



Transportation Building  
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May 21, 2024

Julie Underwood  
Deputy City Manager  
City of Kirkland  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033

Dear Ms. Underwood:

WSDOT approved your 2024 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. As public records, your Title VI Annual Accomplishments and Goals Report, and Nondiscrimination Assurances (NDA) **must** be posted on your website. Please update your NDA if there is a change in the Executive Official who signs it.

WSDOT appreciates your efforts in developing the required documents for your Title VI Program. **Your next annual report is due May 1, 2025, covering the reporting period of April 2024 to March 2025.** Transmittal email contains additional information.

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 [doris.karolczyk@wsdot.wa.gov](mailto:doris.karolczyk@wsdot.wa.gov).

Sincerely,

A handwritten signature in black ink that reads 'Doris Karolczyk'.

Doris Karolczyk  
External Civil Rights Specialist  
Office of Equity and Civil Rights  
*Formerly Office of Equal Opportunity*  
Washington State Department of Transportation

cc: Mehrdad Moini