

FFY 2022

WISCONSIN DEPARTMENT OF TRANSPORTATION
TITLE VI
LANGUAGE ACCESS PLAN



Office of Business Opportunity & Equity Compliance
September 20, 2022

Table of Contents

Introduction	3
Purpose	3
Background	3
Four Factor Analysis	4
Factor 1: The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population	4
Factor 2: The Frequency with Which LEP Individuals Come in Contact with the Program, Activity, or Service	8
Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Program	8
Factor 4: The Resources Available to the Recipient and Costs	8
Identifying Individuals who May Need Assistance and Notification of Assistance	9
Procedure for Obtaining Interpretation and Translation Services	10
Acquiring Language Services from Contractors	10
Providing In-person Language (Interpretation) Services	10
How to Assess a Bilingual Staff Person’s Ability:	10
For Planned Events and Meetings and/or Public Meetings.....	11
Written Translation Services	12
Commonly Spoken Foreign Languages in Wisconsin Interactive Map Procedure.....	14
Legend.....	14
Layer List	15
Filter	16
Add Data	18
Print and More Information.....	19
Default Extant, Zooming In and Out, and Location Search Bar	20
Base Gallery Map	20
WisDOT Terms of Use and More Information	21
Managing Complaints	22
Frequently Asked Questions	23
Glossary.....	24
Acronyms	24
Definitions.....	24
Appendix 1	25

Appendix 2: <i>“I Speak”</i> Language Identification Card and LEP Encounter Log	26
Appendix 3: <i>Your Right to an Interpreter</i> Poster	27
Appendix 4: WisDOT Nondiscrimination Notice in Spanish.....	28
Appendix 5: DTSD Purchase Order Request Form	29
Appendix 6: Meeting Notice for Open Meetings/Public Hearings in English, Spanish and Hmong	30
Appendix 8: Title VI and ADA Complaint Form	31
Appendix 9: Individual Foreign Language Interpreter and Translator Request.....	32

Introduction

Purpose

The Language Access Plan (LAP) is a resource document for the Wisconsin Department of Transportation. The plan is a guide for staff to ensure programs, services, and activities are accessible to non-English speaking and Limited English Proficiency (LEP) individuals requiring information in alternative languages and formats.

Background

While most Wisconsin residents are adept at writing, reading, and speaking in English, many individuals struggle to comprehend and communicate in English which may prevent them from accessing essential programs and services. The U.S. Department of Transportation LEP guidance ([DOT's LEP Guidance | US Department of Transportation](#)) states that [Executive Order 13166](#) "Improving Access to Services for Persons With Limited English Proficiency" requires DOT recipients and DOT funding recipients to examine the services they provide, identify any need for services to those with limited English proficiency, and develop and implement a system to provide those services so LEP persons can have meaningful access to them. LEP individuals do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

Approximately 165,664 individuals in Wisconsin have limited English proficiency. A language analysis completed using data from the American Community Survey on "Languages Spoken at Home and Ability to Speak English for the Population 5 Years and Over" (2020) indicated that the most commonly spoken languages among Wisconsin's LEP population include: Spanish, Hmong, Chinese, and German (Table 1).

Four Factor Analysis

Factor 1: The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population

Of Wisconsin's nearly 5.5 million residents, an estimated 475,226 residents speak a language other than English at home, according to the "Languages Spoken at Home and Ability to Speak English for the Population 5 Years and Over" survey conducted by the American Community Survey in 2020. The survey asked respondents who spoke a language other than English at home if they spoke English "Very Well," "Not well," or "Not at all." Those who answered "Well," "Not well," or "Not at all," are sometimes referred to as "Less than 'very well'".

Table 1: List of top four languages in Wisconsin other than English categorized by language ability

Language	Estimated Number of Speakers	Estimate as a Percentage of all Speakers in Wisconsin
Spanish	254,258	5%
Speak English "very well"	159,986	3%
Speak English less than "very well"	94,272	2%
Hmong	40,771	1%
Speak English "very well"	24,125	0%
Speak English less than "very well"	16,646	0%
German	27,160	0%
Speak English "very well"	21,951	0%
Speak English less than "very well"	5,209	0%
Chinese (incl. Mandarin, Cantonese):	16,754	0%
Speak English "very well"	8,866	0%
Speak English less than "very well"	7,888	0%

Estimated number of speakers reflects those speaking the language in the home

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Table 2: List of top language groups with estimates of Limited English Proficiency Persons in the North Central Region of Wisconsin

Language	Estimated Number of Limited English Proficiency Speakers	Estimate as a Percentage of all Speakers in North Central Wisconsin
Spanish	3,547	1%
Other Asian and Pacific Island languages	2,857	1%
German or other West Germanic languages	1,102	0%
Chinese (incl. Mandarin, Cantonese)	218	0%

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Table 3: List of top language groups with estimates of Limited English Proficiency Persons in the Northeast Region of Wisconsin

Language	Estimated Number of Limited English Proficiency Speakers	Estimate as a Percentage of all Speakers in North Central Wisconsin
Spanish	15,745	2%
Other Asian and Pacific Island languages	7,194	1%
Other Indo-European languages	966	0%
Chinese (incl. Mandarin, Cantonese)	595	0%

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Table 4: List of top language groups with estimates of Limited English Proficiency Persons in the Northwest Region of Wisconsin

Language	Estimated Number of Limited English Proficiency Speakers	Estimate as a Percentage of all Speakers in North Central Wisconsin
Spanish	4,449	1%
German or other West Germanic languages	3,040	0%
Other Asian and Pacific Island languages	2,068	0%
Chinese (incl. Mandarin, Cantonese)	527	0%

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Table 5: List of top language groups with estimates of Limited English Proficiency Persons in the Southeast Region of Wisconsin

Language	Estimated Number of Limited English Proficiency Speakers	Estimate as a Percentage of all Speakers in North Central Wisconsin
Spanish	52,213	3%
Other Asian and Pacific Island languages	8,846	0%
Other Indo-European languages	6,216	0%
Chinese (incl. Mandarin, Cantonese)	2,942	0%

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Table 6: List of top language groups with estimates of Limited English Proficiency Persons in the Southwest Region of Wisconsin

Language	Estimated Number of Limited English Proficiency Speakers	Estimate as a Percentage of all Speakers in North Central Wisconsin
Spanish	18,318	1%
Other Asian and Pacific Island languages	3,988	0%
Chinese (incl. Mandarin, Cantonese)	3,606	0%
German or other West Germanic languages	2,950	0%

Source: U.S. Census, American Community Survey, Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2020

Factor 2: The Frequency with Which LEP Individuals Come in Contact with the Program, Activity, or Service

Recipients should assess, as accurately as possible, the frequency with which they have or should have contact with an LEP individual from different language groups seeking assistance. The more frequent the contact with a particular language group, the more likely that enhanced language services in that language are needed. The steps that are reasonable for a recipient that serves an LEP person on a one-time basis will be very different than those expected from a recipient that serves LEP persons daily. Frequency of a program or activity can be assessed by documenting the number of requests for interpreters and translated program documents for phone inquiries, office visits, and at public meetings and community events. But even recipients that serve LEP persons on an unpredictable or infrequent basis should use this balancing analysis to determine what to do if an LEP individual seeks services under the program in question. This plan need not be intricate. It may be as simple as being prepared to use one of the commercially-available telephonic interpretation services to obtain immediate interpreter services.

Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Program

It is imperative that language assistance be provided to ensure LEP individuals have access to essential services, and transportation plays a key role in connecting LEP persons to these services. Transportation projects like the creation of roundabouts and road shoulders should be communicated to LEP individuals so they can plan accordingly and understand the value of the incoming projects. It is also important that LEP individuals understand their full rights and benefits when employed by the Department of Transportation to ensure they have been treated fairly and can identify and report discrimination if they are not. Furthermore, it is crucial that LEP persons are properly notified and informed of life-altering events like relocating in the case of eminent domain and informed of potentially life-threatening events like exposure to hazardous material.

Factor 4: The Resources Available to the Recipient and Costs

The appropriate size and quality of language services to offer will vary with the size of and resources available to the division and office in question. Larger departments may be able to offer more and higher quality language assistance services, while smaller departments may only be able to afford fewer, more basic language services.

Identifying Individuals who May Need Assistance and Notification of Assistance

Use the following steps to inform LEP persons of the availability of language assistance services:

- a. Use of “I speak” cards; an example from the Wisconsin Department of Transportation Transit Program is available at [title6-lep-tools](#)
- b. Use of a language identification poster displayed in the reception or intake area
- c. Signs and brochures or inclusion of statements on application forms and informational material distributed to the public, including electronic forms such as agency websites and written documents.
- d. Verification of foreign language proficiency by qualified bilingual staff or interpreter (in-person, telephonically, or through video interpretation services)
- e. Sample of Notification Methods:
 - i. Post the Your Right to an Interpreter poster prominently in waiting and public areas; an example is available at: [Language Interpretation Poster, P-00417 \(wisconsin.gov\)](#)
 - ii. Develop public service messages in other languages and distribute in locations where target audiences may be located such as community or faith-based groups
 - iii. Explore opportunities to leverage social media to increase awareness and utilization of programs, language assistance services, products available in non-English languages, and audio and visual recordings for individuals with communication disabilities, low health literacy, and/or LEP
 - iv. Post the WisDOT Nondiscrimination Notice available in English, Spanish, and Hmong; available at: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx>
 - v. Display language taglines in English and other languages commonly spoken in Wisconsin, notifying that language assistance is available at no cost and how it can be obtained. Place these taglines on vital documents, web pages available in English only, technical assistance and outreach materials, and other documents. Sample language (in English) and additional languages provided by US DHHS Office of Civil Rights at <https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html>
 1. Example tagline: If you need this information in a different language or a different format, please notify (person’s name and/or number).

Table 1: Taglines for Commonly Spoken Languages in Wisconsin

Español (Spanish) Tagline. - PDF .docx	Hmoob (Hmong) Tagline. - PDF .docx
繁體中文 (Chinese) Tagline. - PDF .docx	Deutsch (German) Tagline. - PDF .docx

Procedure for Obtaining Interpretation and Translation Services

Acquiring Language Services from Contractors

To start language services, get a quote from a contractor from the Wisconsin [DOA vendor website](#) and attach it to your Purchase Order Request form or the [Individual Foreign Language Interpreter and Translator Request](#) form which can be found in Appendix 9. Each division will have its own Purchase Order Request form. An example [DTSD Purchase Order Request form](#) can be found in Appendix 5. The budget allocated for services and payment mechanism may vary by office, region, and division.

Providing In-person Language (Interpretation) Services

Staff members working in person with customers in need of language assistance can identify the language of the customer in several ways. One could ask, “What is your preferred language?” and await a response. Staff can also use the Language Identification Card, titled “Your Right to an Interpreter” available at: [Language Interpretation Poster, P-00417 \(wisconsin.gov\)](#) or a similar tool. With this tool, customers with LEP can point to the language they prefer. Once the customer identifies the preferred language, the staff member should signal for the customer to wait while interpretation services are acquired.

In person interpretation can be performed by staff if a qualified bilingual staff member is available. Telephonic services are also available via currently established State contracts with vendors providing interpreting services.

How to Assess a Bilingual Staff Person’s Ability:

Agencies must ensure that all bilingual or contracted personnel who serve as interpreters:

- Demonstrate proficiency and ability to communicate information accurately in both English and in the other language and identify and employ the appropriate mode of interpreting (e.g., consecutive, simultaneous, summarization, or sight translation).
- Have knowledge in both languages of any specialized terms or concepts peculiar to the Agency's program or activity and of any particularized vocabulary and phraseology used by the LEP person.
- Understand and follow confidentiality, impartiality, and ethical rules to the same extent the Division employee for whom they are interpreting and/or to the extent their position requires.
- Understand and adhere to their role as interpreters without deviating into a role as counselor, legal advisor, or other roles.

More information is available at: [Commonly Asked Questions | LEP.gov](#).

Agencies should avoid using family members, children, friends, and untrained volunteers as interpreters because it is difficult to ensure that they interpret accurately and lack ethical conflicts.

To access in person interpretation services on VendorNet:

- Search “in-person interpretation services for foreign language” in the keyword search bar or use this link: [VendorNet Contract Information \(wi.gov\)](#)
- Scroll down to the documents section to find a link to the **Combined Contact List** which provides the contact information, prices, and account set-up procedures of the in-person interpretation services.
- The document section also contains the **Request for Services Form** which is used for long term service that exceeds 100 hours.

Documents:	01 User Guide 3/18/2022
	02 Pricing Summary 3/18/2022
	03 Combined Contact List 3/18/2022
	04 Executed Contracts and DOA 3832 Forms 3/18/2022
	05 Renewals (Includes Price Increases if any) 3/18/2022
	06 Request for Bid Document RFB#28247-CN 3/18/2022
	07 Request for Services Form 3/18/2022
	08 DOA3727 Request for Waiver Form 3/18/2022

Source: [VendorNet Contract Information \(wi.gov\)](#)

Providing Telephonic Language (Interpretation) Services

To access telephonic language interpretation services on VendorNet:

- Search “Statewide Telephone Interpretation Services” in the keyword search bar or use this link: [VendorNet Contract Information \(wi.gov\)](#)
- Find the Combined Contact List and Request for Services using the same method as the in-person interpretation services section.

For Planned Events and Meetings and/or Public Meetings^[CADD1]

Interpretation and captioning services should be provided if requested at events such as public hearings or open meetings. Notification of interpretation and captioning availability should be included in each open meeting/hearing posting in the non-English languages most commonly encountered. Sample meeting notices are provided in English, Spanish, and Hmong in Appendix 6. Additionally, situations may arise when a bureau or office knows in advance that language support will be needed for an event. Should interpretation be needed or requested, arrangements can be made using the in-person interpreter services listed above or written translation services listed below.

Written Translation Services^[CADD2]

It is important to ensure that **vital documents** and written materials routinely provided in English are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining services and/or benefits or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; notices advising LEP persons of the availability of free language assistance; and written tests that do not assess English language competency, but rather competency for a particular license, job, or skill for which English competency is not required; and letters or notices that require a response from the beneficiary or client. For instance, if a complaint form is necessary to file a claim with an agency, that complaint form would be vital. Non-vital information includes documents that are not critical to access such benefits and services. Advertisements of tours and copies of brochures that are available for informational purposes would be considered non-vital information.

LEP requirements can be divided into two types of services: interpretation and translation. Interpretation is the act of listening to something in one language (source language) and orally translating it into another language (target language), either in person or via telephone interpretation service. Translation is the replacement of a written text from one language (source language) into an equivalent written text in another language (target language) [See *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: Section VI – Selecting Language Assistance Services, 70 Fed. Reg. 74087, 74093 (December 14, 2005)*]. For interpretation, the USDOT LEP guidance states that recipients must provide “meaningful access” to LEP individuals where oral language services are needed and are reasonable. For translations, the guidance provides “safe harbor” rules to help recipients make good decisions. Please see the table below for a summary of the safe harbor standards.

Safe Harbor Table

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents.
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents.
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

Vital documents must be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. More information is available at: <https://www.lep.gov/commonly-asked-questions>. More information on written translation services can be found on the Wisconsin DOA vendor website <https://vendornet.wi.gov/Contract.aspx?Id=5c2b8771-5aac-e811-8108-ea20c0116996>.

To access written translation services on VendorNet:

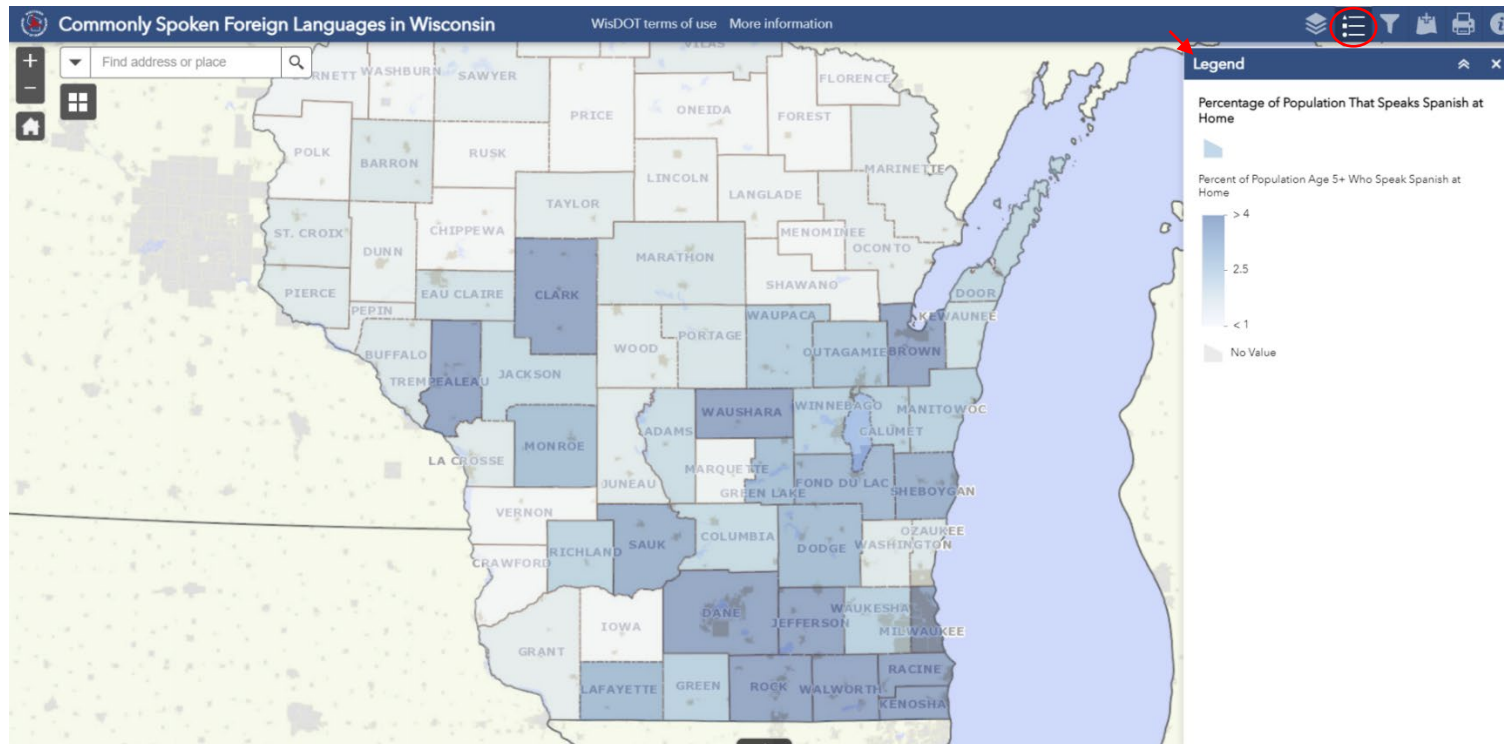
- Search “written foreign language translation services” in the keyword search bar or use this link: [VendorNet Contract Information \(wi.gov\)](#)
- Find the Combined Contact List and Request for Services using the same method as the in-person interpretation services section

Commonly Spoken Foreign Languages in Wisconsin Interactive Map Procedure

The purpose of the [Commonly Spoken Foreign Languages in Wisconsin Map](#) is to assist WisDOT employees with assessing the language needs of their customers and stakeholders by estimating the percentage of the population in each Wisconsin county that speaks a foreign language. Languages are organized into four categories: Spanish, other Indo-European Languages (includes German), Asian and Pacific Islander (includes Hmong and Chinese), and other languages.

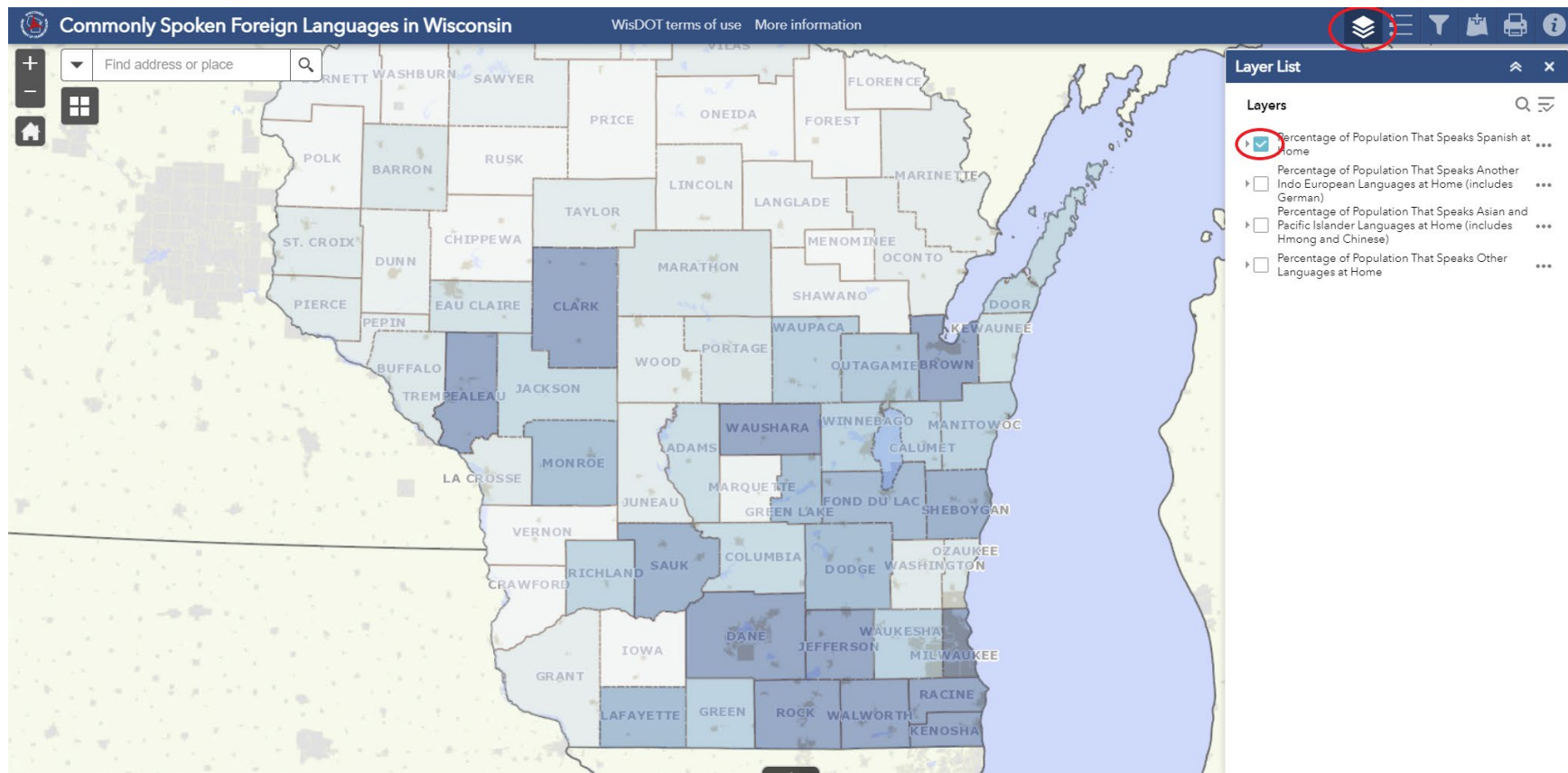
Legend

The map is automatically set to show the estimated percentage of the population that speaks Spanish. The legend describes how the color gradient depicts the percentage of speakers who speak one of the language categories. Spanish speakers are depicted by a blue gradient with the darkest blue shade representing percentages higher than 4%.



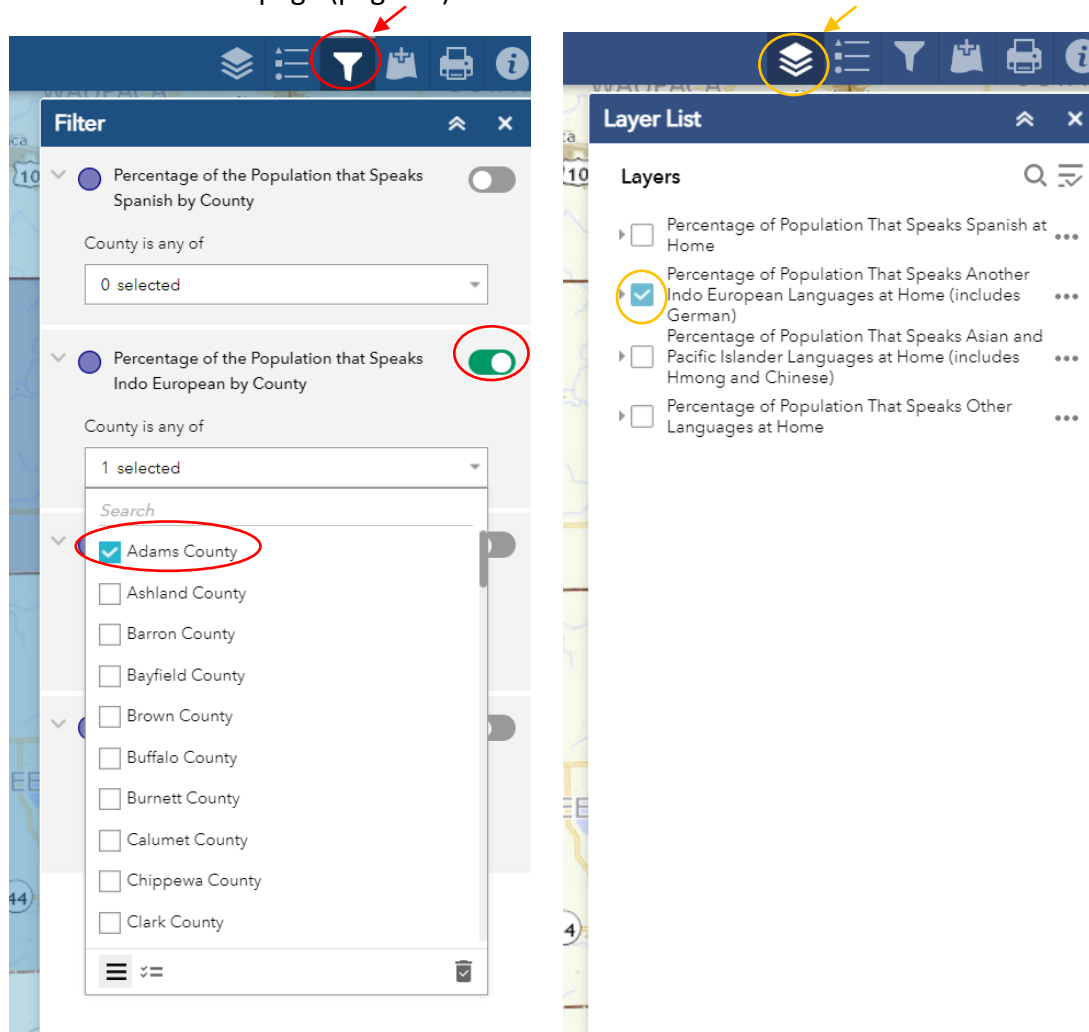
Layer List

To select a new language category to appear on the map, go to the top right corner of the page and select the layer list widget. Unselect the Spanish layer and select your desired language category. Selecting multiple categories at once may result in a cluttered map.

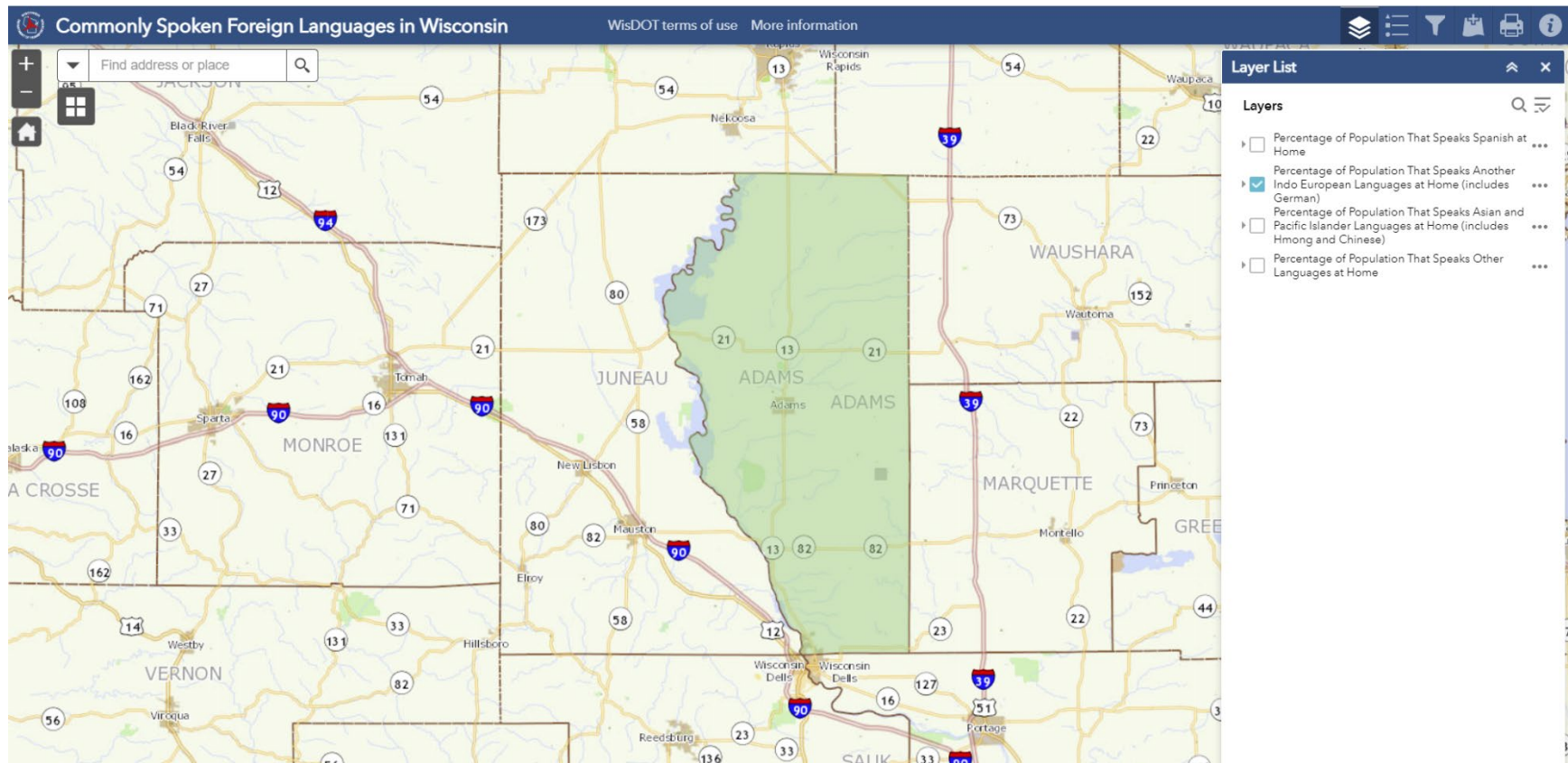


Filter

The filter widget will allow you to choose which counties display data. Select the desired county and language category as shown in the demonstrations below. Make sure to also select the corresponding language with the layer list widget. The resulting map is shown on the next page (page 16).

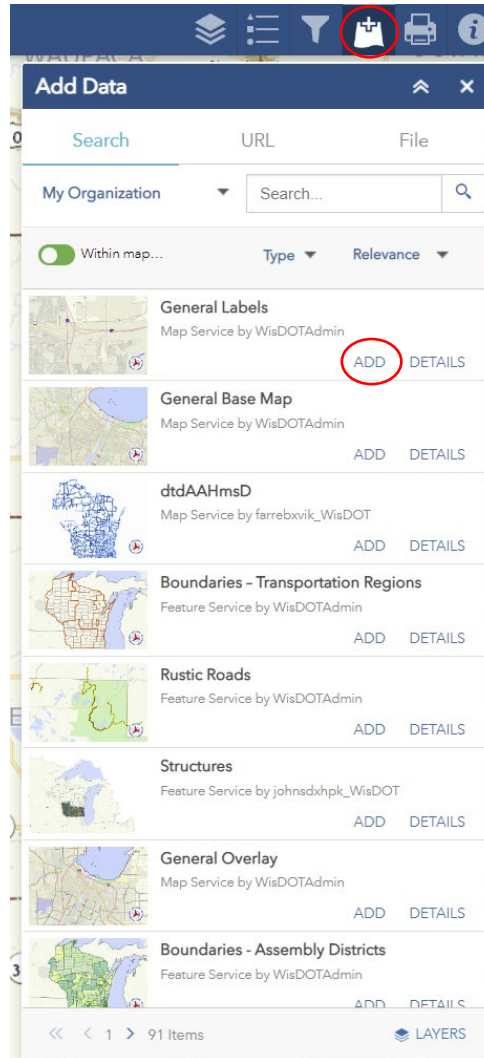


Percentage of the Population that Speaks Another Indo European Language in Adams County



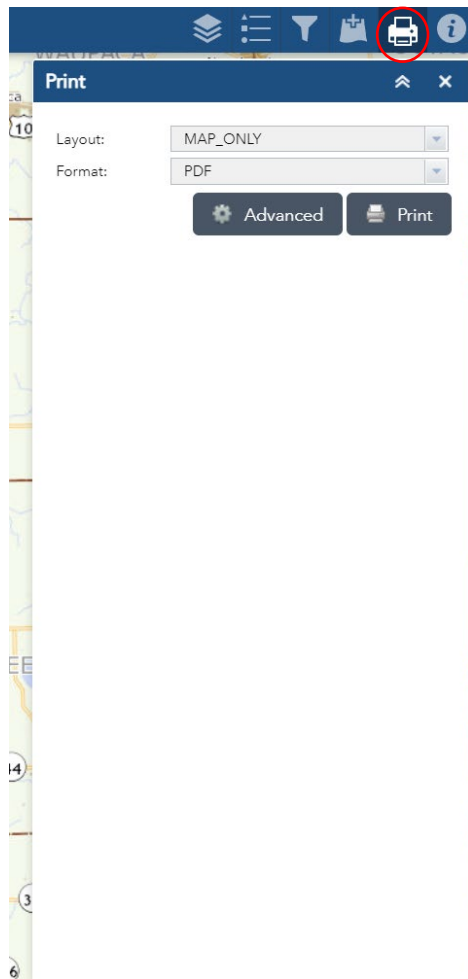
Add Data

Use the add data widget to layer maps. Select “add” to select a map to appear.



Print and More Information

The print widget will allow you to print your map in various formats and layouts.

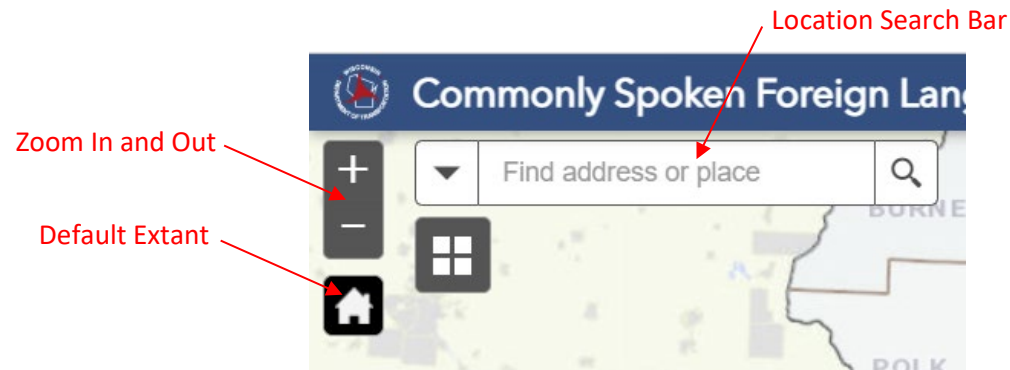


The more info widget provides links to the data tables used for this map and the Title VI webpage.



Default Extant, Zooming In and Out, and Location Search Bar

The top left corner of the map contains the default extant widget, zoom in and zoom out widget, and location search bar. The default extant is the initial extent of the base map or first layer added. After zooming in or out, the default extent widget will bring you back to the initial extent. The location search bar can be used to find a specific place on the map.



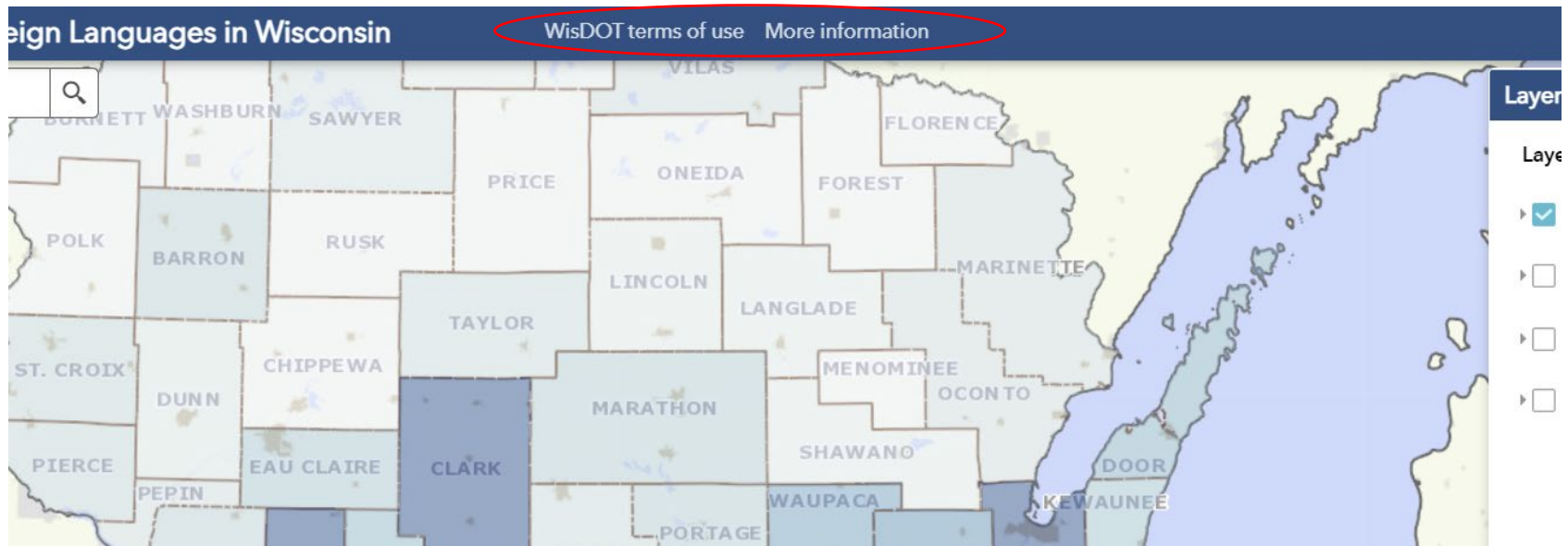
Base Gallery Map

At the top left corner of the map, the base map gallery widget presents a gallery of base maps and allows you to select one from the gallery as the base map for your app.



[WisDOT Terms of Use and More Information](#)

At the top center of the page are links to the WisDOT terms of use and more information page which provide additional information on the map, data sources, and resources.



Managing Complaints

Any person who believes that he or she or a specific class of persons were subjected to discrimination on the basis of race, color, or national origin (including Limited English Proficiency) in the programs and activities of a primary Recipient of Federal financial assistance (WisDOT) or subrecipient (e.g. a city, Metropolitan Planning Organization, Regional Planning Commission, etc.), that receives Federal financial assistance through a primary Recipient (WisDOT) may file a Title VI complaint.

Complaints related to the Federal-aid highway program may be filed with WisDOT, the FHWA Wisconsin-Division Office, the FHWA Headquarters Office of Civil Rights, the USDOT Departmental Office of Civil Rights or the US Department of Justice.

If you believe that while accessing WisDOT's programs or activities, you have been discriminated against because of your race, color, national origin (including Limited English Proficiency), you may file a complaint by mail, fax or email with: [dt2507](#)

Taqwanya Smith, Senior Title VI and ADA Coordinator
Office of Business Opportunity and Equity Compliance
Wisconsin Department of Transportation
4822 Madison Yards Way, 5th Floor South
Madison, Wisconsin 53705
Phone: (608) 266-8129
Fax: (608) 267-3641
Email: taqwanya.smith@dot.wi.gov

You may also file a complaint with the FHWA Office of Civil Rights by email or mail at:
Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590
Phone: (202) 366-0693
Website: fhwa.dot.gov/civilrights/file/

Frequently Asked Questions

Question 1:

What activities are covered by Executive Order 13166?

Answer:

Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if the US DOT provides assistance to the Wisconsin Department of Transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire Wisconsin Department of Transportation—not just the particular highway program or project—are covered by the US DOT guidance.

Question 2:

What standard should agencies apply to recipient guidance and to their plans for federally conducted activities?

Answer:

Under FHWA guidance, the Wisconsin Department of Transportation is directed to determine the extent of its obligation to provide LEP services through a flexible and fact-dependent analysis of four factors called a Four-Factor Analysis. The four factors are:

1. The number or proportion of LEP persons serviced or encountered in the eligible service population.
2. The frequency with which LEP individuals come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program.
4. The resources available to the recipient and cost.

Question 3:

What is the time frame for action?

Answer:

WisDOT updates its four-factor analysis as needed.

Glossary

Acronyms

DTSD: Division of Transportation System Development

DOA: Department of Administration

FHWA: Federal Highway Administration

LAP: Language Access Plan

LEP: Limited English Proficiency

WisDOT: Wisconsin Department of Transportation

Definitions

Four Factor Analysis: The US DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
4. The resources available to the recipient and costs.

Interpretation: the method of converting a signed or spoken message into another language, keeping the meaning of the source language content

Translation: refers to converting the written word from one language to another

Vital Documents: A document will be considered vital if it contains information that is critical for obtaining services and/or benefits or is required by law

Appendix 1

Mentioned Hyperlinks

U.S. Department of Transportation LEP Guidance: [DOT's LEP Guidance | US Department of Transportation](#)

Executive Order 13166 “Improving Access to Services for Persons With Limited English Proficiency”: [Executive Order 13166](#)

Department of Administration VendorNet: [VendorNet Home \(wi.gov\)](#)

WisDOT Nondiscrimination Notice available in English, Spanish, and Hmong:
<https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx>

Sample language (in English) and additional languages provided by US DHHS Office of Civil Rights : <https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html>

LEP Commonly Asked Questions: [Commonly Asked Questions | LEP.gov](#)

Appendix 2: “I Speak” Language Identification Card and LEP Encounter Log

Limited English Proficient (LEP) Resource Materials

“I Speak” Language Identification Card

Mark this Box if you speak...	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	o magsalita ng Tagalog	Tagalog
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Log of LEP Encounters

Date	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Actions (Was Translation Services Provided?)	Staff Member Providing Assistance	Notes

[illegible]

Appendix 4: WisDOT Nondiscrimination Notice in Spanish

El Departamento de Transporte de Wisconsin

Aviso de No Discriminación Título VI de la Ley de Derechos Civiles de 1964



El Departamento de Transporte de Wisconsin (WisDOT) cumple con el Título VI de la Ley de Derechos Civiles de 1964 y otros estatutos relacionados con la no discriminación. El Título VI y otros estatutos relacionados con la no discriminación prohíben el tratamiento injusto e injusto de cualquier persona por motivos de raza, color, nacionalidad, sexo, edad o discapacidad.



Si cree que al acceder a los programas, actividades o servicios de WisDOT, se lo ha discriminado por su raza, color, nacionalidad, sexo, edad o discapacidad, puede presentar una queja por correo, fax o correo electrónico a:

Taqwanya Smith
Senior Title VI and ADA Coordinator
Office of Business Opportunity
and Equity Compliance
Wisconsin Department of Transportation
4822 Madison Yards Way,
5th Floor-South
Madison, Wisconsin 53705
Teléfono: (608) 266-8129
TTY: (800) 947-3529
Fax: (608) 267-3641
Correo electrónico:
taqwanya.smith@dot.wi.gov
Sitio web: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/filingcomplaint.aspx>



Puede presentar una queja a los EE. UU., A la Administración Federal de Carreteras, a la Oficina de Derechos Civiles, correo electrónico o correo postal a:

Federal Highway Administration
U.S. Department of Transportation
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor E81-105
Washington, DC 20590
Teléfono: (202) 366-0693
Correo electrónico:
FHWA.TitleVIcomplaints@dot.gov
Sitio web: <https://www.fhwa.dot.gov/civilrights/file/>

8/1/2019

Appendix 5: DTSD Purchase Order Request Form



WisDOT / Division of Transportation System Development

www.dot.wisconsin.gov

DATE: July 01, 2018
FROM: DTSD Administration
TO: DTSD Staff
SUBJECT: Purchase Request Form and Technology Purchase Process

COMPLETING THE PURCHASE REQUEST FORM:

1. Purchases approval thresholds:
 - o Over \$1,000 requires Bureau Director approval.
 - o \$10,000 to \$50,000 requires approval by DTSD Administrator or Deputy Administrator.
 - o Over \$50,000 requires approval by the Secretary's Office.
2. Fill out the Excel Secretary's approval form and send to Kelly Falk if over \$10K.
3. Submit the completed DTSD Purchase Request Form, with necessary signatures, and supporting quotes to the Division's Purchase Requisitioner for processing and entering into PeopleSoft.

TECHNOLOGY PURCHASE PROCESS:

1. IT equipment requester completes a [Get Hardware/Software Request](#) from the [IT Service Catalog](#)
 - You may refer to the [BITS IT Catalog](#), as the STAR DOT IT Items Catalog items are not viewable to all DOT personnel
2. BITS Level 2 Support Staff will contact the IT equipment requester and provide guidance on what items in the catalog best meets the receiver of the IT equipment's needs.
3. Requester completes the DTSD Purchase Request form
 - a. Attach a copy of the BITS "Get Hardware/Software Request" email and response
 - b. If ordering software, you must include the Asset ID (H#) of the computer(s) receiving the hardware/software

OTHER NOTES:

- **Purchase Requests up to \$5,000 (Low Dollar Orders):** Procurement (charge) Card is used in most instances.
- **Purchase Requests \$5,001-\$25,000:** Requires quotes, sole source, simplified bid, or contract.
- **Purchase Requests over \$25,000:**
 - o Requires preparation by DOT Purchasing Unit. Contact purchasing agent.
 - o Methods include Sole Source, Request for Proposal, Official Sealed Bid, Governor's approval. Sole Source must be on vendor letterhead.
 - o May take several months.
 - o Must go to Secretary's Office for approval. Submit paperwork to Budget Analyst.
- **Out of State Travel:** Need prior approval with a signed DT-2293 form
- **Budget Approval:** Check with Budget Analyst for correct project ID and funding
- **Attach:** Bid sheets, specs, photo copies, catalog cut sheets, conference forms, and relevant information.
- **Signature:** DocuSign or original signatures required. No email approval accepted.
- **Registrations/Conferences/Seminars:** Per vendor deadline.

Appendix 6: Meeting Notice for Open Meetings/Public Hearings in English, Spanish and Hmong

English

If you need accommodations because of a disability or need an interpreter or translator, or if you need this material in another language or in an alternative format, you may request assistance to participate by contacting [ENTER TEXT HERE] at [ENTER TEXT HERE]. You must make your request at least seven days before the activity.

Spanish

Si necesita algún tipo de acomodaciones debido a incapacidad o si necesita un interprete, traductor o esta información en su propio idioma o en un formato alterno, usted puede pedir asistencia para participar en los programas comunicándose con [ENTER TEXT HERE] al número [ENTER TEXT HERE]. Debe someter su petición por lo menos siete días de antes de la actividad.

Hmong

Yog koj xav tau kev pab vim muaj mob xiam oob qhab los yog xav tau ib tus neeg pab txhais lus los yog txhais ntaub ntawv, los yog koj xav tau cov ntaub ntawv no ua lwm hom lus los yog lwm hom ntawv, koj yuav tau thov kev pab uas yog hu rau [ENTER TEXT HERE] ntawm [ENTER TEXT HERE]. Koj yuav tsum thov qhov kev pab yam tsawg kawg 7 hnuv ua ntej qhov hauj lwm ntawd

Appendix 8: Title VI and ADA Complaint Form



TITLE VI AND ADA COMPLAINT FORM

Wisconsin Department of Transportation
DT2507 8/2019

YOUR INFORMATION			
Name		(Area Code) Telephone Number	
Street Address or P.O. Box		Email Address	
City	State	ZIP Code	Date of Alleged Incident
Which of the following describes the nature of the discrimination involved? <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Retaliation			
Please explain in detail what happened, who was involved, and how you or other persons were discriminated against. Please attach any written materials or documentation pertaining to your complaint.			
What remedy do you seek for this complaint to be resolved to your satisfaction?			

X

(Signature – Electronic – Brush Script font)

(Date – m/d/yyyy)

Please mail, fax or email this form to:

Taqwanya Smith, Senior Title VI and ADA Coordinator
Office of Business Opportunity and Equity Compliance
4822 Madison Yards Way, 5th Floor South
Madison, WI 53705

Telephone: (608) 266-8129

TTY: (800) 947-3529

Fax: (608) 267-3641

Email: taqwanya.smith@dot.wi.gov

Website: <http://wisconsin.dot.gov/Pages/doino-bus/civil-rights/titlevi-ada/default.aspx>

Appendix 9: Individual Foreign Language Interpreter and Translator Request



INDIVIDUAL FOREIGN LANGUAGE INTERPRETER AND TRANSLATOR REQUEST

Wisconsin Department of Transportation
DT2517 8/2022

Use this form to request a foreign language interpreter or translator at no cost.

Translation of Printed Materials

Do you know the title(s) of the specific publication(s) you want? ☒ Yes ☐ No

If yes, please specify the title(s)

If no, please provide any information you can to help us identify the requested document(s) or publication(s).

Source of information: _____

Location seen or reference provided: _____

Subject matter: _____

Other leads (attach additional information on separate paper if needed): _____

What language do you prefer for translation? _____

Interpretation for Meetings or Hearings

Date of Event: _____

Type of Event (council meeting, committee meeting, public listening session, etc.): _____

Event Start Time: _____ Event End Time: _____

Location of Event: _____

What language do you prefer for interpretation? _____

Requestor's Name _____		(Area Code) Telephone Number _____	
Street Address or P.O. Box _____	City _____	State _____	ZIP Code _____
Email Address _____		Date and Time Needed _____	

Office Use Only

Request received by: _____	Date: _____	Request provided by: _____	Date: _____
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Submit your request by mail, fax, phone, or email to:

Taqwanya Smith, Senior Title VI and ADA Coordinator

Office of Business Opportunity and Equity Compliance

4822 Madison Yards Way, 5th Floor South

Madison, WI 53705

Telephone: (608) 266-8129

Fax: (608) 267-3641

Email: taqwanya.smith@dot.wi.gov

Website: <http://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/default.aspx>