St)
Benefits/Burdens to affected community in project area	This project installed two speed humps on 11th Pl S between S 293rd St and S 296th St as part of the Neighborhood Traffic Safety program. These improvements will reduce vehicular speeds and volumes along this street.
Racial demographic of affected community in project area	
Construction Project Name(s)	*(G) NTS '23 Lake Grove - 8th Ave SW (SW 312th St to SW 316th St)
Brief description of project area	8th Ave SW (SW 312th St to SW 316th St)
Benefits/Burdens to affected community in project area	This project installed two speed humps on 8th Ave SW between SW 312th St and SW 316th St as part of the Neighborhood Traffic Safety program. These improvements will reduce vehicular speeds and volumes along this street.
Racial demographic of affected community in project area	*Over 50% People of Color
Construction Project Name(s)	*(H) NTS '23 Adelaide - Marine View Dr SW (SW 296th St to 12th Ave SW)
Brief description of project area	Marine View Dr SW (SW 296th St to 12th Ave SW)
Benefits/Burdens to affected community in project area	This project installed two speed humps on Marine View Dr SW between SW 296th St and 12th Ave SW as part of the Neighborhood Traffic Safety program. These improvements will reduce vehicular speeds and volumes along this street.
Racial demographic of affected community in project area	*Over 50% People of Color

10. Other Public Meetings: List other public meetings held during this reporting period. Identify efforts used to encourage citizen participation at those meetings. Detail dates, times, locations, attendance, and provide examples of outreach materials. [See Appendix D for outreach material examples.](#)

PROJECTS WITH MEETINGS ONLY (scroll down for other public outreach)	
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Land Use and Transportation Committee (LUTC) meetings:
Date of Community engagement event(s):	Occurs first Monday of every month in City Council Chambers AND as a Zoom meeting
Advertisement for Community Outreach	<i>City web site posting;</i>
Location of Community Engagement	City Hall and On-line Zoom Option
Community survey/questionnaires'	none
Language/ASL Interpreters provided?	none
Outreach Materials	n/a
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Korean Quarterly Meeting
Date of Community engagement:	6/12/25; 9/18/25; 12/18/25; 3/26/2026
Advertisement for Community Outreach	<i>This meeting is led by Korean American Association</i>
Location of Community Engagement	City Hall Council Chambers
Community survey/questionnaires'	December mtg presented the Planning effort for Safe Streets For All Plan (SS4A). Community Survey translated into Korean.
Language/ASL Interpreters provided?	Korean/English Interpreter provides interpretation for the entire meeting content
Outreach Materials	Provide listing of major capital improvement projects twice annually
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Neighborhood Traffic Safety Program (NTS) - SW 328th St (21st Ave SW to 26th Ave SW) - Community Meeting
Date of Community engagement:	12/4/2025
Advertisement for Community Outreach	<i>Letter and Email and website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Spanish, Russian, Korean, Filipino/Tagalog, Chinese
Outreach Materials	Postcard, website
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Neighborhood Traffic Safety Program (NTS) - 23rd Ave S (S 300th St to S 304th St) - Community Meeting
Date of Community engagement:	1/12/2026
Advertisement for Community Outreach	<i>Letter and Email and website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Spanish, Russian, Korean, Filipino/Tagalog, Chinese
Outreach Materials	Postcard, website

Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Neighborhood Traffic Safety Program (NTS) - 5th Ave S (S 320th St to S 328th St) - Community Meeting
Date of Community engagement:	2/5/2026
Advertisement for Community Outreach	<i>Letter and Email and website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Korean, Spanish, Russian, Filipino/Tagalog, Chinese/Mandarin, Vietnamese, Somali, Ukranian, Swahili
Outreach Materials	Postcard, website
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Neighborhood Traffic Safety Program (NTS) - SW 305th St (2nd Ave SW to 6th Ave SW) - Community Meeting
Date of Community engagement:	2/12/2026
Advertisement for Community Outreach	<i>Letter and Email and website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Korean, Spanish, Russian, Filipino/Tagalog, Chinese/Mandarin, Vietnamese, Somali, Ukranian, Swahili
Outreach Materials	Postcard, website
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	Neighborhood Traffic Safety Program (NTS) - 4th Ave S (S 312th St to S 317th Pl) - Community Meeting
Date of Community engagement:	3/5/2026
Advertisement for Community Outreach	<i>Letter and Email and website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Korean, Spanish, Russian, Filipino/Tagalog, Chinese/Mandarin, Vietnamese, Somali, Ukranian, Swahili
Outreach Materials	Postcard, website
Public Meeting(s) Type- (City Council, Volunteer Commission, Community meetings, etc.)	City Center Greenway Project Information Meeting - Community Meeting
Date of Community engagement:	1/21/2026
Advertisement for Community Outreach	<i>Letter, website</i>
Location of Community Engagement	Virtual Meeting - Zoom
Community survey/questionnaires'	Public Involvement Survey via Survey Monkey
Language/ASL Interpreters provided?	Translations of materials: Korean, Spanish, Russian, Filipino/Tagalog, Chinese/Mandarin, Vietnamese, Somali, Ukranian, Swahili
Outreach Materials	Letter, website

NOTE: Projects below are design / construction projects. Public outreach(not meetings) conducted for these projects	
Project Name	SR 99 at S 373rd St Roundabout and Access Management
Transportation Planning Activities	
Outreach Date(s)	<i>Letter, website</i>
Copy Outreach Type(s)	Virtual Meeting - Zoom
Community Participation/outcome of engagement	Online survey via Survey Monkey
Interpretation provided (Language or ASL)	Translations of project info and mtg invite provided: Chinese, Dari, Korean, Pashto, Russian, Spanish, Tagalog, Ukrainian, Vietnamese
Date Community Event	4/17/2025
Community Demographic Data	Chinese, Dari, Korean, Pashto, Russian, Spanish, Tagalog, Ukrainian, Vietnamese
Project Name	2024 ADA RETROFIT PROGRAM
Transportation Planning Activities	N/A
Outreach Date(s)	6/12/2025
Copy Outreach Type(s)	Construction Postcard, website, FaceBook
Community Participation/outcome of engagement	n/a
Interpretation provided (Language or ASL)	Postcards notifying of construction translated to: Spanish, Korean, Vietnamese, Russian, French, Tagalog, Dari, Chuuk/Chukese, Somali, Thai, Arabic, Chinese/Mandarin, Ukrainian, Farsi, Pashto, Mashallese
Date Community Event	n/a
Community Demographic Data	Spanish, Korean, Vietnamese, Russian, French, Tagalog, Dari, Chuuk/Chukese, Somali, Thai, Arabic, Chinese/Mandarin, Ukrainian, Farsi, Pashto, Mashallese

1. Identify members of the LPA's transportation planning and/or advisory groups by race, color, and national origin

Land Use & Transportation Committee (LUTC) Meetings: (Committee is made up of 3 council members noted in Question 1 above). Occur first Monday of every month in City Hall Council Chambers AND as a Zoom meeting where participants can remotely listen and provide public comment.

2. Specify methods used to collect demographic information from the transportation-related public meetings. (Self-identification surveys, notes by staff, etc.) Include summaries of Public Involvement Forms collected at each meeting, listing the demographics of those who attended by meeting.

The City for its transportation-related meetings has implemented a self-identification survey (Electronic and hard copy) survey to be used for collecting demographic information. See attached.

3. List any language assistance services requested. For which languages? Who provided the service? In addition, list vital documents translated during the reporting period and identify the languages.

During the Korean Quarterly Meeting, Korean interpreters were requested and provided interpretation services. Additionally, translated outreach materials in the forms of surveys, postcards, and mailings were used.

11. Transportation-related Construction and Consultant Contracts (if applicable): Briefly describe the process used to advertise and award construction contracts during this reporting period. Include the process for negotiating contracts (e.g., consultants).

The City of Federal Way advertises the request for bids for construction projects in the Federal Way Mirror and in the Daily Journal of Commerce at least twice. Projects are sent to Office of MWBE to add to their bid postings site. Bid documents are posted on Builder's Exchange of Washington (official location) and on the city's web site for plan agencies to download. Hard copy bid sets are made available to review at city hall permit counter upon request. Bids are received and opened as prescribed in the advertisement for bids for each project. Bids are reviewed by staff (and grant agencies if applicable) and presented to the Land Use and Transportation Committee to forward to award by City Council to the lowest responsive, responsible bidder. Smaller projects (\$350,000 or less) may utilize the Small Works Process and request bids from prospective bidders registered with Municipal Service Research Center (MSRC).

The City utilizes Requests for Qualifications to select consultants. Consultants are selected based on their qualifications to provide the request services. The city utilizes a variety of methods to negotiate the contracts based on historical data, level of effort, etc. for consultant contracts. The City may also use the MSRC consultant roster to select consultants for services.

12. Describe the actions taken to promote construction contractor/consultant compliance with Title VI by construction contractors/consultants, including monitoring and review processes, and their outcomes/status (e.g. what Title VI language was included in contracts and agreements; were contractors and consultants reviewed to ensure compliance; what Title VI responsibilities are explained to contractors and consultants?)

The City of Federal Way includes Title VI language in solicitation and contract documents for all professional services and construction agreements/contracts. The City includes FSBE and training requirements along with other mandatory requires for Federal Aid projects as conditioned by the Washington State Department of Transportation (provides grant administration on behalf of FHWA). The City also requires the prime contractor to incorporate Title VI requirements in the subcontracts for the projects. The City and their consultants and contractors report payments to FSBE contractors/consultants to WSDOT Diversity Management and Compliance System online tool.

The City, 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 C.F.R., 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. The City encourages minority and women-owned firms to submit bids consistent with the City's policy to ensure that such firms are afforded the maximum practicable opportunity to compete for and obtain public contracts.

13. List construction, right-of-way, and consultant contracts with your LPA/MPO/entity for this report period with dollar value of each. Identify funding sources (federal, state, local, other), and how many were awarded to certified disadvantaged contractors (as a prime contractor/consultant).

Project Name	Citywide Pedestrian Safety Improvements
Contractor Name	Reign City Services, LLC
DMWBE CERTIFIED	Yes - DBE
Contract Amount	\$1,228,293.83
Funding Source	Federal
Project Name	Citywide Pedestrian Safety Improvements
Contractor Name	Alonsos Pro Concrete Cutting
DMWBE CERTIFIED	Yes - DBE
Contract Amount	\$4,492.70
Funding Source	Federal
Project Name	Citywide Pedestrian Safety Improvements
Contractor Name	Specialized Pavement Marking, LLC
DMWBE CERTIFIED	No
Contract Amount	\$97,994.00
Funding Source	Federal
Project Name	Citywide Pedestrian Safety Improvements
Contractor Name	T & T Traffic Control
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	Federal
Project Name	Citywide Pedestrian Safety Improvements
Contractor Name	Horizontal Technologies, Inc
DMWBE CERTIFIED	No
Contract Amount	\$16,120.00
Funding Source	Federal
Project Name	2025 Asphalt Overlay Project
Contractor Name	ICON Materials
DMWBE CERTIFIED	No
Contract Amount	\$3,946,656.00
Funding Source	Local
Project Name	2025 Asphalt Overlay Project
Contractor Name	Evergreen Concrete Cutting
DMWBE CERTIFIED	No
Contract Amount	\$24,200.00
Funding Source	Local
Project Name	2025 Asphalt Overlay Project
Contractor Name	G&G Inc.
DMWBE CERTIFIED	DBE
Contract Amount	\$7,700.00
Funding Source	Local
Project Name	2025 Asphalt Overlay Project
Contractor Name	Ground Up Road Construction
DMWBE CERTIFIED	No
Contract Amount	\$56,025.00
Funding Source	Local

Project Name	2025 Asphalt Overlay Project
Contractor Name	Highmark Concrete Contractors LLC
DMWBE CERTIFIED	DBE
Contract Amount	\$457,296.00
Funding Source	Local
Project Name	2025 Asphalt Overlay Project
Contractor Name	Specialized Pavement Marking Inc
DMWBE CERTIFIED	No
Contract Amount	\$30,128.00
Funding Source	Local
Project Name	2025 Asphalt Overlay Project
Contractor Name	O'Bunco Engineering Intl. Inc
DMWBE CERTIFIED	DBE
Contract Amount	\$90,600.00
Funding Source	Local
Project Name	Federal Way Comprehensive Safety Action Plan
Contractor Name	Transpo Group
DMWBE CERTIFIED	No
Contract Amount	\$449,835.95
Funding Source	PSRC / USDOT
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	Active Construction, Inc.
DMWBE CERTIFIED	No - 18% DBE Goal, 400 hours Training
Contract Amount	\$2,589,589.00
Funding Source (Federal, State, Local, Other)	Federal, Local
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	Subcontractor - Silver Streak Trucking, Inc.
DMWBE CERTIFIED	DBE, WBE
Contract Amount	\$55,000.00
Funding Source (Federal, State, Local, Other)	Federal, Local
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	Subcontractor - Castaneda Landscaping, LLC
DMWBE CERTIFIED	DBE
Contract Amount	\$92,444.80
Funding Source (Federal, State, Local, Other)	Federal, Local
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	Subcontractor - J & G Concrete Corporation
DMWBE CERTIFIED	DBE, MBE
Contract Amount	\$168,176.00
Funding Source (Federal, State, Local, Other)	Federal, Local
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	Subcontractor - O'Bunco Engineering
DMWBE CERTIFIED	DBE
Contract Amount	\$29,990.00
Funding Source (Federal, State, Local, Other)	Federal, Local
Project Name	Pacific Highway S Non-Motorized Corridor Phase 1
Contractor Name	HiGrade Asphalt
DMWBE CERTIFIED	DBE, MWBE, PWSBE
Contract Amount	\$153,850.00
Funding Source (Federal, State, Local, Other)	Federal, Local

Project Name	Redondo Creek Culvert Replacement
Contractor Name	Tucci and Sons, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$3,064,660.21
Funding Source (Federal, State, Local, Other)	Local
Project Name	Joint Operations and Maintenance Facility
Contractor Name	Corpinc Construction Co.
DMWBE CERTIFIED	No
Contract Amount	\$40,128,297.33
Funding Source	Local
Project Name	Joint Operations and Maintenance Facility
Contractor Name	Fenaugh, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$90,682.95
Funding Source	Local
Project Name	Joint Operations and Maintenance Facility (Frontage Design)
Contractor Name	Meng Analysis
DMWBE CERTIFIED	
Contract Amount	\$96,800.00
Funding Source	Local
Project Name	Joint Operations and Maintenance Facility (Frontage Design)
Contractor Name	AHBL, INC.
DMWBE CERTIFIED	No
Contract Amount	\$64,254.00
Funding Source	Local
Project Name	Joint Operations and Maintenance Facility (Frontage Design)
Contractor Name	Helix Architects
DMWBE CERTIFIED	No
Contract Amount	\$773,330.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Active Construction, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$1,722,637.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	MB Electric, LLC
DMWBE CERTIFIED	No
Contract Amount	\$1,147,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Northline Surveying, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$6,785.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Carlson Tree Care, LLC
DMWBE CERTIFIED	No
Contract Amount	\$5,000.00
Funding Source	Local

Project Name	Street Light Infill
Contractor Name	Del-Mar Concrete Cutting and Coring, LLC
DMWBE CERTIFIED	No
Contract Amount	\$10,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Northern Environmental, LLC
DMWBE CERTIFIED	No
Contract Amount	\$10,020.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Asbach Dirt and Landscape, LLC
DMWBE CERTIFIED	No
Contract Amount	\$97,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Peanuts Professional Work, LLC
DMWBE CERTIFIED	No
Contract Amount	\$18,500.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Guthrie Excavating, LLC
DMWBE CERTIFIED	No
Contract Amount	\$53,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Trenchless Construction Services, LLC
DMWBE CERTIFIED	No
Contract Amount	\$153,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Frost Trucking, LLC
DMWBE CERTIFIED	No
Contract Amount	\$30,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	MLC Trucking, LLC
DMWBE CERTIFIED	No
Contract Amount	\$20,000.00
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Miles Sand and Gravel
DMWBE CERTIFIED	No
Contract Amount	Time and materials
Funding Source	Local
Project Name	Street Light Infill
Contractor Name	Van Daele Trucking and Excavation LLC
DMWBE CERTIFIED	No
Contract Amount	Time and materials
Funding Source	Local

Project Name	21st Ave S at S 320th Street Signal and Pedestrian Improvments
Contractor Name	Reign City Services, LLC
DMWBE CERTIFIED	Yes
Contract Amount	\$1,048,067.82
Funding Source	Local
Project Name	21st Ave S at S 320th Street Signal and Pedestrian Improvments
Contractor Name	BES Electrical Services, LLC
DMWBE CERTIFIED	No
Contract Amount	\$123,203.22
Funding Source	Local
Project Name	21st Ave S at S 320th Street Signal and Pedestrian Improvments
Contractor Name	G&S Traffic Solutions
DMWBE CERTIFIED	No
Contract Amount	\$6,000.00
Funding Source	Local
Project Name	21st Ave S at S 320th Street Signal and Pedestrian Improvments
Contractor Name	Asphalt Patch
DMWBE CERTIFIED	No
Contract Amount	\$18,500.00
Funding Source	Local
Project Name	21st Ave S at S 320th Street Signal and Pedestrian Improvments
Contractor Name	Miles Sand and Gravel
DMWBE CERTIFIED	No
Contract Amount	Time and materials
Funding Source	Local
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Active Construction, Inc
DMWBE CERTIFIED	No
Contract Amount	\$2,324,324.00
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Becker Blacktop, LLC
DMWBE CERTIFIED	No
Contract Amount	\$275,021.25
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	C & P Fencing
DMWBE CERTIFIED	No
Contract Amount	\$4,670.40
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Delmar Concrete CTNG & CRNG LLC
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Drain-Pro Inc
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB

Project Name	S 288th St Road Diet Phase 2
Contractor Name	Janke Trucking, Inc
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Miles Sand & Gravel Company
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	O'Bunco Engineering, Inc
DMWBE CERTIFIED	No
Contract Amount	\$30,275.00
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Olson Brothers Pro-Vac LLC
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Silverstreak, Inc
DMWBE CERTIFIED	No
Contract Amount	TBD
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Specialize Pavement Marking LLC
DMWBE CERTIFIED	No
Contract Amount	\$192,788.50
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Transportation Systems, Inc
DMWBE CERTIFIED	No
Contract Amount	\$821,039.16
Funding Source	TIB
Project Name	S 288th St Road Diet Phase 2
Contractor Name	Wilson Concrete Construction Inc
DMWBE CERTIFIED	No
Contract Amount	\$263,518.30
Funding Source	TIB
Project Name	2024 ADA Retrofit Program
Contractor Name	Calli Denney Construction, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$324,895.50
Funding Source	Local

Project Name	2024 ADA Retrofit Program
Contractor Name	Transportation Systems, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$79,385.00
Funding Source	Local
Project Name	2024 ADA Retrofit Program
Contractor Name	Evergreen Flagging, Inc.
DMWBE CERTIFIED	No
Contract Amount	\$28,800.00
Funding Source	Local
Project Name	2024 ADA Retrofit Program
Contractor Name	Del-Mar Concrete Cutting LLC
DMWBE CERTIFIED	No
Contract Amount	\$2,920.00
Funding Source	Local
Project Name	2024 ADA Retrofit Program
Contractor Name	Becker Blacktop LLC
DMWBE CERTIFIED	No
Contract Amount	\$5,625.00
Funding Source	Local
Project Name	Pacific Highway Non-motorized Corridor Phase 2
Contractor Name	KPFF
DMWBE CERTIFIED	No
Contract Amount	\$1,724,634.43
Funding Source	Federal, Local
Project Name	99 & 373rd Intersection
Contractor Name	Transpo
DMWBE CERTIFIED	No
Contract Amount	\$973,598.43
Funding Source	TIB, Local

14. Education & Training: Describe actions taken to promote Title VI compliance through education and trainings, including monitoring and review processes, and their outcomes/status.

1. List Title VI training/webinars your Title VI Coordinator attended this reporting period. Include dates and entity that conducted the training.

Desiree' Winkler, Title VI coordinator attended the following trainings:

Title VI Training for Local Public Agencies, 6/3/2025, WSDOT, King County EOC, Renton, WA

Data collection Training: 9/18/25, WSDOT, MS Teams

2. When was Title VI internal training provided to staff? Who conducted the training? What was the subject of the training? Provide the job titles and race/color/national origin of attendees.

The Public Works Department has ongoing Title VI training utilizing the resources provided through WSDOT Engineering Services, Environmental, and Title VI program. A spreadsheet of all staff and completed training is located in Appendix E.

3. List other civil rights training conducted locally. Provide dates and a list of participants by job title and Title VI role, if applicable.

Christine Mullen, Engineering Manager (ensuring our Capital Projects include required specifications for Title VI)

“2026 FSBE 101”

31-Mar-2026: Goal Setting, Bid Clearing, & Bidder’s List

02-Apr-2026: Pre-Construction Meetings and Commercially Useful Function (CUF)

07-Apr-2026: Terminations, Substitutions, & Change Orders and Good Faith Effort (GFE)

09-Apr-2026: DMCS & Project Closeout and Monitoring Oversight & Best Practices

Monthly WSDOT NWR/OECR Check-In meeting where they discuss DBE/FSBE program updates and have a time for Q&A from local agencies. 18-Mar-2026 and 14-Apr-2026.

15. Title VI Goals for Upcoming Year

What area(s) of Title VI does your agency plan to focus on in the upcoming year? Describe by particular program area what your agency hopes to accomplish. Include any significant problem areas to focus on and plans to address those.

- 1) The City adopted it’s first Language Access Plan in December of 2025. There will be citywide trainings for it’s implementation.
- 2) Updating translated materials for programs into the nine (four-factor) languages as identified in the city’s Language Access Plan.
- 3) Getting staff trained on the updated process and forms related to the Federal Small Business Enterprise Program and how it related to Title VI in light of recent executive orders.

The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination

Assurances

DOT Order No. 1050.2A

The City of Federal Way (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Federal Way, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, City of Federal Way also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

City of Federal Way gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

City of Federal Way
(Name of Recipient)

by 
(Signature of Authorized Official)

DATED 4/27/26

APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Federal Way 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 Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Federal Way all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto City of Federal Way 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 Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Federal Way, its successors and assigns.

The City of Federal Way, 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 will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the City of Federal Way will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Federal Way pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, City of Federal Way will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the City of Federal Way will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Federal Way and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Federal Way pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, 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 the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, City of Federal Way will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, City of Federal Way will there upon revert to and vest in and become the absolute property of City of Federal Way and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX B
CITY OF FEDERAL WAY
LANGUAGE ACCESS PLAN
(December 2025)

Language Access Plan

November 2025



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LANGUAGE ASSISTANCE SERVICES NOTICE

If you have difficulty understanding English, you may, free of charge, request language assistance services for this information by calling (253) 835-2601 or email us at LanguageAccess@federalwaywa.gov.

Aviso a personas con dominio limitado del idioma inglés: Si a usted se le dificulta entender el inglés, puede solicitar servicios de ayuda con el idioma, de forma gratuita, con respecto a ésta información, llamando al (253) 835-2601 o enviando un mensaje de correo electrónico a LanguageAccess@federalwaywa.gov.

給英語能力有限人士的通知: 如果您不懂英語, 或者使用英語有困難, 您可以要求獲得向大眾提供的語言協助服務, 幫助您理解教育部資訊。這些語言協助服務均可免費提供。如果您需要有關口譯或筆譯服務的詳細資訊, 請致電 (253) 835-2601 或電郵: LanguageAccess@federalwaywa.gov.

Thông báo dành cho những người có khả năng Anh ngữ hạn chế: Nếu quý vị gặp khó khăn trong việc hiểu Anh ngữ thì quý vị có thể yêu cầu các dịch vụ hỗ trợ ngôn ngữ cho các tin tức của Bộ dành cho công chúng. Các dịch vụ hỗ trợ ngôn ngữ này đều miễn phí. Nếu quý vị muốn biết thêm chi tiết về các dịch vụ phiên dịch hay thông dịch, xin vui lòng gọi số (253) 835-2601 hoặc email: LanguageAccess@federalwaywa.gov.

영어 미숙자를 위한 공고: 영어를 이해하는 데 어려움이 있으신 경우, 교육부 정보 센터에 일반인 대상 언어 지원 서비스를 요청하실 수 있습니다. 이러한 언어 지원 서비스는 무료로 제공됩니다. 통역이나 번역 서비스에 대해 자세한 정보가 필요하신 경우, 전화번호 (253) 835-2601 또는 이메일주소 LanguageAccess@federalwaywa.gov 으로 연락하시기 바랍니다.

Paunawa sa mga Taong Limitado ang Kaalaman sa English: Kung nahihirapan kayong makaintindi ng English, maaari kayong humingi ng tulong ukol dito sa inpormasyon ng Kagawaran mula sa nagbibigay ng serbisyo na pagtulong kaugnay ng wika. Ang serbisyo na pagtulong kaugnay ng wika ay libre. Kung kailangan ninyo ng dagdag na impormasyon tungkol sa mga serbisyo kaugnay ng pagpapaliwanag o pagsasalin, mangyari lamang tumawag sa (253) 835-2601 o mag-email sa: LanguageAccess@federalwaywa.gov.

Уведомление для лиц с ограниченным знанием английского языка: Если вы испытываете трудности в понимании английского языка, вы можете попросить, чтобы вам предоставили перевод информации, которую Министерство Образования доводит до всеобщего сведения. Этот перевод предоставляется бесплатно. Если вы хотите получить более подробную информацию об услугах устного и письменного перевода, звоните по телефону (253) 835-2601 или отправьте сообщение по адресу LanguageAccess@federalwaywa.gov.

Якщо ви маєте труднощі з розумінням англійської мови, ви можете безкоштовно замовити послуги мовної підтримки для отримання цієї інформації, зателефонувавши за номером (253) 835-2601 або надіславши електронного листа на адресу LanguageAccess@federalwaywa.gov.

Haddii ay kugu adag tahay fahamka Ingiriisiga, waxaad, bilaash ah, u codsan kartaa adeegyada kaalmada luqadda macluumaadkan adiga oo wacaya (253) 835-2601 ama noogu soo dir emailka LanguageAccess@federalwaywa.gov.

Ikiwa una ugumu wa kuelewa Kiingereza, unaweza, bila malipo, kuomba huduma za usaidizi wa lugha kwa maelezo haya kwa kupiga simu (253) 835-2601 au tutumie barua pepe kwa LanguageAccess@federalwaywa.gov.

TITLE VI, ADA, AND FURTHER INFORMATION

Title VI Notice to the Public

It is the policy of the City of Federal Way to assure that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. The City of Federal Way further assures that 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.

Americans With Disabilities Act (ADA) Information

This material can be made available in an alternate format by contacting the City. People who are deaf or hard of hearing may also make a request by calling the Washington State Relay at 711.

City Contact:

Language Access / Title VI Coordinator
LanguageAccess@federalwaywa.gov
(253) 835-2601

GLOSSARY

Americans with Disabilities Act (ADA): A federal civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life. The ADA requires state and local governments to provide effective communication, including sign language interpreters, captioning, and auxiliary aids and services.

Auxiliary Aids and Services: Devices or services that ensure effective communication for individuals with communication disabilities. Examples include assistive listening devices, real-time captioning (CART), qualified sign language interpreters, written transcripts, and accessible electronic materials.

Bilingual: People who are fluent in English and at least one other language.

Cultural Competence: The ability to understand, respect, and effectively respond to diverse cultural beliefs, practices, languages, and needs when providing services.

Interpretation: The oral conversion of speech from one language to another while retaining the same meaning.

Language Assistance Services: Free services provided to help individuals with limited English proficiency or communication disabilities communicate effectively with City staff and access programs. These services may include interpretation, translation, and auxiliary aids.

Limited English Proficiency (LEP): Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English.

Meaningful Access: The standard that requires LEP individuals to be able to communicate effectively and participate in programs and services substantially equal to English speakers.

Primary Language: The language that a person speaks most fluently or prefers to use when communicating.

Qualified Interpreter / Translator: A person with demonstrated proficiency in English and the target language, knowledge of interpreting / translation techniques, cultural understanding of the languages they are proficient in to ensure accuracy in interpretation, and adheres to a code of professional ethics.

Safe Harbor: A guideline that can be used to identify strategic languages for translation of documents. A language that has 1,000 people or is 5% of the total city population or whichever is less serves as the threshold.

Threshold Languages: Languages spoken by a significant portion of the population that meet the Safe Harbor benchmark and are prioritized for translation of vital documents.

Title VI of the Civil Rights Act of 1964: A federal law that prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance. Title VI is the foundation of language access requirements for LEP individuals.

Title VI Coordinator: The person responsible for ensuring the City's compliance with Title VI, including nondiscrimination and language access obligations.

Translation: The written conversion of text from one language to another while preserving the meaning.

Vital Documents: Paper and electronic documents and communications deemed significantly important to a LEP person's access to the City's programs, services and activities, or that are required by law.

INTRODUCTION

The City of Federal Way (City) is committed to ensuring that all residents can fully participate in civic life and access City services, regardless of the language they speak. As a recipient of federal funding, the City of Federal Way will provide meaningful access to individuals with Limited English Proficiency (LEP) in accordance with Title VI of the Civil Rights Act of 1964.

Further, in compliance with the Americans with Disabilities Act (ADA) the City strives to communicate effectively with individuals who have communication disabilities by providing appropriate auxiliary aids and services for those with vision, hearing or speech impairments.

This Language Access Plan (LAP) serves as a comprehensive framework to guide City staff in providing equitable language assistance services to a diverse community. Federal Way is home to residents who speak many different languages and recognizes that effective communication is fundamental to building trust, delivering quality services, and fostering meaningful civic participation.

Purpose and Scope

This Plan describes the City's policies, procedures, and practices for providing language access services to LEP residents. The Plan was developed using the Washington State Department of Transportation's Language Access Plan Guide (Revised 07/2025).

The Plan applies to all City employees and addresses:

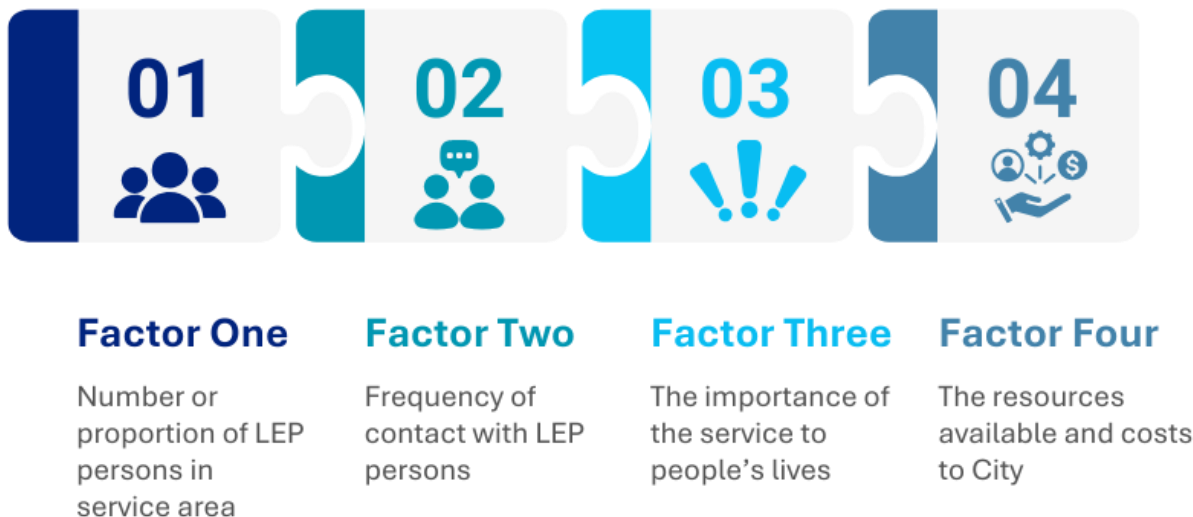
- An assessment of the City's current language assistance needs and services
- Staff guidance on providing meaningful language access services
- Action items to improve the City's language access services

Note: The Federal Way Municipal Court follows the Language Access Plan developed for King County Municipal Courts.

FOUR FACTOR ANALYSIS

This LAP is designed using an assessment process that is guided by a four-factor analysis that helps the City make informed, consistent decisions about where and how to allocate language access resources. These four factors work together to create a complete picture of language assistance needs by balancing community demographics, service usage patterns, the criticality of the service, and available resources. By applying this framework systematically, City staff can ensure that language access decisions are based on

objective criteria and genuine community needs rather than assumptions or limited perspectives.



FACTOR 1: NUMBER OF LEP INDIVIDUALS

Demographic Data:

In evaluating the demographic data, the goal is to identify which language communities in are large enough to warrant dedicated language services to ensure equitable access to City information, programs, and services.

The City uses a benchmark, consistent with the Safe Harbor threshold, of either **1,000 individuals or 5% of the population served, whichever is lower**, to determine when language access services should be provided.

In determining the languages spoken in Federal Way, the City evaluated:

- Data provided by the **American Community Survey (2024 One-Year Estimate)**. One-Year estimates were used to reflect rapidly changing demographics particularly in the increase of Spanish, Korean, Russian, Ukrainian, East African, and Vietnamese speaking communities.
- Languages spoken in **King County** by subarea (Southwest King County)
- **Federal Way School District** language data

Summary Findings:

- According to the American Community Survey (ACS), 48% of Federal Way residents speak a language other than English at home, and 28% speak English “less than very well”.
- ACS data shows that Spanish, Korean, Vietnamese, Tagalog, and Chinese each meet the Safe Harbor threshold of 1,000 individuals or 5% of the service population. The Federal Way School District highlights Spanish and Vietnamese, and King County’s Southwest subarea lists all five among its top ten languages spoken.
- The ACS places some languages into broad categories, such as ‘Other and Unspecified’ or ‘Russian, Polish, and Other Slavic Languages.’ Based on school district and county data, along with staff experience, these categories most likely represent Somali and Swahili for the first group, and Russian and Ukrainian for the second group. When disaggregated, one or more of these languages would be expected to meet the Safe Harbor threshold.

Table 1: American Community Survey Data:

Total Federal Way Population: 95,218

Language	# Speaks English Less Than “Very Well”	% Speaks English Less Than “Very Well”	School District (1)	King County (1)
Safe Harbor Threshold				
Spanish	11,036	12%	X	X
Korean	2,789	3%		X
Vietnamese	1,805	2%	X	X
Tagalog	1,143	1%		X
Chinese	1,014	1%		X
Other and unspecified (incl Somali and Swahili)	2,759	3%	X (Somali & Swahili)	X (Amharic & Somali)
Russian, Polish or Other Slavic Languages (incl Ukrainian)	2,296	2%	X (Russian, Ukrainian)	X (Russian, Ukrainian)
Other Commonly Spoken Languages				
Arabic	633	1%	X	
Other Indo-European (incl Dari, Pashto & Punjabi)	498	1%	X (Dari, Pashto, & Punjabi)	X (Punjabi)

Source: [American Community Survey Languages Spoken at Home](#) (2024 1-Year Estimate)

Note (1): Listed as a top 10 language for the entity indicated.

FACTOR 2: FREQUENCY OF CONTACT

The City currently does not track language service needs or access. There is some limited data available that provides insight into the frequency of language needs of the City's residents.

- The ten most frequently selected languages on the City's website, in order of use, are Spanish, Chinese, Korean, Russian, Ukrainian, Japanese, Dutch, French, and German.
- On the lobby touchscreen display, the most commonly used languages after English are Spanish, Korean, Russian, and Ukrainian.
- The Public Works department consistently translates documents into Spanish, Korean, Tagalog, Chinese, Russian, Vietnamese, and French.

FACTOR 3: IMPORTANCE OF SERVICES

The importance of services was assessed through two complementary sources: (1) staff focus groups conducted across City departments, and (2) direct input from LEP community members through a survey and outreach efforts. Together, these findings help identify which City services are most critical for ensuring equitable access and where language services will have the greatest impact.

Staff Focus Groups

Facilitated focus groups were held across all City departments to understand where staff most frequently interact with LEP residents, what barriers they encounter, and what tools are currently available. Several themes emerged:

- **First Points of Contact Are Critical:** Departments with front desk, phone, or permitting responsibilities (e.g., Community Development, City Clerk) are often the first or primary touchpoint for LEP residents. Staff in Parks and Public Works also highlighted that they frequently serve as a first point of contact: Parks through cultural celebrations, facility rentals, and recreation program registrations, and Public Works through construction projects and community outreach.
- **High-Stakes Services Require Immediate Access:** Police and Emergency Management underscored the importance of reliable language services in situations where safety, compliance, or emergency communication is at stake.
- **Community Visibility Drives Demand:** Public Works projects, events in parks and City facilities, and City Council meetings are highly visible to the public. Ensuring language access in these spaces is central to equitable civic participation.

LEP Community Survey

As part of the needs assessment, the City worked with community partners to invite input from LEP residents. Outreach included contacting 22 organizations that serve LEP communities, distributing flyers in 12 languages, publishing notices in the Mayor's newsletter and the school district's Peachjar system, and issuing a press release.

Many organizations expressed that their clients' hesitation to engage with government agencies was due to the national political climate surrounding immigration, which limited opportunities for in-person listening sessions and may have contributed to the low survey response.

The survey received 12 responses. Given the City's LEP population of approximately 26,000 residents, this is a very small sample and cannot be considered statistically relevant of the community. Responses are therefore used only as illustrative examples of individual experience, not as generalizable findings. Within the limited sample, several themes emerged:

- **Barriers to Access:** Most respondents indicated that it has not been difficult to access City services or information because of language barriers.
- **Successful Experiences:** Positive experiences were tied to helpful staff, telephonic interpreters, and occasions when interpretation support was provided.
- **Important Services:** Respondents overwhelmingly indicated that emergency and health services are most important to them and their family. Water, permits, licensing, the community center, and parks were also mentioned.
- **Improvement Suggestions:** Participants recommended greater availability of interpreters at meetings and events, clearer information about events, and more proactive communication (e.g., phone calls or texts).

FACTOR 4: AVAILABLE RESOURCES & COSTS

The City currently provides the following resources to assist LEP residents:

- Oral language interpretation services:
 - LanguageLine Solutions for Over-the-Phone (OPI) interpretation
 - In-person interpretation services (City Clerk, contracted through Municipal Court)
 - Bilingual staff (Police Department)
- Written Translation
 - Prisma for translation of written materials

- Auto-generated captioning is available on all City-hosted Zoom meetings
- Google Translate (City website)
- Devices
 - Lobby Touch Screen Display
 - Listening devices for the hearing impaired (City Council meetings)

CONTINUING IMPROVEMENTS

Based on the results of the four-factor analysis the City will improve language accessibility for LEP individuals through the following actions:

Policies & Procedures	• The City will adopt and implement a Language Access Plan and related policy and procedures to guide staff in providing meaningful language access services
Tools & Devices	• The City will evaluate the cost of handheld language assistance devices for employee field use (e.g. iPad; language translator device; cell phone) • The City will evaluate the cost to provide video remote sign language interpretation services • The City will explore the addition of new services (e.g., Dynamic Language Services) to expand interpretation and translation resources
Interpretation & Translation	• The City will evaluate the cost to expand, beyond the police department, a bilingual employee compensation program to provide in-language services and serve as interpreters and translators for the City
Wayfinding	• The City will evaluate the cost to expand wayfinding signage at City Hall and other City buildings to include threshold languages
Public Notices	• The City will enhance access to public notices by making them easier to locate on the City's website. In addition, a QR code will be posted on the City Hall noticeboard to provide direct online access where notices are translated
Outreach and Engagement	• The City will assess its outreach and engagement with LEP communities with a measurable plan by the end of 2026

Training	• The City will provide training to all employees (both current and future) on language access policy and responsibilities
Evaluation & Measurement	• The City will track and measure the frequency and type of requests for language assistance services

STAFF RESPONSIBILITIES

The City is committed to timely and accurate communication with the public and ensuring that all residents can fully participate in civic life and access City services, regardless of the language they speak. As a recipient of federal funding, the City of Federal Way is committed to providing meaningful access to individuals with Limited English Proficiency (LEP) in accordance with Title VI of the Civil Rights Act of 1964.

City Offices, Departments, and employees will plan for and take reasonable steps to provide timely, accurate and meaningful access to programs and services.

The type of language access services will vary depending on the type of communication that City staff is having with a LEP person (e.g., phone, in person, or written communication).

Notices

- The City's Title VI Coordinator will coordinate translation the notice of availability of language assistance access services into the [nine threshold languages](#). This notice will be posted in entry points of City facilities and reception areas and on the City website.
- The City's Title VI Coordinator will coordinate translation of Public Notices into the [nine threshold languages](#) and post on the City's website.
- City staff will make reasonable efforts to determine an individual's preferred language using "I speak" cards (see [appendix](#)), inclusive of notice informing them of their right to free language services.

Interpretation

The obligation to provide oral language assistance exists regardless of the size of any language group. The City will use competent, culturally sensitive, qualified interpreters appropriate to the level of interpretation required by the law. Competent interpreters should be able to demonstrate the following:

- A high level of fluency in English and the target language, providing conceptually accurate interpretation without changes, omissions, or additions, and preserving tone, sentiment, and character

- Cultural competence, including an understanding of the cultural norms and values of the language community, and the ability to interpret in a manner that maintains respect and accuracy
- Adherence to confidentiality, impartiality, and a professional code of ethics
- Knowledge in specialized terms or concepts relevant to City government
- The ability to convey information accurately and completely in both languages, as demonstrated through a simulation or formal certification

City staff will adhere to the following guidelines when using an interpreter:

- If a LEP resident brings a friend, family member or informal interpreter with them to assist in communication:
 - Inform them that free language interpretation is available
 - Avoid using bilingual friends or family members who may not have training as interpreters and may be unfamiliar with the technical meaning of the information being relayed
 - Avoid using bilingual children who may not have full language capacity or be mature enough to understand and relay the information
- Explain to the interpreter the purpose of the communication and provide a description of the information to be conveyed
- Provide the interpreter with a brief explanation of technical terms
- Avoid using acronyms
- Speak in short sentences
- Express one idea at a time to allow the information to be interpreted prior to continuing
- Check in with the interpreter to ensure they understand what staff is trying to communicate
- Address the LEP resident, not the interpreter, during the conversation

City staff may access the following resources for oral interpretation services:

- *LanguageLine Solutions*
- *In-Person Interpreters*

For additional assistance in obtaining oral interpretation services, contact the City's Language Access / Title VI Coordinator at (253) 835-2601 or email LanguageAccess@federalwaywa.gov.

Sign Language Interpretation (ADA Compliance)

The City recognizes its obligation under the Americans with Disabilities Act (ADA) to provide effective communication to residents who are Deaf, Hard of Hearing, or DeafBlind. Sign language interpretation is considered a core communication service and will be provided at no cost to the resident.

City staff should follow the same procedures used for LEP interpretation requests with additional consideration for the following guidelines in providing access for residents who are Deaf, Hard of Hearing or DeafBlind:

- Qualified interpreters must be used. This includes interpreters certified by the Registry of Interpreters for the Deaf (RID) or equivalent professional credential
- When arranging an interpreter, staff may request either in-person or video remote interpretation depending on the situation and resident preference
- Staff should also be aware of and, when appropriate, offer other auxiliary aids such as real-time captioning (CART), assistive listening devices, or written transcripts.

City staff may access the following resources for language access services for residents who are Deaf, Hard of Hearing or DeafBlind:

- *ASL In Person Interpretation:*
- *ASL Video Remote Interpretation:*
- *Assistive listening devices*

For additional assistance in obtaining oral interpretation services, contact the City's Language Access / Title VI Coordinator at (253) 835-2601 or email LanguageAccess@federalwaywa.gov.

Translation

The City prioritizes the translation of [vital documents](#) which is defined as a document critical to obtaining services or benefits or required by law.

The City uses a benchmark, consistent with the Safe Harbor threshold, of either **1,000 individuals or 5% of the population served, whichever is lower**, to determine when language access services should be provided.

According to Factor 1 of the Four Factor analysis above, the following languages meet that threshold: **Spanish, Korean, Vietnamese, Tagalog, and Chinese**. In addition, the following languages likely meet that threshold when disaggregated from the ACS categorization: **Somali, Swahili, Russian, and Ukrainian**. It is these 9 languages the City considers to be required to translate [vital documents](#).

Other languages that do not meet the threshold, but the City may choose to translate given the needs of the residents include Dari, Pashto, and Punjabi.

Competent translators should be able to demonstrate the following:

- A high level of fluency in English and the target language, with the ability to transcribe or translate in a factually and conceptually accurate manner without changes, omissions, or additions, while preserving tone, sentiment, and character
- Skill in translating written materials in a linguistically and culturally appropriate way, ensuring that tone, examples, and references are understandable for the target community
- Adherence to confidentiality, impartiality, and a professional code of ethics
- Knowledge in specialized terms or concepts relevant to City government
- Implementation of a proofreading and quality assurance process
- Certification by the American Translators Association (ATA) or an equivalent credential/certification (e.g., language proficiency test), preferred

City staff will adhere to the following guidelines when translating written documents:

- The City will identify and translate [vital documents](#) into the 9 threshold languages identified above.
- The City will translate emergency communications into the 9 threshold languages plus Dari, Pashto, and Punjabi.

City staff may access the following resources for translation services:

- *Prisma*

For assistance in obtaining translation services, contact the City's Language Access / Title VI Coordinator at (253) 835-2601 or email LanguageAccess@federalwaywa.gov.

Vital Documents

A vital document is defined as paper and electronic documents and communications deemed significantly important to a LEP person's access to the City's programs, services and activities, or that are required by law. Failure to translate these documents can result in a person being denied meaningful access to services, experiencing harm, or facing adverse consequences.

While the exact list will vary by department, vital documents typically include, but are not limited to:

- Applications for benefits, services, or programs
- Consent and complaint forms
- Intake forms or service agreements
- Notices of rights, responsibilities, or eligibility criteria
- Notices of free language assistance services
- Letters or notices that require a response from the recipient
- Legal or public safety notices (e.g., fines, hearings)
- Any document that explains how to access essential City services

Vital documents must be [translated](#) into the nine languages most frequently spoken by residents with Limited English Proficiency (LEP), as determined by the Four Factor Analysis: **Spanish, Korean, Vietnamese, Tagalog, Chinese, Somali, Swahili, Russian, and Ukrainian.**

Department Responsibilities:

- Each department must identify which of its forms, notices, and documents qualify as “vital” and maintain an updated list.
- Departments are responsible for ensuring that translated versions are accessible on the City’s website, at service counters, and in community-facing outreach.
- Departments should review their list of vital documents annually and update translations as needed when forms or policies change.

Evaluation & Measurement

To ensure the LAP remains effective, relevant, and responsive to community needs, the City will regularly monitor, evaluate, and update its policies and procedures. The City will:

- Track the frequency and type of requests for language assistance services (oral interpretation, written translation, ASL, etc.) by department and submit to the City’s Title VI Coordinator by:
 - Obtaining monthly reports from LanguageLine Solutions
 - Identifying a LAP Department Representative for each City department who will be responsible for submitting data to the Language Access / Title VI Coordinator
- Monitor responses to complaints or language assistance suggestions submitted by LEP individuals, community members, and staff, and ensure timely follow-up
- Update policies, staff guidance, or training materials when a complaint or suggestion reveals a gap in services.
- Document annually the languages most frequently requested and emerging language needs based on demographic changes or service data
- Assess staff usage of interpreter services and translated documents (and bilingual employee program, when implemented)

Staff Training

Training is essential to ensure City staff understand their responsibilities under the Language Access Plan and are equipped with the skills and tools needed to provide LEP residents. Consistent, high-quality training builds staff confidence, reduces barriers to service, and strengthens trust between the City and community members.

All City staff who interact with the public will receive training on the language access plan and related policies and procedures:

- New employees will receive language access training as part of their onboarding process
- Current staff will receive initial and periodic training on how to access and provide language access services to LEP individuals

Training will cover, at a minimum:

- The importance of providing language assistance services
- Tools and strategies for effectively and respectfully communicating and interacting with LEP individuals
- The City's policies and procedures for delivering language assistance services
- How to document residents' language needs and preferred language
- Procedures for requesting and using an interpreter, including American Sign Language (ASL) and telephonic or video interpretation services
- How to request and use translation services, access translated materials, and identify which documents are considered vital
- Expectations for confidentiality, impartiality, and professionalism when working with interpreters and translators

The City's Language Access / Title VI Coordinator will be responsible for providing staff training on the LAP and related language services policies and procedures.

APPENDIX

I speak....

When you encounter someone who doesn't speak English, show them the "I Speak" card and ask them to point to their language so you can arrange for interpretation services.

Amharic / አማርኛ ☐ እባክዎ የእኔን ቋንቋ የሚናገር ብቁ አስተርጓሚ ያግኙ	Arabic / عربي ☐ يرجى العثور على مترجم مؤهل يمكنه التحدث بلغتي
Cantonese / 廣州話 ☐ 請搵個識講我語言嘅合格口譯員	Chinese Traditional / 漢語廣東話 ☐ 請找一位能說我語言的合格口譯員。
Dari / دری ☐ لطفا یک ترجمان واجد شرایط پیدا کنید که بتواند به زبان من حرف بزند	French / Français ☐ Veuillez trouver un interprète qualifié qui parle ma langue.
German / Deutsch ☐ Bitte finden Sie einen qualifizierten Dolmetscher, der meine Sprache spricht.	Hindi / हिंदी ☐ कृपया एक योग्य दुभाषिया ढूँढ़ें जो मेरी भाषा बोल सके
Japanese / 日本語 ☐ 私の言語を話せる資格のある通訳者を見つけてください	Korean / 한국어 ☐ 내 언어를 말할 수 있는 자격을 갖춘 통역사를 찾아주세요

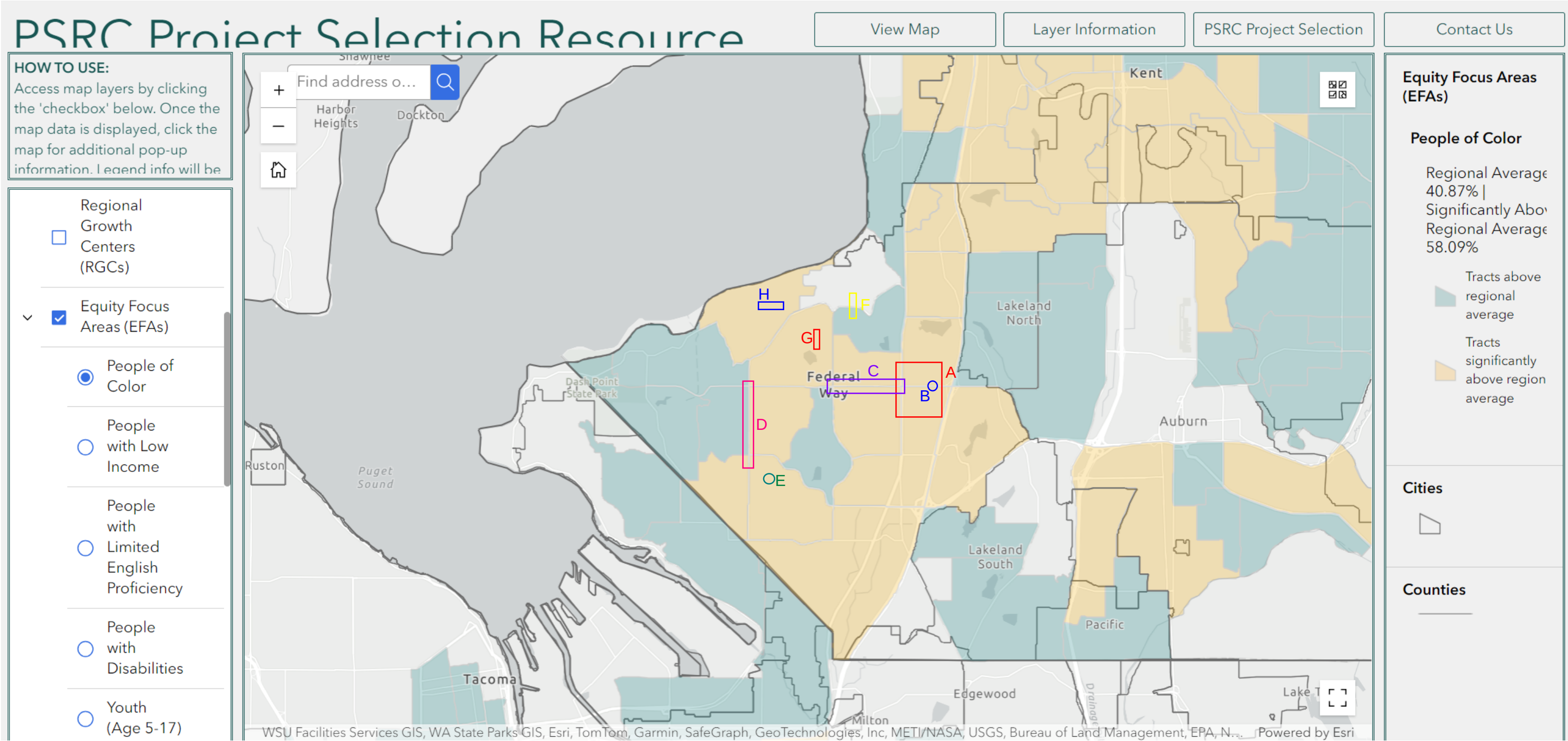
I speak....

When you encounter someone who doesn't speak English, show them the "I Speak" card and ask them to point to their language so you can arrange for interpretation services.

Pashto / پښتو ☐ مهرباني وکړئ یو ور ژباړونکی ومومئ چې زما ژبه ووايي	Portuguese / Português ☐ Por favor, encontre um intérprete qualificado que fale meu idioma.
Punjabi / ਪੰਜਾਬੀ ☐ ਕਿਰਪਾ ਕਰਕੇ ਇੱਕ ਯੋਗ ਦੁਆਸ਼ੀਏ ਲੱਭੋ ਜੋ ਮੇਰੀ ਭਾਸ਼ਾ ਬੋਲ ਸਕਦਾ ਹੋਵੇ।	Russian / русский ☐ Пожалуйста, найдите квалифицированного переводчика, говорящего на моем языке.
Somali / Af Soomaali ☐ Fadlan raadso turjumaan aqoon leh oo ku hadli kara luqaddayda	Spanish / Español ☐ Por favor, busque un intérprete cualificado que hable mi idioma.
Swahili / Kiswahili ☐ Tafadhali tafuta mkalimani aliyehitimu ambaye anaweza kuzungumza lugha yangu	Tagalog (Filipino) ☐ Mangyaring humanap ng isang kwalipikadong interpreter na maaaring magsalita ng aking wika
Ukranian / українська ☐ Будь ласка, знайдіть кваліфікованого перекладача, який розмовляє моєю мовою	Vietnamese / Tiếng Việt ☐ Vui lòng tìm một thông dịch viên có trình độ, có thể nói ngôn ngữ của tôi

APPENDIX C

Question 9: Project Location and Demographics
Letters correspond to projects on Question 9 Table.



Puget Sound Regional Council (PSRC) Map uses 5-year American Community Survey (ACS) (2015-2019) Data

APPENDIX D

PUBLIC OUTREACH MATERIAL EXAMPLES



ENGLISH: This is a notice about an upcoming project that may impact you. If on-going language assistance is needed throughout the project duration, please contact the City. To view a translated copy of this document or to obtain more information, visit the project webpage.

SPANISH: Este es un aviso sobre un próximo proyecto que puede afectarle. Para ver una copia traducida de este documento u obtener más información, visite la página web del proyecto.

KOREAN: 여러분과 관련이 있는 예정된 프로젝트에 대한 공지입니다. 본 문서의 번역본이 필요하거나 자세한 정보를 얻으려면 프로젝트 웹페이지를 방문하시기 바랍니다.

VIETNAMESE: Đây là thông báo về một dự án sắp tới có thể ảnh hưởng đến quý vị. Để xem bản dịch của tài liệu này hoặc để biết thêm thông tin, vui lòng truy cập trang web của dự án.

RUSSIAN: Это уведомление о предстоящем проекте, который может оказать влияние на вас. Если вы хотите ознакомиться с переведенной копией этого документа или получить дополнительную информацию, посетите веб-страницу проекта.

FRENCH: Il s'agit d'un avis concernant un projet futur qui pourrait avoir un impact sur votre quotidien. Si vous souhaitez bénéficier d'une assistance linguistique permanente tout au long de la durée du projet, veuillez vous adresser à la municipalité. Si vous voulez consulter une version traduite de ce document ou obtenir davantage d'informations, rendez-vous sur la page web du projet.

TAGALOG: Ito ay isang paunawa tungkol sa isang nalalapit na proyekto na maaaring makaapekto sa iyo. Kung kailangan ng patuloy na tulong sa wika sa buong tagal ng proyekto, mangyaring makipag-ugnayan sa Lungsod. Para makita ang isinaling kopya ng dokumentong ito o upang makakuha ng karagdagang impormasyon, bisitahin ang webpage ng proyekto.

DARI: این اطلاعیه در مورد یک پروژه در آینده می‌باشد که امکان دارد شما را تحت تأثیر قرار دهد. اگر در جریان پروژه بطور مداوم به کمک زبان نیاز دارید، لطفاً با شهر به تماس شوید. برای مشاهده کاپی ترجمه شده این سند یا بدست آوردن معلومات بیشتر، به وبسایت پروژه مراجعه نمایید.

CHUUK/CHUKES: Ei a kan ew arongorong usun ew project epwene etto ina epwene kan foron ngonuk. Ika pwe ka mochen sopwesopwenon anininis fosun fonu me non unusen foron ewe project, iwe kose mochen kori ewe City. Ren eom kopwe nengeni echo kapii chiakunon ren ei taropwe ika ren eom kopwe angei chomong poraus, churi ewe project webpage.

SOMALI: Tani waa wargelin ku saabsan mashruuca soo scoda oo ku saamayn kara. Hadii kaalmo luuqadeed oo joogto ah loo baahan yahay mudada mashruuca oo dhan, fadlan la xidhiidh Magaalada. Si aad u eegto nuqulka turjuban ee warqadan ama si aad u hesho macluumaad dheeraad ah, booqo websaytka mashruuca.

THAI: เป็นประกาศเกี่ยวกับโครงการที่กำลังจะมาถึงซึ่งอาจส่งผลกระทบต่อคุณ หากต้องการความช่วยเหลือด้านภาษาอย่างต่อเนื่องตลอดระยะเวลาของโครงการ โปรดติดต่อเมือง หากต้องการดูสำเนาเอกสารที่แปลแล้วหรือรับข้อมูลเพิ่มเติม โปรดไปที่หน้าเว็บไซต์โครงการ

ARABIC: هذا إشعار بشأن مشروع قادم قد يؤثر عليكم. إذا كانت هناك حاجة إلى مساعدة لغوية مستمرة طوال فترة المشروع، يرجى التواصل مع البلدية. لاطلاع على نسخة مترجمة من هذه الوثيقة أو للحصول على مزيد من المعلومات، تفضل بزيارة صفحة المشروع على الإنترنت.

CHINESE/MANDARIN: 這是一份關於即將施工的工程計畫通知，此計畫可能會對您造成影響。若在工程期間需要持續的語言協助，請聯繫市府。如需口看本文件的翻譯版本或獲取更多資訊，請造訪本工程計畫網頁。

UKRAINIAN: Це повідомлення про майбутній проект, який може вплинути на вас. Якщо вам потрібна постійна мовна допомога протягом усього проекту, будь ласка, зв'яжіться з міською владою. Щоб переглянути перекладену копію цього документа або отримати додаткову інформацію, відвідайте вебсторінку проекту.

FARSI: این یک اعلامیه در مورد یک پروژه آتی است که ممکن است شما را تحت تأثیر قرار دهد. اگر در طول مدت پروژه، به کمک زبانی مداوم نیاز دارید، لطفاً با شهر تماس بگیرید. برای مشاهده نسخه ترجمه شده این سند یا کسب اطلاعات بیشتر، به صفحه‌وب پروژه مراجعه کنید.

PASHTO: دا د یوې راتلونکې پروژې په اړه خبرتیا ده چې کېدای شي تاسو باندې اغېزه وکړي. که چېرې د پروژې په اوږدو کې د ژبې دوامداره مرستې ته اړتیا وي، مهرباني وکړئ له ښار سره اړیکه ونیسئ. د دې سند د ژباړل شوي کاپي/نقل لیدلو یا د نورو معلوماتو ترلاسه کولو لپاره، د پروژې ویب پاڼې ته لیدنه وکړئ.

MASHALLESE: Kajela in ej kin juon burojek in tok me emaroñ jelöt kwe. Ñe ej juon men in aikuj bwe kwój bok jipañ kin kajin ko ilo iien an burojek in, joij im tōpar City eo. Ñan loe juon kabe emōj an ukok an peba in ak ñan bok melele ko jet, tōpar webpage an burojek eo.

April 17th at 6:00pm

**ONLINE PROJECT
INFORMATION MEETING
FOR
SR99 AT S 373RD ST ROUNDABOUT AND ACCESS
MANAGEMENT**

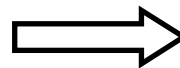
<https://www.federalwaywa.gov/page/s-373rd-and-pacific-hwy-s-roundabout>

The community is invited to attend an online Zoom webinar to learn more about this upcoming project. The City design team will present an overview of the project design, the progress to date, and the schedule / next steps.

The project is located at the intersection of Pacific Highway South & S 373rd St. A vicinity map depicting the project location is posted on the webpage listed above.

This project includes: Constructing a roundabout at the intersection of Pacific Highway South & S 373rd St.

REGISTER IN ADVANCE



Register in advance to attend at <https://uqr.to/4-17OpenHouse>

Registration closes April 16th at 6:00pm.

Meeting log-in and password information will be sent to all registered attendees.

**SCAN QR CODE
TO REGISTER**



HELP SPREAD THE WORD!

If your property has multiple residents or tenants (i.e. a business complex or apartments), please distribute copies of this notice or post in a common area such as near the mailboxes in order to share the news of this upcoming event.



17 أبريل الساعة 6:00 مساءً

SCAN QR CODE
TO REGISTER



التسجيل المسبق

سجل مسبقًا للحضور عبر الرابط <https://uqr.to/4-17OpenHouse>

يُغلق التسجيل في 16 أبريل الساعة 6:00 مساءً. ستُرسل معلومات تسجيل الدخول وكلمة المرور الخاصة بالاجتماع إلى جميع المسجلين.

ساعدوا في نشر الخبر!

إذا كان عقاركم يضم عدة مقيمين أو مستأجرين (مثل مجمع تجاري أو شقق سكنية)، يرجى توزيع نسخ من هذا الإشعار أو تعليقه في منطقة مشتركة مثل بالقرب من صناديق البريد، وذلك لنشر خبر هذا الحدث القادم.



17 أبريل الساعة 6:00 مساءً

اجتماع معلومات المشروع المنعقد عبر الإنترنت لمشروع

SR99 عند دوار شارع S 373RD ST وتنظيم الوصول

<https://www.federalwaywa.gov/page/s-373rd-and-pacific-hwy-s-roundabout>

المجتمع مدعو لحضور ندوة عبر الإنترنت (وبينار) على تطبيق Zoom لمعرفة المزيد عن هذا المشروع القادم. سيقدم فريق التصميم التابع للبلدية لمحّة عامة عن تصميم المشروع، والتقدم المحرز حتى الآن، والجدول الزمني/الخطوات التالية.

يقع المشروع عند تقاطع Pacific Highway South مع S 373rd St. توجد خريطة للموقع المحيط توضح موقع المشروع على صفحة الويب المذكورة أعلاه.

يتضمن هذا المشروع: إنشاء دوار عند تقاطع South Pacific Highway مع S 373rd St.



Public Involvement Form

Title VI of the Civil Rights Act of 1964 states, “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The purpose of this survey is to voluntarily collect and analyze demographic information from the people who live, work, and play in Federal Way, WA to better understand the effectiveness of outreach efforts and levels of attendance at public meetings pertaining to City activities and programs. You are not required to disclose the information requested in order to participate in this meeting.

Please review the questions and select the most accurate answer. If you feel uncomfortable or uncertain selecting from the options provided, please select “prefer not to say” or provide a written alternative in the “Other (please specify)” section. For further information regarding this process, please contact the City’s Title VI Coordinator at: 253.835.2700.

Date	Sex ☐ Female ☐ Male ☐ Other: _____ ☐ Prefer not to say
Gender ☐ Woman ☐ Man ☐ Other: _____ ☐ Prefer not to say	Age range (years) ☐ Under 18 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐ Prefer not to say
Race ☐ Asian ☐ African American or Black ☐ Native, Indigenous, or Alaska Native ☐ Native Hawaiian or Pacific Islander ☐ Hispanic or Latino ☐ White or Caucasian ☐ Multiracial ☐ Unknown ☐ Other: _____ ☐ Prefer not to say	
Disability ☐ Yes ☐ No ☐ Prefer not to say	Marital status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ In a domestic partnership ☐ Other: _____ ☐ Prefer not to say
Languages spoken at home ☐ English ☐ Spanish ☐ Korean ☐ Tagalog ☐ Ukrainian ☐ Russian ☐ Czech ☐ Mandarin ☐ Arabic ☐ Hindi ☐ Portuguese ☐ French ☐ Vietnamese ☐ Japanese ☐ Amharic ☐ Somali ☐ Punjabi ☐ Marshallese ☐ Dari ☐ Tigrinya ☐ Other: _____ ☐ Prefer not to say	
Housing Status ☐ Housed ☐ Unhoused or homeless ☐ At risk of being unhoused or homeless ☐ Other: _____ ☐ Prefer not to say	
Household income ☐ Less than \$25,000 ☐ \$25,000 - \$49,999 ☐ \$50,000 - \$74,999 ☐ \$75,000 - \$99,999 ☐ \$100,000 - \$124,999 ☐ \$125,000 – 149,999 ☐ \$150,000 - \$174,999 ☐ \$175,000+ ☐ Other: _____ ☐ Prefer not to say	
Highest level of education completed ☐ Less than high school diploma ☐ High school or GED ☐ Some college but not a degree ☐ Vocational certificate or degree ☐ Associate degree ☐ Bachelor’s degree ☐ Master’s degree ☐ Doctoral degree ☐ Other: _____ ☐ Prefer not to say	

	Start Date	language	Date	Sex				Gender				Age range (years)			
Response #			Date	Female	Male	Prefer no	Other (ple	Woman	Man	Prefer no	Other (ple	Under 18	18-24	25-34	35-44
1	2025-05-01 07:21:47	en	05/01/202	Female				Woman							
2	2025-04-29 11:47:31	en	04/29/2025		Male				Man						35-44
3	2025-04-17 18:40:26	en	04/17/2025		Male				Man						35-44
4	2025-04-17 18:40:22	en	04/17/2025		Male				Man						35-44

					Race										Disability	
Response #	45-54	55-64	65+	Prefer no	Asian	African A	Native, In	Native Ha	Hispanic	White or C	Multiracia	Unknown	Prefer no	Other (ple	Yes	No
1			65+							White or Caucasian						No
2											Multiracial	Unknown	Prefer not to say			
3													Prefer not to say			No
4										White or Caucasian						No

		Marital status							Languages spoken at home							
Response #	Prefer no	Single	Married	Divorced	Widowed	In a dome	Prefer no	Other (ple	English	Spanish	Korean	Tagalog	Ukranian	Russian	Czech	Mandarin
1					Widowed				English							
2	Prefer not to say						Prefer not to say									
3			Married						English							
4		Single							English							

[illegible]

				Household Income											Highest level of education completed			
Response #	At risk of	Prefer not to say	Other (please specify)	Less than \$25,000	\$25,000 - \$50,000	\$50,000 - \$75,000	\$75,000 - \$100,000	\$100,000 - \$125,000	\$125,000 - \$150,000	\$150,000 - \$175,000	\$175,000 or more	Prefer not to say	Other (please specify)	Less than high school	High school graduate	Some college		
1				Less than \$25,000														Some college
2		Prefer not to say																
3												Prefer not to say						
4												Prefer not to say						

	Completed	In progress	Not started	Other	Prefer not to say
Response #	Vocational degree but not a degree	Associate's degree	Bachelor's degree	Master's degree	Doctoral degree
1					
2					
3					
4					

APPENDIX E

Title VI Training

**Note: If link doesn't work, try
Firefox**

[illegible]

APPENDIX E

			INTRO	LEVEL 1 TRAINING							Americans with Disabilities Act (ADA)				Disadvantage Business Enterprises (DBE)						
NAME	TITLE	Title VI Role	Training Overview and Resources	Title VI / Nondiscrimination - Background and Purpose	Title VI / Nondiscrimination - Assurances	Title VI / Nondiscrimination - Implementation Plans	City of Federal Way Title VI Implementation Plan	Title VI / Nondiscrimination - Compliance and Enforcement	Title VI / Civil Rights - Limited English Proficient (LEP)	Nondiscrimination - Construction Contracts (FHWA-1273)	Foundations of ADA / Section 504	Disability Protections	ADA Transition Plan	Self-Evaluation Basics	DBE Program Overview	DBE - Project Contract Administration	DBE - Prompt Payment & Return of Retainage	DBE - Contract Goals	DBE - Evaluating Good Faith Efforts	DBE - Commercially Useful Function	DBE - Evaluating Commercially Useful Function
Jason Kennedy	Sr. Traffic Engineer		4/20/2022	4/19/2022	4/20/2022	4/20/2022	4/20/2022	4/20/2022	4/20/2022	4/20/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022							
Sarady Long	Sr. Trans Planning Engineer		9/24/2021	9/24/2021	9/24/2021	9/24/2021	6/24/2021	9/24/2021	9/24/2021	9/24/2021	7/25/2023	7/25/2023	7/25/2023	7/25/2023							
Kathy Davis	Sr. Traffic Engineer Planning		11/10/2022	11/10/2022	11/10/2022	11/10/2022	11/10/2022	11/14/2022	11/14/2022	11/14/2022	11/14/2022	11/14/2022	11/14/2022	11/14/2022							
Soma Chattopadhyay	Traffic Engineer		9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022	9/2/2022							
Stacey Curry	Asset Coordinator		5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022	5/9/2022							
Jonathan Howard	Transporation Planner		10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024	10/24/2024							
Blake Messner	Traffic Engineer		10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024	10/21/2024							
FLEET																					
Joseph Unrein	Fleet Maintenance Coordinator		7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024	7/16/2024							
David Nyblom	Fleet Maintenance Crew		3/9/2022	3/9/2022	3/9/2022	3/9/2022	3/9/2022	3/9/2022	3/9/2022	3/9/2022	7/25/2023	7/25/2023	7/25/2023	7/25/2023							
Robert Collier	Fleet Maintenance Crew		11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023	11/3/2023							