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June 22, 2020

Mayor Rich Huebner
City of Monroe
806 W Main St
Monroe, WA 98272

Dear Mayor Huebner:

WSDOT approves the annual Title VI report ending March 2021. We received the City's Letter of Intent (Title VI plan) to comply with the WSDOT Title VI Plan. Both should be accessible to the public and added to your website. Remember to submit by **May 1, 2022**.

As WSDOT reviewed the report for its adherence with Title VI and the following are suggestion/comments for the next report.

- Kudos on including attachment for examples of public notices, contracts, etc.
- While using staff to help communicate with LEP population is helpful, remember that FHWA requires use of certified translators/interpreters for vital documents.
- I noted on page 13 as a goal, the revised language for contracts related to Title VI. Please refer to the transitional email for the correct wording. The LEP clause is different from the Title VI clause.

WSDOT-OEO updated Chapter 28 of the LAG Manual. Explanations of the federal requirements on Environmental Justice and serving those with Limited English Proficiency were expanded. The Chapter includes 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 LTAP page has posted the Basics training. We are recommending all staff with Title VI responsibilities attend 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