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August 4, 2020

David Baker, Mayor
City of Kenmore
6700 NE 181st St
Kenmore WA 98028

Dear Mayor Baker:

RE: Title VI Annual Accomplishment & Update Report

WSDOT approves the city's annual report for the period ending May 2020. As a public document, it needs to be on your website. The next report is **due April 1, 2021**. The new reporting period and deadline are as per updates contained in [Chapter 28](#) of WSDOT's Local Agency Guidelines (LAG) Manual.

During the last report, I noticed the language access statement, only in English, addressing special accommodation needs. As we discussed in training, those statements in English do not address the needs of the Limited English Proficient (LEP) population. Verify your population demographics to determine which languages are required under USDOJ LEP requirements (Four Factor Analysis and Safe Harbor).

Q#3 also asks about community involvement, whether at the public forums or if the city has a community planning committee. Is attendance/participation reflective of the diverse community? Does the City use Title VI Public Involvement forms to document attendance?

Kenmore's Title VI Coordinator changed. This requires an update to the City's Nondiscrimination Agreement (NDA). Please execute, include the two attachments. **Submit by Sept. 4.**

We expect the LAG Manual update of Chapter 28 this month. 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 three employees with Title VI responsibilities attend.

WSDOT is 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 gleueg@wsdot.wa.gov.

Sincerely,

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