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May 2, 2018

Robert Putaansuu, CEO
City of Port Orchard
216 Prospect St
Port Orchard, WA 98366

Dear Mr. Putaansuu:

Re: Title VI Annual Report

The City's report for the period ending Dec. 2017 is approved. Please post it on the city's website.

Some recommendations are in the email for upcoming reports. I am confident improvements will happen and encourage employees to attend WSDOT Title VI workshops.

The city is required to submit a Title VI Annual Accomplishment and Update Report yearly whenever they receive USDOT funds administered by the Washington State Department of Transportation (WSDOT). Attached is sample data for demographics review when determine if transportation-related projects, whether funded by federal, state, or local funds, affect a group covered by Title VI.

Your deadline for submitting your 2018 Title VI NDA Annual Accomplishment and Update Report is **Feb. 10, 2019**. Guidelines for the Title VI Report are contained in [Chapter 28](#) of WSDOT's Local Agency Guidelines (LAG) Manual.

The City's Implementation Plan is two years old and no updates are on file. When there are changes in leadership or structure, remember to submit an update. A sample NDA Plan is in Appendix 28.72 of the LAG Manual.

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 Program Specialist
WSDOT, Office of Equal Opportunity