

# FY25 Title VI Annual Report

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Fiscal Year 2025 (July 2024 – June 2025)



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 2024 through June 2025).

## 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 our work on internal equity development by improving the hiring and recruitment process. We continue refining our redaction process of 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. We continue working toward reaching a more diverse applicant pool by using job boards and community contacts to advertise our job openings. The Agency has also formalized our philosophy on professional development and staff training opportunities. 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 the internal Environmental Justice Steering Committee (EJSC). This year the EJSC 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 were crucial to ensuring non-discrimination and promoting participation in Agency programs. In FY25, 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 Agency's 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 shows materials that were translated from July 2024 – June 2025.

In the course of business, we provide interpretation over the phone when needed. Table 2 shows the number of calls where interpretation was provided from July 2024 – June 2025.

The Agency hosted a variety of meetings, including Board and Advisory Council meetings; the public were invited to attend and participate in several meetings. This year, the Agency hosted four in-person workshops as part of our EPA-funded Climate Pollution Reduction Grant (CPRG) to solicit community input on climate action, three permit hearings that were in-person and virtual, as well as one Trailer for Researching Environmental Equity Project (TREE) listening session. Table 3 shows the summary of interpreted languages offered at these events, based on requests made beforehand. 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 continued to partner with 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. **Table 1** shows which translations were provided. The Agency also conducted robust outreach using the translated materials.

**Table 1. Written Translation provided in FY25**

Language	Total Words
Arabic	3,283
Chinese – Simplified	6,454
Chinese – Traditional	536
French	179
Hindi	1,465
Korean	5,985
Somali	1,465
Spanish	11,066
Tagalog	2,241
Vietnamese	2,347

## LIVE INTERPRETATION

Verbal interpretation efforts are measured by number of incoming calls made and how long each call lasted. **Table 2** shows which languages were interpreted over the phone.

**Table 2. Verbal interpretation over the phone conducted in FY25**

Language	Calls	Minutes
Cantonese	2	20
Korean	23	187
Mandarin	5	16
Russian	4	3
Spanish	55	329
Tagalog	82	277
Vietnamese	1	1

## IN-PERSON INTERPRETATION

In-person interpretation is measured by event duration. **Table 3** outlines each outreach event, the event's location and the duration of the interpretation place as follows:

**Table 3. In-person interpretation provided in FY25**

Language	Event	Location	Duration
Spanish	Climate Pollution Reduction Grant (CPRG) Workshop	Seattle, WA (El Centro De La Raza)	6 hours
Korean	CPRG Workshop	Seattle, WA (El Centro De La Raza)	3 hours
Arabic	CPRG Workshop	Seattle, WA (El Centro De La Raza)	6 hours
Cantonese	CPRG Workshop	Seattle, WA (El Centro De La Raza)	6 hours

## 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 FY24, 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
Accounts Payable and Accounts Receivables Specialist	66	34 F	1 American Indian or Alaska Native	1 Asian	1 Hispanic or Latino Male
		22 M	19 Asian	1 Hispanic or Latino	
		10 Chose not to Identify	1 Black or African American	6 White	
			2 Native Hawaiian or Other Pacific Islander		
			7 Hispanic or Latino		
			5 Two or More (Not Hispanic or Latino)		
			20 White		
			14 Chose not to identify		
Attorney	18	9 F	1 Asian	3 White	1 White Male
		9M	1 Hispanic or Latino		
			1 Two or More (not Hispanic or Latino)		
			13 White		
			2 Chose not to identify		

Position	# of Applicants	Gender	Race	Interview	Offer
Inspector	17	5 F 12 M	2 Asian 2 Black or African American 1 Hispanic or Latino 11 White 1 Chose not to identify	1 Asian 1 Black or African American 5 White	2 White Female 1 White Male
IT Systems Administrator	40	3 F 35 M 2 Chosenot to identify	1 American Indian or Alaska Native 8 Asian 3 Black or African American 3 Two or More (not Hispanic or Latino) 15 White 8 Chose not to identify	1 Asian 1 White 2 Chose not to identify	None
IT Cloud Systems Administrator	34	6 F 23 M 5 Chose not to Identify	9 Asian 15 Black orAfrican American 14 White 6 Chose not to identify	2 Asian 1 Black or African American 1 White	1 Black or African American Male 1 White Male



## 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 and

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

MWBE Vendor	Engagement Period
Bobby Humes	FY25
Grist Public Affairs LLC	FY25
The Donna Williams Group	FY25
Vault89	FY25
Elevating Diversity, LLC	FY25
Duwamish River Community Coalition	FY25
Ideamaria	FY25
National Training Institute on Race & Equity	FY25
Cross-Cultural Dynamics	FY25
Reclaiming Us	FY25
The Rhizome Collaborative	FY25
LK Consulting	FY25
The Backpack Academy	FY25
Rebuilding Together South Sound	FY25

## **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 2024 to June 2025.



## **PLEASE CONTACT US**

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

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