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July 21, 2022

Mayor Geoffrey Thomas  
City of Monroe  
806 W Main Street  
Monroe, WA 98272

Dear Mayor Thomas:

Thank you for your patience in the review of your Annual Title VI Compliance documents. The Washington State Department of Transportation (WSDOT) apologizes for the delay in responding to all Title VI report reviews in a timely fashion. The delay was due to several months of vacancy of our Program Specialist position, a position which was filled on June 1.

WSDOT approved your Annual Title VI Compliance documents to meet the requirements under Title 23, Code of Federal Regulations (CFR), Part 200 and 49 CFR 21, as well as the provisions of Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency. Your annual reports and Title VI plan/Non-Discrimination Assurances (NDA), and Letter of Intent should be posted on your website.

WSDOT appreciates your efforts in developing the required documents for your Title VI Program and commends you for responding to some of the areas for improvement highlighted in the 2021 approval letter. Please update the Title VI Plan, NDA, and Letter of Intent if there is a change in the Executive Official who signs them.

Here are general areas of improvement that should be addressed in the report next year with more details in the transmittal email. Questions #5 and #10 do not list the time virtual meetings were held. What are the selection criteria for the Transportation/Advisory Groups/Planning? What efforts have been made to diversify the composition of members? Question #8 does not explain the outcome of the Quiet Zone Feasibility Study and its impact on Environmental Justice populations. Demographic Data needs to be collected.

WSDOT is committed to providing any assistance you may need with your Title VI Program implementation process. For assistance, please contact me at 360-522-2794 or at [TitleVI@wsdot.wa.gov](mailto:TitleVI@wsdot.wa.gov).

Sincerely,

*Doris Karolczyk*

Doris Karolczyk  
Title VI Local Agency Compliance Lead  
Office of Equal Opportunity  
Washington State Department of Transportation

cc: Mehrdad Moini