



Seattle Department of Transportation

Annual Title VI Update Accomplishment Report

Federal Fiscal Year FFY: 2020
October 1, 2019 - September 30, 2020

November 2020



Seattle
Department of
Transportation

Mail:

P.O. Box 34996
Seattle, WA 98124-4996

Office:

Seattle Municipal Tower
700 Fifth Avenue, Suite 3900
Seattle, WA 98104

Contacts:

Salma Siddick

SDOT Office of Equity &
Economic Inclusion

Salma.Siddick@seattle.gov

Mike Chin

Citywide Title VI Coordinator
Seattle Office for Civil Rights

Mike.Chin@seattle.gov

**2020 Annual Title VI Update & Accomplishment Report
CONCURRENCE MEMORANDUM**

October 30, 2020

Washington State Department of Transportation Office of Equal Opportunity

PO Box 47314
310 Maple Park
Olympia, WA 98504-7314

Mariko Lockhart, Director
Seattle Office for Civil Rights
810 3rd Ave, Suite 750
Seattle, WA 98104

I, Mariko Lockhart, have reviewed the materials forwarded for the 2020 Annual Title VI Update & Accomplishment Report and concur with the information provided therein. As always, I appreciate any correspondence or comments that may arise from the review of the Annual Title VI Update Accomplishment Report materials.

Concurrence and approval are based on the information available at the time of review and submittal.


Approval Signature: 2020 Annual Title VI Update & Accomplishments Report		
Date	Name	Signature
Seattle Office for Civil Rights, Director		
10/30/2020	Mariko Lockhart	 <small>Mariko Lockhart (Oct 30, 2020 13:28 PDT)</small>

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Section I Policy Statement

The City of Seattle updated its Title VI Plan in March of 2015 as part of a corrective action following an FTA review. The plan was received and approved by the FTA as of the last Triennial Review performed in 2017. The upcoming Triennial review is scheduled for November 2020.

The Policy Statement is posted on the City of Seattle website at:

<http://www.seattle.gov/civilrights/title-vi-notice-of-nondiscrimination/plan>.

For more information please refer to Attachment A.

Section II Organization, Staffing, and Structure

A. Organization

The 2020 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 of Civil Rights (SOCR). The Citywide Title VI Coordinator is responsible for coordinating and implementing Title VI requirements across all City departments, ensure compliance, conduct annual training, provide technical assistance to city departments and the public. The Title VI Compliance Specialist is responsible for handling citywide Title VI complaints from the public which includes assessing complaints, initiating investigations, facilitating resolutions, and completing investigations. The SDOT Title VI Program Lead monitors compliance provides staff training on Title VI and fulfills reporting requirements. The Citywide Title VI Coordinator and SDOT Title VI Program Lead meet regularly to review Title VI compliance and alert the Title VI Administrator of any pressing issues.

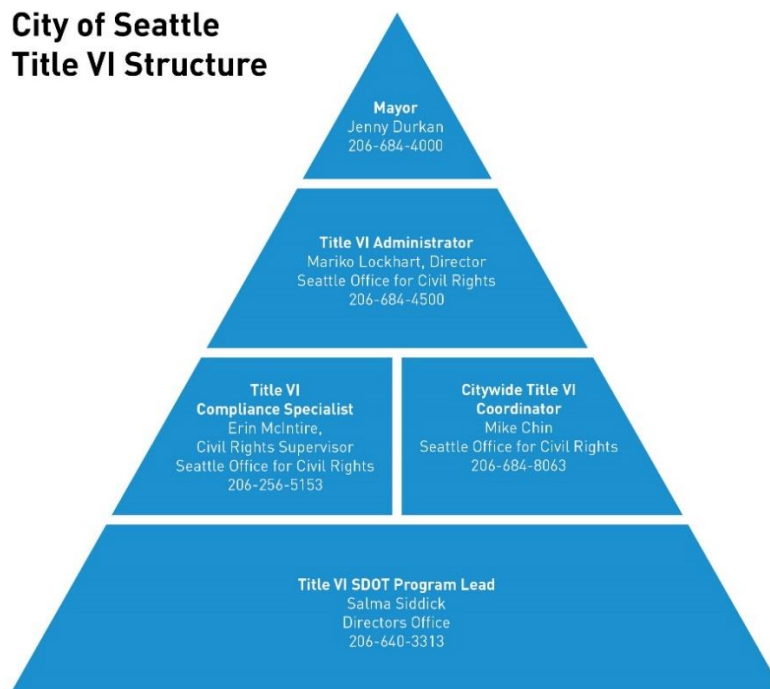


TABLE 1. City of Seattle Title VI Structure

In July 2020, SDOT hired a Title VI Program Lead in the Department’s Office of Equity and Economic Inclusion. The SDOT Title VI Program Lead works in unison with SDOT’s Grants Oversight Manager, and City’s Title VI Compliance Specialist on fulfilling reporting requirements. Staffing changes that have taken place include new staff assignments. Table 2 lists current Title VI compliance staff.

Name	Department/Role	Race	Gender
Jenny Durkan	Mayor, City of Seattle	White	Female
Mariko Lockhart	Director, Seattle Office for Civil Rights (Title VI Administrator)	2 or more races	Female
Michael Chin	Civil Rights Enforcement Manager, SOCR (Acting Citywide Title VI Coordinator)	Asian Pacific Islander	Male
Erin McIntire	Civil Rights Supervisor, SOCR(Acting Title VI Compliance Specialist)	2 or more races	Female
Loren Othon	Communications (SOCR)	Latinx	Female
David Edwards	Civil Rights Investigator (SOCR)	Asian Pacific Islander	Male
Medhanit Abebe	Civil Rights Investigator (SOCR)	Black/African American	Female
Adrian Mejías	Civil Rights Investigator (SOCR)	Latino	Male
Ron Ramp	Paralegal (SOCR)	White	Male
Nicki Hellenkamp	Civil Rights Intake Investigator (SOCR)	2 or more races	Female
Latrice Ybarra	Operations Manager	Black	Female
Carissa Carroll	Finance Analyst, Grant Specialist (SDOT)	White	Female
Maura Donoghue	Contracts and Procurement	White	Female

Name	Department/Role	Race	Gender
	Manager (SDOT)		
Michele Domingo	Manager, Office of Equity & Inclusion (SDOT)	Asian Pacific Islander	Female
Salma Siddick	Title VI Program Lead, Office of Equity & Economic Inclusion (SDOT)	Black	Female

TABLE 2. TITLE VI Compliance Staff

B. Structure

The current structure for TITLE VI work highlights regular coordination and collaboration between the SDOT and the Seattle Office for Civil Rights (SOCR). Specifically, the SDOT TITLE VI Coordinator has access to and regular check ins with the citywide TITLE VI Coordinator and SDOT Grants Oversight Manager.

Title VI Organizational Chart

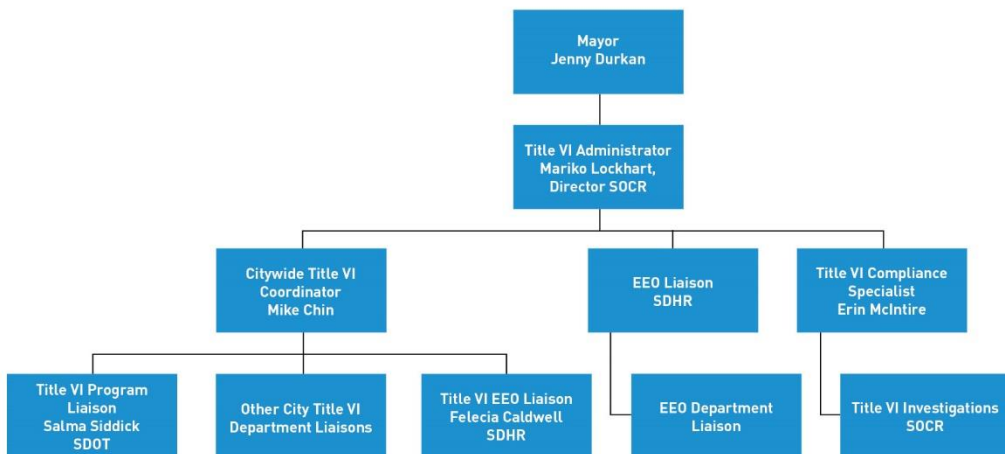


Table 3. City of Seattle Interdepartmental Title VI Coordination

Section III TITLE VI Monitoring & Review Process

A. Actions to Promote Internal & External Compliance with TITLE VI

1. External

The following actions and reviews took place in FFY 2020 to promote compliance with Title VI: In 2020, the City of Seattle updated its Title VI non-discrimination notice, Title VI Plan, complaint process, and Language Access Plan (LAP). The City of Seattle continues to notify the public of their rights under Title VI of the Civil Rights Act and the City’s obligation to fulfill these duties through its Title VI Notice of Nondiscrimination. ([Attachment A](#), [Attachment B](#), [Attachment C](#), and [Attachment D](#)). The new notice will be sent to departments across the City

and included information on protections under Title VI and other civil rights laws, how to receive more information on the City's Title VI program, and how to file a complaint with the Seattle Office for Civil Rights (SOCR) if customers, contractors, subcontractors, or city employees feel they have been discriminated against. The Seattle Office for Civil Rights updated the Title VI web page, to include in depth information on Title VI and designated email address TitleVI@seattle.gov to handle Title VI questions or complaints from the public and city departments. Title VI non-discrimination notice is also included on Seattle Department of Transportation project websites, the [Office of Equity & Economic Inclusion webpage](#), in City facilities that are open to the public and in places of service, and the Seattle Streetcar and the Seattle Monorail. See Attachment E (photos of postings in Streetcar and Seattle Monorail).

Title VI notices are translated based on the City of Seattle's Office of Immigrant and Refugee Affairs, (OIRA) pursuant to the Language Access Program requirements (see attachment D). The program identified languages other than English spoken by the largest number of city residents, based upon data from the U.S. Census Bureau, American Community Survey, Seattle Public Schools, Seattle Municipal Court, and departmental data. Tier 1 languages were identified, and the notices were translated into Spanish, Chinese, Vietnamese, Amharic, and Somali. See [Attachment A](#) for more details and [Attachment E for the Title VI poster](#).

The Title VI Notice is also posted on the following web pages:

- Seattle Department of Transportation:
<https://www.seattle.gov/transportation/about-us/office-of-equity-and-economic-inclusion>
- Seattle Office for Civil Rights Title VI webpage:
<https://www.seattle.gov/civilrights/TitleVI>

The SOCR Title VI website includes [protections under the law](#), [information on the Title VI program](#), [information on how to file a complaint](#), and a [link to the complaint form](#).

- Seattle Waterfront:
<https://waterfrontseattle.org/get-involved/contact-us>
- Seattle Monorail:
<http://www.seattlemonorail.com/notice-of-nondiscrimination/>
- Seattle Streetcar:
<https://www.seattle.gov/transportation/getting-around/transit/streetcar/accessibility>

2. Internal

SDOT conducted virtual Title VI trainings in April and August of 2020. In October 2020, SOCR conducted a staff Title VI training to ensure Title VI compliance and monitoring. There were no in-person meetings in 2020 between staff from the Seattle Office for Civil Rights and Seattle Monorail staff due to the COVID-19 pandemic. SOCR and OIRA will continue to support the parties in ensuring announcements for public meetings are translated and reaching culturally diverse media, and that language interpretation is provided upon request.

B. TITLE VI Compliance Reviews During This Reporting Period

Annual Site Visits:

This year, site visits were conducted in October with the SDOT Title VI Program Lead and the Seattle Monorail and Seattle Streetcar Team. Together with SOCR, we updated our Title VI non-discrimination notice language and included multiple languages based on OIRA's Tier 1 language options and the greatest perceived need and observed ridership.

Section IV TITLE VI Complaints During This Report Period

There have been five complaints during this reporting period. Three based on disability noncompliance, one based on national origin, and one based on race. The case types, issues, basis, and outcomes are documented in the attachment linked below.

Please see [Attachment F](#) for more details.

Section V. Accomplishment Report for Each Program Area

This section describes SDOT'S Planning, Location Program, Design, Language Access Plan (LAP), Environmental Justice, Environmental Unit, Real Estate Services, (Right of Way), Construction & Maintenance Services, Education & Training, and Administration program area activities that support our compliance with Title VI requirements.

V-1 Planning

Staffing table for this division are included in attachment S.

SDOT's Policy and Planning Division is responsible for developing short- and long-range plans, such as development of funding strategies for capital projects, and development of master plans that guide the City's implementation of transportation improvements, as well as transit corridor planning.

SDOT's staff coordinate with other government agencies, private groups, and the public to develop planning and policy strategies that meet the transportation needs of the Seattle community.

- **Number of Consultant Projects for Planning Awarded During This Reporting Period**

Planning is often a part of a larger design process performed by consultants. SDOT has specific planning consultant projects for work such as an ADA evaluation, bicycle and pedestrian safety analysis, integrated multimodal planning, corridor development reports and trail upgrade planning.

Below is an overview of consultant projects in this reporting period:

Planning Consultant Projects Elements	Data
# of consultant contracts awarded	15
Total value of consultant contracts awarded	\$2,431,217
Value of consultant contracts awarded to DBE firms	\$244,127
Value of consultant contracts awarded to WMBE firms	\$706,894
Confirm existence/frequency of pre-submittal/networking sessions	1

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Is the Prime a DBE	Pre- Submittal Held Y/N
19-030	Planning	New Mobility User Survey Development	PRR, Inc.	\$60,127.00	Yes	Yes	No
19-038	Planning	Light Rail Station Area Parking Studies	Heffron Transportation, Inc.	\$126,285.00	No	No	No
19-060	Planning	Ballard and Magnolia Bridge Mobility Study	Nelson\Nygaard Consulting Associates, Inc.	\$505,058.00	No	No	Yes
19-102	Planning	Third Avenue Vision Phase 1	Concord Engineering, Inc	\$44,000.00	Yes	Yes	No
19-104	Planning	Transit and Streetcar Spot Improvements On-Call	DKS Associates., Inc.	\$1,000,000.00	No	No	No
19-105	Planning	Citywide Curb Analytics	Flow Inc.	\$52,500.00	No	No	No
20-006	Planning	Street Use Title 15 External Stakeholder Engagement	Kaya Strategic, LLC	\$50,000.00	No	No	No

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Is the Prime a DBE	Pre- Submittal Held Y/N
20-010	Planning	Ballard-Interbay Regional Transportation (BIRT) System	Heffron Transportation, Inc.	\$19,930.00	No	No	No
20-011	Planning	Climate and Congestion Agenda- Emissions Effects of Mobility	Sam Schwartz Engineering, D.P.C.	\$52,802.00	No	No	No
20-024	Planning	West Seattle Bridge Technical Advisory Panel- Position 5	Lin & Associates	\$110,000.00	Yes	Yes	No
20-026	Planning	West Seattle Bridge Technical Advisory Panel-Position 4	David Evans and Associates, Inc.	\$230,000.00	No	No	No
20-027	Planning	West Seattle Bridge Technical Advisory Panel – Position 1	New Albion Geotechnical, Inc.	\$110,000.00	No	No	No
20-032	Planning	West Seattle Bridge Program – Funding Strategies	Crunican LLC	\$23,100.00	No	No	No
20-033	Planning	Climate and Congestion Agenda Non-Commute Market Analysis	PRR, Inc.	\$30,000.00	Yes	Yes	No

- [Efforts Made to Utilize Minority & Female Consultants and Subconsultants in Federally Assisted Contracts](#)

The City of Seattle complies with 49 Code of Federal Regulations, Part 26, to ensure that Disadvantaged Businesses (DBE) which includes minorities and women, have an equal opportunity to receive and participate in federally assisted contracts. The City of Seattle does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex or national origin.

[DBE Availability/Procurement Review](#)

For federally funded consultant contracts, there are no thresholds for individual DBE goals. All requests for proposals include federal DBE provisions and bidders must provide a full response and demonstrate good faith efforts from each proposer to meet the DBE utilization.

WSDOT’s waiver for white women and DBE firms on FHWA projects has been implemented on projects advertised after June 1, 2017 as directed by WSDOT.

DBE Measures
<p>Three-year DBE goal actual 17.05%</p>
<p>Race-conscious DBE measures For FTA projects, confirmed 4.05%</p>
<p>Race-neutral conscious DBE measures For FTA projects, confirmed 13.0%</p>
<p>Overall DBE goal effective October 1, 2019 to September 30, 2022 is 17.05%.</p>

The City of Seattle performance measures mid Fiscal Year 2020 (October 1, 2019 – March 31, 2020) was 17.28%. In accordance with Ordinance 119603 (1999), Ordinance 121717 (2005), Executive Order 2010-05: Outreach to Women and Minority Businesses and Executive Order 2014-03: Equity in City Contracting, the City of Seattle encourages all of its departments to be inclusive of underrepresented business communities, and strives to use all legal means to see that minority-owned and women-owned businesses do not face unfair barriers in their competition for city contracts and in their successful performance of those contracts.

On September 24, 2019, City of Seattle Mayor Jenny A. Durkan issued [Executive Order 2019-06: Economic Inclusion and Contracting Equity](#).¹ The Mayor ordered a disparity study to inform a contracting equity policy including data tracking provisions such as self-identification and certification, consistency, and effectiveness of procurement practices in departments, technical assistance efforts to include viability of mentorship program. The three main areas the Executive Order focuses on are, 1) Contracting Equity Administration, 2) Contracting Equity Data and Compliance, and 3) Contracting Equity Accountability and Reporting. The City Department of Finance and Administrative Services (FAS) was required to issue a competitive solicitation to select a firm or organization to engage with the City to provide technical assistance support services for businesses interested in contracting with the City. The order also mandated that the City be inclusive of immigrant/refugee-owned or emerging businesses by fostering participation in City contracting opportunities through language-appropriate outreach. The Mayor's Office will convene a Mayoral Women and Minority Owned Business Advisory Committee to provide guidance and feedback on the City of Seattle contracting equity initiatives. For more information, please refer to [Attachment G](#).

For non-federally funded projects, the City of Seattle continues to require Women and Minority Business Enterprise (WMBE) plans to be included with consultant proposals. These plans detail a consultant's proposed utilization of WMBE sub consultants and creates voluntary commitments that reflect responsible good faith efforts at inclusion of WMBE firms. They are reviewed during the submittal process and scored at no less than 10% of total scores as part of the evaluation. SDOT requires prime consultants to report on inclusion through the life of the project and evaluates the firm's success at project close out. WMBE firms are defined by Seattle Municipal Code (SMC) 20.42 as firms at least 51% owned by women and/or minority (including but not limited to, African Americans, Native Americans, Asian-Pacific Islander and Hispanics). State or Federal certification is not required to participate in the City's WMBE Program. In addition, all city departments must follow WMBE goals and guidelines for contracting and purchasing which is monitored annually by the City of Seattle Department of Finance and Administrative Services.

Outreach During COVID-19

Although regularly scheduled in-person outreach commitments for the City of Seattle were greatly impacted by operational changes implemented as a response to the COVID-19 pandemic, we continue to find ways to engage with community safely about project changes and impacts.

In March 2020, Mayor Durkan instructed departments across City government to take early action on budget reductions which included a hiring freeze, halting contracts and expenses, and curtailing discretionary spending not related to COVID-19 response². As part of the

¹ [Executive Order 2019-06: Economic Inclusion and Contracting Equity](#).

² [Mayor Durkan Statement on New Economic Forecast in Seattle, Which Highlights Continued Decline in 2020 and 2021 for City Revenues](#)

response to COVID-19, state and local policies have suspended events and limit large gatherings for people³. This led to revised outreach efforts and elimination of some regularly scheduled events.

WMBE inclusion efforts for SDOT are led by the SDOT WMBE Advisor (in the Office of Equity & Economic Inclusion), and include but are not limited to:

- **Scope Review**

The SDOT WMBE Advisor provides input and consultation on procurement opportunities and suggests methods of scoping or phasing projects to encourage small WMBE firms to compete for bids.

- **Advance Notice of Opportunities**

The SDOT WMBE Advisor collects and disseminates advance notice of procurement opportunities detailing scope, timelines and project manager contact information for consulting and public works procurements. When applicable, information on anticipated federal funding is denoted to facilitate conversations on the DBE Program and DBE certification.

The City of Seattle promotes networking opportunities with City departments and contractors. Activities include: WMBE firms attending contracting forums and trade shows, networking time at pre-bid meetings, and at “meet and greet” events. The City conducts a monthly event staffed by City Contract Administrators and Buyers where DBEs and other small businesses can share their products and services with pertinent staff, learn about the City processes and programs, obtain information and assistance on registering as a vendor with the City, and obtain resources on State Certification. City representatives attend vendor fairs sponsored by other city departments to provide information to contractors and subcontractors on how to do business with the City, contracting opportunities, and community organizations focusing on business opportunities and growth for marginalized communities. City representatives attend monthly membership meetings and events to inform contractors about upcoming opportunities. The City conducts an annual networking event to showcase projects from the City’s capital departments. Project managers from each of the City’s capital Departments present their projects including the scopes of work, schedule, and budget and SDOT presents detailed information on federally funded projects.

- **Monitoring Performance Data**

The SDOT WMBE Advisor presents performance data regarding WMBE utilization for consultant and purchasing procurement spending in departmental STAT Sessions, SDOT Director’s meetings, Quarterly Business Meetings for all managers and supervisors, and annually to the City of Seattle Council. In collaboration with SDOT leadership, the WMBE

³ [Mayor Durkan Statement on New Economic Forecast in Seattle, Which Highlights Significant Impact of Pandemic on Workers, Local Businesses and City Revenue](#)

Advisor explores project sizing, procurement vehicles, unbundling, and early, proactive WMBE evaluation at scoping.

- **WMBE Availability / Procurement Review**

The Consultant Contract Request Form (CCRF) and Purchasing Internal Request Form (IRF) is required for all SDOT projects and includes questions regarding WMBE utilization and whether or not the project will use federal funds and prompts the applicant to consult with the WMBE strategic advisor during the intake process regarding how to evaluate and prepare for the WMBE inclusion plan or DBE participation.

- **Outreach Events**

The SDOT WMBE Advisor also creates and hosts SDOT specific outreach events. Since March 2020, these events have moved online.

Additional efforts are made to use minority and female consultants during FFY 2020 include the following:

- **Participation & Engagement in Contracting Inclusion Events**

- Typically, the City of Seattle participates in various large-scale community and multi-agency events such as: the Regional Contracting Forum, the City-sponsored Reverse Vendor Trade Show, and the City of Seattle CIP Roadshow. However, due to community restrictions on large gatherings in effect in 2020, the City of Seattle did not undertake these regularly scheduled large scale outreach events.
- For FFY 2020, participation in regional events included, but was not limited to:

Date	Event
March 3, 2020	<u>Seattle City Light Vendor Workshop #1</u> TABOR 100 HUB 7100 Fort Dent Way Tukwila, WA 98188
March 4, 2020	<u>Seattle City Light Vendor Workshop #2</u> TABOR 100 HUB 7100 Fort Dent Way Tukwila, WA 98188
March 5, 2020	<u>2020 Alliance Northwest Conference</u> Washington State Mattress Firm Showplex, Puyallup, WA

- Tabor 100 is an association committed to economic power, educational excellence and social equity for African-Americans and the community at large.

- **SDOT Hosted Inclusion Events**

For FFY 2020, in addition to participation in regional events, SDOT hosted and led additional inclusion and outreach events including:

Date	Event
December 9 -10, 2019	Intro to SDOT/ City of Seattle - Spanish Language Workshop
March 4, 2020	Booth at 2020 Alliance NW Event in Puyallup Washington State Fair
June 25, 2020	Working with SDOT: Move Seattle Event via WebEx online
September 30, 2020	Consultants: Collaborate and Connect Event via WebEx online
October 23, 2020	North Puget Sound Small Business Summit

- **Membership & Engagement with Community Organizations**

SDOT representatives engage many local associations and provide information on upcoming bid opportunities. Local associations distribute upcoming project information to their membership. Examples of associations include:

Organization	Further Details
TABOR 100	Attendance at TABOR 100 monthly meetings in the Central Senior Center
National Association of Minority Contractors (NAMC)	Attendance at NAMC Washington chapter monthly meetings in Tukwila Community Center
COMTO (Conference of Minority Transportation Officials)	COMTO was created to provide a forum for minority professionals in the transportation industry.

Moreover, the City maintains a list of minority and woman consultants. The City uses the Online Business Directory (OBD) to track WMBE status and to distribute news about City business. OBD is linked to the Washington State Office of Minority & Women Business Enterprises (OMWBE), who certifies WMBE and DBE on behalf of the federal government. Currently approximately 4,600 WMBE Consultants are registered in the OBD.

The Seattle Office for Civil Rights (SOCR) reviewed the [Public Involvement Plan \(PIP\)](#) template used by SDOT to ensure it continued to meet Title VI requirements when conducting outreach and engagement during planning and implementation of projects. SOCR continues to work with the City’s demographer to ensure up to date race, language, and income level information is accessible to City staff.

SDOT hosted events in person between October 2019 through March 2020 after which all events were moved online. Events will continue to be hosted online until large gatherings are permitted again.

V-2 Location Program

Please see Right of Way Section.

V-3 Design

1. Number of Consulting Firms with Design Contracts, including the Number of these Contracts Held by Minority Firms and Women-Owned Firms / Dollar Value

Design Consultant Projects Elements	Data
# of consultant contracts awarded	8
Total value of consultant contracts awarded	\$4,734,483
Value of consultant contracts awarded to DBE firms	\$0
Value of consultant contracts awarded to WMBE firms	\$0
Existence/frequency of pre-submittal/networking sessions	5

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Is the Prime a DBE	Pre-Submittal
18-021	Design	Route 40 Northgate to Downtown Transit Improvements	CDM Smith Inc.	\$1,272,041.00	No	No	Yes
19-020	Design	On-Call Transit Planning and Capital Improvements	Nelson\Nygaa rd Consulting Associates, Inc.	\$500,000.00	No	No	Yes
19-075	Design	On-Call Transit Planning and Capital Improvements	Jacobs Engineering Group, Inc.	\$500,000.00	No	No	Yes
19-076	Design	On-Call Transit Planning and	Parametrix, Inc.	\$500,000.00	No	No	Yes

		Capital Improvements					
19-079	Design	2019 Underwater Inspection: Fremont Bridge	Echelon Engineering, Inc.	\$31,117.00	No	No	No
19-086	Design	2020 AAC NW Market Street Archaeological Monitoring Services	Historical Research Association, Inc.	\$35,676.00	No	No	No
20-017	Design	West Seattle High-Rise Bridge Monitoring and Pier 18 Rehabilitation	WSP USA	\$1,881,764.00	No	No	No
20-019	Design	AAC Package 2	HKA Global, Inc.	\$13,885.00	No	No	No

2. [Efforts to Increase Minority and Female Participation in Obtaining Consultant Contracts City of Seattle Technical Assistance Program](#)

In late 2019, the Northwest Mountain Minority Supplier Diversity Council (NWMMSDC) of Washington was selected via competitive process to provide technical assistance services to businesses, with a focus on WMBE seeking to contract with the City. During this one-year contract, NWMMSDC is providing technical assistance in the form of consultation, outreach, group sessions, one-on-one sessions, phone inquiries and a tailored curriculum component based the company’s needs.

For more information on City of Seattle outreach efforts, please refer to section A1.

3. [Employees in the Design Program Area, including Ethnicity and Sex, including Efforts to Increase Minority and Female Representation.](#)

We have improved our diversity hiring by advertising our job postings with outside resources, including those that reach diverse audiences (in addition to using the City’s NeoGov online system), to attract a diverse pool of applicants. Our plan moving forward is to significantly improve our diversity hiring, by gathering appropriate data through our EEO plan to assess our applicant pool, our demographics, and our hires, and use data-informed recruitment and retention plans in order to identify gaps and areas we underutilize. We have started providing training to hiring managers on ways to identify and

interrupt implicit bias, and are review job postings to identify and avoid content that might inadvertently discourage a diverse applicant pool.

Special Emphasis Area	Race	Gender	
		Female	Male
DESIGN	Am. Indian	0	0
	Asian	7	6
	Black or African American		
		1	1
	White	0	15
	Hispanic/Latino	0	2
	Not Specified	1	0
	Two or more races	1	0
	Native Hawaiian / Other Pacific Islander		
	0	1	
	Total	10	25

4. Complaints Filed in the Design Program Area

One complaint was filed with SDOT and is currently open.

5. Significant Problem Areas, Accomplishments, and Actions to Take During the Ensuing Year

- Since March 2020, SDOT and other citywide departments including the Office of Economic Development (OED) and the Seattle Department of Construction and Inspections (SDCI) have been developing COVID-19 contingency plans which includes: helping to keep small businesses open with curbside pick-up, establishing sidewalk cafes, and improving permitting options for small business owners. Since the beginning of the COVID-19 crisis, SDOT has been developing in-language messaging related to policy changes, programs, and initiatives for residents with limited English proficiency. For example, SDOT published updates to parking enforcement in Amharic, traditional Chinese, Korean, Somali, Vietnamese, and Spanish on our blog, website, and social media to ensure all communities understood the changes in effect. Please see Attachment H for more information.
- With the emergency closure of the West Seattle High-Rise Bridge in March 2020, SDOT partnered with the Department of Neighborhoods (DON) and the Seattle Office of Immigrant and Refugee Affairs (OIRA) to conduct outreach to communities impacted by the closure of the West Seattle High-Rise Bridge and inform impacted communities of our plan to [Reconnect West Seattle](#). Please see Attachment H – K, for outreach materials in [Spanish](#), [Korean](#), [Vietnamese](#), and [Khmer](#). Seven translations for the Reconnect West Seattle project were shared with community members.

- The COVID-19 crisis has had a significant impact on the SDOT budget and has necessitated the suspension or cancellation of projects. SDOT has made Director’s budget updates available online in multiple languages.
- In July 2020, SDOT’s OEEI division hired a Title VI Lead to work with SOCR to ensure the department is in compliance with Title VI requirements. Salma Siddick was hired into this position, with the authority to coordinate amongst divisions, ensure corrective actions are taken when needed, and ensure training is delivered to staff. She is supervised by Michele Domingo, Manager of the Office of Equity & Economic Inclusion.

How we Determine Target Languages and our Language Access Plan (LAP)

- SDOT has followed OIRA’s guidance concerning priority languages for content related to COVID-19.
- Capital Projects complete a Public Involvement Plan (PIP) as part of their planning process and identify communities with limited English proficiency and develop strategies accordingly. Please [Attachment L](#) for more details.

V-4 Examples of Outreach Utilizing our Language Access Program (LAP) Area

In this section we provide examples of outreach shared with community members for various projects and/or programs where we implemented our LAP. Many of these outreach materials were created in collaboration with other City departments like the Office of Economic Development (OED) and the Office of Immigration and Refugee Affairs (OIRA). While this is not an exhaustive list, we have chosen to highlight the following seven to demonstrate in-language outreach.

1. Winter Weather 2019-2020 LAP Example

- As part of the preparation for winter weather in 2019/2020, in addition to the translated snow and ice route map, SDOT developed outreach materials in 13 languages that were distributed to Seattle Public Library branches and Parks and Recreation Community Centers. SDOT also shared these materials with the Seattle Department of Neighborhoods Community Liaisons and Community Engagement Coordinators to help disseminate the information. SDOT also made print and digital ad buys in ethnic media targeting [Chinese \(traditional\)](#), [Spanish](#), [Vietnamese](#), and [Somali](#), communities to bolster this effort. Please see [attachment M](#) for more details.
- Additionally, SDOT partnered with the disability advocacy group Rooted in Rights⁴ to produce a video explaining the importance of keeping sidewalks clear of snow and ice and had subtitles for this video produce in thirteen languages. These were subsequently shared and promoted on our social media platforms.

⁴ <https://www.youtube.com/watch?v=ZHxozrBZFOM&feature=youtu.be>

- Moreover, as SDOT Street Use Inspectors undertook patrols of urban centers and urban villages to ensure that the right-of-way was being maintained, SDOT used tools provided by the City Demographer that employs data from American Community Surveys to identify geographic clustering of languages and provided appropriate in-language material to the inspectors to support their work.

2. COVID-19 Crisis LAP Example

- Since the beginning of the COVID crisis, SDOT has been developing in-language messaging related to policy changes, programs, and initiatives for residents with limited English proficiency. For example, SDOT published updates to parking enforcement in Amharic, traditional Chinese, Korean, Somali, Vietnamese, and Spanish on its blog and shared this information via social media to help communities understand the changes that were taken effect.
- Similarly, SDOT launched the food priority pick up zones to help restaurants weather the ongoing crisis, SDOT developed in-language materials to share on social media and purchased advertising in ethnic media to make sure that community members knew about this option. SDOT also ensured that partners in other City departments such as the Office of Economic Development were aware of the programs and able to share information.⁵
- Likewise, when SDOT developed temporary permitting options to support the safe expansion of business operations, they oversaw the translation of the content (as well as that of the Seattle Department of Construction and Inspections) for inclusion into the business toolkits that the Mayor’s Office developed. As part of its outreach, SDOT collaborated with the Seattle Office of Immigrant and Refugee Affairs, the Office of Economic Development (OED), and the Seattle Department of Construction and Inspections to develop an ethnic media advertising campaign. Additionally, OED staff were trained to provide support for small business owners concerning permitting options.
- Since the COVID crisis has had a significant impact on the budget and has necessitated the suspension or cancellation of projects, SDOT made the director’s update to the budget available online in multiple languages.

3. West Seattle High-Rise Bridge Outreach LAP Example

- For outreach to communities impacted by the closure of the West Seattle High-Rise Bridge, SDOT partnered with the Seattle Department of Neighborhoods and the Seattle Office of Immigrant and Refugee Affairs. Together, the City developed the Reconnect West Seattle Survey and had it translated into traditional Chinese, Khmer, Korean, Oromo, Somali, Spanish, and Vietnamese following the recommendations of their partner agencies and American Community Survey demographic data.

⁵ <https://sdotblog.seattle.gov/2020/04/15/foodpickup-so/>

- The survey was subsequently promoted via social media and through paid advertising in ethnic media outlets. SDOT gathered additional survey responses through in-person outreach conducted by Seattle Department of Neighborhoods Community Liaisons.
- Moreover, SDOT developed factsheets and neighborhood specific prioritization ballots in the same target languages to capture feedback from residents impacted by the bridge closure who speak languages other than English. Please see attachments H -K for more details.

4. Language Term Base LAP Example

- To ensure consistent translation across projects and ensure that translations prepared by partner agencies that discuss SDOT projects, programs, and services are aligned, SDOT began development of a department term base. The first phase of this project translated 104 commonly used terms into Amharic, simplified and traditional Chinese, Filipino/Tagalog, Khmer, Korean, Laotian, Oromo, Russian, Somali, Spanish, Tigrinya, and Vietnamese.
- This term base was developed in collaboration with a translation agency and community reviewers. This term base language is available on SDOT's public-facing website.⁶ SDOT also made this content available to its internal and external reviewers as well as translation contractors and partner agencies.

5. Capital Projects LAP Example

- For department capital projects, SDOT identifies language access needs based on the communities impacted by the project. Subsequent outreach can take a number of different forms ranging from in-language construction notification mailers, project fact sheets, presentation boards, door-to-door in-language surveys in communities where most residents have limited English proficiency, open houses/drop-in sessions supported by interpreters, and tabling at community events with in-language materials and interpreters.

6. Seattle Municipal Code Title 15 Racial Equity Toolkit LAP Example

- As part of its commitment to the City of Seattle's Race and Social Justice Initiative, SDOT recently began an evaluation of Seattle Municipal Code Title 15. This section of the municipal code governs the public right-of-way.
- The goal is to identify where and how SDOT might amend Title 15 to ensure a more equitable use of the public right-of-way. For this effort, SDOT is working with a community advocate who is conducting outreach in underserved communities to gather feedback. To assist this work, SDOT created outreach factsheets in traditional and simplified Chinese, Spanish, Oromo, Somali, and Vietnamese.

⁶ <https://www.seattle.gov/transportation/document-library/translation-term-base>

7. Street Use Permitting LAP Example

- To help residents with limited English proficiency understand the Street Use permits that are available, SDOT has begun implementing a new outreach strategy. These are being developed for permit types of interest to the public (such as gardening in the right-of-way) for distribution at events, customer service centers, and other locations.

V-5 Environmental Justice

SDOT strives to engage Environmental Justice (EJ) communities to ensure equal access and involvement in transportation decision-making processes. Examples of this include the Move Seattle Levy Prioritization Assessment currently underway, the development and use of our Race and Social Equity Index, and the Equitable Development Community Indicators Report, all of which are described below.

Move Seattle Levy Prioritization Assessment EJ Example

In November 2015, voters approved the 9-year, \$930 million Move Seattle Levy which provides funding to improve safety for all travelers, maintain streets and bridges, and invest in reliable, affordable travel options for a growing city. This assessment includes applying the Race and Social Equity Index to assess project locations and investments as a prioritization criterion for the levy. The levy assessment is working closely with the Levy Oversight Committee as part of this work. Below is a breakdown of the Move Seattle Levy Prioritization Assessment including use of the Race and Social Equity Index combining race, ethnicity, health and socioeconomic factors in areas where minorities make up relatively large portions of the neighborhoods assessed.

- The levy provides roughly 30% of the City's transportation budget and replaces the 9-year, \$365 million Bridging the Gap levy approved by voters in 2006. The levy aims to take care of operational and maintenance expenses, while also investing in the future with improvements to move more people and goods in and around a growing Seattle. An oversight committee⁷ made up of Seattle residents, appointed by the Mayor and City Council, monitors levy expenses and revenues, reviews program and project priorities, and makes recommendations to the Mayor and City Council on how to spend levy proceeds and meets monthly.
- Move Seattle Levy revenues are based on property tax. While receipt of these revenues could be delayed due to the tax filing extension, property tax revenues are not currently expected to have major declines due to COVID-19. However, in

⁷ <http://www.seattle.gov/transportation/about-us/funding/levy-to-move-seattle/oversight-committee>

addition to Levy funds, SDOT leverages a variety of additional local and grant funds to deliver the Levy portfolio. This includes revenue generated from Vehicle License Fees (VLF), Real Estate Excise Tax (REET), General Fund sources such as Sales Tax, and grant funds, which are the revenue sources that have already been negatively impacted and are expected to continue to be impacted by COVID-19. To address these revenue declines, SDOT is going through a levy prioritization assessment.

Race and Social Equity (RSE) Index EJ Example

The Race and Social Equity (RSE) Index combines information on race, ethnicity, and related demographics with data on socioeconomic and health disadvantages to identify where priority populations make up relatively large proportions of neighborhood residents. There are three component indices that are equally weighted, and each of the sub-indices includes individual metrics, as described below. Unless otherwise noted, each metric is given equal weight in contributing to the component index.

The data is analyzed at the census tract level. The index was updated in 2018 and 2020. Data sets are updated every two to three years. A map showing the core composite Race and Social Equity (RSE) Index is provided in [Attachment N](#) . [Attachment O](#) shows a color key composite map representing 20% of the Census Tract in Seattle.

Core Index

The Core Index is a composite index of three racial and social equity component indices of population characteristics or conditions related to:

- Race/ethnicity
- Socioeconomics
- Health and disability

The RSE Index and its component metrics are mapped at the census tract level. Each of the three component indices is given equal weight in constructing the core index. This is to provide a well-balanced index and make the index easy to understand and use.

The three indices that contribute to the core RSE Index are described in more detail below. The core index and its component indices can be explored further using an [interactive mapping app](#) on the City's website. Screenshots from the interactive mapping app show each of the component indices.

Race, English Language Learners, and Origins Index

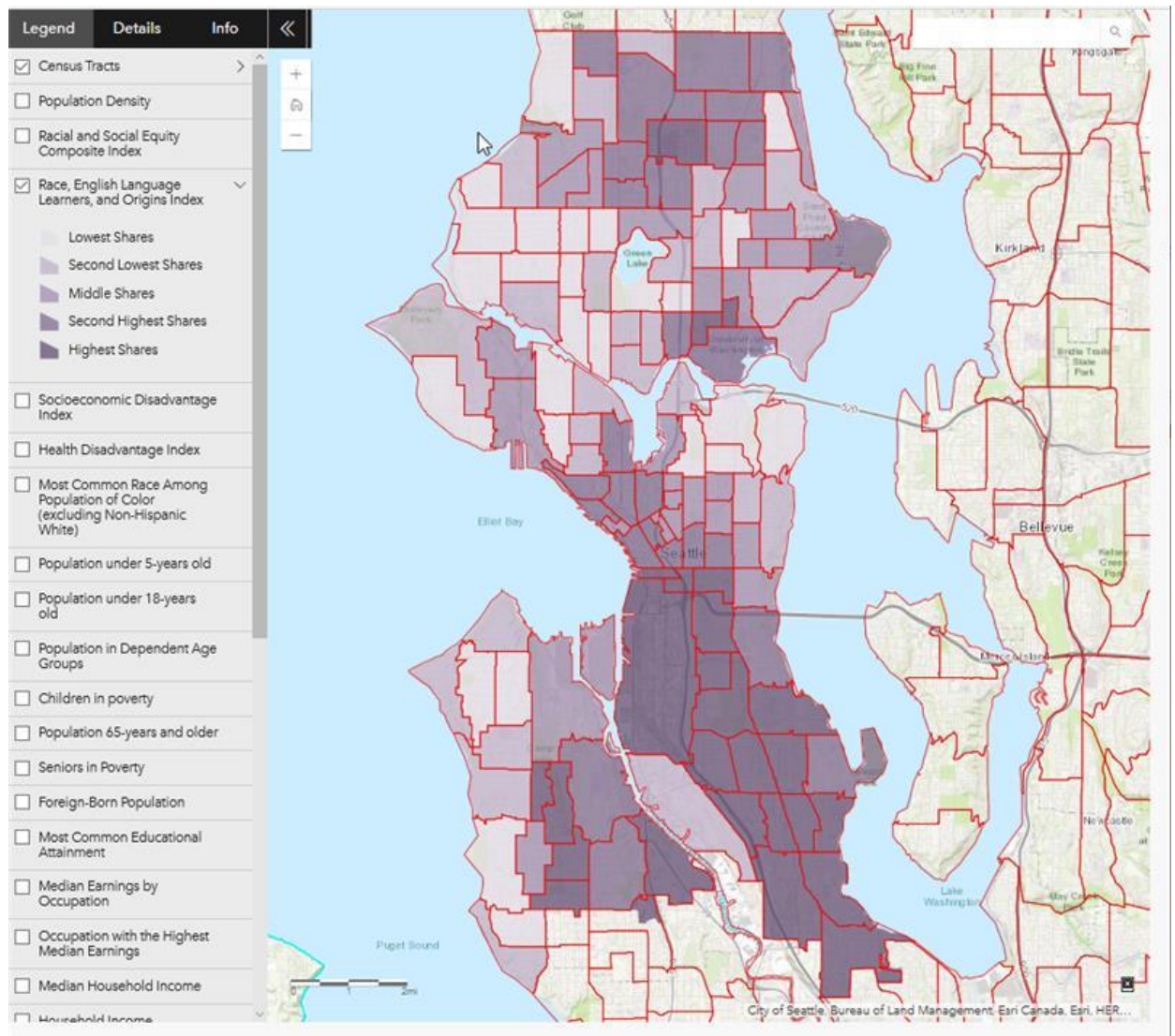
SDOT looked at thirty programs and evaluated them to ensure that equity was adequately addressed. Each program has their own prioritization framework, and SDOT is reviewing

the frameworks to identify opportunities where they can continue to ensure racial equity is prioritized.

Race, English Language Learners, and Origins Index

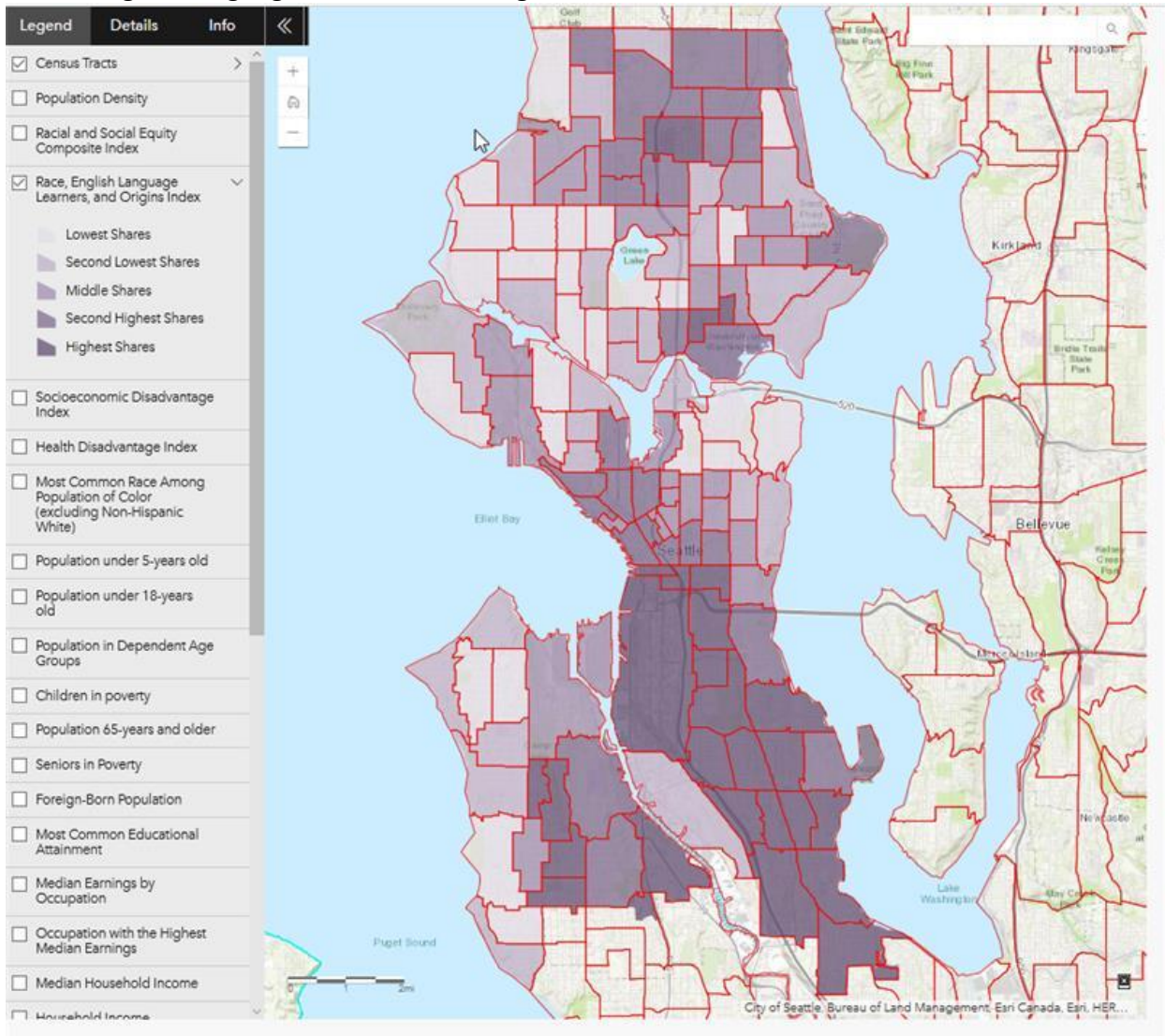
This index (shown on the following page) includes the following, all from five-year estimates based on the U.S. Census Bureau’s American Community Survey (ACS). In this index, the English language learner and foreign-born population characteristics are each weighted by 0.5, for a combined weight of 1.0. This is to help balance the contribution to the index of native-born persons of color with that of immigrants.

- Percentage of population who are persons of color – weight: 1.0, source: ACS estimates from the U.S. Census Bureau.
- Percentage of population who are English language learners, i.e., percentage of the population five years and older who both speak another language than English at home and who speak English less than “very well” – weight: 0.5, source: ACS estimates from the U.S. Census Bureau



- Percentage of population who are foreign born – weight: 0.5, source: ACS estimates from the U.S. Census Bureau.

Race, English Language Learners, and Origins Index

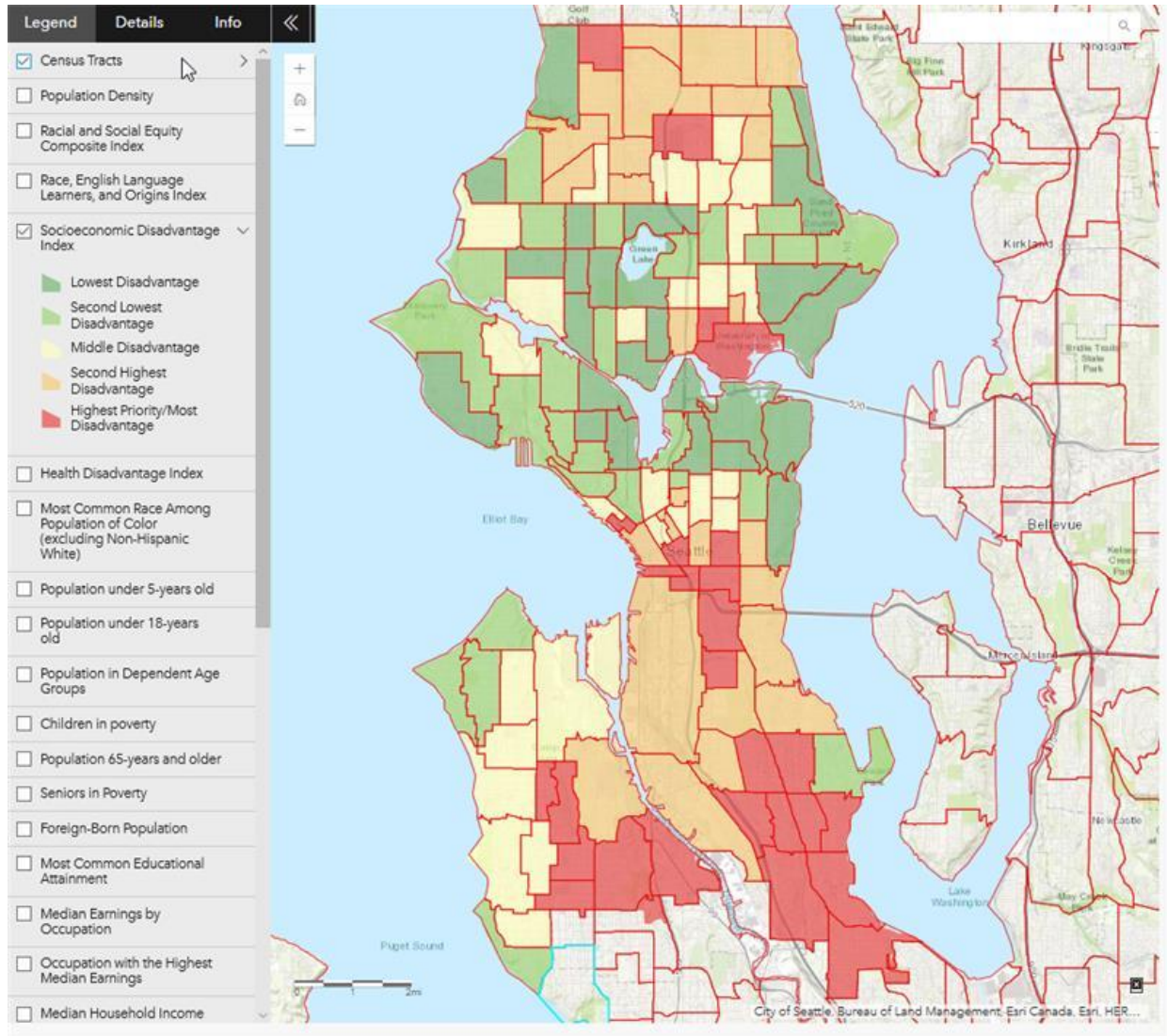


Index of Socioeconomic Factors

This index, shown below, is comprised of one factor related to income level and one related to level of educational attainment. Both are from five-year ACS estimates.

- Percentage of the population whose income is below 200 percent of poverty level (among population for whom poverty status is determined) – weight: 1.0
- Percentage of the population age 25 and older with less than a bachelor’s degree – weight: 1.0

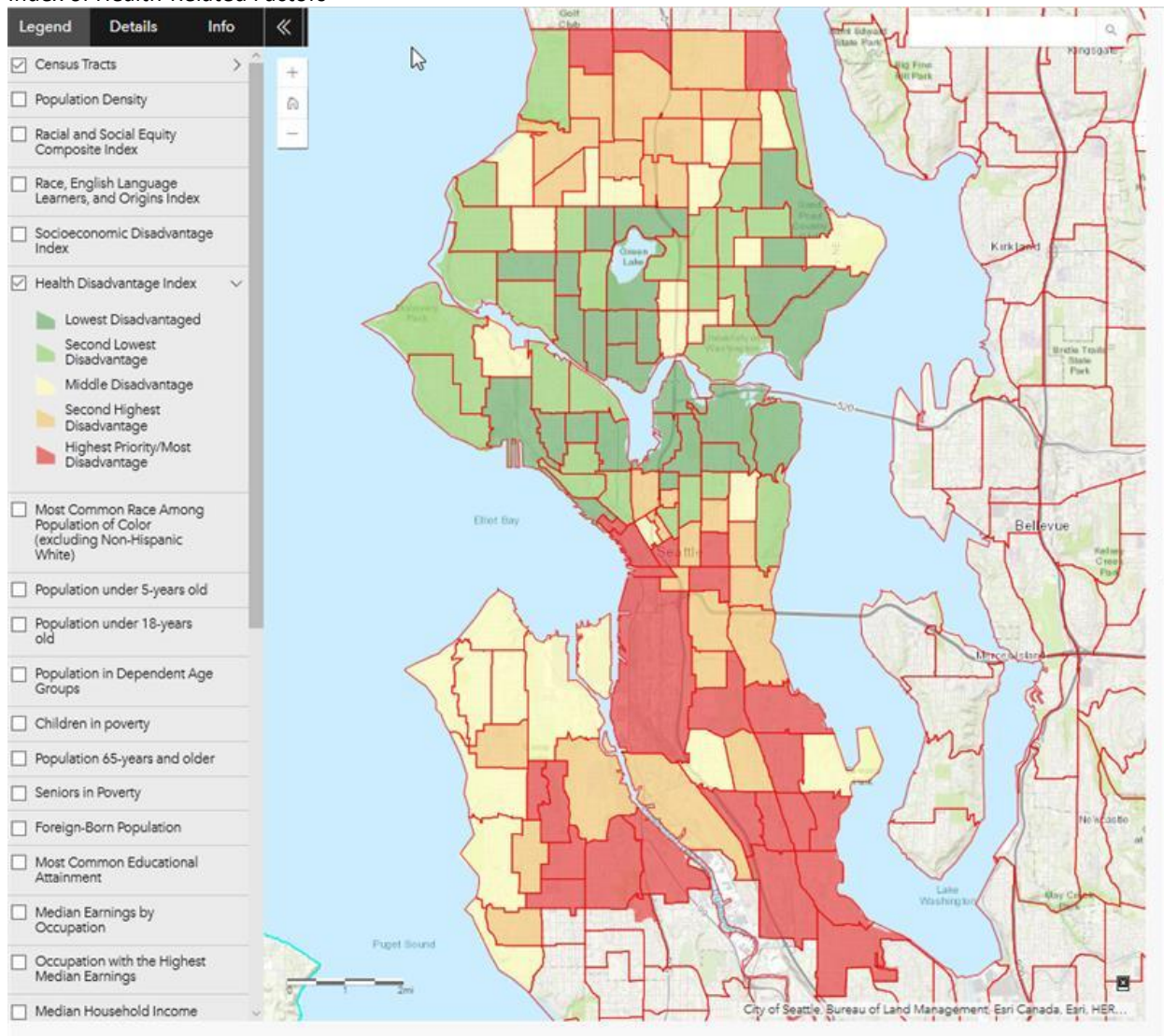
Index of Socioeconomic Factors



Index of Health-Related Factors

This index is composed of seven broad measures of people’s health and well-being, several of which are especially sensitive to—and have particularly direct implications for—the way we plan for our built environment. The health-related index is comprised of equally weighted indicators related to leisure time physical activity, diagnosed diabetes, obesity, mental health, asthma, life expectancy at birth, and prevalence of physical disability. Data for these indicators are from various sources including the ACS, the 500 Cities Project (a joint project of the CDC and CDC partners), and the Washington state Department of Health.

Index of Health-Related Factors



Additional EJ Information

[The Equitable Development Community Indicators Report](#) was prepared by the Office of Planning and Community Development (OPCD) in September 2020 as part of the Equitable Development Monitoring Program (EDMP). SDOT, along with other City Departments, contributed to the report to measure and accelerate Seattle’s progress toward becoming a more equitable city. The report analyzes and provides data on underlying patterns of inequality disproportionately impacting Black, Indigenous, and People of Color (BIPOC) communities. OPCD’s Population and Demographics website includes links for viewing the index in various formats.⁸

V-6 Environmental Unit

Please see [attachment P](#) for more details.

Environmental Category	Data
Confirm # of NEPA exclusions	4
Confirm # of NEPA assessments	1
Confirm # of SEPA exemptions	13
Confirm # of SEPA determinations of significance	4
Confirm # environmental impact statements	0
Confirm any disproportionate impact to minority or economically disadvantaged communities	No disproportionate impact to minority or economically disadvantaged communities. No environmental impact statements.

1. Examples of Community Outreach to Minority and LEP Communities

a. RapidRide J Line

SDOT partnered with King County Metro⁹ to continue community engagement for the RapidRide J Line project. Key project milestones and activities during the October 2019 to September 2020 period included:

⁸ <http://www.seattle.gov/opcd/population-and-demographics/about-seattle#raceethnicity>

⁹ <https://kingcounty.gov/depts/transportation/metro.aspx>

- Publication of the project’s draft Environmental Assessment¹⁰
- Ongoing engagement with affected project stakeholders regarding bus stop location and parking/access concerns

Corridor demographics:

	STUDY AREA	SEATTLE
Total Population	55,288	688,245
Minority	40.2%	34.7%
Hispanic or Latino	6.2%	6.5%
Black or African American	5.1%	7.0%
American Indian and Alaska Native	1.1%	0.5%
Asian	21.1%	14.4%
Native Hawaiian or other Pacific Islander	0.3%	0.4%
Other/Two or More Races	6.5%	6.1%
Limited English Proficiency	8.5%	8.1%
Low-Income	23.9%	12.5%
Median Household Income	\$75,642	\$79,565
Household with No Vehicle	37.9%	16.8%

The University of Washington is located within the project area and includes many students with lower income and students from a variety of language and demographic backgrounds. The project team reaches out to University of Washington student groups during outreach pushes, but to date has seen limited engagement from student communities. Please see [attachment Q](#) for more information.

b. **Madison Bus Rapid Transit (BRT) – RapidRide G Line**

SDOT partnered with our consultant team at EnviroIssues and subconsultant partners 3 Square Blocks, The Vida Agency, G3 and Associates, and King County Metro to continue community engagement for the Madison BRT – RapidRide G Line project. Key project milestones and activities during the October 2019 to September 2020 period included:

- [Preconstruction notice to the corridor](#) ¹¹
- Ongoing engagement with affected project stakeholders and groups regarding their concerns, final design, and staging

¹⁰

<http://www.seattle.gov/Documents/Departments/SDOT/TransitProgram/RapidRide/Roosevelt/RapidRide%20Roosevelt%20NEPA%20EA%20Final.pdf>

¹¹

http://www.seattle.gov/Documents/Departments/SDOT/TransitProgram/RapidRide/Madison/2020_Summer_RRG_FactSheet.pdf

The City retains professional services of Envirolssues, Inc., a registered WMBE and DBE, and its subconsultant partners to support community outreach for Madison BRT in compliance with the City's Race and Social Justice Initiative and Inclusive Outreach and Public Engagement (IOPE). These leaders bring unique skills and qualifications, including robust outreach capabilities during construction, media resources that span traditional and innovative marketing, advertising and storytelling, as well as ethnic media services and engagement to under-represented communities. Our subconsultant partners bring the lived experience or deep relationships that are needed to conduct equitable and relational outreach in the communities surrounding the project area.

Project briefings with community members, organizations and businesses:

- 10/26/2019: Tabor 100 briefing
- 10/30/2019: Mt. Zion Staging Briefing
- 11/4/2019: Central Area Chamber of Commerce briefing
- 11/7/2019: Power Connect Mixer Capitol Hill Street Scapes
- 12/3/2019: Madison Valley Merchant Association
- 12/11/2019: Briefing with First Hill Improvements Association
- 12/17/2019: Downtown Business Group Briefing
- 2/12/2020: Pre-Construction business door to door outreach
- 3/10/2020: Briefing with Frank Taylor, Frank's Barber Shop
- 3/17/2020: Meeting with Seattle Public Library
- 4/7/2020: Briefing with Ian Gomez, GSA regarding Nakamura Courthouse
- 8/15/2020: Schedule and project update door to door outreach

Please see [attachment R](#) for more information

V-7 Real Estate Services (Right of Way)

1. [Civil Rights Complaints in the following Real Estate Services \(Right of Way\) Areas](#)

a. [Appraisals](#)

One complaint was filed regarding appraisals with the Seattle Office for Civil Rights for the FFY 2020.

b. [Negotiations](#)

One complaint is in negotiations with the Seattle Office for Civil Rights for the FFY 2020. See details in #4 below.

c. [Relocation Assistance Payments](#)

No complaints were filed regarding relocation assistance payments with the Seattle Office for Civil Rights for the FFY 2020.

d. [Property Management](#)

No complaints were filed regarding property management with the Seattle Office for Civil Rights for the FFY 2020.

2. **Number of Appraisers Utilized During the Reporting Period**

Two appraisal firms were used; one of which was WMBE. Our efforts to increase minority and women representation was by attending classes and recruiting WMBE/encouraging WMBE appraisal firms.

3. **Number of Negotiations During the Report Period and Disparity in Contract Negotiations between Minorities and Non-Minorities**

The number of negotiations is 133.

One negotiator's log reflects disparity in negotiations. Please see questions 1b and questions 4 for more information. All other negotiators' logs do not reflect any disparity in negotiations with minorities as compared to non-minorities.

4. **Concerns Raised by Minorities or Women Regarding their Options in the Negotiations Phase**

One concern was raised by a minority community member about options in the negotiation phase regarding a statement made by the negotiator. This concern was handled appropriately by the City's Human Resources Department. A different negotiator was assigned to work with and satisfy the complainant's needs.

5. **Number of Relocations During the Report Period**

There were no relocations during this timeframe.

6. **Concerns Raised by Minorities or Women on Replacement Housing, Referral Housing, and Advisory Services**

There were no concerns raised by minorities or women on replacement housing, referral housing or advisory services during this reporting period.

7. **Opportunities for Minorities and Women to Obtain Contracts Awarded for Providing Relocation Assistance**

There were no contracts awarded for providing relocation assistance.

Describe special efforts made to comply with Title VI regulations:

Per City policy, all real property and real property right acquisitions and relocations performed by the City of Seattle fully comply with the federal Uniform Relocation and Assistance Act of 1971, as amended. Therefore, no additional efforts were made.

1. **Identify Staff Responsible for Right of Way by name, job title, race and gender:**

Name	TITLE	Ethnicity	Gender
Aldrich, Barrett	Senior Real Property Agent	White	Female
Bloomer, Leslie	Senior Real Property Agent	Native American/Indigenous	Female

Name	TITLE	Ethnicity	Gender
Bulzomi, Barbara	Senior Real Property Agent	White	Female
Gilbane, Loretta Ann	Senior Real Property Agent	White	Female
Hayden, Gretchen	Real Property Paralegal	Black/African American	Female
Jung, Mary	Real Property Manager	White	Female
Talbot, Michelle	Senior Real Property Agent	Other	Female

V-8 Construction and Maintenance Services

1. Civil Rights Complaints Involving Competitive Bidding Procedures

No civil rights complaints or inquiries were received by the Seattle Office for Civil Rights involving competitive bidding procedures.

2. Summary of Efforts Made by the TITLE VI Coordination to Encourage the Use of Minority Individuals, Firms, or Agencies to Obtain Maintenance Agreements or Contracts

- All bid documents contain a non-discrimination notice with an agreement to the bidders to ensure equal opportunity for employment and to engage in Affirmative Efforts in the solicitation of women and minorities and WMBE firms for participation on the contract.
- All Federal funded contracts contain the following nondiscrimination policy statement: “The Contractor in accordance to Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S. Code 2000d to 2000d-4, and Title 49 Code of Federal Regulations, Part 21, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority 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 and sex in consideration for an award.”
- The City advertises for services in the Journal of Commerce, the City Procurement-Procureware website, and the City Ebid-exchange website. City of Seattle also uses the Online Business Directory (OBD) to track WMBE status and to distribute news about City business. OBD is linked to the Washington State Office of Minority & Women Business Enterprises (OMWBE), who certifies WMBE and DBE on behalf of the federal government. There are 4,600 WMBE consultants registered in the OBD.

- FAS and SDOT have been active in outreach internally (cross departmentally) and externally (community partners like WMBE firms) regarding DBE and WMBE hiring in contracting. Additional efforts made by FAS include the following:
- City of Seattle provides contractors with information on how to access approved consultant rosters to identify W/M/DBE firms.
- The City of Seattle promotes networking among the different City Departments and contractors including WMBE firms attending contracting forums and trade shows, networking time at Pre-bid meetings, and at Meet and Greet events.
- The City of Seattle also promotes advance notice of public works/ construction opportunities online at the Procurement and SDOT website as well as community newsletters such as TABOR100 and monthly organization events like Tabor 100 and the Washington chapter of the National Association of Minority Contractors (NAMC). The National Association of Minority Contractors is a national non-profit trade association established in 1969 to serve the advocacy, training and business development needs of the over 5000 minority contractors in America.
- The City conducts a monthly event staffed by Contract Administrators and Buyers called, “First Fridays: How to do business with the City of Seattle.” DBEs and other small businesses can share their products and services with pertinent staff, learn about the City processes and programs and obtain information and assistance on registering as a vendor with the City and resources on State Certification. Since March 2020, these events have only been offered online.
- The City conducts a second series of “First Fridays: How to do business with the City of Seattle” events targeting the Latinx community. The City averages six events a year and has also presented our First Friday workshop to our Ethiopian-East African communities.
- City representatives typically attend vendor fairs sponsored by other agencies to provide information on how to do business with the City and about upcoming contracting opportunities. Please refer to section A1 for further details on City of Seattle outreach updates per COVID-19 protocols.
- The City is a member of various contracting oriented organizations including, but not limited to: TABOR 100 and National Association of Minority Contractors (NAMC). City representatives attend monthly membership meetings and membership events to inform contractors about upcoming opportunities. Please refer to section A1 for further detail on City of Seattle outreach updates per COVID-19 protocols.

- The City contracts with the Northwest Mountain Minority Supplier Development Council to provide technical assistance to firms interested in doing business with the City, focusing on WMBE firms.
- The City of Seattle will be conducting a disparity study on the availability and utilization of WMBEs. The study will evaluate if WMBEs have equitable access to City contracting opportunities. For more information on the disparity study and timeline, please visit the FAS racial equity contracting website <https://www.seattle.gov/purchasing-and-contracting/social-equity/wmbe>
- The City typically conducts an annual networking event, the CIP Roadshow, to showcase projects from the City’s capital departments. Project managers from each of the City’s capital departments present their projects including the scopes of work, schedule, and budget. SDOT presents detailed information on federally funded projects. Please visit the FAS racial equity contracting website for more information <https://www.seattle.gov/purchasing-and-contracting/doing-business-with-the-city>

3. Procedures Reviewed to Assure Subcontract Agreements, First and Second Tier, Material Supply and Equipment Lease Agreements During the Report Period

The City Purchasing and Contracting Division regularly updates its General Special Provisions (GSP) to reflect any new guidelines, rules, or updates from Federal, State or local agencies. In addition, every three years, a revised Standards Specifications book is published and includes all GSPs.

Moreover, for DBE contracts, the City of Seattle collects subcontract contract information to ensure compliance of language expectations. Specifically, contractors are directed to submit contract information to a designated electronic email box for verification by the City’s compliance team.

On bid documents, the bidder must sign the requirements of FHWA form 1273 “Required Contract Provisions Federal-Aid Construction Contracts”.

The City of Seattle includes the following forms in all contract documents which are reviewed by the contract specialist and SDOT project manager:

- Contractor and Subcontractor or Lower Tier Subs Certification for Federal Aid Projects (Form 420-004)
- DBE Utilization Certification
- DBE Written confirmation document for each DBE listed on the DBE Utilization Certification
- Attend each Pre-bid and pre-construction meeting. During these meetings, Contract Analysts explain the Social Equity provision of the contract including any goals,

reports, and monitoring procedures. Given recent COVID-19 protocols and meeting restrictions since March 2020, preconstruction meetings are occurring electronically via Skype / MS Teams. In addition, SDOT department project managers are assisting with onsite DBE interviews. For non-federal contracts, FAS will be conducting phone interviews to ensure adherence to prevailing wages expectations.

- **Site Visits/Acceptable Worksite:**

Similarly, the City of Seattle supplements TITLE VI efforts via the Acceptable Worksite program which outlines behavioral expectations on City worksites and non-discrimination protections for all contractors and subcontractors. FAS staff routinely interview workers at jobs sites for prevailing wage purposes and adherence to the Acceptable Worksite program. Workers are made aware of the program via outreach posters on the worksite and are notified of a phone number they can use to submit complaints to the City.

4. Significant Accomplishments and/or Action Items for the Ensuing Year

- SDOT continues to provide outreach to immigrant and refugee communities, emerging WMBEs and Micro Businesses with a series of workshops to connect with new businesses, small WMBE and immigrant firms to build bridges to work with SDOT and the City of Seattle.
- City of Seattle Department of Finance and Administrative Services Purchasing and Contracting staff attended the following training during FY 2020:
 - Evaluating goals under the Disadvantaged Business Enterprise program
 - WSDOT: DBE Training
- Contracts and Procurement Division staff attended several trainings during this FFY 2020 period:
 - **Maura Donoghue**, New Manager, SDOT Contracts & Procurement attended the Citywide Title VI Trainings, and FTA Triennial Review Training (includes DBE, EEO, Title VI, and ADA sections).
 - **Beth Lofton**, Supervisor, SDOT Contracts & Procurement attended the “Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts.”
 - **Melissa Enciso**, Contract Specialist, attended the “Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts.”
 - **Pamela Garcia**, Contract Specialist Senior, attended the “Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts.”
 - **Dominic Kirangi**, Contract Specialists Senior, attended the “Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts.”

- The Transportation Equity Program was moved into the Office of Equity and Economic Inclusion in January 2020, to consolidate all diversity, equity and inclusion work portfolios in one office under the SDOT Chief of Staff.
- SDOT expanded the contracting equity / WMBE program by hiring a Data Analyst, Sachi de la Cruz to support the work and provide data analysis. Sachi reports to the WMBE Strategic Advisor, Viviana Garza.
- SDOT hired Salma Siddick as the Title VI Lead in July 2020.

V-9 Education and Training

1. [During the Reporting Period, Efforts Made to Encourage Participation by Minorities and Women in the NHI Educational Program](#)

Due to COVID-19 and budget cuts, the team attended fewer training this year as most classes were cancelled. In the previous FFY, most of the team took most of the NTI training series. SDOT has not seen many new trainings offered in the area this year prior to the COVID-19 pandemic. SDOT hosted two online Title VI trainings in April and August 2020.

2. [Types of NHI Sponsored Programs and Number of SDOT Participants, including Minorities and Women](#)

NHI trainings by webinar are made available to all staff as they occur.

3. [Identify Staff Responsible for Training by Job Title, Ethnicity, and Gender](#)

Name	TITLE	Race/Ethnicity	Gender
Mariko Lockhart	Director, Seattle Office for Civil Rights	2 or more races	Female
Mike Chin	Acting Title VI Coordinator, Enforcement Manager, Seattle Office for Civil Rights	Asian Pacific Islander	Male
Monica Beach	Strategic Advisor, Seattle Office of Civil Rights	Asian Pacific Islander	Female
Michele Domingo	Manager, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Asian Pacific Islander	Female

Salma Siddick	Title VI Program Lead, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Female
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4. Civil Rights Complaints Filed Concerning Training and Educational Opportunities and Any Corrective Actions Taken

No complaints were received regarding training and educational opportunities by the Seattle Office for Civil Rights for the FFY 2020.

V-10 Administration

1. List of Employees by Ethnicity and Gender in Each of the TITLE VI Program Areas

See [attachment S](#) for Program Employee Demographic Details

2. Summarize All Activities Undertaken During the Reporting Period which Provide for Assurances of TITLE VI Compliance with Contractors, and by Contractors

Introducing inclusion of TITLE VI specific contract language on contracts. Please see [Attachment T](#) and see the sample below:

7.26A Title VI and Title VII Civil Rights and Equal Opportunity

The City of Seattle, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all submitters that it will affirmatively insure 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. To the extent applicable and except to the extent that the federal cognizant agency determines otherwise in writing, the submitter agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001 if awarded under a US DOT agency. The submitter further agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income."

7.26B Disadvantaged Business Enterprise (DBE) Program.

As a recipient of Federal Aid Funds, the City of Seattle is required to follow 49 Code of Federal Regulations (CFR) Part 26 "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." The Seattle DBE goal at the

date of this solicitation is XX%. It is anticipated that the agreement resulting from this solicitation will utilize federal funds. Therefore, all requirements under the City's DBE Program and the SDOT DBE Procedures for Consultant Contracts shall be followed. Washington DBEs are registered here. The U.S. Department of Transportation DBE website hosts links for all state DBE registries for out-of-state entities.

Consultants are advised that any agreement, including subcontracts, awarded pursuant to this RFQ shall include the following assurance:

"The consultant, sub-recipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."

2. TITLE VI Training During the Period

SDOT and SOCR conducted two virtual Title VI trainings for SDOT staff in April and August 2020. The training included a Title VI overview, responsibilities, monitoring, and compliance requirements. See [Attachment U](#) for training materials used.

Date	Training
04/09/2020	<p>SDOT & SOCR - Title VI Training: Title VI Overview, Responsibilities, Monitoring & Compliance Requirements</p> <p>Presentation included introduction to Title VI, information on the SDOT deliverables, and expectations associated with the City of Seattle Title VI Plan</p>
08/07/2020	<p>SDOT – Title VI Updates: WSDOT Requirements, Workplan, Due Date</p> <p>Presentation included Title VI Updates Feedback and Improvements, 2020 Triennial Review and WSDOT 2020 Report requirements</p>

In addition, SOCR conducted a Title VI training for compliance staff on handling Title VI complaints and monitoring. See [attachment V](#) for more details.

Attendees for SDOT & SOCR - Title VI Training: Title VI Overview, Responsibilities, Monitoring & Compliance Requirements

Name	Department	Job Title	Race/Ethnicity	Gender
Chisaki Muraki	Seattle Department of Transportation (SDOT)	Transportation Planner	Asian/Pacific Islander	Female
Maura Donoghue	SDOT	Manager Contracts and Procurement	White	Female
Mary Jung	SDOT	Real Property Manager	White	Female
Gail Srithongsuk	SDOT	Grant Accounting Manager	White	Female
Kevin Lo	SDOT	Finance Manager	Asian/Pacific Islander	Male
Chloe Wilkes	SDOT	Capital Improvement Program Manager (Finance)	White	Female
Stephen Levensgood	Seattle Center	Capital Project Manager	White	Male
Viviana Garza	SDOT	SDOT WMBE Advisor	Hispanic	Female
Miguel Beltran	SDOT	Contract Compliance Manager	Hispanic	Male
Yonas Woldekidan	SDOT	Senior Accountant	Black	Male
Esther Todd	SDOT	Principal Accountant	White	Female
Erich Ellis	SDOT	Engineering Services Manager - Capital Projects Division	White	Male
Tracy Brown	Information Technology	DEI/RSJI Senior Advisor II	Black	Female
Denise Wells	Seattle Center	City Coordinator for the Monorail	White	Female

Name	Department	Job Title	Race/Ethnicity	Gender
Steve Barham	SDOT	Data Scientist	Asian/Pacific Islander	Male
Annya Pintak	SDOT	Transportation Equity Strategic Advisor	Asian/Pacific Islander	Female
Ken Canete	SDOT	Finance Analyst	Asian/Pacific Islander	Male
Michael de Give	SDOT	Strategic Advisor	White	Male
Kristine Castleman	SDOT	Finance & Administration Director	White	Female
Astor A. Kidane	Seattle Office for Civil Rights	Senior Civil Rights Analyst	Black	Female
Carmen Kucinski	SDOT	Associate City Contracting Compliance Manager	Black	Female
Melia Brooks	Department of Neighborhoods (DON)	Departments Relations Director	Black	Female
Margo Dawes	SDOT	New Mobility, Data, and Equity Strategic Advisor	Hispanic	Female
Gabrielle Sivage	SDOT	Grant Oversight Manager / Procurement Specialist	White	Female
Jill Macik	SDOT	Acting Environmental Manager	White	Female
Christa Dumpys	SDOT	Senior Communications Lead	White	Female
Peggy Liao	Seattle Office of Immigrant & Refugee Affairs (OIRA)	Language Access Program and Policy Specialist	Asian/Pacific Islander	Female
Peter Sin	SDOT	HR Analyst	Asian/Pacific Islander	Male

Name	Department	Job Title	Race/Ethnicity	Gender
Nina Park	SDOT	EA to HR SDOT Director	Asian/Pacific Islander	Female
Doug Cisler	SDOT	HR Manager	White	Male
Monica Beach	Seattle Office for Civil Rights (SOCR)	Civil Rights Strategic Advisor	Asian	Female
Felecia Caldwell	Seattle Department of Human Resources (SDHR)	Workforce Equity Director	Black	Female
Mariko Lockhart	Seattle Office for Civil Rights (SOCR)	Director	Two or more races	Female
Erin McIntire	Seattle Office for Civil Rights (SOCR)	Senior Civil Rights Investigator (Civil Rights Analyst, Sr.)	Black	Female
Adonis Ducksworth	SDOT	Sr. Capital Projects Coordinator	Black	Male
Wes Ducey	SDOT	Senior Civil Engineer	White	Male
Quinn Majeski	SDOT	Government Relations & Policy Analyst	White	Male
Brian Hardison	SDOT	Public Relations Specialist	White	Male
Kristen Simpson	SDOT	Chief of Staff	White	Female
Dan Anderson	SDOT	Project Delivery Communications Manager	White	Male
Michele Domingo	SDOT	Manager, Office of Equity & Economic Inclusion (OEEI)	Asian/Pacific Islander	Female
Curtis Ailes	SDOT	Streetcar Operations Manager	White	Male
Alma Weber	SDOT	Project Development	White	Female

Attendees for SDOT - Title VI Training: Title VI Updates: WSDOT Requirements & Workplan

Name	Department	Job Title	Race/Ethnicity	Gender
Miguel Beltran	SDOT	Contract Compliance Manager	Hispanic	Male
Julius Rwamashongye	SDOT	Director of Capital Projects Division	Black	Male
Lizzie Moll	SDOT	Senior Transportation Planner	Asian	Female
Maura Donoghue	SDOT	Contracts and Procurement Manager	White	Female
Annya Pintak	SDOT	Transportation Equity Manager	Asian	Female
Curtis Ailes	SDOT	Streetcar Operations Manager	White	Female
Viviana Garza	SDOT	Women and Minority Owned Business Advisor	Hispanic	Female
Stephen Barham	SDOT	Data Scientist	Asian	Male
Stephen Levengood	Seattle Center	Capital Projects Coordinator	White	Male
Michael Shaw	SDOT	ADA Coordinator	White	Male
Michael Chin	Seattle Office for Civil Rights	Enforcement Manager	Asian	Male
Salma Siddick	SDOT	Title VI Program Lead	Black	Female

SDOT will continue to have Title VI trainings in the current fiscal year and beyond to satisfy the requirements of the AUAR reporting element. With a designated SDOT Title VI Lead, SDOT will work on creating an SDOT Title VI Plan with SOCR and WSDOT to develop better virtual trainings for Title VI in the next fiscal year.

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