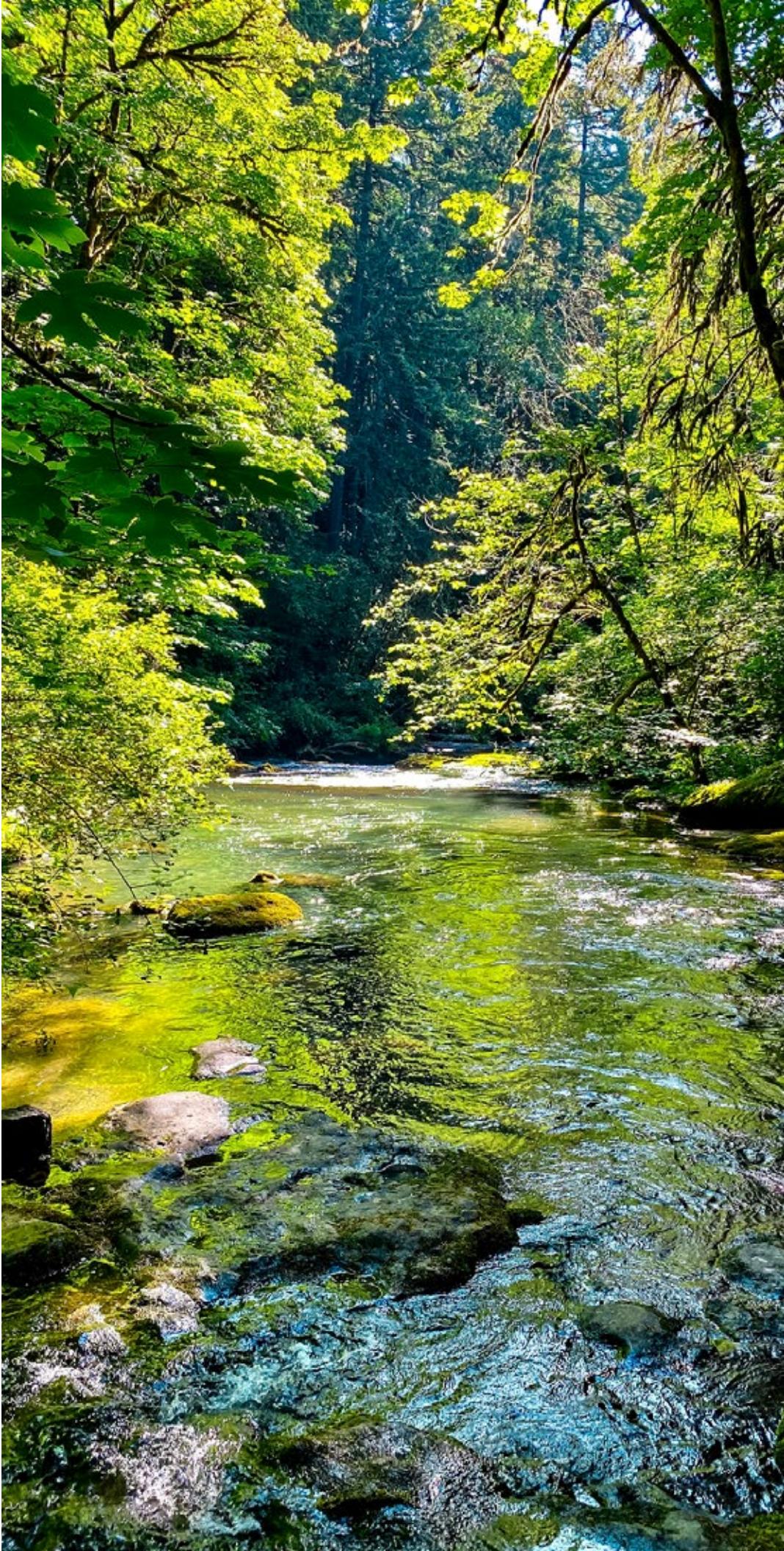


FY23 Title VI Annual Report

Fiscal Year 2022 (July 2022 – June 2023)



PUGET SOUND
Clean Air Agency





Overview

Equity and environmental justice are an integral part of the Puget Sound Clean Air Agency (hereinafter referred to as “the Agency”). The Agency demonstrates its commitment to Title VI and equitable access to programs, publications, communications, and public involvement by embedding equitable practices throughout the [newly published strategic plan](#). The Agency remains compliant with the provisions of Title VI of the Civil Rights Act of 1964. The sections below outline accomplishments and relevant data in the past fiscal year (July 2022 through June 2023).

I. Accomplishments + Updates

The Agency increased its commitment to the principles of Title VI by embedding equity in the Objectives and Targets of the 2030 Strategic Plan. Goals of the Strategic Plan are:

- Air pollution overall drops by 20% from 2022 to 2030, and the annual economic impact of air pollution health effects drops by \$500 million -\$1 billion.
- Cancer risk from toxic air pollutants reduces by 50% from 2022 to 2030, especially in overburdened communities.
- Socioeconomic disparities in air pollution exposure are cut in half from 2022 to 2030.
- Greenhouse gas (GHG) emissions in the Puget Sound region drop by 50% compared to 1990 levels overall.

The Agency centered equitable principles within the internal institutional level and at the external community engagement level of the seven-year Strategic Plan.

The agency continued to make progress on internal equity development by improving the hiring and recruitment process. Improvements included further redacting applicant materials; including those released to our interview panels, and frequently reviewing the required skills, experience, and education for each opening and adjusting as necessary. We worked with our Equity Team to better identify areas of concern within our recruitment process and will continue that work throughout the next year. To reach a more diverse audience and applicant pool, we added several job boards and community contacts to advertise our job openings.

The agency also prioritized equity by continuing to use the racial equity toolkit that outlines a process to guide the development, implementation, and evaluation of actions, policies, initiatives, and programs to address our impact on racial equity, and we began discussions for developing a plan to infuse a culture of belonging.

The Agency updated the definition of overburdened communities to help identify populations that were disproportionately impacted by air pollution. The new definition corresponds with RCW 70A.65.010(54) and uses the combined geographic boundaries of our internal Community Air Tool, the Washington Department of Health Health Disparities Map, Climate Commitment Act Section 3 list of overburdened communities, and EPA's EJScreen2.0 Environmental Justice Screening and Mapping Tool. Under these new geographic boundaries, we began working to establish structures tailored to reach communities with the greatest inequities. Structures will be created in collaboration and partnership with communities.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

Communications and public engagement were crucial to ensuring non-discrimination and promoting participation in agency programs. In FY23, the agency proactively addressed the verbal and written language needs of constituents across Agency functions.

When it could be done safely and in tandem with community preferences, in-person events and engagement returned; however, many events remained virtual. This hybrid model of conducting business met the needs of the communities the agency served.

The agency continued to follow the Limited English Proficiency Plan (LEP) to ensure that individuals from a range of cultural and linguistic backgrounds could access, understand, and benefit from clean air efforts across our programs. We offered free language interpretation (spoken) and translation (written) services for constituents and will continue to expand available resources. In addition to using certified translation and interpretation service providers, the agency continued to work with community-based organizations (CBOs) to ensure that translations were appropriate in context and tone for the focus audience. The agency used 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 2022 – June 2023.

- Filter fan fact sheets were translated into 13 languages.
- The agency's strategic plan was translated into the top five languages used in the Puget Sound region as detailed in the LEP Plan.
- The agency conducted a digital survey soliciting community feedback for a new air monitoring station. The survey was translated to English, Simplified Chinese, Traditional Chinese, French, Spanish, Vietnamese.
- The Agency hosted a variety of meetings, including Board and Advisory Council meetings; the public were invited to attend and participated in several meetings. The Agency conducted a series of Strategic Plan workshops where members of the public participated. The Agency makes reasonable accommodations for any person who needs assistance to participate in meetings, or to access services. Sign language services, language translation and interpretation, and communications materials in alternative formats are made available if the Agency receives sufficient notice.

- The agency hosted a variety of workshops and tabling events that include a variety of air quality information, including printed collateral that was translated into various languages.
- The agency partnered with many community-based organizations (CBOs) to support their presence at events in overburdened communities. Materials were translated into languages requested by the CBO.

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
Amharic	596
Chinese - Simplified	25,353
Chinese - Traditional	24,858
French	526
Khmer	610
Korean	24,079
Marshallese	253
Russian	253
Spanish	26,047
Ukrainian	610
Vietnamese	24,858

LIVE INTERPRETATION

Verbal interpretation over the phone was conducted as follows:

Language	Calls	Minutes
Korean	9	32
Mandarin	2	4
Russian	2	3
Spanish	21	143
Tagalog	42	100
Vietnamese	1	3

IN-PERSON INTERPRETATION

No in-person interpretation took place during FY23.

A. HIRING + RECRUITING

The agency's hiring and recruiting practices highlighted progress and diversity. We requested demographic information from applicants. This information was provided voluntarily and kept separate from all applicant materials provided for review. Providing this information had no impact on employment opportunities. Tracking this demographic data helped our agency determine whether there were patterns to our screening/interview process regarding diversity and advancement; results will inform the implementation of improvement measures.

The following table shows open recruitments conducted throughout FY23, and corresponding information pertaining to diversity factors. Because the recruitment and hiring process was not completed for several positions at the time of publication of this report, no job offer was extended was entered in the "Job Offer" category.

Position	# of Applicants	Gender	Race	Interview	Offer
Accounting Technician	17	8 F 6 M 3 Chose not to Identify	2 Asian 2 Black or African American 1 Two or More (not Hispanic or Latino) 10 White 2 Chose not to identify	1 White Female 1 White Chose not to identify 1 Chose not to identify	No job offer extended
Administrative Assistant	31	22 F 5 M 4 Chose not to identify	5 Asian 2 Black or African American 1 Native Hawaiian or Other Pacific Islander 3 Two or More (not Hispanic or Latino) 14 White 6 Chose not to identify	1 Asian 1 Two or More (not Hispanic or Latino) 2 Chose not to identify 5 White	1 Two or More Female

Position	# of Applicants	Gender	Race	Interview	Offer
Engineer I	7	1 F 3 M 3 Chose not to identify	1 Asian 1 White 4 Chose not to identify	1 White Female 1 White Male 1 Chose not to identify Male	1 White Male
Engineer II	4	1 F 2 M 1 Chose not to identify	1 Asian 2 white 1 Chose not to Identify	1 White Female 1 White Male 1 Chose not to identify Male	No job offer extended
Executive Assistant	24	18 F 6 M	4 Asian 4 Black or African American 2 Two or More (not Hispanic or Latino) 10 White 4 Chose not to Identify	1 Asian Female 1 Two or More (not Hispanic or Latino) Female 1 Black or African American Male 1 White Male 1 Chose not to Identify Female	1 Asian Female

Position	# of Applicants	Gender	Race	Interview	Offer
Inspector II	33	6 F 25 M 2 Chose not to identify	1 American Indian or Alaska Native 3 Asian 2 Black or African American 1 Two or More (not Hispanic or Latino) 17 white 9 Chose not to Identify	1 Asian Female 1 Asian Male 2 White Female 6 White Male 1 White Chose not to identify gender 1 Male Chose not to identify race 1 Female Chose not to identify race	1 White Female 2 White Male 1 Male Chose not to identify race
Manager, Clean Air & Climate Initiatives	17	10 F 7 M	2 Asian 1 Two or more (not Hispanic or Latino) 11 white 3 Chose not to identify	5 White Female 2 White Male 2 Female Chose not to identify race	1 White Female

Position	# of Applicants	Gender	Race	Interview	Offer
Paralegal	18	11 F 7 M	1 Asian 4 Black or African American 9 white 4 Chose not to identify	1 White Female 1 White Male 1 Male Chose not to identify race 1 Chose not to identify	1 Asian Female 1 Asian Male
Payroll Administrator	20	14 F 3 M	6 Asian 3 Black or African American 1 Two or more 7 White 3 Chose not to identify	1 Asian Female 1 Asian Male 1 White Female 1 Female Chose not to identify race	1 White Female

C. CONTRACTS + GRANTS

The agency supported and promoted Request for Proposal (RFP)/Request for Quotation (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 the agency worked with over the past year. Although there was an increase in our contracts with MWBEs, this increase was not included in our data because reporting was based on businesses that were formally certified through the State of Washington. The need for formal certification may be a barrier for small women and minority-owned businesses.

The agency made strides to improve its contracting process to provide a more accessible and smooth experience for smaller businesses and CBOs.

MWBE Vendor	Engagement Period
Ad Specialties and Promotions, Inc	FY23
Cascadia Consulting Group, Inc	FY23
NVL Laboratories, Inc	FY23
OnSafari Foods, Inc	FY23
Orion Environmental Service	FY23

II. COMPLAINTS

During the past year, the agency did not receive any complaints based on discrimination or unequal treatment. If complaints of discrimination are filed based on race, color, sex, national origin, creed, religion, gender identity, sexual orientation, age, disability, marital or veteran status, the agency will process them in accordance with the discrimination complaint procedures in its Title VI plan.

III. FORMS + SURVEYS

In FY23, the Agency created a new survey, SeaTac Siting Guidance Survey, to assist the Agency with the placement of a new air monitoring location in SeaTac and translated it into Simplified and Traditional Chinese, French, Spanish, and Vietnamese. The Agency also translated the Filter Fan Program Pre-Survey into Simplified and Traditional Chinese, Marshallese, Russian, Spanish, and Vietnamese.





PLEASE CONTACT US
for questions, concerns,
and suggestions.

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