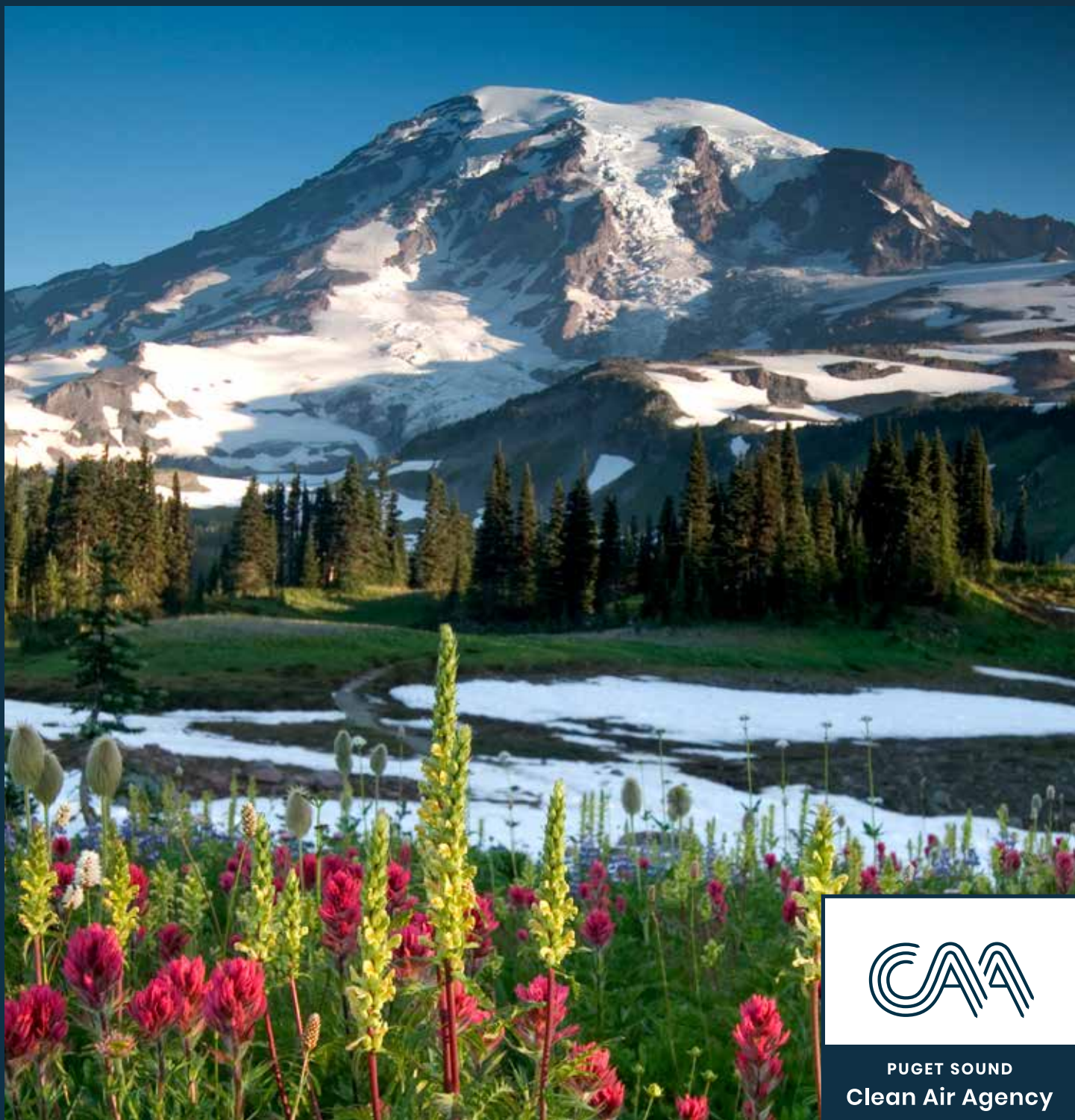


# FY22 Title VI Annual Report

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Fiscal Year 2022 (July 2021 – June 2022)



PUGET SOUND  
Clean Air Agency









## Overview

The Puget Sound Clean Air Agency (the Agency) continued its work towards increasing and improving access to the public through additional updating of our Title VI Plan. The sections below outline changes we made in the past fiscal year, which spans from July 2021 through June 2022.

## I. Accomplishments + Updates

The Agency continued to make progress on embedding equity at the Agency through internal development and external engagement in communities most impacted by air pollution. A Racial Equity Toolkit was developed at the Agency which outlines a process to guide the development, implementation, and evaluation of actions, policies, initiatives, and programs to address our impact on racial equity.

The Agency updated its environmental justice mapping tool; it helps identify the communities that are disproportionately impacted by air pollution. This mapping tool continues to be reviewed and revised to adapt our equity and engagement work to serve overburdened communities. Agency staff work closely with community partners in focus communities with the greatest inequities and to create work plans that respond to community needs.

### COMMUNICATIONS AND PUBLIC ENGAGEMENT

Communications and public engagement are crucial to ensuring non-discrimination and promoting participation in Agency programs. In FY22, the Agency proactively addressed verbal and written language needs of our constituents across Agency functions.

COVID-19 continued its deleterious impact on the region in FY22. The Agency adapted to these challenges while making our service and outreach materials accessible. To meet the needs of the Puget Sound region, the Agency created opportunities for constituents to engage virtually and moved to a hybrid model of virtual and in-person events.

The Agency updated the Limited English Proficiency plan (LEP) in 2021 and implemented it in accordance with the LEP. In addition to using certified translation and interpretation service providers, the Agency also continued to work with community-based organizations to ensure that translations were appropriate in context and tone for the focus audience. The Agency instituted a third-party review process for most translation materials.

The Agency translated multiple printed and digital materials for various audiences and projects. Translated languages corresponded to the needs of the audience and community partners. The list below (though not exhaustive) includes several examples of materials that were translated from July 2021 – June 2022.

- Filter fan fact sheets were translated into two additional languages based on community feedback. The fact sheets are now translated into 12 languages.
- The Agency translated promotional materials for the strategic plan community workshops. They were translated into the top five languages used in the Puget Sound region as detailed in the Limited English Proficiency plan.
- The Agency translated a variety of informational graphics that were utilized in community workshops.
- The Agency conducted a digital survey soliciting community feedback for an air toxics study and translated that into Spanish, Somali, Vietnamese, and Khmer.
- The Agency produced fact sheets for a current air toxics study. They were translated into four languages other than English. Those languages were identified by the Agency's community partners in disproportionately impacted communities.

## WRITTEN TRANSLATION

Written translation efforts are measured by words per language. The following table shows which translations were provided. The Agency also conducted robust outreach using the translated materials.

Language	Total Words
Chinese - Simplified	2,562
Chinese - Traditional	2,562
Spanish to English	2,523
Chinese - Simplified to English	34
Khmer	1,547
Korean	2,347
Russian	1,261
Somali	951
Spanish	4,524
Ukrainian	596
Vietnamese	3,298

## LIVE INTERPRETATION

Verbal interpretation over the phone was conducted as follows:

Language	Calls	Minutes
Korean	2	3
Mandarin	8	47
Russian	4	4
Spanish	54	205
Tagalog	21	43
Vietnamese	0	0

## IN-PERSON INTERPRETATION

Language	Total Hours
Khmer	2
Somali	2
Spanish	2
Vietnamese	2

## A. PUBLIC MEETINGS

The Agency hosted ten public meetings from July 2021 – June 2022. Due to public health concerns and guidelines related to the COVID-19 pandemic, all meetings were held online, recorded, and published on the Agency's website.

- Eight of the meetings offered interpretation services based on attendee. Those languages were Spanish, Mandarin, Cantonese, Vietnamese, and Korean.

## B. HIRING + RECRUITING

The Agency's hiring and recruiting practices monitor progress and diversity. We request demographic information from applicants. This information is provided voluntarily and kept separate from all applicant materials provided for review. This demographic tracking helps our Agency determine whether there are any patterns to our screening/ interview process regarding diversity and advancement so we can implement improvement measures. Providing this information is voluntary and has no impact on employment status. The following table shows open recruitments conducted throughout FY22 and corresponding information pertaining to diversity factors.

Position	# of Applicants	Gender	Race	Interview	Offer
Inspector II	14	2 F	1 Black or African American	1 Black Female	1 Black Male
		10 M			
		1 Chose not to Identify	1 Two or More	1 Two or more Female	1 Two or more Female
			9 White		
			3 Chose not to identify	1 White Female	1 White Female
				3 White Male	1 White Male
				1 Chose not to identify	

Position	# of Applicants	Gender	Race	Interview	Offer
Software Developer	11	11 M	2 Asian 3 Black 1 Two or More 5 White	1 Asian Male 2 White Male	1 Asian Male
Inspection Manager	6	2 F 4 M	1 Black 2 Hispanic or Latino 3 white	1 Black Female 2 Hispanic or Latino Male 1 White Female 2 White Male	1 Hispanic or Latino Male
Air Resource Specialist	17	10 F 7 M	5 Asian 2 Hispanic or Latino 9 white 1 Chose not to Identify	2 Asian Female 2 Asian Male 3 White Female	1 Asian Female
Public Records Officer	43	21 F 20 M 1 Chose not to Identify	2 Asian 8 Black 2 Hispanic or Latino 9 white 1 Chose not to Identify	1 White Female 2 White Male	1 White Male



Position	# of Applicants	Gender	Race	Interview	Offer
Air Monitoring Specialist	24	6 F	7 Asian	1 Asian Female	1 Asian Male
		17 M	1 Black	1 Asian Male	1 White Male
		1 Chose not to identify	2 Hispanic or Latino	4 White Male	
			12 white	1 Chose not to identify	
Equity and Engagement Manager	37		2 Chose not to Identify		
		23 F	2 American Indian or Native Alaskan	2 American Indian or Native Alaskan	1 Black Female
		13 M			
		1 Chose not to identify	4 Asian	1 Black Female	
			7 Black	1 White Female	
			2 Two or more	1 White Male	
			12 white		
Administrative Assistant II	55		10 Chose not to Identify	10 Chose not to Identify	
		33 F	1 American Indian or Native Alaskan	2 Asian Female	1 Asian Female
		19 M		1 Asian Male	1 Asian Male
		3 Chose not to identify	5 Asian	1 Black Female	
			3 Black		
			7 Two or more	1 Two or more	
			24 white	3 White Female	
			15 Chose not to Identify	1 Chose not to Identify	

Position	# of Applicants	Gender	Race	Interview	Offer
Paralegal	16	11 F	2 Asian	1 Asian Female	1 White Female
		5 M	1 Two or more	1 Asian Male	
			10 White		
			3 Chose not to Identify	1 White Female	
Inspector II	6	2 F	1 Black	1 Black Female	1 Black Female
		3 M	1 Two or more		
			2 White	1 Two or more Male	1 Two or more Male
		1 Chose not to identify	2 Chose not to Identify	1 White Female	1 White Female
				1 White Male	
				1 Chose not to Identify Female	
				1 Chose not to Identify Male	
HR Analyst	13	12 F	3 Asian	1 White Female	1 White Female
		1 M	1 Black		
			1 Two or more		
			5 White		
			1 Chose not to Identify		

Position	# of Applicants	Gender	Race	Semi-Finalists	Finalists	Offer
Executive Director*	36	22 F	11 BIPOC	1 Black Male	1 Black Male	1 White Female
*Data is from a recruiter and is not as complete as our internal records for the other recruitments.		14 M	25 White	3 White Female	1 White Female	
				3 White Male	1 White Male	



## C. CONTRACTS AND GRANTS

The Agency supports and promotes RFP/RFQ opportunities among Minority and Women-Owned Business Enterprises (MWBE). The list below includes certified MWBE vendors. 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. It is because our reporting is based on businesses that are formally certified through the state of Washington, which may be a barrier for small women and minority-owned businesses.

One of the goals of the Agency's Finance Department was to enhance and broaden access to Women- and Minority-Owned Businesses (WMBEs) for selecting vendors. Currently, through its purchasing policies, the Agency encourages use of the Washington State certified WMBE list. Some other jurisdictions (e.g. the City of Seattle) allow businesses to self-certify as a WMBE without having to go through the state-certification process. They do audits periodically to ensure that the businesses are women- and/or minority-owned. We have modified our purchase request form, with links to both the state-certified and the City of Seattle's WMBE lists.

The Agency is evaluating the next step of informing the Agency's vendors about the City of Seattle's WMBE list and encouraging those business owners to apply for the purpose of expanding our use of WMBE vendors.

MWBE Vendor	Engagement Period
Ad Specialties and Promotions, Inc	FY16 – FY19
Cultures Connecting, LLC	FY17
Electrical Systems Solutions, Inc	FY17
Language Translation Services	FY18
Med-Tox	FY20
NVL Labs	FY20
NVL Labs	FY21
Ad Specialties and Promotions, Inc	FY22
NVL Labs	FY22

## **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.

## **III. FORMS + SURVEYS**

The Agency did not update forms and survey in FY22.







## **PLEASE CONTACT US**

**for questions, concerns,  
and suggestions.**

**Title VI Coordinator**

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