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October 2, 2019

Debbie Tarry, City Manager  
City of Shoreline  
17500 Midvale Ave N  
Shoreline WA 98133

Dear Ms. Tarry:

Re: Title VI Annual Report Approval

The Washington State Department of Transportation (WSDOT) Office of Equal Opportunity approved the annual report for period ending June 2019. WSDOT reviewed the report for adherence with Title VI of the Civil Rights Act of 1964 and related federal regulations. The report for Fiscal Year 2020 is due **Aug. 1, 2020**.

There are Title VI compliance areas that require special effort: Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency. More specific measures will be needed to prevent such forms of discrimination from recipients and sub-recipients of federal funds. Additional comments:

- Kudos in the documented outreach in this year's report. Engaging the public with your pilot, Community Bridge, and development of a community engagement framework are positive moves.
- The report references 5% benchmark on language and translations into Spanish. The DOJ threshold for vital documents is 5% or 1,000 people *whichever is less*. [Based on 2017 population estimate, 5% would be over 2,750 people.] Data indicates in addition to Spanish, there is a significant Asian/Pacific Island language population.

WSDOT noted submission of the updated cover page for the city's NDA, signed by the new City Manager. Remember changes impacting your plan should be reported promptly. Last year's annual report bore the signature of an Acting City Manager. Refer to the [WSDOT Local Agency Guidelines Manual Chapter 28](#) for details on all the Title VI reporting requirements.

WSDOT is committed to providing any assistance you may need with your Title VI Program implementation process. If you have any questions concerning your Title VI Program, please contact me at (206) 440-4778 or email her at [TitleVI@wsdot.wa.gov](mailto:TitleVI@wsdot.wa.gov).

Sincerely,  
s/  
Gretchen Gleue  
Title VI Program Specialist

Enclosure