

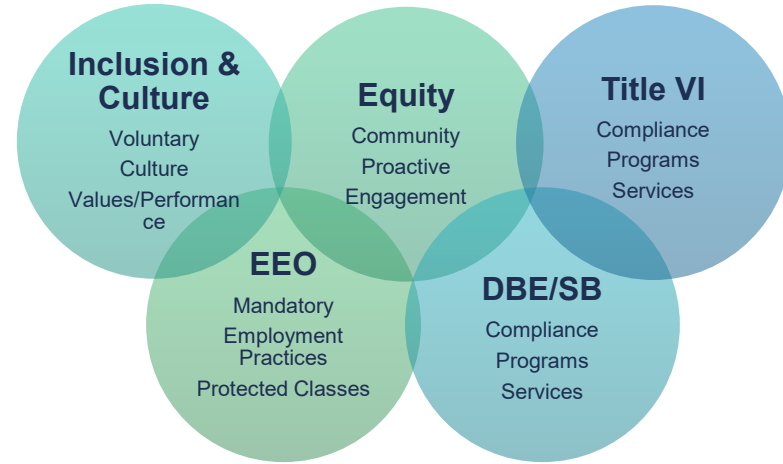
Office of Civil Rights, Equity & Inclusion

December 11, 2020

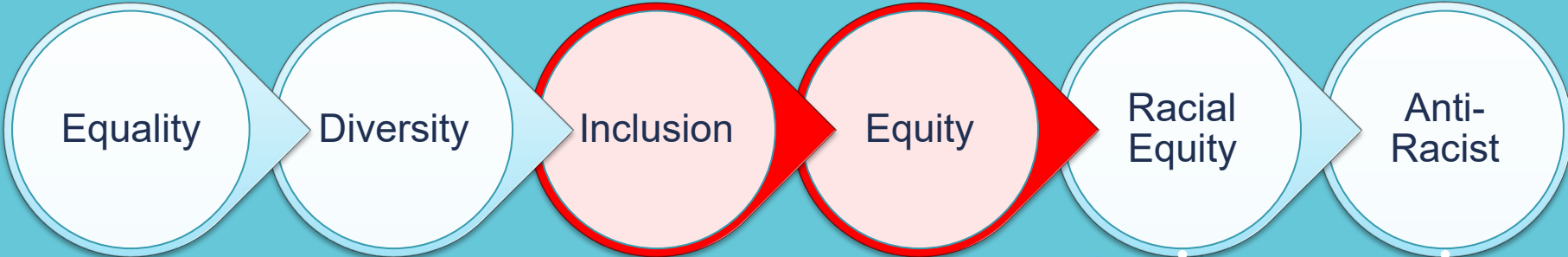
Office of Civil Rights, Equity & Inclusion

CREI works toward an equitable system that:

- ensures businesses building our regional transit system represent the community we serve
- grows and sustains a diverse workforce, fosters an inclusive culture and builds organizational capacity
- ensures equal employment opportunity and equal access to our programs, services and regional transit system



Building blocks towards anti-racism



Equality

Diversity

Inclusion

Equity

Racial
Equity

Anti-
Racist



Opportunity

Opportunity
Representation

Opportunity
Representation
Belonging

Opportunity
Representation
Belonging
Accountability

Opportunity
Representation
Belonging
Accountability
Outcomes

**Power Sharing
Interrupting Racism**

Our approach



EMPLOYEES & CULTURE

Growing a diverse workforce and creating a more inclusive Sound Transit.

CAPACITY BUILDING

Building organizational capacity through consulting, network building, inclusive leadership development, workshops and trainings.



INSTITUTIONAL CHANGE

Developing and implementing institutional change strategies to operationalize equity.



TALENT ENGAGEMENT

Engaging talent and expanding opportunities through education.



ECONOMIC OPPORTUNITY

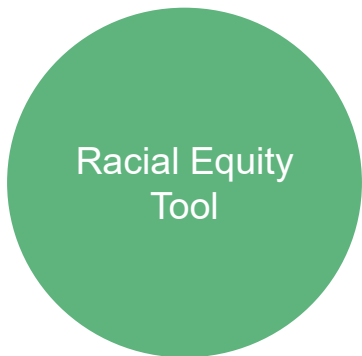
Creating economic opportunity for small & disadvantaged businesses to work on Sound Transit projects.

Equity, Inclusion & Culture

Equity Steering Committee and Subcommittees

Equity Steering Committee Mission

The Sound Transit Equity Steering Committee is responsible for ensuring continuing progress toward an inclusive and equitable agency. The Committee will set strategy, provide guidance and ensure integration of equity principles in their respective business lines.

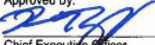



Equity & Inclusion Policy

Sound Transit's commitment to equity & inclusion. Applies to all Sound Transit employees, temporary workers and interns.

Adopted December 2019



Approved by:  Chief Executive Officer	Agency Policy 806	Executive
Chief Officer 	Equity and Inclusion Policy	
	Effective Date: 03/01/2003 Revision Date: 12/12/2019 Supersedes: Administrative Policy and Procedure No. 1001	

Equity and Inclusion Policy

1.0 Scope

- 1.1 This policy describes Sound Transit's commitment to equity and inclusion. This policy applies to all Sound Transit employees, temporary workers and interns.

2.0 Definitions

- 2.1 Diversity: Range of human differences, including, but not limited to, race, ethnicity, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values systems, national origin and political beliefs.
- 2.2 Inclusion: Involvement and empowerment, where everyone feels welcomed, respected, supported and valued.
- 2.3 Equity: Fairness in process, distribution of resources, opportunity and provision of varying levels of support upon need to achieve greater fairness of outcomes.
- 2.4 Racial equity: Acknowledgement of historical inequity based on race, where race no longer determines one's socioeconomic outcomes and when everyone has what they need to thrive.

3.0 Policy

- 3.1 Sound Transit commits to:
 - 3.1.1 Building an agencywide culture of inclusion.
 - 3.1.2 Integrating equity and inclusion into all of its policies, programs, operations and practices.
 - 3.1.3 Applying a racial equity lens to decision-making.
- 3.2 Sound Transit must:
 - 3.2.1 Seek to discover and eliminate agency policies, structures and practices that perpetuate inequities.
 - 3.2.2 Strive to employ a diverse workforce at all levels that reflects the community we serve.
 - 3.2.3 Identify, develop and apply best practices, processes and tools that demonstrably make a positive difference for employees, stakeholders, riders and the community to reduce prevalent and persistent systemic inequity and outcome gaps.

Sound Transit equity tools and objectives

Racial Equity Tool (RET) *Pilot*

Applies an explicit consideration of racial equity in decision-making

Provides a systemic way to assess the impact of proposed policies, programs, projects and procedures on communities of color

Establishes equitable engagement as a tactic and best practice in a racial equity analysis

Equitable Engagement Tool (EET) *Pilot*

Defines “Equitable Engagement”

Develops consistent equitable engagement practices

Builds long-term, meaningful relationships with community

Develops a pathway for community feedback to inform decision-making

Budget Equity Tool *Draft*

Applies an equity lens early in the budget process to ensure more informed decision-making

Better understand and analyze the equity implications of budget decisions

***Equal Employment Opportunity
(EEO)***

Equal Employment Opportunity (EEO)

The EEO program is responsible for enforcing state & federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's...

- race
- color
- religion
- sex (pregnancy, gender identity & sexual orientation)
- national origin
- age (40 or older)
- disability or
- genetic information



Title VI

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 States:

No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

FTA's Title VI Program objectives

Sound Transit Must:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision-making without regard to race, color or national origin.
- Ensure meaningful access to transit related programs and activities by persons with limited English proficiency (LEP).

FTA Title VI Program

Outlines required actions needed to fulfill compliance

Key Program Elements

- **Title VI Notice to the Public & Complaint Process**
- **Public Participation Plan**
- **Language Assistance Plan**
- **Service, Fare & Facility Equity Analysis**
- **Service Monitoring**

***Disadvantaged Business
Enterprise (DBE)
Small Business (SB) Program***

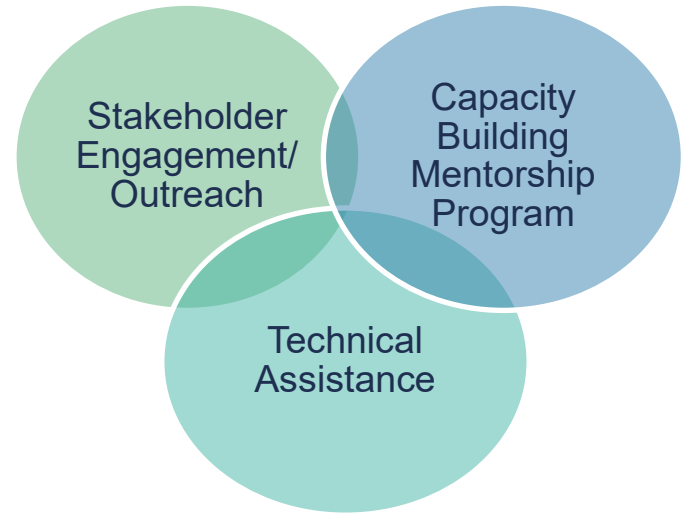
DBE Program objectives

- Create a level playing field so that DBEs can compete fairly
- Ensure nondiscrimination
- Help to remove barriers
- Ensure regulatory monitoring, compliance and enforcement
- Promoting the use of all types of DBEs

The Small Business Program is a subset of the DBE Program

All federally funded transportation agencies required to have a small business program element as part of their DBE program (2012).

- The Small Business Program was established by Board Resolution 78-2.
- Small business goals are considered for both federal and non-federal assisted projects.



2021 – 2022 Overall DBE Goal

16.39%

7.00% race-and-gender neutral

9.39% race-and-gender conscious

Audience Questions

Questions Received During Sessions

1. As ST moves equity forward, what is being done now to get more engineer/planners/etc. at the table? I appreciate apprenticeship programs to address the construction side, but the planning and design side could benefit from this as well.

- In late 2019, Sound Transit adopted its first internal Equity & Inclusion Policy which reinforces the Agency's commitment to this work. In order to for us to make equity a true priority, the work must be owned by every employee at Sound Transit. Over the last three years, employees from our various departments (including engineers, planners, etc.) have participated in a variety of equity and inclusion related activities. This includes membership on one of our equity subcommittees, joining Employees Resource Groups and Employee Resource Networks and completing our Inclusion Competency training series. In addition, in 2020 our office completed a draft of a Racial Equity Tool and Equitable Engagement Tool, both of which are currently in pilot phase with various capital projects and programs including Everett Link Extension. As part of these pilots, we encourage teams to ensure that there is cross-departmental representation and collaboration in order to ensure that all aspects of an equity analysis are considered and applied early on in the project lifecycle.

2. Do we need to register with ST as DBE if we are already certified by the state

- No, OMWBE is the sole certifying agency for the DBE program.

Questions Received During Sessions

3. Would it be possible to get a copy of the Equity and Inclusion Policy so that we can align our own policies with Sound Transit's?

- Absolutely. The Office of Civil Rights, Equity and Inclusion (formerly the Office of EEO, Equity & Inclusion) adopted its first Equity & Inclusion Policy at the end of 2019. This is an internal policy that serves to reaffirm the Agency's commitment to creating a culture of inclusion and equity in all that we do.

4. Sound Transit's alternative delivery processes has resulted in large firms as primes. When will Sound Transit encourage JV's between underutilized small business and Large over utilized firms?

- As part of Sound Transit's 2021 DBE Program Strategy, we will exploring ways in which DBEs could have a greater ability to prime through joint ventures and consortiums. Please stay tuned for more information about this in the coming months.

5. Is ST's disparity study available to the public?

- Yes at [soundtransit.org/civil rights](https://soundtransit.org/civil-rights)

Questions Received During Sessions

6. Would love to hear more about how the three equity tools work together.

- One of our big accomplishments in 2020 was completing a first draft of three equity tools; a Racial Equity Tool (RET), Equitable Engagement Tool (EET) and Budget Equity Tool (BET).
- The Racial Equity Tool is designed to embed an explicit consideration of racial equity into decision-making processes in an effort to achieve equitable outcomes for those who have been most harmed by structural and institutional racism.
- The Equitable Engagement Tool integrates an explicit consideration of equity and inclusion into how Sound Transit conducts outreach and engagement with members of the community with a focus on building relationships with communities that have been institutionally or historically underserved. The EET can be used by itself, however, conducting equitable outreach and engagement is an integral part of a thorough racial equity analysis and is therefore a requirement when using the RET.
- The Budget Equity Tool is a tool for budget managers and others with fiscal oversight. It embeds an explicit consideration of equity into decision-making related to allocation of financial resources during the budget planning process. Our hope is that the RET and EET will inform how we more strategically allocate financial resources in service of equity.

7. How is DEI, address accountability to contracts being issued and utilization?

- Sound Transit considers EEO as well as commitment to small business and disadvantaged business enterprises (DBE) as part of its evaluation criteria in the award of contracts and sets small business and/or DBE goals when appropriate which are monitored to ensure they are met.

Questions Received During Sessions

- 8. WSDOT has reported in the DBE Advisory Committee meetings that African Americans DBE firm's availability has dropped from 10% to less than 1%. How do you think your department can curve up the utilization of African American firms before there are no African American firms available?**
- The demographics of African American business availability and utilization varies with public agencies. In Sound Transit's recently completed DBE Disparity Study, African-American owned businesses show availability at 3.9%. The study also showed that African-American owned businesses continue to show underutilization along with several other DBE groups. As part of Sound Transit's 2021 DBE program strategy we will be exploring ways to encourage DBE participation for all DBEs. We will also be reaching out to DBE firms like yours for further input so please stay tuned.
- 9. Is there anything being done to create a space (example "roundtable" meetings) so that public agencies like (ST, WSDOT, SDOT, KC, etc) and contracting/consulting firms can be on the same page to move diversity, equity, and inclusion forward?**
- Yes, there have been a number of events such as the annual Regional Contracting Forum and Northwest Alliance that have offered the opportunity for agencies to discuss inclusion efforts. While these events didn't occur in 2020 due to COVID-19 there have been discussions underway specifically between Sound Transit, WSDOT, City of Seattle and the Port of Seattle on how we can partner on technical assistance to DBEs and other small businesses as well as share info about best practices regarding program enhancements.

Questions Received During Sessions

10. Is there a mentor-protege program to help encourage partnerships between large primes and underutilized small businesses?

- Sound Transit has partnered with WSDOT in its Capacity Building Mentorship Program which pairs successful prime contractor and consultants with diverse businesses wanting to business with Sound Transit and/or WSDOT in an effort to increase their capacity and participation. For more info about the program, please visit the website at <https://www.capacitymentorship.com/>

11. Are ST's construction projects PLA or union controlled?

- Sound Transit utilizes its Project Labor Agreement to help ensure the timely completion of its Link light rail, Sounder station and ST3 construction projects, and to promote labor harmony on those same projects. Sound Transit proactively works with all contractors and its labor partners to ensure that all the construction work associated with the Project proceeds continuously, efficiently, economically and with due consideration for the protection of labor standards, wages and working conditions as well as to promote fairness in employment for both union and non-union contractors and craft workers, without discrimination.
- Sound Transit's PLA is open to all contractors regardless of their size, ownership, or union /non-union status, so long as they agree to perform the contracted work under the terms and conditions of the PLA, which can be found at www.soundtransit.org/pla .

Questions Received During Sessions

12. What type of work are you doing to hold unions accountable to work with Minority businesses and build their capacity?

- Sound Transit's Office of Labor Relations (OLR) closely monitors the projects to ensure the adherence to all terms and conditions of the Sound Transit Project Labor Agreement (PLA), by all parties. In doing so, OLR ensures that both labor and contractors are maintaining labor harmony by performing their respective responsibilities in accordance with the PLA.
- There are several provisions in the PLA which apply to Small and Disadvantaged Business Enterprises. In particular, I would point out Article 18.3:

"It is recognized that the Parties to this PLA are committed to advancing the utilization of business enterprises owned and/or controlled by disabled persons, people of color and/or women. The parties shall jointly endeavor to assure that these commitments are fully met and that any provisions of this PLA which may appear to interfere with any disabled person, person of color or woman owned business enterprise successfully bidding for work within the scope of this PLA shall be carefully reviewed, and adjustments made as may be appropriate and agreed upon among the parties, to assure full compliance with the spirit and the letter of the Parties commitments and all applicable Federal, State and Local rules and regulations relating to employment and utilization of disabled persons, people of color and/or women owned businesses."

- Sound Transit's PLA is open to all contractors regardless of their size, ownership, or union /non-union status, so long as they agree to perform the contracted work under the terms and conditions of the PLA, which can be found at www.soundtransit.org/pla.

Questions Received During Sessions

13. Has there been a workshop with DBE/SBE to address challenges we face?

- Sound Transit recently completed a 2020 DBE Disparity Study which included a survey of firms to address barriers to participation. As a follow-up to the study, we will be creating further opportunities for DBEs to share feedback about ideas on how to further enhance our DBE program so please stay tuned. If you have a specific issue that you would to discuss, please feel free to contact us at www.soundtransit.org/civilrights.

Thank you.



 [soundtransit.org](https://www.soundtransit.org)

