



**Washington State
Department of Transportation**

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Nov. 23, 2020

Mayor Ron Lucas
City of Steilacoom
2301 Worthington St
Steilacoom, WA 98388

Dear Mayor:

WSDOT-Office of Equal Opportunity approves the annual Title VI report for the period ending Sept. 2020. Both the report and Nondiscrimination Agreement should be available to the public.

As WSDOT reviewed the report for its adherence with Title VI of the Civil Rights Act of 1964 and related federal regulations, the following are suggestion/comments for the next report.

- LEP – while Steilacoom’s population does not meet the Safe Harbor requirement, Four Factor Analysis is a federal requirement on projects/services of every (sub)recipient. Do flyers/handouts or your website include the Title VI statement offering language services upon request? What is the City’s policy on handling requests for interpreter/translator? Are all PWD employees aware of the policy?
- Outreach efforts – details were not included about any hearings/public meetings. When held include information about demographics of project related to attendance demographics.

WSDOT-OEO is expecting Local Programs to post the updated Chapter 28 in the LAG Manual soon. New detailed guidance on language services and environmental justice is included. Watch Local Programs LTAP for the training schedule and registration details. We recommend at least two employees with Title VI responsibilities attend.

WSDOT is committed to providing any assistance you may need with your Title VI Program implementation process. I am here for the communities of the Northwest, Southwest, and Olympic regions. For assistance, please contact me at 206-440-4778 or at TitleVI@wsdot.wa.gov

Sincerely,

/s/Gretchen Gleue
Title VI Local Agency Compliance Lead
NWR, Dayton Office
WSDOT – Office of Equal Opportunity