



Transportation Building
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Dec. 15, 2021

Paul Loveless
City Administrator
1030 Roe Street
Steilacoom, WA 98388

Dear Mr. Loveless:

The Washington State Department of Transportation (WSDOT) has approved the City's annual Title VI Accomplishments and Goals report for FFY2021. Both the report and Nondiscrimination Agreement should be available to the public.

The summary below and comments in the email do not require an immediate response and are meant as steps towards improving your Title VI efforts in the upcoming year. The FFY2022 report is **due Nov. 1, 2022**.

- Check to see that Title VI Standard Assurances are in all contracts/agreements, along with the exact clause from the Standard Assurances, as instructed in Chapter 28.
- Outreach efforts – details were not included about public attendance at meetings/hearings. Offer the public opportunity to voluntarily report public involvement with form 272-059LA to know if attendance reflects the community's diversity. When attendance is not proportional to population, what efforts does PWD make to engage those populations?

WSDOT-OEO updated Chapter 28 of the LAG Manual. The Chapter now includes the complaint form and public involvement templates in 15 languages. Our Office will offer two different levels of Title VI training this year. Local Program's training page has included the basic Level 1 training since Spring. While three employees have, we recommend all transportation-related staff complete the Level 1 training.

We are committed to providing any assistance you may need with your Title VI Program implementation process. 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
WSDOT – Office of Equal Opportunity