



# TRANSPORTATION EQUITY WORKGROUP

## Application Guide

JANUARY 2019



**Seattle**  
Department of  
Transportation

## Overview

The Seattle Department of Transportation (SDOT) established the Transportation Equity Program in 2017 with the purpose of providing safe, accessible, affordable, and environmentally sustainable transportation options to people experiencing disproportionate transportation equity outcomes, i.e. higher costs and greater wait times to access to transit options.

The Seattle Department of Transportation (SDOT) is establishing a **Transportation Equity Workgroup (TEW)** and is seeking workgroup members who will provide input on a set of recommendations to be considered in the development of a **Transportation Equity Agenda**, a framework for transportation equity goals and priorities. The workgroup will foster community among participants through facilitated engagement and provide workgroup members with an opportunity to have a role in the development of recommendations for solutions to eliminate racially disparate outcomes related to transportation in Seattle. Workgroup members will collaborate to provide community-guided suggestions to inform SDOT's transportation equity goals. SDOT will then develop a Transportation Equity Agenda in partnership with key city agencies.

The City of Seattle is committed to promoting diversity in the City's workgroups. The Transportation Equity Workgroup is looking to bring together a diverse group of individuals affiliated with community-based organizations, coalitions or networks from Seattle's racial and ethnic communities. We believe that representation matters. We invite you to share in your application your self-described racial and/or ethnic background, as well as professional, volunteer and lived experiences.



## Benefits of Workgroup Participation

- Learn more about SDOT's governance structure, programs and projects
- Leadership development and civic engagement opportunity
- Involvement in SDOT's transportation equity agenda development process
- Two-day professional development summit for workgroup members
- Co-chair positions available for those interested in further building leadership skills

## Support of Workgroup Members

Pending the number of workgroup members and full participation, members will receive a stipend of up to \$5,000 per member to participate in the one-year effort and for contributing their time and expertise on the Transportation Equity Workgroup. Workgroup members will directly receive stipends for participating, not the organization or coalition who nominated the member.

Once selected, workgroup members will sign a memorandum of agreement with SDOT which will outline payment details and members' commitments to participating. Workgroup members will receive partial funding in the beginning of the Transportation Equity Workgroup term, and remaining funds will be paid at the latter half of the workgroup term, upon the finalization of the Transportation Equity Agenda that SDOT will develop.





## Desired Qualifications of TEW members

- Community members **must** be affiliated with community-based organizations, coalitions or networks interested in serving on the Transportation Equity Workgroup (TEW) and be **nominated** by one of these to participate
- Experience with and/or understanding of challenges, desire to build trust with government, and transportation inequities
- Ability to provide community-guided suggestions on transportation related challenges experienced by populations identified in Resolution 31773 (see below)
- Personal or professional experience with transportation programs, including knowledge of challenges and successes of transportation access in the community
- Understanding of the impacts of institutionalized racism and race-based disparities on communities of color and interest in working to eliminate these disparities
- Ability to draw connections between transportation issues, racial equity and access to jobs, health, education and other social needs
- Experienced in community collaboration and engagement

Note: Community members do not need to have previous experience participating in workgroup(s); members who have not served on city-level workgroups before are encouraged to apply!

## Communities of Interest:

- Under Resolution 31773<sup>1</sup>, City Council identified populations who should benefit equitably from the City's transportation investments, mobility innovation and progress to create safe, environmentally sustainable, accessible and affordable transportation options. Resolution 31773 also indicates the creation of a workgroup comprised of the identified populations.

The Transportation Equity Workgroup members will be from the following identified communities, leading with people of color. Recognizing intersectionality, the multiple identities in which a person can simultaneously experience privilege and oppression<sup>2</sup>, the workgroup will bring together a diverse group of individuals (8-10 members), especially individuals from historically marginalized groups. Workgroup members will have personal and/or professional expertise, and be affiliated with agencies, coalitions and networks from/or serving the following communities:

- People of color
- People with low-income
- Immigrant and refugee populations
- Native populations
- People living with disabilities
- People experiencing homelessness or housing insecurity
- LGBTQ people
- Individuals who identify as girls and women
- Youth
- Seniors
- Individuals who were formerly incarcerated
- High-risk displacement neighborhoods
- Racial justice, environmental justice, and/or transportation justice-based organizations
- Underrepresented and under resourced human service providers and community-based organizations

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<sup>1</sup>More information on Resolution 31773 available [here](#)

<sup>2</sup>Definition from the [Racial Equity Tools Glossary](#)

## Application & Selection Process

Workgroup members affiliated with and nominated by community-based organizations, coalitions or networks interested in participating in the Transportation Equity Workgroup will be asked to participate in an application process. Applications will be accepted by mail or email, and we also request a nomination form be filled by your affiliated organization and included in your application. The nomination form also requests the name of another person, the organization designates as an alternative in the event the primary workgroup member is unable to finish their one-year term commitment.

If a written application in English or otherwise provides a barrier for the applicant, all efforts will be made by the Transportation Equity Coordinator and Manager to arrange alternative methods to submitting an applicant's information. Please email [transportationequity@seattle.gov](mailto:transportationequity@seattle.gov) if you or someone you know needs accommodations to submit an application.

Applications will be reviewed by a selection committee comprised of City staff from the Department of Transportation, Department of Neighborhoods, and other City representatives, as well as representatives from the Seattle Youth Commission, King County Metro, King County Mobility Coalition and a community member.



## Key Dates

- Wednesday, January 16 – Applications open for interested applicants to apply for a TEW member seat
- Thursday, January 31, 1:00 PM to 3:00 PM – Learning Session at the Rainier Beach Library including for potential applicants
- Friday, February 22 – Applications due by mail or email to [transportationequity@seattle.gov](mailto:transportationequity@seattle.gov) by 5:30 PM
- Friday, March 8 – Selected workgroup members notified by email

## TEW Member Minimum Commitments

Participation commitments:

- One-year commitment, with a possibility of a second year
- Attend mandatory professional development summit divided between April and May 2019
- Participate in one meeting per month; monthly meetings scheduled regularly for 1.5-2.0 hours, except for months with scheduled special events
- Review materials between meetings and provide comments via email, one-on-one meetings and tele-conferences as needed (approximately 5-7 hours/month)
- Attendance at all workgroup meetings: Absences and make-up conversations or alternative ways of providing input can be discussed ahead of time with the coordinator. If absences or scheduling prevent full participation (missing more than 3 regular meetings), participant's membership in the workgroup will be re-evaluated
- Collaborate alongside workgroup members, facilitator and City of Seattle staff to identify gaps and impacts of current transportation programs, as well as metrics that measure progress towards transportation equity outcomes
- Participate in TEW evaluation/documentation interviews, surveys etc. to ensure ongoing success

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*If an applicant requires language or special needs assistance to serve on the workgroup, accommodations will be available upon request and all efforts will be made to provide accommodations.*

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