- Assist the construction office in the administration of project advertising and awards as it relates to DBE participation.
- Assist the construction office in the administration of project advertising and awards as it relates to DBE participation.
- Monitoring DBE participation levels on contracts.
- Conducting reviews of DBE subcontractors and contract compliance reviews of prime contractors and DBE subcontractors on WisDOT USDOT-assisted contracts.
- Providing assistance in resolving DBE compliance disputes and complaints.
- Providing program guidance to Equal Rights Officers and Project Engineers.
- Providing program guidance to Equal Rights Officers and Project Engineers.
- Providing DBE program training for WisDOT personnel, local agencies, contractors, and other stakeholders.
- Monitoring the administration of consultant contracts as it relates to equal opportunity and the participation levels of DBE firms.
- Assisting in the management of certification and supportive services contracts and in conducting program management reviews.

In order to fulfill its responsibilities for properly certifying firms as DBEs, WisDOT has an Interagency Agreement with the City of Milwaukee, the City of Madison, and Milwaukee County to ensure the eligibility of firms wishing to participate or continue to participate on USDOT-assisted projects and procurements as DBE firms. The WisDOT DBE program also conducts on-site certification reviews prior to the issuance of DBE certification for all firms applying for DBE status.

As a result of a third party challenge or complaint, following the normal administrative process, the WisDOT DBE program can also deny, render a firm ineligible, or administratively close a firm's DBE status in accordance with USDOT regulations.

WisDOT also maintains a support services program as a part of the DBE initiative which is designed to help those DBEs wishing to work on WisDOT highway projects. Support services are available only to DBEs who are certified in the highway construction industry to include construction companies, consultants and related business entities. WisDOT's DBE support services offers the following services free of charge:

- ✔ Technical assistance in the areas of:
  - Estimating and bidding
  - Record keeping
  - Business management
  - Financial accounting
- ✔ Enrollment in a business development program.
- ✔ Access to highway plans and specifications.
- ✔ Notification of upcoming contracting opportunities.
- ✔ Notification of upcoming outreach and networking events.

The DBE Support Services program provides many resources including individual business counseling sessions, and group trainings intended to help companies excel. This program offers guidance through the certification application process for companies that have not yet been certified. Companies that are already DBE certified are also encouraged to participate in the variety of services and resources available to facilitate the firm's development into businesses capable of competing for and performing on federally funded projects.

MORE INFORMATION?

For more information or questions on Title VI, contact the WisDOT Title VI Office:

Demetri Fisher, WisDOT Title VI Program Officer,
Office of Business Outreach and Equity Compliance
Hill Farms State Transportation Building, Room 451
P.O. Box 7965
Madison, WI 53707-7965
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Additional information regarding WisDOT's Title VI Program can also be found at WisDOT's website:
http://www.dot.wisconsin.gov/business/civilrights/index.htm

WISCONSIN DEPARTMENT OF TRANSPORTATION

TITLE VI, TITLE VII
& The Disadvantaged Business Enterprise Program

DIFFERENCES
THAT BENEFIT EVERYONE!

What is Title VI?

Title VI of the Civil Rights Act of 1964 is the main legal authority for WisDOT's nondiscrimination programs. Title VI prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Once an agency accepts federal funds, all of its programs and activities are covered, regardless of their funding source. Related statutes and Presidential Executive Orders under the umbrella of Title VI address Environmental Justice (EJ) in minority and low-income populations, and services to those individuals with Limited English Proficiency (LEP), women and the disabled.

What does this mean?

WisDOT cannot, on the basis of race, color, national origin, sex, age or disability either directly or through contractual means:

- Deny program services, aids or benefits.
- Provide a different service, aid or benefit, or provide them in a manner different than what is provided to others.
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid or benefit.
- Fail to interact with targeted communities in the contracting of or provision of services.
- Refuse to communicate or to seek inputs concerning major policies which affect target communities.
- Fail to have a complaint procedure.

Title VI Mission

The WisDOT Title VI Program has a primary goal to ensure all management, staff, contractors, local agencies, and service beneficiaries are aware of the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

The WisDOT Title VI Program is always available to provide high quality technical assistance and information regarding these objectives. This program is responsible for providing leadership and policy direction to ensure compliance with Title VI, Environmental Justice and Limited English Proficiency principles in order to ensure that the social, economic and environmental impacts to communities are recognized and considered throughout the transportation planning and decision-making process.

Title VI enforcement is conducted through the following activities:

- Conducting internal and external compliance reviews.
- Conducting Title VI Program Implementation training to staffs, suppliers, vendors, contractors, local governments and other WisDOT sub-recipients of federal funds.
- Developing Title VI compliance information for internal and external dissemination.
- Processing the disposition of Title VI complaints received by WisDOT.
- Providing technical support to sub-recipients developing their Title VI programs.
- Approving sub-recipients' Title VI Policy.

What is Title VII?

Title VII is an anti-discrimination law based on the Civil Rights Act of 1964, as amended, that prohibits discrimination in employment on the basis of race, color, sex/gender, age, religion, creed, disability, national origin, veteran's status and disabled veterans, membership in the National Guard and political affiliation. Title VII was designed as a broad remedial measure, rather than a punitive statute, that seeks to remedy discrimination through conciliation and cooperation. Wisconsin state laws prohibiting discrimination in employment are based on the same premise and also include prohibiting discrimination based on marital status, pregnancy and sexual orientation.

Affirmative Action

Affirmative Action is mandated under Federal Executive Order 11246 and is an essential component under Title VII. It was determined under the original precepts of the Civil Rights Act of 1961 that Equal Opportunity problems could be systemic and deeply ingrained in the fabric of an organization or community.

Affirmative Action allows for extra measures which could be taken aggressively to correct the present effects of past discrimination. This included such action items as special recruitment programs, special training programs, diversity planned events, Affirmative Action committees and employment considerations like expanded certification. Only three groups were determined to have been the major populations who have suffered the present effects of past discrimination. These are women, ethnic minorities and persons with disabilities, and these groups were the only target groups who could legally qualify to receive the benefits of Affirmative Action.

Title VII Investigations/Complaint Procedures

WisDOT conducts investigations of alleged acts of discrimination and harassment based on an individual's civil rights, that is, their race, religion, color, national origin, sex, sexual orientation, marital status, age, status as a veteran or a disabled veteran, political affiliation or the presence of any form of sensory, mental or physical disability.

If an employee believes he or she has been subjected to discrimination or harassment in violation of their civil rights, he or she may file a complaint with their supervisor or the Affirmative Action Office located in the Bureau of Human Resource Services.

To provide and maintain a workplace free from discrimination or harassment, the Department may pursue an inquiry into allegations of discrimination, harassment, or violation of policy or work rules with or without authorization from the complainant.

All investigations are conducted under the guidelines detailed in the Transportation Administration Manual (TAM). Retaliation will not be tolerated against any complainant or person who participates in an investigation of allegations of discrimination, harassment or policy violations. The investigator will submit an independent and impartial report with respect to the established facts of the case to the respective Division Administrator.

Disadvantaged Business Enterprise (DBE) Program

Disadvantaged Business Enterprise (DBE) Program administers the United States Department of Transportation (USDOT) Disadvantaged Business Enterprise (DBE) Program. The purpose of the DBE program is to ensure a level playing field and foster equal opportunity for firms owned and operated by disadvantaged individuals on USDOT-assisted contracts and procurements.

The primary functions of this operation include:

- Setting and monitoring goals on applicable projects.