



Seattle
Office of Planning &
Community Development

TITLE VI ACCOMPLISHMENTS & GOALS REPORT

Report for October 1, 2024, through September 30, 2025

Contact Information

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Name and title of designated Title VI coordinator: Derrick Wheeler Smith, Director, Seattle Office of Human Rights

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Accomplishments

1. Have there been any changes to the approved Title VI Plan that have not been reported to OECR?

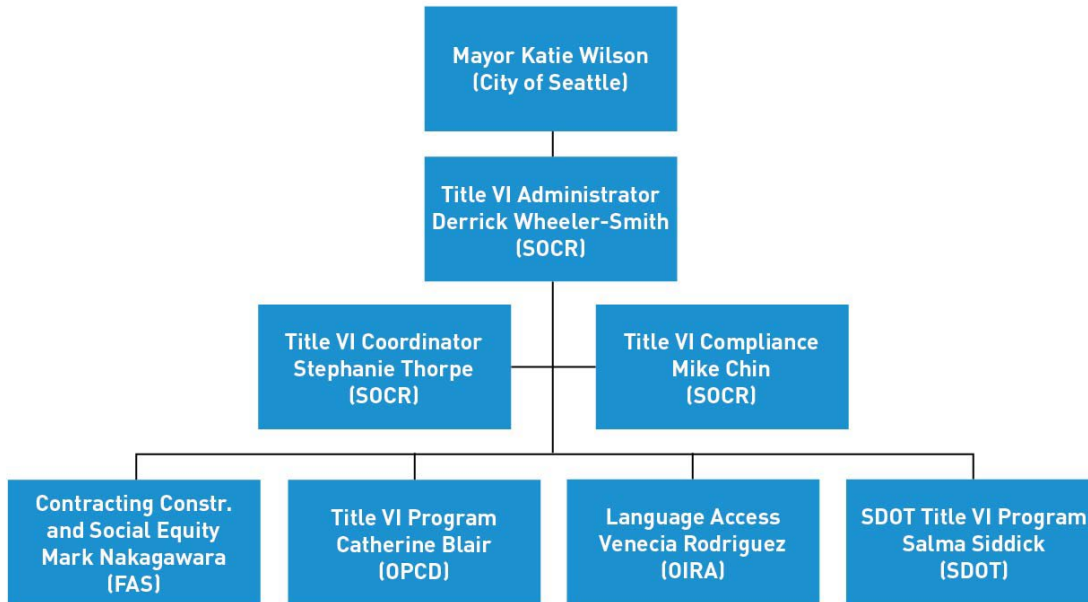
Yes, there have been changes to the City of Seattle's Title VI Plan. The updated Plan was submitted on January 30, 2026 to WSDOT for approval. See Attachment A.

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.

Overview

In 2020, the City's Title VI Plan set out a new organizational structure that created a designated role for compliance. Central, citywide efforts are led and coordinated through the Seattle Office for Civil Rights (SOCR). The Title VI Coordinator is responsible for coordinating and implementing Title VI requirements across all City departments, ensuring compliance, conducting annual training, and providing technical assistance to City departments and Title VI information to the public. The SOCR Title VI Compliance Manager is responsible for handling Title VI complaints from the public, which includes assessing complaints, initiating investigations, facilitating resolutions, and completing investigations. For Federal Highway Administration (FHWA) Title VI complaints, the City must not accept, dismiss, or assess the merit of these cases without FHWA's expressed permission. The Seattle Department of Transportation's (SDOT) Title VI Compliance Manager and Seattle Office of Planning and Community Development's (OPCD) Compliance Manager monitor compliance and fulfill reporting requirements. The Title VI Coordinator, SDOT Title VI Compliance Manager, OPCD Title VI Compliance Manager, and Title VI program liaisons meet regularly to review Title VI compliance and alert the Title VI Administrator of any issues.

Title VI Organizational Chart



Title VI organizational chart showing Mayor Katie Wilson at the top. Reporting to the Mayor is Title VI Administrator Derrick Wheeler-Smith. Reporting to the Title VI Administrator is Title VI Coordinator Stephanie Thorpe and Title VI Compliance Mike Chin. Reporting to them is Contracting Constr. And Social Equity Mark Nakagawara, Title VI Program Manager Catherine Blair, Language Access Venecia Rodriguez, and SDOT Title VI Program Manager Salma Siddick.

Roles and Responsibilities

The Mayor of Seattle is responsible for ensuring the implementation of the City's Title VI program. In agreement with 23 C.F.R. § 200.9 (b), the Mayor has established and staffed the Seattle Office for Civil Rights (SOCR) to fulfill and implement all federal civil rights requirements.

The Director of the SOCR serves as the Title VI Administrator and is responsible for the overall management and implementation of the Title VI program on behalf of the Mayor. The day-to-day administration of the program lies with the Title VI Coordinator and the SOCR Title VI Compliance Manager. The Title VI Coordinator reports directly to the Director and has access and interaction with the Seattle Department of Transportation (SDOT), Seattle Office of Planning and Community Development (OPCD), and Washington State Department of Transportation (WSDOT) on all matters pertaining to the Title VI program. Organizationally and functionally, the citywide Title VI Program is a part of SOCR's Civil Rights Enforcement Division.

Citywide Title VI Program

The Citywide Title VI program is responsible for the administration of the City's Title VI program in coordination with SDOT's Office of Equity and Economic Inclusion and OPCD. Internally, the Program is responsible for citywide guidance, technical assistance, and training on Title VI, as well as the development and implementation of SDOT and OPCD's FHWA corrective action plan items, special emphasis areas (e.g. a FHWA/FTA-placed emphasis on any special program), language assistance policy for Limited English Proficiency (LEP), and Environmental Justice (EJ). Externally, the Citywide Title VI Program provides guidance, technical assistance and training to local public agency managers, contractors, and sub-recipients, and monitors these entities for compliance with federal guidelines.

Title VI Coordinator

The Title VI Coordinator works to ensure a demonstrated commitment to enforce title VI citywide and is responsible for overall program implementation. Specifically, the position has the authority and responsibility to implement the citywide Title VI program through the following activities:

Program Administration: Administer the Title VI program and coordinate implementation of the plan. Work with SDOT and OPCD Title VI Compliance Managers and Title VI program liaisons to ensure compliance with the assurances, policies, and program objectives. Perform Title VI program reviews to assess and update administrative procedures, staffing, and resources; provide recommendations as required to the Title VI Administrator and the Mayor.

Data Collection: Periodically review the statistical data gathering process performed by SDOT and OPCD's Title VI Compliance Managers and Title VI Program Liaisons to ensure sufficiency of data for meeting the requirements of the Title VI program administration.

Training Programs: Conduct or facilitate training programs on Title VI current and new regulations for City employees and facilitate the Title VI training for appropriate staff, contractors, and subrecipients.

Title VI Plan Update: Review and update the Title VI Plan prepared by SDOT and OPCD's Title VI Compliance Managers. Present updated plan to the Title VI Administrator and the Mayor for approval.

Federally Required Reporting: Periodically conduct reviews of the City's Title VI Program to assess for Title VI compliance and work with the Title VI Program Area Liaisons annually to assure their effectiveness in compliance with Title VI provisions. This includes review of departmental reporting to federal agencies as required. Coordinate efforts with the SDOT and OPCD Title VI Compliance

Managers and Title VI Program Area Liaisons to ensure that the requirements of Title VI are met.

Public Dissemination: Work with City staff to develop and disseminate Title VI program information to City employees and subrecipients, including contractors, subcontractors, consultants, and subconsultants and beneficiaries as well as the public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of the City's Title VI Policy Statement in newspaper(s) in general circulation, and informational brochures; public service announcements or notices of proposed projects, hearings, meetings, or formation of public advisory boards, posted in newspapers or other media reaching the affected community; and full utilization of available publications or media and, where appropriate, providing written or verbal information in languages other than English. See Attachment B for the City's Title VI Notice to the Public.

Maintain Legislative and Procedural Information: Federal laws, rules and regulations, the current City of Seattle Title VI Plan, and other resource information pertaining to the implementation and administration of the City's Title VI program. This will be maintained and updated regularly and be made available to other agencies, or the public as requested or required.

Title VI Compliance Manager

The SOCR Title VI Compliance Manager works to support the Title VI Coordinator in the enforcement of Title VI. Specifically, the position has the authority and responsibility to implement the Title VI program through the following activities:

Handle Title VI Complaints: Review and investigate Title VI complaints that may be received by the City of Seattle, following adopted procedural guidelines. Ensure every effort is made to resolve complaints at the local or regional level.

Report and Monitor Complaints: Collect data on discrimination complaints and violations of Title VI.

Address and Eliminate Discrimination: Work with City Departments to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in City processes.

Title VI Program Area Liaisons

Through collective efforts across the City, several departments within the City are responsible for leading specific aspects of the City's Title VI Plan. These program areas include: the Office of Immigrant and Refugee Affairs (OIRA) that oversees the City's Language Access Plan, the Department of Facilities and Administrative Services (FAS) that

coordinates the City’s Small Business Enterprise compliance on construction and consultant contracts, the Seattle Department of Transportation (SDOT) that oversees Title VI coordination and compliance in relation to transportation activities, and the Office of Planning and Community Development (OPCD) that oversees Title VI coordination and compliance in relation to its transportation-related planning activities.

Table 1 lists the current Title VI compliance staff. These include: The Mayor’s Office, The Office for Civil Rights (SOCR), who oversee Title VI compliance citywide, the Office of Planning and Community Development (OPCD), the Seattle Department of Transportation (SDOT), Finance and Administration Services (FAS), and the Office of Immigrant and Refugee Affairs (OIRA).

Table 1. City of Seattle Title VI Compliance Staff

Name	Department/Role	Race	Gender
Katie Wilson	Mayor, City of Seattle	White	Female
Derrick Wheeler-Smith	Director, SOCR (Title VI Administrator)	Black	Male
Stephanie Thorpe	Civil Rights Testing & Compliance Manager, SOCR (Citywide Title VI Coordinator)	Asian/Latinx/Hispanic/White	Female
Michael Chin	Civil Rights Enforcement Director, SOCR (Citywide Title VI Compliance Manager)	Asian	Male
Medhanit Abebe	Civil Rights Investigations Manager	Black	Female
Monica Beach	Civil Rights Strategic Advisor	Asian Pacific Islander	Female
Krystal Bautista	Sr. Civil Rights Investigator, SOCR	Latinx/Hispanic	Female
Mamadou Jawo	Civil Rights Investigator, SOCR	Black	Male
Grace Nguyen	Civil Rights Investigator, SOCR	Asian Pacific Islander	Female
Jason Simon	Civil Rights Investigator, SOCR	White	Male
Josh Treybig	Civil Rights Investigator, SOCR	White	Male
Latrice yBarra	Operations Director, SOCR	Black	Female
Mikayle Boswell	Paralegal, SOCR	Black	Male
Rico Quirindongo	Director, OPCD	Latinx/Hispanic	Male
Melissa Wilke	Finance and Administration Manager	White	Female
Catherine Blair	Senior Grants Administrator	White	Female
Angela Brady	Interim Director, SDOT	White	Female

Name	Department/Role	Race	Gender
Maura Donoghue	Contracts and Procurement Manager, SDOT	White	Female
Jill Macik	Environmental Manager, SDOT	White	Female
Barret Aldrich	Real Property Manager, SDOT	White	Female
Dan Anderson	Public Engagement Manager, SDOT	White	Male
Michele Domingo	Director, Office of Equity & Inclusion, SDOT	Asian Pacific Islander	Female
Salma Siddick	Compliance Manager, Office of Equity & Economic Inclusion, SDOT	Black	Female
Vacant	Title VI Advisor, Office of Equity & Economic Inclusion, SDOT	----	----
Mark Nakagawara	Contracting Construction & Social Equity Manager, Seattle Office of Finance & Administrative Services	Asian	Male
Venecia Rodriguez	Language Access Specialist, OIRA	Latinx/Hispanic	Female

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.

OPCD has two transportation-related projects, both of which are focused within specific grant-defined service areas:

I-5 Lid Downtown Seattle: Funds for this project were obligated in December 2024, and work during this reporting period focused on procurement of a consultant to support with community engagement activities. Language access analysis for this project area, Downtown Seattle, will be completed in the next reporting period when community engagement work begins.

Reconnect South Park: This project is focused on the South Park neighborhood of Seattle (census tract 112). In the 2023 ACS, 24% of the population in this census tract identified as Asian, and 23% of the population identified as Hispanic or Latino. 32% of the population was born outside of the United States, with 17% born in Asia and 11% born in Latin America. Out of the total population, 29% speak English less than “very well.” A breakdown of this number by language is provided below.

a. Briefly describe the number of LEP persons served and languages spoken in the service area.

Out of the total population for this census tract, 1,097 (29%) speak English less than very well: 11% of the population are LEP and primarily speak Spanish, 6% of the population are LEP and primarily speak Vietnamese, 3% of the population are LEP and primarily speak another Indo-European language, 3% of the population are LEP and primarily speak Chinese, and 3% of the population are LEP and primarily speak Other Asian and Pacific Islander languages.

b. 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).

Contact with LEP persons primarily occurs at community outreach events to orient the community to the project.

c. Briefly describe the importance of the program, activity, or service to the lives of LEP persons.

OPCD's Reconnect South Park program is reimagining the SR-99 corridor that runs through the South Park neighborhood of Seattle. SR-99 impacts all residents in the area: between 2019–2023, there were 385 collisions causing injuries, including 23 fatal or serious crashes—averaging 4–5 people killed or seriously injured every year. Nearly one in three involved a person walking or biking. State routes like SR 99 and SR 509 are especially hazardous due to high speeds and volumes, while many crossings fail Americans with Disabilities Act (ADA) standards, forcing unsafe detours for mobility-limited residents.

This project evaluates approaches that would also benefit all South Park residents. Planned improvements will expand safe, accessible crossings with ADA-compliant facilities, calmer streets, and protected routes for walking and biking. The project could enable development of approximately 400 new affordable homes and create space for small businesses and community-serving facilities. Analysis shows the potential for more than 2,700 new jobs, expanding workforce pathways and strengthening the local economy. Potential environmental and health benefits are equally significant: redesigning the corridor will reduce air and noise pollution, restore up to 60 acres of shoreline and habitat, and improve resilience to flooding and climate impacts. Expanded parks and open spaces will create community gathering places that support well-being. The project's story map provides more information about the impacts of and potential solutions to SR 99.

As described above, 29% of the South Park population speaks English less than very well as reported in the 2023 American Communities Survey, putting South Park in the 94th percentile for English Language Learners across the City according to OPCD's Racial and Social Equity Composite Index. The Index also notes that South Park has disproportionately high rates of diagnosed asthma and adults with one or more disability—two conditions that are exacerbated by a major highway with inadequate crossings and which are particularly

challenging for people with limited English proficiency who may face additional barriers to accessing medical care and reading signage.

d. Briefly describe current resources available for LEP persons and overall cost.

Since 18% of the South Park population speaks Spanish (11% of whom speak English “less than very well”), Spanish-language accessibility has been a key priority. OPCD is partnering with the Reconnect South Park community coalition through a contract with its fiscal sponsor, Cultivate South Park, for community engagement activities for this project. Multiple coalition members are South Park residents and native Spanish speakers and have been engaging in-language with community members at community events. Translated materials during this reporting period include fliers for outreach events (Attachment C) and overview posters used at tabling events (Attachment D).

In the next reporting period, more formal community engagement meetings will be hosted by the project after consultant reports are released to the public for feedback. \$2,000 has been included in the contract budget for the technical consultant, Kimley-Horn, for Spanish translations, and the City has encumbered funding that will be used to translate project documents into Vietnamese and to provide live interpreters at public meetings as needed in 2026.

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 complaints under Title VI were received for the City of Seattle 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.

OPCD had two transportation-related planning projects during this reporting period: “I-5 Lid Downtown Seattle” and “Reconnect South Park.”

[I-5 Lid Downtown Seattle](#)

The I-5 lid project is a city sponsored, community-developed initiative in the Center City neighborhoods of Seattle, Washington to address both the environmental harms caused by Interstate 5 and the shortage of public land needed to support a growing population. Project activities were focused on consultant selection during this reporting period. Diverse Business Enterprise (DBE), Title VI, and ADA language and contract requirements were included in solicitation materials, and a pre-submittal webinar was held to improve access for DBE firms.

[Reconnect South Park](#)

Reconnect South Park is a planning effort to study the potential removal or restructuring of SR-99 through South Park, Seattle that will result in the development of a Community Vision Plan informed through technical analysis. Planning work for this project began in late 2024.

Community outreach is provided through a contract with a South Park-based nonprofit, Cultivate South Park, that acts as a fiscal sponsor to a [coalition of South Park residents and community organizations](#). Coalition members regularly met with and provided updates to local community organizations (South Park Neighborhood Association, Duwamish Valley Community Coalition, Georgetown Youth Council) and bilingual volunteers tabled at community events (South Park Summer Party, El Mercadito Farmer's Market, Boulevard Block Party) to introduce the project and build connections with residents.

The technical consultant team led by Kimley Horn began initial analyses of future impacts, which included high-level assessments of SR-99 impacts on health and well-being, affordability and economic opportunity, mobility and connectivity, and environmental health. DBE goal requirements were met on the consultant contract, and prime contractor payments to DBE firms were monitored in the Washington State Office of Minority and Women's Business Enterprises (OMWBE) database.

- 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).**

OPCD has not undertaken any right-of-way actions.

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

OPCD does not have any right-of-way appraisers or acquisition staff.

- 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.**

No formal studies were completed during this reporting period.

- 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.**

OPCD does not have any construction projects.

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.

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

OPCD does not have a transportation planning or advisory group.

b. Identify 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.

No public meetings were held during this reporting period. Engagement was limited to initial outreach at community events in the South Park neighborhood and private meetings with local community groups to share information about the project and establish project visibility. Community visioning workshops will begin in 2026, and demographic information on participation will be collected.

c. 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.

No language assistance services were requested during this reporting period. Multiple members of the [community coalition](#) supporting the Reconnect South Park project are fluent in Spanish and were able to communicate with community members in Spanish at outreach events. Translated materials during this reporting period include fliers for outreach events (Attachment C) and project overview posters used at tabling events (Attachment D).

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).

During this reporting period, OPCD had one transportation-related consultant contract that was advertised. OPCD utilized several mechanisms to promote diverse business enterprises (DBE) participation in the process:

- The solicitation and all advertisements included language about Title VI, ADA, and EEO requirements. The solicitation noted that materials were available in other languages upon request.
- The solicitation was posted for a total of 28 days, which is one week longer than required for federally funded solicitations. In addition to posting in the Daily Journal of Commerce, the project was also advertised on the Washington State Office of Minority and Women's Business Enterprises (OMWBE) website to encourage participation.

- Proposers were required to include all DBE documentation as part of the initial review to demonstrate responsiveness to the solicitation.
- An optional pre-submittal conference was held to present project information and provide an opportunity for interested consultants to ask questions in real time. We dedicated a portion of the presentation to the DBE requirements and provided a form for interested firms to note their interest in order to encourage teaming efforts. The presentation and form submissions were posted publicly so that all interested firms could access them.

Contract negotiations did not take place during this reporting period, but during that process we expect to support DBEs with obtaining necessary contracting documentation will monitor prompt payment requirements upon contract execution.

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?)

- Title VI requirements are clearly communicated throughout the lifecycle of consultant contracting.
- Non-discrimination requirements are outlined in detail in the City's request for Proposals and Request for Qualifications templates, and contract templates that include non-discrimination requirements are shared as solicitation attachments so that interested applicants are aware of these requirements before submitting a proposal.
- Proposals must include all required DBE documentation as part of demonstrating responsiveness to the solicitation.
- The DBE Plan was also included as a scoring criterion for the evaluation team, and community members were included in the evaluation team to contribute broader perspectives to the selection process.
- Transportation contracts utilize WSDOT-required templates, which include exhibits with Title VI Assurances. Contractors are made aware of these requirements during the contract negotiation process.
- DBE payments are reviewed in the OMWBE database each time an invoice is submitted to ensure utilization of and prompt payments to DBEs.
- DBEs on federal contracts are monitored for Commercially Useful function reviews, which also provide opportunities for direct communication between OPCD and DBE firms.

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).

During this reporting period, OPCD had two transportation-related consultant contracts. Procurement processes for additional contracts are in progress and will be reported in next year's report.

Contract Name: "Planning and Mobility Studies for Reconnect South Park"

Consultant: Kimley Horn and Associates Inc

Type: Planning

Amount: \$1,018,868

Funding sources: 80% federal, 20% state/local match

Certified disadvantaged contractor? No (contract includes 3 DBE subcontractors)

Contract Name: "Reconnect South Park Community Vision Plan Development"

Consultant: Cultivate South Park

Type: Planning

Amount: \$200,000

Funding sources: 100% state

Certified disadvantaged contractor? No (consultant is a nonprofit organization)

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

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

Training: "Title VI Training for Local Public Entities"

Date: June 3, 2025

Training Provider: WSDOT

Attendee: Catherine Blair

Training: "2025 Citywide Title VI Training"

Date: On demand

Training Provider: SOCR

Attendee: Catherine Blair (completed 7/9/25) and Stephanie Thorpe (completed 8/15/2025)

Training: "Title VI Demographic Data Collection Training"

Date: August 25, 2025

Training Provider: WSDOT

Attendee: Stephanie Thorpe

Training: "Title VI Training"

Date: September 18, 2025

Training Provider: SDOT

Attendee: Stephanie Thorpe

ii. 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 Citywide Title VI training was provided by Mike Chin, SOCR Title Compliance Manager, on-demand to staff through Cornerstone, the citywide training platform. Please see Attachment E for Citywide Title VI Training attendees.

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

N/A

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.

2025 was OPCD's first full year implementing a federal transportation grant. Title VI compliance has been integrated into the OPCD Sr Grant Administrator's work program, and we are working with SOCR and SDOT to continue integrating OPCD into the agency's broader Title VI structure. This work will continue in 2026.

In 2026, community outreach activities for both OPCD transportation projects will intensify, and formal public engagement events will begin. Our goal for 2026 is to provide language access for both projects that not only meets Title VI requirements, but that also meaningfully engages all affected community members and empowers them to provide feedback to the City. OPCD has budgeted for translation and interpretation expenses and is working on developing a communications strategy in partnership with project consultants to ensure a strong language access plan for both of these projects, and we will leverage City resources (including the Office of Immigrant and Refugee Affairs) for best practices and efficiencies in these processes.

*****END*****