

TITLE VI FY19 Annual Report

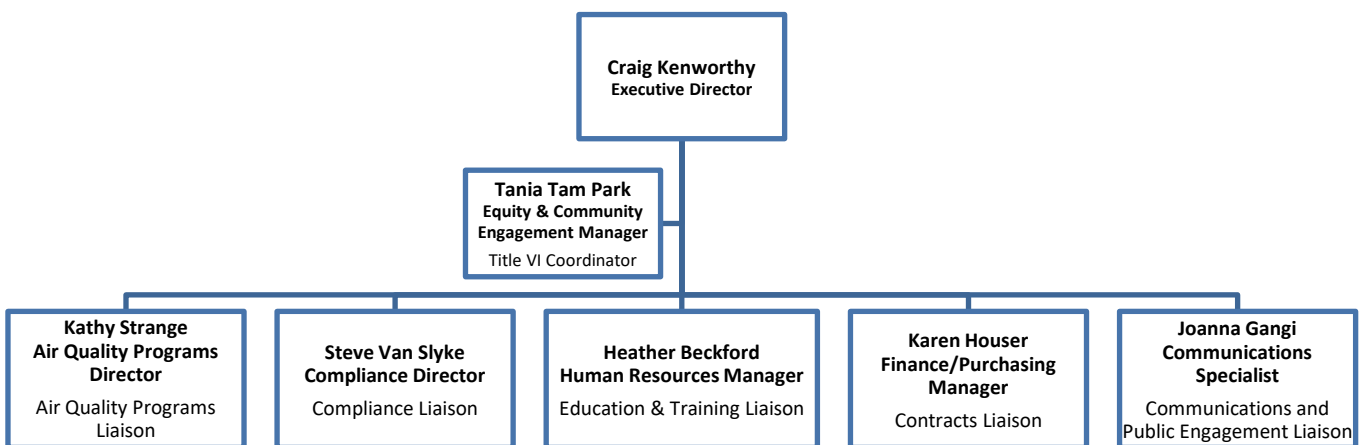


The Agency continued its work towards increasing access to the public through additional fine-tuning of our Title VI Plan. The sections below outline changes we have made in the past fiscal year, which spans from July 2018 through June 2019.

I. ACCOMPLISHMENTS & UPDATES

A. Title VI Organizational Chart

Over the course of the past year, we needed to make a couple of adjustments to our Title VI organizational chart of responsibilities due to new hires and assignments.



As of June 2019

B. Communications and Public Engagement

The Agency continued to provide proactive as well as responsive service to individuals and businesses with limited English proficiency. In FY19, the Agency continued taking proactive steps to address language needs of our constituents, both in verbal as well as written communication across the Agency's functions.

The Agency continued refining and developing the video outreach project to short-haul drayage truck drivers who operate out of the Ports of Seattle and Tacoma. This is reflected in the translation services we used in FY19.

In addition, in Fall 2018, the Agency concluded an EPA-funded air toxics study that focused on a near-road community in our jurisdiction, Chinatown/International District. The primary residents and businesses in this community speak languages other than English. So in order to communicate the results of the study and engage the community in planning for next steps, a community report was translated into six languages relevant to the community and used as an education and development tool throughout the year.

Written translation efforts are measured by words per language. The following table shows our volume of language translations provided, which was accompanied by robust outreach using the translated materials.

Language	Total Words
Amharic	6,261
Arabic	1,504
Chinese - Simplified	1,364
Chinese - Traditional	2,868
Khmer	1,761
Korean	4,105
Marshallese	903
Oromo	3,673
Punjabi	3,796
Russian	5,615
Somali	5,177
Spanish	4,367
Tagalog	1,364
Ukrainian	438
Vietnamese	3,124

In-person, verbal interpretation was also provided in FY19:

Language	Total Hours
Korean	2

Verbal interpretation over the phone was conducted as follows:

LANGUAGE	CALLS	MINUTES
SPANISH	58	238
RUSSIAN	12	25
KOREAN	5	18
MANDARIN	4	32
TAGALOG	1	2
VIETNAMESE	1	2

C. Public Meetings

Much like in the previous year, the Agency participated in events that were primarily hosted by partner organizations and agencies.

D. Hiring and Recruiting

The Agency's hiring and recruiting practices continue to monitor progress and diversity. We continue to request demographic information from applicants when they are selected for in-person interviews. Towards the end of FY19 and moving into FY20, the optional information will be requested during the initial application process so we will be better able to track the status throughout the entire recruitment process. This longer-term tracking will also help our Agency determine whether there are any patterns to our screening/interview process with regard to diversity and advancement. Providing this information is voluntary and has no impact on employment status.

The following table shows open recruitments conducted throughout FY19 and corresponding information pertaining to diversity factors.

Position	# of Applicants	Gender	Race	Phone Screen	Interview	Offer
Air Resource Associate, WS	2	2 F	2 white			White Female
Air Quality Director		F	white			White Female
HR Manager		F				Female
Air Resource Associate, CAI	4	3 F 1 M	4 white			White Female
Customer Service Specialist		F	white			White Female
Computer Systems Analyst		F				Female
Customer Service Specialist		F	white			White Female
Technical Analysis Manager	5	2 F 1 M	1 Asian 4 white	2 White Female 1 Asian Male 2 White Male	2 White Female 1 White Male	White Male
Air Resource Specialist, PAF	25	10 F 15 M	1 Am. Indian 6 Asian 16 White	3 White Female 1 Male 3 White Male 2 Asian Male	1 White Female 2 White Male	2 White Male

Position	# of Applicants	Gender	Race	Phone Screen	Interview	Offer
Air Monitoring Specialist II	16	7 F 8 M	1 Am. Indian 2 Asian 1 two or more 10 White	1 Female 2 White Female 1 Asian Female 1 Asian Male 3 White Male	2 White Female 1 Asian Female 2 White Male	1 Asian Female 1 White Male 1 White Female

In addition, two current employees were promoted from Administrative Assistant II to Paralegals after both successfully completed paralegal training. One employee is an Asian female and one employee is a white male.

E. Contracts and Grants

Upon review of our grants questionnaire, there were two questions that the Agency found to be redundant with other paperwork required by contractors and subrecipients. We updated the Title VI and Disadvantaged Business Enterprise Questionnaire which is sent to grant subrecipients or contracting entities along with their agreements. See Appendix A for an example of the updated form.

The Agency supports and promotes RFP/RFQ opportunities among Minority and Women-Owned Business Enterprises (MWBE). To date, the following vendors our Agency has worked with are certified as being MWBE. However, this list does not reflect the actual number of minority and women-owned businesses that our Agency has worked with over the past year. This is largely due to the fact that our reporting is based on businesses that are formally certified through the state of Washington, which may be a barrier for smaller women and minority-owned businesses. We will explore additional ways to both promote Agency-opportunities among MWBE businesses and develop a way to capture the full scope of MWBE businesses the Agency works with, whether they are certified through the state or independent.

MWBE Vendor	Engagement Period
Ad Specialties and Promotions, Inc.	FY16-FY19
Cultures Connecting, LLC	FY17
Electrical Systems Solutions, Inc.	FY17
Language Translation Services	FY18

II. COMPLAINTS

During the past year, the Agency did not receive any complaints on the basis of discrimination or unequal treatment. Discrimination on the grounds of race, color, sex, national origin, creed, religion, gender identity, sexual orientation, age, disability, marital or veteran status will be addressed by our Agency, following our discrimination complaint procedures in the plan.

Appendix A



Puget Sound Clean Air Agency
Title VI & DBE QUESTIONNAIRE

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**Title VI of the Civil Rights Act &
Disadvantaged Business Enterprise (DBE) Questionnaire**

The Puget Sound Clean Air Agency (Agency) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin or sex, as provided by the Title VI of the Civil Rights Act of 1964. Contract No. ____ is subject to Title VI and its implementing regulations. As such, please complete this questionnaire and return to the Agency with all requested records within 30 days of receipt from the Agency.

Contact Name		Phone Number			
Business Name <i>(if applicable)</i>		Contact Email			
Street Address					
City		State		Zip Code	

1. Contract No. _____, section _____ requires compliance with the regulations of the United States Department of Transportation, 49 CFR 21, relating to non-discrimination in federally assisted programs. In the past year, have you received any complaints alleging direct or indirect discrimination in violation of 49 CFR 21? If yes, please provide copies of all complaints to the Agency. If you have received any complaints, please tell the Agency in writing what you have done to address each complaint.

2. Contract No. _____, section _____ requires that with regards to the work done pursuant to the contract, you will not discriminate on the grounds of race, color, sex or national origin in the selection or retention of sub-contractors, including procurement of materials and leases of equipment. In the past year, have you received any complaints alleging discrimination on the grounds of race, color, sex or national origin? If yes, provide copies of all complaints to the Agency. If you have received any complaints, please tell the Agency in writing what you have done to address each complaint.

3. Pursuant to Title VI of the Civil Rights Act, the Agency is required to collect demographic (race, color, sex, national origin) statistics regarding participation in programs or activities receiving federal assistance. Please provide the above demographic data regarding the owners of _____ [*name of contractee*]. Providing this information to the Agency is voluntary and disclosure is not required to participate in Agency programs and activities.

4. Please identify the person(s) or employee(s) dedicated to ensuring compliance with anti-discrimination laws and regulations on behalf of your organization. Providing this information to the Agency is voluntary and disclosure is not required to participate in Agency programs and activities.

5. The Agency encourages participation by entities certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) in all of its contracts, which is a subset of Disadvantaged Business Enterprises (DBE). 1) Please describe the activities undertaken to meet OMWBE requirements for or pursuant to Contract No. _____, including which, if any, MWBEs have been awarded work under this Contract. 2) Additionally, include what outreach and notification of contracting opportunities was conducted to MWBEs under Contract No. _____. Please provide documents regarding these activities to the Agency.