EQUITY AND EMPOWERMENT COMMISSION

Thursday, October 25, 2018
6:30 to 8:00 p.m.

Lorraine H. Morton Civic Center
2100 Ridge Ave, Evanston, IL 60201
Room 2402

AGENDA

1. **Call to Order/Declaration of a quorum**

2. **Approval of meeting minutes of September 27, 2018 meeting**

3. **Public comment**

4. **For Consideration**
   a. Strategy 1: Define Key Concepts
   b. Commission Budget

5. **For Discussion**
   a. Strategy 2: Community Engagement Policy
   b. Strategy 3: Define Data Needs
   c. Strategy 4: Develop Equity Lens

6. **Items for communication**

7. **Staff Reports**

   a. Report from September 27 regarding Commissions involvement in Police Chief hiring process
   b. Budget

8. **Commissioner reports**

9. **Next meeting**

10.   Adjournment

11.   Attachments:

Next meeting:

Thursday, December 20, 2018
6:30 to 8:00 p.m.
Lorraine H. Morton Civic Center
2100 Ridge Avenue, Evanston

The City of Evanston is committed to making all public meetings accessible. Any citizen needing mobility, communications access assistance, or interpretation services should contact Dr. Patricia A. Efiom (847-448-8067) or Facilities Management (847-448-8052 for TDD). La Ciudad de Evanston se compromete a que todas las reuniones públicas sean accesibles. Cualquier persona que necesite asistencia para desplazarse, comunicarse o servicios de interpretación debe comunicarse con la Dra. Patricia A. Efiom (847-448-8067) o la Oficina de Administración de Instalaciones (847-448-8052 para TDD)

EQUITY AND EMPOWERMENT COMMISSION
Thursday, September 27, 2018 6:30 to 8:00 p.m.
YWCA Evanston Northshore
1215 Church St., Room 207, Evanston, IL

Commission Members Present: A. Ibañez, M. Dillard, K Lyons, J. Corbier de Lara, J. Grover, M. Vela, D. Holmes, T. Eberhart
Absent: M. Wynne
Staff Present: P. Efiom, P. Martínez

1. Call to Order/Declaration of a quorum
Comm. Grover called to order at 6:36 p.m.

2. Approval of meeting minutes of August 23, 2018 meeting
Approved 7-0

3. Public comment
Rocio Mancera, Ellen Urquiaga, and Jasmine Jetton-Gonzalez read the attached statement in Spanish:

4. For Discussion

A. YWCA

Ms. Tiffany McDowell was introduced as the new Equity Institute Officer for the YWCA.
On behalf of the City of Evanston, Dr. Efiom presented the YWCA with "Todo el mundo es bienvenido," (All People are Welcome) signs

B. Translation Policy

Action:

1. Return policy to Translation Committee with request to collect information from three comparable communities for January Commission Meeting.
2. Commission will use the need this item as a field test for the Equitable Evanston Framework.

C. Equitable Evanston Workplan

Action:

1. Comm. Corbier de Lara and Eberhart volunteered to work on Strategy 1.
2. Comm. Vela volunteered to work on Strategy 6.
3. At the October Commission meeting, review
   a. Strategy 1: Define Key Concepts
   b. Strategy 2: Develop community engagement policy and tool.
   c. Strategy 4: Assign Committee members
      .

D. Police Chief Information Packet

Hon. Mayor Hagerty has requested that the Commission to put together a packet of information describing the City's current equity work for finalists

Action:

1. Staff to collect equity information from other departments and draft letter to
2. Request the City Manager:
   a. assign a Commissioner to the interview panel
   b. Allow the Commission to provide one equity question to each of the interviewing panels.

5. Items for communication
   A. Commissioner Reports
   b. Next meeting

6. Adjournment
   Meeting adjourned at 8:36 p.m.

Equitable Evanston Equity Framework

Central to the City of Evanston's goal of becoming the most livable city in the United States is a core objective of achieving equity in the city's operations for the benefit of all residents, especially for those historically underserved by the city and presently disempowered from civic participation by the attitudes, practices, and structures of racism, classism, sexism, ethnocentrism, chauvinism, heterosexism, ableism, ageism, environmental discrimination, and other forms of inequity. One of the key strategies the city will use in achieving this objective is the adoption of an equity framework to be applied in examining, evaluating, and making necessary changes to city services, programs, facilities, community engagements, human resource practices, decision-making processes, and budgets.

The following definitions and concepts represent a set of foundational assumptions, understandings, and aims to help shape and guide the implementation of the Equitable Evanston Equity Framework for the sake of realizing a more equitable and empowered community.

Definitions and Concepts[1]

Privileged/Dominant persons and groups are systematically advantaged by society not because of earned merit but solely on the basis of their personal/group identity. **Privileges** are benefits available to some but not others, and usually at the expense of others, based on dominant social group membership. In our society, those who live with unearned privilege are wealthy, male, white skin-colored, cis-gendered, heterosexual, adult, Christian, U.S. born, English-speaking, with citizenship, and able-bodied.

Marginalized/Disadvantaged persons and groups are systematically disadvantaged by society not because of deserved mistreatment but solely on the basis of their personal/group identity. In our society, those who live with undeserved mistreatment are poor, female, black, brown, red, olive, and yellow skin-colored, lesbian, gay, bisexual, transgender, queer, intersex, or asexual, disabled, young or old, foreign born, without citizenship, non-English-speaking, and non-Christian.

Social identity describes persons' individual make-up, including their race, socioeconomic status, gender, ethnicity, age, physical or mental ability, living/working environment, religion, and sexual orientation. **Social location** describes persons' existence in the social realm as determined by their individual identities in relation to others and society. Most everyone has certain identities that confer unearned privilege and others that confer undeserved disadvantage.

Diversity represents the varied differences existing among social identity groups and persons including but not limited to race and ethnicity, gender and sexuality, class, religion,

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[1] For a more in-depth exploration, see *Readings For Diversity And Social Justice, 4th edition* (New York: Routledge, 2018), edited by Maurianne Adams, Warren J. Blumenfeld, D. Chase J. Catalano, Keri Dejong, Heather W. Hackman, Larissa E. Hopkins, Barbara Love, Madeline L. Peters, Davey Shlasko, and Ximena Zúñiga.

living/working environment, ability or disability, marital status, physical appearance, and age. Absent an equity perspective, diversity and multicultural approaches most often end at the recognition and celebration of differences without also addressing the ways differences are directly tied to social group inequities.

Inequity is based in socially-constructed *beliefs* that differentiate and then rank personal and social identities in a hierarchy of value and importance. Inequity is also the *practice* of conferring unequal privilege, power, advantage, respect, and validity to persons and groups based upon their social location in that hierarchy. Inequities are operative at interpersonal (micro), institutional (meso), and structural/systemic (macro) levels of society, and are manifest through indirect and direct acts and processes of discrimination, stereotyping, microaggression, exclusion, disempowerment, marginalization, degradation, disrespect, violence, and more.

Equity is a *goal* for the full and equal participation of persons of all social identities in communities, institutions, and society structured for the benefit of everyone. Equity is also a *process* marked by inclusive access, democratic empowerment and participation, respectful engagement, and the socially fair and ecologically sustainable distribution of goods and services for all persons, groups, and places.

Intersectionality is a perspective that recognizes how multiple forms of inequity overlap to disadvantage the most marginalized social groups in society. For example, persons who are poor, black, and transgender will experience greater and more exponentially-harmful levels of discrimination and disempowerment than those who are wealthy, white, cis-gender, heterosexual, and female. At the same time, an intersectional perspective rejects attempts to reduce all inequities into one primary form of discrimination (e.g. class, race, gender), understanding that each form of inequity has unique causes, dynamics, and consequences. An intersectional approach therefore seeks to recognize the connections between inequities while not collapsing analyses of problems and proposals for equitable solutions.

Racism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those deemed white and disadvantage those deemed non-white by society.

Classism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those who are wealthy and disadvantage those who are poor in society.

Sexism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those deemed male/masculine and disadvantage those deemed female/feminine by society.

Ethnocentrism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege European-American, Northern, and Christian cultures and disadvantage all other ethnic, regional, and a/religious cultures.

Chauvinism in its nationalistic form is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those who are born in the United States, are U.S.

citizens, and/or speak English and disadvantage those show are not born in the United States, are not U.S. citizens, and/or do not speak English.

Heterosexism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those who are heterosexual and cisgender and disadvantage those who are lesbian, gay, bisexual, transgender, queer, intersex, or asexual.

Ableism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege those deemed fully-abled and disadvantage those deemed dis-abled by society.

Ageism is an inequitable system of interpersonal, institutional, and structural beliefs and practices that privilege adults and disadvantage children, youth, and the elderly in society.

Environmental Discrimination operates through an inequitable system of interpersonal, institutional, and structural beliefs and practices that environmentally privilege dominant groups (e.g. rich, white) and environmentally disadvantage marginalized groups (e.g. poor, black) in society.

Equity Framework

An equity framework is designed to ensure the achievement of equity in decisions, policies, programs, and budgets. Since society is presently structured for the benefit of some and the disadvantage of others, inequities will continue to be perpetuated, including by individuals and institutions that don't understand themselves to be discriminatory, unless direct, explicit, and focused attention is given to achieving equity through equitable processes.
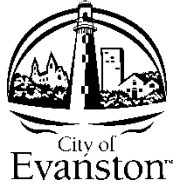
Memorandum

To: Chair and Members of the Equity & Empowerment Commission

From: Equity & Empowerment Budget Subcommittee
          Dr. Patricia A. Efiom, Chief Equity Officer

Subject: Budget Proposal

Date: September 25, 2018

<u>Purposed 2019 Budget for the Office of Equity & Empowerment</u>

Consultants/Trainers	$ 30,000
Community Engagement	$ 20,000
Equity & Empowerment Commission	$ 5,000
Training & Travel	$ 5,000
Registration Fees	$ 2,000
Membership	$ 1,000
Office Supplies	$ 2,000
Postage	$ 500
Copy Machine	$ 500
Printing	$ 2,500
Translation Services	$ 1,000
Books/publications	$ 750

Total   **$70, 250**

City of Evanston

Draft Community Engagement Policy

Policy Statement: The City of Evanston values equitable community engagement, processes and activities that contribute to program, policy and services decisions by providing City Council with the best possible information to support decision making.

The purpose of this policy is to ensure that the City of Evanston: Achieves ==an equitable,== consistent, coordinated and outcomes-driven approach to community engagement; Facilitates community input to decision making through effective and efficient involvement, collaboration and empowerment processes; and assures that community engagement is consistent ==and includes communities that have historically been excluded .==

This policy does this by describing:
- ==The conditions under which the policy will be applied==
- The role of decision-makers in public engagement
- The importance of respectful and safe discussion
- A clear definition of community engagement
- Key supporting elements for community engagement

This policy is supplemented by the Public Engagement Procedure which will guide the implementation of the policy and outlines the key administrative components of community engagement.

==This policy is informed by the city of Evanston's Racial Equity framework.==

Application:

The policy applies to all of the City's policies, programs, and services that have an impact on the public. Community engagement should support decision making processes for:
- Designing or implementing a new policy, program, or service
- Evaluating, changing or ending an existing policy, program, or service
- Responding to a community-initiated request

This Policy applies to Community engagement regarding all of the City's policies, programs, and services whether they are planned and delivered by City staff, or external contractors or community volunteers.

Role of Decision Makers

The role of decision makers - in Community engagement is to strive for the best understanding of the public's views and perspectives on topics and issues, consider

community input in decision making and communicate to the public how their input was used and why decisions were made.

Community engagement offers the opportunity for staff to:
- Strengthen its role as community representatives through a better understanding of the interests, values, and perspectives of the public.
- Identify areas where Community engagement can and will make a meaningful difference to decisions.
- Promote and direct the public to Community engagement activities,
- Carefully and thoughtfully consider public input as part of the decision-making process,
- Ensure Community expectations for Community engagement opportunities and influence are balanced with the awareness of resource capacity, fiscal realities, and other important context and considerations, and
- Clearly explain the rationale for decisions and how public input was used in decision making.

<mark>Accessible</mark>, Safe, and Respectful Discussion

The policy also recognizes that the discussion that underlies Community engagement activities will be accessible, safe and conducted in a respectful manner by all participants – City Council, City staff, stakeholders and residents.

Definition of Community Engagement

Community Engagement is the set of activities undertaken by the City Council, City staff, stakeholders, and residents by which members of all four groups can contribute input to the decision makers on City policies, processes and services. It includes the communication and full accessibility to all participating parties of how public input is collected and used.

Public Engagement Spectrum

The Public Engagement Spectrum is a tool that explains the four roles the public can play when they participate in City of Evanston public engagement activities. As you move within the spectrum, there is an increasing level of public influence and commitment from the City and the public.

- Advise - The public is consulted by the City to share feedback and perspectives that are considered for policies, programs, projects, or services.
- Refine - The public is involved by the City to adapt and adjust approaches to policies, programs, projects, or services.
- Create - The public collaborates with the City to develop and build solutions regarding policies, programs, projects, or services. This can include community initiated engagement.

- Decide - The public is empowered to make decisions directly or on behalf of the City about policies, programs, projects, or services.

Guiding Principles for Public Engagement

Shared responsibility – Engagement of people in an authentic way contributes to ==equitable== and sustainable solutions to challenging issues.

Relationship-building and perspective seeking - Meaningful engagement values all perspectives and community experiences; it recognizes that respect and equitable processes foster trust and stronger relationships.

Proactive, timely, and transparent - People have enough time and notice to engage early in the process which clearly communicates how input will be assessed and used during engagement and reported on afterwards.

Inclusive and accessible – Community Engagement planning and delivery is inclusive and accessible, ==which includes but is not limited to language accessibility and physical accessibility==. It encourages two-way conversations and strategies that reach diverse communities and ensure people feel and are heard and know their input is valued.

Innovative and continuously improving – The City of Evanston strives to aspire to co-create and embrace new and better engagement processes resulting in a sound approach to evaluating success.

Supporting Activities for Public Engagement

Communications - The City and the public are informed about, listen and learn about City policies, programs, and services through accessible, clear, and transparent communications focused on plain language, active listening, and responsiveness. This is a key activity underlying all four levels of the public engagement spectrum.

Project management - Carrying out engagement within a project management process.

Decision making - Clearly identifying decisions, decision makers and decision-making processes for every public engagement process.

Relationship Building - Developing and enhancing relationships through meaningful dialogue based on respect and trust.

Capacity Building - Providing the knowledge and tools to engage by building capacity internally and within communities.

Leadership Development - Building community and staff leadership by facilitating leadership development opportunities.

SDCI	**Director's Rule 4-2018**
DON	**Director's Rule 1-2018**

Applicant:	Page	Supersedes:
City of Seattle Department of Construction & Inspections Department of Neighborhoods	1 of 9	n/a
	Publication: May 4, 2018	**Effective:** July 1, 2018

Subject:	Code and Section Reference:
	Chapter 23.41 SMC
Early Community Outreach for Design Review	**Type of Rule:** Code Interpretation and Procedures
	Ordinance Authority: SMC 3.06.040 & 3.35.040

Index:	Approved Date
City of Seattle Land Use Code	
	(signature on file) 6/12/18 Nathan Torgelson, Director, SDCI
	Approved Date
	(Signature on file)_____6/12/18___ Andrés Mantilla, Interim Director, DON

RULE AUTHORITY:
Seattle Municipal Code subsections 23.41.014.B, 23.41.016.B, and 23.41.018.B.

BACKGROUND:
Seattle Ordinance No. 125429 added requirements to Chapter 23.41 SMC that all projects going through Streamlined, Administrative, or Full Design Review shall conduct community outreach. Specifically, applicants shall prepare a community outreach plan and document compliance with the community outreach plan before the early design guidance (EDG) meeting can be scheduled.

City of Seattle Department of Construction and Inspections   **Nathan Torgelson, Director**
700 Fifth Avenue, Suite 2000, PO Box 34019, Seattle, WA 98124-4019
City of Seattle Department of Neighborhoods   **Andrés Mantilla, Interim Director**
600 4th Avenue, 4th Floor, PO Box 94649, Seattle, WA 98124

The purpose of the community outreach plan (hereafter "plan") is to identify the outreach methods an applicant will use to establish a dialogue with nearby communities early in the development process in order to share information about the project, better understand the local context, and hear community interests and concerns related to the project. The plan shall include printed, electronic/digital, and in-person outreach methods.

The documentation of compliance with the outreach plan shall include a summary of the outreach completed, including a list and description of the outreach methods used, the dates associated with each outreach method, a summary of what the applicant heard from the community when conducting outreach, and materials to demonstrate that the outreach was conducted.

Subsections 23.41.014.B.4, 23.41.016.B.4, and 23.41.018.B.4 SMC authorize the Director of the Department of Construction and Inspections (SDCI) to adopt a rule establishing:
   1) what constitutes a community outreach plan, and
   2) how compliance shall be documented.

Applicants that are required to or elect to go through Streamlined, Administrative, or Full Design Review (Chapter 23.41 SMC) and who submit an application for Early Design Guidance (hereafter "EDG") on or after July 1, 2018 shall comply with this Rule. Applicants that have submitted an EDG application prior to July 1, 2018 are not required to comply with this Rule.

The procedures and requirements contained in this Rule will be evaluated after they have been in effect for one year, or as otherwise determined necessary or appropriate by SDCI and DON. The map in Appendix A will be evaluated and updated with new data every three years.

RULE:

I.   General Standards for a Community Outreach Plan
   A. Overarching Goal. The purpose of these requirements is to ensure that applicants provide early notification to the local community that a project is being planned as well as opportunity for the local community to engage in a dialogue with the applicant about the project. While some outreach methods may serve both of these functions simultaneously, applicants should select a complementary set of outreach strategies so that a balanced approach to notification and opportunity for dialogue is achieved in all outreach plans. Further, the intent of this outreach is to be inclusive of interested parties to allow for a diversity of neighborhood perspectives to be heard.
   B. This early community outreach plan requirement is in addition to any requirements set out in Chapter 23.76 SMC, Chapter 23.60 SMC, and Chapter 25.05 SMC.

C. Applicants shall submit their project address and contact information to DON before they begin their outreach. DON will post the project contact information in a publicly available location.

D. Types of Outreach. Each outreach plan shall contain at least one of each of the three different types of outreach methods: printed, digital, and in-person, as detailed below in Section II.

E. Equity Areas. Applicants for Design Review projects located in neighborhoods identified by this Rule as "Equity Areas" shall work with DON to customize their plan to the needs of historically underrepresented communities, as described below in Section V. Equity Areas are identified based on local demographic and socioeconomic characteristics from the US Census Bureau. Equity Areas are census tracts having a census-tract average greater than the city-as-a-whole average for at least two of the following characteristics:

   1. Limited English proficiency, identified as percentage of households that are linguistically isolated households.
   2. People of Color, identified as percentage of the population that is not non-Hispanic white; and
   3. Income, identified as percentage of population with income below 200% of poverty level.

F. Conducting outreach. All outreach shall be conducted by the applicant or their representative no more than one year in advance of submitting their EDG application, unless otherwise approved by DON. The role of DON staff is to share information, provide feedback and guidance in developing culturally sensitive plans, and confirm completion of community outreach. DON and SDCI staff will not conduct any of the outreach activities. Applicants may conduct outreach at a City-sponsored event if approved by DON.

G. Resources. DON and SDCI may provide resources to help applicants meet the overarching goals and requirements of this Rule, such as example outreach plans or tips for designing a survey. Any such resources are not intended to impose additional requirements beyond what is contained in this Rule.

H. Definitions. For the purposes of this Rule, "community organizations" are defined as groups that have topical, geographic, or affinity relationship with the neighborhood, including business support organizations and cultural organizations. A community organization consists of more than a single individual and is committed to open engagement with community members.

II. Outreach Methods for the Plan

A. For each of the three types of outreach set forth in I.D, above, an applicant shall choose a minimum of one high-impact method or two different multi-pronged methods, as set forth below. High-impact methods are those that are more likely to reach a large number of people directly and/or solicit more meaningful feedback on the project than multi-pronged methods.

   1. Printed outreach:

High-Impact Methods	Multi-Pronged Methods
a. Door-to-door fact sheet or flyer distributed to residences and	a. Ad or article in local print newsletter

businesses within approximately 500 ft radius of the proposed site. b. Posters hung in a minimum of 10 local businesses, community centers, or other publicly-accessible venues, located within approximately a half mile from the proposed site. At least half of the posters must be visible from the sidewalk. c. Direct mailings to residences and businesses within approximately 500 ft radius of the proposed site	b. Sign(s) on site that are visible from the sidewalk

2. Electronic/digital outreach:

High-Impact Methods	Multi-Pronged Methods
a. Online survey b. Project hotline (information & voicemail) c. Interactive project website (with public commenting function)	a. Basic project webpage b. Email to distribution list that includes community organizations identified by DON c. Post on local blog or in digital newsletter that includes information on how to submit comments directly to the project applicant

3. In-person outreach:

High-Impact Methods	Multi-Pronged Methods
a. Focus group open to representatives of community organizations identified by DON b. Guided tour or site walk c. Hosting or co-hosting a community meeting (at least one hour of presentation/ discussion of project)	a. Drop-in hours at business, community center, or other venue near site b. Staffed "Pop-Up" event near site c. Table at community event or festival d. Presentation at an established community organization's meeting (at least 20 minutes on agenda)[1] e. Door-to-door visits/canvassing to residences and businesses within approximately 500 ft radius of the proposed site

[1] Affordable housing projects funded through the Office of Housing may use this outreach method as a "high-impact" method because they are required to complete additional and on-going in-person community outreach as a component of their funding.

B. Other methods of written, digital, or in-person outreach may be approved by DON where the other methods would achieve the goals associated with the plan.

III. Requirements for Each Type of Outreach

All outreach conducted shall meet the following standards:

A. All printed outreach materials shall:
1. Include a brief summary of the proposal;
2. Include the address of the project/property and the SDCI project number, if available;
3. Identify a contact person for the project;
4. Provide an email address, survey link, phone number, or alternate way of providing feedback on the project directly to the applicant;
5. Include where any additional information about the project can be found (such as the Seattle Services Portal); and
6. Include a statement informing the public that any information collected may be made public.

B. All electronic/digital outreach materials shall:
1. Include a brief summary of the proposal;
2. Include the address of the project/property and the SDCI project number, if available;
3. Identify a contact person for the project;
4. Provide an email address, survey link, phone number, or alternate way of providing feedback on the project directly to the applicant;
5. Include where any additional information about the project can be found (such as the Seattle Services Portal);
6. Be publicized using at least one printed outreach method (except that emails to distribution lists do not need to be publicized);
7. Be publicly available for a minimum of 21 days; and
8. Include a statement informing the public that any information collected may be made public.

C. All in-person outreach events, except door-to-door visits/canvassing, shall:
1. Be open to:
   a. The general public and publicized by the applicant using at least one electronic/digital outreach method and one printed outreach method listed in Section II, above, and submitted to DON's Early Outreach for Design Review Calendar at least seven days in advance; or
   b. Representatives of community organizations.
2. Be publicized at least 14 days in advance, if a high-impact method, and seven days in advance if a multi-pronged method
3. Include materials indicating:

   a. The address of the project/property and the SDCI project number, if
      available;
   b. A basic site plan or aerial image;
   c. The general program/uses allowed or envisioned; and
   d. The generalized zoning;
4. Inform the public that any information collected may be made public.

IV. City Feedback on Outreach Plans
   A. Required feedback from DON. Applicants for Design Review projects located in
      neighborhoods identified by this Rule as "Equity Areas" shall work with DON to
      customize their community outreach plan, as described below in Section V.
   B. Voluntary feedback from City. Applicants may, at their discretion, share their
      plans with DON and SDCI staff in advance of conducting outreach.
      1. SDCI staff may provide feedback on the relationship of the plan to the
         Design Review process at the pre-submittal conference.
      2. DON staff may provide up to one hour of consultation on:
         a. Strategies projects located outside of an Equity Area may use to
            customize outreach to historically underrepresented communities;
         b. Outreach methods not listed in Section II, above; or
         c. Completeness of plan with respect to the requirements in this Rule.

V. Additional Requirements for Outreach Plans for Projects Located in "Equity Areas"
   A. Applicants for a project located in an Equity Area for Design Review shall work
      with DON staff to prepare an outreach plan that is customized to the needs of
      historically underrepresented communities within the local population and
      includes outreach practices that are culturally sensitive, responsive, and
      acknowledge and address barriers to participation. The type of outreach and
      the number of outreach methods required shall be as described above in
      Sections I, II, and III.
   B. Feedback required from DON
      1. Applicants in Equity Areas shall share their community outreach plans with
         DON staff. Staff will review the plan and may recommend modifications to
         proposed outreach methods or alternate outreach methods better suited to
         reach underrepresented groups near the project site. This may include
         translation of materials, contacting ethnic media, or other strategies to
         address barriers to participation.
      2. In some instances, staff may be able to connect applicants with
         formal/informal leaders of underrepresented communities, or other useful
         contacts or resources for conducting outreach.
      3. Timing of feedback. Applicants are encouraged, but not required, to
         submit plans to DON staff in advance of conducting any outreach.
         Applicants that begin outreach before obtaining DON feedback run the risk
         of having to duplicate outreach efforts or provide additional outreach
         methods in order to respond to feedback from DON staff.

VI. Documentation
A. Forms of Documentation
1. Applicants shall submit documentation to DON to demonstrate that they carried out a community outreach plan. The documentation shall include:
   a. A brief summary of the community outreach plan, including a list and brief description of the outreach types and methods used and the dates that each outreach method was conducted;
   b. A brief summary of what the applicant heard from the community when conducting outreach; and
   c. Sufficient materials to demonstrate that each outreach method was conducted.
2. For printed outreach methods, documentation materials shall include:
   a. Copy of mailed document(s) and address list;
   b. Copy of newsletter or flyer and distribution area or route; or
   c. Photos of signs or posters and locations of postings.
3. For electronic/digital outreach, documentation materials shall include:
   a. Copy of (and hyperlink to) blog post, digital newsletter, online survey, or project webpage and how people were informed or directed to these resources; or
   b. Copy of email(s) sent and distribution list for email(s).
4. For in-person outreach, documentation materials shall include:
   a. Copy of sign-in sheet, agenda, or applicant notes from meeting/event; or
   b. Copy of door-to-door visits/canvassing area or route.
5. DON staff may request any other materials necessary to demonstrate that the applicant conducted the required outreach.
B. Submittal. Applicants shall submit the required documentation to DON staff. In order to avoid unnecessary delays, applicants are encouraged, but not required, to submit their documentation to DON before submitting their EDG application to SDCI. Submissions may be made by email, in person, or by mail and should clearly indicate the SDCI project number, if available, and the address of the project/property. Applicants are encouraged, but not required, to keep project webpages and other types of digital outreach available through the Design Review process. Any online resources that remain available after the documentation is submitted should direct the public to submit any additional comments to SDCI.
C. Confirmation. DON staff will review documentation and provide SDCI and the applicant with final confirmation that outreach has been completed. In limited instances where DON staff finds that the outreach conducted fulfills the overarching goal of the Rule, as stated in Section I.A, failure to provide individual notification to any particular person or business shall not, on its own, constitute noncompliance with the plan. Once compliance with the plan has been confirmed by DON staff and documentation has been provided to SDCI, SDCI staff may proceed to scheduling the EDG meeting or, for projects going through Streamlined or Administrative Design Review, begin the EDG review.

All documentation will be posted under the application number in a publicly available location.

D. Enforcement. Any documentation that is identified by DON staff as having misrepresented the types or dates of outreach that occurred shall be corrected and resubmitted to DON by the applicant and reconfirmed by DON. In instances where DON has already provided SDCI with final confirmation that outreach has been completed, DON will notify SDCI in writing, the review of the EDG application will stop, and any scheduled EDG meeting will be canceled. The review of the EDG application and scheduling of an EDG meeting will continue after sufficient documentation has been resubmitted to DON by the applicant and verified by DON, and SDCI has received confirmation of that from DON.

E. Early Design Guidance. Applicants shall include a summary of the design-related feedback they heard during their community outreach as part of their final EDG packet. While a collaborative approach is encouraged between the applicant and the community, the applicant is not required to incorporate any specific community feedback into the project's design. Comments and discussion presented at the Design Review meetings should focus on compliance with the established design guidelines. Applicants may, at their discretion, respond directly to the community about any feedback that is not related to Design Review.

F. Retention of Public Records. All outreach materials and information sent or gathered as part of this Rule are public records subject to the Washington Public Records Act, and may be subject to disclosure to a third-party requestor. Applicants should follow best practices for managing the data collected during public engagement, as provided by the City of Seattle. All relevant records should be retained and must be provided to City of Seattle if requested to fulfill a records request.

Map of Equity Areas for Design Review
This map is intended to identify the census tracts where the additional requirements for customized early outreach, described above, apply.
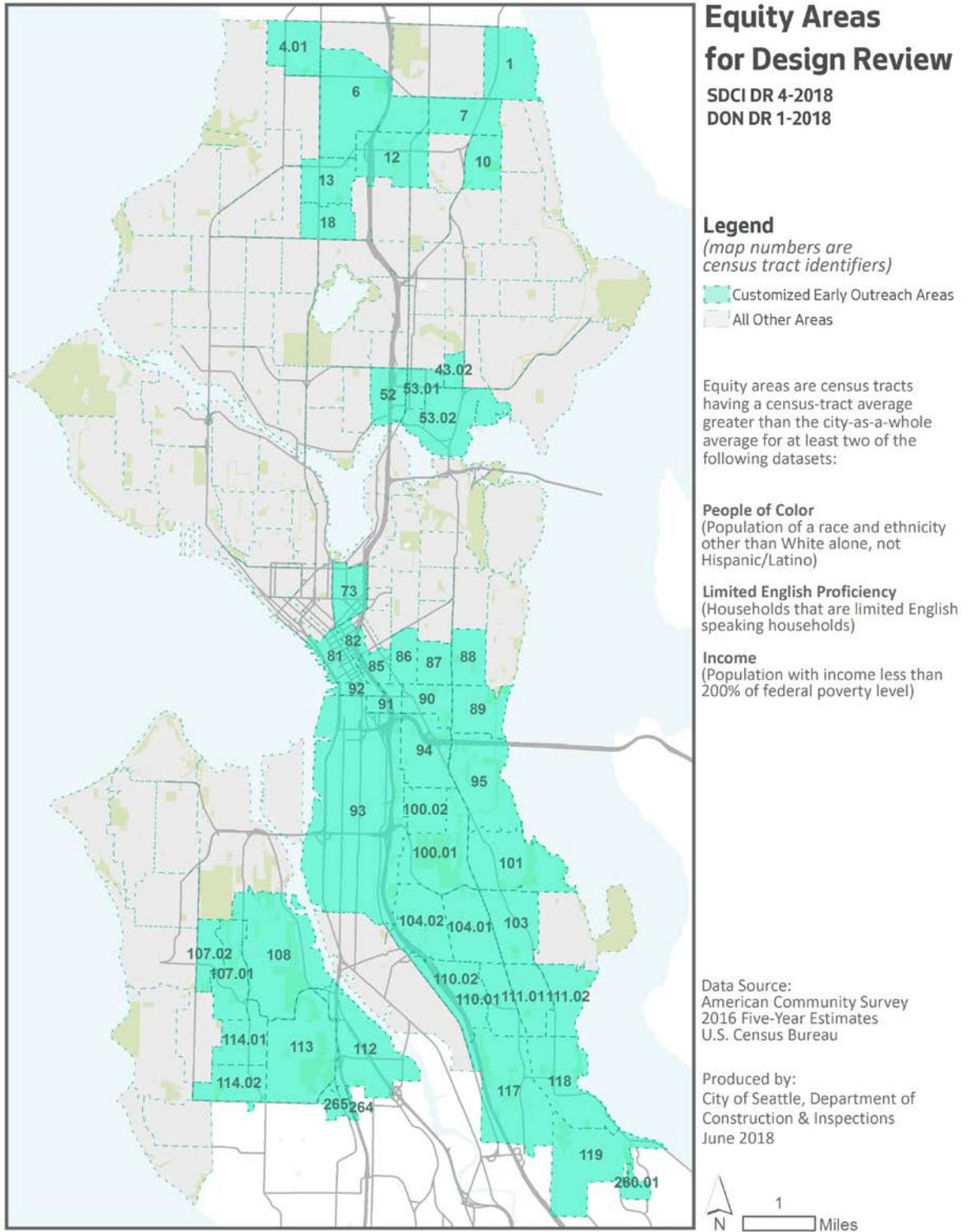
Estimada Comisión de Equidad y Empoderamiento,

Somos un grupo de miembros y profesionales de la comunidad Latina en Evanston que viven y/o trabajan en Evanston. Nuestro grupo comunitario de Evanston Latinos trabaja para fortalecer a la comunidad, construir puentes y abogar por la equidad y la inclusión para la comunidad Latina. Nos hemos estado reuniendo desde principios del año 2017 con el intento de conectarnos con la comunidad Latina de Evanston. Nuestro grupo está compuesto por un número de líderes y miembros de la comunidad Latina que tienen una pasión por ayudar a esta comunidad poco representada.

Como grupo, hemos explorado las barreras, fortalezas, necesidades y deseos al escuchar directamente de la comunidad Latina en Evanston y su experiencia en Evanston. Ha tomado mucha dedicación y trabajo conectarse con la comunidad Latina para entender y aprender de ellos.

Para ayudarnos en nuestros esfuerzos, uno de los miembros de nuestro grupo facilitó un taller de consenso para nuestro grupo para delinear nuestras metas específicas y darnos una orientación sobre cómo podemos apoyar a la comunidad Latina. El grupo presentó nueve objetivos que se extienden a todos los sectores de lo que la comunidad Latina en Evanston necesita. Nos encantaría compartir esos objetivos con esta comisión con la intención de informarle cómo nuestra comunidad está solicitando ayuda y proporcionar recursos muy necesarios a la comunidad Latina de Evanston.

Para ayudarnos a ganar confianza y conocer a otros miembros de la comunidad Latina en Evanston, organizamos nuestra primera "Convivencia" en agosto. Esta fue una reunión familiar invitando a la comunidad Latina a asistir para escuchar más de ellos y para que ellos escuchen sobre nosotros. Tuvimos una participación muy exitosa, reuniendo cerca de 60 miembros de la comunidad Latina. Escuchamos diferentes experiencias y al mismo tiempo, muchas similitudes sobre los cambios que les gustaría ver en Evanston.

Los cuatro objetivos que fueron una prioridad para las personas que asistieron a la "Convivencia" fueron:

1. Crear un sentido de pertenencia para los latinos dentro de Evanston
   Crear un espacio físico para los Latinos.

2. Trabajar para aumentar la representación en puestos de liderazgo comunitario y aumentar la representación, la promoción y la participación en el gobierno local.

3. Ayudar a las instituciones a fomentar la confianza y desarrollar relaciones
   Construir relaciones con la comunidad. Fomentar la confianza en las instituciones en lugar de individuos.

4. Proponer más programas específicos para Latinos

Como Comisión de Equidad y Empoderamiento, nos gustaría que se comprometa a realizar cambios, construir puentes y asegurarse de que se escuche la voz de Latina en Evanston. Le pedimos que no tome esto a la ligera y que no nos use como sello de goma ni que ponga un nombre en un plan sin tomar pasos de acción y realmente escuchar a la comunidad Latina. Podríamos pedir hoy que esta comisión aumente la representación Latina en puestos más altos y ayude a la comunidad a sentirse como aquellos que se parecen a ellos y pueden desempeñar funciones en los departamentos / gobiernos de la ciudad y realizar un cambio.

Nos encantaría saber de usted. ¿Cuáles son sus planes para asegurarse de que la voz Latina se escuche e incorpore en sus planes actuales y futuros? ¿Cuáles son los pasos de acción que tomará para lograr lo que esta escrito en el sitio de internet que dice lo siguiente,

"Una comunidad diversa es aquella en la que todas las personas se sienten bienvenidas y tienen el poder de participar en la configuración de su comunidad, sólo así nuestra comunidad se puede llamar la ciudad más habitable de América. Para lograr mejores resultados y cambios sostenibles para nuestra comunidad, estamos trabajando para aprovechar nuestra diversidad y practicar activamente la inclusión. Cuando grupos históricamente insuficientemente representados son parte del proceso de toma de decisiones, los resultados son más inteligentes y mucho más sostenibles ".

Nos gustaría saber cómo la Comisión de Equidad y Empoderamiento está planeando lograr esto y cómo planea incorporar la voz Latina en su plan / agenda. Ya no permaneceremos en silencio, ya no permitiremos que nuestro gobierno local nos trate como una ocurrencia. Nosotros también merecemos más y también tenemos el derecho de tener un lugar en la mesa. Esta es también nuestra comunidad, vivimos y trabajamos en estos barrios, pagamos impuestos de propiedad y merecemos ser parte de la estructura que hace Evanston.

Gracias por tomarse el tiempo de su día para escuchar nuestro mensaje.

Respetuosamente,

Evanston Latinos

"No podemos buscar logros para nosotros mismos y olvidarnos del progreso y la prosperidad de nuestra comunidad ... Nuestras ambiciones deben ser lo suficientemente amplias como para incluir las aspiraciones y necesidades de los demás, por su bien y por las nuestras". -Cesar Chavez