

# ANNUAL UPDATE AND ACCOMPLISHMENT REPORT

## For agencies under 100,000

City of Kirkland

May 1, 2021  
(Report Submission Date)

Jan. 1, 2020 – March. 31, 2021  
(Reporting Period)

Reference: WSDOT's Local Agency Guidelines Manual, Chapter 28

1. Report any changes in the organizational structure since the last reporting period.  
(Example: New Title VI Coordinator, new planning or public works directors, etc).
  - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
  - If no changes have been made, please indicate that accordingly.

Julie Underwood promoted from interim Public Works Director to Public Works Director  
George Minassian replaced Aparna Khanal to Capital Projects Division Supervisor

2. Using the most current data available (through Census or Washington State Office of Financial Management), describe the demographics within your jurisdiction.

According to the Washington State Office of Financial Management (WSOFM), the 2020 population of Kirkland was 90,660 (published April 1, 2020).

The Census Bureau's 2019 estimates show the City of Kirkland shows that 6.5% of the total population is below poverty. Thirteen percent of the population is older than 65 years old.

The following minority facts are listed on the Census page. The updated census statistics on the Bureau's web site:

White alone, percent, July 1, 2019	75.7%
Black or African American alone, percent, July 1, 2019	1.4%
American Indian and Alaska Native alone, percent, July 1, 2019	0.3%
Asian alone, percent, July 1, 2019	14.4%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2019	0.1%

Two or More Races, percent, July 1, 2019	5.7%
Hispanic or Latino, percent, July 1, 2019	7.7%
White alone, not Hispanic or Latino, percent, July 1, 2019	71.2%

See the Lake Washington School District Elementary School enrollment breakdown in Attachment A.

The US Census Bureau, American Community Survey, 2010-2014 shown on [King County Language Tiers Map](#) lists the following breakdown of non-English speaking residents in Kirkland Neighborhoods. Below is a general illustration of this data (which does not follow neighborhood boundaries exactly). Kirkland uses the [Washington State Department of Transportation Title VI data](#) and [Lake Washington School District](#) data to prioritize Title VI populations for the Neighborhood Safety Program and School Walk Route Program improvement projects.

Neighborhood	Languages Spoken						
	American Community Survey <i>(small sample, margins of error are high)</i>						
	Speak English not very well	African Languages	Chinese	Korean	Russian	Spanish	Vietnamese
Central Houghton	<1%	<1%	1-2.4%	1-2.4%	<1%	2.5-4.9%	1-2.4%
Everest	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Highlands	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Lakeview	5-7.4%	<1%	2.5-4.9%	1-2.4%	1-2.4%	2.5-4.9%	<1%
Market	<1%	<1%	1-2.4%	<1%	2.5-4.9%	1-2.4%	<1%
Moss Bay	2.5-4.9%	<1%	1-2.4%	<1%	1-2.4%	2.5-4.9%	<1%
Norkirk	2.5-4.9%	<1%	1-2.4%	<1%	2.5-4.9%	1-2.4%	<1%
North Rose Hill	5-7.4%	<1%	<b>2.5-7.4%</b>	<1%	<1%	2.5-4.9%	<1-2.4%
South Rose Hill	5-7.4%	<1%	<b>&lt;1-7.4%</b>	<1%	1-2.4%	1-2.4%	<1%
Bridle Trails	5-7.4%	<1%	<1%	<1%	2.5-4.9%	2.5-4.9%	1-2.4%
Totem Lake	5-10+%	<1%	2.5-4.9%	<1%	1-2.4%	2.5-4.9%	<1%
South Juanita	5-10+%	<1%	<b>2.5-7.4%</b>	<1-2.4%	1-2.4%	<b>5-9.9%</b>	1-4.9%
North Juanita	5-9.9%	<1%	<1%	<1%	<1-2.5%	<b>7.5%-9.9%</b>	<1%
Kingsgate	5-10+%	<1%	<b>2.5-7.4%</b>	<1%	1-2.4%	<b>2.5-10+%</b>	<1%
Finn Hill	<1-4.9%	<1%	<1-4.9%	<1-7.4%	<1-7.4%	<b>1-7.4%</b>	<1-2.4%

- a. Describe any required Title VI activities and/or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.

The City of Kirkland published Kirkland's 2015 Community Profile in October 2015. It describes Kirkland through statistics and trends in demographics, housing, economy, and land use. This document, while not required, contributes to Title VI outreach activities.

In 2018, the ADA Transition Plan DRAFT report was completed. This is one part of our complete ADA Plan Documentation. The Transition Plan contains a list of areas that we have identified as "non-compliant" to ADA standards within the City. These issues are listed by category and have been identified with a proposed correction date, cost and responsible party. This is a living document, so as other plans (Parks Master Plan, Capital Improvement Plan, etc.) are updated, new items will be added to this document.

The second part is a Pathway to Transition document that provides the assessments and criteria for Title II ADA compliance for the City of Kirkland. Under each ADA requirement the City provides a compliance assessment (compliant, not-compliant, unknown) as well as the criteria used to measure compliance. This document provides a snapshot of how the City is advancing toward total compliance. It has a detailed Appendix Guide.

In February and March 2021, City of Kirkland staff worked with the Lake Washington School District to better understand the language needs of Kirkland and its neighborhoods. Staff obtained data resulting from the four questions that Lake Washington School District asks on its elementary school enrollment application:

- 1.) What is the preferred Family Language for Communication from the school district?
- 2.) What language did the student first learn in?
- 3.) What language is most often spoken in the home?
- 4.) What is the language the student speaks most often in home?

The school district uses data from responses to Question No. 1 to determine into what languages to translate content. The reason: The ability to speak a language usually derives from a person's immediate environment. The ability to read and write in a language typically derives from formal education. In other words, just because a person can fluently speak a language doesn't mean that person can read or write in that same language.

The City of Kirkland adopted this approach for determining into what languages to translate documents.

- b. How was the information utilized or Title VI provisions and needs applied in each study or activity?

**The Neighborhood Safety Program:** The Program was created to re-energize Neighborhood Associations by empowering them to work collaboratively to identify, prioritize and address pedestrian and bicycle safety issues in Kirkland neighborhoods. Neighborhood leaders and staff work together to prioritize project requests. Areas of the City with Title VI populations are given extra points in the priority ranking of projects. In turn, both neighborhood leaders and staff become more aware of the needs and populations around the City.

The Program uses the Washington State Department of Transportation Title VI data and Lake Washington School District data to prioritize Title VI populations.

The Program is funded by the voter approved 2012 Streets Levy (\$150,000 per year) and City Council's Walkable Kirkland Initiative (\$200,000 per year until 2020). Each year there is a total of \$350,000 available for projects citywide under \$50,000. Projects fall into the following categories:

- Bicycle facility: Bike lanes or trails.
- Crosswalks: New crosswalks, improved crosswalk ramps (ADA), crosswalk islands, and rapid flashing beacons.
- Intersection Improvement: Signage, parking, and pedestrian "bump outs."
- Traffic Calming: Traffic islands, speed cushions, pedestrian "bump outs," signage, and radar signs.\*
- Walkway/Sidewalk and Trail: Gravel trails, steps, curb, traffic delineators, and sidewalks.
- Street Light: On existing utility pole or installing a light new pole.

Kirkland's Title VI coordinator and its Communications Program Manager are convening a City-wide steering team in 2021 to establish a Title VI standard for language translation as well as criteria for determining what 'vital documents' are.

3. List any Public outreach activities during the reporting period such as: public announcements and/or communications for meetings, hearings, project notices. Include the following:

The following list of outreach activities are being used in City publications and social media (regardless of the source of funding).

**Standardized Title VI Templates:**

**City website:** Kirkland migrated to a new website system in 2020 and 2021. The new website provides content translation eight languages, including the four languages that meet the LEP threshold—Spanish, Portuguese, simplified Chinese and Russian.

**Project Update:** Embedded into its *Project Update* template for notifying community members of construction projects and their impacts, is four headlines in four different languages summarizing the gist of the those impacts, accompanied by subheads that direct the reader to the Title VI coordinator to receive the entire document translated into his/her/their preferred language. The four are Spanish, Portuguese, simplified Chinese and Russian.

**Title VI Webpage:** Kirkland has a dedicated Title VI webpage. A link to the page is provided in the footer throughout the City's website. The webpage states Kirkland's non-discrimination policy, outlines Title VI of the Civil Rights Act of 1964, provides complaint instructions, forms and procedures, and links to our annual performance report.

**Title VI Email:** The City has a Title VI email address to receive inquiries and complaints. It is included on the website as well as in publications. Two staff members receive the emails to ensure they are addressed as swiftly as possible.

**Title VI Policy Statement:** The following policy statements are being used in City publications and documents.

Alternative Formats: People with disabilities may request materials in alternative formats.

Title VI: It is the City of Kirkland's policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland's Title VI Program, or to file a complaint with the City of Kirkland contact the City's Title VI Coordinator at 425-587-3831 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

A shorter version of the above statement was created for shorter publications. Staff uses this statement instead of the above "standard" language when necessary.

Alternative language formats of this publication are available upon request. The City of Kirkland's policy is to prohibit discrimination against any person on the basis of race, color, national origin or sex in the provision of its program's benefits and services. For information, contact 425-587-3831 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

**Meeting Notices:** The following statement is included in City Council meeting notices. All meetings are ADA accessible.

PLEASE CALL 48 HOURS IN ADVANCE (425-587-3190) if you require this content in an alternate format or if you need a sign language interpreter in attendance at this meeting.

**City Website:** [How to Use 711](#) is a web page on the City's website to help residents with disabilities access our relay service. Links to the telecommunications guide, national association of the deaf, Washington school for the deaf, and Washington State Emergency Resources are also posted on this site.

### **Examples of Title VI Outreach Activities:**

**Headline handbook:** Kirkland used Language Line to create a headline handbook in 2021 for all staff departments and divisions. The headline handbook contains more than 100 headlines that departments regularly use for mailed materials in five different languages: Spanish, Portuguese, Russian, Vietnamese, Korean, simplified Chinese. Examples include: "Road closure," "Water quality results," and "Recycling event." The headline handbook eases the process of communicating the gist of various communications in prominent LEP populations.

**Mailed publications:** The headline handbook is an essential tool for implementing a new practice of including summaries of mailed documents and contact information in the prominent languages on all mailed documents. The capital improvement program spearheaded this new practice in 2019. Each of its *Project Update* flyers about capital projects includes the gist of each project's effects in three prominent LEP languages.

**Staff Education:** As can be seen in this section, Kirkland keeps making progress in its internal education efforts to City staff in all departments about Title VI responsibilities and opportunities. Title VI Compliance is a standing agenda item on the internal Grants Service Team quarterly agenda, Capital Improvement Program Outreach Team, and the Public Information Officers quarterly meetings. The Communications Corner, an internal website, contains information about Title VI and compliance resources.

**Source Control Business Inspection Program:** Inspectors distribute the King County Hazardous Waste information sheet which is translated in Spanish. The Spill Kit Program (which serves as a follow-up to the audit/inspection) includes a translated spill and clean-up instruction kit in 6 different languages (English, Spanish, Korean, Vietnamese, Simplified Chinese, Somali).

**Private Storm Drain Marker Program:** Kirkland works with property owners to place markers/buttons on private storm drains, educating the public on where the storm drain leads to (Puget Sound). These markers contain the Spanish translation "*!no contamine!*".

**Recreation Brochure:** Twice a year the Recreation Division of Parks and Community Services Department mails out a Recreation Brochure to over 40,000 homes. This brochure is also posted online at [www.KirklandParks.net](http://www.KirklandParks.net) and includes the Title VI policy and alternative format announcements.

**Hazardous Household How-To's:** The Title VI policy and alternative format announcements listed above were included in a multi-family newsletter that went to all multi-family units in the City (approximately 15,000) in spring.

**Reuse, Recycle, Conserve Newsletters:** Kirkland's solid waste division implemented the Title VI language in its Multifamily Reuse, Recycle, Conserve newsletter. These efforts build on an existing initiative to incorporate Title VI language into all capital project notices.

**Storm drain protection:** Educational material about keeping storm drains clear of leaves and debris was translated into Spanish.

**Kirkland's Office of Emergency Management** maintains the Limited English Proficiency (LEP) communication files in multiple languages and large print. They also make needed accommodations for participants in Citizen Emergency and Response Team (CERT) or other public education classes. They always include recognition and documentation of the City's commitment to Title VI in their planning documents.

**Translated Disaster Preparedness and Recovery:** Disaster preparedness and recovery information has been translated into multiple languages for use online during disaster. In addition, hard copies have been printed for the Emergency Operations Center for use and distribution when the internet is down. The translated material is use by the communication team during emergencies and by Emergency Management when doing preparedness outreach to non-English speaking communities.

**Special Events:** Title VI language was added to the following published documents.

- Neighborhood Block Party Guidelines
- National Night Out Block Party Guidelines
- Street Banner Guidelines
- Vertical Banner Guidelines
- Park Banner Guidelines
- Film Permit Guidelines
- Special Event Guidelines

**EnviroStars:** Translated outreach documents (a benefits flyer for the program) into three languages (Spanish, Chinese, and Vietnamese) and uploaded it [on the website](#). The program also provides a multilingual hotline supporting 8 languages plus English. The recycling flyers and recycling tote for multifamily residents have some Spanish translation.

**Multifamily recycling guide:** Translated the multifamily recycling guide into Spanish. In addition, outreach to multifamily properties included some door-to-door outreach in other languages.

The outreach activities listed below are being used in all Public Works Capital Improvement Projects (regardless of the source of funding).

**Project Notices:** All projects have a project notice that is mailed or hand delivered to residents and businesses within the area. The notices include the Alternative Formats language and our Title VI nondiscrimination policy statement. The project notices also get sent to the school district bus service to ensure coordination with school bus routes and children with special needs. Notices are also sent to King County Metro for coordination with their services. All capital project-related notices include the following message—genericized for the purpose of this report—in Chinese, Russian, Portuguese and Spanish. Many delivery areas do not meet the requirement threshold—five percent of the population or 1,000 persons—for translation. However, Capital Project chose to translate the following message into the three above-listed languages anyway: “Project will impact you: For information on the project, please contact the Title VI Coordinator at [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov) or (425) 587-3831.

**Neighborhood Meetings:** At various stages in design and construction, presentations are made at neighborhood meetings and to the Kirkland Alliance of Neighborhoods (KAN), a coalition of the City’s 12 neighborhood associations. Meetings are physically accessible and their dates, times, and locations are posted on our website.

**Personal Contact:** Project fact sheets are hand delivered to immediate property owners prior to construction. At this time, businesses and/or residents with special language needs are identified. The City uses this as an opportunity to inventory the language needs during this process and, if necessary, would follow up with a volunteer translator to help with communication about the project.

**Reader Boards:** Electronic reader boards are used on arterials when construction is significant enough to warrant broad and continuous messaging.

**Language Line:** The City of Kirkland contracts with Language Line Personal Interpreter Service when translation services are needed. Language Line instructions are distributed to ‘front line’ employees. Directions on using the language line are printed and distributed to all ‘front line’ employees. They keep these cards next to their phone/desk in case they need language assistance. The front desk at City Hall is equipped with tablets that facilitate on-the-spot translation.

**Door Hangers:** A “door hanger” is placed on the door of homes along streets scheduled for an overlay or slurry seal prior to construction. The “door hanger” explains when the street is scheduled for construction, what the impacts will be for residents along the street, and whom to contact or where to get more information. All door hangers include the translated statement listed in 3.b. below.

**City Hall For All and the Inclusive Community Proclamation:** The Council requested that staff prepare a proclamation for the January 3, 2017 Council meeting declaring the City’s values around inclusion and committing to the development of a program to promote a community conversation about those values. As part of the “inclusiveness” effort, the City scheduled a major public event called City Hall For All to celebrate and promote Kirkland’s diversity. Kirkland held a second City Hall for All on October 6, 2018 and a third on Oct. 5, 2019. The City advertised the event with the following statement: *Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Kirkland should contact the ADA Coordinator, Chris Thomas (athomas@kirklandwa.gov), Director of Human Resources (425-587-3210), as soon as possible but no later than 48 hours before the scheduled event.*

The City’s “Safe, Inclusive, and Welcoming” proclamation is translated into Spanish, Chinese, and Russian and posted in the lobby of City Hall, opposite Council Chambers.

- a. How were special language needs assessed? List the special language needs assessments conducted.

In February and March 2021, City of Kirkland staff worked with the Lake Washington School District to better understand the language needs of Kirkland and its neighborhoods. Staff obtained data resulting from the four questions that Lake Washington School District asks on its elementary school enrollment application:

- 1.) What is the preferred Family Language for Communication from the school district?
- 2.) What language did the student first learn in?
- 3.) What language is most often spoken in the home?
- 4.) What is the language the student speaks most often in home?

The school district uses data from responses to Question No. 1 to determine into what languages to translate content. The reason: The ability to speak a language usually derives from a person’s immediate environment. The ability to read and write in a language typically derives from formal education. In other words, just because a person can fluently speak a language doesn’t mean that person can read or write in that same language.

The City of Kirkland adopted this approach for determining into what languages to translate documents. Staff used four-factor analysis to identify the most prominent languages in each neighborhood.

- b. What outreach efforts did you utilize to ensure that minority, women, low-income, and LEP population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided materials in other languages, met with local social services agencies, advertised in a minority publication).

In Fall 2020, the City of Kirkland launched the Shop Local Kirkland program to help Kirkland businesses that were struggling during the pandemic. To promote the program, the City mailed a flyer describing how a business owner could get involved. The document included the program’s gist information in Spanish, Russian and simplified Chinese.

Spanish speaking residents represent the largest LEP population in Kirkland. The Public Works Department uses a “door hanger” for notifying residents of upcoming street maintenance (overlay and slurry seal) impacts and schedule which includes the following statement: Materiales disponibles en Espanol si solicitadoes (425) 587-3866. Spanish speaking residents are asked to call this number for translation services. The staff person who answers this phone speaks Spanish fluently. The goal is to include this statement in all project notifications in areas with documented levels of Spanish speaking residents. Kirkland is considering a similar statement in Chinese to be used in areas with higher concentrations of Chinese speaking residents or businesses. There are staff who can receive these calls.

Additionally, all capital project flyers include a summary of the project’s impacts in LEP languages. For the 132nd Square Park design and master planning process, City staff translated all primary documents into Kirkland’s three secondary languages: Spanish, Russian and Chinese.

- c. List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.

The City of Kirkland contracts with Language Line.

The following statement offering translation at no cost is included in all project notices and outreach material.

- d. List any costs incurred for translations and interpreters for each activity.

Kirkland spent \$863.20 on 17 calls to Language Line.

Language	Time (Minutes)	# of Requests
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Korean	10	1
Laotian	9	1
Mandarin	22	2
Portuguese	73	3
Russian	16	2
Spanish	86	8
<b>Grand Total</b>	<b>216</b>	<b>17</b>

Staff used the services for sign language and document translation. We don't keep track of those figures.

- List all the transportation related contracts (Federal and others) that were executed during the reporting period. (Please include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.). Including dollar value of each contract. See Attachment B.

- Other than advertising in your local legal publication, what outreach was made to DMWBE firms that a contracting opportunity existed within your agency?

Bidding and Request for Proposal opportunities are posted on the "Doing Business with the City" webpage on the City's website. Kirkland's Title VI nondiscrimination policy statement is in all non-public works RFPs, RFQs and IFBs.

*The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.*

In 2014, Kirkland began using a Job Order Contracting (JOC) program. As part of a JOC program, RCW 39.10.450(3) requires that:

*"A public body may issue no work orders under a job order contract until it has approved, in consultation with the office of minority and women's business enterprises or the equivalent local agency, a plan prepared by the job order contractor that equitably spreads certified women and minority business enterprise subcontracting opportunities, to the extent permitted by the Washington state civil rights act, RCW 49.60.400, among the various subcontract disciplines."*

- Identify the DMWBE contracts that were awarded and their dollar amount.

Kirkland is establishing a new financial system to track these contracts. Kirkland specifically sought systems that would improve the current functionality that we have in our Finance and Human Resource Departments. Part of the new software will be contract management with the option to not only identify firms registered with the OMBWE but to also report annual spending with the identified vendors. This new tracking ability will give Kirkland a dynamic reporting platform to better manage and assess our contracts awarded to registered DMWBE. The complexity of the new software and lengthy implementation dictates that the system will be ready in the near future.

Available to Kirkland staff in many City owned properties are convenience vending machines. The contracted vendor is required to pay into the business enterprises revolving account. Funds paid into this account support the federal Randolph-Sheppard Act, which supports blind persons operating vending businesses in public buildings.

- Is there a Title VI Non-Discrimination statement included in all contracts and public notices?

Yes.

- How did your organization ensure that minority, women, and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

Kirkland includes the following Title VI nondiscrimination language in Federal and non-Federal public RFP/RFQ solicitations:

*The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Kirkland further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.*

*The City of Kirkland, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this*

*invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.*

Also, minority, women and disadvantaged businesses can register as such when they sign up to be included on the Shared Procurement Portal rosters. It is the City's policy to notify all contractors on the Small Works Roster when soliciting bids for projects estimated to be more than \$35,000. When soliciting 3 or more Small Works Roster quotes for projects less than \$35,000, Kirkland takes steps to include those contractors who have self-identified as DMWBE firms. RCW 39.04.155 asks us to solicit quotes from 5 vendors up to \$150,000 and the entire category on the roster if more. While we often solicit from all on the roster, we do sometimes only send the opportunity to five vendors if the project is less than \$150,000.

5. Summarize any transportation projects that identify potential impacts to minority and/or low-income Environmental Justice (EJ) populations (i.e., impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:

None of Kirkland's 2020 projects displaced any populations, bisected any neighborhoods or increased noise.

- How impacts were minimized/mitigated.

The City of Kirkland updated its Complete Streets Ordinance in 2016 to minimize construction impacts on community members who are walking or riding a bicycle by limiting the amount of time developers can close sidewalks, bike lanes, and parking lanes during construction. Per the policy, developers may request a closure of up to eight weeks to construct new street improvements – sidewalks, bike lanes, and parking lanes. The developer, however, cannot close the street or sidewalk or detour traffic for convenience-related tasks, such as construction staging or material storage. The policy applies to development that is located on collector or arterial type streets, along any City-adopted School Walk Route or on any other street with a high-use of pedestrians as determined by the Public Works Department. Pedestrian detours should be maintained on the same side of the street whenever possible and any closures longer than two weeks require approval by the City.

- Also include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.

The City of Kirkland added pedestrian connections in 2020 on Northeast 116th Street, on the Cross Kirkland Corridor and in the Totem Lake Urban Center. It also completed a

Safer Routes to School Action Plan that identifies areas in need, in part, by the percentage of LEP population.

The Neighborhood Safety Program funded the following projects in 2020. These projects were selected, in part, because they are near EJ populations. They are also funded based upon safety considerations (crash history, traffic speeds and volumes).

- Improving the Central Way and Market Street intersection.
- Creating a crosswalk on 132nd Avenue Northeast and Northeast 129th Street
- Installing rapid flashing beacons on 84th Avenue Northeast and Northeast 137th Street
- *Installing rapid flashing beacons on Central Way and Main Street.*

6. If Right of Way has been acquired for a transportation project, please describe:

None.

- Identify the number of minority, low-income, elderly and disabled persons affected.

No low-income, elderly or disabled persons were affected.

- The efforts that were made to address Limited English Proficiency issues (including use and cost of translators, outreach efforts for each reported activity).

No limited English Proficiency issues were identified.

- Describe any concerns raised by minorities and women regarding appraisals, negotiations, relocation assistance, and payments. What actions were taken to resolve those issues?

No concerns or complaints were raised by minorities or women regarding acquisitions.

7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:

No Title VI related complaints as a result of transportation activities and projects.

- What was the allegation or concern?
- Procedures used

- Action taken
- Resolution

**Attachment A: Lake Washington School District School Enrollment** Source: Lake Washington School District (Updated 2020)

	BELL	COMM. SCHOOL	DISC. ELEM.	EMER-SON K-12	FRANKLIN ELEM.	FROST ELEM.	JUANITA ELEM.	KELLER ELEM.	P. KIRK ELEM.	LAKEVIEW ELEM.	MUIR ELEM.	ROSE HILL ELEMEN.	RUSH ELEM.	SANDBURG ELEM.	THOREAU ELEM.	TWAIN ELEM.	Grand Total	Total percent	Total speakers
AMHARIC	1						1			2							4	.08%	77
ARABIC	2				2	1		2		2	7		1	1		3	21	.43%	404
ARMENIAN									2		1		1				4	.08%	77
BANGALA			1														1	.02%	19
BENGLI															1		1	.02%	19
BOSNIAN															1		1	.02%	19
BULGARIAN					1	1	1			1	1			1	1		6	.12%	115
CAMBODIAN											2				1		3	.06%	58
CHINESE-CANTONE									2	1		1	1			1	6	.12%	115
CHINESE-MANDARI	1				4	1	3	1	2	3	2	4	4	3	2		29	.60%	558
CHINESE-UNSPECI	8				7	1	2		2	1		1	2	3	3	5	32	.66%	616
CHINESE (simplified)	9	0	0	0	11	2	5	1	6	5	2	6	7	6	5	6	67	1.39%	1290
DANISH						1									1	1	2	.04%	38
DUTCH			1							1				1			2	.04%	38
ENGLISH	287	52	52	18	297	250	208	214	411	308	228	329	537	287	325	438	4182	86.55%	80490
FARSI	4						2	1	3	4	3	1		2	1	3	23	.48%	443
FINNISH	1																1	.02%	19
FRENCH			1		1				1	2				1	1	1	8	.17%	154
GERMAN		1							2						2		5	.10%	96
GUJARATI																1	1	.02%	19
HEBREW, MODERN					1					1			1			1	4	.08%	77
HERERO							1										1	.02%	19
HINDI	1				5		2	2	2	3		2	2		2	3	23	.48%	443
HMONG											6						6	.12%	115
ICELANDIC (OLD)											1						1	.02%	19
ILOKANO	1																1	.02%	19
INDONESIAN							1										1	.02%	19
ITALIAN									2		1						3	.06%	58
JAPANESE	1		1		1	2	2		3	1	2	1	1	1		2	18	.37%	346
KANNADA					1												1	.02%	19
KHMER															1		1	.02%	19
KINYARWANDA										1							1	.02%	19
KIRUNDI	1																1	.02%	19
KOREAN	2				2				2	2	3			2	3	2	17	.35%	327
KURDISH											1						1	.02%	19
LAO											1						1	.02%	19
LATVIAN								1									1	.02%	19
LUGANDA	1																1	.02%	19
MALAYALAM	1							1			1		1				4	.08%	77
MARATHI					1							3	2			1	7	.14%	135
NEPALI								1									1	.02%	19
ORIYA					1												1	.02%	19
PASHTO											1						1	.02%	19

PERSIAN					1				1					1			3	.06%	58
PHILIPPINE						2											2	.04%	38
POLISH	1				1									1			3	.06%	58
PORTUGUESE	10					16	5	3	3	4	9	1		2	3	7	63	1.30%	1213
RUMANIAN					1		1		2		2			1	1	1	9	.19%	173
RUSSIAN	2		1		6	2	7	3	4	5	1	3		3	5	7	48	.99%	924
SERBIAN									1								1	.02%	19
SERBO-CROATION					1		1										2	.04%	38
SPANISH	21		1		5	36	14	11	7	14	18	35	2	2	6	20	190	3.93%	3657
SWEDISH	1																1	.02%	19
TAGALOG						1	2			1							4	.08%	77
TAMIL	1				4		1	1			1	3	2				13	.27%	250
TELUGU			1		12							3	1		2		19	.39%	366
THAI													1		1	2	4	.08%	77
TIGRINYA						1				1							2	.04%	38
TURKIC	1																1	.02%	19
TURKISH					1				1	5				1	1	2	11	.23%	212
UKRAINIAN	2													1			3	.06%	58
UNKNOWN					1												1	.02%	19
URDU						1				1	1						3	.06%	58
VIETNAMESE	2		1		1		1	5	1		2	1		3	3		20	.41%	385
Grand Total	353	53	60	18	358	316	255	245	455	364	295	388	559	316	366	503	4832	100%	

## Attachment B: Executed Transportation Projects

<i>Contract</i>	<i>Dollar Amount</i>
32000013 (Original)	5,040.00
32000030 (Original)	18,320.00
32000039 (Original)	723,732.00
32000040 (Original)	84,500.00
32000051 (Original)	84,500.00
32000065 (Original)	2,100.00
32000088 (Original)	7,125.00
32000095 (Original)	27,011.00
32000095 (Original)	31,709.00
32000096 (Original)	209,968.06
32000150 (Original)	84,527.00
32000150 (Original)	290,601.60
32000187 (Original)	189,247.75
32000188 (Original)	14,168.00
32000188 (Original)	16,632.00
32000203 (Original)	8,316.00
32000203 (Original)	9,934.00
32000206 (Original)	15,000.00
32000215 (Original)	9,655.00
32000216 (Original)	1,070.00
32000217 (Original)	1,465.00
32000218 (Original)	2,910.00
32000233 (Original)	623,257.50
32000237 (Original)	2,678,910.11
32000290 (Original)	709,947.97
32000290 (Original)	833,417.18
32000315 (Original)	1,489.40
32000368 (Original)	86,500.00
32000475 (Original)	156,907.49
32000476 (Original)	7,300.50
32000486 (Original)	91,281.37
32000514 (Original)	1,789,954.00
32000560 (Original)	12,134,246.10
32000634 (Original)	3,177.00
32000660 (Original)	7,469.26
32000673 (Original)	23,916.00
32000691 (Original)	46,514.26
32000691 (Original)	137,963.74
32000694 (Original)	20,163.72
32000708 (Original)	69,773.10

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

Assurances

DOT Order No. 1050.2A

The City of Kirkland (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 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 Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Kirkland 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, the City of Kirkland 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 City of Kirkland 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 City of Kirkland. You must keep records, reports, and submit the material for review upon request to the City of Kirkland 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.

The City of Kirkland 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-Aid Highway Program. This ASSURANCE is binding on Washington state, 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 Kirkland, WA  
(Name of Recipient)

by Tracy Dunlap, Deputy City Manager  
(Signature of Authorized Official)

DATED 5/6/2021