



Seattle

Office for Civil Rights

Annual Title VI Update
Accomplishment Report

Federal Fiscal Year FFY:2021
October 1,2020- September 30, 2021

Updated on August 29, 2022



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Department of
Transportation

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**2021 Annual Title VI Update & Accomplishment Report
CONCURRENCE MEMORANDUM**

July 18, 2022

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**Derrick Wheeler-Smith,
Director of Seattle Office
for Civil Rights**
810 3rd Ave, Suite 750
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I, Derrick Wheeler-Smith, have reviewed the materials forwarded for the 2021 Annual Title VI Update & Accomplishment Report and concur with the information provided therein. As always, I appreciate any correspondence or comments that may arise from the review of the Annual Title VI Update Accomplishment Report materials.

Concurrence and approval are based on the information available at the time of review and submittal.

Approval Signature: 2021 Annual Title VI Update & Accomplishments Report		
Date	Name	Signature
Seattle Office for Civil Rights, Director		
7/18/2022	Derrick Wheeler-Smith	

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Section I Policy Statement

The City of Seattle updated its Title VI Plan in August of 2022. SDOT submitted its first Triennial review in November 2020. The Policy Statement is posted on the City of Seattle website at: <http://www.seattle.gov/civilrights/civil-rights/title-vi>

For more information, please refer to Attachment A.

Section II Organization, Staffing, and Structure

A Organization

The 2022 Title VI Plan set out a new organizational structure that created a designated role for compliance. Central, citywide efforts are led and coordinated through the Seattle Office for Civil Rights (SOCR). The Citywide Title VI Coordinator is responsible for coordinating and implementing Title VI requirements across all City departments, ensuring compliance, conducting annual training, and providing technical assistance to City departments and Title VI information to the public. The Title VI Compliance Specialist is responsible for handling citywide Title VI complaints from the public which includes assessing complaints, initiating investigations, facilitating resolutions, and completing investigations. The SDOT Title VI Program Lead monitors compliance provides staff training on Title VI and fulfills reporting requirements. The Citywide Title VI Coordinator and SDOT Title VI Program Lead meet regularly to review Title VI compliance and alert the Title VI Administrator and Citywide Title VI coordinator of any issues.

TABLE 1. City of Seattle Title VI Structure



In 2020, SDOT hired a Title VI Program Lead in the Department’s Office of Equity and Economic Inclusion. The SDOT Title VI Program Lead works in unison with SDOT’s Grants Oversight Manager and the City’s Title VI Compliance Specialist on fulfilling reporting requirements. Table 2 lists current Title VI compliance staff.

Table 2. TITLE VI Compliance Staff

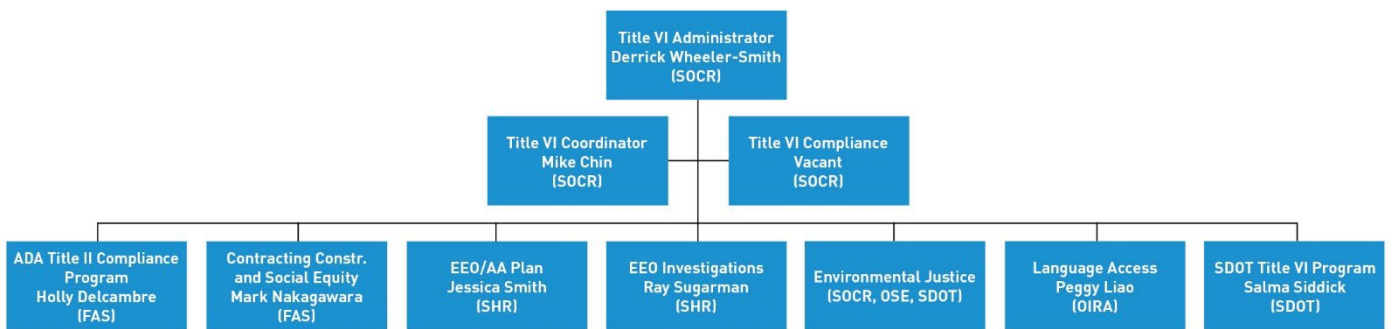
Name	Department/Role	Race	Gender
Bruce Harrell	Mayor, City of Seattle	Black/Asian Pacific Islander	Male
Derrick Wheeler-Smith	Director, Seattle Office for Civil Rights (Title VI Administrator)	Black/African American	Male
Michael Chin	Civil Rights Enforcement Director, SOCR (Acting Citywide Title VI Coordinator)	Asian Pacific Islander	Male
Nona Raybern	Communications Advisor (SOCR)	2 or more races	Female
Armando Padron-Cruz	Civil Rights Investigator (SOCR)	Latino	Male
Medhanit Abebe	Civil Rights Investigator (SOCR)	Black/African American	Female
Jason Simon	Civil Rights Investigator (SOCR)	White	Male
Mikayle Boswell	Paralegal (SOCR)	Black/African American	Male
Krystal Bautista	Civil Rights Investigator (SOCR)	Latinx	Female
Katie Vail	Civil Rights Investigator (SOCR)	2 or more races	Female
Latrice yBarra	Operations Manager (SOCR)	Black	Female
Carissa Carroll	Finance Analyst, Grant Specialist (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	Title VI Program Lead, Office of Equity & Economic Inclusion (SDOT)	Black	Female

B. Structure

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

Table 3. City of Seattle Interdepartmental Title VI Coordination

Title VI Organizational Chart



Section III TITLE VI Monitoring & Review Process

A. Actions to Promote Internal & External Compliance with TITLE VI

1. External

The following actions and reviews took place in FFY 2021 to promote compliance with Title VI:

- In 2020, the City of Seattle updated its Title VI non-discrimination notice, Title VI Plan, complaint process, and Language Access Plan (LAP). The City of Seattle continues to notify the public of their rights under Title VI of the Civil Rights Act and the City's obligation to fulfill these duties through its Title VI Notice of Nondiscrimination. (Attachment A, Attachment B, Attachment C, and Attachment D). and Attachment D).
- The new notice was sent to departments across the City and included information on protections under Title VI and other civil rights laws, how to receive more information on the City's Title VI program, and how to file a complaint with SOCR if customers, contractors, subcontractors, or City employees feel they have been discriminated against.
- SOCR updated the [Title VI webpage](#), to include in depth information on Title VI and designated email address to handle Title VI questions or complaints from the public and City departments. SDOT also designated the email address dot_titlevi@seattle.gov that is visible on the Office of Equity & Economic Inclusion webpage. to handle Title VI questions or complaints from the public and City departments. SDOT also designated the email address dot_titlevi@seattle.gov that is visible on the Office of Equity & Economic Inclusion webpage.
- SDOT and SOCR developed a new citywide Title VI training which is available on-demand and in closed captioning to all City employees on the City's training website.
- The Title VI non-discrimination notice is also included on Seattle Department of Transportation project websites, the [Office of Equity & Economic Inclusion webpage](#), in City facilities that are open to the public and in places of service, and the Seattle Streetcar and the Seattle Monorail. See Attachment E (photos of postings in Streetcar and Seattle Monorail).

Title VI notices are translated based on the City of Seattle's Office of Immigrant and Refugee Affairs (OIRA) Language Access Program requirements (see attachment D). The program identified languages other than English spoken by the largest number of city residents, based on data from the U.S. Census Bureau, American Community Survey, Seattle Public Schools, Seattle Municipal Court, and departmental data. Spanish, Chinese, Vietnamese, Amharic, and Somali were identified as the most spoken languages (referred to as Tier 1 languages) and notices were translated into these languages. See Attachment A for more details and Attachment E for the Title VI poster.

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 Title VI webpage:
<https://www.seattle.gov/civilrights/TitleVI>
- The SOCR Title VI website includes [protections under the law, information on the Title VI program, information on how to file a complaint](#), and a [link to the complaint form](#).
- Seattle Waterfront: <https://waterfrontseattle.org/>
- Seattle Monorail: <http://www.seattlemonorail.com/notice-of-nondiscrimination/>
- Seattle Department of Transportation Organization Chart:
<https://www.seattle.gov/transportation/about-us/organization>
- Seattle Streetcar: <https://www.seattle.gov/transportation/getting-around/transit/streetcar/accessibility>

2. Internal

In 2021, SOCR and SDOT created a citywide Title VI training which is available on the City of Seattle's citywide training site for all City departments that receive federal funds. In September 2021, SOCR notified all City departments of this training requirement for program managers and contract administrators who oversee federally funded programs and activities. There were no in-person meetings in 2021 between staff from SOCR and Seattle Monorail staff due to the COVID-19 pandemic; however, SOCR and SDOT met on a monthly basis to discuss Title VI compliance requirements. SOCR and OIRA will continue to support the parties in ensuring announcements for public meetings are translated and reach culturally diverse media, and that language interpretation is provided upon request.



Citywide_TitleVI_Training_Video.mp4

B. TITLE VI Compliance Reviews During This Reporting Period

Annual Site Visits:

This year, site visits will be conducted in November with the SDOT Title VI Program Lead and the Seattle Monorail and Seattle Streetcar teams. The Streetcar Team hired a Program Manager, Alison Redenz, in July 2021, to perform program management responsibilities for Streetcar operations. Together with SOCR, we updated our Title VI non-discrimination notice language and included multiple languages based on OIRA's Tier 1 language options and on the greatest perceived need and observed ridership in 2021.

Section IV TITLE VI Complaints During This Report Period

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

Section V. Accomplishment Report for Each Program Area

This section describes SDOT’S Planning, Location Program, Design, Language Access Plan (LAP), Environmental Justice, Environmental Unit, Real Estate Services, (Right of Way), Construction & Maintenance Services, Education & Training, and Administration program area activities that support our compliance with Title VI requirements.

V-1 Planning

Staffing table for this division is included in Attachment Q.

SDOT’s Policy and Planning Division is responsible for developing short- and long- range plans, such as development of funding strategies for capital projects, and development of master plans that guide the City’s implementation of transportation improvements, as well as transit corridor planning.

SDOT’s staff coordinate with other government agencies, private groups, and the public to develop planning and policy strategies that meet the transportation needs of the Seattle community.

- **Number of Consultant Projects for Planning Awarded During This Reporting Period**
 Planning is often a part of a larger design process performed by consultants and we include design and engineering contracts in this category. SDOT has specific planning consultant projects for work such as an ADA evaluation, bicycle, and pedestrian safety analysis, integrated multimodal planning, corridor development reports and trail upgrade planning.

Below is an overview of consultant projects in this reporting period:

Planning Consultant Projects Elements	Data
# of consultant contracts awarded	11
Total value of consultant contracts awarded	\$1,988,029
Value of consultant contracts awarded to WMBE firms	\$456,200
Confirm existence/frequency of pre-submittal/networking sessions	2

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE	Pre-submittal Held Y/N
20-004	Planning	ORCA Opportunity and Low-Income Access to Transit Support	Hopelink	\$15,617.00	NO	NO
20-013	Planning	Center City Off- Street Parking Survey	Heffron Transportation INC	\$100,000.00	YES	NO
20-016	Planning	TMP Center City Site Enhancement	Cascadia Consulting Group	\$250,000.00	YES	NO
20-022	Planning	City of Seattle Investment Grade Traffic and Revenue Study	CDM Smith Inc.	\$331,842.00	NO	YES
20-028	Planning	West Seattle Bridge Technical Advisory Panel - # 7 (John Stanton)	John Stanton Consulting Engineers	\$110,000.00	NO	NO
20-039	Planning	Reconnect West Seattle Travel Options Programming Support	Alta Planning (and) Design	\$999,000.00	NO	YES
20-040	Planning	Pedestrian Program Racial Equity Analysis	Natasha Marin Obrien dba	\$53,200.00	YES	NO
20-042	Planning	Shared Mobility Management	Atlas Public Policy LLC	\$5,568.00	NO	NO
21-005	Planning	SDOT Transportation Equity Implementation	KAYA STRATEGIK LLC	\$53,000.00	YES	NO
21-009	Planning	Emissions Effects of Mobility Changes (Completion P.1)	Sam Schwartz Engineering, DPC	\$16,827.00	NO	NO
21-011	Planning	Climate Calculator Phase 2 and CTR Data Support	Sam Schwartz Engineering, DPC	\$52,975.00	NO	NO

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

The City of Seattle does not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate in connection with the award or performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin. As part of the efforts to notify historically underutilized and disadvantaged firms of upcoming projects, SDOT's WMBE Advisor creates Upcoming Anticipated Project sheets for Consultant and Public Works projects. These project sheets include information about funding source, specifying whether the project will be using federal or state funds.

In accordance with Ordinance 119603 (1999), Ordinance 121717 (2005), Executive Order 2010-05: Outreach to Women and Minority Businesses (WMBE), and Executive Order 2014-03: Equity in City Contracting, the City of Seattle encourages all of its departments to be inclusive of underrepresented business communities, and strives to use all legal means to see that minority-owned and women-owned businesses do not face unfair barriers in their competition for City contracts and in their successful performance of those contracts.

On September 24, 2019, City of Seattle Mayor Jenny A. Durkan issued [Executive Order 2019-06: Economic Inclusion and Contracting Equity](#)¹. The Mayor ordered a disparity study to inform a contracting equity policy including data tracking provisions such as self-identification and certification, consistency, and effectiveness of procurement practices in departments and technical assistance efforts to include viability of mentorship program. The three main areas the Executive Order focuses on are, 1) Contracting Equity Administration, 2) Contracting Equity Data and Compliance, and 3) Contracting Equity Accountability and Reporting. The City Department of 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/refugee owned or emerging businesses by fostering participation in City contracting opportunities through language-appropriate outreach. The Mayor's Office will convene a Mayoral Women and Minority Owned Business Advisory Committee to provide guidance and feedback on the City of Seattle contracting equity initiatives. For more information, please refer to Attachment F.

For non-federally funded projects, the City of Seattle 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

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

inclusion through the life of the project and evaluates the firm's success at project close out. WMBE firms are defined by Seattle Municipal Code (SMC) 20.42 as firms at least 51% owned by women and/or minority (including but not limited to, African Americans, Native Americans, Asian- Pacific Islander, and Hispanics). State or Federal certification is not required to participate in the City's WMBE Program. In addition, all City departments create WMBE goals for their respective department's spend that they commit to annually and which are monitored annually by the City of Seattle Department of Finance and Administrative Services.

Outreach During COVID-19

Although regularly scheduled in-person outreach commitments for the City of Seattle were greatly impacted by the COVID-19 pandemic, we continue to find ways to engage safely with community about project changes and impacts.

In March 2020, Mayor Durkan instructed departments across City government to take early action on budget reductions which included a hiring freeze, halting contracts and expenses, and curtailing discretionary spending not related to COVID-19 response ². As part of the response to COVID-19, state and local policies have suspended events and limit large gatherings for people ³. This led to revised outreach efforts and elimination of some regularly scheduled events. However, SDOT understood the importance of these events particularly for the WMBE community and quickly transitioned to a virtual platform and held two Working with SDOT events to discuss the Levy to Move Seattle, how to be ready to be a prime consultant on SDOT and City contracts, and let firms know about upcoming opportunities.

WMBE inclusion efforts for SDOT are led by the SDOT WMBE Advisor (in the Office of Equity & Economic Inclusion), and include but are not limited to:

- **Scope Review**

The SDOT WMBE Advisor provides input and consultation on procurement opportunities and suggests methods of scoping or phasing projects to encourage small WMBE firms to compete for bids.

- **Advance Notice of Opportunities**

The SDOT WMBE Advisor collects and disseminates advance notice of procurement opportunities detailing scope, timelines, and project manager contact information for consulting and public works procurements. When applicable, information on anticipated federal funding is included to facilitate conversations on the DBE Program and DBE

² [Mayor Durkan Statement on New Economic Forecast in Seattle, Which Highlights Continued Decline in 2020 and 2021 for City Revenue](#)

³ [Mayor Durkan Statement on New Economic Forecast in Seattle, Which Highlights Significant Impact of Pandemic on Workers, Local Businesses and City Revenue](#)

certification.

The City of Seattle promotes networking opportunities with City departments and contractors. Activities include: WMBE firms attending contracting forums and trade shows, networking time at pre-bid meetings, and at “meet and greet” events. The City conducts a monthly event staffed by City Contract Administrators and Buyers where DBEs and other small businesses can share their products and services with pertinent staff, learn about the City processes and programs, obtain information and assistance on registering as a vendor with the City, and obtain resources on State Certification. City representatives attend vendor fairs sponsored by other City departments to provide information to contractors and subcontractors on how to do business with the City, contracting opportunities, and community organizations focusing on business opportunities and growth for marginalized communities. City representatives attend monthly membership meetings and events to inform contractors about upcoming opportunities. The City conducts an annual networking event to showcase projects from the City’s capital departments. Project managers from each of the City’s capital departments present their projects including the scopes of work, schedule, and budget and SDOT presents detailed information on federally funded projects.

- **Monitoring Performance Data**

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

- **WMBE Availability / Procurement Review**

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

- **Outreach Events**

The SDOT WMBE Advisor also creates and hosts SDOT specific outreach events. Since March 2020, these events have moved online.

Additional efforts are made to use minority and female consultants during FFY 2021 include the following:

• **Participation & Engagement in Contracting Inclusion Events**

- Typically, the City of Seattle participates in various large-scale community and multi-agency events such as: Regional Contracting Forum, the City-sponsored Reverse Vendor Trade Show, and the City of Seattle CIP Roadshow. However, due to community restrictions on large gatherings in effect in 2021, the City of Seattle did not undertake these regularly scheduled large scale outreach events.
- For FFY 2021, participation in regional events included, but was not limited to:

Date	Event
September 22, 2021	Regional Contracting Forum via Zoom

• **SDOT Hosted Inclusion Events**

For FFY 2021, in addition to participation in regional events, SDOT hosted and led additional inclusion and outreach events including:

Date	Event
September 30, 2020	Consultants: Collaborate and Connect Event via WebEx online
October 23, 2020	North Puget Sound Small Business Summit
October 29, 2020	Working with SDOT: Ready to Prime Event via WebEx online
August 19, 2021	Working with SDOT: Move Seattle Event via WebEx Online

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

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

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

- Reverse Vendor Trade Show
- Seattle Public Utilities (SPU) Consultant Business Opportunities Forum: This event provided information about opportunities to work with the City of Seattle.
- Information Technology Vendor Forum: Seattle Information Technology and King County Information Technology held a free vendor forum to talk about doing business with the two agencies.
- Alliance Northwest Government Contracting

- Regional Contracting Forum
- GSBA LGBTQ Business Matchmaker
- UW Foster School of Business Panel
- North Puget Sound Small Business Summit

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

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

Typical Recurring Outreach with WMBE Organizations includes:

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

Alternative-language WMBE Firm Outreach:

Recognizing that language can be a barrier for immigrant-owned companies to contract with the City, 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 of Seattle.
- In the past, the City of Seattle has conducted workshops in the Ethiopian, East African and Iraqi communities

• Membership & Engagement with Community Organizations

- SDOT representatives engage many local associations and provide information on upcoming bid opportunities. Local associations distribute upcoming project information to their membership.
- Tabor 100 is an association committed to economic power, educational excellence and social equity for African-Americans and the community at large.

Examples of associations include:

Organization	Details
TABOR 100	Attendance at TABOR 100 monthly meetings in the Central Senior Center
National Association of Minority Contractors (NAMC)	Attendance at NAMC Washington chapter monthly meetings in Tukwila Community Center

COMTO (Conference of Minority Transportation Officials)	COMTO was created to provide a forum for minority professionals in the transportation industry.
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Moreover, the City maintains a list of minority and woman consultants and uses the Online Business Directory (OBD) to track WMBE status and to distribute news about City business. OBD is linked to the Washington State Office of Minority & Women Business Enterprises (OMWBE), who certifies WMBE and DBE on behalf of the federal government. Currently approximately 4,600 WMBE Consultants are registered in the OBD.

SOCR reviewed the Public Involvement Plan (PIP) template used by SDOT to ensure it continued to meet Title VI requirements when conducting outreach and engagement during planning and implementation of projects. SOCR continues to work with the City's demographer to ensure up to date race, language, and income level information is accessible to City staff. Most events continue to be hosted online for safety reasons.

V-2 Location Program

Please see Right of Way Section.

V-3 Design

1. Number of Consulting Firms with Design Contracts, including the Number of these Contracts Held by Minority Firms and Women-Owned Firms / Dollar Value

Design Consultant Projects Elements	Data
# of consultant contracts awarded	6
Total value of consultant contracts awarded	\$156,964,969
Value of consultant contracts awarded to WMBE firms	\$0
Existence/frequency of pre- submittal/networking sessions	3

Contract #	Contract Type	Description	Consultant	Contract Total	Is the Prime a WMBE?	Pre-submittal Held Y/N
19-094	Design	Northgate Bridge Culvert Mitigation Project	Jacobs Engineering Group, Inc.	\$699,719.00	NO	YES
20-003	Design	RapidRide Roosevelt Final Design	HDR ENGINEERING INC	\$6,000,000.00	NO	YES
20-018	Design	West Seattle High-Rise Bridge Replacement Design	HNTB Corporation	\$150,000,000.00 ⁴	NO	YES
21-003	Design	Northgate Bridge Culvert Mitigation Project	DAVID EVANS & ASSOCIATES INC	\$140,000.00	NO	NO
21-004	Design	Northgate Bridge Culvert Mitigation Project Services	Integrity Structural Engineering, PLLC	\$75,750.00	NO	NO
21-024	Design	West Seattle High-Rise Bridge Safety Program Asbestos Survey	Pacific Rim Environmental	\$49,500.00	NO	NO

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

The City of Seattle has provided technical assistance services since 2018. The current

⁴ The \$150M represents the full potential cost of designing a replacement for the West Seattle Bridge. Because SDOT is repairing the bridge at this time, we expect the value of the contract to be substantially less.

technical assistance provider, Northwest Mountain Minority Supplier Diversity Council (NWMMSDC) of Washington, was selected via competitive process to provide technical assistance services to businesses, with a focus on WMBEs seeking to contract with the City. During the reporting period (Oct. 1, 2020 – September 30, 2021), NWMMSDC provided technical assistance in the form of consultation, outreach, group sessions, one-on-one sessions, phone inquiries and a tailored curriculum component based the company’s needs.

For more information on City of Seattle outreach efforts, please refer to section A1.

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

We have improved our diversity hiring by advertising our job postings with outside resources, including those that reach diverse audiences (in addition to using the City’s NeoGov online system) to attract a diverse pool of applicants. Our plan moving forward is to significantly improve our diversity hiring by gathering appropriate data through our EEO plan to assess our applicant pool, our demographics, and our hires, and use data-informed recruitment and retention plans in order to identify gaps and areas we underutilize. We have started providing training to hiring managers on ways to identify and interrupt implicit bias and are reviewing job postings to identify and avoid content that might inadvertently discourage a diverse applicant pool.

Special Emphasis Area	Race	Gender	
		Female	Male
DESIGN	Am. Indian	0	0
	Asian	5	3
	Black or African American	0	1
	White	0	11
	Hispanic/Latino	0	2
	Not Specified	1	0
	Two or more races	1	0
	Native Hawaiian / Other Pacific Islander	1	1
	Total	7	18

4. Complaints Filed in the Design Program Area

No complaints were filed with SDOT.

5. Significant Problem Areas, Accomplishments, and Actions to Take During the Ensuing Year

- Since March 2020, SDOT and other citywide departments including the Office of Economic Development (OED) and the Seattle Department of Construction and Inspections (SDCI) have been developing COVID-19 contingency plans which included: helping to keep small businesses open with curbside pick-up, establishing sidewalk cafes, and improving permitting options for small business owners. Since the beginning of the COVID-19 crisis, SDOT has been developing in-language messaging related to policy changes, programs, and initiatives for residents with limited English proficiency.

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

- Using data points from the American Community Survey (ACS), Seattle Public Schools (SPS), Public Health-Seattle & King County (PHSKC), Seattle Police Department (SPD), and Seattle Municipal Court Interpreter Services (SMCIS) on most spoken non-English languages by City residents, OIRA suggests the following languages as Seattle's top tier languages for communicating citywide programs and services. These languages are broken into three tiers. We prioritize languages that are used by larger populations, residents with limited English proficiency, and recent immigrants and refugees. In partnership with the City's Demographer, OIRA updates the data and recommendation once every three years⁵. Languages are listed in order of increasing to decreasing prevalence within Seattle city boundaries:
 - **TIER 1** (include) - Traditional Chinese⁶, Spanish, Vietnamese, Somali, Amharic, Korean, Tagalog
 - **TIER 2** (include, if feasible) - Tigrinya, Oromo, Japanese, Russian
 - **TIER 3** (consider including) - Arabic, Khmer, Thai, Laotian
- For neighborhood-specific or sector-based community outreach, we may need to prioritize different sets of languages. As part of the planning process, we identify communities with limited English proficiency in a project area using a Public Involvement Plan (PIP) and develop strategies accordingly. Please Attachment G for more details.
- Under Executive Order 2017-10, we are obliged to develop a department LAP and submit it to OIRA on a biennial basis. We are currently in the process of drafting our LAP and identifying specific goals for the department and our divisions. In the last year, we have identified language subject-matter experts in department divisions who meet on a quarterly basis with Brian Hardison, the department's language access liaison, to discuss best practices and report new procedures and processes to their respective

⁵ The current Tiers were updated in November 2020

⁶ There are two primary Chinese writing systems: Traditional and Simplified Chinese. The two systems are mutually intelligible. Considering the composition of Seattle's Chinese language users and their English

proficiency, OIRA recommends translating into Traditional Chinese for written materials. For oral interpretation, we include both Cantonese and Mandarin.

divisions.

- In June 2021, we began participating in OIRA’s pilot of Smartcat – the City’s new cloud-based platform for content translation and localization. OIRA has created a pool of certified translators and reviewers located in the Seattle area who we prioritize working with. By using Smartcat and working directly with translators in our communities, we’re able to develop translator capacity, ensure consistency in our translations, and build our translation memory which ultimately lowers the costs for translation projects.

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

In this section we provide examples of outreach shared with community members for various projects and/or programs where we implemented our LAP. Many of these outreach materials were created in collaboration with other City departments like the Office of Economic Development (OED) and the Office of Immigration and Refugee Affairs (OIRA). While this is not an exhaustive list, we have chosen to highlight the following seven to demonstrate in-language outreach.

1. Winter Weather 2021-•2022 LAP Example

- As part of the preparation for winter weather in 2021/2022, in addition to the translated snow and ice route map, we developed updated outreach materials in 13 languages to share with agency partners such as OED. We’ve also planned print and digital ad buys in ethnic media targeting Chinese (traditional), Spanish, Vietnamese, Somali, Korean, and Arabic communities to bolster this effort. Please see Attachment M for more details.
- Additionally, SDOT has developed a toolkit of translated blog and social media content to publish during the fall and winter months promoting preparation for and safety during winter storms. We have shared this content with our partner agencies like the Seattle Human Services Department (HSD), Seattle City Light, Seattle Department of Neighborhoods (DON), and others. We recently published the first blog of this series⁷.
- Moreover, as SDOT Street Use Inspectors will undertake patrols of urban centers and urban villages to ensure that the right-of-way is being maintained after winter storms, we have equipped them with multilingual outreach materials and tools such as the Language Line InSight video interpretation app to facilitate communication with residents who prefer languages other than English.

2. COVID-19 Crisis LAP Example

- Since the beginning of the COVID crisis, SDOT has been developing in-language

⁷ <https://sdotblog.seattle.gov/2021/10/15/fall-winter-weather-en/>

messaging related to policy changes, programs, and initiatives for residents with limited English proficiency. For example, SDOT published updates to parking enforcement in Amharic, traditional Chinese, Korean, Somali, Vietnamese, and Spanish on its blog and shared this information via social media to help communities understand the changes that were taken effect.

- Last year, we quickly implemented several programs to support restaurants and retail stores that had been hard hit by the pandemic, including temporary permitting options (Safe Start permits) to support safe expansion of business operations in the right-of-way and repurposed curb space to create priority load zones for restaurants and shops. As these programs have developed, we published in-language materials such as permitting pages.⁸
- Additionally, to promote safer opportunities for outdoor activities during the pandemic, we developed Stay Healthy Streets that closed streets to through traffic and developed materials in-language to ensure community knowledge of the programs.⁹
- In a similar vein, we modified our block party permits to create opportunities for neighborhood street closures to maintain community connections safely while observing social distancing and other public health guidelines. One example of this is the popular Trick or Streets event.¹⁰

3. West Seattle High-Rise Bridge Outreach LAP Example

Virtual Public Meeting

On July 21, 2021, SDOT hosted a virtual public meeting via Zoom webinar to give a full programmatic update about the West Seattle Bridge Program repairs and all related activities (e.g. Reconnect West Seattle, low bridge access, future replacement, etc.).

SDOT created a multidimensional campaign to both promote the meeting and give a quick at-a-glance programmatic update in a variety of digital and low-tech formats. The campaign provided all of the following promotional materials in English, Spanish, Vietnamese, Chinese, Korean, Somali, Oromo, and Khmer:

- Digital ads in multicultural and local media outlets
- Paid media spots and radio ads
- Mailers sent to over 57,000 households in West Seattle and the Duwamish Valley
- Posters
- Social media
- DON's Community Liaisons and ECOSS used a translated flyer for in-person engagement.

⁸ <https://sdotblog.seattle.gov/2021/07/09/safe-start-permits-survey/>

⁹ https://www.youtube.com/watch?v=kHtRBKD06_c is an example of the in-language videos created to support the Stay HealthyStreets

¹⁰ <https://sdotblog.seattle.gov/2021/10/08/trick-or-streets-en/>

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 Video

SDOT created a video for community members to learn more about the bridge closure, how SDOT is responding, and what can be done to help reduce congestion and impacts on neighbors. The [video](#) is available with subtitles in eight languages: English, Spanish, Somali, Traditional Chinese, Korean, Khmer, Oromo, and Vietnamese.

Multi-lingual phone line

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

4. Roadway Structures Construction Notice LAP Example

- Division language access subject-matter experts have been working with the department Language Access Liaison to make sure communications materials for projects and programs serve residents who prefer languages other than English. Here, the Roadway Structures team worked to redevelop flyers notifying residents and business owners of the plan to reconstruct a public stairway at Highland Drive and 2nd Ave N.
- The in-language content invites the reader to call or e-mail the project manager for more information about rebuilding the stairway (rather than simply saying for more information about this where *this* is unclear) and shares that interpretation services are available for free.

5. Vision Zero: Rainier Ave S Hardened Center Lines LAP Example

- We recently completed the first phase of our installation of hardened center lines at high priority intersections along Rainier Ave S. To keep our residents informed of these safety improvements, we posted signage at nearby pedestrian crossings. For each language, we included a QR code to our blog that gave more information in-language about the improvements and why we had installed them.

6. Safe Routes to Schools – School Zone Cameras LAP Example

- As part of our commitment to the safety of children and families traveling to and

from schools, we activated traffic cameras adjacent to several Seattle schools on September 1.

- We issued press releases to Seattle’s multicultural media in Amharic, traditional Chinese, Korean, Somali, Spanish, and Vietnamese to inform our communities of the activation of the cameras and encourage people to drive with care near schools.

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

- The ORCA Opportunity Program provides fully funded 12-month ORCA cards to improve access to transit for various populations in Seattle. ORCA Opportunity is funded by Proposition 1, part of the Seattle Transportation Benefit District (STBD). The ORCA Opportunity cards provide no cost, unlimited transit on King County Metro, King County Water Taxi, Seattle Streetcar, Seattle Center Monorail, Sound Transit, Community Transit, Pierce Transit, Kitsap Transit, and Everett Transit. The ORCA cards may not be used on Washington State Ferries.
- The ORCA Opportunity SHA Pilot provides fully funded ORCA cards to 2,000 income-eligible Seattle Housing Authority residents.
- To be eligible tenants must live in a pre-selected SHA property, be ages 19 - 64, and live in a household that earns less than 30% of the Area Median Income (AMI). We are currently only issuing new cards to residents who live at Rainier Vista, New Holly, or High Point.
- The SHA Pilot Program has been extended to February 28, 2022, and notification letters were sent to participants in the following languages: Amharic, Chinese (traditional, simplified), Arabic, Korean, Oromo, Somali, Spanish, Tigrinya, Vietnamese, and Samoan.

V-5 Environmental Justice

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

Move Seattle Levy Prioritization Assessment EJ Example

In November 2015, voters approved the 9 year, \$930 million Move Seattle Levy which provides funding to improve safety for all travelers, maintain streets and bridges, and invest in reliable, affordable travel options for a growing city. This assessment includes applying the Race and Social Equity Index to assess project locations and investments as a prioritization criterion for the levy. The levy assessment is working closely with the Levy Oversight Committee as part of this work. Below is a breakdown of the Move Seattle Levy

Prioritization Assessment including use of the Race and Social Equity Index combining race, ethnicity, health, and socioeconomic factors in areas where minorities make up relatively large portions of the neighborhoods assessed.

- The levy provides roughly 30% of the City's transportation budget and replaces the 9• year, \$365 million Bridging the Gap levy approved by voters in 2006. The levy aims to take care of operational and maintenance expenses, while also investing in the future with improvements to move more people and goods in and around a growing Seattle. An oversight committee ¹¹ made up of Seattle residents, appointed by the Mayor and City Council, monitors levy expenses and revenues, reviews program and project priorities, and makes recommendations to the Mayor and City Council on how to spend levy proceeds and meets monthly.
- Move Seattle Levy revenues are based on property tax. While receipt of these revenues could be delayed due to the tax filing extension, property tax revenues are not currently expected to have major declines due to COVID-19. However, in addition to Levy funds, SDOT leverages a variety of additional local and grant funds to deliver the Levy portfolio. This includes revenue generated from Vehicle License Fees (VLF), Real Estate Excise Tax (REET), General Fund sources such as Sales Tax, and grant funds, which are the revenue sources that have already been negatively impacted and are expected to continue to be impacted by COVID•19. To address these revenue declines, SDOT is going through a levy prioritization assessment.

Process for Developing Spending Plan for Vehicle License Fee EJ Example

In November 2020, the Seattle City Council authorized an increase of the current \$20 vehicle license fee (VLF) to \$40 as part of the Seattle Transportation Benefit District (STBD). In early 2021, SDOT staff worked closely with a group of transportation stakeholders, labor representatives, and community members to develop a long-term spending model for the new \$20 VLF revenue source. Staff met with representatives from our four modal boards (bike, transit, pedestrian, and freight), the Levy Oversight Committee, accessibility and senior advocates, labor advocates, and community members who represent people typically underrepresented in public forums to learn their perspectives and the perspective of those they represent. The result was a proposed spending plan heavily influenced by stakeholder input.

Ultimately, the spending plan focuses on five different categories of investment: safe streets, safe sidewalks, active transportation maintenance, strong bridges and structures, and planning/reserve funding. The plan makes targeted, strategic investments to achieve citywide goals, including a commitment of about 75% of the total VLF revenue to be dedicated to investments and projects in neighborhoods that have high scores using the Race and Social Equity Index. The census tract level

¹¹ <http://www.seattle.gov/transportation/about-us/funding/levy-to-move-seattle/oversight-committee>

data included in the Race and Social Equity Index provided SDOT staff a clear picture of where investments from the VLF should be focused to maximize impact for marginalized communities.

In terms of the types of projects prioritized, the spending plan identified that about 65% would go toward making safety improvements benefiting our most vulnerable users and almost 75% would fund projects that improve the traveling experience for people walking, rolling, biking, and riding transit to make shifting to low-carbon travel options easier – and plan toward an equitable, healthier future.

Race and Social Equity (RSE) Index & Project Implementation EJ Example

The Race and Social Equity (RSE) Index combines information on race, ethnicity, and related demographics with data on socioeconomic and health disadvantages to identify where priority populations make up relatively large proportions of neighborhood residents. There are three component indices that are equally weighted, and each of the sub-indices includes individual metrics, as described below. Unless otherwise noted, each metric is given equal weight in contributing to the component index.

The data is analyzed at the census tract level. The index was updated in 2018 and 2020. Data sets are updated every two to three years. A map showing the core composite Race and Social Equity (RSE) Index is provided below. The map following [shows](#) a color key composite map representing 20% of the Census Tract in Seattle.

Core Index

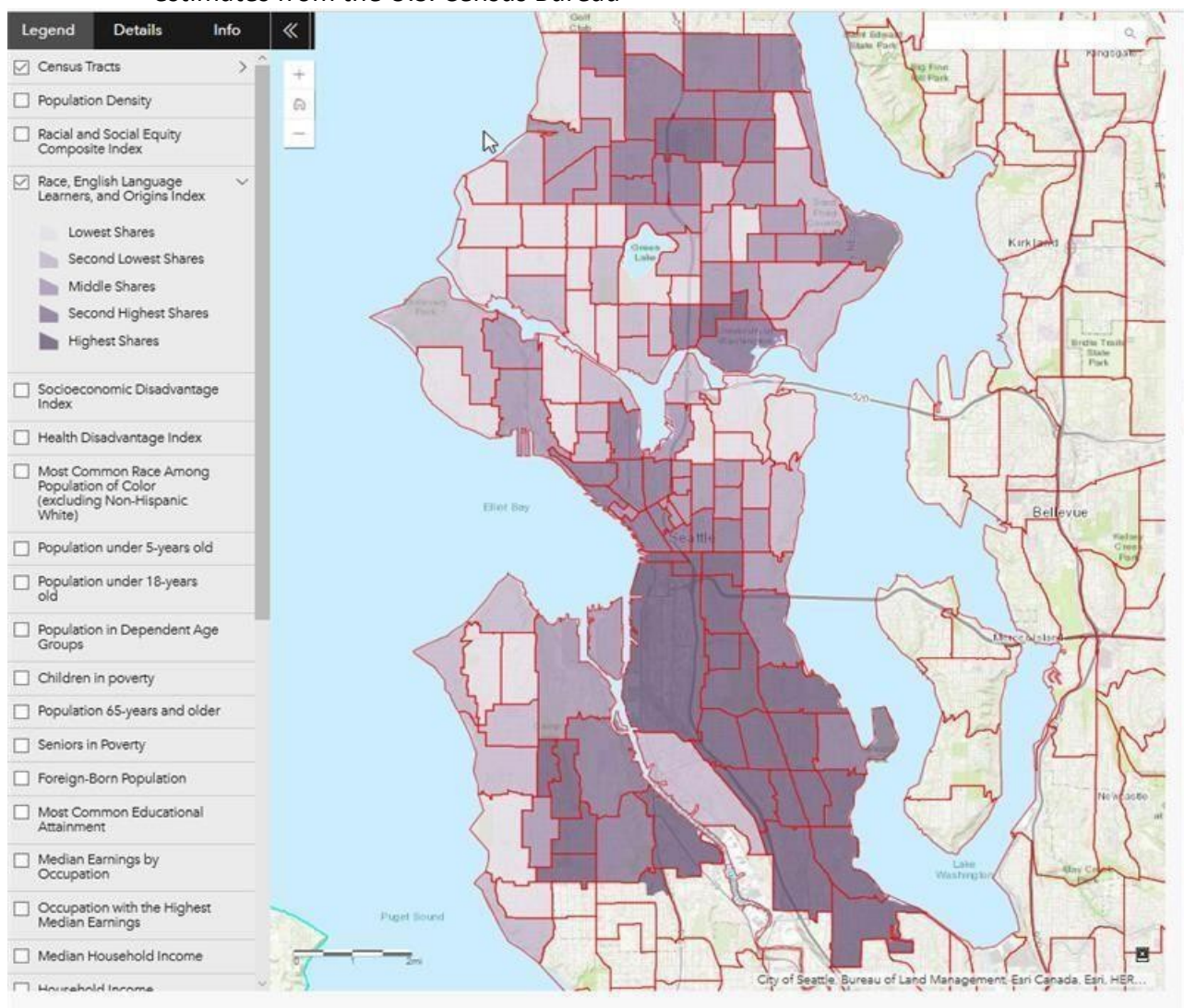
The Core Index is a composite index of three racial and social equity component indices of population characteristics or conditions related to: (1) race/ethnicity, (2) socioeconomics, and (3) health and disability

The three indices that contribute to the core RSE Index are described in more detail below. The core index and its component indices can be explored further using an [interactive mapping app](#) on the City's website. Screenshots from the interactive mapping app show each of the component indices.

Race, English Language Learners, and Origins Index

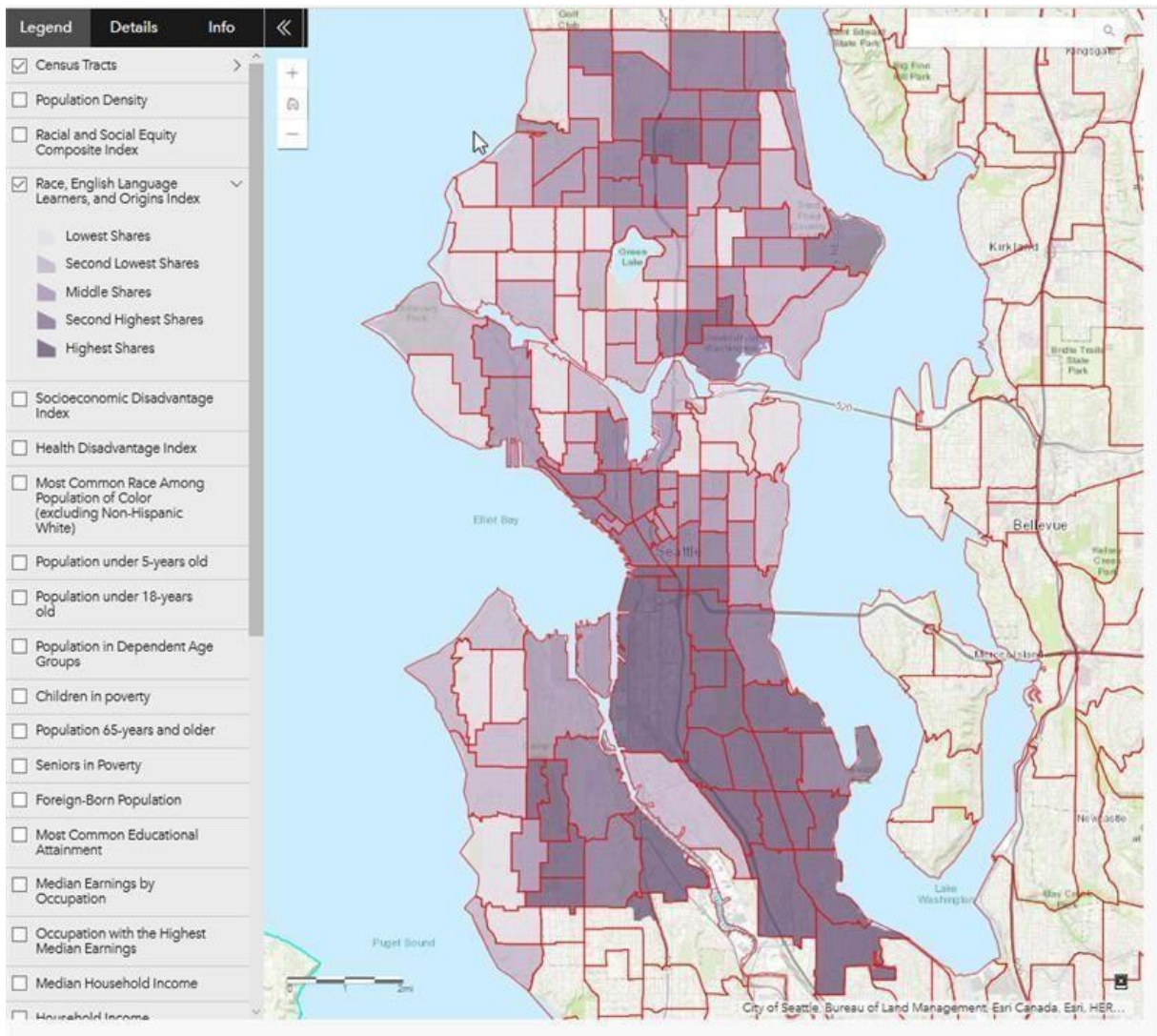
This index (shown on the following page) includes the following, all from five-year estimates based on the U.S. Census Bureau’s American Community Survey (ACS). In this index, the English language learner and foreign-born population characteristics are each weighted by 0.5, for a combined weight of 1.0.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

- Percentage of population who are persons of color – weight: 1.0, source: ACS estimates from the U.S. Census Bureau.
- Percentage of population who are English language learners, i.e., percentage of the population five years and older who both speak another language than English at home and who speak English less than “very well” – weight: 0.5, source: ACS estimates from the U.S. Census Bureau



- Percentage of population who are foreign born – weight: 0.5, source: ACS estimates from the U.S. Census Bureau.

Race, English Language Learners, and Origins Index

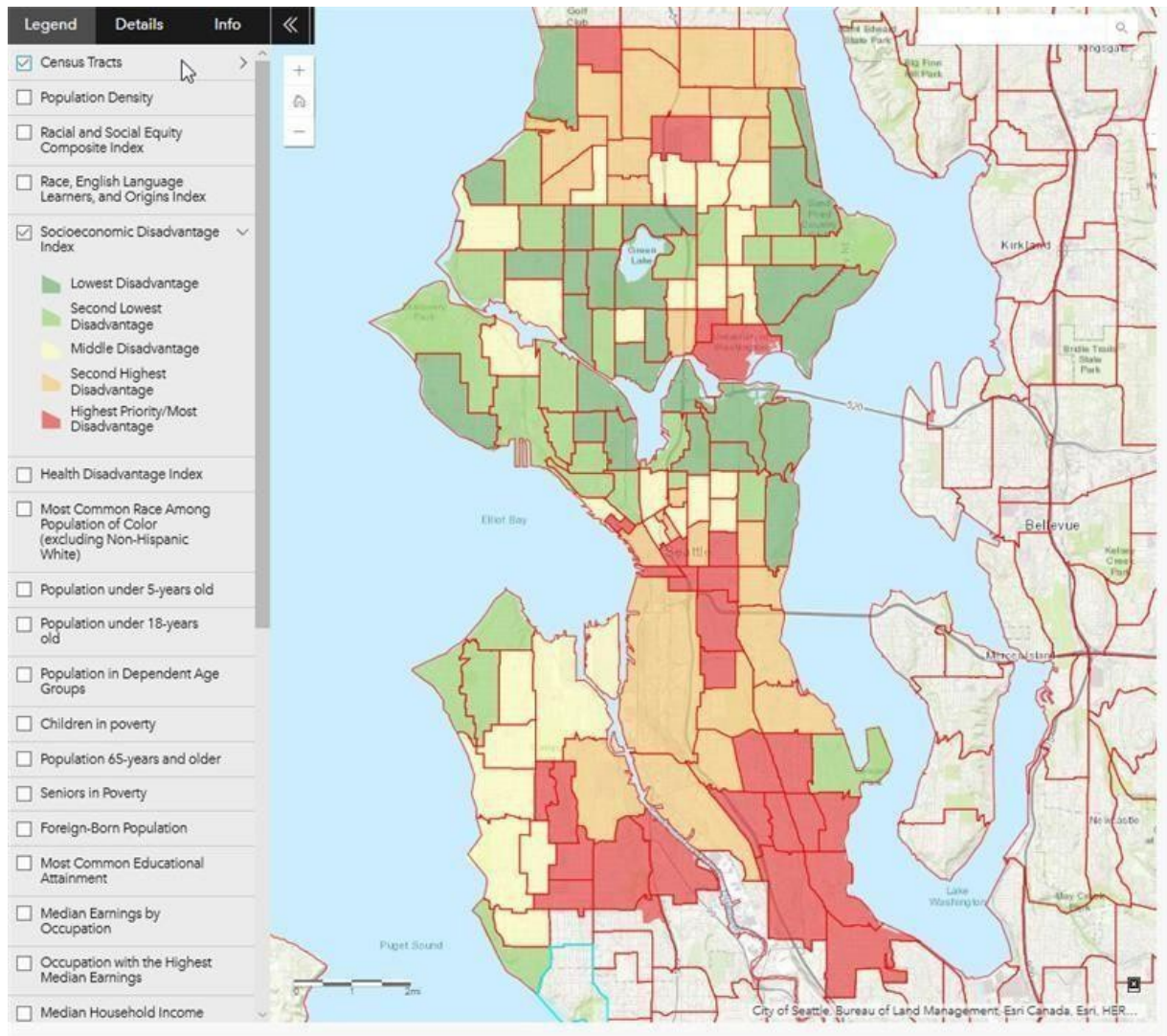


Index of Socioeconomic Factors

This index, shown below, includes of one factor related to income level and one related to level of educational attainment. Both are from five-year ACS estimates.

- Percentage of the population whose income is below 200 percent of poverty level (among population for whom poverty status is determined) – weight: 1.0
- Percentage of the population age 25 and older with less than a bachelor’s degree – weight: 1.0

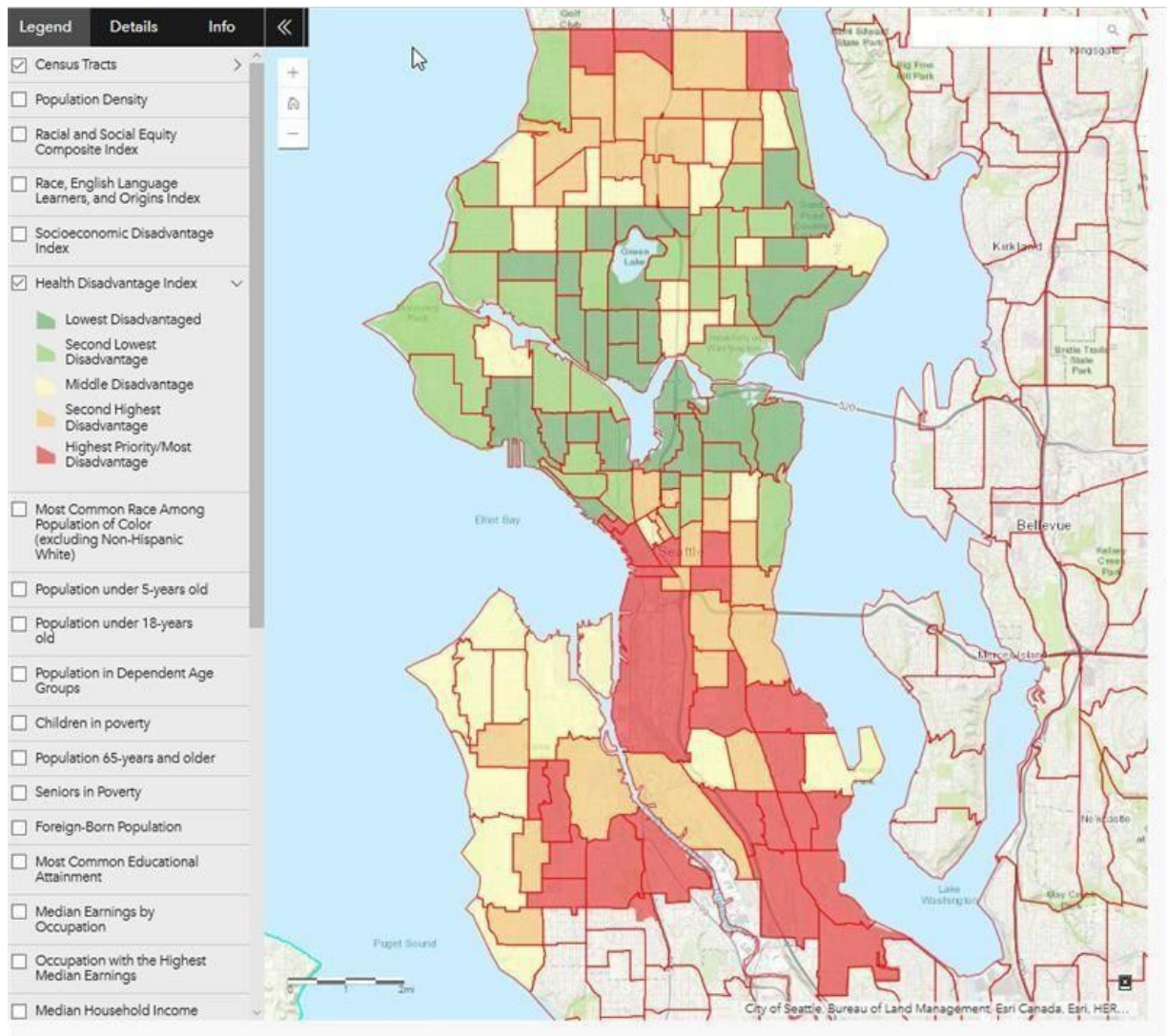
Index of Socioeconomic Factors



Index of Health-Related Factors

This index is composed of seven broad measures of people’s health and well-being, several of which are especially sensitive to—and have particularly direct implications for—the way we plan for our built environment. The health-related index is made up of equally weighted indicators related to leisure time physical activity, diagnosed diabetes, obesity, mental health, asthma, life expectancy at birth, and prevalence of physical disability. Data for these indicators are from various sources including the ACS, the 500 Cities Project (a joint project of the CDC and CDC partners), and the Washington State Department of Health.

Index of Health-Related Factors



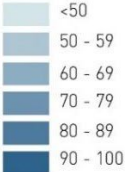
Application of the Race and Social Equity Index in SDOT work:

Recovering with Sustainable and Equitable Transportation (ReSET) is an internal initiative within SDOT that seeks to identify strategies for investments that center equity and the disproportionate impact of the COVID-19 pandemic. As the foundational framework for this work, SDOT staff developed a methodology for identifying communities experiencing disproportionate impacts based on high COVID-19 infection rates and existing inequities. Datasets used to develop this map for the ReSET framework include: COVID-19 case data (50% weight), the Race and Social Equity Index (25% weight), and the City of Seattle developed Displacement Risk Index (25% weight). See map below for communities identified for investment priority through this effort. Staff coordinated internally to prioritize the communities that ranked highest using this methodology by identifying programs with implementation flexibility. One key effort over 2021-22 will be to fulfill our internal commitment to channel a portion of our annual programmatic funds specifically in these communities by delivering key maintenance and street improvement projects. In parallel to the ReSET initiative, SDOT staff are also engaged in larger citywide conversations with other departments focused on COVID-19 recovery, including identifying data-driven prioritization for investment based on need. Other efforts include exploring how to support outdoor seating efforts in the C-ID and Pioneer Square through reallocation of funds and piloting a public art program in coordination with the Office of Arts and Culture. Other initiatives across the department have used the ReSET prioritization framework to guide investments, including transit only lane efforts and Neighborhood Street Fund project prioritization.

ReSET: Recovery with Sustainable and Equitable Transportation

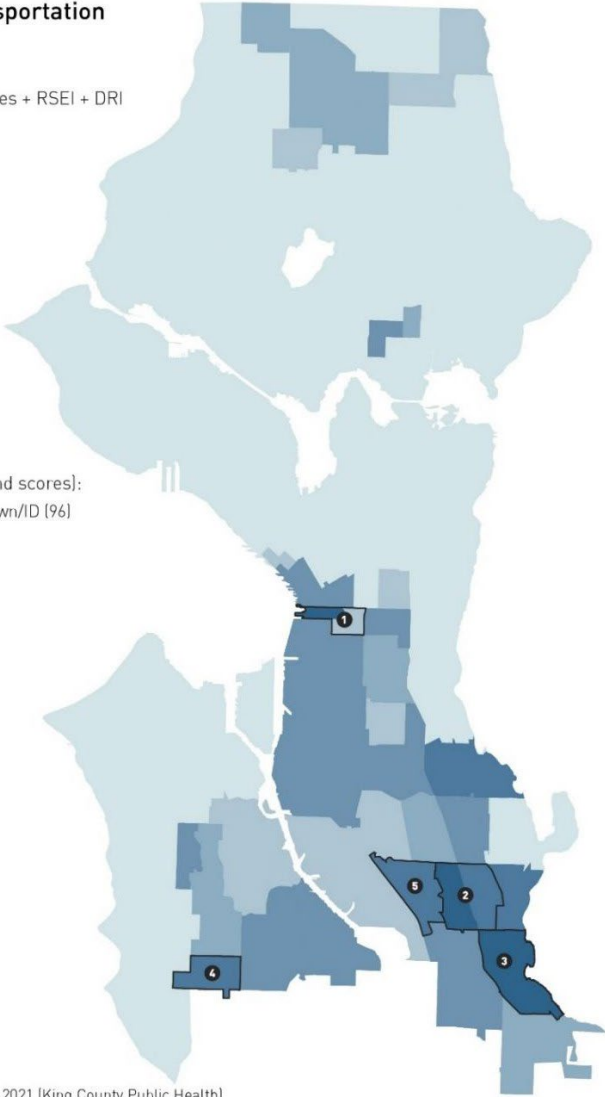
Focus Geographies

Total Score: COVID-19 cases + RSEI + DRI



Top 5 focus geographies (and scores):

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



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

V-6 Environmental Unit

Please see [Attachment P](#) for more details.

Environmental Category	Data
Confirm # of NEPA Categorical Exclusions	2
Confirm # of NEPA Environmental Assessments	0
Confirm # of NEPA Environmental Impact Statements (EIS)	0
Confirm # of SEPA Exemptions	12
Confirm # of SEPA Determinations of Non-significance	5
Confirm # of SEPA EISs	0
Confirm any disproportionate impact to minority or economically disadvantaged communities	No disproportionate impact to minority or economically disadvantaged communities. No environmental impact statements.

1. Examples of Community Outreach to Minority and LEP Communities

a. Stay Healthy Streets Program

Stay Healthy Streets are neighborhood streets that are open for people walking, rolling, biking, and playing and closed to pass-through traffic. The goal is to open more space for people rather than cars to improve community and individual health. SDOT partnered with Seattle Department of Neighborhoods to engage people across the city in our Stay Healthy Streets program with a focus on language access and reaching BIPOC communities. Key outreach activities during the October 2020 to September 2021 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.

- 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

a. Appraisals

There were no complaints filed regarding appraisals with SOCR for the FFY 2021

b. Negotiations

No complaints regarding negotiations were filed with SOCR for the FFY 2021.

c. Relocation Assistance Payments

No complaints were filed regarding relocation assistance payments with SOCR for the FFY 2021.

d. Property Management

No complaints were filed regarding property management with SOCR for the FFY 2021.

2. Number of Appraisers Utilized During the Reporting Period

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

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

The number of negotiations is 146. None of the negotiator logs reflect disparity in negotiations with minorities compared to non-minorities.

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

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

5. Number of Relocations During the Report Period

There were no relocations during this timeframe.

6. Concerns Raised by Minorities or Women on Replacement Housing, Referral Housing, and Advisory Services

There were no concerns raised by minorities or women on replacement housing, referral housing or advisory services during this reporting period.

7. Opportunities for Minorities and Women to Obtain Contracts Awarded for Providing Relocation Assistance

There were no contracts awarded for providing relocation assistance.

Describe special efforts made to comply with Title VI regulations:

Per City policy, all real property and real property right acquisitions and relocations performed by the City of Seattle fully comply with the federal Uniform Relocation and Assistance Act of 1971, as amended. Therefore, no additional efforts were made.

1. Identify Staff Responsible for Right of Way by name, job title, race, and gender:

Name	TITLE	Ethnicity	Gender
Aldrich, Barret	Senior Real Property Agent	White	Female
Bloomer, Leslie	Senior Real Property Agent	Native American/Indigenous	Female
Bulzomi, Barbara	Senior Real Property Agent	White	Female
Gilbane, Loretta Ann	Senior Real Property Agent	White	Female
Haydel, Gretchen	Senior Real Property Agent	Black/African American	Female
Jung, Mary	Real Property Manager	White	Female
Talbot, Michelle	Senior Real Property Agent	Other	Female

V-8 Construction and Maintenance Services

1. Civil Rights Complaints Involving Competitive Bidding Procedures

No civil rights complaints or inquiries were received by SOCR involving competitive bidding procedures.

2. Summary of Efforts Made by the TITLE VI Coordination to Encourage the Use of Minority Individuals, Firms, or Agencies to Obtain Maintenance Agreements or Contracts

- All bid documents contain a non-discrimination notice with an agreement to the bidders to ensure equal opportunity for employment and to engage in Affirmative Efforts in the solicitation of women and minorities and WMBE firms for participation on the contract.
- All Federal funded contracts contain the following nondiscrimination policy statement: "The Contractor in accordance to Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S. Code 2000d to 2000d•4, and Title 49 Code of Federal Regulations, Part 21, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin and sex in consideration for an award."
- The City advertises for services in the Journal of Commerce, the City Procurement Website (ProcureWare which replaced Ebid eXchange) and through the City's Consultant Connection blog posts. City of Seattle also uses the Online Business Directory (OBD) to track WMBE status and to distribute news about City business. OBD is linked to the Washington State Office of Minority & Women Business Enterprises (OMWBE), who certifies WMBE and DBE on behalf of the federal government.
- FAS and SDOT have been active in outreach internally (cross departmentally) and externally (community partners like WMBE firms) regarding DBE and WMBE hiring in contracting. Additional efforts made by FAS include the following:
 - City of Seattle provides contractors with information on how to access approved consultant rosters to identify W/M/DBE firms.
 - The City of Seattle promotes networking among the different City Departments and contractors including WMBE firms attending contracting forums and trade shows, networking time at Pre-bid meetings, and at Meet and Greet events.
 - The City of Seattle also promotes advance notice of public works/ construction opportunities online at the ProcureWare and SDOT website as well as community

newsletters such as TABOR100 and monthly organization events like Tabor 100 and the Washington chapter of the National Association of Minority Contractors (NAMC). The National Association of Minority Contractors is a national non-profit trade association established in 1969 to serve the advocacy, training, and business development needs of the over 5000 minority contractors in America.

- The City conducts a monthly event staffed by Contract Administrators and Buyers called, “First Fridays: How to do business with the City of Seattle.” DBEs and other small businesses can share their products and services with pertinent staff, learn about the City processes and programs and obtain information and assistance on registering as a vendor with the City and resources on State Certification. Since March 2020, these events have only been offered online.
- The City conducts a second series of “First Fridays: How to do business with the City of Seattle” events targeting the Latinx community on a monthly basis. The City has also presented our First Friday workshop to our Ethiopian, East African, and Iraqi communities
- City representatives typically attend vendor fairs sponsored by other agencies to provide information on how to do business with the City and about upcoming contracting opportunities. Please refer to section A1 for further details on City of Seattle outreach updates per COVID-19 protocols.
- The City is a member of various contracting oriented organizations including, but not limited to: TABOR 100 and National Association of Minority Contractors (NAMC). City representatives attend monthly membership meetings and membership events to inform contractors about upcoming opportunities. Please refer to section A1 for further detail on City of Seattle outreach updates per COVID-19 protocols.
- The City contracts with the Northwest Mountain Minority Supplier Development Council to provide technical assistance to firms interested in doing business with the City, focusing on WMBE firms.
- The City of Seattle also provides periodic trainings for vendors/consultants, including WMBE / DBE firms, on how to navigate contract reporting systems such as B2Gnow and LCP tracker.
- The City of Seattle is conducting a disparity study on the availability and utilization of WMBEs. The study will evaluate if WMBEs have equitable access to City contracting opportunities. For more information on the disparity study and timeline, please visit the City of Seattle website at: [City of Seattle Disparity Study \(disparity-study.com\)](http://CityofSeattleDisparityStudy.com)
- The City typically conducts an annual networking event, the CIP Roadshow, to showcase projects from the City’s capital departments. Project managers from each

of the City's capital departments present their projects including the scopes of work, schedule, and budget. SDOT presents detailed information on federally funded projects. Please visit the FAS racial equity contracting website for more information

3. Procedures Reviewed to Assure Subcontract Agreements, First and Second Tier, Material Supply and Equipment Lease Agreements During the Report Period

The City Purchasing and Contracting Division regularly updates its General Special Provisions (GSP) to reflect any new guidelines, rules, or updates from Federal, State, or local agencies. In addition, every three years, a revised Standards Specifications book is published and includes all GSPs.

- **Site Visits/Acceptable Worksite:**

Similarly, the City of Seattle supplements TITLE VI efforts via the Acceptable Worksite program which outlines behavioral expectations on City worksites and non-discrimination protections for all contractors and subcontractors. FAS staff routinely interview workers at job sites for prevailing wage purposes and adherence to the Acceptable Worksite program. Workers are made aware of the program via outreach posters on the worksite and are notified of a phone number they can use to submit complaints to the City.

4. Significant Accomplishments and/or Action Items for the Ensuing Year

- SDOT continues to provide outreach to immigrant and refugee communities, emerging WMBEs and Micro Businesses with a series of workshops to connect with new businesses, small WMBE and immigrant firms to build bridges to work with SDOT and the City of Seattle.
- Contracts and Procurement Division staff attended several trainings during this FFY 2021 period (due to COVID, many trainings were moved online):
 - The Manager, Supervisor, and all staff will attend the Citywide Title VI Training.

V•9 Education and Training

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

In 2021 3 NHI courses were attended by SDOT staff. Due to COVID•19 and budget cuts, the team attended fewer trainings.

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
Holly Delcambre	ADA Title II Compliance Program, Seattle of Finance & Administrative Services	White	Female
Michele Domingo	Director, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Asian Pacific Islander	Female
Salma Siddick	Title VI Program Lead, Office of Equity & Economic Inclusion, Seattle Department of Transportation	Black	Female
Mark Nakagawara	Contracting Construction & Social Equity Manager, Seattle Office of Finance & Administrative Services	Asian	Male
Jessica Smith	AA/EEO Language Premium Advisor, Seattle Department of Human Resources	2 or more races	Female
Peggy Liao	Language Access Program & Policy Specialist, Office of Immigration and Refugee Affairs	Asian	Female
Ray Sugarman	Director, HR Investigations Unit, Seattle Department of Human Resources	Black	Male

Joy Jacobson	Capital Projects Coordinator, Seattle Office of Finance & Administrative Services	White	Female
Autumn Harris	ADA Title II Coordinator, Seattle Office of Finance & 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, Seattle Office of Finance & Administrative Services	Hispanic or Latino	Male
Anna Pavlik	Manager, Seattle Office of Finance & Administrative Services	White	Female
Victoria Farnum	Leave & Accommodations Administrator, Seattle Office 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

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 2021.

V•10 Administration

1. List of Employees by Ethnicity and Gender in Each of the TITLE VI Program Areas
See Attachment Q for Program Employee Demographic Details
2. Summarize All Activities Undertaken During the Reporting Period which Provide for Assurances of TITLE VI Compliance with Contractors, and by Contractors

Introducing inclusion of TITLE VI specific contract language on contracts. Please see the sample below:

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

The City of Seattle, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all submitters that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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 or sex in consideration for an award. To the extent applicable and except to the extent that the federal cognizant agency determines otherwise in writing, the submitter agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001 if awarded under a US DOT agency. The submitter further agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income."

TITLE VI Training During the Period

SDOT and SOCR conducted one virtual Citywide Title VI training in 2021. Together with other departments and led by SOCR, we launched a video training identifying all the key aspects of Title VI with key stakeholders. The training included a Title VI overview, responsibilities, monitoring, and compliance requirements. Please see Attachment R for a list of this year's Title VI Training attendees.

SDOT will continue to have Title VI trainings in the current fiscal year and beyond to satisfy the requirements of the AUAR reporting element. With a designated SDOT Title VI Lead, SDOT will work on creating an SDOT Title VI Plan with SOCR and WSDOT to develop better virtual trainings for Title VI in the next fiscal year.

Upcoming Goals for FY Year: Oct 1, 2021 – Sept, 30, 2022

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

The TEF is a document with two parts. Part 1 includes values and strategies that guides the tactics in the Part 2, implementation plan. We intend to implement this plan mid-2022. Our 2022 AUAR will have more specifics and examples of this implementation and how specific TEF tactics support and uplift Title VI compliance and community collaboration.

SDOT and SOCR intend to update and revise the citywide Title VI Plan for the upcoming 2022 AUAR. The new/updated plan will also include SDOT’s own Title VI Plan using the citywide Title VI Plan as its foundational platform. The goal is to update the citywide Title VI Plan with input from all citywide stakeholders.

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

Interdepartmentally we intend to have quarterly meetings with all citywide stakeholders as means to collaborate and further enhance and improve our citywide commitment to Title VI. Our 2022 AUAR will include not only a chart of all citywide Title VI stakeholders, but also include their roles within the framework of Title VI compliance. We are excited to collaborate interdepartmentally and continue to improve our Title VI work.

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

VI. Review and Remedial Action Procedures for Subrecipients, Consultants

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
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•••