



# **Seattle** Office for Civil Rights

Annual Title VI Update  
Accomplishment Report

Federal Fiscal Year FFY:2022  
October 1,2021- September 30, 2022



**Seattle**  
Department of  
Transportation

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**2022 Annual Title VI Update & Accomplishment Report  
CONCURRENCE MEMORANDUM**

October 31, 2022

Washington State Department of Transportation Office of Equal Opportunity  
PO Box 47314  
310 Maple Park  
Olympia, WA 98504-7314

Dear WSDOT Office of Equal Opportunity:

The City of Seattle has placed compliance and monitoring responsibility with the Seattle Office for Civil Rights. As the Interim Director for the Seattle Office for Civil Rights, I have reviewed the materials in the 2022 Annual Title VI Update & Accomplishment Report and concur with the information provided at the time of this review.

I appreciate any correspondence or comments that may arise from the review of the Annual Title VI Update Accomplishment Report materials.


Approval Signature:		
2022 Annual Title VI Update & Accomplishments Report		
Date	Name	Signature
Seattle Office for Civil Rights, Interim Director		
10/31/2022	Derrick Wheeler-Smith Seattle Office for Civil Rights 810 Third Ave Suite 750 Seattle WA 98104	

TABLE OF CONTENTS

Contents

Annual Title VI Update Accomplishment Report .....1  
*Salma Siddick Mike Chin* ..... 2  
**2021 Annual Title VI Update & Accomplishment Report**CONCURRENCE MEMORANDUM ..... 2  
**Washington State Department of Transportation Office of Equal Opportunity**..... 2  
**TABLE OF CONTENTS GENERAL REQUIREMENTS** ..... 3  
Section I Policy Statement.....5  
Section II Organization, Staffing, and Structure.....5  
Section III TITLE VI Monitoring & Review Process .....8  
Section IV TITLE VI Complaints During This Report Period .....12  
Section V. Accomplishment Report for Each Program Area.....12  
**Outreach During COVID-19** ..... 19  
• **Scope Review**..... 20  
• **Advance Notice of Opportunities**..... 20  
• **Monitoring Performance Data** ..... 21  
• **WMBE Availability / Procurement Review** ..... 21  
• **Outreach Events**..... 21  
• **Participation & Engagement in Contracting Inclusion Events** ..... 22  
• **SDOT Hosted Inclusion Events** ..... 22  
• **City of Seattle Outreach Efforts Facilitated by FAS-PC** ..... 22  
• **Membership & Engagement with Community Organizations**..... 23  
**West Seattle Bridge Videos** ..... 33  
**Multi-lingual phone line**..... 33  
• **Site Visits/Acceptable Worksite:** ..... 54

See attachments on next page.

**ATTACHMENTS**

**ATTACHMENT A** – CITY OF SEATTLE NOTICE OF NON-DISCRIMINATION

**ATTACHMENT B** – CITYWIDE TITLE VI PLAN

**ATTACHMENT C** – TITLE VI COMPLAINT PROCESS

**ATTACHMENT D** – CITYWIDE LANGUAGE ACCESS PLAN

**ATTACHMENT E** – SEATTLE MONORAIL & SEATTLE STREETCAR SAMPLE POSTINGS

**ATTACHMENT F** – EXECUTIVE ORDER 201906 WMBE CONTRACTING EQUITY

**ATTACHMENT G** – PUBLIC INVOLVEMENT PLAN (PIP)

**ATTACHMENT H** – FLIP YOUR TRIP WEST SEATTLE LAP EXAMPLE

**ATTACHMENT I** – SHARED MOBILITY LAP EXAMPLE

**ATTACHMENT J** – WEST SEATTLE HIGH RISE BRIDGE LAP  
EXAMPLE

**ATTACHMENT K** – ORCA CARD RECOVERY LAP EXAMPLE

**ATTACHMENT L** – SEATTLE HOUSING AUTHORITY (SHA) PILOT LAP EXAMPLE

**ATTACHMENT M** – SEATTLE TRANSPORTATION PLAN

**ATTACHMENT N** – JOHN LEWIS MEMORIAL BRIDGE EJ EXAMPLE

**ATTACHMENT O** – NEPA/SEPA DETERMINATIONS

**ATTACHMENT P** – DEMOGRAPHICS OF TITLE PROGRAM AREAS

**ATTACHMENT Q** – 2022 TITLE VI TRAINING ATTENDEES + CITYWIDE TITLE VI TRAINING

**ATTACHMENT R** - SIGNED TITLE VI STANDARD ASSURANCES

## Section I Policy Statement

The City updated its Title VI Plan in August and October of 2022. SDOT submitted its first Triennial review in November 2020. The Policy Statement is posted on the City’s website at:

<http://www.seattle.gov/civilrights/civil-rights/title-vi>

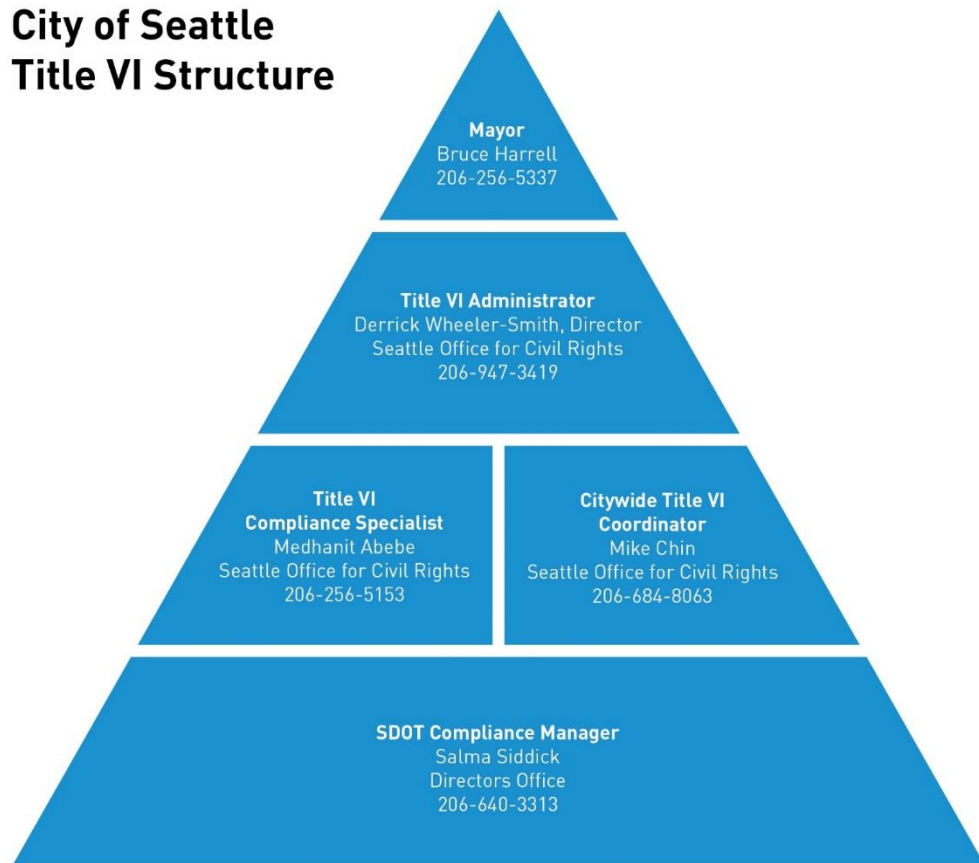
For more information, please refer to Attachment A.

## Section II Organization, Staffing, and Structure

### A. Organization

The 2022 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 Citywide 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 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 Compliance Manager monitors compliance provides staff training on Title VI and fulfills reporting requirements. The Citywide Title VI Coordinator and SDOT Title VI Compliance Manager meet regularly to review Title VI compliance and alert the Title VI Administrator and Citywide Title VI coordinator of any issues.

**TABLE 1.** City of Seattle Title VI Structure



In 2020, SDOT hired a Title VI Program Lead in the Department’s Office of Equity, and Economic Inclusion (OEEI). As the body of Compliance work expanded, SDOT’s Title VI Program Lead was promoted to Compliance Manager in September 2022 under which Title VI resides. OEEI will be hiring a Title VI Coordinator in January 2023 to help with this body of work. The SDOT Compliance Manager works in unison with SDOT’s Grants Oversight Manager, critical stakeholders in other departments and the City’s Title VI Compliance Specialist on fulfilling reporting requirements.

Table 2 lists current Title VI compliance staff.

**Table 2.** TITLE VI Compliance Staff

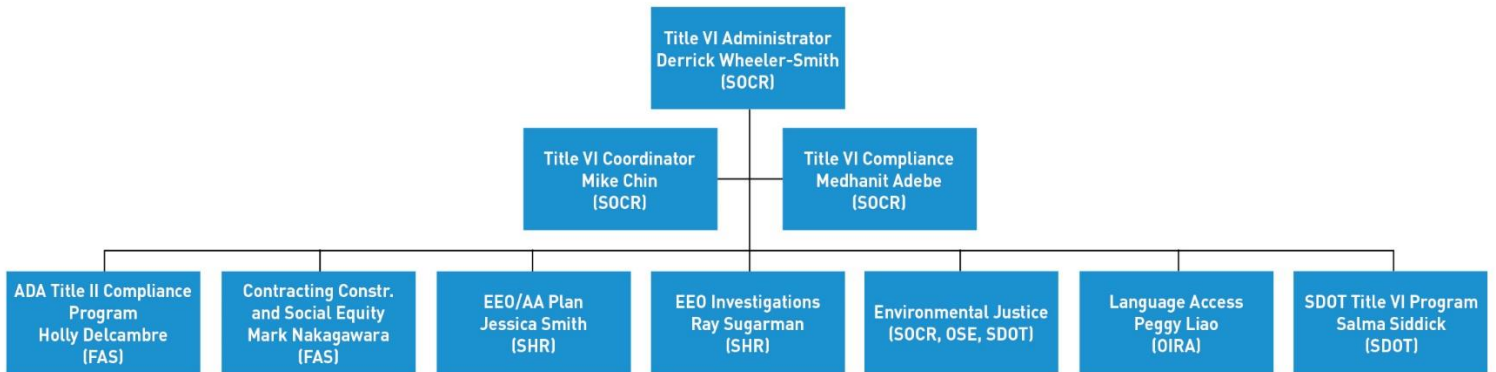
Name	Department/Role	Race	Gender
Bruce Harrell	Mayor, City of Seattle	Black/Asian Pacific Islander	Male
Derrick Wheeler-Smith	Director, SOCR (Title VI Administrator)	Black/African American	Male
Michael Chin	Civil Rights Enforcement Director, SOCR (Acting Citywide Title VI Coordinator)	Asian Pacific Islander	Male
Nona Raybern	Communications Advisor, SOCR	2 or more races	Female
Medhanit Abebe	Civil Rights Investigations Manager, SOCR (Citywide Title VI Compliance Specialist)		
Armando Padron-Cruz	Civil Rights Investigator, SOCR	Latino	Male
Jason Simon	Civil Rights Investigator, SOCR	White	Male
Mikayle Boswell	Paralegal, SOCR	Black/African American	Male
Krystal Bautista	Civil Rights Investigator, SOCR	Latinx	Female
Katie Vail	Senior Civil Rights Investigator, SOCR	2 or more races	Female
Latrice yBarra	Operations Director, SOCR	Black	Female
Stacy Carter	Grant Manager, SDOT	White	Female
Maura Donoghue	Contracts and Procurement Manager, SDOT	White	Female
Michele Domingo	Director, Office of Equity & Inclusion, SDOT	Asian Pacific Islander	Female
Salma Siddick	Compliance Manager, Office of Equity & Economic Inclusion, SDOT	Black	Female

**B. Structure**

The current structure for TITLE VI work highlights regular coordination and collaboration between the SDOT, SOCR, and other City departments. The SDOT Title VI Coordinator has access to and regular check ins with the Citywide Title VI Coordinator, housed in SOCR, as well as with staff in the departments shown in the chart below. The Citywide Title VI Coordinator plans and organizes inter-departmental Title VI meetings on a quarterly basis with the Title VI liaisons.

**Table 3.** City of Seattle Interdepartmental Title VI Coordination

# Title VI Organizational Chart





## 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 2022 to promote compliance with Title VI:

- In 2022 SDOT released the department's first-ever [Transportation Equity Framework](#) (TEF). Since 2019, SDOT committed resources and collaborated with 11 BIPOC community members and now have a framework with over 200 tactics focused on equity. The TEF defines values and strategies that guide the tactics in the implementation plan. The implementation plan spans from 2022 to 2028, understanding it is a dynamic document that will be adjusted, monitored, and updated regularly.
- In 2021 and 2022, the City of Seattle updated its Title VI non-discrimination notice, Title VI Plan, complaint process, and Language Access Plan (LAP). The City 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 D](#)).
- The new notice was 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 SOCR if customers, contractors, subcontractors, or City employees feel they have been discriminated against.
- SOCR updated the [Title VI webpage](#), to include in-depth information on Title VI and designated email address to handle Title VI questions or complaints from the public and City departments. SDOT also assigned the email address [dot\\_titlevi@seattle.gov](mailto:dot_titlevi@seattle.gov) which is visible on the Office of Equity & Economic Inclusion webpage to handle Title VI questions or complaints from the public and City departments. SDOT also designated the email address [dot\\_titlevi@seattle.gov](mailto:dot_titlevi@seattle.gov) that is visible on the Office of Equity & Economic Inclusion webpage.
- The Title VI non-discrimination notice is also included on the 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).
- The Seattle Monorail updated its Title VI signage after station redesigns were completed in late 2021. Current signage includes all 7 Tier 1 languages. Four signs are displayed at the Seattle Center Station: Outbound Platform (Blue Train), Outbound Platform (Red Line), Seattle Center Platform in front of Blue Train, and on the overhead digital sign. Four signs are posted at the Westlake Station: One on the platform wall by the elevator/stairs, one by the platform wall by Door 8, one on the platform wall by the Control Room, and one overhead on the digital signage. Signage is also posted on the trains on the Blue and Red Train podiums. This information is also posted on the [Seattle Monorail website](#).
- In early 2022, in order to improve language access and provide updated Title VI language, the Seattle Streetcar program installed 19 new Title VI decals across all the streetcar

shelters on both South Lake Union and First Hill lines. The new decals expanded on the required Title VI language to include more protected classes, and direct mentions of filing a complaint with the Seattle Office of Civil Rights. We also saw this as an opportunity to further accommodate Limited English Proficiency (LEP) communities by providing direct email and phone contact information for the Title VI program, and information about translations service on the decals.

- Streetcar program staff have taken other measures to improve language access. As King County Metro is the direct operator of the Seattle Streetcar service and provides all public communications for the streetcar system, we connected their language equity staff to SDOT's language access program staff to ensure we were translating the word "streetcar" correctly for Tier 1 languages in all public communications. SDOT's Language Access Program staff also came to present to the Streetcar and Transit Corridor team so that they could better utilize the program's resources in their day- to-day work.
- Title VI notices are translated based on the City of Seattle's Office of Immigrant and Refugee Affairs (OIRA) Language Access Program requirements (see attachment D). The program identified languages other than English spoken by the largest number of city residents, based on data from the U.S. Census Bureau, American Community Survey, Seattle Public Schools, Seattle Municipal Court, and departmental data. Spanish, Chinese, Vietnamese, Amharic, and Somali were identified as the most spoken languages (referred to as Tier 1 languages) and notices were translated into these languages. See Attachment A for more details and Attachment E for the Title VI poster.
- [SDOT's organizational chart](#) shows where the Office of Equity & Economic Inclusion resides within the department.

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 (SOCR) 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/>
- **Seattle Monorail:** <http://www.seattlemonorail.com/notice-of-nondiscrimination/>
- **Seattle Streetcar:** <https://www.seattle.gov/transportation/getting-around/transit/streetcar/accessibility>

## 2. Internal

- In 2022 SDOT also conducted 12 Title VI trainings, 6 of which were in person, and trained 646 SDOT employees. This is an incredible milestone for SDOT as this position is held by one person and we are working to institutionalize Title VI work within SDOT. This is the highest number of SDOT employees who have ever received Title VI training.
- In mid 2022 the Office of Equity hired a Data Analyst to collect, analyze, and interpret data for programs in SDOT, specifically the Transportation Equity Program, Equal Employment Opportunity, Women and Minority Owned Businesses, Race & Social Justice Program and Title VI.
- In 2021 SOCR and SDOT created a citywide Title VI training which is available on the City of Seattle's citywide training site for all City departments that receive federal funds. This training was updated in 2022. There were in-person meetings in 2022 between staff from SOCR and Seattle Monorail staff due to the COVID-19 pandemic; however, SOCR and SDOT met on a monthly basis to discuss Title VI compliance requirements. SOCR and OIRA will continue to support the parties in ensuring announcements for public meetings are translated and reach culturally diverse media, and that language interpretation is provided upon request.



[Citywide Title VI Training Video.mp4](#)

### B. TITLE VI Compliance Reviews During This Reporting Period

#### Annual Site Visits:

This year, site visits will be conducted in mid- November with the SDOT Compliance Manager and the Seattle Monorail and Seattle Streetcar teams. Significant changes to stations will be documented in the 2023 Annual Update & Accomplishment Report and FTA Triennial Review.

#### Section IV Title VI Complaints During This Report Period

There have been no Title VI complaints received by SOCR during this reporting period.

#### 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.

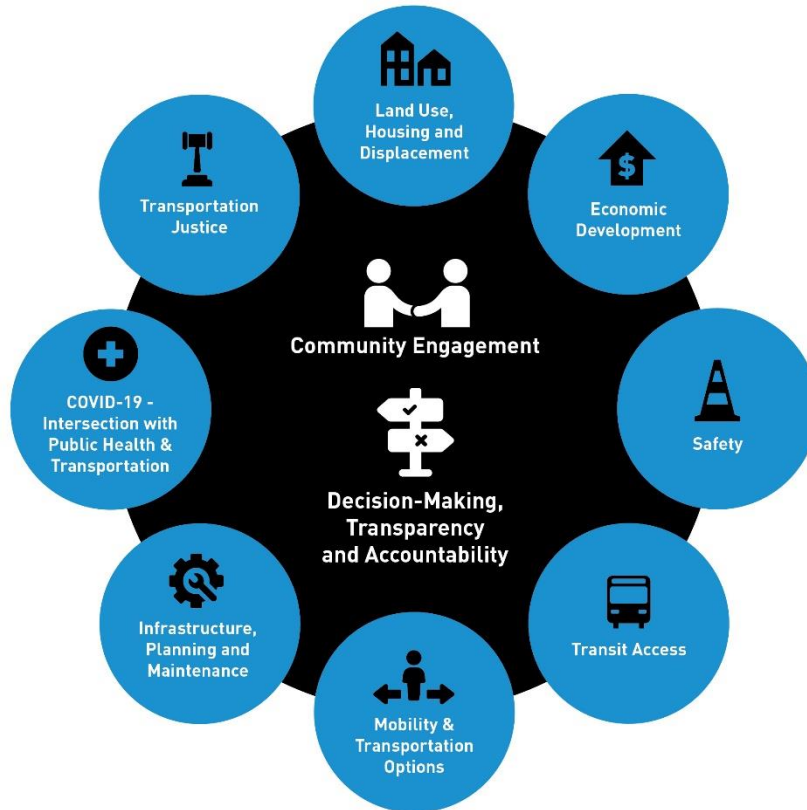
A history of racist policies and disinvestment has created inequities in our transportation system. The long-term impacts of racism limit access to opportunities and wealth. Results include longer commutes for communities of color than their white counterparts due to displacement and often less access to high-quality transit service. While communities of color contribute less to pollution, they disproportionately experience the impacts. Incorporating SDOT's Transportation Equity Framework (TEF) into department policies and operations is a step toward addressing these issues.

SDOT's Transportation Equity Framework (TEF) is a document with two parts. Part one of the TEF defines values and strategies that guide the tactics in the part two implementation plan. The implementation plan spans from 2022 to 2028, understanding it is a dynamic document that will be adjusted, monitored, and updated regularly. The framework is a critical tool toward achieving equity, which is one of the department's six values. Our goal is to partner with communities to build a racially equitable and socially just transportation system.

The implementation plan includes over 200 tactics that range in different categories from advocacy, policy, program, project to tactics that are more cultural changes for our department such as our internal processes and best practices. All SDOT staff and teams are accountable to incorporating TEF tactics into their workplan goals as it relates to their projects, programs and other SDOT lines of businesses.

Visit the [Transportation Equity Program page](#) to learn about the TEF values and strategies guiding our work and to explore SDOT's TEF implementation [dashboard](#).

**TRANSPORTATION EQUITY STRATEGIES**  
 2 Fundamental Equity Strategy Elements  
 8 Equity Strategy Drivers



V-1 Planning

Staffing table for this division is included in Attachment Q.

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 and we include design and engineering contracts in this category. 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 Project Elements	Data
# of consultant contracts awarded	26
Total value of consultant contracts awarded	\$4,625,311.00
Value of consultant contracts awarded to DBE firms	\$519,987.00
Value of consultant contracts awarded to WMBE firms	\$1,078,605.00
Confirm existence/frequency of pre-submittal/networking sessions	35% of the time a networking/presubmittal was held

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Is the Prime a DBE	Pre-submittal Held Y/N
21-020	Planning	2021 SDOT Arterial Pavement Condition Rating	QUALITY ENGINEERING SOLUTIONS, INC.	\$ 523,618.00	Y	N	N
21-021	Planning	Citywide Integrated Transportation Plan	KIMLEY HORN AND ASSOCIATES INC	\$ 2,700,000.00	N	N	Y
21-031	Planning	STP - Engagement Partnerships & and Policy Recommendations KCSKC	Khmer Community of Seattle King County	\$ 30,000.00	N	N	Y
21-034	Planning	Scooter and Bike Share Safety Survey	PRR INC	\$ 50,001.00	Y	Y	N
21-035	Planning	BIPOC - led Solutions for Community Safety	Seattle Neighborhood Greenways	\$ 53,860.00	N	N	N
21-041	Planning	King County Metro and Seattle Department of Transportation Facilitation Solutions Alliance	CEDAR RIVER GROUP LLC	\$ 25,000.00	N	N	N

21-042	Planning	Digital Loading Zone Payment Project	Primus (and) Associates	\$ 52,000.00	N	N	N
21-043	Planning	Bailey Gatzert WSB 2022	Seattle Neighborhood Greenways	\$ 25,000.00	N	N	N
21-045	Planning	Climate Calculator Enhancements and Completion	SAM SCHWARTZ ENGINEERING, DPC	\$ 53,976.00	N	N	N
21-046	Planning	SDOT's Climate Emergency Response Framework (CERF)	Cityfi, LLC	\$ 238,153.00	N	N	N
21-049	Planning	Transportation Technology Plan (TTP) Strategic Consulting	HNTB Corporation	\$ 51,678.00	N	N	N
22-005	Planning	RPZ Parking Studies	CONCORD ENGINEERING INC	\$ 322,000.00	Y	Y	N
22-007	Planning	2022 WSBLE Senior Strategic Advisor Support	CEIS BAYNE (and) EAST LLC	\$ 120,000.00	N	N	N
22-008	Planning	Seattle Transportation Plan: Engagement and Information Gathering	We Become LLC	\$ 5,000.00	Y	N	Y
22-010	Planning	Seattle Transportation Plan – Engagement partnerships and policy recommendations	Estelita's Library	\$ 31,009.00	N	N	Y
22-011	Planning	Seattle Transportation Plan – Engagement partnerships and policy recommendations	Sustainable Seattle	\$ 30,000.00	N	N	Y
22-012	Planning	Seattle Transportation Plan – Engagement partnerships and policy	PIRAAS LLC DBA Central Area Collaborative	\$ 30,095.00	Y	Y	Y

		recommendations					
22-013	Planning	Seattle Transportation Plan – Engagement partnerships and policy recommendations	Smash the Box LLC	\$ 30,000.00	Y	N	Y
22-014	Planning	Seattle Transportation Plan – Engagement and information gathering	LELO (A Legacy of Equality, Leadership and Organizing)	\$ 5,000.00	N	N	Y
22-015	Planning	Seattle Transportation Plan – Engagement and information gathering	LELO (A Legacy of Equality, Leadership and Organizing)	\$ 5,000.00	N	N	Y
22-019	Planning	Private Development Curbspace Management	HEFFRON TRANSPORTATION INC	\$ 57,891.00	Y	Y	N
22-020	Planning	Community Access Parking Data Collection Support	HEFFRON TRANSPORTATION INC	\$ 60,000.00	Y	Y	N
22-026	Planning	Transit Facility Condition Assessment	Bureau Veritas Technical Assessments, LLC	\$ 7,030.00	N	N	N
22-027	Planning	Car Counter Software Project	SLALOM LLC	\$ 25,000.00	N	N	N
22-037	Planning	Bridge Outage Process and Procedure Review	WSP USA INC	\$ 42,000.00	N	N	N
22-045	Planning	Support with Transit Technology Strategy and Planning	Rebel Payments Mobility & Insights	\$ 52,000.00	N	N	N



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

The City 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. As part of the efforts to notify historically underutilized and disadvantaged firms of upcoming projects, SDOT's WMBE Advisor creates Upcoming Anticipated Project sheets for Consultant and Public Works projects. These project sheets include information about funding source, specifying whether the project will be using federal or state funds.

In accordance with Ordinance 119603 (1999), Ordinance 121717 (2005), Executive Order 2010-05: Outreach to Women and Minority Businesses (WMBE), and Executive Order 2014-03: Equity in City Contracting, the City 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, former City of Seattle Mayor Jenny A. Durkan issued [Executive Order 2019-06: Economic Inclusion and Contracting Equity](#)<sup>1</sup>. 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 and 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 Facilities 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 F.

For non-federally funded projects, the City continues to require Inclusion Plans to be included with consultant proposals. These plans detail a consultant's proposed utilization of WMBE subconsultants and creates voluntary commitments that reflect responsible good faith efforts at inclusion of WMBE firms. The voluntary commitments the submitters create also must connect to the core scopes of work to be considered good faith efforts. 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

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

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 create WMBE goals for their respective department's spend that they commit to annually and which are 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 the COVID-19 pandemic, we continue to find ways to engage safely with community about project changes and impacts. We revised outreach efforts in all areas and in some cases switched to hybrid meetings in 2022. SDOT understood the importance of these events and collaboration particularly for the Americans with Disabilities Act (ADA), Women and Minority Owned Businesses (WMBE), communities, Levy to Move Seattle, and, how to be ready to be a prime consultant on SDOT and City contracts.

### **Americans with Disabilities Act (ADA)**

In 2021, SDOT outreach efforts to engage with the disability community to receive important feedback were significantly limited due to the impacts of the COVID-19 pandemic. Quarterly Pedestrian Access Advisory Committee (PAAC) meetings, initiated in 2017, were put on hold for the year in accordance with Statewide restrictions that prohibited in-person meetings or committees due to the pandemic. The primary intent of this Committee is to serve as a means for the public to relay any needs, concerns, or priorities for or about accessible features in the Seattle pedestrian right-of-way. A community engagement plan was developed in 2017 to map out annual outreach goals. SDOT continues to welcome input from the Reynoldson Plaintiffs.

Moving into 2022, SDOT is working to re-establish PAAC meetings using an accessible online platform as we continue to contend with the COVID-19 pandemic. In addition, methods are being discussed for future meetings, with a priority on ensuring adequate participation for all, including the Committee's DeafBlind participants. This includes additional pre-PAAC meetings to allow DeafBlind participants to have ample time to provide crucial perspectives on how SDOT can improve accessibility in the public right-of-way. SDOT has and will continue to maintain contact with the Committee and provide any important updates on access issues in the public right-of-way.

### **Equitable Contracting & Women and Minority Owned Business (WMBE)**

Equity in contract and WMBE inclusion efforts for SDOT are led by the Equitable Contracting Advisor who serves as SDOT's WMBE Advisor (in the Office of Equity & Economic Inclusion).

Their role includes but is 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 included 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 regularly shares performance data regarding WMBE utilization for consultant and purchasing procurement spending with department leadership, including executives, managers, and supervisors, and annually to the Seattle City Council. In collaboration with SDOT leadership, the SDOT WMBE Advisor explores project sizing, procurement vehicles, unbundling, and early, proactive WMBE evaluation at scoping. Finance & Administrative Services –Purchasing Contracting (FAS-PC) also partners with SDOT to track and monitor projects including but not limited to public works, purchasing and consulting. In addition, FAS-PC provides Citywide reporting for WMBE and DBE on a periodic basis to include quarterly and annual reporting. In addition, FAS-PC leads internal and external stakeholder meetings such as the WMBE IDT and Mayoral WMBE Committee to advance WMBE and DBE inclusion.

#### **WMBE Availability / Procurement Review**

The Consultant Contract Request Form (CCRF) and Purchasing Internal Request Form (IRF) are required for all SDOT projects and include questions regarding WMBE utilization and whether the project will use federal funds and prompts the applicant to consult with the SDOT WMBE Advisor during the intake process regarding how to evaluate and prepare for the WMBE inclusion plan or DBE participation. This year, FAS has taken the lead on monitoring DBE plans, utilization, and Commercially Useful Function (CUF) reviews and meets with SDOT monthly to discuss the progress of federally funded projects.

#### **Outreach Events**

Additional efforts are made to use minority and female consultants during FFY 2022 include the following:

- **SDOT Hosted Inclusion Events**

For FFY 2022, in addition to participation in regional events, SDOT hosted and led additional inclusion and outreach events including:

Date	Event
<b>November 29, 2021</b>	Working with SDOT: Ready to Prime Event via WebEx online
<b>UPCOMING November 30, 2022</b>	Working with SDOT: Ready to Prime Event via WebEx online
<b>UPCOMING December 1, 2021</b>	Equitable Contracting: Partnerships in Practice   Grainger

- **City of Seattle Outreach Efforts Facilitated by FAS-PC**

In addition to SDOT’s outreach events, FAS-PC supports and facilitates various other outreach and training events throughout the year to promote the utilization and participation of WMBE and DBE firms in City of Seattle procurement opportunities.

Typical City of Seattle Annual Events, include but are not limited to:

- [Reverse Vendor Trade Show](#)
- [Seattle Public Utilities \(SPU\) Consultant Business Opportunities Forum](#): This event provided information about opportunities to work with the City of Seattle.
- [Information Technology Vendor Forum](#): Seattle Information Technology and King County Information Technology held a free vendor forum to talk about doing business with the two agencies.
- [Alliance Northwest Government Contracting](#)
- [Regional Contracting Forum](#)
- [GSBA LGBTQ Business Matchmaker](#)
- [UW Foster School of Business Panel](#)
- [North Puget Sound Small Business Summit](#)

Typical Workshops and Training for WMBEs, include, but are not limited to:

- The City hosting “business within the City” on a monthly basis
- Training on Contract Compliance Tools, where the City of Seattle trained contractors and consultants, especially WMBE firms, on how to use B2Gnow and LCPtracker for subcontracting payment reporting, prompt pay reporting and certified payrolls reporting.
- The City also engages with different organizations, such as the Dominican Association, to provide workshops on how to do business with the City of Seattle; this includes in language support as needed.

Typical Recurring Outreach with WMBE Organizations includes:

- Monthly meeting attendance to community organizations such as TABOR 100 and NAMC
- Communications with stakeholders, including but not limited to:
  - TABOR 100 through a Newsletter where the City of Seattle showcases upcoming procurement opportunities with the community
  - Urban Forum Northwest presentations (local radio program)
  - El Centro De La Raza
  - Casa Latina

Alternative-language WMBE Firm Outreach:

Recognizing that language can be a barrier for immigrant-owned companies to contract with the City, the City of Seattle conducts the following informational sessions in languages other than English

- Monthly Spanish-language Workshops on how to do business with the City.
- In the past, the City of Seattle has conducted workshops in the Ethiopian, East African and Iraqi communities.

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

Examples of associations include:

Organization	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 and 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.

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. Most events continue to be hosted online for safety reasons.

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 Project Elements	Data
# of consultant contracts awarded	9
Total value of consultant contracts awarded	\$2,089,390.00
Value of consultant contracts awarded to DBE firms	\$0
Value of consultant contracts awarded to WMBE firms	\$5,010.00
Confirm existence/frequency of pre-submittal/networking sessions	44% of the time a networking/presubmittal was held

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Is the Prime a DBE	Pre-submittal Held Y/N
21-012	Design	Environmental Services On Call - Parametrix	PARAMETRIX INC	\$ 1,000,000.00	N	N	N
21-017	Design	Thomas St (East of Seattle Center): Landscape and Urban Design Support	Site Workshop, LLC	\$ 150,000.00	N	N	N

21-026	Design	SDOT Engineering Services On-Call - Perteet	PERTEET ENGINEERING INC	\$ 199,000.00	N	N	Y
21-038	Design	SR 520 Montlake (Marketplace) Property Haz Mat Support	FLOYD SNIDER INC	\$ 5,010.00	Y	N	N
21-039	Design	On-Call ADA Design Services - DOWL	DOWL LLC	\$ 175,000.00	N	N	N
22-003	Design	SDOT Engineering Services On-Call - CM Design	CM DESIGN GROUP LLC	\$ 200,000.00	N	N	Y
22-034	Design	On Call ADA Design Services - WH Pacific	WHPACIFIC INC	\$ 175,000.00	N	N	N
22-035	Design	On Call ADA Design Services - KPFF	KPFF Consulting Engineers, Inc.	\$ 175,000.00	N	N	N
22-052	Design	Ballard Avenue Charrette	Site Workshop, LLC	\$ 10,380.00	N	N	N



2. Efforts to Increase Minority and Female Participation in Obtaining Consultant Contracts  
City of Seattle Technical Assistance Program

The City of Seattle has provided technical assistance services since 2018. The current technical assistance provider, 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 WMBEs seeking to contract with the City. During the reporting period (Oct. 1, 2021 – September 30, 2022), NWMMSDC provided 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 our outreach section.

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. We have used our demographic and hire data to identify gaps and areas we need to improve. We have developed and implemented improved hiring plans to attract more qualified diverse talent. We have started providing training to hiring managers on ways to identify and interrupt implicit bias and are reviewing 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	4	4
	Black or African American	0	1
	White	0	11
	Hispanic/Latino	0	2
	Not Specified	1	0
	Two or more races	2	0
	Native Hawaiian / Other Pacific Islander	0	1
	Total	7	19

#### 4. Complaints Filed in the Design Program Area

No complaints were filed with SDOT.

#### 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 included: 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.

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

- Using data points from the American Community Survey (ACS), Seattle Public Schools (SPS), Public Health-Seattle & King County (PHSKC), Seattle Police Department (SPD), and Seattle Municipal Court Interpreter Services (SMCIS) on most spoken non-English languages by City residents, OIRA suggests the following languages as Seattle's top tier languages for communicating citywide programs and services. These languages are broken into three tiers. We prioritize languages that are used by larger populations, residents with limited English proficiency, and recent immigrants and refugees. In partnership with the City's Demographer, OIRA updates the data and recommendation once every three years. Languages are listed in order of increasing to decreasing prevalence within Seattle city boundaries:
  - **TIER 1** (include) - Traditional Chinese, Spanish, Vietnamese, Somali, Amharic, Korean, Tagalog
  - **TIER 2** (include, if feasible) - Tigrinya, Oromo, Japanese, Russian
  - **TIER 3** (consider including) - Arabic, Khmer, Thai, Laotian
- For neighborhood-specific or sector-based community outreach, we may need to prioritize different sets of languages. As part of the planning process, we identify communities with limited English proficiency in a project area using a Public Involvement Plan (PIP) and develop strategies accordingly. Please Attachment G for more details.
- Under Executive Order 2017-10, we are obliged to develop a department LAP and submit it to OIRA on a biennial basis. We submitted our language access plan to OIRA in November 2021. We have been working to implement our identified goals since then.

- In June 2021, we began working with a team of certified translators identified by OIRA and managing translation projects through the City’s cloud-based translation platform, Smartcat. Our transition to Smartcat has been overwhelmingly positive. From the first of the year to the beginning of September, we have translated 248 projects (which may include multiple documents) which equates to approximately 720,553 words. As part of our commitment to our communities, we pay the translators (many of whom are WMBEs) with whom we work a premium rate. Since they are primarily located in the Puget Sound area, we are investing directly into our communities as a result. From January 1 to September 8, 2022, we have spent \$248,684.10 on high quality, culturally relevant translations.

#### V-4 Examples of Outreach Using 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. Flip Your Trip – West Seattle LAP example

- This outreach effort launched in early fall of 2022 as a behavior change program during and after the closure of the West Seattle Bridge. [Its main call to action](#) is to register people who live and/or work within the West Seattle area for an opportunity to earn free rides, travel option workshops (i.e. Transit 101, Vanpool 101, Bike Clinics), personal trip planning assistance, and a signing bonus of \$25 in free transit and micromobility trips (accessible by the Transit GO Rewards app or a loaded ORCA card).
- Over 11,000 people participated in the program. All communication and education—via traditional and digital marketing channels, and virtual and on-location events—is translated into Chinese (Simple, Traditional), Khmer, Korean, Oromo, Spanish, Somali, and Vietnamese.
- [Subtitled Video: Sal the Salmon goes speed dating \(West Seattle\)](#)

##### 2. Shared Mobility Outreach Materials LAP Example

- Outreach materials for Seattle’s scooter and bike share programs have been translated to Seattle’s Tier 1 languages for distributing at in-person events, to community-based organizations (CBOs), online, and at key community locations across the city. The programs translate longer-term outreach materials and resources as well as shorter-term flyers for events and programs. As an example, the helmet distribution program at six Customer Service Centers across the city is utilizing the following materials translated into all 7 Tier 1 languages:
  - Flyers promoting the helmet distribution program
  - Helmet fit guide postcards, for fitting helmets
  - Discounted scooter share and bike share flyers, for accessing reduced cost rides

- “Scoot Safe, Seattle!” postcards, which provide key scooter safety tips
- Example Items: Helmet Fit and Promo Flyers (See Attachment I)

### 3. West Seattle High-Rise Bridge Outreach LAP Example

- Leading up to the bridge reopening in September 2022, [community liaisons recorded project updates](#) in-language over the presentation slides, which were also translated: [Español](#), [繁體中文](#), [한국어](#), [Tiếng Việt](#), [ភាសាខ្មែរ](#), [Oromiffa](#), [Soomaali](#).
- The team also created unique webpages for each of the 7 priority languages: [Español](#), [繁體中文](#), [한국어](#), [Tiếng Việt](#), [ភាសាខ្មែរ](#), [Oromiffa](#), [Soomaali](#).
- We were also able to complete more in-person outreach in 2022, talking to about 600 people in languages including English, Vietnamese, Spanish, Korean, Russian (STP handout), Chinese, Somali. We prioritized events in communities where SDOT has not always been in the past, like the Seattle Folklorico Festival and the Nepantla Lowrider Art Fair.
- Attachments J1 & J2

For people that couldn't attend we published the [meeting on YouTube](#) with subtitles in English, Spanish, Korean, Vietnamese, Chinese, Khmer, Somali, and Oromo. And we translated the presentation (PowerPoint) in English, Spanish, Korean, Vietnamese, Traditional Chinese, Khmer, Somali, and Oromo.

#### **West Seattle Bridge Videos**

SDOT created several videos for community members to learn more about the bridge repairs, The videos are available with subtitles in eight languages: English, Spanish, Somali, Traditional Chinese, Korean, Khmer, Oromo and Vietnamese.

#### **Multi-lingual phone line**

SDOT used a new phone service to connect with even more people about the West Seattle Bridge, including speakers of languages other than English living in West Seattle, South Park, Georgetown, and other neighborhoods. We partnered with local interpreters and translation professionals to develop, translate, and record the phone service messages in Spanish, Chinese, Vietnamese, Khmer, Oromo, Somali, and Korean. The goal is to ensure that language does not represent a barrier to accessing important project information. This phone service was developed after talking with local community members who told us they sometimes prefer to speak directly with a person, rather than read emails or fliers.

#### 4. ORCA Recovery Cards LAP Example

- In June 2021, the Seattle Department of Transportation (SDOT) launched the [ORCA Recovery cards](#) in Chinatown-International District and Pioneer Square. The program supports an equitable recovery from the COVID-19 pandemic by providing small food service and grocery business workers with temporary, unlimited, fully subsidized ORCA cards.
- Due to the [overwhelming success of the program](#), our Transportation Access Programs (TAP) team expanded their Recovery Card Program in June 2022 to include Othello and Rainier Beach neighborhoods. The program now serves over 2,000 essential workers.
- Language access efforts to support this expansion leaned heavily on a partnership with the Department of Neighborhood's Community Liaisons (CLs) who act as neighborhood and priority language experts. CLs went door-to-door to eligible businesses to promote the Recovery Card Program and assisted with language interpretation at a two-day tabling event. TAP also reached out to local business associations for support and translated mailers and application forms to key community languages. These languages were Amharic, Chinese (simplified and traditional), Oromo, Tigrinya, Somali, Spanish, and Vietnamese. Interested parties can continue to apply for the program via a translated form online.
- Evaluation surveys and focus groups for the Recovery Card Program have been and will continue to be conducted in multiple languages.
- See Attachment K

#### 5. ORCA Opportunity – Seattle Housing Authority (SHA) Pilot LAP Example

- The ORCA Opportunity Program provides fully funded ORCA cards to improve access to transit for various populations in Seattle. ORCA Opportunity is funded by Proposition 1, part of the Seattle Transit Measure (STM). The ORCA Opportunity cards provide no cost, unlimited transit on King County Metro, King County Water Taxi, Seattle Streetcar, Seattle Center Monorail, Sound Transit, Community Transit, Pierce Transit, Kitsap Transit, and Everett Transit. The ORCA cards may not be used on Washington State Ferries.
- [The ORCA Opportunity SHA Pilot](#) provides fully funded ORCA cards to more than 2,000 income-eligible Seattle Housing Authority residents.
- To be eligible, tenants must live in a pre-selected SHA property, be ages 19 - 64, and live in a household that earns less than 30% of the Area Median Income (AMI). Applications for new residents are accepted on a rolling basis. The SHA Pilot Program has been extended to February 28, 2023, and notification letters were sent to participants in the following languages: Amharic, Chinese (traditional, simplified), Arabic, Korean, Oromo, Somali, Spanish, Tigrinya, Vietnamese, and Samoan.

## 6. Seattle Sidewalk Accessibility Guide LAP Example

- [The Sidewalk Accessibility Guide](#) project team reached out to accessibility and equity advocates to participate as beta-testers for the new [website](#). This website is a one-stop shop for increasing property owner awareness of and knowledge about sidewalk responsibilities. The design approach supports screen reader technologies (for both IOS and Windows devices) and translations to the city's tier 1 languages, while providing users with quick access to content based on user needs.

SDOT hosted external beta tester sessions using a facilitated “circle discussion.” This process, which mirrored a listening and reflective approach used by the Transportation Equity Program, was the first SDOT public meeting to use this format and provided every attendee an equal opportunity to share feedback. We also received survey responses. Participants represented the Transportation Equity Workgroup, disability advocacy groups, agency partners, and neighborhood organizations. Our external beta testers requested more information on how we use equity and accessibility factors to program sidewalk construction, maintenance, and repairs. We added two sections to cover this specific content, which includes links to videos on accessibility that were developed in collaboration with Rooted in Rights.

## 7. Seattle Transportation Plan (STP) Public Engagement Plan and Language Access Plan (LAP & EJ Example)

- [The project has developed a Public Engagement Plan and Language Access Plan](#) focused on ensuring that the process will be a collaboration with the community through a closely coordinated combination of city-wide and focused engagement opportunities, with an emphasis on reaching and involving people who have been historically underrepresented in the planning process. This has included an online engagement platform translated to all three language tiers and creating content that is simple and translatable. This includes building in review of documents with our Community Liaisons to make sure the content is easy to understand for the communities they work with.
- Focused outreach includes concentrating our attendance at festivals and community events in communities that have historically been harmed and/or have been underrepresented in planning projects. We have also been reaching out to a variety of individuals and organizations in these communities to build or rebuild relationships and offer a variety of ways to provide feedback to project staff, such as one-on-one listening sessions with SDOT staff.
- The Seattle Transportation Plan has provided a multilingual phone line to connect with even more people about the project. We partnered with local interpreters and translation professionals to develop, translate, and record the

phone service messages in all three language tiers. The goal is to ensure that language does not represent a barrier to accessing important project information. This phone service was developed after talking with local community members who told us they sometimes prefer to speak directly with a person, rather than read emails or fliers.

- STP is focused on transformational work and relationship building, designing workshops and meetings that incorporate tools such as strategic questioning and use of a facilitated discussion “circle” to ensure equitable participation.
- SDOT is working with Seattle’s Department of Neighborhoods to partner with Community Liaisons (CLs), who have existing relationships with community members, to ensure the STP reflects the values and needs of communities of color and people of all incomes, abilities, and ages. CLs will plan and implement engagement activities in coordination with SDOT staff and be supported by materials and templates developed by SDOT and the consultant team.
  - Community Liaisons includes liaisons working with Somali, Spanish, Vietnamese, Cham, Cambodian, Mandarin Chinese, Filipino, and unhoused- communities.
- We have also contracted with several community-based organizations (CBOs) who serve as community and cultural connections and have created their own engagement plans. They have been hosting events and providing input on key transportation issues. Organizations we are working with include:
  - [Khmer Community of Seattle King County](#)
  - [Asian Pacific American Labor Alliance](#)
  - [Central Area Collaborative](#)
  - [Duwamish Valley Sustainability Association](#)
  - [Smash the Box](#)
  - [Estelita’s Library](#)
  - [Legacy of Equality Leadership and Organizing](#)
- Please see Attachment M

## 8. Pedestrian Access Advisory Committee and Subcommittee Meetings (ADA Example)

The purpose of the Pedestrian Access Advisory Committee (PAAC) is to collaborate with and guide SDOT on the identification of issues and development of solutions to Americans with Disabilities Act (ADA) issues within Seattle’s public right-of-way. PAAC members also contribute to prioritization efforts regarding accessible infrastructure including but not limited to curb ramps and Accessible Pedestrian Signals (APS). Due to the COVID-19 pandemic, in-person meetings were suspended in 2020, which created unique challenges for PAAC members, some of whom require American Sign Language (ASL) or tactile interpreters for effective communication. [SDOT’s ADA Program](#) and the City’s ADA Coordinator worked with various disability rights organizations such as the Lighthouse for the Blind, National Federation for the Blind, DeafBlind Service Center, and Hearing, Speech, and Deaf Center to discuss ways to effectively communicate in a virtual environment. As a result, SDOT’s first PAAC



DeafBlind Subcommittee meeting was held in April 2022 with the support from Lighthouse for the Blind and the DeafBlind Service Center, to coordinate a remote meeting location for DeafBlind participants, along with individual interpreters, to discuss issues and convey information on SDOT projects.

In May 2022, the PAAC convened in an all-virtual format via the Zoom platform, which was conveyed to SDOT as being the preferred method for virtual meetings. While Microsoft Teams and Webex platforms are available to SDOT employees, Zoom was not a designated provider, so the SDOT ADA Program worked with partner programs to set up the Zoom meeting via a third-party contractor. As a result of this request, SDOT was able to procure Zoom and will be utilizing the platform for accessible meetings. In September 2022, the first hybrid PAAC meeting convened with participants having the option to attend virtually via Zoom or in-person at the Seattle Municipal Tower (SMT). The communication and understanding of the situation with COVID-19 allowed the ADA Program to adapt the needs of the disability community with respects to meeting facilitation and allow for a wider number of participants who might not have wanted to attend in person, but still wanted to participate in the PAAC meetings.

#### V-5 Environmental Justice (EJ)

SDOT strives to engage Environmental Justice (EJ) communities to ensure equal access and involvement in transportation decision-making processes. Examples of this include the Transportation Equity Framework, the John Lewis Memorial Bridge, Move Seattle Levy Prioritization Assessment currently underway, the use of our Race and Social Equity Index in planning and project implementation and Recovering with Sustainable and Equitable Transportation (ReSET), all of which are mentioned below.

#### [John Lewis Memorial Bridge EJ Example](#)

[The John Lewis Memorial Bridge](#) honors the former U.S. State Representative who was famed for his activism in pursuit of civil rights for all. The bridge connects two communities historically divided by the construction of the I-5 freeway. On the west side there is one of three Seattle community colleges, and on the east side is business area and new Link light rail and Metro bus connections to the south. Connecting these points provides transit to students historically underserved and offers choices and access to other campuses.

Throughout the outreach process the team ensured materials for outreach were available in English, Chinese, Spanish, Russian, and Vietnamese. The website provided translated materials and our phone lines provided translated messaging.

As the team sought input from the community during design we focused on the needs of our constituents and met them where they were at. We worked closely with North Seattle College, sharing information through their networks, attending many events on campus, and meeting students, professors, and families of students. Our project staff at college events included native speakers of multiple languages to provide a mechanism to gather feedback that otherwise could have been missed. Within the community we reached out to underserved communities, providing briefings at places of worship, such as the Idriss Mosque. We also presented information at local elderly care facilities where residents were less likely to be able to attend in-person meetings. See Attachment N

## 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 committee](#) 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 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 & Sidewalk Maintenance Planning EJ Example

When customer requests are the primary driver for maintained infrastructure, wealthier parts of Seattle may have better quality and more assets due to these historical service inequities and disproportionate [community wealth](#). We must ensure that our transportation system meets the needs of everyone.

Evaluating equity requires data about people and places that are historically impacted, presently, and in the future. We use our data to analyze identify disparities in infrastructure and services, prioritize investments with an equity lens, and to improve the deployment of maintenance activities. Our data include asset condition, attributes, and other regularly updated information that supports equity analysis by location. We use asset data attributes such as type, size, age, condition, and planned infrastructure to analyze asset condition over time, performance, risk implications, and service to distribute repair and replacement strategies more equitably. The data can show locations where infrastructure condition ratings are low but equity priority is high, or how past work was done across the city.

In 2021, the City Auditor evaluated [Seattle's Sidewalk Maintenance and Repair Program](#). Read the report and see the section "How the City Prioritizes Sidewalk Maintenance and Installation" to learn more how we use an equity lens to maintain and repair Seattle's sidewalks. For more information on our Sidewalk Repair Program, visit our [Maintenance Program StoryMap](#).

## Race and Social Equity (RSE) Index & Project Implementation 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. We look forward to sharing the latest updates in the 2023 Annual Update & Accomplishment Report.

A map showing the core composite Race and Social Equity (RSE) Index is provided below. The map following shows a color key composite map representing 20% of the Census Tract in Seattle.

### *Core Index*

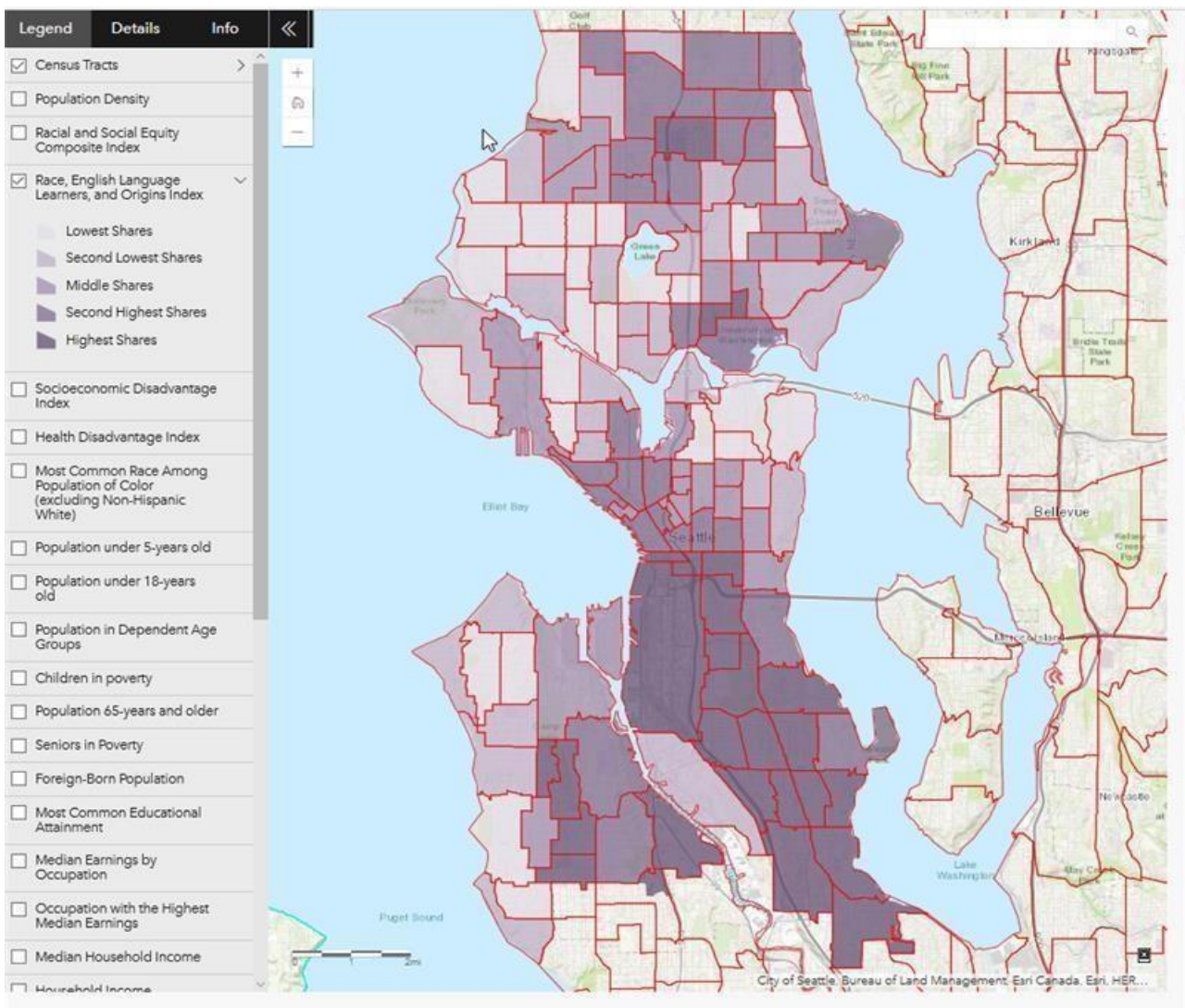
The Core Index is a composite index of three racial and social equity component indices of population characteristics or conditions related to: (1) race/ethnicity, (2) socioeconomic, and (3) health and disability.

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

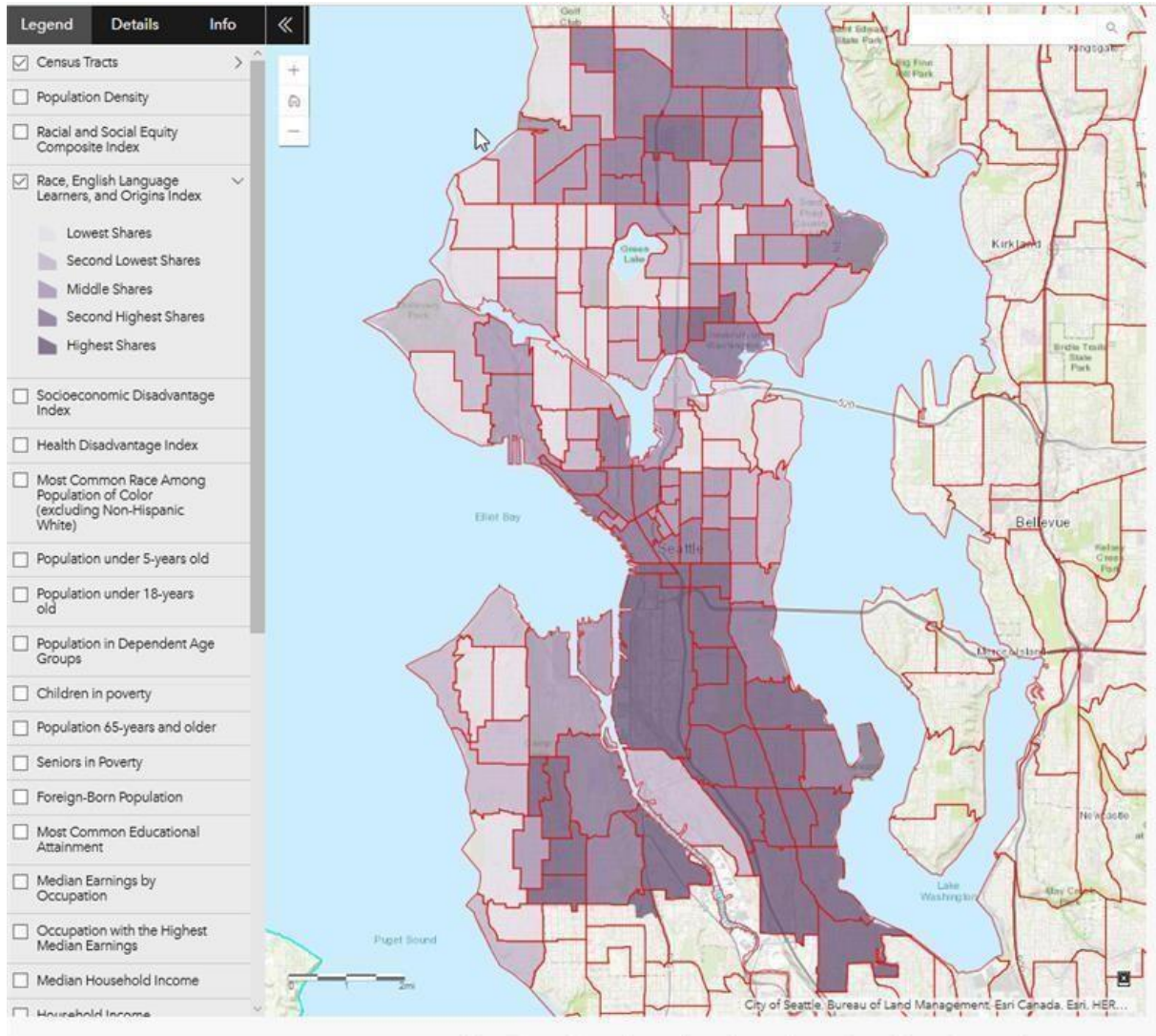
This index (shown on the following page) includes the following, all from five-year estimates based on the U.S. Census Bureau’s American Community Survey (ACS). In this index, the English language learner and foreign-born population characteristics are each weighted by 0.5, for a combined weight of 1.0.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

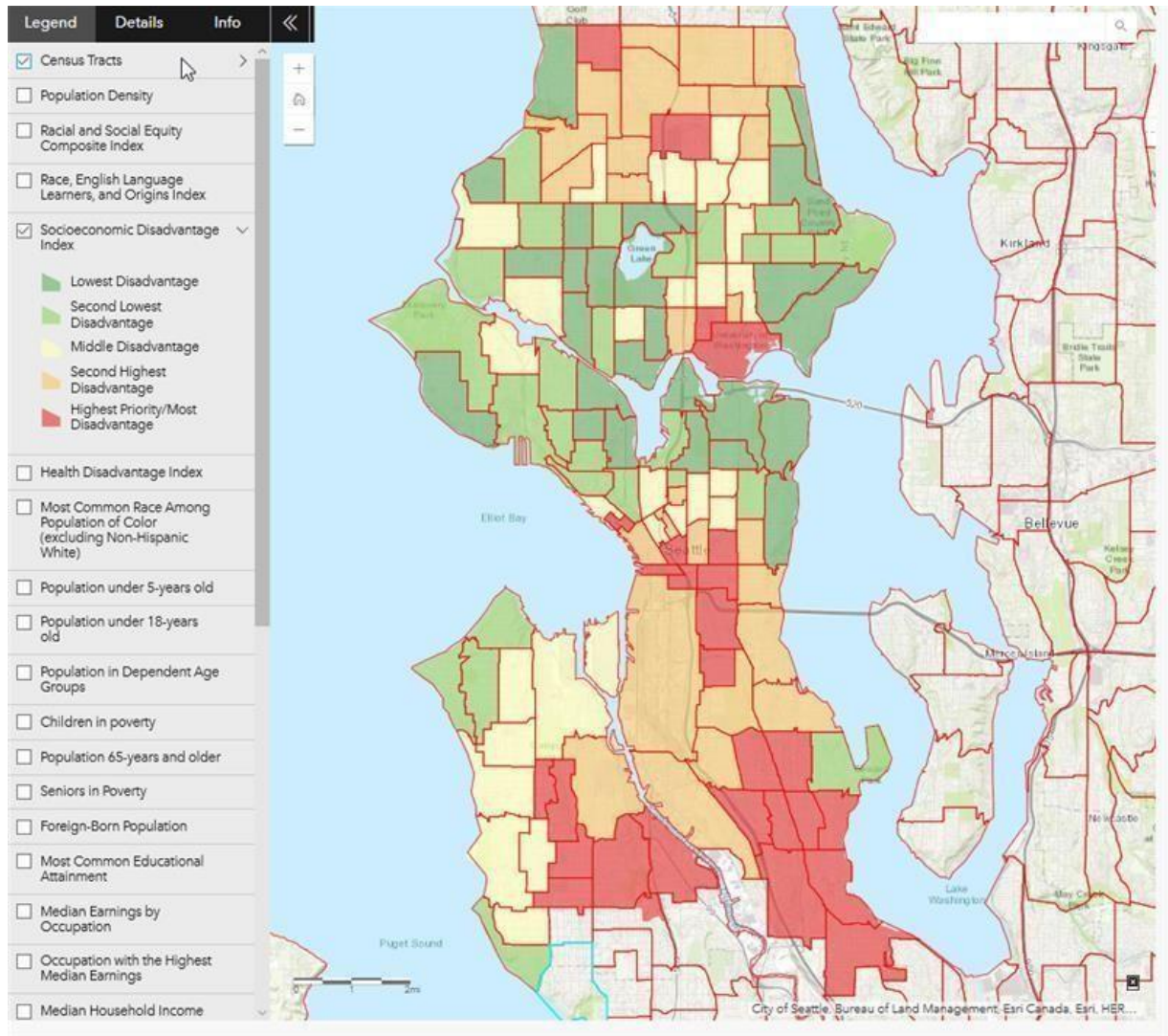


### Index of Socioeconomic Factors

This index, shown below, includes 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

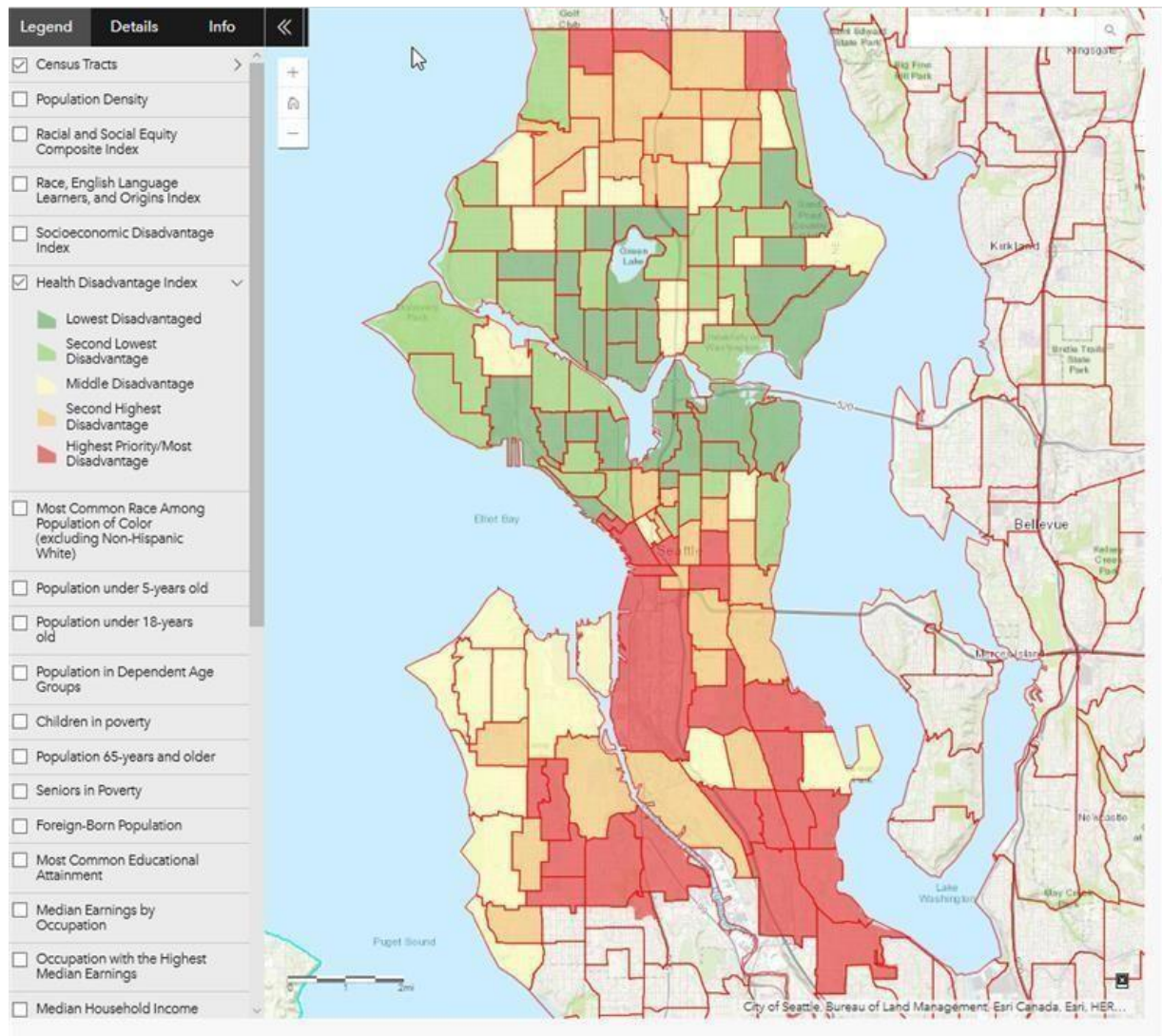
### Index of Socioeconomic Factors



### 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 made up 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 PLACES project (which is coordinated by the CDC and partners and was previously called the “500 Cities Project” ), and the Washington State Department of Health.

### Index of Health-Related Factors





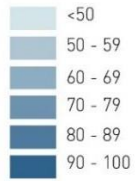
*Application of the Race and Social Equity Index in SDOT work:*

**Recovering with Sustainable and Equitable Transportation** (ReSET) is an internal initiative within SDOT that seeks to identify strategies for investments that center equity and the disproportionate impact of the COVID-19 pandemic. As the foundational framework for this work, SDOT staff developed a methodology for identifying communities experiencing disproportionate impacts based on high COVID-19 infection rates and existing inequities. Datasets used to develop this map for the ReSET framework include: COVID-19 case data (50% weight), the Race and Social Equity Index (25% weight), and the City developed Displacement Risk Index (25% weight). See map below for communities identified for investment priority through this effort. Staff coordinated internally to prioritize the communities that ranked highest using this methodology by identifying programs with implementation flexibility. One key effort over 2022 was to fulfill our internal commitment to channel a portion of our annual programmatic funds specifically in these communities by delivering key maintenance and street improvement projects. In parallel to the ReSET initiative, SDOT staff are also engaged in larger citywide conversations with other departments focused on COVID-19 recovery, including identifying data-driven prioritization for investment based on need. Other efforts include exploring how to support outdoor seating efforts in the C-ID and Pioneer Square through reallocation of funds and piloting a public art program in coordination with the Office of Arts and Culture. Other initiatives across the department have used the ReSET prioritization framework to guide investments, including transit only lane efforts and Neighborhood Street Fund project prioritization.

# ReSET: Recovery with Sustainable and Equitable Transportation

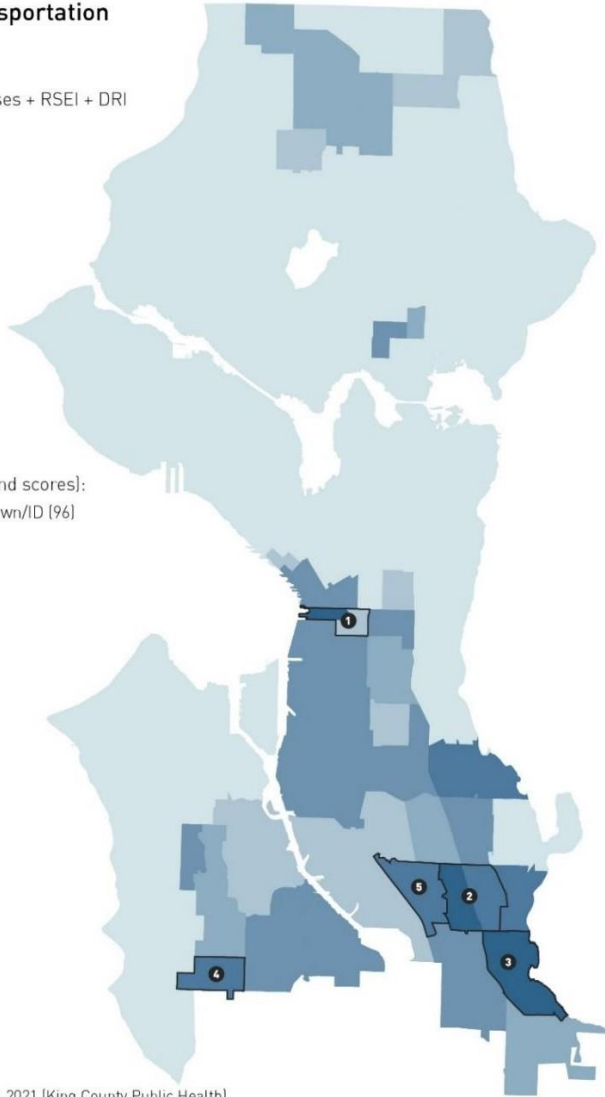
## Focus Geographies

Total Score: COVID-19 cases + RSEI + DRI



Top 5 focus geographies (and scores):

- 1 Pioneer Square - Chinatown/ID (96)
- 2 Othello (92)
- 3 Rainier Beach (91)
- 4 Westwood (89)
- 5 South Beacon Hill (84)



Sources:  
COVID-19 case data, January 19, 2021 (King County Public Health)  
Race and Social Equity Index (City of Seattle)  
Displacement Risk Index (City of Seattle)

## V-6 Environmental Unit

Please see Attachment P for more details.

Environmental Category	Data
Confirm # of NEPA Categorical Exclusions	6
Confirm # of NEPA Environmental Assessments	1
Confirm # of NEPA Environmental Impact Statements(EIS)	0
Confirm # of SEPA Exemptions	14
Confirm # of SEPA Determinations of Non-significance	5
Confirm # of SEPA EISs	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. Stay Healthy Streets Program

[Stay Healthy Streets](#) are neighborhood streets that are open for people walking, rolling, biking, and playing and closed to pass-through traffic. The goal is to open more space for people rather than cars to improve community and individual health. SDOT partnered with [Seattle Department of Neighborhoods](#) to engage people across the city and neighbors who are directly impacted by the change of use in our Stay Healthy Streets program with a focus on language access and reaching BIPOC communities. Key outreach activities during the October 2021 to September 2022 period included:

- Survey in the following languages (both online and by phone in 10 languages):
  - [English](#) • [Spanish](#) • [Tigrinya](#) • [Amharic](#) • [Vietnamese](#) • [Somali](#) • [Korean](#) • [Chinese - Simplified](#) • [Chinese - Traditional](#) • [Tagalog](#)
- Narrated PowerPoint with program overview (10 languages)
  - [English](#) • [Spanish](#) • [Amharic](#) • [Vietnamese](#) • [Somali](#) • [Korean](#) • [Chinese - Simplified](#) • [Chinese - Traditional](#) • [Tagalog](#)
- Partnering with Community Based Orgs
  - [Example](#): Lake City Collective is a BIPOC-led community group that is holding events and

conducting outreach for the [Little Brook Stay Healthy Street](#) and we're paying them for their time through an external grant. With Lake City Collectives deep rooted connection to BIPOC neighbors, we were able to collect 141 surveys for this project site (both paper and online, (99 in English, 40 in Spanish, and 2 in Amharic). Of those that took the survey, 67% identified as non-white. This feedback helped us determine next steps for the pilot Stay Healthy Street and other neighborhood improvements. For more information, check out [the survey results and the report](#).

- Contracting with The Vida Agency on outreach
  - [The Vida Agency](#) is a BIPOC-led outreach consulting firm that's working with the team on project correspondence, a program toolkit, and activating Stay Healthy Streets with community events.

#### V-7 Real Estate Services (Right of Way)

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

There were no complaints files regarding Real Estate Services (Right of Way) Areas.

###### a. Appraisals

There were no complaints filed regarding appraisals with SOCR for the FFY 2022

###### b. Negotiations

No complaints regarding negotiations were filed with SOCR for the FFY 2022.

###### c. Relocation Assistance Payments

No complaints were filed regarding relocation assistance payments with SOCR for the FFY 2022.

###### d. Property Management

No complaints were filed regarding property management with SOCR for the FFY 2022.

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

Three appraisal firms were used, two of which were WMBE. Our efforts to increase minority and women representation included attending classes to recruit and encourage WMBE appraisal firms. The Appraisal Manager also solicited WMBEs at conferences she attended. She also encourages appraisal firms to become WMBE if appropriate.

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

The number of negotiations is 79. None of the negotiator logs reflect disparity in negotiations with minorities compared to non-minorities.

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

No concerns were raised by minorities or women about their options in the negotiation

phase.

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, Barret	Senior Real PropertyAgent	White	Female
Bloomer, Leslie	Senior Real PropertyAgent	Native American/Indigenous	Female
Bulzomi, Barbara	Senior Real PropertyAgent	White	Female
Gilbane, Loretta Ann	Senior Real PropertyAgent	White	Female
Haydel, Gretchen	Senior Real PropertyAgent	Black/African American	Female
Jung, Mary	Real PropertyManager	White	Female
Talbot, Michelle	Senior Real PropertyAgent	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 SOCR 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 Website (ProcureWare which replaced Ebid eXchange) and through the City's Consultant Connection blog posts. 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.
- 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 provides contractors with information on how to access approved consultant rosters to identify W/M/DBE firms.
- The City 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 also promotes advance notice of public works/ construction opportunities online at the ProcureWare 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 nonprofit 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 Latino community on a monthly basis. The City has also presented our First Friday workshop to our Ethiopian, East African, and Iraqi 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 our Outreach Section for further details on the City’s 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 the City’s 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 also provides periodic trainings for vendors/consultants, including WMBE / DBE firms, on how to navigate contract reporting systems such as B2Gnow and LCP tracker.
- The City holds regular office hours throughout each month at the Tabor 100 HUB, where vendors/consultants can drop in and get one-on-one assistance from City staff.
- The City is 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 City of Seattle website at: [City of Seattle Disparity Study \(disparity-study.com\)](http://CityofSeattleDisparityStudy.com)

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



### 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.

- **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 job 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.
- Contracts and Procurement Division staff attended several trainings during this FFY 2022 period (due to COVID, many trainings were moved online):
  - The Manager, Supervisor, and all staff will attend the Citywide Title VI Training.

#### V•9 Education and Training

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

No NHI trainings were attended by SDOT staff in 2022.

### 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
Derrick Wheeler-Smith	Director, Seattle Office for Civil Rights	Black/African American	Male
Mike Chin	Acting Title VI Coordinator, Civil Rights Enforcement Director, Seattle Office for Civil Rights	Asian	Male
Medhanit Abebe	Title VI Compliance Specialist, Civil Rights Investigations Manager, Seattle Office for Civil Rights	Black	Male
Holly Delcambre	ADA Title II Compliance Program, Seattle of Facilities & Administrative Services	White	Female
Michele Domingo	Director, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Asian Pacific Islander	Female
Salma Siddick	Compliance Manager, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Female
Mark Nakagawara	Contracting Construction & Social Equity Manager, Seattle Office of Finance & Administrative Services	Asian	Male
Jessica Smith	AA/EEO Language Premium Advisor, Seattle Department of Human Resources	2 or more races	Female
Peggy Liao	Language Access Program & Policy Specialist, Office of Immigration and Refugee Affairs	Asian	Female
Ray Sugarman	Director, HR Investigations Unit, Seattle Department of Human Resources	Black	Male

Joy Jacobson	Capital Projects Coordinator, Seattle Office of Facilities & Administrative Services	White	Female
Autumn Harris	ADA Title II Coordinator, Seattle Office of Facilities & Administrative Services	American Indian/Alaska Native	Female
David Ingram	Race & Social Justice Initiative Director, Seattle Office for Civil Rights	Black	Female
Lisa Chen	Equity & Environment Manager, Seattle Office of Sustainability & Environment	Asian	Female
Miguel Beltran	Manager, Seattle Office of Facilities & Administrative Services	Hispanic or Latino	Male
Anna Pavlik	Manager, Seattle Office of Facilities & Administrative Services	White	Female
Victoria Farnum	Leave & Accommodations Administrator, Seattle Department of Human Resources	Hispanic or Latino	Female
Nona Raybern	Communications Advisor, Seattle Office for Civil Rights	Asian / White	Female
Sara O'Connor-Kris	Assistant City Attorney, City of Seattle Law Department	White	Female
Darby DuComb	Manager of Legal Affairs, Finance & Administration, Seattle Department of Transportation	White	Female
John Paul	Training & Development Partner, People Culture & Logistics, Seattle Department of Transportation	White	Male

Ester Dadufalza	Training & Education Coordinator, Capital Projects, Seattle Department of Transportation	Nat Hawaiian/Other Pacific Islander	Female
Nick Fleetwood	Training & Education Coordinator, Roadway Structures, Seattle Department of Transportation	White	Male
Scott Jensen	Safety & Logistics, Seattle Department of Transportation	White	Male
Keith Flaugher	Senior Safety & Health Specialist, Safety & Logistics, Seattle Department of Transportation	White	Male
Tri Le	Senior Safety, Security & Health Specialist, Safety & Logistics, Seattle Department of Transportation	Asian	Male
Vivian Hsaio	Senior Safety, Security & Health Specialist, Safety & Logistics, Seattle Department of Transportation	Asian	Female
Kaitlyn Soukup	Safety & Health Specialist, Safety & Logistics, Seattle Department of Transportation	White	Female
Sarina Tran	Administrative Staff Analyst, Safety & Logistics, Seattle Department of Transportation	Asian	Female
Sean Farnand	Safety & Logistics Manager, Safety & Logistics, Seattle Department of Transportation	White	Male

#### 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 SOCR for the FFY 2022.

## V•10 Administration

1. List of Employees by Ethnicity and Gender in Each of the TITLE VI Program Areas  
See Attachment Q 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 the sample below:

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

*“The recipient, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

### TITLE VI Training During the Period

SDOT conducted 12 Title VI trainings and workshops, 6 of which were in person, and trained 646 SDOT employees total between May – September 2022. Citywide Title VI training in 2022 for all Title VI key stakeholders is available on the citywide training site Cornerstone. Both trainings identified all the key aspects of Title VI with key stakeholders. The training included a Title VI overview, responsibilities, monitoring, and compliance requirements. Please see Attachment R for a list of this year’s Title VI Training attendees.

SDOT will continue to have Title VI workshop in the current fiscal year and beyond to satisfy the requirements of the AUAR reporting element. With a designated SDOT Compliance Manager, SDOT will work on creating an SDOT Title VI Plan with SOCR and WSDOT to develop better virtual trainings and more engaging workshops as we institutionalize Title VI into SDOT.

## Upcoming Goals for FY Year: Sep, 30 2022 – Oct, 1, 2023

For the past three years SDOT partnered with the [Transportation Equity Workgroup \(TEW\)](#) to co-develop the department's first-ever Transportation Equity Framework (TEF). The framework is a critical tool toward achieving one of the department's six values: "We believe transportation must meet the needs of communities of color and those of all incomes, abilities, and ages." Our goal is to partner with communities to build a racially equitable and socially just transportation system.

The TEF is a document with two parts. Part 1 includes values and strategies that guides the tactics in the Part 2, implementation plan. As we work to institutionalize TEF tactics into all areas of SDOT, we intend to implement these tactics as strategic and sustainable ways to keep our department in compliance. Some divisions like our design, outreach, and WMBE teams have started implementing these tactics into their day-to-day work. Our 2023 AUAR will have more specifics and examples of this implementation and how specific TEF tactics support and uplift Title VI compliance and community collaboration.

SDOT plans to update its own Title VI Plan using the citywide Title VI Plan as its foundational platform. The goal is to set up SDOT's Title VI Plan with input from all internal stakeholders. SDOT's Compliance Program will also set up an internal Title VI inter-divisional team in January 2023, that will meet monthly to discuss what Title VI work their teams are working on, create a resource bank, hold each other accountable, and collectively institutionalize and implement both Title VI and the Transportation Equity Framework.

Our intent for improved training includes a better tracking system of who has taken Title VI trainings as well implementing a new Learning Management System (LMS). A request and presentation for this new system was made in December 2021 to determine cost, implementation, and overall benefit of a new LMS. We are waiting for a response from citywide IT.

Interdepartmentally we have quarterly meetings with all citywide stakeholders as means to collaborate and further enhance and improve our citywide commitment to Title VI. Our 2023 AUAR includes a chart of all citywide Title VI stakeholders and also include their roles within the framework of Title VI compliance. We are excited to collaborate interdepartmentally and continue to improve our Title VI work.

SDOT's contract team has been working closely with its Title VI Program Lead and members in FAS to update and improve contractual language as it relates to Title VI. Contractual language for consultants, contractors, and WMBE is being reviewed and revised to have at least some updates completed by the 2022 AUAR.

## VI. Review and Remedial Action Procedures for Subrecipients, Consultants

<b>Grant Program</b>	<b>SDOT Project</b>	<b>Year Applied</b>	<b>Year Awarded</b>	<b>Request Amount</b>	<b>Award Amount</b>
WSDOT Pedestrian-Bicycle	Aurora Ave Planning	2020	2021	\$ 1,500,000	\$ 1,500,000
WSDOT Pedestrian-Bicycle	MLK Way PBL	2020	2021	\$ 1,800,000	\$ 1,800,000
WSDOT Safe Routes to School	Greenwood Ave N & 1st Ave NW	2020	2021	\$ 1,000,000	\$ 1,000,000
WSDOT Safe Routes to School	NE 135th St	2020	2021	\$ 620,000	\$ 620,000
WSDOT Regional Mobility Grant	RapidRide J	2020	2021	\$ 6,000,000	\$ 6,000,000
WSDOT Regional Mobility Grant	Route 40	2020	2021	\$ 6,000,000	\$ 6,000,000
National Highway Performance Program	15th Ave NW Overlay	2021	2021	\$ 5,000,000	\$ 5,000,000
Local Bridge Program	15 <sup>th</sup> & Leary	2021	2022	\$ 4,517,300	\$ 4,517,300
Local Bridge Program	Jose Rizal Bridge Painting	2021	2022	\$ 5,000,000	\$ 5,000,000
Local Bridge Program	Spokane St Bridge	2021	2022	\$ 5,000,000	\$ 5,000,000
National Highway Performance Program	11th/12th Ave NE Overlay (Roosevelt)	2021	2021	\$ 3,184,000	\$ 3,184,000
Local Bridge Program	West Seattle Bridge	2021	2021	\$ 3,000,000	\$ 12,000,000
Local Bridge Program	Admiral Way Seismic Retrofit	2021	2021	\$ 3,000,000	\$ 3,000,000

•••END•••

