

# **Wausau Metropolitan Planning Organization (MPO)**



## **Title VI Nondiscrimination Program and Limited English Proficiency Plan**

Date: 12/10/2024

## Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan

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This **Wausau MPO** *Title VI Non-Discrimination Program and Limited-English Proficiency (LEP) Plan* and other **Wausau MPO** documents, meeting minutes and agendas, and other information may also be obtained on our website at <https://wausaumpo.org/>

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Yog hais tias cov lus qhia uas yuav tsum tau nyob rau hauv lwm hom lus, hu rau (715) 261-6000.

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# Title VI Non-Discrimination Program

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## Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to all programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

The **Wausau MPO**, as a recipient of federal financial assistance, will ensure compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); FTA Circular 4702.1b (Title VI Requirements and Guidelines for Federal Transit Administration Recipients); and related statutes and regulations. The **Wausau MPO** acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains the how the **Wausau MPO** incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used a reference for the **Wausau MPO** and an informational resource for the public. The plan will be updated every three years to reflect changes in Title VI compliance operations.

## Organizational Responsibilities

The Title VI Coordinator is responsible for overseeing compliance with applicable nondiscrimination authorities in each transportation planning and programming area at the **Wausau MPO**. The Title VI Coordinator ensures compliance with provisions of the law, including the requirements of 23 part 200 and 49 CFR Part 21, administering civil rights complaint procedures, and ensuring civil rights compliance by recipients, sub-grantees, contractors, and subcontractors.

**Wausau MPO's** Director is responsible for ensuring the implementation of the Wausau MPO's overall Title VI Non-Discrimination Program.

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## Title VI Non-Discrimination Responsibilities

The Civil Rights Coordinator ensures Title VI/Nondiscrimination compliance in accordance with **Wausau MPO's** federally funded transportation program. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/ADA compliance.

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **Wausau MPO's** nondiscrimination requirements, including the following activities:



- ✓ Program Administration
  - Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
  - Develop and implement **Wausau MPO's** Title VI/Nondiscrimination and LEP Plan
  - Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures
- ✓ Complaints
  - Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints
- ✓ Employee Training
  - Train staff on Title VI/Nondiscrimination and LEP requirements and procedures
- ✓ Reporting
  - Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations
- ✓ Public Dissemination
  - Notify the public of the **Wausau MPO's** Nondiscrimination requirements via **Wausau MPO's** public area, on its website, in vehicles, etc.
- ✓ Oversight
  - Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

## Content of Title VI Program

The **Wausau MPO**, as a subrecipient of FTA funds, must submit to the Wisconsin and Minnesota Departments of Transportation, which are the primary recipients of transit funds:

- All **general requirements** set out in [FTA Circular 4702.1B](#);
- A **demographic profile of the metropolitan area** that includes identification of the locations of minority populations in the aggregate;
- A description of the **procedures** by which the mobility needs of minority populations are identified and considered within the planning process;
- **Demographic maps** that overlay the percent minority and non-minority populations by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes; and,
- An **analysis of impacts** that identify any disparate impacts on the basis of race, color, or national origin; legitimate justification for the policy that resulted in the disparate impacts; and alternatives that could be employed that would have a less discriminatory impact.

## General Requirements

The general requirements outlined in [FTA Circular 4702.1B](#), *Title VI Requirements and Guidelines for Federal Transit Administrative Recipients* applicable to the **Wausau MPO** are as follows:

- ✓ Providing Title VI assurances and Implementation Plan Agreement
- ✓ Preparing and submitting a Title VI Program



- ✓ Notifying beneficiaries of protection under Title VI
- ✓ Developing Title VI/Non-Discrimination complaint procedures and complaint form
- ✓ Recording and reporting Title VI/Non-Discrimination investigations, complaints, and lawsuits
- ✓ Promoting inclusive public participation
- ✓ Demographic representation on planning and advisory bodies
- ✓ Providing meaningful access to Limited-English Proficient (LEP) persons

#### A. PROVIDING TITLE VI ASSURANCES

The **Wausau MPO's** Title VI Assurances are included with this program in [Appendix B](#). The **Wausau MPO'S** Title VI Assurances can also be found on the [Wausau MPO website](#).

#### B. PREPARING AND SUBMITTING A TITLE VI PROGRAM

The following is a list of required contents of the Title VI Nondiscrimination Program and where the information can be found.

- Evidence of [Policy Approval](#) and [Log of Policy Updates](#) ([Appendix A](#))
- [Contact Information & Program Administration](#) ([Appendix A](#))
- [Public Notice of Nondiscrimination](#) ([Appendix C](#))
- [Discrimination Complaint Procedure](#) and [Complaint Form](#) ([Appendix C](#))
- [Complaint Log](#) ([Appendix C](#))
- [Public Participation Plan](#)
- [Demographic Representation](#) on planning and advisory bodies
- [Limited-English Proficiency \(LEP\) Plan](#)
- [LEP Tools](#) ([Appendix F](#))
- Translated Vital Documents in Hmong ([Appendix D](#)) and Spanish ([Appendix E](#))

#### C. NOTIFYING BENEFICIARIES OF PROTECTION UNDER TITLE VI

[FTA Title VI Circular 4702.1B](#) requires the **Wausau MPO** as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI regulations require the **Wausau MPO** to inform the public of their rights under Title VI by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public area(s) of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI information in another language.

**Wausau MPO's** *Notice of Nondiscrimination* is provided in the following locations:





- Agency website <https://wausaumpo.org/>
- Agency office (1000 Lake View Dr, Wausau, WI 54403)

In English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **Wausau MPO** at (715) 261-6000 if additional information is needed in another language.

To view a copy of Wausau MPO's *Notice of Nondiscrimination*, please see [Appendix C](#).

**Wausau MPO's** *Notice of Nondiscrimination* is translated in Hmong and Spanish and is included in [Appendix D](#) and [Appendix E](#), respectively.

## D. DEVELOPING TITLE VI/NON-DISCRIMINATION COMPLAINT PROCEDURES AND COMPLAINT FORM

**Wausau MPO**, as a subrecipient of federal financial assistance must develop a procedure for investigating, tracking, and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes it has been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited-English proficiency (LEP) by the **Wausau MPO** may file a civil rights complaint.

The scope of civil rights complaints covers all internal and external **Wausau MPO** activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding, and contracts.

Complaints can originate from individuals or firms alleging inability to bid upon or obtain a contract with the Wausau MPO for the furnishing of goods and services. Examples may include advertising for bid proposals, prequalification, or qualification requirements, bid awards, and/or selection of contractors, subcontractors, vendors, consultants, etc.

Complaints can also originate as a result of project and program impacts on individuals or groups such as access to programs, activities, and services.

**Wausau MPO's** *Complaint Procedure* and *Complaint Form* are shown in [Appendix C](#) and are made available in the following locations:

- Agency website at <https://wausaumpo.org/>
- Agency office (1000 Lake View Dr, Wausau, WI 54403)

The **Wausau MPO's** *Complaint Procedure* and *Complaint Form* are translated in Hmong and Spanish and are included in [Appendix D](#) and [Appendix E](#), respectively.



## E. COMPLAINT LOG

### CIVIL RIGHTS INVESTIGATIONS

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

[Appendix C](#) includes **Wausau MPO's** procedure and tracking mechanism to investigate, track, and resolve civil rights complaints.

Since the last update of this [Title VI/Nondiscrimination Program/LEP Plan](#), there has been no transportation-related civil rights investigations, complaints, or lawsuits filed with the **Wausau MPO**.

## F. PROMOTING INCLUSIVE PUBLIC INVOLVEMENT

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI/ADA Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

Per [FTA Circular 4702.1B, Chapter VI-3 \(Planning\)](#), **Wausau MPO** works to ensure its members of minority communities are provided with full opportunities to engage in the transportation planning process. This includes actions to eliminate language, mobility, temporal, and other obstacles to allow these populations to participate fully in the process.

### Strategies and Desired Outcomes

To promote inclusive public participation, **Wausau MPO** employs the following strategies, as appropriate:

- ✓ Provide for early, frequent, and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times.
- ✓ Employ different meeting sizes and formats.
- ✓ Use social media in addition to other resources as a way to gain public involvement.
- ✓ Use newspaper ads in publications that serve LEP populations.
- ✓ Expand traditional outreach methods.

### Public Outreach Activities

The **Wausau MPO** strives to find innovative ways to engage the minority and low-income populations and overcome any cultural differences that may preclude them from being involved in the transportation



planning process in the **Wausau MPO** Region. See <https://wausaumpo.org/> for a complete list of public involvement efforts.

- **Wausau MPO** staff participated in numerous public meetings and open houses pertaining to projects being conducted in the Region. All of the meetings were held to get more people involved in the decision-making process and inform them of the impacts of the projects.
- **Wausau MPO** continued to utilize its website and social media to disseminate information in a timely, visual, electronic format. The <https://wausaumpo.org/> site are the main focus for this effort.
- **Wausau MPO** held workshops with broad participation in one county to create county locally developed, human services - public transit transportation coordination plans to address accessibility needs for the elderly and disabled populations across the Region in 2023.
- Through its various programs, **Wausau MPO** has worked with diverse stakeholder groups to plan for safer alternative transportation systems for various areas of the Region.

#### Future Outreach

- Continue to develop and articulate how the area will address issues pertaining to involvement of minority and low-income populations in the planning and project development process by expanding the outreach and involvement efforts.
- Develop an updated Title VI Non-Discrimination Program/Limited English Proficiency Plan for the Region to WisDOT every three years.
- Utilize the recommendations from the Public Participation Plan to be more engaged with the public, specifically using social media.
- Continue to maintain the internet and social media presence for the Region to disseminate information in a timely, visual, electronic format.

Examples of **Wausau MPO's** efforts to pursue meaningful and continued public participation are outlined in the three categories of transportation planning listed below in order to determine the region's transportation vision and future goals.

- Implementing policy (e.g., [Public Participation Plan](#))
- Developing and amending plans and programs (e.g., [Metropolitan Transportation Plan](#) and [Transportation Improvement Program](#))
- Conducting general transportation plans and studies (e.g., neighborhood or corridor studies, modal plans such as the [Transit Development Plan](#))

**Wausau MPO** maintains and conducts its planning activities in accordance with its adopted [Public Participation Plan \(PPP\)](#), available on the <https://wausaumpo.org/>. The **Wausau MPO's** Title VI Program is integrated into the PPP by reference.

## G. DEMOGRAPHIC REPRESENTATION ON PLANNING AND ADVISORY BODIES

**Wausau MPO** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to



report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

**Wausau MPO’s [Public Participation Plan](#)** outlines the organizational structure of the Wausau MPO. The **Wausau MPO** is comprised of two committees: Wausau MPO Planning Commission (MPOC), and the Technical Advisory Committee (TAC). The **Wausau MPO** Board is made up of the highest elected officials from member communities making the demographic representation under the control of the electorate. As the highest authority, the Policy Board makes the final approvals. The TAC serves in an advisor role by reviewing, prioritizing, and recommending policies, projects, plans, and programs to the **Wausau MPO** Policy Board.

The public is invited to attend any of the three committees. **Wausau MPO** staff encourages participation by all groups on the advisory committees by invitation to monthly meetings, public information meetings, etc. as outlined in **Wausau MPO’s [Public Participation Plan](#)**. Contacts are maintained in email distribution lists and mail address lists.

Demographic representation on Wausau MPO committees is illustrated in Table 1. **Wausau MPO** recognizes that the minority representation on its boards is not reflective of the minority representation of its planning area, but members of minority groups have been invited to participate by email. Although we continue to conduct outreach through email, **Wausau MPO** strives to expand its efforts with more direct and better targeting.

**Table 1: Race/Ethnicity Composition of Wausau MPO/Marathon County Committees and Planning Area**

	Hispanic or Latino	White Alone	Black or African American Alone	Asian Alone	American Indian or Alaska Native Alone	Native Hawaiian and Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
<b>MPO Area</b>	1.9%	58.3%	0.5%	5.3%	0.1%	0.0%	0.1%	2.2%
<b>Non-MPO Area</b>	1.2%	29.1%	0.0%	0.3%	0.0%	0.0%	0.2%	0.8%
<b>Overall Marathon County</b>	3.1%	87.4%	0.5%	5.6%	0.1%	0.0%	0.2%	3.0%
<b>Policy Board</b>	0.0%	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Technical Advisory Committee</b>	4.3%	95.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Transportation Coordinating Committee</b>	0.0%	88.9%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%

*Source: B03002 Hispanic or Latino Origin by Race, 2018-2022 ACS 5-year estimates, U.S. Census Bureau.*

**H. PROVIDING MEANINGFUL ACCESS TO LIMITED-ENGLISH PROFICIENT PERSONS**

As a recipient of federal USDOT funding, **Wausau MPO** is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.



Please see the [Limited-English Proficiency Plan](#) included in this document.

## Demographic Profile, Procedures, and Impacts

As part of the Title VI Program, the **Wausau MPO** monitors and tracks statistical demographic data as it becomes available on race, ae, language spoken, income level, persons with disabilities, and sex of the population of the **Wausau MPO** area.

### DEMOGRAPHIC PROFILE

A minority person in the Wausau MPO/Marathon County planning area is defined as a person who identifies as Hispanic and/or a racial group other than White Alone. The minority percentages by planning area community are provided in **Table 2**.

Marathon County is located within northcentral Wisconsin. The Wausau MPO is made up of 11 communities centrally located within the county at the intersections of Interstate 39 and State Highway 29. The total population of the county is about 137,820 (2018-2022 ACS) with just over 68% or 94,226 contained within the urban core comprising the MPO.

As calculated from B03002 Hispanic or Latino by Race, 2018-2022, minorities make up about 12.6% (17,320 persons) of the overall Marathon County population. The majority (80%) reside within the MPO resulting in a minority make-up of about 14.7% (13,872 persons) of the overall Wausau MPO population. Within the MPO, the City of Wausau has the highest population with 39,906 persons and is the most diverse with 20.3% minority population. The second largest community is Village of Weston with 15,698 persons. However, the second most diverse community is City of Schofield with 16.7% minority population based on its much smaller size. [Map 1](#) and [Map 2](#) show the overall minority population concentration by Census block group across the planning area. Refer to **Table 1** for the racial make up of the planning area.

From the Wausau MPO/Marathon County's previous Title VI Plan we can see that the population of the Marathon County planning area is gradually diversifying with a drop in White-only population from 89.1% (2013–2017 ACS) to 87.4% (2018–2022 ACS). However, the new census-defined category of Two or More Races complicates this analysis. The 2020 Census was the first decennial census that allowed individuals to self-identify with more than one race. Nearly 4% of the population in the planning area identified as Two or More Races, which likely led to a larger than average reduction in the White-only population.

Wausau MPO transportation projects involving federal funds are mapped along with minority population areas in the Wausau MPO TIP. These maps are revised annually with the TIP update. For more information, please see our [TIP Document](#).

**Table 2: Minority\* Population for Planning Area Communities**

Community	Total Population Estimate	Minority Population Estimate	Percent Minority Estimate
<b>MPO Cities</b>			
Wausau	39,906	8,115	20.3%
Mosinee	4,467	377	2.9%
Schofield	2,256	131	16.7%
<b>MPO Villages</b>			



Weston	15,698	2,119	13.5%
Kronenwetter	8,335	879	10.5%
Rib Mountain	7,281	626	8.6%
Rothschild	5,537	795	14.4%
Maine	2,608	124	4.8%
<b>MPO Towns</b>			
Mosinee	2,719	153	5.6%
Stettin	2,570	413	16.1%
Wausau	2,150	98	4.6%
Weston	699	42	6.0%
<b>MPO Area</b>	<b>94,226</b>	<b>13,872</b>	<b>14.7%</b>
<b>Non-MPO Area</b>	<b>43,594</b>	<b>3,448</b>	<b>7.9%</b>
<b>Overall Marathon County</b>	<b>137,820</b>	<b>17,320</b>	<b>12.6%</b>
<p>* “Minority” is defined as a person who identifies as Hispanic and/or a race other than White.  Source: B03002 Hispanic or Latino Origin by Race, 2018-2022 American Community Survey, <a href="https://www.census.gov">U.S. Census Bureau</a>.</p>			

PROCEDURES FOR THE PLANNING PROCESS

The procedures by which the mobility needs of minority populations are identified and considered in the **Wausau MPO** planning process include public outreach and GIS analysis:

- Public outreach involves inviting members of minority organizations to participate on our committees and in planning activities (e.g., public input meetings, focus groups). The 2024 Public Participation Plan outlines expanded processes for increasing participation, including new virtual and hybrid meetings, recorded meetings and webinars, and other methods which allow participation from any location with an internet connection at any time.
- An environmental justice analysis using GIS is completed annually for the [Transportation Improvement Program \(TIP\)](#), which includes maps showing the proximity of transportation projects to tracts identified as having a high percentage of minority, LEP, and low-income persons. This analysis is also done every five years for the update of the [Metropolitan Transportation Plan \(MTP\)](#) and every ten years with the update of the **Wausau MPO Transit Development Plan (TDP)**. All plans and programs are available on the **Wausau MPO** website at <https://wausaumpo.org/>

ANALYSIS OF IMPACTS OF THE DISTRIBUTION OF STATE AND FEDERAL TRANSIT FUNDS

[FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, discusses the need for MPO Title VI Plans to analyze the distribution of state and federal funds in aggregate for transportation purposes and to identify any disparate impact on the basis of race, color or natural origin.

Further, the [U.S. Department of Transportation](#) identifies three fundamental Environmental Justice principles, which need to be addressed in the planning and programming of transportation projects:

- ✓ To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations;



- ✓ To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- ✓ To prevent denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Table 3 illustrates the distribution of federal and state transit funds as reported in the [Transportation Improvement Program](#).

**Table 3: Obligated and Projected Federal and State Transit Investment, 2025-2028**

Transit Revenues	2025	2026	2027	2028
FTA 5307	\$1,418,551	\$1,461,107	\$1,490,329	\$1,621,329
FTA 5339	\$3,570,424	\$2,834,955	\$0.0	\$0.0
FTA 5307 - Other	\$109,681	\$111,875	\$114,112	\$124,142
<sup>1</sup> Includes 85.21 Senior/Disabled Transportation Assistance Source: 2025-2028 Transportation Improvement Program approved October 22, 2024				

[Figure 1](#) shows 2025-2028 Transportation Improvement Program (TIP) projects in relation to the **Wausau MPO's** transit service area. The **Wausau MPO's** TIP provides greater detail than can be shown in Figure 1.

Reconstruction projects have the greatest impact on communities because they often involve work beyond the roadway itself and may include some expansion, encroaching on adjacent properties. We have four reconstruction projects in the planning area that may impact low-income and disabled populations:

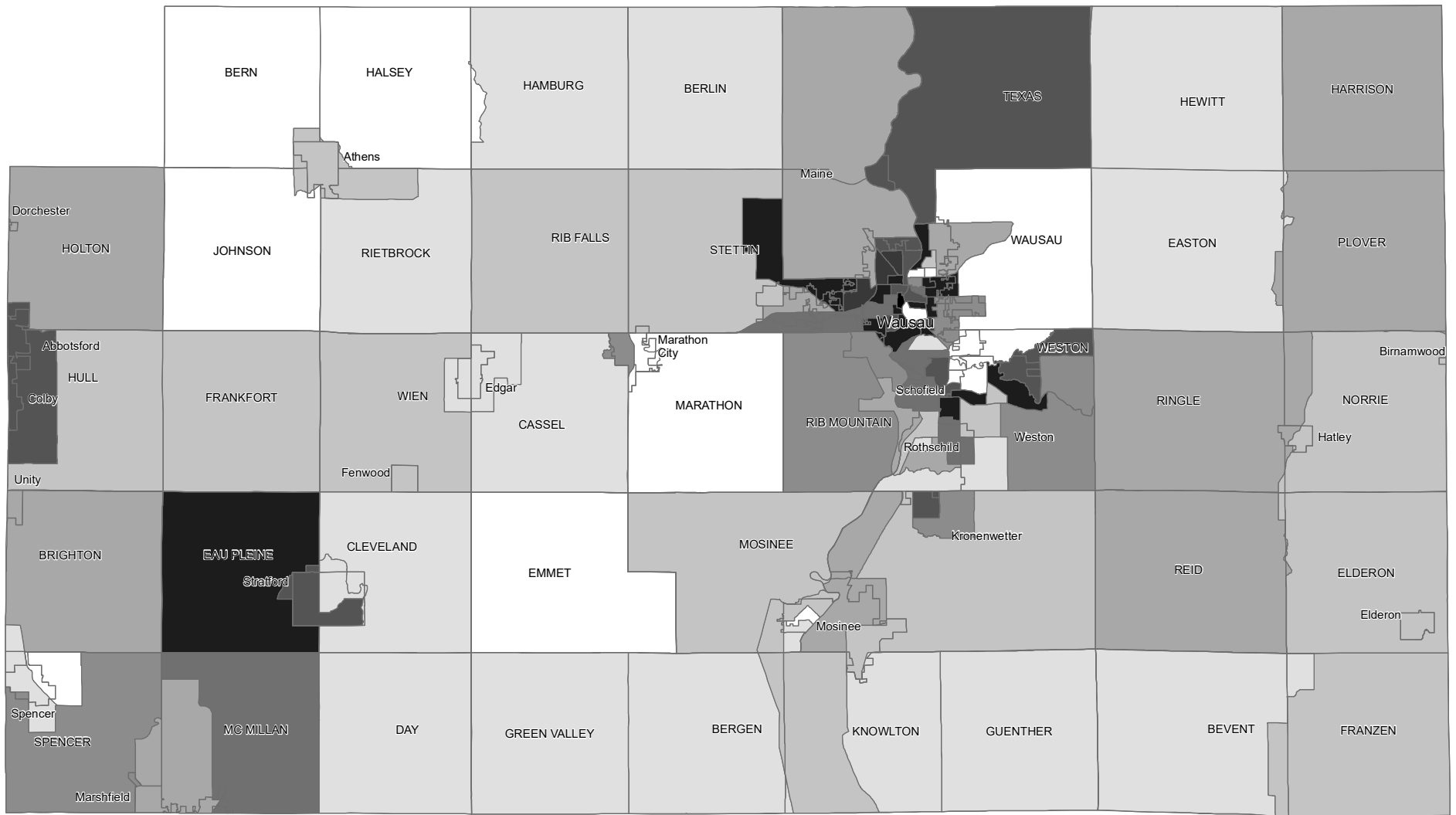
- West Wausau Ave (N 10<sup>th</sup> Ave to Stevens Dr) – City of Wausau 2026
- Ross Ave (Grand Ave to Metro Dr) – City of Schofield & Village of Weston 2027
- Grand Ave (Thomas St to Forest St) – City of Wausau 2028
- Camp Phillips Rd (CTH X) (Sternberg Ave to Eau Claire Ave) – Village of Weston 2028

These projects will be undergoing preliminary engineering over the four years of the 2025-2028 TIP (and probably beyond) and so not much detail is known.

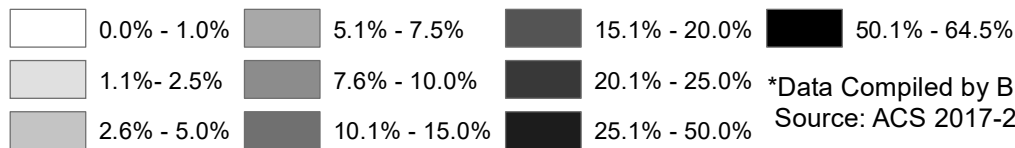


# Minority Population Percentage in Marathon County

Map 1



## Percent Minority Population



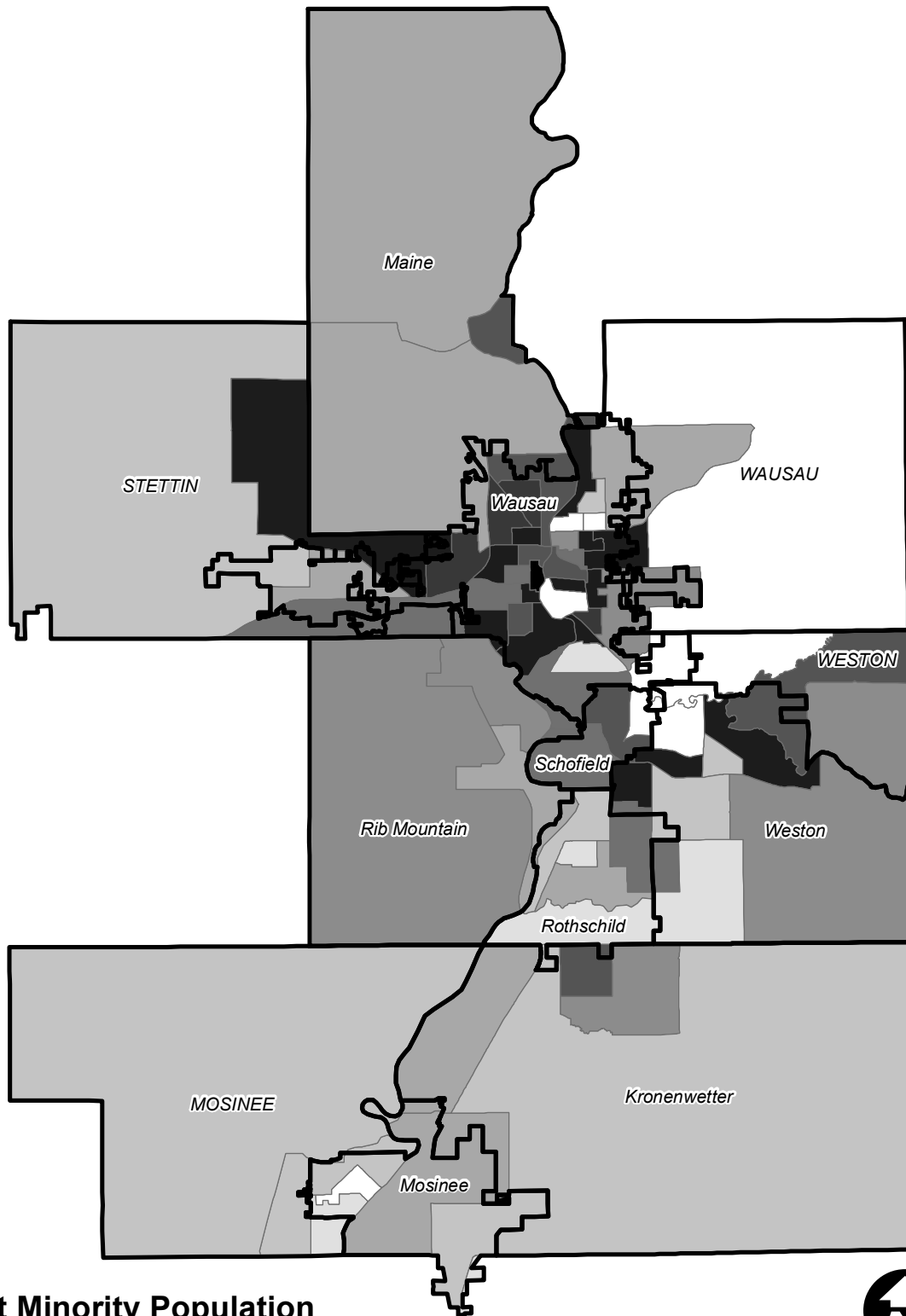
\*Data Compiled by Block Group  
Source: ACS 2017-2021



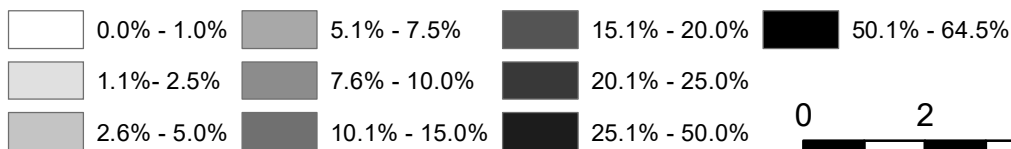


# Minority Population Percentage in Wausau MPO Area

Map 2



## Percent Minority Population

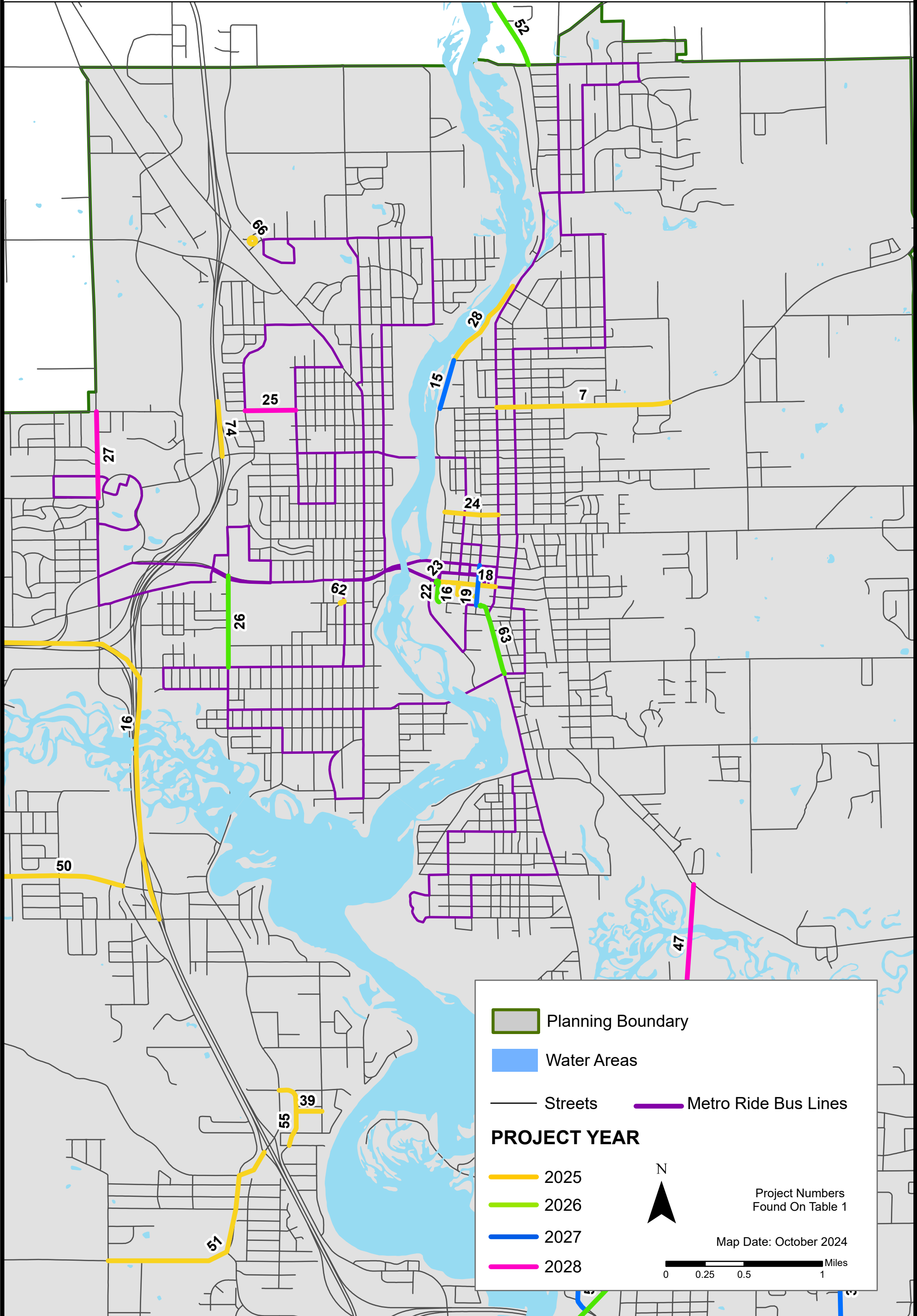


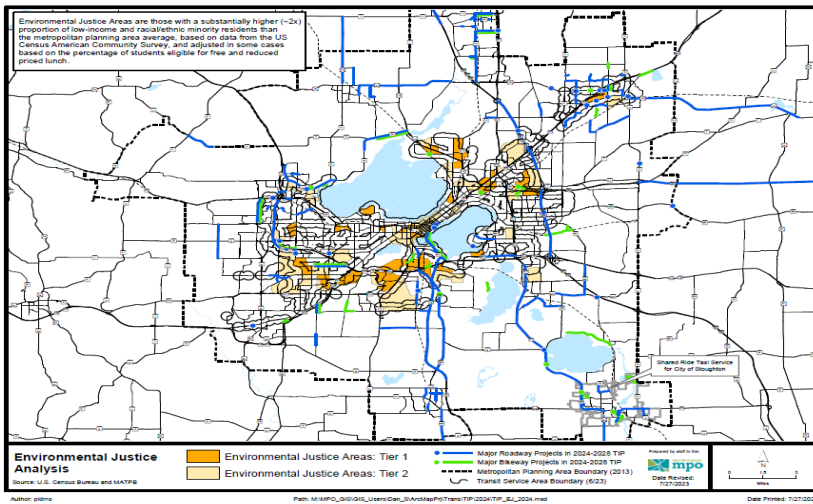
\*Data Compiled by Block Group  
Source: ACS 2017-2021



# Wausau MPO TIP Projects 2025 - 2028

## Figure 1





# Limited-English Proficiency (LEP) Plan

## Overview

As a subrecipient of federal financial assistance, the **Wausau MPO** is required to prepare a Limited-English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency,”](#) issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, there are some individuals for who English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are considered Limited English Proficient (LEP).

The US DOT [“Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons”](#) discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the county population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **Wausau MPO** must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for the non-English users.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. The Federal Transit Administration (FTA) published [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#), provides guidance and instructions for carrying out US DOT FTA Title VI regulations.



## Plan Summary

The **Wausau MPO** has developed this *Limited-English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited-English proficiency (LEP) who wish to access services provided by the **Wausau MPO**. This plan outlines how to identify a person who may need language assistance, how to notify LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

## Plan Components

As a recipient of federal US DOT funding, **Wausau MPO** is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

- The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
- A description of services, monitoring, and training:
  - How language assistance services are provided.
  - How LEP persons are informed of the availability of language assistance services.
  - How the language assistance plan is monitored and updated.
  - How employees are trained to provide language assistance to LEP persons.

## FOUR-FACTOR ANALYSIS

To prepare this plan, the **Wausau MPO** conducted a four-factor analysis which considers:

- **Demography** of LEP persons who may be served or are likely to encounter a **Wausau MPO** program or service.
- **Frequency** of contact with LEP persons
- **Importance** of program to LEP persons
- **Resources and costs** to provide LEP assistance

**FACTOR 1 – DEMOGRAPHY: NUMBER AND PROPORTION OF LEP PERSONS WHO MAY BE SERVED OR ARE LIKELY TO ENCOUNTER AN MPO/RPC PROGRAM OR SERVICE.**

Data were obtained using Census table C16001 Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over by municipality and aggregated to the Wausau MPO/Marathon County planning area. The data in this plan are from ACS (2018-2022) 5-year estimates.

The Safe Harbor Threshold is calculated by dividing the population estimate for the planning area for a language group that “speaks English less than very well” by the total population of persons five years and older (universe for C16001) for the planning area. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the Wausau MPO/Marathon County must provide translation of vital documents in written format for non-English speaking persons.



**Table 4** shows that the Marathon County planning area overall has a population estimate of 130,019<sup>1</sup> and a limited-English proficient (LEP)<sup>2</sup> population of 4,417 (3.4%) while the Wausau MPO planning area has a population estimate of 88,876<sup>3</sup> and a limited-English proficient (LEP)<sup>4</sup> population of 3,023 (3.61%). No languages meet the 5% safe harbor threshold, but within the Wausau MPO planning area Other Asian and Pacific Island (1,727) language speakers exceed safe harbor threshold of 1,000 speakers. Within the Marathon County planning area Other Asian and Pacific Island (1,767) and Spanish (1,428) language speakers exceed safe harbor threshold of 1,000 speakers. Although the Census has changed the way it reports data for individual languages, within the larger Asian and Pacific Islanders group we know from previous data analysis that the majority of the group in the planning area speaks Hmong.

For the Wausau MPO, Spanish (745) is the next most commonly spoken which is below the safe harbor threshold. For Marathon County, Other Indo-European language is the next most commonly spoken which is well below the safe harbor threshold.

To respond to the needs of LEP Hmong and Spanish speakers, the Wausau MPO / Marathon County has translated its vital documents (Notice of Nondiscrimination, Complaint Procedure, and Complaint Form) into these languages. These documents are shown in **Appendices D, E, and F**, respectively. These documents, as well as the request for assistance statements are available on the [Wausau MPO Website](#).

Table 4: Estimate of Limited-English Proficient Persons in the Wausau MPO/Marathon County Planning Area		
Attribute	Estimate	% Estimate
Wausau MPO Area Population <sup>1</sup>	88,876	-----
Limited-English Proficient (LEP) <sup>2</sup>	3,023	3.61%
Other Asian and Pacific Island language speakers (primarily Hmong)	1,727	1.94%
Spanish language speakers	745	0.84%
Other Indo-European language speakers	247	0.28%
Vietnamese language speakers	119	0.13%
All other other-than-English speakers	185	0.21%
Non-MPO Area Population <sup>1</sup>	41,143	-----
Limited-English Proficient (LEP) <sup>2</sup>	1,209	2.94%
Other Asian and Pacific Island language speakers (primarily Hmong)	40	0.10%
Spanish language speakers	683	1.66%
Other Indo-European language speakers	4	0.01%
Vietnamese language speakers	0	0.00%
All other other-than-English speakers	241	0.59%
Overall Marathon County Population <sup>1</sup>	130,019	-----
Limited-English Proficient (LEP) <sup>2</sup>	4,417	3.40%
Other Asian and Pacific Island language speakers (primarily Hmong)	1,767	1.36%
Spanish language speakers	1,428	1.10%
Other Indo-European language speakers	251	0.19%
Vietnamese language speakers	119	0.09%



All other other-than-English speakers	426	0.33%
<sup>1</sup> Population 5 years and over. <sup>2</sup> Speaks English less than very well. Source: C16001 Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over, 2018-2022 ACS 5-year estimates, U.S. Census Bureau.		

**FACTOR 2 – FREQUENCY OF CONTACT WITH LEP PERSONS.**

**Wausau MPO** staff reviewed the frequency with which the **Wausau MPO** Policy Board, staff, and contractors have or could have contact with LEP persons. This includes documenting phone inquiries or office visits.

Since approval of the 2021 LEP Plan, the **Wausau MPO** has had no requests for interpreters and no requests for translated program documents. The **Wausau MPO** Policy Board, **Wausau MPO** staff, and **Wausau MPO** contactors have had no known contact with LEP persons.

**Wausau MPO** staff have been trained to track the number of LEP encounters using the LEP Tools in Tables 5 and 6 and shown in [Appendix F](#) and considers adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **Wausau MPO’s** programs and services.

Table 5 is an example of the *Log of LEP Encounters* that is used to record LEP encounters when/if they occur.

**Table 5: Log of LEP Encounters and Language Translation Requests**

Date	Time	Language Spoken by Individual	Name/Phone Number of Individual	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If ever a language barrier were to exist, **Wausau MPO** would work to provide a reasonable accommodation. The “*I Speak*” *Language Identification Card* is a document is a tool used by **Wausau MPO** staff to assist LEP individuals. The “*I Speak*” *Language Identification Card*<sup>5</sup> illustrated in **Table 6** includes languages spoken in the **Wausau MPO** planning area as identified by U.S. Census data. Languages can be added or removed to match the demographics of the **Wausau MPO’s** service area.





Table 6: "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 Simplified
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

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

### FACTOR 3 – IMPORTANCE OF PROGRAM TO LEP PERSONS.

Understanding that an LEP person with a language barrier can face difficulties accessing essential services, the **Wausau MPO** has committed to ensuring that all segments of the population, including LEP persons, can participate in the transportation planning process.

With improving outreach activities, the Policy Board, **Wausau MPO** staff, and **Wausau MPO** contractors are working to increase contact with LEP individuals at public meetings and other general public involvement activities.

The potential impact of transportation projects on LEP persons and other disadvantaged populations is assessed annually with the update of the Transportation Improvement Program (TIP). A map is created to illustrate projects and their relationship to disadvantaged populations. The map can be found on the [Wausau MPO website](#).

### FACTOR 4 – RESOURCES AND COSTS TO PROVIDE LEP ASSISTANCE

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this information can be made available upon request.

**Wausau MPO via Marathon County** has a contract with Southern Wisconsin Interpreting and Translation Services, Ltd. for language interpreter services. Anyone in need of language interpretation may call the **Wausau MPO** staff office at 715-261-6000 for assistance.

## DESCRIPTION OF SERVICES, MONITORING, AND TRAINING

### LANGUAGE ASSISTANCE SERVICES

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to **Wausau MPO's** programs and services. Language assistance can include interpretation and/or translation from one language into another language.

**Wausau MPO** will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English.

**Wausau MPO** strives to offer the following measures:

- ✓ Post Title VI, LEP, and ADA information on the [Wausau MPO website](#).
- ✓ Post a statement on the [Wausau MPO website](#) stating, “If information is needed in another language, contact 715-261-6000. This sentence is also translated in Spanish and Hmong.
- ✓ Provide a Translate feature on the **Wausau MPO** website to assist LEP individuals with access to **Wausau MPO** website information.
- ✓ At public meetings or other community input events:
  - Greet participants as they arrive at **Wausau MPO** sponsored events.
  - Make “I Speak” language identification cards available at sponsored events. By informally engaging participants in conversation or by using language identification “I Speak” Language identification Card, it is possible to gauge each attendee’s ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need at future events.
  - Maintain a Log of LEP Encounters at public meetings or other community events.
  - On public meeting notices include the statement “Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 one business day before the meeting.”
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
  - Survey **Wausau MPO** staff periodically on their experience concerning contacts with LEP persons during the previous year.
- ✓ Translation Services
  - Provide assistance with language interpretation by calling **the County Clerk’s Office** staff at 715-261-1500 or by calling **the Wausau MPO** at 715-261-6000. The **Wausau MPO via Marathon County** has a contract with Southern Wisconsin Interpreting and Translation Services, Ltd. for language interpreter services.
  - Seek translation assistance from community organizations.
  - Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon requests, within a reasonable time frame.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <https://wisconsinrelay.com>.
- ✓ Prioritize the hiring of bilingual staff, as needed.





## Informing LEP Persons of Language Assistance Services

The **Wausau MPO** uses the following steps to inform LEP persons of the availability of language assistance services:

- ✓ Posts a statement on the [Wausau MPO website](#) stating, “If information is needed in another language, contact 715-261-6000. This sentence is also translated in Spanish and Hmong.
- ✓ Posts the Title VI/LEP *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **Wausau MPO** to request information in another language.
- ✓ Includes a Translate feature on the **Wausau MPO** website to assist LEP individuals with access to the **Wausau MPO** website information.
- ✓ When encountering LEP persons directly, as needed **Wausau MPO** staff will use the “*I Speak*” *Language Identification Card* to identify the language and communication need of LEP persons. The **Wausau MPO** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Reviews outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develops and maintains cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Provides assistance with language interpretation by calling the **County Clerk’s Office** staff at 715-261-1500. **Wausau MPO** has a contract with Certified Languages International for language interpreter services.
- ✓ Utilizes translation services such a fluent speaker on staff, seeking out language assistance from community organizations, Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <https://wisconsinrelay.com>.

## MONITORING, EVALUATING AND UPDATING THE LEP PLAN

The **Wausau MPO** will review the LEP Plan on an annual basis. Review and updates will include the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.
- ✓ Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **Wausau MPO’s** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.



## TRAINING STAFF

The following training will be provided to **Wausau MPO** staff:

- ✓ Information on the **Wausau MPO's** Title VI/Nondiscrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the "I-Speak Card" as a tool to assist LEP individuals ([Appendix F](#)) at the office and at public outreach events.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle potential Title VI/Nondiscrimination and LEP complaints.

## DISSEMINATION OF LEP PLAN

**Wausau MPO** staff will make good faith efforts to notify the public that a LEP Plan and language assistance is available by:

- Posting notices in English, Spanish, and Hmong on the [Wausau MPO website](#).
- Posting the Plan to the [Wausau MPO website](#).
- Emailing our Public Notice List that the *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is available. The email includes statements for assistance in English, Spanish, and Hmong.

The *Title VI Non-Discrimination Program and Limited-English Proficiency Plan* is currently only available online as a PDF. Staff will work to provide the LEP Plan as HTML so that LEP persons can access the Plan using the Translate tool included in our website.



## Appendix A: Title VI Approvals and Administration

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### Resolution Approving Title VI Plan

#### Wausau MPO Commission

#### RESOLUTION # 9-24

#### APPROVING THE

#### *Title VI Non-Discrimination Program and Limited-English Proficiency Plan*

**WHEREAS**, the Fixing America's Surface Transportation (FAST) Act signed into law in 2015 is codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450) and in 49 CFR 613. Section 450.316, Interested Parties, Participation, and Consultation, requires MPOs to develop a participation plan in consultation with all interested parties; and

**WHEREAS**, the United States Department of Transportation regulations require the **Wausau MPO** to establish and maintain a Title VI Program to carry out U.S. Department of Transportation Title VI regulations (49 CFR part 21) and to integrate into its programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (70 FR 74087, December 14, 2005); and

**WHEREAS**, the **Wausau MPO** intends that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any **Wausau MPO** program or activity, regardless of funding source; and

**WHEREAS**, the **Wausau MPO** will affirmatively ensure that in any contract entered into, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED:** that the **Wausau MPO** approves the **Title VI Non-Discrimination Program and Limited-English Proficiency Plan** as being consistent with metropolitan plans and policies.

Dated this 10<sup>th</sup> day of December 2024



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Randy Fifrick, Commission Chairman



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Laurie Miskimins, Wausau MPO Director



## Log of Policy Updates

The **Wausau MPO** will review its policy on an annual basis to determine if modifications are necessary. **Table 7** is current as of this approval and will be used to record future updates.

**Table 7: Log of Policy Updates**

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks/Notes
12/10/2024	Update approved by Policy Board; noticed and posted to website	Aaron Anklam	Plan revisions include updates on LEP encounters, complaints, and requests; update of complaint procedure; addition of LEP Tools Appendix.
2/14/2023	Update approved by Policy Board; noticed and posted to website	Dave Mack (retired)	Plan revisions include updates on LEP encounters, complaints, and requests; update of complaint procedure; addition of LEP Tools Appendix.
11/13/2020	Update approved by Policy Board; noticed and posted to website	Dave Mack (retired)	Plan revisions include reviewing and analyzing LEP encounters, US Census data, providing a status update on investigations, and lawsuits, public outreach efforts.
8/19/2014	First Plan approved by Policy Board; noticed and posted to website.	Dave Mack (retired)	

## Contact Information and Program Administration

### Wausau MPO Title VI/ADA Coordinator

Laurie Miskimins, Director  
 1000 Lake View Dr, Wausau, WI 54403  
 715-261-6000  
[Laurie.miskimins@marathoncounty.gov](mailto:Laurie.miskimins@marathoncounty.gov)

Wausau MPO Title VI / ADA Tus Kws Lis  
 Haujlwm

Laurie Miskimins  
 1000 Lake View Dr, Wausau, WI 54403

Coordinador de Título VI / ADA de **Wausau MPO**

Laurie Miskimins  
 1000 Lake View Dr, Wausau, WI 54403



## Appendix B: Title VI/Nondiscrimination Assurances

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### Policy Statement and Authorities

#### **Title VI Policy Statement**

The Marathon County Metropolitan Planning Commission (Wausau MPO), a WisDOT Subrecipient of FHWA funds, (hereinafter referred to as the “Subrecipient”) assures that no person shall, on the grounds of race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964, Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324), and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Subrecipient further assures every effort will be made to ensure non-discrimination in all programs and activities whether they are federally funded or not.

In other words, this organization has implemented procedures, policies and actions to ensure nondiscrimination in all of its programs and activities; and offers the signature of its highest official as a reasonable guarantee of compliance with all nondiscrimination laws and requirements.

#### **Authorities**

The above Title VI Policy Statement and the following provisions of these **Assurances** are provided under a range of federal Acts and Regulations [see 23 CFR 200.5(p)]. References to Title VI requirements and regulations are not solely limited to Title VI of the Civil Rights Act of 1964. Where appropriate, “Title VI requirements” also refer to the civil rights provisions of other federal statutes and related implementation regulations to the extent that they prohibit discrimination on the grounds of race, color, national origin or sex in all programs, activities and operations receiving federal financial assistance. The Title VI authorities are:

#### **Nondiscrimination Acts**

- **Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides:** No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- **Section 162 (a) of the Federal Aid Highway Act of 1973 (23 U.S.C. 324) provides:** No person shall, on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this Title.
- **The Civil Rights Restoration Act of 1987 (P.L. 100-209), provides:** Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. The Act restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not.



## Nondiscrimination Regulations

- 23 CFR 200, Title VI Program and Related Statutes-Implementation and Review Procedures
- 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964
- USDOT Order 1050.2A, *Standard Title VI/Non-Discrimination Assurances*

## Title VI Assurances

### The United States Department of Transportation (USDOT)

### Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A

**Wausau MPO** (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration**, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice *Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964*);

**Federal Highway Administration may include additional Statutory/Regulatory Authorities here.**

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the (***Federal Highway Administration***).

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.



**Federal Highway Administration may include additional General Assurances in this section or reference an addendum here.**

### **Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *MPO Planning Program*:

- The Recipient agrees that each "activity," "facility," or "program," as defined in 21.23 (b) and 21.23(e) of 49 C.F.R. 21 will be (with regard to an "activity") facilitated or will be (with regard to a "facility") operated or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
- The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Long-Range Transportation Planning, Short-Range Multimodal Planning, and Transportation Improvement Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
 

"The **Wausau MPO** in accordance with the provisions of **Title VI of the Civil Rights Act of 1964** (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
- The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
- The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
- That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
- That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
- That the Recipient will include the clauses set forth in Appendix C of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in





which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
  10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

***Federal Highway Administration may include additional Specific Assurances in this section.***

By signing this **ASSURANCE**, **Wausau MPO** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **[Wisconsin Department of Transportation's]** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **[Wisconsin Department of Transportation]**. You must keep records, reports, and submit the material for review upon request to **[Wisconsin Department of Transportation]**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

**Wausau MPO** gives this **ASSURANCE** in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Long-Range Transportation Planning, Short-Range Multimodal Planning, and Transportation Improvement Program. This ASSURANCE is binding on **[Wisconsin]**, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Long-Range Transportation Planning, Short-Range Multimodal Planning, and Transportation Improvement Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

**Wausau MPO**

**By:**

***Laurie Miskimins, Director***

**DATED:** December 10<sup>th</sup>, 2024





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## Appendix C: Protections Under Title VI

### Public Notice of Non-Discrimination

#### Notice of Nondiscrimination

##### Wausau MPO

- ✓ The **Wausau MPO** is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **Wausau MPO** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with the **Wausau MPO**.
- ✓ For more information on the **Wausau MPO's** civil rights program, and the procedures to file a complaint, contact 715-261-6000 (for hearing impaired, please use Wisconsin Relay 711 service), email [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), or visit our administrative office at 1000 Lake View Dr, Wausau, WI 54403
- ✓ . For more information, visit <https://wausaumpo.org/>
- ✓ A complaint may also be filed directly with any of the following:
  - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
  - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
  - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)
- ✓ If information is needed in another language, contact 715-261-6000.  
Si se necesita informacion en otro idioma de contacto, 715-261-6000.  
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 715-261-6000.

### Complaint Procedure

The **Wausau MPO's** Complaint Procedure is made available in the following locations:

- **Wausau MPO** website in its entirety – <https://wausaumpo.org/>
- **Wausau MPO** office at 1000 Lake View Dr, Wausau, WI 54403



**Note: The Complaint Procedure should be translated in Spanish and Hmong as applicable.**

If information is needed in another language, contact 715-261-6000

Si se necesita informacion en otro idioma de contacto, 715-261-6000

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 715-261-6000

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## **Overview**

**Wausau MPO** is committed to ensuring that no person is excluded from, participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by **Wausau MPO** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

## **Right to File Complaints**

**Wausau MPO** uses the following procedures for prompt processing of all civil rights complaints relating to any program, activity or service administered by **Wausau MPO** or its contractors, consultants, lessors receiving Federal financial assistance. These procedures do not deny the right of the Complainant to file formal complaints with other state or federal agencies or seek private counsel for complaints alleging discrimination.

Any individual, group of individuals, or entity that believes they have been subjected to discrimination or retaliation prohibited by Title VI nondiscrimination provisions by **Wausau MPO** may file a complaint with the following:

1. **Wausau MPO**, Laurie Miskimins Title VI Coordinator at 715-261-6000, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov); or visit our administrative office at 1000 Lake View Dr, Wausau, WI 54403
2. Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. For more information, visit the [WisDOT Title VI-ADA website](#).
3. U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Phone: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
4. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)

## **Procedures**

Any person who believes they've been discriminated against by **Wausau MPO** may file a complaint by completing and submitting **Wausau MPO's** Complaint Form **Appendix C**.



This civil rights complaint procedure may also be used by the **Wausau MPO** to address, resolve, and close general complaints.

Every effort will be made to obtain early resolution of complaints at the lowest possible level. The option of informal mediation meeting(s) between the affected parties and **Wausau MPO** Title VI Coordinator may be utilized for resolution, at any stage of the process. **Wausau MPO** Title VI Coordinator will make every effort to pursue a resolution of the complaint.

Complaints can be submitted to **Wausau MPO** in writing via email or by phone. Complainants are encouraged to complete the Complaint Form **Appendix C**. Complaints received by telephone will be reduced to writing and provided to the Complainant for confirmation or revision before processing.

Complaints should contain the following information:

- ✓ The Complainant's contact information, including, if available: full name, postal address, phone number, and email address.
- ✓ The basis of the complaint (e.g., race, color, national origin, disability, etc.).
- ✓ The dates of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.
- ✓ The names of specific persons or respondents (e.g., agencies/organizations) alleged to have discriminated.
- ✓ Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives federal financial assistance.

Complaints received will be acknowledged and processed, once the Complainant's intent to proceed with the complaint has been established.

### **Investigation of Complaints**

Complaints in which **Wausau MPO** is named as the Respondent (i.e., the recipient/entity which a complaint of discrimination has been filed) shall be forwarded to the appropriate State or Federal agency for proper disposition, in accordance with their procedures.

**Wausau MPO** will assume responsibility for investigating complaints against any of its contractors, consultants, lessors, etc.

To be accepted, a civil rights complaint must meet the following criteria:

1. The complaint should be filed within **180** calendar days of the alleged occurrence or when the alleged discrimination became known to the Complainant.
2. The allegation(s) should address a nondiscrimination protection such as race, color, national origin, disability, etc.
3. The allegation(s) must involve a program or activity of a federal-aid recipient, contractor, consultant, or lessor.



**Wausau MPO** reviews and determines the appropriate action regarding every complaint.

When a complaint is received, **Wausau MPO** will provide written acknowledgment to the Complainant within **14** business days. The Complainant is notified of the proposed action to be taken to process the allegation(s). The notification letter/email shall contain:

- ✓ The basis for the complaint.
- ✓ A brief statement of the allegation(s) over which the **Wausau MPO** has jurisdiction.
- ✓ An indication of when the parties will be contacted.

The investigation conducted by **Wausau MPO** consists of a personal interview with the Complainant(s). Information gathered in this interview includes but is not limited to information completed on the [Complaint Form Appendix C](#).

If more information is needed to address the complaint, **Wausau MPO** may contact the Complainant. If a complaint is deemed incomplete or if additional information is requested, the Complainant will be provided **7** business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

Within **30** business days of the acceptance of the complaint, **Wausau MPO** will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendation for disposition. Only reasonably qualified and trained investigators should conduct the investigation.

After **Wausau MPO** reviews the complaint, one of two (2) letters and will be issued to the Complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states there was not a civil rights violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the Complainant wishes to appeal the decision, the Complainant has **20** business days after the date of the letter of finding to do so.

### **Dismissal**

A civil rights complaint may be recommended for dismissal for the following reasons:

1. The Complainant requests withdrawal of the complaint.
2. The Complainant fails to respond to repeated requests for additional information needed to process the complaint.
3. The Complainant cannot be located after reasonable attempts.

### **List of Complaints**



**Wausau MPO** maintains a Complaint Log as shown in [Appendix C](#) outlining the list of complaints, investigations and lawsuits alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by **Wausau MPO** in response, and final findings related to the complaint, investigation, or lawsuit.

**Wausau MPO** will submit a log of all Title VI complaints received, and any additional pertinent records to the WisDOT, Title VI Office, as requested.

For more information, contact:

**Wausau MPO**, Title VI Coordinator  
Laurie Miskimins  
[Laurie.miskimins@marathoncounty.gov](mailto:Laurie.miskimins@marathoncounty.gov)  
715-261-6000

## Complaint and Comment Form

We want your feedback. If you would like to submit a comment or complaint to **Wausau MPO**, please complete this form and submit via e-mail at [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), mail or in person at the address below.

### Wausau MPO

1000 Lake View Dr, Wausau, WI 54403

You may also call us at 715-261-6000. Please make sure to provide your contact information in order to receive a response.

## Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
--------------------------------------	---------------------------------------	--	---

Click or tap here to enter text.

## Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>



Email Address [Click or tap here to enter text.](#)

Are you filing this complaint on your own behalf?

Yes

No

If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

[Click or tap here to enter text.](#)

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes

No

### Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

Complaint

Suggestion

Compliment

Other

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

Race

Color

National Origin

Religion

Age

Sex

Service

Income Status

Limited English Proficient (L.E.P)

Americans with Disability Act (A.D.A)

### Section D: Comment Details

Please answer the questions below regarding your comment

What was the date of the occurrence?

[Click to add date in the following format: Day, month, year](#)

What was the time of the occurrence?

[Click to add the time](#)

What is the name or identification of the employee or employees involved?

[Click or tap here to enter text.](#)

What is the name or identification of others involved, if applicable?

[Click or tap here to enter text.](#)

Where was the location of the occurrence?

[Click or tap here to enter text.](#)

Please add any additional descriptive details about the incident.

[Click or tap here to enter text.](#)





In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

### Section E: Follow-up

May we contact you if we need more details or information?

Yes

No

If yes, how would you best liked to be reached? Please select your preferred form of contact below

Phone

Email

Mail

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

### Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list low all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

### Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the Wausau MPO.

Name

**Date:**  Click to add date in the following format: Day, month, year

Signature



## Complaint Log

**Wausau MPO** maintains a list or log to track and resolve all complaints, investigations, and lawsuits.

**Check One:**

<b>X</b>	Because the <b>Wausau MPO</b> has had no Title VI-related filings against it, the log of complaints, investigations, and lawsuits illustrated in Table 8 has no entries.
	There have been investigations, complaints and/or lawsuits filed against us. See <i>list below. Attach additional information as needed.</i>

**Note:** The performance measure for tracking when an investigation begins and when its administratively closed is documented in the **Complaint Log** table below. **Wausau MPO** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure**.

**Table 8: Log of Complaints, Investigations, and Lawsuits.**

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint <sup>6</sup>	Summary Complaint Description	Action Taken/ Final Outcome if Resolved  List dates of action steps including the dates complaint/ investigation begins and is administratively closed.	Status

<sup>1</sup> Complaint, Investigation, or Lawsuit. The protected classes under Title VI are Race, Color and Nation Origin; the protected class under Title II is disability.

<sup>2</sup> Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other.



## Appendix D: Vital Documents for Hmong Speakers

### Ntawv Ceeb Toom Rau Sawv Daws Kom Tsis Pub Muaj Kev Ntxub Ntxuag Muab Cais Tawm (Public Notice of Non-Discrimination)

#### Ntawv Ceeb Toom Tsis Pub Muaj Kev Ntxub Ntxaug Muab Cais Tawm Notice of Nondiscrimination

##### Wausau MPO

- ✓ **Wausau MPO** muaj pluaj siab cog lus ua kom paub tseeb tias tsis muaj ib tus neeg twg raug muab cais tawm ntawm, koom rau hauv, tsis lees muab cov kev pab ntawm, los yog raug ntxub ntxaug vim los ntawm haiv neeg, tso nqaij daim tawv, lub teb chaws yug los, muaj mob xiam oob qhab, poj niam/txiv neej, hnuv nyoog, kev ntseeg, cov nyiaj tau los los yog paub lus Askiv tsis zoo (limited English proficiency, LEP) nyob hauv ib qho kev pab cuam twg thiab tas nrho cov kev pab cuam, cov dej num los yog cov kev pab uas tswj hwm los ntawm **Wausau MPO** raws li tsab cai Title VI of the Civil Rights Act of 1964 thiab nom tswv cov cai tswj ntsig txog qhov tsis pub muaj kev ntxub ntxaug muab cais tawm.
- ✓ Txhua tus neeg tsis hais leej twg uas ntseeg tias nws raug ntxub ntxaug muab cais tawm yam tsis raws cai yuav ua tau ib daim ntawv tsis txaus siab mus rau **Wausau MPO**.
- ✓ Yog xav tau ntaub ntawv ntxiv hais txog **Wausau MPO** qhov kev pab cuam txog neeg cov cai, thiab cov txheej txheem los ua daim ntawv tsis txaus siab, hu rau 715-261-6000 (rau cov muaj teeb meem hnov lus tsis zoo, thov siv qhov kev pab Wisconsin Relay 711), email [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), los yog mus saib peb lub chaw ua hauj lwm nyob ntawm 1000 Lake View Dr, Wausau, WI 54403. Kom paub ntxiv, mus saib <https://wausaumpo.org/>
- ✓ Ib qho kev tsis txaus siab twg kuj tseem xa tau daim ntawv tsis txaus siab ncaj nraim mus rau ib qho twg ntawm feem hauj lwm nram qab no:
  - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Xov tooj: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. Kom paub ntxiv, mus saib [WisDOT Title VI-ADA website](#).
  - U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Xov tooj: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
  - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Xov tooj: 1-888-446-4511 los yog 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)
- ✓ If information is needed in another language, contact 715-261-6000  
Si se necesita informacion en otro idioma de contacto, 715-261-6000  
Yog xav tau cov ntaub ntawv ua lwm hom lus, hu rau 715-261-6000

## Tus Txheej Txheem Ua Ntawv Tsis Txaus Siab

**Wausau MPO** Tus Txheej Txheem Ua Ntawv Tsis Txaus Siab muaj nyob rau hauv cov chaw nram qab no:

- **Wausau MPO** lub website – <https://wausaumpo.org/>
- **Wausau MPO** lub chaw ua hauj lwm 1000 Lake View Dr, Wausau, WI 54403

**Note: The Complaint Procedure should be translated in Spanish and Hmong as applicable.**

If information is needed in another language, contact 715-261-6000.

Si se necesita informacion en otro idioma de contacto, 715-261-6000

Yog xav tau cov ntaub ntawv ua lwm hom lus, hu rau 715-261-6000

### Lus Qhib

**Wausau MPO** muaj pluaj siab cog lus ua kom paub tseeb tias tsis muaj ib tus neeg twg raug muab cais tawm ntawm, koom rau hauv, tsis lees muab cov kev pab ntawm, los yog raug ntub ntxaug vim los ntawm haiv neeg, tso nqaij daim tawv, lub teb chaws yug los, muaj mob xiam oob qhab, poj niam/txiv neej, hnuv nyooq, kev ntseeg, cov nyiaj tau los los yog paub lus Askiv tsis zoo (limited English proficiency, LEP) nyob hauv ib qho kev pab cuam twg thiab tas nrho cov kev pab cuam, cov dej num los yog cov kev pab uas tswj hwm los ntawm **Wausau MPO** raws li tsab cai Title VI of the Civil Rights Act of 1964 thiab nom tswv cov cai tswj ntsig txog qhov tsis pub muaj kev ntub ntxaug muab cais tawm.

### Txoj Cai los mus Ua Daim Ntawv Tsis Txaus Siab

**Wausau MPO** siv cov txheej txheem nram qab no los lis tas nrho cov kev tsis txaus siab hais txog neeg cov cai kom mus tau sai. Cov kev tsis txaus siab yog hais ntsig txog ib qho kev pab cuam twg, dej num los yog kev pab uas tswj hwm los ntawm **Wausau MPO** los yog nws cov neeg muaj ntawv cog lus, cov kws muab tswv yim, cov muaj ntawv pom zoo (lessors) uas tau txais Tsoom Fwv peev nyiaj pab. Cov txheej txheem no tsis muaj qhov tsis kam lees muab txoj cai rau tus Neeg Tsis Txaus Siab los mus ua ntawv tsis txaus siab rau lub xeev los yog lwm cov chaw ua hauj lwm ntawm tsoom fwv los yog nrhiav kev sab laj tswv yim pab tus kheej rau ntawm cov kev tsis txaus siab uas tau liam tias yog kev ntub ntxaug muab cais tawm.

Txhua tus neeg tsis hais leej twg, pab pawg neeg, los yog tsis hais lub koom txoos twg uas ntseeg tias nws tau raug ntub ntxaug muab cais tawm los yog ua pauj uas yog qhov txwv tsis pub ua los ntawm tsab cai Title VI tsis pub muaj kev ntub ntxaug muab cais tawm uas muab los ntawm **Wausau MPO** yuav ua tau ib daim ntawv tsis txaus siab mus rau cov muaj feem xyuam nram qab no:

1. **Wausau MPO**, Laurie Miskimins Title VI Coordinator ntawm 715-261-6000, (rau cov muaj teeb meem hnov lus tsis zoo, thov siv qhov kev pab Wisconsin Relay 711 - <https://wisconsinrelay.com>; email [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov); los yog mus saib peb lub chaw ua hauj lwm nyob ntawm 1000 Lake View Dr, Wausau, WI 54403
2. Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Xov tooj: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. Yog xav paub ntxiv, mus saib [WisDOT Title VI-ADA website](#).
3. U.S. Department of Transportation, Federal Highway Administration (FHWA), Office of Civil Rights. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Xov tooj: (202) 366-0693, email: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
4. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Xov tooj: 1-888-446-4511 los yog 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)



### Cov Txheej Txheem

Ib tus neeg twg uas ntseeg tias nws raug ntsub ntxaug muab cais tawm los ntawm **Wausau MPO** yuav ua tau ib daim ntawv tsis txaus siab uas yog muab **Wausau MPO** daim Complaint Form **Appendix C** los ua kom tiav thiab muab xa mus.

Tus txheej txheem ua ntawv tsis txaus siab vim muaj qhov ua yuam neeg txoj cai no kuj tseem muab siv tau los ntawm **Wausau MPO** los mus sib hais, daws, thiab kaw lwm cov kev tsis txaus siab thiab.

Peb yuav ua txhua yam kom daws tau cov kev tsis txaus siab thaum ntsov nyob rau ntawm theem qis tshaj plaws li qhov ua tau. Txoj kev xaiv ua kom muaj lub(cov) rooj sib tham rau cov pab pawg uas cuam tshuam rau qhov teeb meem tsis txaus siab thiab **Wausau MPO** Title VI Tus Neeg Khiav Hauj Lwm yuav muab los siv daws qhov teeb meem, nyob rau ntawm txhua theem ntawm tus txheej txheem. **Wausau MPO** Title VI Tus Neeg Khiav Hauj Lwm yuav ua txhua yam los nrhiav ib txoj hau kev daws qhov teeb meem tsis txaus siab ntawd.

Cov lus tsis txaus siab yuav tau muab sau rau ib daim ntawv thiab tuaj yeem muab xa tau mus rau **Wausau MPO** siv email los yog xov tooj. Cov Neeg Tsis Txaus Siab yuav tau ua kom tiav daim Complaint Form **Appendix C**. Cov lus tsis txaus siab uas tau txais los ntawm kev hu xov tooj yuav muab txo kom tsawg thiab muab sau cia thiab muab rau Tus Neeg Tsis Txaus Siab kom muab los xyuas tias muaj tseeb los yog muab kho rau ua ntej muab los lis mus tom ntej.

Cov ntawv ua tsis txaus siab yuav tsum muaj cov lus qhia paub nram qab no:

- ✓ Tus Neeg Tsis Txaus Siab lub npe thiab lub xeem, qhov chaw nyob xa ntawv, xov tooj, thiab email chaw nyob.
- ✓ Lub hauv paus ua rau muaj qhov tsis txaus siab (piv txwv, haiv neeg, tsos nqaj daim tawv, lub teb chaws yug los, muaj mob xiam oob qhab, thiab lwm yam).
- ✓ Cov hnuv uas liam tias tshwm sim muaj qhov(cov) teeb meem ntsub ntxaug muab cais tawm thiab seb qhov kev ntsub ntxaug muab cais tawm puas tseem muaj mus tsis tau tso tseg.
- ✓ Lub npe ntawm cov neeg los yog cov raug foob (respondents) (piv txwv, chaw ua hauj lwm/koom txoos) uas raug liam tias tau ua qhov ntsub ntawg muab neeg cais tawm.
- ✓ Muaj ntaub ntawv txaus los ua kom nkag siab cov kev muaj tseeb uas koj tus neeg tsis txaus siab los ntseeg tau tias yeej tau muaj kev ntsub ntxaug muab cais tawm tshwm sim nyob hauv ib qho kev pab cuam los yog dej num uas tau txais tsoom fww peev nyiaj pab.

Peb yuav muab cov ntawv ua tsis txaus siab uas tau txais los lees paub thiab muab lis mus raws tus txheej txheem, tom qab tau muab Tus Neeg Tsis Txaus Siab qhov kev npaj siab kom ua mus tom ntej los xyuas tias ua tau lawm.

### Kev Tshawb Nrhiav Kom Paub Qhov Teeb Meem Tsis Txaus Siab

Cov ntawv ua tsis txaus siab uas **Wausau MPO** muaj npe tias yog Tus Raug Foob (piv txwv, tus tau txais/lub koom txoos uas raug rau qhov teeb meem tsis txaus siab) yuav tsum muab xa mus rau Xeev los yog Tsoom Fwv lub chaw ua hauj lwm kom muab tso rau qhov chaw yog, kom mus raws li lawv cov txheej txheem.

**Wausau MPO** muaj lub luag hauj lwm los tshawb nrhiav kom paub cov kev tsis txaus siab tawm tsam nws cov neeg muaj ntawv cog lus, cov kws muab tswv yim, cov muaj ntawv pom zoo, thiab lwm tus.

Yuav kom lees txais daim ntawv ua tsis txaus siab, qhov tsis txaus siab vim yog ua yuam neeg txoj cai ntawd yuav tsum ua raws li cov nqe lus nram qab no:

1. Daim ntawv tsis txaus siab yuav tsum ua tsis pub dhau **180** hnuv (calendar days) tom qab tshwm sim qhov liam tias yog kev ntsub ntxaug muab cais tawm los yog tus Neeg Tsis Txaus Siab paub tias muaj qhov ntsub ntxaug muab nws cai tawm.



2. Qhov(cov) kev ntxub ntxaug uas liam tias muaj tshwm sim ntawd yuav tsum yog vim los ntawm cov kev pov thaiv tsis pub cais neeg tawm xws li haiv neeg, tsos nqaij daim tawv, lub teb chaws yug los, muaj mob xiam oob qhab, thiab lwm yam.
3. Qhov(cov) kev ntxub ntxaug uas liam tias muaj tshwm sim ntawd yuav tsum cuam tshuam rau ib qho kev pab cuam los yog dej num ntawm ib tus neeg tau txais tsoom fww peev nyiaj pab, tus neeg muaj ntawv cog lus, tus neeg muab tswv yim, los yog tus muaj ntawv pom zoo.

**Wausau MPO** yog tus muab txhua daim ntawv ua tsis txaus siab los ntsuam xyuas thiab txiav txim seb yuav nqes tes li cas thiaj daws tau qhov teeb meem.

Thaum tau txais daim ntawv ua tsis txaus siab lawm, **Wausau MPO** yuav xa ib daim ntawv rau Tus Neeg Tsis Txaus Siab tsis pub dhau **14** hnuv cov hnuv ua hauj lwm hais tias tau txais qhov kev tsis txaus siab lawm. Qhov no yog qhia rau Tus Neeg Tsis Txaus Siab Paub txog txoj hauj lwm uas yuav nqes tes los lis qhov(cov) teeb meem uas tau liam tias muaj tshwm sim. Tsab ntawv ceeb toom qhia paub/email yuav tsum muaj cov nqe lus nram qab no nyob hauv:

- ✓ Lub hauv paus ua rau muaj qhov tsis txaus siab.
- ✓ Ib sob lus luv luv piav txog qhov(cov) teeb meem liam tias muaj tshwm sim uas **Wausau MPO** muaj cai saib xyuas.
- ✓ Ib qho qhia seb thaum twg yuav tiv tauj cov uas muaj feem xyuam rau qhov no.

Qhov kev tshawb nrhiav kom paub qhov teeb meem uas coj ua los ntawm **Wausau MPO** yuav muaj ib qhov sib tham xam phaj nrog Tus(cov) Neeg Tsis Txaus Siab. Cov lus thiab ntaub ntawv muab tau los ntawm qhov kev sib tham xam phaj no yuav muaj tab sis kuj tsis yog tas rau cov lus thiab ntaub ntawv uas muab tso rau ntawm daim **Complaint Form Appendix C**.

Yog hais tias tseem xav tau ntaub ntawv ntxiv los daws qhov kev tsis txaus siab, **Wausau MPO** mam li tiv tauj Tus Neeg Tsis Txaus Siab. Yog pom tias cov lus tsis txaus siab tsis muaj txhij txhua los yog hais tias yuav kom muab ntaub ntawv ntxiv, yuav muab **7** hnuv cov hnuv ua hauj lwm rau Tus Neeg Tsis Txaus Siab los muab kom tau cov ntaub ntawv uas tau hais kom muab ntawd. Yog ua tsis tau li no yuav ua rau muaj qhov txiav txim tsis ua qhov kev tshawb nrhiav.

Tsis pub dhau **30** hnuv cov hnuv ua hauj lwm tom qab lees txais yuav qhov teeb meem tsis txaus siab lawm, **Wausau MPO** yuav npaj ua ib daim ntawv tshaj qhia txog qhov kev tshawb nrhiav. Daim ntawv tshaj qhia yuav tsum muaj ib co lus piav txog qhov xwm txheej uas tau tshwm sim, qhia cov neeg uas tau sib tham xam phaj nrog lawv, cov lus nrhiav tau ntawm qhov teeb meem, thiab cov lus pom zoo tias yuav muab qhov teeb meem tso rau qhov twg. Tsuas yog cov kws tshawb nrhiav uas tau kawm thiab paub txoj hauj lwm zoo thiaj los coj tau qhov kev tshawb nrhiav no xwb.

Tob qab **Wausau MPO** muab qhov kev tsis txaus siab los xyuas tas lawm, yuav ua ib tsab ntawm ob (2) tsab ntawv rau Tus Neeg Tsis Txaus Siab: ib tsab ntawv kaw los yog ib tsab ntawv muaj cov lus nrhiav tau ntawm qhov teeb meem (letter of finding, LOF).

- ✓ Ib tsab ntawv kaw muaj cov ntsiab lus piav me ntsis txog qhov tau liam tias muaj kev ntxub ntxaug thiab hais tias tsis muaj qhov tau ua yuam neeg txoj cai raws li tau liam ces yuav muab qhov foob tsis txaus siab kaw.
- ✓ Ib tsab ntawv muaj cov lus nrhiav tau ntawm qhov teeb meem (Letter of finding (LOF)) muaj cov ntsiab lus piav me ntsis txog qhov tau liam tias muaj kev ntxub ntxaug thiab cov lus sib tham xam phaj hais txog qhov xwm txheej uas tau liam tias muaj tshwm sim, thiab piav seb puas yuav muaj qhov nqes tes qhuab qhia rau tus neeg ua hauj lwm, muab kev cob qhia rau nws ntxiv, los yog lwm yam.

Yog hais tias Tus Neeg Tsis Txaus Siab xav kom muab qhov tau txiav txim siab no los sib hais dua, Tus Neeg Tsis Txaus Siab muaj **20** hnuv cov hnuv ua hauj lwm uas yog suav txij hnuv teev rau ntawm tsab ntawv muaj cov lus nrhiav tau ntawm qhov teeb meem los ua qhov no.

### **Muab Qhov Kev Tsis Txaus Siab Lawb Mus**



Ib qho kev tsis txaus siab tias muaj qhov ua yuam neeg txoj cai kuj yuav raug pom zoo muab lawb mus yog tias muaj cov laj thawj nram qab no:

1. Tus Neeg Tsis Txaus Siab thov thim qhov uas nws tsis txaus siab.
2. Tus Neeg Tsis Txaus Siab tsis teb rau cov lus hais kom muab ntaub ntawv ntxiv uas yog cov yuav tsum tau muaj los lis qhov teeb meem tsis txaus siab.
3. Nrhiav tsis tau Tus Neeg Tsis Txaus Siab tom qab tau sim nrhiav nws ntau zaus.

### **Teev Cov Kev Tsis Txaus Siab**

**Wausau MPO** khaws ib daim ntawv teev cov teeb meem tsis txaus siab cia (Complaint Log) raws li pom nyob hauv daim **Appendix C** uas muaj cov teeb meem tsis txaus siab, cov kev tshawb nrhiav thiab cov rooj plaub foob liam tias muaj kev ntxub ntxaug. Daim ntawv teev yuav tsum muaj hnuv tsis txaus siab tias muaj qhov ua yuam neeg txoj cai, los yog tau ua ib daim ntawv foob, cov ntsiab lus piav txog qhov(cov) kev liam tsis txaus siab, seb qhov tsis txaus siab muab hais mus li cas lawm, kev tshawb nrhiav, los yog rooj plaub foob, thiab cov kev nqes tes ua los ntawm **Wausau MPO** los teb rau qhov teeb meem, thiab cov lus kawg nrhiav tau ntsig txog qhov teeb meem tsis txaus siab, kev tshawb nrhiav, los yog rooj plaub foob.

**Wausau MPO** yuav xa ib daim ntawv teev tas nrho Title VI cov teeb meem tsis txaus siab uas tau txais, thiab tej ntaub ntawv khaws cia uas muaj feem xyuam txog qhov teeb meem rau WisDOT, Title VI Office, raws li tau thov kom muab.

Yog xav paub ntxiv, tiv tauj:

**Wausau MPO**, Title VI Coordinator  
Laurie Miskimins  
[Laurie.miskimins@marathoncounty.gov](mailto:Laurie.miskimins@marathoncounty.gov)  
715-261-6000

## Daim Foos Tsis Txaus Siab thiab Muab Lus

Peb xav tau koj cov tswv yim. Yog koj xav xa ib cov lus los yog lus tsis txaus siab mus rau Wausau MPO, thov ua kom tiav daim foos no thiab muab xa hauv e-mail mus rau ntawm [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), xa hauv tsev xa ntawv los yog tus neeg nqa kiag mus rau ntawm qhov chaw nyob hauv qab no.

### **Wausau MPO**

1000 Lake View Dr, Wausau, WI 54403

Koj kuj tseem hu tau rau peb ntawm 715-261-6000. Thov nco ntsoov qhia rau peb seb yuav tiv tauj li cas thiaj tau koj xwv thiaj tau txais ib lo lus teb tuaj ntawm peb.





### Nqe Lus A: Hom Ntawv Xav Tau

Thov kos rau hom ntawv uas xav tau rau daim ntawv no

<input type="checkbox"/> Tus Tsiaj Ntawv Loj	<input type="checkbox"/> TDD los yog Relay	<input type="checkbox"/> Kaw Suab Mloog	<input type="checkbox"/> Lwm yam (yog xaiv qhov no thov qhia seb hom twg koj xav tau rau lub npov hauv qab no)
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Nias los yog tshum ntawm no ces tso lo lus teb rau.

### Nqe Lus B: Qhia Seb Yuav Tiv Tauj Li Cas Thiaj Tau Koj

Npe <input type="text" value="Nias los yog tshum ntawm no ces tso lo lus teb rau."/>	Xov Tooj (nrog rau tus area code) <input type="text" value="Nias los yog tshum ntawm no ces tso lo lus teb rau."/>
Chaw Nyob <input type="text" value="Nias los yog tshum ntawm no ces tso lo lus teb rau."/>	Nroog <input type="text" value="Nias los yog tshum ntawm no ces tso lo lus teb rau."/>
Xeev <input type="text" value="Nias los yog tshum ntawm no ces tso lo lus teb rau."/>	Zip Code <input type="text" value="Click or tap here to enter text."/>

Email Chaw Nyob

Puas yog koj ua daim ntawv tsis txaus siab no sawv cev koj tus kheej?	<input type="checkbox"/> Yog	<input type="checkbox"/> Tsis Yog
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Yog hais tias tsis yog, thov qhia lub npe thiab kev txheeb ze ntawm tus neeg uas koj ua daim ntawv tsis txaus siab rau nws thiab yog vim li cas koj thiaj ua daim foos sawv nws cev rau hauv lub npov nram qab no.

Nias los yog tshum ntawm no ces tso lo lus teb rau.

Thov qhia muaj tseeb tias koj tau lus tso cai los ntawm tus neeg tsis txaus siab yog hais tias koj ua daim foos sawv cev tam li yog ib tus neeg thib peb.	<input type="checkbox"/> Tau	<input type="checkbox"/> Tsis Tau
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### Nqe Lus C: Hom Lus Hais

Hom lus twg uas koj muab? Thov kos rau qhov uas hais tau raug tshaj.

<input type="checkbox"/> Lus Tsis Txaus Siab	<input type="checkbox"/> Lus Muab Tswv Yim Pab	<input type="checkbox"/> Lus Qhuas	<input type="checkbox"/> Lwm hom
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Cov nqe lus nram qab no cov twg yog cov piav tau zoo txog qhov teeb meem? Thov kos rau ib lub npov los yog ntau dua.

<input type="checkbox"/> Haiv Neeg	<input type="checkbox"/> Tsos Nqaij Daim Tawv	<input type="checkbox"/> Lub Teb Chaws Yug Los	<input type="checkbox"/> Kev Ntseeg
<input type="checkbox"/> Hnub Nyoog	<input type="checkbox"/> Poj Niam/Txiv Neej	<input type="checkbox"/> Kev Pab	<input type="checkbox"/> Cov Nyiaj Tau Los (Income Status)
<input type="checkbox"/> Paub Lus Askiv Tsis Zoo (Limited English Proficient, L.E.P)		<input type="checkbox"/> Tsab Cai Hais Txog Neeg Meskas Muaj Mob Xiam Oob Qhab (Americans with Disability Act, A.D.A)	





**Nqe Lus D: Cov Lus Muaj Txhij**

Thov teb rau cov lus nug nram qab no hais txog koj cov lus

Hnub qhov teeb meem tshwm sim yog hnub twg?	Nias ntawm no ces tso hnub raws li hom no: Hnub, hli, xyoo
Qhov teeb meem tshwm sim lub sij hawm twg?	Nias ntawm no ces tso lub sij hawm koj nyiam kom hu koj
Tus neeg ua hauj lwm los yog cov neeg ua hauj lwm uas cuam tshuam rau qhov no lub npe hu li cas los yog leej twg?	Nias los yog tshum ntawm no ces tso lo lus teb rau.
Lwm cov uas cuam tshuam rau qhov no lub npe hu li cas los yog leej twg, yog muaj?	Nias los yog tshum ntawm no ces tso lo lus teb rau.
Qhov teeb meem tshwm sim nyob rau qhov twg?	Nias los yog tshum ntawm no ces tso lo lus teb rau.
Thov qhia lwm yam uas hais meej ntxiv txog qhov xwm txheej.	Nias los yog tshum ntawm no ces tso lo lus teb rau.

Nyob hauv lub npov hauv qab no, thov piav kom meej li meej tau seb yog muaj dab tsi tshwm sim thiab vim li cas koj thiaj ntseeg tias koj raug ntxub ntxaug muab cais tawm yam tsis raws cai.

Nias los yog tshum ntawm no ces tso lo lus teb rau.

**Nqe Lus E: Taug Qab**

Peb puas tiv tauj tau koj yog peb xav tau cov lus kom meej dua los yog cov ntaub ntawv txhij txhua ntxiv?

 Tau

 Tsis Tau

Yog hais tias tau, qhov yuav tiv tauj tau koj zoo tshaj plaws yog li cas? Thov xaiv qhov koj nyiam kom tiv tauj koj rau hauv qab no.

 Xov Tooj

 Email

 Xa Ntawv

Yog koj nyiam kom hu xov tooj rau koj, thov teev hnub thiab lub sij hawm uas yuav hu tau koj.

Nias ntawm no ces tso lub sij hawm koj nyiam kom hu koj

Nias ntawm no ces tso hnub koj nyiam kom hu koj

**Nqe Lus F: Qhov Xav Tau Kom Tshwm Sim**

Thov teev rau hauv qab no, cov kauj ruam dab tsi koj xav kom ua los daws qhov kev cov nyom los yog teeb meem.

Nias los yog tshum ntawm no ces tso lo lus teb rau.

Yog tias muaj, thov teev rau hauv qab no tas nrho cov chaw ua hauj lwm uas koj tau ua ntawv tsis txaus siab txog qhov teeb meem no mus rau lawv lawm xws li Tsoom Fwv, Xeev, los yog cov chaw ua hauj lwm Hauv Zos, los yog Tsoom Fwv los yog Xeev ib lub Tsev Hais Plaub twg. Thov qhia seb yuav ua li cas thiaj tiv tauj tau cov chaw uas tau xa daim ntawv tsis txaus siab mus rau lawv lawm ntawd.

Nias los yog tshum ntawm no ces tso lo lus teb rau.



**Nqe Lus G: Kos Npe**

Thov muab tej ntaub ntawv tseem ceeb koj muaj uas txhawb qhov teeb meem tsis txaus siab tom xa ua ke nrog daim foos no. Tob qab ntawd ces sau hnuv kos npe thiab kos npe rau daim foos thiab muab xa rau Wausau MPO.

Npe Nias los yog tshum ntawm no ces tso lo lus teb rau. **Hnuv kos npe:** Nias ntawm no ces tso hnuv raws li hom no: Hnuv, hli, xyoo

Kos npe Nias los yog tshum ntawm no ces tso lo lus teb rau.



## Appendix E: Vital Documents for Spanish Speakers

### Aviso público de no discriminación

#### Aviso de no discriminación

##### MPO de Wausau

- ✓ La **MPO de Wausau** se compromete a garantizar que no se excluya a ninguna persona de participación, se le nieguen beneficios, o de otro modo esté sometida a discriminación debido a raza, color, nacionalidad, discapacidad, sexo, edad, religión, estado de ingresos o dominio limitado del inglés (LEP) en cualquier y todos los programas, actividades o servicios administrados por la **MPO de Wausau** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y autoridades relacionadas a la no discriminación.
- ✓ Toda persona que considere que ha sido agravada por cualquier práctica discriminatoria ilícita puede presentar una denuncia ante la **MPO de Wausau**.
- ✓ Para obtener más información sobre el programa de derechos civiles de la **MPO de Wausau**, y los procedimientos para presentar una denuncia, comuníquese al 715-261-6000 (para las personas hipoacúsicas, use el servicio de Retransmisión de Wisconsin 711), correo electrónico [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), o visite nuestra oficina en 1000 Lake View Dr, Wausau, WI 54403. Para obtener más información, visite <https://wausaumpo.org/>
- ✓ También se puede presentar una denuncia ante cualquiera de los siguientes:
  - Departamento de Transporte de Wisconsin (WisDOT), Taqwanya Smith, Coordinadora Sénior del Título VI y ADA, Teléfono: (608) 266-8129, TTY (800) 947-3529, Fax: (608) 267-3641, Correo electrónico: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. Para obtener más información, visite el sitio web [WisDOT Title VI-ADA](#).
  - Departamento de Transporte de los Estados Unidos, Administración de Carreteras Federales (FHWA), Oficina de Derechos Civiles. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Teléfono: (202) 366-0693, correo electrónico: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
  - Departamento de Transporte de los EE.UU., Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, 1200 New Jersey Avenue SE, Washington, DC 20590, Teléfono: 1-888-446-4511 o 711(Relay), correo electrónico: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)
- ✓ If information is needed in another language, contact 715-261-6000  
Si se necesita informacion en otro idioma de contacto, 715-261-6000  
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 715-261-6000

### Procedimiento de denuncias

El Procedimiento de denuncias de la **MPO de Wausau** está disponible en los siguientes lugares:

- Sitio web de la **MPO de Wausau** en su totalidad – <https://wausaumpo.org/>
- Oficina de la **MPO de Wausau** 1000 Lake View Dr, Wausau, WI 54403



**Nota: El procedimiento de denuncias debe estar traducido al español, hmong y chino según corresponda.**

If information is needed in another language, contact 715-261-6000

Si se necesita información en otro idioma de contacto, 715-261-6000

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 715-261-6000

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### **Generalidades**

La **MPO de Wausau** se compromete a garantizar que no se excluya a ninguna persona de participación, se le nieguen beneficios, o de otro modo esté sometida a discriminación debido a raza, color, nacionalidad, discapacidad, sexo, edad, religión, estado de ingresos o dominio limitado del inglés (LEP) en cualquier y todos los programas, actividades o servicios administrados por la **MPO de Wausau** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y autoridades relacionadas con la no discriminación.

### **Derecho a presentar denuncias**

La **MPO de Wausau** utiliza los siguientes procedimientos para el procesamiento rápido de todas las denuncias de derechos civiles relacionadas con cualquier programa, actividad o servicio administrado por la **MPO de Wausau** o sus contratistas, consultores, arrendadores que reciben asistencia financiera federal. Estos procedimientos no niegan el derecho de la parte denunciante a presentar denuncias formales ante otras agencias estatales o federales u obtener un abogado privado para denuncias que alegan discriminación.

Toda persona, grupo de personas o entidad que crea que ha sido objeto de discriminación o represalias prohibidas por las disposiciones de no discriminación del Título VI por parte de la **MPO de Wausau** puede presentar una denuncia ante los siguientes:

5. **MPO de Wausau**, Laurie Miskimins, Coordinadora del Título VI al 715-261-6000, (para personas hipoacúsicas, use el servicio de retransmisión de Wisconsin 711 - <https://wisconsinrelay.com>; correo electrónico [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov); o visite nuestra oficina administrativa en 1000 Lake View Dr, Wausau, WI 54403
6. Departamento de Transporte de Wisconsin (WisDOT), Taqwanya Smith, Coordinadora Sénior del Título VI y ADA, Teléfono: (608) 266-8129, TTY (800) 947-3529, Fax: (608) 267-3641, Correo electrónico: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705. Para obtener más información, visite el sitio web [WisDOT Title VI-ADA](#).
7. Departamento de Transporte de los Estados Unidos, Administración de Carreteras Federales (FHWA), Oficina de Derechos Civiles. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Teléfono: (202) 366-0693, correo electrónico: [FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)
8. Departamento de Transporte de los EE.UU., Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, 1200 New Jersey Avenue SE, Washington, DC 20590, Teléfono: 1-888-446-4511 o 711(Retransmisión), correo electrónico: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)

### **Procedimientos**



Toda persona que crea que ha sido discriminada por la **MPO de Wausau** puede presentar una denuncia completando y presentando el Formulario de Denuncias de la **MPO de Wausau Apéndice C**.

Este procedimiento de denuncias de derechos civiles también puede ser utilizado por la **MPO de Wausau** para abordar, resolver y cerrar denuncias generales.

Se hará todo lo posible para obtener una pronta resolución de las denuncias al nivel más bajo posible. La opción de reunión de mediación informal entre las partes afectadas y el Coordinador del Título VI de la **MPO de Wausau** se puede utilizar para la resolución, en cualquier etapa del proceso. El Coordinador del Título VI de la **MPO de Wausau** hará todo lo posible para resolver la denuncia.

Las denuncias se pueden presentar a la **MPO de Wausau** por escrito, por correo electrónico o por teléfono. Se anima a las partes denunciante a completar el formulario de denuncia **Apéndice C**. Las denuncias recibidas por teléfono se reducirán a formato escrito y se proporcionarán a la parte denunciante para su confirmación o revisión antes de ser procesadas.

Las denuncias deberían contener la siguiente información:

- ✓ La información de contacto de la parte denunciante, incluyendo, si está disponible: Nombre completo, dirección postal, número de teléfono y dirección de correo electrónico.
- ✓ La razón de la denuncia (por ejemplo, raza, color, nacionalidad, discapacidad, etc.).
- ✓ Las fechas del supuesto acto discriminatorio y si la presunta discriminación está en curso.
- ✓ Los nombres de las personas o partes denunciadas específicas (por ejemplo, agencias u organizaciones) que presuntamente han discriminado.
- ✓ Información suficiente para entender los hechos que llevaron a la parte denunciante a creer que la discriminación ocurrió en un programa o actividad que recibe asistencia financiera federal.

Las denuncias recibidas serán reconocidas y procesadas, una vez que se haya establecido la intención de la parte denunciante de proceder con la denuncia.

### **Investigación de las denuncias**

Las denuncias en las que la **MPO de Wausau** sea nombrada como la parte denunciada (es decir, el destinatario/entidad contra la que se ha presentado una denuncia por discriminación) se enviarán a la agencia estatal o federal correspondiente para su adecuada disposición, de acuerdo con sus procedimientos.

La **MPO de Wausau** asumirá la responsabilidad de investigar las denuncias contra cualquiera de sus contratistas, consultores, arrendadores, etc.

Para ser aceptada, una denuncia de derechos civiles debe cumplir con los siguientes criterios:

4. La denuncia debe ser presentada dentro de los **180** días calendario de la fecha en que supuestamente ocurrió el incidente o cuando la parte denunciante tomó conocimiento de la presunta discriminación.
5. La o las acusaciones deben referirse a una protección no discriminatoria como raza, color, nacionalidad, discapacidad, etc.



6. La o las acusaciones deben involucrar un programa o actividad de un beneficiario de ayuda federal, contratista, consultor o arrendador.

La **MPO de Wausau** revisa y determina la acción apropiada con respecto a cada denuncia.

Cuando se recibe una denuncia, la **MPO de Wausau** proporcionará un reconocimiento por escrito a la parte denunciante dentro de los **14** días hábiles. Se notifica a la parte denunciante sobre la medida propuesta que se tomará para procesar la acusación. La carta de notificación/correo electrónico contendrá:

- ✓ La razón de la denuncia.
- ✓ Una breve declaración de la(s) acusación(s) sobre la cual la **MPO de Wausau** tiene jurisdicción.
- ✓ Una indicación de cuándo se contactará con las partes.

La investigación realizada por la **MPO de Wausau** consiste en una entrevista personal con la o las partes denunciadas. La información recopilada en esta entrevista incluye pero no se limita a la información completada en el [Formulario de denuncia](#). **Apéndice C**.

Si se necesita más información para abordar la denuncia, la **MPO de Wausau** puede ponerse en contacto con el denunciante.

Si una denuncia se considera incompleta o si se solicita información adicional, se le proporcionará al denunciante 7 días hábiles para presentar la información requerida. No hacerlo puede considerarse una buena causa para una determinación de que no hay mérito investigativo.

Dentro de los **30** días hábiles de la aceptación de la denuncia, la **MPO de Wausau** preparará un informe de investigación. El informe incluirá una descripción narrativa del incidente, la identificación de las personas entrevistadas, las conclusiones y la recomendación para su disposición. Solo investigadores razonablemente calificados y capacitados deben llevar a cabo la investigación.

Después de que la **MPO de Wausau** revise la denuncia, se emitirá una de dos (2) cartas a la parte denunciante: Una carta de cierre o una carta de determinación (LOF).

- ✓ Una carta de cierre resume las acusaciones y afirma que no hubo una violación de los derechos civiles y que el caso será cerrado.
- ✓ Una carta de determinación (LOF) resume las acusaciones y las entrevistas con respecto al supuesto incidente, y explica si se producirá alguna acción disciplinaria, capacitación adicional del miembro del personal u otra acción.

Si el denunciante desea apelar la decisión, tiene **20** días hábiles después de la fecha de la carta de determinación para hacerlo.

### **Desestimación**

Se puede recomendar la desestimación de una denuncia de derechos civiles por las siguientes razones:

4. La parte denunciante solicita el retiro de la denuncia.
5. La parte denunciante no responde a las repetidas solicitudes de información adicional necesaria para procesar la denuncia.



6. La parte denunciante no puede ser localizada después de intentos razonables.

**Lista de denuncias**

La **MPO de Wausau** mantiene un registro de denuncias, como se muestra en el **Apéndice C**, en el que se describe la lista de denuncias, investigaciones y demandas que alegan discriminación. La lista incluirá la fecha en que se presentó la denuncia, investigación o demanda de derechos civiles, un resumen de la acusación, el estado de la denuncia, investigación o demanda, las acciones tomadas por la **MPO de Wausau** en respuesta y las determinaciones finales relacionadas con la denuncia, investigación o demanda.

La **MPO de Wausau** presentará un registro de todas las denuncias recibidas según el Título VI, y cualquier registro adicional pertinente a la Oficina del Título VI de WisDOT, según se solicite.

Para obtener más información, comuníquese con:

Coordinadora del Título VI de la **MPO de Wausau**  
 Laurie Miskimins  
[Laurie.miskimins@marathoncounty.gov](mailto:Laurie.miskimins@marathoncounty.gov)  
 715-261-6000

## Formulario de denuncias y comentarios

Deseamos saber su opinión. Si desea presentar un comentario o una denuncia a la MPO de Wausau, complete este formulario y envíelo por correo electrónico a [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov), por correo postal o en persona a la dirección que se indica a continuación.

**Wausau MPO**

1000 Lake View Dr, Wausau, WI 54403

También nos puede llamar al 715-261-6000. Asegúrese de proporcionar su información de contacto para recibir una respuesta.

### Sección A: Requisitos de formato accesible

Sírvase verificar el formato preferido para este documento

<input type="checkbox"/> Texto de tamaño grande	<input type="checkbox"/> TDD o Retransmisión	<input type="checkbox"/> Registro para auditoría	<input type="checkbox"/> Otro (si se selecciona, indique qué tipo de formato desea en el casillero que figura a continuación)
---	--	--	---

Haga clic o toque aquí para ingresar el texto.

### Sección B: Información de contacto

Nombre <input type="text" value="Haga clic o toque aquí para ingresar el texto."/>	Teléfono (incluido el código de área) <input type="text" value="Haga clic o toque aquí para ingresar el texto."/>
--	---



Dirección <a href="#">Haga clic o toque aquí para ingresar el texto.</a>	Ciudad <a href="#">Haga clic o toque aquí para ingresar el texto.</a>
Estado <a href="#">Haga clic o toque aquí para ingresar el texto.</a>	Código postal <a href="#">Haga clic o toque aquí para ingresar el texto.</a>

Correo electrónico [Haga clic o toque aquí para ingresar el texto.](#)

¿Presenta esta denuncia en su propio nombre?

Sí

No

Si responde que no, indique el nombre y la relación que tiene con la persona en nombre de la cual presenta la denuncia y por qué usted completa el formulario en su nombre en el casillero que figura a continuación.

[Haga clic o toque aquí para ingresar el texto.](#)

Sírvase confirmar que obtuvo permiso de la parte agraviada si completa el formulario en nombre de un tercero.

Sí

No

### Sección C: Tipo de comentario

¿Qué tipo de comentario proporciona? Indique qué categoría es la que mejor aplica.

Denuncia

Sugerencia

Felicitación

Otro

¿Cuál de los siguientes describe el tipo de comentario? Marque uno o más de los casilleros.

Raza

Color

Nacionalidad

Religión

Edad

Sexo

Servicio

Estado de ingresos

Dominio limitado del inglés (L.E.P)

Ley de estadounidenses con discapacidades (A.D.A)

### Sección D: Detalles del comentario

Responda las siguientes preguntas sobre su comentario

¿En qué fecha ocurrió el incidente?

[Haga clic para agregar la fecha en el siguiente formato: Día, mes, año](#)

¿A qué hora ocurrió el incidente?

[Haga clic para agregar la hora](#)

¿Cuál es el nombre o identificación del empleado o empleados involucrados?

[Haga clic o toque aquí para ingresar el texto.](#)

¿Cuál es el nombre o identificación de otros involucrados?

[Haga clic o toque aquí para ingresar el texto.](#)

¿En qué lugar ocurrió el incidente?

[Haga clic o toque aquí para ingresar el texto.](#)





Agregue cualquier detalle descriptivo adicional sobre el incidente.

Haga clic o toque aquí para ingresar el texto.

En el casillero que figura a continuación, explique del modo más claro posible qué ocurrió y por qué cree que fue discriminado.

Haga clic o toque aquí para ingresar el texto.

### Sección E: Seguimiento

¿Podemos comunicarnos con usted si necesitamos más detalles o información?

Sí

No

Si la respuesta es afirmativa, ¿cuál es el modo de comunicación que prefiere? Seleccione la forma de contacto preferida a continuación

Teléfono

Correo electrónico

Correo postal

Si prefiere que lo contactemos por teléfono, indique el mejor día y la mejor hora para comunicarnos.

Haga clic aquí para agregar la hora preferida

Haga clic aquí para agregar el día preferido

### Sección F: Resultado deseado

Indique a continuación, qué pasos desearía que se tomaran para abordar el conflicto o problema.

Haga clic o toque aquí para ingresar el texto.

Si corresponde, indique a continuación todas las demás agencias en las que ha presentado esta denuncia como ser agencias federales, estatales o locales, o cualquier tribunal federal o estatal. Incluya la información de contacto a la que se envió la denuncia.

Haga clic o toque aquí para ingresar el texto.

### Sección G: Firma

Adjunte todo documento que tenga que apoye esta acusación. Luego, coloque la fecha y firme este formulario y envíelo a la MPO de Wausau.

Nombre Haga clic o toque aquí para ingresar el texto.

Fecha: Haga clic para agregar la fecha en el siguiente formato:  
Día, mes, año

Firma Haga clic o toque aquí para ingresar el texto.



## Appendix F: Limited English Proficient (LEP) Tools

### “I Speak” Language Identification Card

“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 Simplified
	E nói tiếng Việt	Vietnamese
	나는 한국어를	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	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes



## Language Translation Request Log

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

