



TRANSPORTATION EQUITY WORKGROUP

Application Guide

SEPTEMBER 2022



Seattle
Department of
Transportation

Overview

The Seattle Department of Transportation (SDOT), Transportation Equity Program provides department-wide policy and strategic advisement on equitable, safe, environmentally sustainable, accessible, and affordable transportation systems that support Black, Indigenous and People of Color (BIPOC) communities, low-income populations, people living with disabilities, and other communities historically and currently underinvested in by government.

In April 2019, SDOT created the Transportation Equity Workgroup (TEW), a group of compensated community members with personal and professional affiliations with BIPOC communities and communities underinvested by government.

Goals for the TEW include the following:

- Build community trust and partnerships through transparency and accountability between SDOT and communities underinvested by government.
- Develop leadership capacity and a deeper understanding of SDOT and transportation systems.
- Learn and share understanding of transportation equity values and priorities.

From 2019-2021, the TEW worked collaboratively to create community-guided equity recommendations to include in SDOT's first-ever [Transportation Equity Framework \(TEF\)](#). The TEF is a roadmap for SDOT decision-makers, employees, stakeholders, partners, and the greater community to collaboratively create an equitable transportation system. Building from the City of Seattle's Race and Social Justice Initiative (RSJI), the TEF addresses the disparities that exist in our transportation systems due to institutional racism.



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

SDOT Transportation Equity Workgroup (TEW) currently has open seats for the 2023-2024 term and is seeking community members to apply.

We invite community members affiliated with community organizations, non-profits, coalitions or networks serving Seattle-King County BIPOC and vulnerable communities to apply.

Benefits of Workgroup Participation

- Learn more about SDOT's structure, operations, programs, and projects
- Leadership development and civic engagement opportunity
- Gain first-hand experience in co-creating and collaborating with government staff

Term Commitments & Onboarding Period

Term commitments on the TEW are 2-years. If selected, members will first join the TEW as non-voting members and participate in a 3-month onboarding period from January-March 2023. Expect to dedicate an average of 9-10 hrs./month maximum during the onboarding period. After the 3-month onboarding period, non-voting members will be brought to the TEW to formally vote in new members in April 2023.





Compensation for Workgroup Members

Non-voting TEW members will be paid at \$50/hr. during the 3-month onboarding. Once members are voted in as TEW members in April 2023, compensation for the 2023-2024 term is at an hourly rate of \$75/hour. Each TEW member can bill up to \$7,500 for the year. All TEW members will sign an MOA with SDOT.

Desired Qualifications of TEW members

- Community members must be affiliated with Seattle-King County based community-based organizations, coalitions or networks interested in serving on the Transportation Equity Workgroup (TEW) and submit a letter of support from their organization to participate.
- Currently work, worship, play, learn or live in Seattle
- Have lived experiences and/or professional knowledge on transportation related challenges experienced by populations identified in Resolution 31773 (see below).
- Experience with and/or understanding of challenges, barriers to trust in government, and transportation inequities.
- Interest in working collaboratively in a team setting and with various community and government stakeholders.
- Have deep understanding on the impacts of institutionalized racism and race-based disparities experienced by BIPOC communities
- Community members do not need to have previous experience participating in workgroup; members who have not served on city-level workgroups before are encouraged to apply!

Populations of Interest

Under Resolution 31773¹, City Council identified populations who should benefit equitably from the City's transportation investments, mobility innovation and progress to create safe, environmentally sustainable, accessible, and affordable transportation options.

The TEW members will be from the following identified communities, leading with BIPOC communities. Recognizing intersectionality, the multiple identities in which a person can simultaneously experience privilege and oppression², the workgroup will bring together a diverse group of individuals and there are opportunities for co-chair roles with additional compensation. Workgroup members will have personal and/or professional expertise, and be affiliated with agencies, coalitions and networks from/ or serving the following communities:

- 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

Application & Selection Process

Applications will be accepted online, and we also request a letter of support from your affiliated organization to be included as part of your application.

Community organizations, non-profits and coalitions providing a letter of support for an applicant are expected to provide ongoing support of the TEW members' participation in the group for the duration of their term. Organizational support includes ensuring the candidate can regularly attend and engage in TEW-related activities as part of their regular tasks and supporting candidate's professional development growth on the TEW.

¹More information on Resolution 31773 available [here](#)

²Definition from the [Racial Equity Tools Glossary](#)

Please note: If the candidate is selected as a TEW member for the 2023-2024 term but is unable to complete their term commitment, TEW Co-Chairs and SDOT Transportation Equity Manager will consider if an alternative person from the affiliated organization applies to replace the original candidate's TEW seat.

If a written application in English or otherwise provides a barrier for the applicant, all efforts will be made by SDOT to arrange alternative methods to submitting an applicant's information. Please email transportationequity@seattle.gov if you or someone you know needs accommodations to submit an application.

Applications will be reviewed by a selection committee comprised of current TEW members and SDOT staff. **Applications are due by Wednesday, October 5, 6:00 PM. Selected applicants will then be invited to participate in an interview process, tentatively scheduled for the week October 23 and November 7.**

TEW Member Participation Commitments

- Two-year commitment.
- Engage and participate in tasks related to the 3-month onboarding period
- Attend the TEW monthly meetings scheduled on the **second Mondays, 2:00-4:00 PM.**
- Participate in an average of **2-4 virtual meetings** per month, depending on how light and busy the TEW work is.

- Participate in an average of **9-10 hours/month** for TEW roles, with an estimated total of 100 hours for the year.
- Expect to participate in some combined meetings with TEW and SDOT staff.
- To ensure we have fair and equal participation across the TEW, members cannot miss more than **3 TEW meetings** annually.
- Review materials between meetings and provide comments via email, one-on-one meetings and tele-conferences as needed.
- Collaborate alongside TEW members, SDOT and City of Seattle staff to steward the Transportation Equity Framework (TEF)

If an applicant requires language or special needs assistance to serve on the workgroup, accommodations will be available upon request. Please email transportation.equity@seattle.gov or call (206) 316-6803.

COVID-19 Vaccination Requirement

In response to the COVID-19 pandemic, TEW have shifted to mainly virtual meetings with occasional in-person meetings. TEW members will need to sign a COVID-19 attestation form and show proof of vaccination to participate. For more information visit: [COVID-19 Vaccination Requirements for City Contractors and Volunteers - Purchasing and Contracting](#)

