



Seattle Office for Civil Rights

Annual Title VI Update
Accomplishment Report

Federal Fiscal Year FFY: 2023
October 1, 2022- September 30, 2023



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Department of
Transportation

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**2023 Annual Title VI Update & Accomplishment Report
CONCURRENCE MEMORANDUM**

October 31, 2023

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 Director for the Seattle Office for Civil Rights, I have reviewed the materials in the 2023 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:		
Date	Name	Signature
10/31/2023	City of Seattle Office of Civil Rights, Director	
	Derrick Wheeler Smith	

TABLE OF CONTENTS

GENERAL REQUIREMENTS

Section I - Policy Statement.....4
Section II - Organization, Staffing, and Structure4
Section III - Title VI Monitoring & Review Process7
Section IV - Title VI Complaints During This Report Period11
Section V - Accomplishment Report for Each Program Area.....11
Outreach During COVID-19.....17
 Scope Review17
 Advance Notice of Opportunities17
 Monitoring Performance Data18
 WMBE Availability / Procurement Review18
 Outreach Events.....18
 Participation & Engagement in Contracting Inclusion Events18
 SDOT Hosted Inclusion Events18
 City of Seattle Outreach Efforts Facilitated by FAS-PC.....20
 Membership & Engagement with Community Organizations.....22
West Seattle Bridge Videos.....30
Multi-lingual phone line.....30
 Site Visits/Acceptable Worksite:46

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 2023-07: EQUITY & OPPORTUNITY IN CITY CONTRACTING**
- 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 BALLARD LINK EXTENSIONS**
- ATTACHMENT K – JOHN LEWIS MEMORIAL BRIDGE**
- ATTACHMENT L – ENVIRONMENTAL NEPA SEPA DETERMINATIONS**
- ATTACHMENT M – PROGRAM EMPLOYEE DEMOGRAPHICS**
- ATTACHMENT N – TITLE VI 2023 LIVE-TRAINING**
- ATTACHMENT O – HEALTHY STREETS**
- ATTACHMENT P – RACIAL EQUITY INDEX**
- ATTACHMENT Q – SDOT ORG CHART**
- ATTACHMENT R – RAPID RIDE ROOSEVELT**
- ATTACHMENT S – SDOT & CITY-WIDE TRAINING ATTENDEES**
- ATTACHMENT T – ASSURANCE**

Section I Policy Statement

The city updated its Title VI Plan in August and October of 2022. SDOT is scheduled to submit its second Triennial review to the Federal Transit Administration (FTA) in December 2023. The Policy Statement is posted on the [City's website](#).

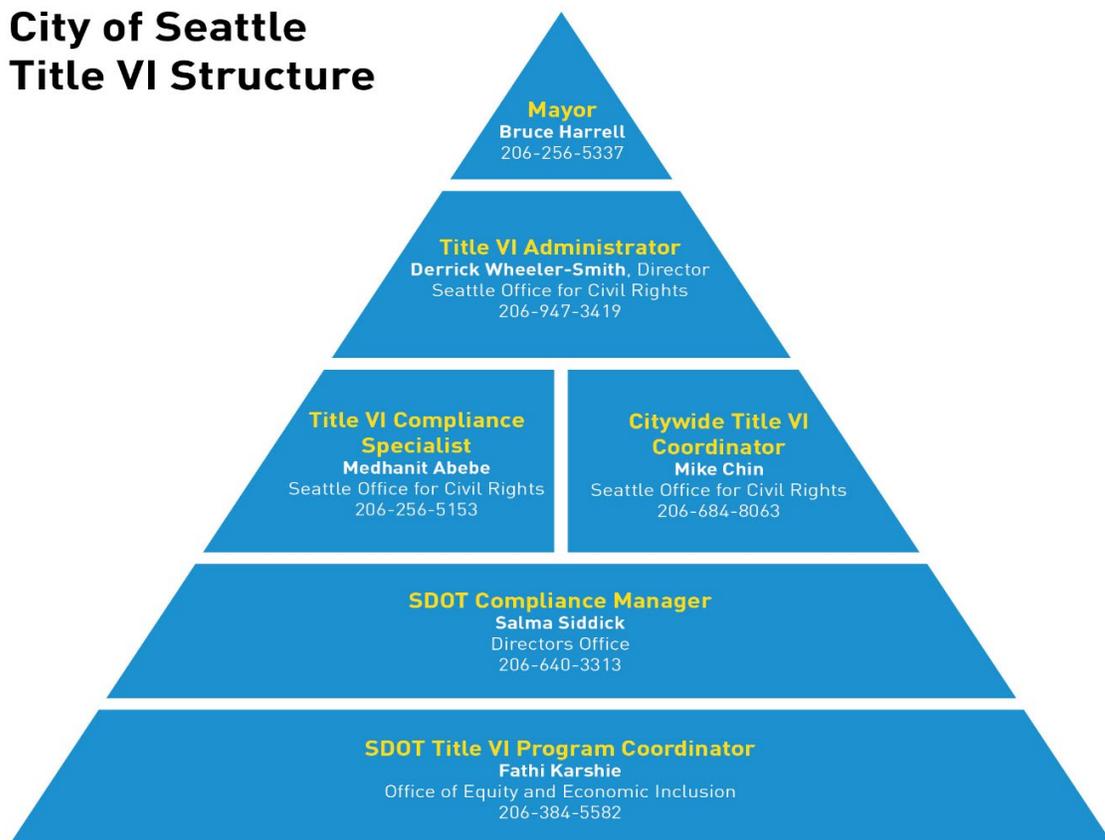
For more information, please refer to [Attachment for A for the City's Notice of Non-Discrimination](#) and [Attachment B](#) for the City's Title VI Plan.

Section II Organization, Staffing, and Structure

A. Organization

The 2023 Title VI Plan set out a new organizational structure, creating a designated role for compliance. 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 departments, ensuring compliance, conducting annual training, and providing technical staff assistance 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 monitor's 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 compliance and alert the Title VI Administrator and Citywide Title VI coordinator of any issues. SDOT's has its own complaint procedure that is also part of the city process. [See Attachment C](#)

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 hired a Title VI Coordinator in April 2023 to help with this work. The SDOT Compliance Manager works in unison with SDOT’s Title VI Coordinator, critical stakeholders within SDOT as well as in other departments, and the City’s Civil Rights Enforcement Director (Acting Title VI Coordinator) 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
Medhanit Abebe	Civil Rights Investigations Manager, SOCR (Citywide Title VI Compliance Specialist)	Black/African American	Female
Mamadou Jawo	Civil Rights Investigator, SOCR	Black/African American	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
Josh Treybig	Civil Rights Investigator, SOCR	White	Male
Latrice yBarra	Operations Director, SOCR	Black	Female
Stacy Carter	Contracts 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
Fathi Karshie	Title VI Coordinator, Office of Equity & Economic Inclusion, SDOT	Black	Male

B. Structure

The current structure for Title VI work highlights regular coordination and collaboration between the Seattle Department of Transportation (SDOT), the Seattle office of Civil Rights (SOCR), Finance & Administrative Services –Purchasing Contracting (FAS-PC), the Office of Immigrant and Refugee Affairs (OIRA) and other City departments. The SDOT Title VI Coordinator has access to regular check-ins with the Citywide Title VI Coordinator, housed in SOCR, and staff in the departments shown in the chart below. The Citywide Title VI Coordinator organizes inter-departmental Title VI meetings every quarter 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 2023 to promote Title VI compliance:

- In 2022, SDOT achieved a significant milestone by introducing its inaugural Transportation Equity Framework (TEF). Since 2019, SDOT has dedicated resources and collaborated with 11 community members from Black Indigenous People of Color (BIPOC) groups, resulting in a comprehensive framework of over 200 equity-focused tactics. The TEF establishes core values, strategic approaches, and an implementation plan spanning from 2022 to 2028. This dynamic plan will be regularly adjusted, monitored, and updated to ensure effectiveness. Our Transportation Equity Framework has also been adopted and implemented by city's across the United States.
- In 2023, 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 inform the public of their rights under Title VI of the Civil Rights Act and its obligation to fulfill these duties through its Title VI Notice of Nondiscrimination. See [Attachment A](#), [Attachment B](#), [Attachment C](#) and [Attachment D](#) for more details.
- Furthermore, we have a partnership program with the Seattle Housing Authority that provides free ORCA cards to low-income individuals living in their buildings. To ensure inclusivity, we distributed program brochures in multiple languages spoken by the residents, including Amharic, Arabic, Chinese (simplified and traditional), Khmer, Korean, Lao, Oromo, Russian, Somali, Spanish, Tigrinya, and Vietnamese. To maintain accuracy, we utilize SmartCat, a translation program that incorporates human review.
- SDOT partnered with senior and community centers in Seattle to provide educational programs focused on transportation for older adults. To accommodate older residents who prefer languages other than English, we have created materials in various languages, including Amharic, Chinese (simplified and traditional), Khmer, Dari, Russian, Somali, Spanish, Tagalog, Tigrinya, Ukrainian, and Vietnamese ([See attachment W](#))
- In early 2023, the U-District Partnership (UDP) received \$4.85 million from the Washington State Department of Commerce through the federal ARPA program. This funding aims to support small, BIPOC-, and Woman-owned businesses, empowering them to become more competitive, and sustainable, attract customers, and generate additional revenue. The U District Vitality Grants Program offers two funds to assist eligible businesses and nonprofit organizations. Both funds were required to be used before May 31, 2023. The first fund, Storefront Cleaning Grants, provides up to \$1,000 for cleaning storefronts. The second fund, Tenant Improvement Grants, offers up to \$200,000 for fixed asset improvements. To facilitate businesses and organizations through SDOT coaching and permitting, we developed materials in Chinese (traditional and simplified) and Korean. These translations streamline the process, reducing barriers to receiving grants.
- As part of our outreach strategies for the Seattle Transportation Plan (STP), we have created short videos in Tier 1 languages to share on various social media platforms. These videos aim to encourage residents to participate, provide updates on the plan's progress, and demonstrate how input is shaping recommendations. (See Attachment W)
- Until June 2023, our Flip Your Trip campaign provided \$25 worth of free transit rides to individuals who drive to Center City neighborhoods at least once a week and do not receive a discounted ORCA card from their employer. The goal of this campaign was to encourage residents to commit to changing their commute from driving alone to using transit, biking, and carpooling at least once a week, following the concept of 'meatless Monday'. To boost participation, an educational campaign was developed in Tier 1 languages.

- Through our Seattle Public Preschool (SPP) partnership, we offer subsidized ORCA cards to families of students who fall below 350% of the Federal Poverty Level. To support these families, we have translated our program brochure into Amharic, Chinese (traditional), Korean, Oromo, Somali, Spanish, Tagalog, Tigrinya, and Vietnamese.
- Our Language Access Liaison facilitated the establishment of an interagency language access community of practice. This platform brings together personnel from various public agencies across Washington state quarterly. The purpose is to discuss best practices, brainstorm solutions, share insights, celebrate successes, and develop effective strategies for serving our respective communities. Participants include staff from King County, King County Metro, Sound Transit, Pierce Transit, Community Transit, the Seattle Office of Immigrant and Refugee Affairs, faculty from the University of Washington, and legislative staff from the City of Spokane.
- To ensure widespread awareness about Title VI, a new notice has been distributed to departments throughout the city. This notice contains information about the protections offered under Title VI and other civil rights laws. Additionally, it guides how to obtain more information about the City's Title VI program and how to file a complaint with SOCR in case of perceived discrimination by customers, contractors, subcontractors, or City employees.
- To enhance accessibility, SOCR has updated the Title VI webpage with comprehensive information about Title VI. They have also designated a dedicated email address to handle Title VI inquiries or complaints from the public and City departments. Similarly, SDOT has assigned the email address dot_titlevi@seattle.gov, prominently displayed on the Office of Equity & Economic Inclusion webpage, to address Title VI questions or complaints from the public and City departments.
- The Title VI non-discrimination notice is on various platforms related to SDOT projects, such as project and [Office of Equity & Economic Inclusion web pages](#). It can also be found in City facilities accessible to the public, as well as on the Seattle Streetcar and the Seattle Monorail. Please refer to [Attachment E](#) for monorail poster
- The Seattle Monorail currently displays signs in all Tier 1 languages. These signs are located at the Seattle Center Station, including the Outbound Platform for both the Blue Train and the Red Line, as well as the Seattle Center Platform in front of the Blue Train. Signs can also be found at the Westlake Station, including one by the elevator/stairs, one by Door 8, one by the Control Room, and one overhead on the digital signage. Additionally, signage is posted on the Blue and Red Train podiums. For more information, please visit [Accessibility – Seattle Monorail](#).
- In early 2022, the Seattle Streetcar program installed 19 new Title VI decals on streetcar shelters across the South Lake Union and First Hill lines. These decals were part of an effort to enhance language access and update the Title VI language. The updated language, implemented in 2023, aligns with the Civil Rights Law and specifically addresses protected classes as defined by 42 USC 200d. It ensures that no person in the United States can be excluded, denied benefits, or subjected to discrimination based on race, color, or national origin in any program or activity receiving Federal financial assistance.
- To better serve Limited English Proficiency (LEP) communities, the Title VI program now provides direct email and phone contact information on the decals, along with information about translation services in multiple languages spoken in the Seattle area.
- Additionally, the Streetcar program has taken other measures to improve language access. Collaborating with King County Metro, the direct operator of Seattle Streetcar service, their language equity staff worked closely with SDOT's language access program staff to ensure accurate translations of the word "streetcar" in Tier 1 languages for all public communications. SDOT's Language Access Program staff also presented to the Streetcar and Transit Corridor team, enabling them to use the program's resources in their day-to-day work effectively.
- In 2023, the Streetcar program updated Title VI language on streetcars and stop shelters, aligning it with other City uses and replacing shelter graphics. SDOT Compliance Manager and Title VI Coordinators met with the King County Metro team to coordinate language needs on the posters.
- Translation of Title VI notices follows the City of Seattle's Office of Immigrant and Refugee Affairs (OIRA) Language Access Program requirements. SDOT relies on the expertise and knowledge of this office to equitably translate the program-identified languages, other than English, spoken by the largest number of city residents. This selection is

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 (Tier 1 languages), and the notices were translated into these languages. For more details, refer to [Attachment A](#), and for the Title VI poster, [see Attachment E](#)

- [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:** <https://www.seattlemonorail.com/accessibility/>

2. Internal

- In April 2023, SDOT hired a Title VI Coordinator, Fathi Karshie to help sustain SDOT's Title VI Program in a more relational and strategic way. As part of our goal to enhance our culture of compliance, we worked on specific Title VI training, building relationships with all key stakeholders, listening to the challenges faced and gathering data.
- In 2023, SDOT conducted Title VI training in person, with virtual training assigned to employees unable to attend in-person sessions. A remarkable milestone for SDOT, 291 staff members completed trainings. It is noteworthy that this achievement was accomplished by a single individual who joined mid-year, highlighting our dedication to institutionalizing Title VI work within SDOT. This effort marked the first time SDOT offered specific Title VI training.
- Furthermore, in mid-2022, the Office of Equity hired a Data Analyst to collect, analyze, and interpret data for various programs in SDOT, including the Transportation Equity Program, Equal Employment Opportunity, Women and Minority-Owned Businesses, Race & Social Justice Program, and Title VI.
- Additionally, in 2021, SOCR and SDOT collaborated to create a citywide Title VI training available on the City of Seattle's training site for all City departments receiving federal funds. The training was updated in both 2022 and 2023. SOCR and SDOT maintain regular monthly meetings to discuss Title VI compliance requirements. To ensure inclusivity, SOCR and OIRA will continue to support the parties in translating announcements for public meetings and reaching culturally diverse media, as well as providing language interpretation upon request.
- The [Citywide Title VI Training](#) was created in 2021 and will be updated in 2024.

B. TITLE VI Compliance Reviews During This Reporting Period

Annual Site Visits:

This year, site visits were conducted in mid-August with the SDOT Compliance Manager and Title VI SDOT Coordinator. Significant changes to stations will be documented in the 2024 Annual Update & Accomplishment Report and FTA Triennial Review.

Section IV Title VI Complaints During This Report Period

In 2023, there have been no Title VI complaints received by SOCR, OEEI, or Title VI Coordinator 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.

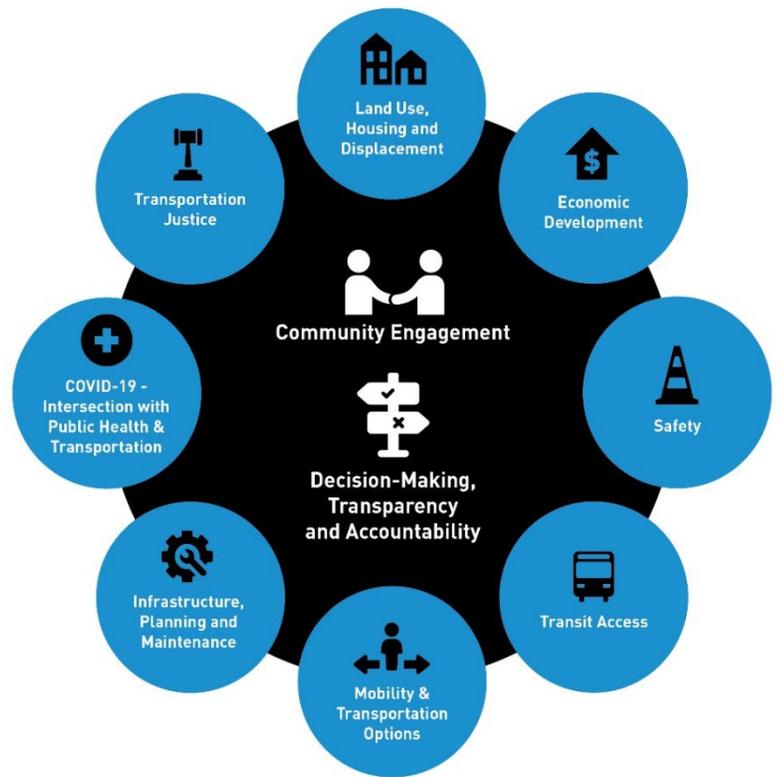
SDOT's Transportation Equity Framework (TEF) is a document with two parts. Part one of the TEF defines values and strategies that guide the tactics in the part two implementation plan. The implementation plan spans from 2022 to 2028, understanding it is a dynamic document that will be adjusted, monitored, 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 for incorporating TEF tactics into their workplan goals as it relates to their projects, programs and other SDOT lines of businesses.

In 2023, SDOT accomplished a major milestone and created an internal dashboard to help our department in monitoring and tracking the progress of TEF tactics, identify TEF tactic and enhance collaboration across different divisions. SDOT continues to implement TEF tactics in 2023 with currently 80 TEF tactics in progress.

Visit the [Transportation Equity Program page](#) to learn about the TEF values and strategies guiding our work and to

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



explore SDOT’s TEF implementation [dashboard](#).

V-1 Planning

Staffing table for this division is included in [Attachment P](#).

Several SDOT divisions are responsible for a variety of planning activities. The Policy & Planning (P&P) Division develops neighborhood and citywide transportation plans that guide the City’s implementation of transportation improvements. Additionally, they develop street concept plans to help advance community visions. The P&P division also collaborates with other divisions on 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
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# 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
Confirmed existence/ frequency of pre-submittal/networking sessions	35% of the time a networking or pre-submittal session 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 (Seattle 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 recommendations	PIRAAS LLC DBA Central Area Collaborative	\$ 30,095.00	Y	Y	Y
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 Curb Space 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 Contracting Equity Advisor creates informational outreach sheets for upcoming Consultant contracting projects that are sent out to WMBE firms in advance of contract bidding. These outreach sheets include information about funding source, specifying whether the project will be using federal or state funds. SDOT is working on an addition to our public facing website that would regularly update upcoming consultant contracting opportunities. Public Works Anticipated Project sheets are published regularly on the City's Procure Ware account and the [City Purchasing and Contracting Website](#). The spreadsheet includes two-year advance notice of public works procurements listing project description, engineer estimate, project description including primary construction scopes of work, manager contact information and target bid date.

In accordance with Ordinance 119603 (1999), Ordinance 121717 (2005), Executive Order 2010-05: Outreach to Women and Minority Businesses (WMBE), and Executive Order 2023-07: Equity and opportunity 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 November 3rd, 2023, Mayor Bruce Harrell issued [Executive Order 2023-07 Equity and Opportunity in City Contracting.pdf \(attachment F\)](#). The Executive Order WMBE affirms the continuation of the advisory Committee composed of WMBE representatives to continue submitting annual recommendations to improve contracting equity. And takes the following additional actions to advance contracting equity: a) expanding contracting equity for BIPOC-owned firms focusing on Black-owned firms: b) providing resources and supporting WMBEs: c) Strengthening Accountability and Improving city Policy and Practice.

The three main areas the Executive Order focuses on are, 1) Contracting Equity Administration, 2) Contracting Equity Data and Compliance, and 3) Contracting Equity Accountability and Reporting. The City Department of Finance and Administrative Services (FAS) was required to issue a competitive solicitation to select a firm or organization to engage with the City to provide technical assistance support services for businesses interested in contracting with the City. The order also mandated that the City be inclusive of immigrant and refugee owned or emerging businesses by fostering participation in City contracting opportunities through language-appropriate outreach. The Mayor's Office convened a Mayoral Women and Minority Owned Business Advisory Committee to provide guidance and feedback on the City of Seattle contracting equity initiatives.

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 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 annual WMBE goals for their respective department's spend, which are monitored by the City of Seattle Department of Finance and Administrative Services.

Equitable Contracting & Women and Minority Owned Business (WMBE)

Equity in contract and WMBE inclusion efforts for SDOT are led by the Contracting Equity Strategic Advisor in the Office of Equity & Economic Inclusion. Their role includes but is not limited to:

☐ Scope Review

The Contracting Equity 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 Contracting Equity Advisor collects and disseminates advance notice of procurement opportunities detailing scope, timelines, and project manager contact information for consulting procurements. FAS also collects from all City's departments the two-year advance notice of public works procurements listing project description, engineer estimate, project description including primary construction scopes of work, manager contact information and target bid date. When applicable, information on anticipated federal funding is included to facilitate conversations on the DBE Program and DBE certification.

The city actively promotes networking opportunities with City departments and contractors. These activities include WMBE firms attending contracting forums, trade shows, pre-bid meetings, and "meet and greet" events. Monthly office hours are available for DBEs and small businesses to showcase their products and services to City staff. Training sessions cover City processes and programs, vendor registration, and State Certification. Representatives participate in local vendor fairs, offering guidance on doing business with the city. The city collaborates with community organizations focusing on business opportunities for marginalized communities. An annual networking event showcases capital projects, with detailed project information provided by SDOT. A monthly newsletter keeps the community informed about City contracting and upcoming opportunities.

Monitoring Performance Data

The Contracting Equity Advisor regularly shares performance data regarding WMBE utilization for consultant and purchasing 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 public works, purchasing, and consulting projects. The City uses the B2Gnow compliance software to monitor monthly payments and compliance to prompt payment policy and WMBE and DBE inclusion. In addition, FAS-PC provides Citywide reporting for WMBE and DBE on a quarterly and annual basis and leads internal and external stakeholder meetings such as the WMBE Interdepartmental Team (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 contracts and purchases and include questions regarding WMBE utilization and whether the project will use federal funds. These forms also prompt the applicant to consult with the SDOT WMBE Advisor during the intake process to evaluate the potential for WMBE inclusion or DBE participation. This year, FAS has taken the lead on monitoring DBE plans for FTA consultant contracts, 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 2023 include the following:

SDOT Hosted Inclusion Events

For FFY 2023, in addition to participation in regional events, SDOT hosted and led additional inclusion and outreach events including:

Date	Event
November 30, 2022	Working with SDOT: Ready to Prime Event via WebEx online
December 1, 2022	Building Partnerships in Practice Grainger
June 15, 2023	Working with SDOT: Accessing Technical Assistance Event via Microsoft Teams
June 23, 2023	Working with SDOT: Navigating City Systems Event via Microsoft Teams
September 29, 2023	Tabor 100 Gala: Sponsored a table with the Department of Finance & Admin Services

- **City of Seattle Outreach Efforts Facilitated by Finance Administration Services-Purchasing & Contracting (FAS-PC)**

In addition to SDOT's outreach events, FAS-PC supports and facilitates and participates in 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:

- **Contracting Forum:** An opportunity to connect small, diverse, and veteran-owned businesses with public agencies that buy goods and services and procure for public works and construction projects. Their goal is to connect Washington small business and those owned by women, veterans, and people in racial or socioeconomic minorities with public agency purchasers. al or socioeconomic minorities with public agency purchasers.
- **Small Business Summit:** An event with over 600 individuals from a variety of industries representing businesses across the North Puget Sound region for a day of panel discussions, training opportunities, an exhibition hall to access valuable resources and networking opportunities.
- **Reverse Vendor Trade Show:** A venue where vendors can introduce themselves to contracting and procurement representatives from Seattle and other government agencies and meet representatives from non-profit agencies that provide services to vendors.
- **Information Technology Vendor Forum:** A free event to find out how to best do business with the city, the process of managing, planning, and developing information technology projects. This event includes a forecast of upcoming projects.
- **City of Seattle Consultant Annual Architectural and Engineering Opportunities Forum:** The purpose of this event is to provide the consultant community with information about upcoming business opportunities with the City of Seattle
- **Alliance Northwest Government Contraction** This event features workshops and matchmaking sessions between DBEs and other small businesses, government agencies, and prime contractors. Alliance Northwest has a strong history of federal agency support.
- **Regional Contracting Forum:** City of Seattle continue partnering with Puget Sound's largest government entities to bring contractors together to promote WMBE growth in the Regional Contracting Forum (RCF). This event provides information about, and access to, various contracting opportunities, and offers informational workshops, and an exhibit hall.
- **UW Foster School of Business Panel:** At this event, a panel of individuals talk about some of the trends and opportunities for entrepreneurs to sell/contract with large companies and government agencies.
- **North Puget Sound Small Business Summit:** This summit is designed to help DBEs and all small businesses with educational and networking opportunities with public, private, and business resources. There are numerous seminars that cover variety of small business topics.

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

- **Contractor Outreach and Training:** The City engages with different organizations, such as the Washington Dominican Association, Casa Latina, El Centro de la Raza and Tabor 100. The city tabled several City outreach events focused on WMBEs to provide information of upcoming opportunities. For some organizations, the city also provides workshops on how to business with the City of Seattle in Construction, Consulting and Purchasing. The workshops include in language support as needed.
- **Contract Compliance Tools Training:** The City offers training to contractors and consultants, especially WMBE firms, on how to use B2Gnow for subcontracting payment reporting, prompt pay reporting and WMBE utilization and LCP tracker for certified payrolls reporting.
- **The City of Seattle hosts “Doing Business with the City”** workshops on monthly basis. These workshops guide businesses on conducting business with the city. Topics include bid policies, procedures, forms, registration and rosters. City staff also meet one-on-one with attendees.

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 East African, Filipino, 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.
- The City of Seattle partnered with Tabor 100 to open office space in the Tabor Economic Development Hub. The city recognizes that this partnership is a great opportunity for the many WMBE firms and individuals in the south end of the region to meet with City Staff.
- The city teamed with community organizations that support WMBEs, DBEs and other small businesses. Examples are included below:

Organization	Details
<p>TABOR 100: Association committed to economic power, educational excellence and social equity for African Americans and the community at large.</p>	<p>Attendance at TABOR 100 monthly meetings and office space in the Tabor Economic Development Hub in Tukwila. The city is providing quarterly workshops on how to business with the city.</p>
<p>National Association of Minority Contractors (NAMC): Minority construction trade association that assists members with building capacity by providing access to opportunity, advocacy, and contractor development training.</p>	<p>Attendance at NAMC Washington chapter monthly meetings in Tukwila Community Center</p>
<p>Conference of Minority Transportation Officials (COMTO): Association with a vision to ensure full access for minorities in transportation while preparing and positioning leaders for rapidly evolving global opportunities.</p>	<p>SDOT maintains an organizational membership.</p>
<p>Northwest Minority Builders Alliance (NWMBA): A business league providing minority, women, and veteran business enterprises, connections, advocacy, and technical assistance.</p>	<p>Attendance at monthly meetings in Tukwila Community Center</p>
<p>Association of Women and Minority Businesses (AWMB): A Black and Minority Contractors with a vision to be the trusted voice and indispensable resource for women and minority owned businesses while transforming challenges into opportunities.</p>	<p>Attendance at monthly meetings.</p>

Moreover, the city maintains a list of minority and woman consultants and uses the OnlineBusiness Directory (OBD) to track WMBE status and to distribute news about City business. The 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 4,500 WMBE Consultants are registered in the OBD.

SOCR reviewed the Public Involvement Plan (PIP ([See attachment G](#)) 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. Many events continue to be hosted online for safety reasons: however, staff actively host pop-ups to engage people where they are.

V-2 Location Program

[Please see Right of Way Section.](#)

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
Confirmed existence/ frequency of pre-submittal/networking sessions	44% of the time a networking or pre-submittal session 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. Northwest Mountain Minority Supplier Diversity Council (NWMMSDC) of Washington provided technical assistance services for the City for most of FFY23 providing technical assistance in the form of consultation, outreach, group sessions, one-on-one sessions, phone inquiries and a tailored curriculum component based the company's needs. During Q4 the City began a competitive bidding process for a new contract to provide technical assistance services to businesses, with a focus on WMBEs seeking to contract with the City. For more information on City of Seattle outreach efforts, please refer to our outreach section.

Citywide Inclusion education:

During Q3, FAS is launching a Citywide WMBE Training Program and leading a pilot to explore the consultant contracting inclusion plan process to promote WMBE inclusion within the City departments and to support City staff in making real-time decisions on WMBE purchasing and consultant contracting. FAS also provides trainings including WMBE resources, tools reports, Job Order Contracting, purchasing and consulting and DBE program. Through these trainings, City staff will be strengthening City staff awareness/knowledge of the WMBE program.

3. Employees in the Design Program Area, including Ethnicity and Sex, including Efforts to Increase Minority and Female Representation.

To enhance our diversity hiring efforts, we have expanded our job posting strategies by using various resources that cater to diverse audiences. In addition to our City's NeoGov online system, we are actively seeking to attract a broader range of applicants. By analyzing our demographic and hiring data, we have identified areas for improvement and have implemented comprehensive hiring plans to attract highly qualified candidates from a variety of backgrounds.

Furthermore, we are committed to addressing implicit bias by providing training to our hiring managers. This training equips them with the necessary tools to identify and interrupt any unconscious biases that may arise during the hiring process. Additionally, we are diligently reviewing our job postings to ensure they are inclusive and do not inadvertently discourage applicants from diverse backgrounds.

We aim to foster a welcoming and diverse applicant pool, promoting equal opportunities for all.

Special Emphasis Area	Race	Gender	
		Female	Male
DESIGN	Am. Indian	0	0
	Asian	4	5
	Black or African American	0	1
	White	0	8
	Hispanic/Latino	0	2
	Not Specified	1	0
	Two or more races	2	0
	Native Hawaiian/ Other Pacific Islander	0	1
	Total	7	17

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

We have examined the language accessibility of the City of Seattle's websites, particularly for residents with limited English proficiency, and recommended a solution for improving the translation of web content. Currently, the city's reliance on machine translation or English-only content creates barriers to important information for these residents. To tackle this issue, we propose the implementation of a [translation proxy solution](#) provided by Smartcat, which integrates human translation into the process of generating website translation. Our Language Access Liaison team as well as the Office for Immigrant and Refugee Affairs (OIRA) proposed [Smartcat Website Translator](#). This translator has several advantages. Notably, it reduces the time needed for human translation and editing processes, and it consolidates website human-translated content into one database. In comparison to other online language access vendors such as MotionPoint, Google, Amazon, and Microsoft, Smartcat's solution poses fewer risks and is more cost-effective. Once approved, we hope to implement it by the end of 2023.

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 set 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. See [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.

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

In this section, we present examples of outreach shared with community members for various projects and programs where we have implemented our LAP. Many of these outreach materials were collaboratively created with other City departments, such as 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 examples to showcase our in-language outreach efforts.

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 \(West Seattle\)](#)

1. 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.
- Attachment J

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.

2. Seattle Housing Authority (SHA) Transit Pass Program LAP Example

- The Seattle Housing Authority (SHA) Transit Pass Program is a program under the Transportation Access Programs (TAP) wheelhouse. The Transportation Access Programs are funded by the Proposition 1 of the Seattle Transit Measure (STM), a voter approved measure that was renewed in November 2020. The Transportation Access Programs aim to provide Seattle's residents with opportunities to better access and navigate transit.
- The SHA Transit Pass Program is a partnership between SHA and SDOT. Like several other programs under TAP, the SHA Transit Pass Program provides participants with fully funded ORCA cards to take unlimited transit at no cost. These ORCA cards can be used 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 for free.
- The SHA Transit Pass Program was significantly expanded in winter 2023 to allow for rolling admissions of all residents aged 19 and older of the 100+ SHA owned and managed properties. Previously, eligibility was limited to several dozen properties, age eligibility was capped at 64, and rolling applications were not allowed.
- To support the expansion, TAP held 29 in-person distribution events at various SHA properties. Materials were translated and on-site interpretation was provided with the support of Community Liaisons. Though the offered language interpretation varied based on location, in total SDOT provided translation and interpretation in the following languages: Cantonese, Mandarin, Vietnamese, Somali, Amharic, Tigrinya, Oromo, Spanish, Russian, Arabic, Khmer, Korean, Lao, Toishanese.
- As of July 2023, there are over 6,000 enrollees in the SHA Transit Pass Program. The program is set to run through December 31, 2026.

3. 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.
- 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 plan and implement engagement activities in coordination with SDOT staff and are 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 in culturally relevant ways and sometimes in languages other than English. 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](#)
- The Seattle Transportation Plan online engagement hub includes translations in multiple languages and a customer survey for Title VI reporting purposes, It can be viewed at: [Seattle Transportation Plan – Online Engagement Hub \(infocommunity.org\)](#)
- Our goals for 2024 include adoption of the Seattle Transportation Plan by City Council

and use of the STP policies, projects and programs as inputs to plan our next transportation funding package. Additionally, we will be sharing lessons learned, including racial equity and language access implications, as assessed through application of a Racial Equity Toolkit.

The RapidRide J Line project connects diverse neighborhoods and provides transit options that connect people to their place or work, study, worship, or to their homes and community businesses. Throughout the project the outreach team has provided translated versions of materials, added translations to all materials, and translated the entire project website. When the project entered the environmental stage, the team ensured all legal documents were translated and focused efforts on providing an equal opportunity for all to have their say on the project's design and environmental impact as is necessary with [TEF Tactic 04.1](#) ([See Attachment V](#))

As the project nears construction, community meetings have focused on the needs of marginalized communities, for example, the team has offered focused meetings to the Deaf community at TOPS High School to ensure that all students and parents have an equal understanding of construction impacts and that they have an opportunity to shape construction and outreach. Stakeholders such as TOPS have guided translation needs, working with the team on what translations are needed and on how to set up the cadence of future outreach to allow for the time to translate materials to convey essential information.

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 West Seattle and Ballard Link Extension Projects, Move Seattle Levy Equity Workplan currently underway, the use of our Race and Social Equity Index in planning and project implementation, all of which are mentioned below.

5. West Seattle and Ballard Link Extensions Project

[The West Seattle and Ballard Link Extensions Projects](#) will deliver thirteen new light rail stations and ensure regional reliability well into the future. The project will be delivered and maintained by Sound Transit. The City of Seattle works with Sound Transit to help deliver the project in accordance with City codes and design guidelines as well as ensuring that our transportation networks, housing, and other facilities are planned around this new investment. Therefore, the city works closely with Sound Transit to plan engagement that is accessible to all. In accordance with TEF Tactic 4.1, the agencies jointly offer numerous ways to engage to accommodate many types of needs from one-on-one meetings to large events from online surveys to online event forums. All engagement opportunities are offered in language, and all materials are [translated into the languages spoken in the affected area](#). In addition, the city offers the Community Liaison program of trusted advocates who advise on engagement, trans-create materials, offer translation at community events, and engage directly with their communities. Community Liaisons represent Seattle's many immigrant communities, numerous language groups, and the unhoused. Meetings are offered in accordance with ADA in both settings and format that are accessible.

6. Madison RapidRide G line

In 2023, we've made significant construction progress on the Madison RapidRide G line. We're on track to

complete construction next year and King County Metro plans to begin RapidRide G service by September 2024. RapidRide G will provide frequent and reliable bus service from 1st Ave in Downtown to Martin Luther King Jr Way in Madison Valley. RapidRide G buses will come every 6 minutes during peak periods. It will serve over 12,000 riders each day.

The route passes through some of the densest neighborhoods in Seattle: Downtown, First Hill, Capitol Hill, the Central District, and Madison Valley. It connects people to hospitals, schools and universities, businesses, dozens of bus routes, the First Hill Streetcar, and ferry service at the Colman Dock Ferry Terminal. Creating frequent, reliable transit on this corridor will make transit a convenient and desirable choice for residents, visitors, and people who rely on transit now and in the future.

We'll upgrade and build 240 curb ramps that will meet ADA standards for people in wheelchairs, people pushing strollers, people with vision impairments, and people using mobility devices. We're replacing broken sidewalks, adding new crossing signals, creating better drainage systems, and extending sidewalks to create shorter distances for people to cross the street.

These investments will make it easier and more convenient for people to catch the bus and travel through the area. They make the bus a more viable transportation option for more people and make walking and rolling around neighborhoods more comfortable for everyone.

Throughout construction we are working closely with our contractor to maintain accessible pedestrian access to keep people moving and maintain access to residences and businesses. We work with impacted stakeholders one on one to share construction activities, timelines, and work with them to reduce impacts where we can. When needed, we've worked with interpreters to provide interpretation services for businesses to share construction information and resolve their concerns. We share construction notices, regular email updates, and maintain our webpage. Our public information includes information in other languages about how people can contact us in their preferred language (see Attachment U)

[Levy Equity Workplan](#)

Beginning in 2022, the Levy Equity Workplan intends to identify and implement new business practices to improve the equitable distribution of investments made through the Move Seattle Levy, which is a voter-approved, 9-year (2015-2024), \$930 million property tax levy that funds infrastructure improvements across 30 different programs. These programs are a mix of capital projects and maintenance/repair, and their investments are meant to improve safety for all travelers, maintain streets and bridges, and invest in reliable, affordable travel options for a growing city.

While SDOT considers and centers equity in many ways in the context of infrastructure projects (e.g., contracting equity, workforce equity, and community engagement on design and construction), the focus of the Levy Equity Workplan is the equitable geographic distribution of investments—as in, ensuring that investments are sited where they are most needed, which is often where government has historically underinvested. By focusing current and future investments in Seattle's 'high equity priority' neighborhoods, we can begin to account for historical underinvestment and repair past and ongoing harms that are disproportionately born by certain communities, like communities of color, immigrant and refugee communities, and low-income communities.

SDOT developed the Levy Equity Workplan in response to recommendations made in the [Racial Equity Analysis](#) conducted as part of the 2020 COVID-19 Impact Assessment for the Levy to Move Seattle. The Levy Equity Workplan advances several strategies identified in this Racial Equity Analysis, including:

- Working with program owners to improve consistency in how racial equity criteria are incorporated in prioritizing Levy deliverables.
- Employing best practices, applying the Racial and Social Equity Index, and explicitly considering equity in program prioritization.
- Employing a data-driven approach combined with qualitative factors.

Still in progress, the Levy Equity Workplan has made recommendations in a three-part framework:

1. **Define success:** SDOT should develop a definition of what an equitable distribution of Levy investments looks like so that we know when we are on track and when we have succeeded.
2. **Evaluate performance:** SDOT should track completed Levy projects/deliverables by location and value, overlaid with Seattle’s Racial and Social Equity (RSE) Index,¹ to enable a portfolio-level analysis of the distribution of investments relative to “equity priority areas.”
3. **Plan ahead:** SDOT should use the results of the investment distribution analysis to make corresponding changes in program work plans in future years.

While SDOT is still in the process of defining success for the funding package that will replace the Move Seattle Levy after it expires at the end of 2024, we have begun implementation of new business practices that will advance both the “evaluating performance” and “planning ahead” recommendations. These new business practices are below:

- **Evaluate performance:** We have developed a dynamic, interactive Levy Equity Map that plots deliverables completed in 2023 from all 30 Levy programs overlaid with the RSE Index. Examples of RSE maps displaying health, racial and economic indices can be found on subsequent pages.
- **Plan ahead:** We are working with Levy program owners to center the use of the RSE Index in their individual program prioritization frameworks as a standard equity data reference so that there is greater consistency across the Levy programs in how we consider and center equity in decision-making about where we prioritize our work.

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.

¹ The Racial and Social Equity (RSE) Index is a tool used by City of Seattle departments to aid in the identification of geographic priorities for City programs, planning efforts, and investments. Developed and maintained by the Seattle Office of Planning and Community Development, the RSE Index shows where in Seattle there are relatively higher concentrations of certain disadvantaged populations. The RSE Index combines data on race, ethnicity, and related demographics with data on socioeconomic and health disadvantages. It can be found at maps.seattle.gov/RSEIndex.

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 socioeconomic and health disadvantages data 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 first created in 2017 and most recently updated in 2023. The 2023 update of the RSE Index incorporates the most recent available data mapped to 2020 census tracts. We also now have a [Users' Guide](#) for the index.

Data sets are updated every two to three years. We look forward to sharing examples projects leveraging the latest updates in the 2025 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.

Composite Index

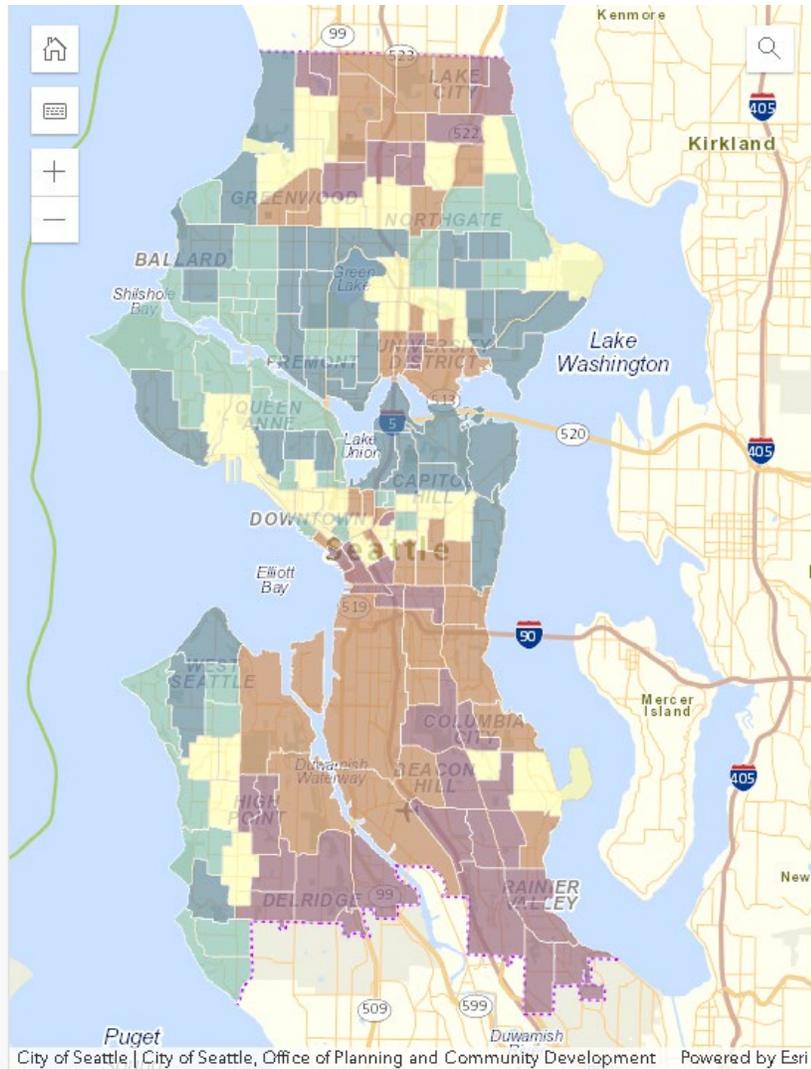
The Composite Index is a composite index of three racial and social equity component indices of population characteristics or conditions related to: (1) race/ethnicity, (2) socioeconomic, and (3) health and disability.

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 the core composite index and each of the component indices.

The Composite Racial and Social Equity (RSE) Index

Racial and Social Equity Composite Index Current

- Lowest
- Second Lowest
- Middle
- Second Highest Equity Priority
- Priority
- Highest Equity Priority

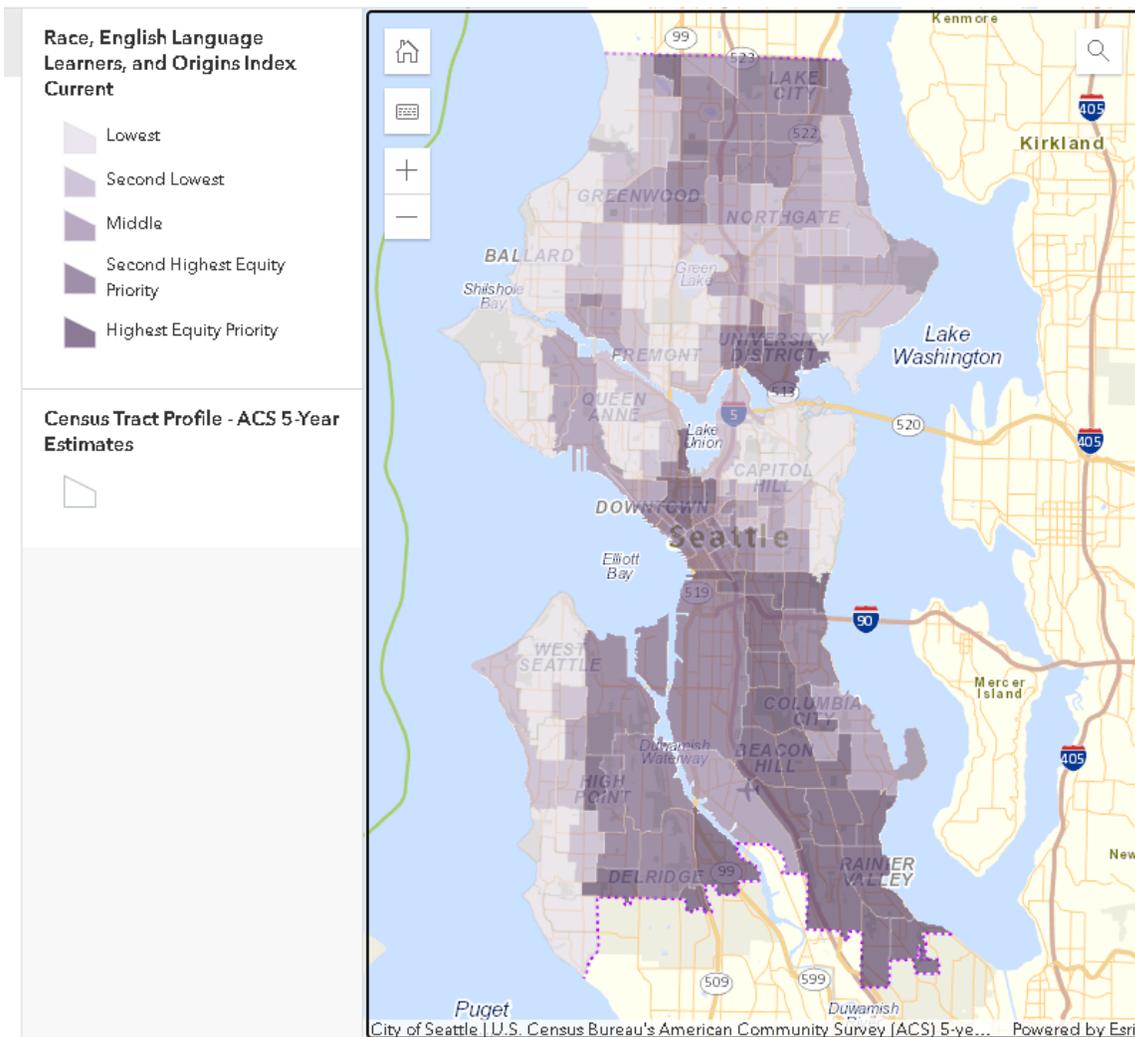


Race, English Language Learners, and Origins Index

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 the population five years and older who both speak another language than English at home and speak English less than “very well” – weight: 0.5, source: ACS estimates.
- 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



V-6 Environmental Unit

Please see [Attachment L](#) for NEPA determinations

Environmental Category	Data
Confirm # of NEPA Categorical Exclusions	16
Confirm # of NEPA Environmental Assessments	0
Confirm # of NEPA Environmental Impact Statements(EIS)	0
Confirm # of SEPA Exemptions	26
Confirm # of SEPA Determinations of Non-significance	2
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

V. [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 and connect people to essential services and local destinations. 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 2023.

b. Negotiations

No complaints regarding negotiations were filed with SOCR for the FFY 2023.

c. Relocation Assistance Payments

No complaints were filed regarding relocation assistance payments with SOCR for the FFY2023.

d. Property Management

No complaints were filed regarding property management with SOCR for the FFY 2023.

2. Number of Appraisers Utilized During the Reporting Period

Eight appraisers were used during this reporting period consisting of one male minority appraiser and seven female appraisers. 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 118. 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 reporting period.

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:

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 providing uniform and equitable treatment for all. We have also implemented a research policy that provides our group with additional context and a more full-bodied understanding of community needs for each area we are serving, allowing for the advancement of Race and Social Justice in the way a project considers the needs of an underserved community. This policy is translating to the creation of an introspective neighborhood checklist for us.

V. 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

- **Civil Rights Complaints Involving Competitive Bidding Procedures**
No civil rights complaints or inquiries were received by SOCR involving competitive bidding procedures.
- **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 businesses 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 in consideration for an award.”
 - The city advertises services in the Journal of Commerce, the City Procurement Website (ProcureWare) 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:
 - The city:
 - Provides contractors with information on how to access approved consultant rosters to identify W/M/DBE firms.
 - 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.
 - 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.

- 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 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 conducts a second series of “First Fridays: How to do business with the City of Seattle” events targeting the Latino community monthly. The city has also presented our First Friday workshop to the East African, and Iraqi communities.
- The 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 the National Association of Minority Contractors (NAMC). City representatives attend monthly membership meetings and membership events to inform contractors about upcoming opportunities. Please refer [the city’s public outreach calendar](#) for further details on the City’s outreach updates. The City contracted with the Northwest Mountain Minority Supplier Development Council for most of FFY2023 to provide technical assistance to firms interested in doing business withthe City, focusing on WMBE firms.
- The city also provides periodic trainings for vendors/consultants, including WMBE / DBE firms, on navigating contract reporting systems such as B2Gnow and LCP tracker (tool to report Certified payrolls).
- The city holds regular office hours monthly 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](#).

- [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:](#)

The city 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, Commercially Useful Function (CUF) reviews, 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.

- [Significant Accomplishments and Action Items for the Ensuing Year](#)

- The Office of Equity and Economic Inclusion hired a Title VI Coordinator to help sustain the Title VI Program within SDOT. The Title VI Coordinator has collaborated and strategized with key stakeholders in the following areas of service: Environmental Justice, Language Access, Contracts and procurement, Project Development and Delivery, and Right of Way.

- SDOT continues to provide outreach to immigrant and refugee communities, emerging WMBEs, and Micro Businesses with workshops to connect with new businesses, small WMBEs, and immigrant firms to build bridges to work with SDOT and the City of Seattle.

Contracting & Procurement Team: In 2023, NHI procurement training has rarely been offered in our location, and the few offered, even online, fill up quickly. Most trainings are focused on construction with minimal consultant contract guidance. The Contracting Manager and a Senior Contracting Specialist attended the Washington State Department of Transportation (WSDOT) DBE training. The Contracting Strategic Advisor participated in the NHI FHWA Contract Administration Core Curriculum. Interest was high in this class, but there were only 27 slots available for statewide training. The entire Contracting and procurement team attended the City's Title VI training. While not FHWA / WSDOT training, the Contracting and procurement Senior Contract Specialist, Strategic Advisors, and Managers attended the FTA Triennial Review workshop (which includes procurement, Title VI, EEO, and DBE) as well as a class on Identifying FTA-funded Procurements & Impact on Oversight Program Confirmation. Newer staff joined after classes were offered and will be offered opportunities for future 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](#)

One NHI training was attended by SDOT staff in 2023.

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
Denise Colvin	Equal Employment Opportunity (EEO) Coordinator. Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Female
Salma Siddick	Compliance Manager, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Female
Fathi Karshie	Title VI Coordinator, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Male
Mark Nakagawara	Contracting Construction & Social Equity Manager, Seattle Office of Finance & Administrative Services	Asian	Male
Michelle Perez	Workforce Equity Learning Partner, Seattle Department of Human Resources		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
Davida 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, Department of Finance and Administrative Services	Hispanic or Latino	Male
Anna Pavlik	Manager, Department of Finance and Administrative Services	White	Female
Carmen Kucinski	Associate Contract Compliance Manager, Department of Finance and Administrative Services.	Black	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	Native 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 2023.

V•10 Administration

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

See [Attachment P](#) 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 four virtual Title VI trainings. Citywide Title VI training in 2023 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 virtual trainings, however, were geared towards SDOT staff and detailed DOT aspects of Title VI. The training included a Title VI overview, responsibilities, monitoring, and compliance requirements. Please see Attachment R for this year’s Title VI Training attendees.

SDOT will continue to have Title VI workshops 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 training and more engaging workshops as we institutionalize Title VI into SDOT.

We continue to implement and institutionalize the [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 continued partnership with communities ensures we build and uphold a racially equitable and socially just transportation system. The TEF is a document with two parts. Part 1 includes values and strategies that guide the tactics in Part 2, the implementation plan. As we work to institutionalize TEF tactics into all areas of SDOT, we intend to implement these tactics in a strategic and sustainable way 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 2024 AUAR will have more specifics and examples of this implementation and how specific TEF tactics support and uplift Title VI compliance and community collaboration.

We have examined the language accessibility of the City of Seattle's websites, particularly for residents with limited English proficiency, and recommended a solution for improving the translation of web content. Currently, the city's reliance on machine translation or English-only content creates barriers to important information for these residents. To tackle this issue, we propose the implementation of a [translation proxy solution](#) provided by Smartcat, which integrates human translation into the process of generating website translation. Our Language Access Liaison team as well as the Office for Immigrant and Refugee Affairs (OIRA) proposed [Smartcat Website Translator](#). This translator has several advantages. Notably, it reduces the time needed for human translation and editing processes, and it consolidates website human-translated content into one database. In comparison to other online language access vendors such as MotionPoint, Google, Amazon, and Microsoft, Smartcat's solution poses fewer risks and is more cost-effective. Once approved, we hope to implement it by the end of 2023. SDOT intends to hire a person to solely manage website translations by the end of 2023.

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 2024 that will meet monthly to discuss Title VI work, to create a resource bank, uphold accountability and transparency, 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 and implementing a new Learning Management System (LMS). A request and presentation for this new system was made in December 2022 to determine the 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 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 includes their roles within the framework of Title VI compliance. We are excited to collaborate interdepartmentally and continue to improve our Title VI work. In 2024, we will start meeting quarterly with King County Metro and Sound Transit.

SDOT's contract team has been working closely with the Compliance Manager 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 2024 AUAR.

Review and Remedial Action Procedures for Subrecipients, Consultants

Grant Program	SDOT Project	Year Applied	Year Awarded	Request Amount	Award Amount
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 th & 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•••

