

Transportation Equity Workgroup Application FAQ

FOR APPLICANTS

OCTOBER 2024

1. What does the Transportation Equity Workgroup (TEW) do?

The TEW serve as community stewards of the Transportation Equity Framework (TEF). Members collaborate with SDOT staff to deliver key tactics from the TEF implementation plan.

2. What is the Transportation Equity Framework (TEF)?

From 2019-2021, SDOT co-developed the TEF with members of the TEW. The TEF is a roadmap for SDOT decision-makers, employees, stakeholders, partners, and the greater community to collaboratively create an equitable transportation system. SDOT is now in the 6-year implementation stage of the TEF and continues to collaborate with the TEW members on this implementation plan with over 200 values and strategies. For more information check on the TEF, [click here](#).

3. Who is currently on the TEW?

Current members are members of the public who are affiliated (personally and professionally) with community-based organizations, coalitions and networks from/or serving the following communities identified from [Resolution 31773](#):

- Black, Indigenous and People of Color (BIPOC) communities
- Low-income communities
- Immigrant and refugee populations
- People living with disabilities
- LGBTQIA+ people
- People experiencing homelessness or housing insecurity
- Women and female-identifying populations
- Youth
- Aging adults
- Individuals who were formerly incarcerated
- Displaced and/or high-risk displacement neighborhoods

4. Our community-based organization or coalition is located outside of Seattle but is within King County. Are we eligible to nominate someone for a seat on the TEW?

Yes, community-based groups, organizations and/or coalitions in King County that serve the populations identified by Resolution 31773 are eligible. SDOT recognizes that several communities are experiencing displacement from Seattle and that transportation access is a key link for community members to travel into the city to access economic opportunities, education, healthcare and other social needs. We encourage organizations and prospective workgroup members who fit these criteria to indicate in their application their community's connections or needs related to Seattle.

5. Can an unaffiliated individual apply for a seat on the TEW?

No, members of the general public who are not affiliated with a community-based organization, group, coalition and/or network serving populations identified above are not eligible for a seat on the workgroup.

6. Can a coalition apply for a seat on the TEW?

Yes, coalitions who serve populations identified by Resolution 31773 can apply for one seat on the TEW. Coalitions will be asked to submit a letter of support for their identified coalition member and identify which organization within the coalition they represent. The identified coalition member will submit an application on behalf of the coalition. If selected for the TEW, that representative will then represent the coalition as a whole and not solely their own organization.



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7. How will you confirm that an individual applying is affiliated with an agency, network or coalition?

Potential applicants for the TEW must submit a letter of support from their affiliated organization. The letter of support must be completed by a representative of your affiliated organization.

8. Our group or coalition is not a registered 501(c)3. Are we still able to apply for a seat on the TEW?

Yes, your group or coalition does not have to be a registered 501(c)3 to apply for a seat on the workgroup. If you are still unsure on whether your group or coalition is eligible, please email your question to transportationequity@seattle.gov.

9. Does SDOT provide prospective applicants and/or community-based organizations language access services to submit an application?

Yes, all efforts will be made by SDOT to provide prospective applicants and/or community-based organizations language access services to submit their application. To request assistance, please contact TE program staff at transportationequity@seattle.gov or 206-530-3260 as soon as possible and no later than October 22 to request assistance.

10. If our organization is unable to apply via mail or email, will there be another method in which our organization can apply?

Yes, all efforts will be made by SDOT to arrange alternative methods to submitting an applicant and/or organization's materials. To request assistance, please contact TE program staff at transportationequity@seattle.gov or 206-530-3260 as soon as possible and no later than October 15 to request assistance.

11. Can SDOT provide access services for people living with disabilities to participate in the workgroup convenings?

Yes, all efforts will be made by SDOT to provide access services for people living with disabilities to participate in the workgroup convenings, and we will coordinate with selected workgroup members on their specific needs.

12. Are members compensated for their time and expertise on the TEW?

Yes, all members are compensated for their time and expertise on the TEW incoming (non-voting) TEW members will be paid \$50/hour during the 3-month onboarding. Once members are voted in officially as TEW members, compensation for the 2025-2027 term will be \$75/hour. Incoming TEW members will sign a Memorandum of Agreement with SDOT prior to joining and can bill up to \$7,500 in a calendar year.

13. Will the organization or the workgroup member selected receive the stipend?

Workgroup members will directly receive stipends for participating on the TEW, not the organization or coalition. Once selected, workgroup members will sign a Memorandum of Agreement (MOA) with SDOT which outline payment details and members' commitment to participating. On a case-by-case basis and after consultation with TE program staff, the workgroup member can forego their stipend and instead opt to provide funding to the organization they represent.

14. I am interested in working on a transportation related project with SDOT. Can I count it as TEW hours?

No. The TEW speaks as a collective and work together as a group to deliver their annual workplan and deliverables. Individual SDOT or transportation-related projects that are not part of the approved TEW annual work plan and/or fall outside of your role as TEW members cannot count as TEW hours. SDOT recognizes TEW members join to advocate and effect change in their community. TE program staff and TEW Co-Chairs can support members with thought partnership on other pathways members can consider for projects outside of the TEW's scope of work.

15. I am in a fellowship program with an organization that is Seattle-King County, am I eligible to apply?

A fellowship may be eligible if the applicant's affiliation with the organization does not end before the conclusion of their TEW term. The affiliated organization is expected to support their member throughout the duration of their TEW term.

16. How often do the TEW members meet?

Members attend an average of 2-4 virtual/ in-person meetings per month, depending on TEW work load. Most of the TEW meetings are currently virtual, with 2 in-person annual retreats and other in-person gatherings as the group deems necessary.

17. What are the expectations of workgroup member's serving on the TEW?

All TEW terms start at 3 years with the option of renewing for an additional 2 years at the conclusion of the first term. Members are expected to spend an average of 9 - 10 hours/month on TEW work. Members are expected to attend monthly meetings, review materials outside of meeting hours, provide comments via email and engage in subcommittee work with fellow TEW members. To ensure we have fair and equal participation across the TEW, members cannot miss more than 3 TEW meetings annually. Workgroup members are expected to collaborate with other TEW members, SDOT and City of Seattle staff to accomplish TEW deliverables.

18. Are there additional commitments I should anticipate as a TEW member?

All new TEW members must engage and participate in tasks related to the 3-month onboarding period. TE program staff will provide members with an onboarding curriculum, which includes information about SDOT, the TEF and other key contents to help support new members in their roles. Incoming TEW members will also be paired with a current TEW member and SDOT staff during the 3-month onboarding period.

19. Does SDOT provide bus passes for workgroup members to attend workgroup meetings or community building activities?

All efforts will be made by SDOT to provide bus passes (or vouchers for ORCA card holders) to assist workgroup members in attending meetings or community building activities related to the TEW.

20. What is the selection process for new TEW members?

A selection committee of TEW members and SDOT staff will review submitted applications and letter of support in mid- November. The committee will then select candidates to advance to interviews, tentatively to be held in early December. Interviews will be held virtually and candidates will receive interview questions 1 hour ahead of time. After the interview process, the committee will make final selection and inform candidates by end of December.

21. What can I expect after submitting an application?

Applicants will receive an email confirming receipt of application submission. TE program staff will reach out to candidates selected for interviews via email by late November.

22. What options are available for applicants who would like extra support ahead of submitting their application?

TE program staff will hold two virtual office hours for applicants and contacts at their affiliated organization:

- Friday, 10/18, 12 - 1:30 pm
- Monday, 10/28, 5 - 6:30 pm

RSVP [here](#) to attend one or both virtual office hours. If these options do not work, reach out to transportationequity@seattle.gov or (206) 530-3260 to schedule an appointment.