

FY24 Title VI Annual Report

Fiscal Year 2024 (July 2023 – June 2024)



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 our [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 2023 through June 2024).

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. Regional 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. We further redacted applicant materials including those released to our interview panels, and frequently reviewed the required skills, experience, and education for each opening and adjusted as necessary. To reach a more diverse applicant pool, we added job boards and community contacts to advertise our job openings. Through our Strategic Plan, we take action to ensure our workplace is founded on a sense of inclusion and belonging.

The Agency also prioritized equity externally, across our overburdened communities, through efforts across staff teams and coordinated by our internal Environmental Justice Steering Committee (EJSC). This year the EJSC developed and adopted a charter and has supported multiple cross-team projects across our environmental justice focus topics. These focus topics include: opportunities to reduce emissions and exposures; community science and education; compliance engagement and assistance; diesel emission reduction; transparency and information sharing; and working with Tribal Nations and Tribal organizations.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

Communications and public engagement help promote participation in Agency programs. In FY24, 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 our 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.

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. [Table 1. Written Translation provided in FY24](#), shows materials that were translated from July 2023 – June 2024.

In the course of business, we provide interpretation over the phone when needed. [Table 2. Verbal interpretation over the phone conducted in FY24](#), shows the number of calls where interpretation was provided.

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 workshops summarizing results of an EPA air toxics study where members of the public were present. In addition, the Agency conducted listening sessions with community members to support an EPA-funded community-directed monitoring grant. [Table 3. In-person interpretation provided in FY24](#), shows the summary of interpreted languages offered at these events. 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 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.

Table 1. Written Translation provided in FY24

Language	Total Words
Amharic	408
Chinese – Simplified	1,332
Chinese – Traditional	3,062
Khmer	1,224
Somali	1,224
Spanish	6,088
Vietnamese	3,509

LIVE INTERPRETATION

Verbal interpretation over the phone was conducted as follows:

Table 2. Verbal interpretation over the phone conducted in FY24

Language	Calls	Minutes
Korean	23	187
Mandarin	4	19
Spanish	24	159
Tagalog	82	277

IN-PERSON INTERPRETATION

In-person interpretation took place as follows:

Table 3. In-person interpretation provided in FY24

Language	Event	Location	Duration
Spanish	Air Toxics Workshop	Tacoma, WA (TPCHD)	2 hours
Spanish, Vietnamese	Air Toxics Workshop	Seattle, WA (Duwamish Community Hub)	2 hours
Spanish, Vietnamese	TREE Listening Session	Seattle, WA (Duwamish Community Hub)	2 hours
Mandarin, Cantonese	TREE Listening Session	Seattle, WA (Chinatown International District Hirabayashi Place)	2 hours

A. HIRING + RECRUITING

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

The following table shows open recruitments conducted throughout FY24, and corresponding information pertaining to diversity factors. If a recruitment and hiring process was not completed for a position at the time of publication of this report, no job offer was entered in the "Offer" column.

Position	# of Applicants	Gender	Race	Interview	Offer
Air Resource Associate or Specialist	82	37 F	1 American Indian or Alaska Native	2 Asian	1 Asian Female
		40 M		1 Black or African American	1 White Female
		5 Chose not to Identify	19 Asian	American	
			4 Black or African American	1 Chose not to identify	
				6 White	
			1 Native Hawaiian or Other Pacific Islander		
			7 Two or More (not Hispanic or Latino)		
			33 White		
			17 Chose not to identify		

Position	# of Applicants	Gender	Race	Interview	Offer
Accounts Payable and Accounts Receivables Specialist	63	34 F 19 M 10 Chose not to Identify	1 American Indian or Alaska Native 14 Asian 1 Black or African American 2 Native Hawaiian or Other Pacific Islander 6 Two or More (not Hispanic or Latino) 18 White 21 Chose not to identify	2 Asian 1 Chose not to identify 2 White	2 Asian Females 1 White Male
Communications Manager	40	20 F 18 M 2 Chose not to Identify	1 American Indian or Alaska Native 5 Asian 1 Black or African American 1 Two or More (not Hispanic or Latino) 21 White 11 Chose not to identify	1 Asian 1 Black or African American 1 Chose not to identify 3 White	1 Black or African American Female

Position	# of Applicants	Gender	Race	Interview	Offer
Communications Specialist – Equity + Engagement	35	23 F 10 M 2 Chose not to Identify	9 Asian 3 Black or African American 1 Two or More (not Hispanic or Latino) 16 White 6 Chose not to identify	2 Asian 1 Black or African American 1 Chose not to identify	1 Asian Female
Executive Assistant	79	62 F 12 M 5 Chose not to Identify	1 American Indian or Alaska Native 16 Asian 5 Black or African American 3 Two or More (not Hispanic or Latino) 33 White 21 Chose not to identify	7 White	1 White Female 1 White Male
Finance Manager	27	10 F 16 M 1 Chose not to Identify	7 Asian 1 Black or African American 1 Two or More (not Hispanic or Latino) 11 White 7 Chose not to identify	2 Asian 4 White 2 Chose not to identify	1 White Female 1 White Male

Position	# of Applicants	Gender	Race	Interview	Offer
Inspector	49	12 F	10 Asian	14 White	1 White Female
		37 M	1 Black or African American	3 Chose not to identify	4 White Males
			1 Native Hawaiian or Other Pacific Islander		
			29 White		
			8 Chose not to identify		
Limited Term Air Monitoring Specialist	21	7 F	1 American Indian or Alaska Native	1 Asian	1 Asian Male
		14 M		1 White	
			4 Asian	2 Chose not to identify	
			1 Two or More (not Hispanic or Latino)		
			12 White		
Senior HR Analyst	14	6 F	1 Asian	1 Two or More (not Hispanic or Latino)	1 Female Two or More (not Hispanic or Latino)
		7 M	1 Black or African American	4 White	
		1 Chose not to Identify	2 Two or More (not Hispanic or Latino)	2 Chose not to identify	
			7 White		
			3 Chose not to identify		

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 need for formal certification through the State of Washington may be a barrier for small women and minority-owned businesses. Therefore, the list below includes all MWBE vendors the Agency could identify. However, this list may not reflect the actual number of minority and women-owned entities that the Agency worked with over the past year. The Agency also made strides to improve its contracting process to provide a more accessible and smooth experience for smaller entities and CBOs.

MWBE Vendor	Engagement Period
Alan Lai	FY24
Black Farmers Collective	FY24
Bobby Humes	FY24
Cascadia Consulting Group	FY24
Compensation Connections	FY24
Cross-Cultural Dynamics	FY24
Duwamish River Clean Up Coalition	FY24
Eco Infinity Nation	FY24
Erin Wei	FY24
Grist Public Affairs LLC	FY24
Huyen Martin	FY24
Interim CDA	FY24
JL Consulting Group	FY24
Kevin Baker Consulting Co.	FY24
LK Consulting	FY24
Momentum Professional Strategy	FY24
National Training Institute on Race & Equity	FY24
Rainier Scholars	FY24
Rebuilding Together South Sound	FY24
Tacoma Cambodian Evangelical Church	FY24
Tatiana Martinez- Interiano	FY24
Villa Comunitaria	FY24
WA-YA Outdoors Institute	FY24
Washington Build Back Black Alliance	FY24

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 the Agency's Title VI plan.

III. FORMS + SURVEYS

While the Agency coordinated with partners like the Department of Commerce on surveys to solicit input from the members of the public on the Climate Pollution Reduction Grant, the Agency did not conduct any separate surveys from July 2023 to June 2024.



PLEASE CONTACT US

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

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