May 25, 2018

Mike Martin, City Administrator  
300 4th Street  
Lynden, WA 98264

Dear Mr. Martin:

Re: Title VI Annual Report

The report for city’s annual report is conditionally approved. Please post it on your website.

A condition of the approval depends on your next annual report addressing issues listed in the email.

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 **August 15, 2019**. Guidelines for completing the Title VI Report are contained in [Chapter 28](#) of WSDOT’s Local Agency Guidelines (LAG) Manual.

The City’s Implementation Plan is more than six years old. The updated policy page came with your annual report. If other things have changed, refer to the sample Title VI Plan, found in Appendix 28.71 of the LAG Manual. Send plan and annual report documents to [TitleVI@wsdot.wa.gov](mailto:TitleVI@wsdot.wa.gov).

WSDOT is committed to providing any assistance you may need with your Title VI Program. For assistance, please contact me at 206-440-4778 or at [gleueg@wsdot.wa.gov](mailto:gleueg@wsdot.wa.gov).

Sincerely,

/s/ Gretchen Gleue  
Title VI Program Specialist  
WSDOT, Office of Equal Opportunity