

# Transportation Equity Workgroup Application FAQ

## FOR ORGANIZATIONS

OCTOBER 2024

### 1. What qualifies as an affiliated organization for Transportation Equity Workgroup (TEW)?

Any community group (community-based organization, coalition and/or network serving populations identified in [Resolution 31773](#)) that operates within Seattle-King County qualifies as an affiliated organization. Local, state and federal government agencies (with the exception of federally-recognized tribal governments) do not qualify as affiliated organizations.

### 2. Does the applicant affiliated with our organization have to be an employee?

No, an affiliated organization can support the application of individuals in various roles. This includes, but is not limited to volunteers, board members, alumni, contractors, clients, etc.

### 3. How many applications can an affiliated organization support during an application cycle?

An affiliated organization can only support the application of one prospective candidate during an application cycle.

### 4. What if our organization already supports a TEW member but we have more people interested in joining the TEW?

An affiliated organization can only support one active TEW member throughout the duration of their term. An affiliated organization shall forego supporting additional applications if they are supporting a current TEW member.

### 5. What can affiliated organizations expect during their representative's tenure 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. On average, members participate in 2-4 meetings per month. Members will be expected to complete a 3-month onboarding period, regularly attend TEW monthly meetings, complete ongoing subcommittee work, and engage in ad-hoc engagement and training opportunities. Participation may fluctuate based on members' engagement level and TEW workload at different times of the year, but most members dedicate an average of 9 – 10 hours per month to the TEW. Members who choose to take a leadership role as a co-chair will be responsible for additional scope of work and can expect to dedicate more time to the TEW.

### 6. How are affiliated organizations expected to support their TEW representatives?

All prospective candidates will need a letter of support from their affiliated organizations as part of the application process. Affiliated organizations are expected to provide ongoing support and mentorship during the duration of their representatives' term on the TEW. Organizational support includes but is not limited to ensuring regular attendance at monthly TEW and subcommittee meetings, providing adequate time and resources for members to meet TEW deliverables, and supporting representative's professional development growth on the TEW.



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**7. What if our TEW representative cannot fulfil the expected time and work commitment?**

All TEW members go through a thoughtful and inclusive application, selection, and onboarding process to develop the right complement of skills, experiences, and interests on the TEW. In the event a TEW member misses more than 3 TEW meetings in a year or leaves prior to the completion of their term, the TEW member, Co-Chairs, and Transportation Equity staff will re-negotiate TEW membership to better accommodate available resources.

**8. Are affiliated organizations compensated?**

Workgroup members will directly receive stipends for participating on the TEW. 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.

**9. We still have questions and would like to connect directly with TE program staff. What are our options?**

TE program staff will hold two virtual office hours for prospective 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](mailto:transportationequity@seattle.gov) or (206) 530-3260 to schedule an appointment.