



Date

TO: Project File, *[project name]*

FROM:

PHONE:

SUBJECT: *[Project name]* – Environmental Justice

The results of the [Environmental Justice Decision Matrix](#) indicates this letter to file is needed because *[include what resulted from decision matrix questions.]* A review of the *[name]* project has been conducted to determine its effects upon environmental justice populations.

Project description

[Briefly describe project describing any project benefits the affected area will receive such as improved pedestrian safety.]

Demographics of the Study Area

The following section summarizes the project area demographics from the census tract block groups and *[include one other demographic data set (usually school data).]*

Minority Population by Number and Percentage

	Black	Asian	AI/AN*	NH/PI**	Hispanic***	Total Minority*** *
Study Area	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Adjacent Area¹	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%

* American Indian/Alaskan Native, ** Native American/Pacific Islander, *** Hispanic can be any race

**** Includes some other race alone and two or more races

According to 2000 census data, % of the residents in the study area fall below the poverty threshold. This compares to % for the adjacent unaffected area. The census tables for household languages in the study area show that is the most prominent non-English language (%) followed by other Indo-European languages (%). None of

¹ The adjacent area should be census block groups just outside the area where there are effects. Data on city and county is informative but of little to no value for the analysis. Therefore does not need to be included.

the limited English proficient language groups exceeded 5% and none approached 1,000 individuals. *[Or if the LEP threshold is met, explain what languages met the threshold and what will be translated such as project fliers or ads in papers such as Siete Dias.]* [Use our [LEP guidance](#) to gather your data.]

Data from the National Center for Education Statistics ([NCES](#)) verifies (or not) the census data. *[Indicate if there is an increase in Hispanics or other minorities. If there is a mismatch, give a supposition such as recent immigration for the difference. Also explain the differences in school boundaries and census block group boundaries, which usually do not match.]*

Public involvement

[Summarize any outreach you have done, including comments from those affected. This can include contacts from real estate services. If there is any controversy, you should probably do a discipline report instead.]

Project Effects

[Describe any effects from the project or lack of effects especially to community cohesion, access and noise. Any relocation/acquisitions should be very few or a discipline report should be done. If there are any, mention that they will be done in accordance with the Uniform Relocation and Real Policies Acquisition Act of 1970 as amended.]

Determination

[The following should be your conclusion for a "note to file".] WSDOT does not anticipate any adverse high and disproportionate effects from this project on any minority or low-income populations identified in the area. We conclude that the project meets the provisions of Executive Order 12898 and Executive Order 13166, as supported by Title VI of the Civil Rights Act of 1964.