



**Title VI/ADA Nondiscrimination Program/
Limited English Proficiency Plan: 2026**

July 31, 2026



U.S. Department of Transportation
Federal Highway Administration



U.S. Department of Transportation
Federal Transit Administration





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BAY-LAKE REGIONAL PLANNING COMMISSION

TITLE VI/ADA NONDISCRIMINATION PROGRAM/ LIMITED ENGLISH PROFICIENCY PLAN: 2026

PREPARED BY:

BAY-LAKE REGIONAL PLANNING COMMISSION

July 31, 2026

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Documents, meeting agendas and minutes, and other information may also be obtained on the BLRPC website at:

<https://baylakerpc.org/>

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The contents of this report reflect the views of the Bay-Lake Regional Planning Commission, which is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the U.S. Department of Transportation. This report does not constitute a standard, specification or regulation.

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PURPOSE

PURPOSE FOR TITLE VI/ADA PROGRAM

As a subrecipient of federal funds administered by the Federal Highway Administration (FHWA) and/or the Federal Transit Administration (FTA) from the State of Wisconsin, the Bay-Lake Regional Planning Commission (BLRPC) is required to comply with *Title VI of the Civil Rights Act of 1964*, the *Civil Rights Restoration Act of 1987*, and all related regulations and statutes.

In addition, the BLRPC is required to comply with *Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation*. The purpose of these regulations is to assure that no person or groups of persons shall, on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the MPO, regardless of whether those programs and activities are federally funded or not.

The American with Disability Act (ADA) is a federal law that prohibits discrimination against people with disabilities. Specifically, Title 49 Code of Federal Regulation, Part 37.5 (a) states that “no entity shall discriminate against an individual with a disability in connection with the provision of transportation service.” The BLRPC shall accommodate reasonable requests in advance from individuals with disabilities. The BLRPC will also provide meaningful access to services for persons with Limited English Proficiency (LEP).

FORMAT OF TITLE VI/ADA PROGRAM

This Title VI Program is formatted to meet the requirements found in *FTA Circular 4702.1B, “Title VI Requirements and Guidance for Federal Transit Administration Recipients.”*

Per the request of WisDOT, MPO’s/RPC’s are to develop a Title VI/ADA Plan for completeness with FTA requirements

The next section addresses the requirements for Chapters III and VI of the Circular as they pertain to requirements and guidelines for the BLRPC. Each requirement includes exact language from the Circular in *italics*, followed by a discussion of how the BLRPC meets the requirements.

FTA CIRCULAR 4702.1B: TITLE VI REQUIREMENTS AND GUIDELINES

CHAPTER III: GENERAL REQUIREMENTS AND GUIDELINES

1. Introduction

Not Applicable

2. Requirement to Provide Title VI Assurances

“In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT’s Title VI regulations.”

The BLRPC Title VI Assurances are referenced in **Appendix A**.

3. Requirements for First-Time Applicants

Not Applicable

4. Requirement to Prepare and Submit a Title VI Program

“Title 49 CFR Section 21.9(b) requires recipients to ‘keep such records and submit to the Secretary timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Secretary may determine to be necessary to enable him or her to ascertain whether the recipient has complied or is complying with this [rule].’....For all recipients (including subrecipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA....Recipients shall submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Program.”

BLRPC Title VI activities will be reported to the BLRPC Commissioners annually at the September BLRPC Full Commission meeting, and will be documented in the meeting minutes. For the regional transportation program, the BLRPC will self-certify compliance with Title VI requirements with approval of the annual work program. For the Sheboygan MPO program, the BLRPC will self-certify compliance with Title VI requirements with approval of each work program and transportation improvement program (TIP) or TIP amendment. Meeting minutes and resolutions will be submitted to the Wisconsin Department of Transportation, and will be made available on the BLRPC website.

A copy of the BLRPC resolution approving this Title VI Program is included in **Appendix B**.

The requirements included in the “contents” part of this item (Section 4: Requirement to Prepare and Submit a Title VI Program) are also included and addressed in Sections 5 through 12 below, or are not applicable.

5. Requirement to Notify Beneficiaries of Protection Under Title VI

“Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient’s obligations under DOT’s Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. Recipients shall disseminate this information to the public through measures that may

include but are not limited to: posting a Title VI notice on the agency's website, at the agency's office, at stations or stops, and/or on transit vehicles."

The BLRPC Title VI notice is included in **Appendix C**, and is posted on the BLRPC website and at the BLRPC office. The BLRPC does not provide transit services; therefore, other requirements of this section are not applicable.

6. Requirement to Develop Title VI Complaint Procedures and Complaint Form

"In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Recipients must also develop a Title VI complaint form."

The BLRPC Title VI complaint procedures, complaint log, and complaint form are in Appendix D, F, and E. The documents listed can be viewed in other languages using Google translate on the BLRPC's website. The complaint procedure and complaint forms are posted on the BLRPC website and at the BLRPC office.

7. Requirement to Record and Report Title VI Investigations, Complaints, and Lawsuits

"In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient."

There have been no Title VI investigations, complaints or lawsuits filed with the BLRPC.

8. Promoting Inclusive Public Participation

"The content and considerations of Title VI, FTA Circular 4702.1b, and the DOT LEP Guidance shall be integrated into each recipient's established public involvement plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public involvement activities)."

In order to promote inclusive public participation in its planning activities, the BLRPC employs the following strategies, as appropriate:

- **Coordination and Consultation**
 - The BLRPC will consult with agencies and officials responsible for other planning activities within its planning areas (regional and Sheboygan metropolitan planning area) that are affected by transportation in the development of transportation plans and programs, including Indian Tribal governments and Federal land management agencies, where applicable.
 - The BLRPC will coordinate public involvement and consultation processes with applicable statewide transportation planning activities and processes.
- **Accessibility and Information**
 - The BLRPC will hold public meetings at convenient and accessible locations and times.

- The BLRPC will make public information available in electronically accessible formats and will utilize social media and other resources as a way to gain public involvement.
- The BLRPC will provide reasonable public access to technical and policy information used in the development of transportation plans and programs.
- The BLRPC will employ visualization techniques to describe transportation plans and programs (where applicable).
- **Timeliness**
 - The BLRPC will provide timely information about transportation issues and processes to all concerned stakeholders, including affected public agencies, private providers of transportation, and other interested parties and segments of the community affected by transportation plans, programs and projects.
 - The BLRPC will provide adequate notice of public involvement activities and time for review and comment. Public notice of meetings will be placed on the BLRPC website, will be distributed to local and regional news media, and will be published in local newspapers (when applicable).
- **Public Comment**
 - The BLRPC will demonstrate explicit consideration of and response to public input received during the development of transportation plans and programs.
 - The BLRPC will provide an additional opportunity for public comment if the final transportation plan or program differs significantly from the version that was initially made available for comment.
 - The BLRPC will include as part of the final transportation plan or program a report or summary on the disposition of significant written or oral comments received on draft plans and programs.
- **Evaluation**
 - The BLRPC will review the effectiveness of all of its public participation activities in order to ensure a full and open participation process. At a minimum, public outreach efforts will be conducted as a part of full meetings of the BLRPC Commission (quarterly – March, June, September and December), as a part of BLRPC Executive Committee meetings (quarterly – January, April, July and October), and as a part of Sheboygan MPO Technical and Policy Advisory Committee joint meetings (held in Sheboygan an average of seven times each year).

- The BLRPC will document and maintain records of its public outreach efforts.

As the Metropolitan Planning Organization (MPO) for the Sheboygan Metropolitan Planning Area, the BLRPC maintains the *2024 Public Participation Plan (PPP) for the Sheboygan MPO*, which is available on the BLRPC website. The following text is taken directly from the *2024 PPP Update*, and describes how the MPO promotes inclusive public participation:

The PPP goal is as follows:

- Enhance Public Participation in the Sheboygan Metropolitan Planning Organization Process to Ensure Inclusive Decision-Making and Community Engagement in Transportation Planning and Development.

The PPP objectives are as follows:

1. Increase Awareness

- Develop and implement a comprehensive outreach strategy to raise awareness about the MPO process, its significance, and how the public can participate.
- Utilize various communication channels such as social media, newsletters, community events, and local media outlets to disseminate information effectively.

2. Diversify Engagement

- Implement targeted outreach efforts to engage disadvantaged communities through culturally sensitive and inclusive methods.
- If necessary, translate essential materials into required languages to ensure accessibility for diverse populations.

3. Facilitate Access

- Establish accessible venues and virtual platforms for MPO meetings and public hearings to accommodate a broader range of participants, including those with disabilities or transportation limitations.
- Provide options for remote participation, such as livestreaming, teleconferencing, and online comment submissions, to encourage broader engagement.

4. Educate and Empower

- Develop educational materials and workshops to enhance public understanding of transportation planning processes, terminology, and the potential impacts of decisions.
- Offer training sessions and resources to empower community members to effectively participate in MPO meetings, discussions, and decision-making processes.

5. Foster Collaboration

- Facilitate partnerships with local community organizations, advocacy groups, educational institutions, and businesses to amplify outreach efforts and encourage active participation.

- Establish advisory committees or working groups comprising diverse stakeholders to provide ongoing input and feedback on transportation planning initiatives.
6. Ensure Transparency
- Enhance the accessibility of MPO documents, reports, data and interactive maps by publishing them on the MPO website and providing clear explanations of their content.
 - Maintain open lines of communication with the public through regular updates, newsletters, and public forums to promote transparency and accountability in decision-making processes.
7. Evaluate and Improve
- Regularly assess the effectiveness of public participation efforts through surveys, feedback mechanisms, and stakeholder consultations.
 - Use evaluation findings to identify strengths, weaknesses, and areas for improvement in the Public Participation Plan, making adjustments as necessary to enhance engagement and inclusivity over time.

The *PPP for the Sheboygan MPO* will be updated in 2027.

Title VI Stakeholders

The public participation plan was developed “in consultation with an expanded list of ‘interested parties,’” and the BLRPC has identified the following stakeholder groups as important participants in the public participation process for BLRPC plans and programs:

Minority Population

Minorities are defined as non-white persons within the Race and Hispanic or Latino Origin variable of the decennial census or American Community Survey when applicable. Census tracts (in the case of the region) and block groups (in the case of the Sheboygan metropolitan planning area) whose minority population has been determined to be significantly greater than the planning area average will be identified as areas of potential disproportionate impact. Within the minority community reside those who have limited English proficiency.

Limited English Proficient (LEP)

Consistent with Title VI of the Civil Rights Act of 1964, and outlined in FTA Circular 4702.1b, BLRPC as a recipient of federal financial assistance is required to provide meaningful access to LEP persons.

According to the Department of Justice (DOJ) LEP Guidance, Reasonable steps to ensure meaningful access depends on a number of factors:

- The number or proportion of LEP persons that may be impacted by a project or program;
- The frequency with which LEP persons come in contact with the project or program;

- The importance of the service provided by the project or program; and
- The resources available to the receiving agency.

Anyone in need of interpretive services may contact the BLRPC office at (920) 448-2820.

Low-Income Populations

Generally, low-income is income which does not exceed 80 percent of the median family income for the applicable area as determined by the U.S. Department of Housing and Urban Development. Areas where low-income populations are significantly greater than the planning area as a whole will be identified as areas of potential disproportionate impact. Organizations representing these populations are included in BLRPC public participation lists.

Individuals with Disabilities

ADA defines person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. Organizations representing individuals with disabilities are included in BLRPC public participation list.

9. Requirement to Provide Meaningful Access to LEP Persons

The President signed the Executive Order 14224, *Designating English as the Official Language of the United States*, on March 1, 2025. Executive Order 14224 rescinded any policy guidance documents issued by the Executive Order 13166. However, “*Title VI of the Civil Rights Act of 1964, requires recipients to take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP).*”

The BLRPC Limited English Proficiency Plan is included as **Appendix G**. The plan meets the requirements regarding the provision of language assistance in the BLRPC’s activities and programs.

10. Minority Representation on Planning and Advisory Bodies

“Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, and national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.” Recipients that have transit-related, nonelected planning boards, advisory councils or committees, or similar decision-making bodies must provide a table depicting the racial breakdown of the membership of those bodies, and a description of efforts made to encourage the participation of minorities on such decision-making bodies.”

The BLRPC Commission is the final decision-making body for the Sheboygan MPO. The Commission is comprised of three Commissioners from each of the six counties that are members of the BLRPC, plus one Commissioner from each of the two counties that is not a member of the BLRPC. BLRPC Commissioners are appointed to the Commission by the Governor’s Office and/or by the County Boards within the region. BLRPC staff encourages participation by all groups by invitation to quarterly full Commission meetings, quarterly meetings of the BLRPC Executive Committee (involving one Commissioner per county),

public information meetings, etc., as outlined in the Public Participation Plan. Contacts are maintained in e-mail distribution lists and in mailing lists.

The Sheboygan MPO committees, as is evident by their names (Technical Advisory Committee and Policy Advisory Committee) serve in an advisory role to the BLRPC Commission. BLRPC personnel who staff the Sheboygan MPO encourage participation by all groups on the MPO advisory committees by invitation to committee meetings, public information meetings, etc., as outlined in the Public Participation Plan. Representation on all appointed MPO advisory committees is determined by the member communities and agencies.

Table 1 details BLRPC Commission and MPO committee membership as self-identified.

Table 1: BLRPC Commission and Sheboygan MPO Technical and Policy Advisory Membership, June 2026.

Self-Identified	BLRPC Commissioners (20 members)	Sheboygan MPO Technical Advisory Committee (22 members)	Sheboygan MPO Policy Advisory Committee (13 members)	Total	Percent of Total
White/Caucasian	18	22	13	53	96%
Asian or Pacific Islander	0	0	0	0	0%
Black or African American	0	0	0	0	0%
Hispanic	0	0	0	0	0%
American Indian or Alaska Native	0	0	0	0	0%
Two or More Races	0	0	0	0	0%
Some Other Race	0	0	0	0	0%
New, Requested, or No response	0	0	0	0	0%
Vacant Position	2	0	0	2	4%
Total	20	22	13	55	100%

The overall minority population of the Bay-Lake Region equals 17.2 percent of the total population of the region. In the case of the Sheboygan MPO, the overall minority population of the ten communities that make up the Sheboygan Metropolitan Planning Area equals 23.7 percent of the total population of those communities.

Efforts to Encourage Minority Population

The BLRPC understands that diverse representation on boards and committees results in sound policy reflective of the entire population of the region and of the Sheboygan Metropolitan Planning Area. As such, the BLRPC encourages participation of all of its citizens. As vacancies on the BLRPC Commission and on the Sheboygan MPO advisory committees become available, the BLRPC will make efforts to encourage and promote diversity. To encourage participation on the BLRPC Commission and on the Sheboygan MPO advisory committees, the BLRPC will reach out to community, ethnic and faith-based organizations to connect with all populations.

11. Providing Assistance to Subrecipients

Not applicable, as the BLRPC is a subrecipient.

12. Monitoring Subrecipients

Not applicable, as the BLRPC is a subrecipient.

CHAPTER VI OF FTA CIRCULAR 4702.1B: REQUIREMENTS FOR METROPOLITAN PLANNING ORGANIZATIONS

1. Introduction

Not applicable.

2. Requirement to Prepare and Submit a Title VI Program

“For all recipients (including subrecipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. FTA will review and grant approval or conditional approval for Title VI Programs. Subrecipients, including MPOs that receive Federal planning money from the State, shall submit Title VI Programs to the State as the primary recipient from whom they receive funding, in order to assist the State in its compliance efforts.”

A copy of the BLRPC resolution approving this Title VI program is included in Appendix B.

In its transportation planning capacity under its regional transportation and Sheboygan MPO planning programs, the BLRPC shall submit to the State, as the primary recipient, and also to FTA:

- (1) The information required under Section 4 of Chapter III (General Requirements) of this Circular (included above); and
- (2) A demographic profile of the Region and of the Sheboygan Metropolitan Planning Area that includes the locations of minority populations as covered by Title VI;

The BLRPC uses the Hispanic or Latino and Race variables from the U.S. Bureau of the Census to determine the distribution of minority and non-Hispanic “white alone” populations. Minorities are defined as Black or African American alone, American Indian or Alaska Native alone, Asian alone, Native Hawaiian or Other Pacific Islander alone, Some Other Race alone, two or more races, and White alone persons of Hispanic or Latino origin.

Table 2 details the minority population composition of the eight-county Bay-Lake Region.

Table 2: Minority Population Composition of the Bay-Lake Region: 2020 – 2024 American Community Survey.

County	Population						Minority Race*					
	Population	Non-Hispanic White	Hispanic	Total Minority**	Non-Hispanic White	Total Minority**	Black or African American Alone	American Indian or Alaska Native Alone	Asian Alone	Native Hawaiian or Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
	Total			Percent			Percent of Total Population					
Brown	270,892	209,400	27,824	61,492	77.3%	22.7%	2.5%	1.9%	3.4%	0.0%	4.1%	4.8%
Door	30,445	27,856	1,266	2,589	91.5%	8.5%	0.0%	0.4%	0.5%	0.0%	0.0%	3.4%
Florence	4,646	4,407	21	239	94.9%	5.1%	0.3%	1.6%	0.0%	0.0%	0.0%	2.8%
Kewaunee	20,664	19,010	847	1,654	92.0%	8.0%	0.4%	0.1%	0.5%	0.0%	0.3%	2.6%
Manitowoc	81,406	71,047	4,474	10,359	87.3%	12.7%	0.8%	0.2%	2.4%	0.1%	0.4%	3.4%
Marinette	42,046	39,286	1,233	2,760	93.4%	6.6%	0.5%	0.1%	0.3%	0.0%	0.1%	2.6%
Oconto	39,589	36,922	903	2,667	93.3%	6.7%	0.1%	1.0%	0.2%	0.0%	0.1%	2.9%
Sheboygan	117,991	95,364	9,148	22,627	80.8%	19.2%	2.1%	0.1%	5.8%	0.1%	0.2%	3.1%
Region	607,679	503,292	45,716	104,387	82.8%	17.2%	0.8%	0.7%	1.6%	0.0%	0.7%	3.2%

*Minority race categories include Black or African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian or Other Pacific Islander alone, Some Other Race alone, and Two or More Races. Persons of Hispanic or Latino origin may be of any race or combination of races.

**Minority Population includes all persons of minority races as well as persons who are White alone with Hispanic or Latino origin.

Source: U.S. Bureau of the Census, 2020 - 2024 American Community Survey 5-Year Estimates.

Table 3 illustrates the composition of the minority population of the ten cities, villages, and towns that are wholly or partially located in the Sheboygan Metropolitan Planning Area.

Table 3: Minority Population Composition of the Communities of the Sheboygan Metropolitan Planning Area: 2020-2024 American Community Survey.

Community	Population						Minority Race*					
	Population	Non-Hispanic White	Hispanic	Total Minority**	Non-Hispanic White	Total Minority**	Black or African American Alone	American Indian or Alaska Native Alone	Asian Alone	Native Hawaiian or Other Pacific Islander Alone	Some Other Race Alone	Two or More Races
	Total			Percent			Percent of Total Population					
City of Sheboygan	49,645	33,942	6,401	15,703	68.4%	31.6%	2.9%	0.1%	11.1%	0.2%	0.1%	4.3%
City of Sheboygan Falls	8,547	7,640	198	907	89.4%	10.6%	0.3%	0.0%	5.0%	0.5%	0.2%	2.3%
Village of Howards Grove	3,223	3,044	61	179	94.4%	5.6%	0.0%	0.0%	3.1%	0.0%	0.0%	0.6%
Village of Kohler	2,175	1,847	113	197	84.9%	9.1%	3.2%	0.0%	4.5%	0.0%	0.5%	0.2%
Town of Herman	2,086	1,714	97	372	82.2%	17.8%	6.9%	0.0%	6.0%	0.0%	0.0%	0.3%
Town of Lima	2,939	2,565	94	374	87.3%	12.7%	0.3%	0.1%	0.6%	0.0%	3.8%	4.7%
Town of Mosel	673	661	4	12	98.2%	1.8%	0.0%	0.0%	0.7%	0.0%	0.0%	0.4%
Town of Sheboygan	8,281	6,905	534	1,376	83.4%	16.6%	2.7%	0.1%	6.0%	0.0%	0.0%	1.4%
Town of Sheboygan Falls	1,859	1,739	70	120	93.5%	6.5%	0.5%	0.0%	0.7%	0.0%	0.0%	1.5%
Town of Wilson	3,439	3,054	267	385	88.8%	11.2%	0.0%	0.0%	1.0%	0.0%	0.4%	2.0%
Total	82,867	63,111	7,839	19,625	76.2%	23.7%	1.7%	0.0%	3.9%	0.1%	0.5%	1.8%

*Minority race categories include Black or African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian or Other Pacific Islander alone, Some Other Race alone, and Two or More Races. Persons of Hispanic or Latino origin may be of any race or combination of races.

**Minority Population includes all persons of minority races as well as persons who are White alone with Hispanic or Latino origin.

Source: Source: U.S. Bureau of the Census, 2020 - 2024 American Community Survey 5-Year Estimates.

- (3) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process;

The procedures by which the mobility needs of minority populations are identified and considered in the BLRPC's regional transportation and Sheboygan MPO planning processes include: (1) public outreach; and (2) statistical and mapping (GIS) analysis.

Public outreach involves inviting members of minority advocacy organizations to participate on committees and in planning activities (including public informational/input meetings and focus groups). Specifically, for the MPO, the BLRPC maintains a distribution list of contacts that includes representatives from Hispanic advocacy groups (Partners for Community Development), Hmong advocacy groups (the Hmong Mutual Assistance Association), and from an advocacy group for general LEP populations (the Literacy Council of the Family Resource Center of Sheboygan County), among others.

Statistical and mapping (GIS) analysis is used to identify the locations of minority persons. This mapping aids in analyzing where to recommend improvements in transit service. The BLRPC, in its role as the MPO for the Sheboygan Metropolitan Planning Area, periodically completes a transit development program for Shoreline Metro (the local transit provider) that identifies block groups exhibiting higher percentages of minority or low-income persons than the percentage of those groups for the metropolitan planning area. BLRPC staff also map the locations of street and highway improvement and bicycle and pedestrian facility projects overlayed with the mapping of areas with higher concentrations of minority populations for planning purposes.

Since the BLRPC is a subrecipient and does not provide fixed-route public transportation service, other requirements in Section 3 are not applicable to the BLRPC.

- (4) Demographic maps that overlay the percent minority and non-minority populations as identified 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, including Federal funds managed by the MPO as a direct recipient;

Distribution of Target Populations

Maps identifying the locations of minority persons and low-income individuals are included on the following pages. The maps are used by BLRPC staff in the development of the BLRPC region and the Sheboygan MPO's Work Programs, Coordinated Public Transit-Human Services Transportation Plans, Transit Development Programs (TDP), the Sheboygan Area Transportation Plan (SATP), the Transportation Improvement Program (TIP) and other studies as applicable. The following maps detail the location of minority and low-income populations within the BLRPC's eight county planning area and the Metropolitan Planning Area.

For the BLRPC's Regional Transportation Planning program, Map 1 illustrates the census tracts in the eight-county planning area that have a higher minority population percentage than that of the region as a whole (17.2 percent). For the BLRPC's Regional Transportation

Planning program, the BLRPC is a planning organization and does not operate a public transit system or have approval authority over transportation or transit-related projects.

For the BLRPC's Regional Transportation Planning program, Map 2 illustrates various transportation services in the eight-county region. Map 2 also shows the highway network, cities and villages in the region, and county boundaries.

For the BLRPC's Sheboygan MPO program, Map 3 includes the census block groups in the Sheboygan metropolitan planning area that have a higher minority population percentage than that of the ten communities that constitute the metropolitan planning area as a whole (23.7 percent). Map 3 also shows street and highway project locations in relation to minority population concentrations in the Sheboygan Metropolitan Planning Area. For the Sheboygan MPO program, the BLRPC does have project selection authority over a small class of street and highway projects (the Surface Transportation Block Grant (STBG) Urban program) but has no other project selection authority.

For the BLRPC's Sheboygan MPO program, Map 4 includes the same mapping of the census block groups in the Sheboygan metropolitan planning area that have a higher minority population percentage than that of the ten communities that constitute the metropolitan planning area as a whole (23.7 percent). Map 4 illustrates bicycle and pedestrian transportation project locations in relation to minority population concentrations in the Sheboygan Metropolitan Planning Area. For the Sheboygan MPO program, the BLRPC does not have project selection authority over bicycle and pedestrian transportation projects.

For the BLRPC's Sheboygan MPO program, Map 5 illustrates the current Shoreline Metro fixed-route structure. Map 5 also includes the same mapping of the census block groups in the Sheboygan metropolitan planning area that have a higher minority population percentage than that of the ten communities that constitute the metropolitan planning area as a whole (23.7 percent). For the Sheboygan MPO program, the BLRPC does not have project selection authority over transit operating expenses or capital projects, nor does it operate a public transit system.

- (5) An analysis of impacts identified in paragraph (4) that identifies any disparate impacts on the basis of race, color or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

For the BLRPC's Regional Transportation Planning program, taken as a whole, proposed projects or projects in the early stages of development will be overlaid onto each map as part of the analysis. A written evaluation and maps will be incorporated into each appropriate transportation plan. In the event any disproportionately negative impacts on the basis of minority populations, appropriate steps will be taken to mitigate these impacts.

For the BLRPC's Sheboygan MPO program, taken as a whole, proposed projects or projects in the early stages of development will be overlaid onto each map as part of the analysis. A

written evaluation and maps will be incorporated into each appropriate transportation plan. In the event any disproportionately negative impacts on the basis of minority populations, appropriate steps will be taken to mitigate these impacts.

Federal & State Transportation Funds Short-Range Transportation Plans

Short-range Transportation Plans

Annual Listing of Obligated Projects

An Annual Listing of projects for which federal funds have been obligated in the preceding year shall be published or otherwise made available by the cooperative effort of the state, transit operator, and Sheboygan MPO for public review. This provision is intended to increase the transparency of government spending on transportation projects and strategies in metropolitan areas to state and local officials, and to the public at large.

The Sheboygan MPO publishes the Annual Listing of Obligated Projects on its website at <https://baylakerpc.org/services/transportation/sheboygan-mpo/annual-listing-of-obligated-projects/>. To review the listing, scroll down to Obligated Transportation Projects pdf. In 2025, a total of \$1,586,895.23 in federal funds was obligated to transportation projects in the Sheboygan Metropolitan Planning Area.

Transportation Improvement Program (TIP)

The projects outlined in the *Annual Listing of Obligated Projects* were analyzed as part of the annual Transportation Improvement Program (TIP) Title VI review process.

Each year, the goal is to determine that the projects do not impose disproportionately high and adverse impacts on targeted populations and that the benefits of the transportation services and improvements provided are reasonably distributed to serve the needs of all populations in the area .

To review the annual Title VI analysis, please refer to the TIP documents found at <https://baylakerpc.org/services/transportation/sheboygan-mpo/tip>

Long-Range Transportation Plan

Sheboygan Area Transportation Plan

To view the current 2050 *Sheboygan Area Transportation Plan (SATP)*, go to the following website at

<https://long-range-baylakerpc.hub.arcgis.com/>

3. Planning

“All MPOs are responsible for conducting planning activities that comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Transportation Planning and Programming, for a specified metropolitan planning area.”

U.S. Department of Transportation regulations provide for self-certification that the planning activities of the MPO are being carried out in conformance with these and other applicable requirements. This self-certification is included in the annual MPO Planning Work Program and certified in the Work Program's approval by the WisDOT and FHWA.

The BLRPC Regional Transportation Work Program is also approved by resolution, and includes self-certification that all planning activities of the BLRPC are being carried out in conformance with these and other applicable requirements. This certification is also acknowledged in the Work Program's approval by the Wisconsin Department of Transportation.

4. Designated Recipient

Not applicable, as the BLRPC is a subrecipient.

5. Direct Recipient

Not applicable, as the BLRPC is a subrecipient.

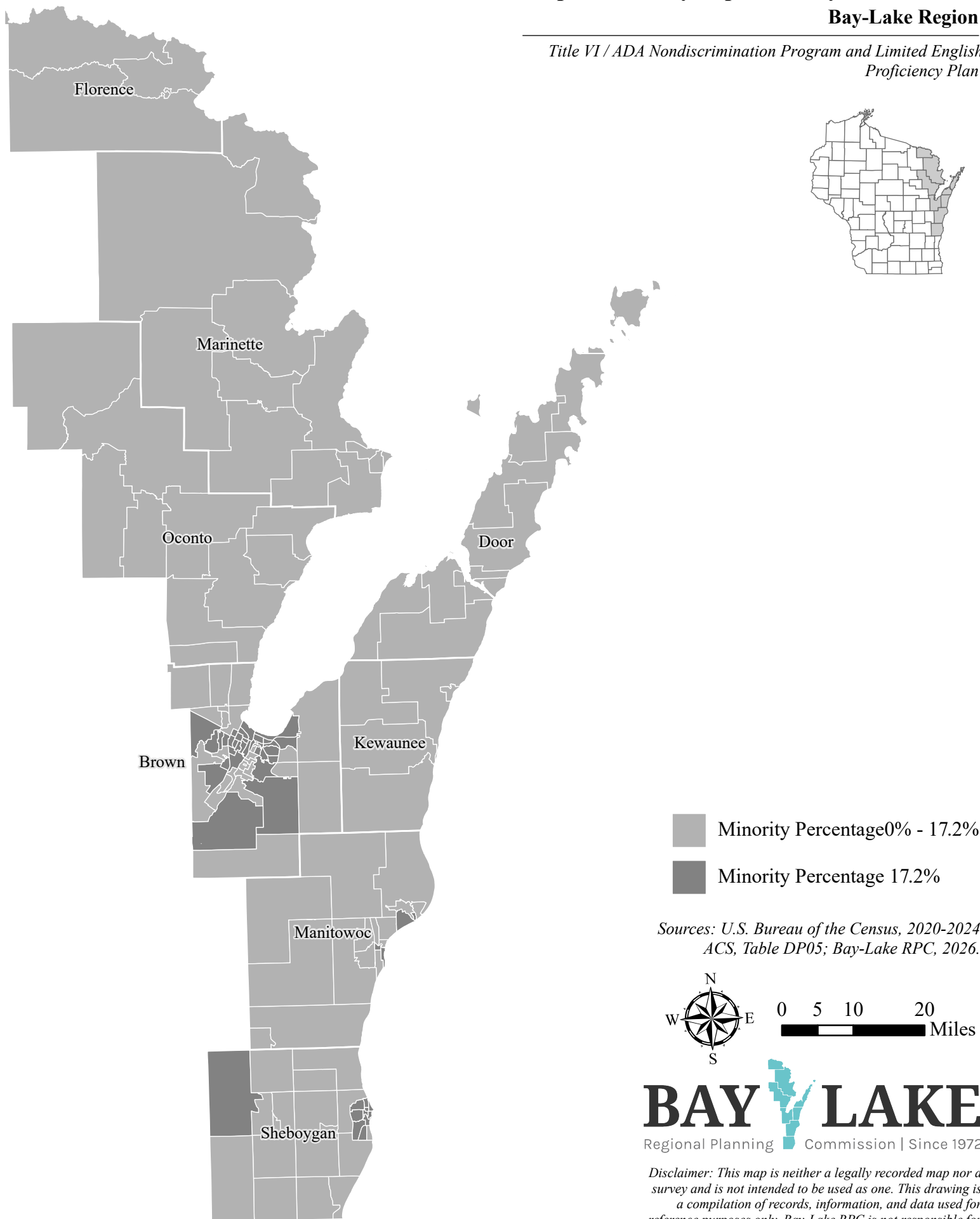
6. Requirements for Program Administration

Not applicable, as the BLRPC is a subrecipient.

Map 1: Minority Population by Census Tract

Bay-Lake Region

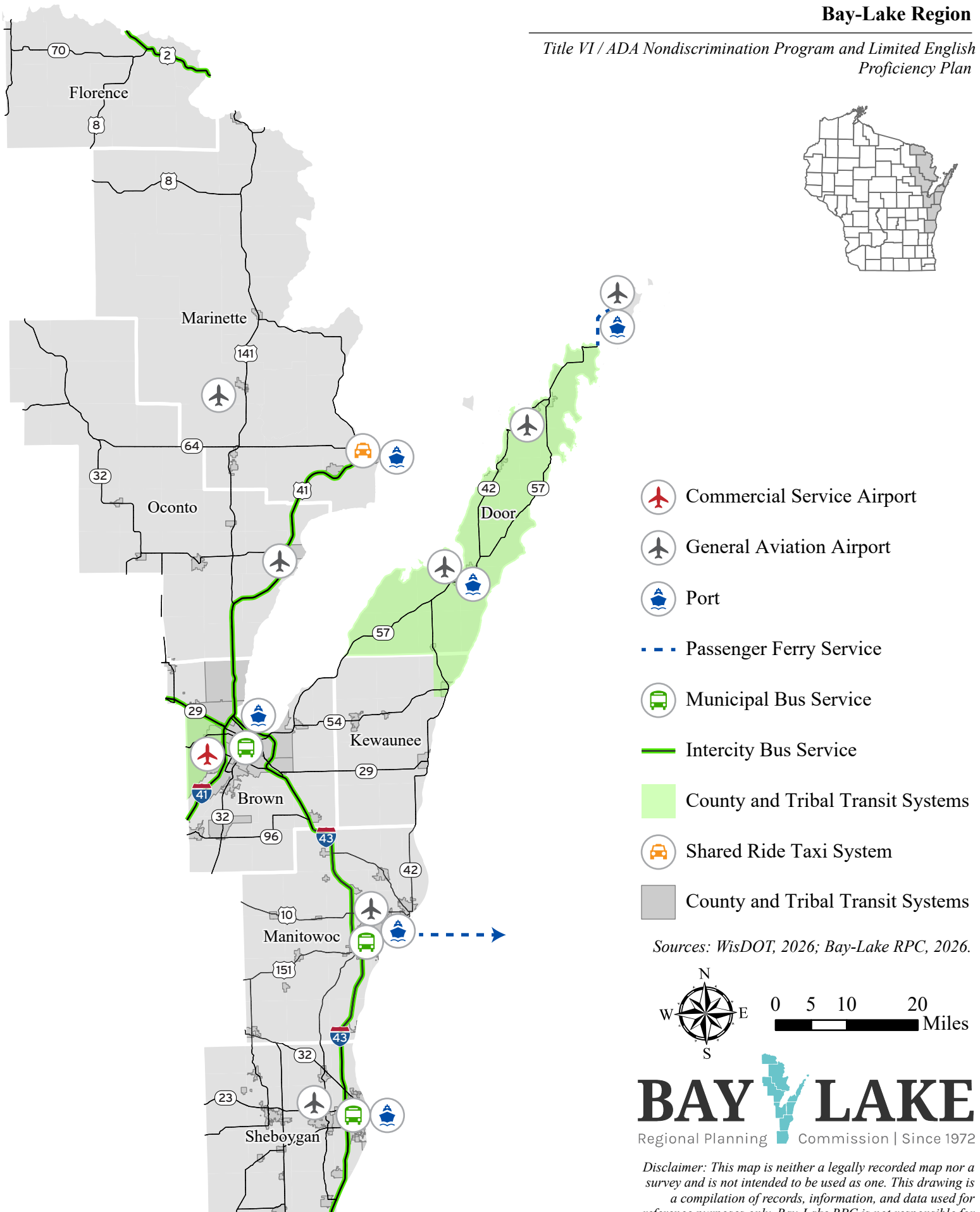
Title VI / ADA Nondiscrimination Program and Limited English Proficiency Plan



Map 2: Transportation Services

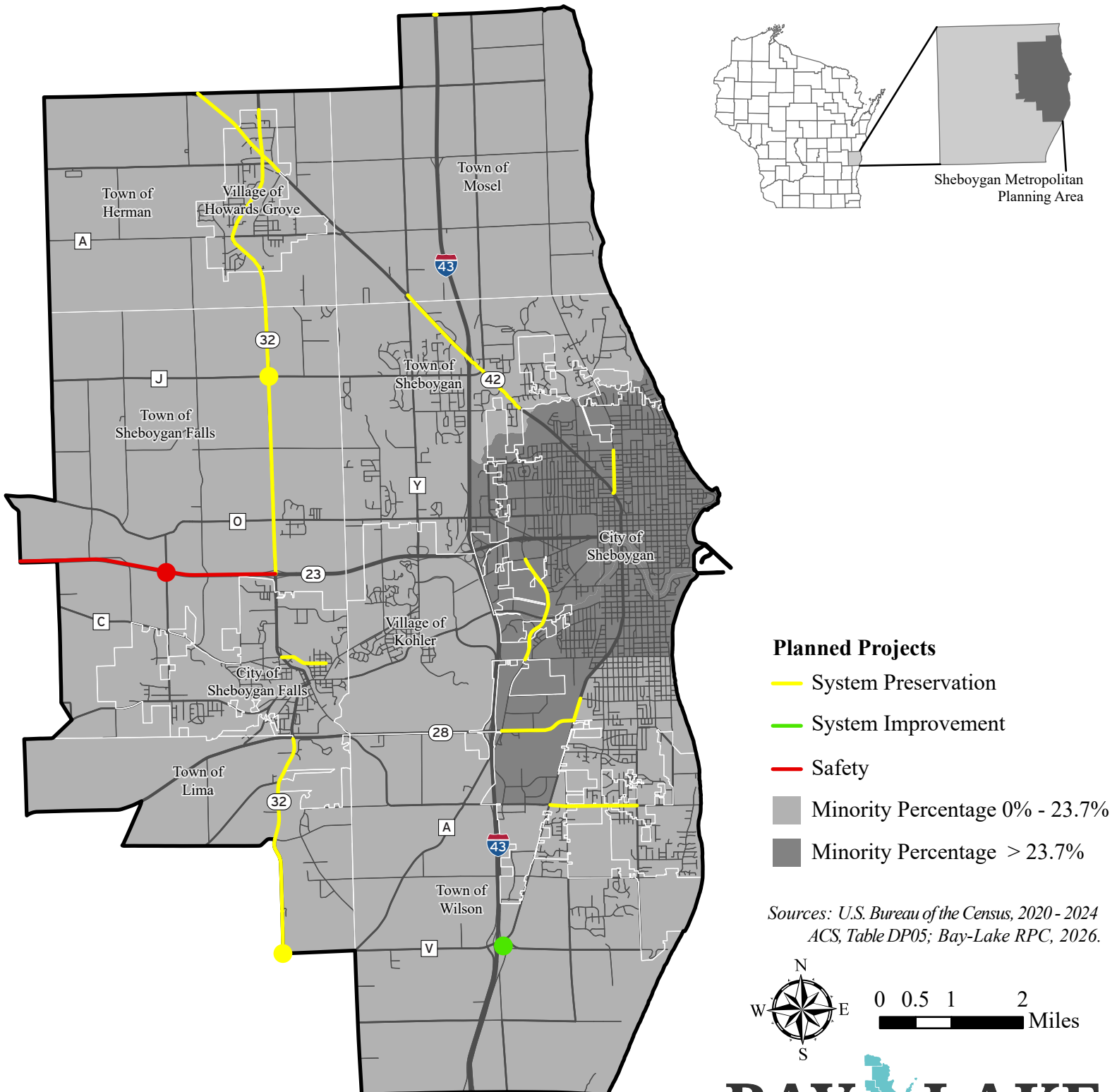
Bay-Lake Region

Title VI / ADA Nondiscrimination Program and Limited English Proficiency Plan



Map 3: Street and Highway Project Locations in Relation to Minority Populations Sheboygan Metropolitan Planning Area

Title VI / ADA Nondiscrimination Program and Limited English Proficiency Plan



Planned Projects

- System Preservation
- System Improvement
- Safety

- Minority Percentage 0% - 23.7%
- Minority Percentage > 23.7%

Sources: U.S. Bureau of the Census, 2020 - 2024 ACS, Table DP05; Bay-Lake RPC, 2026.

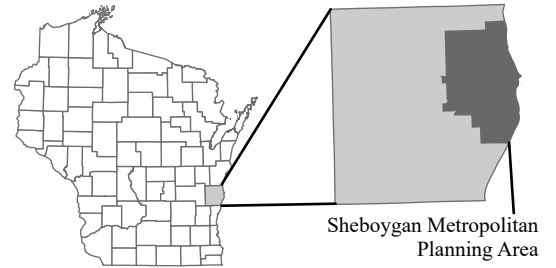
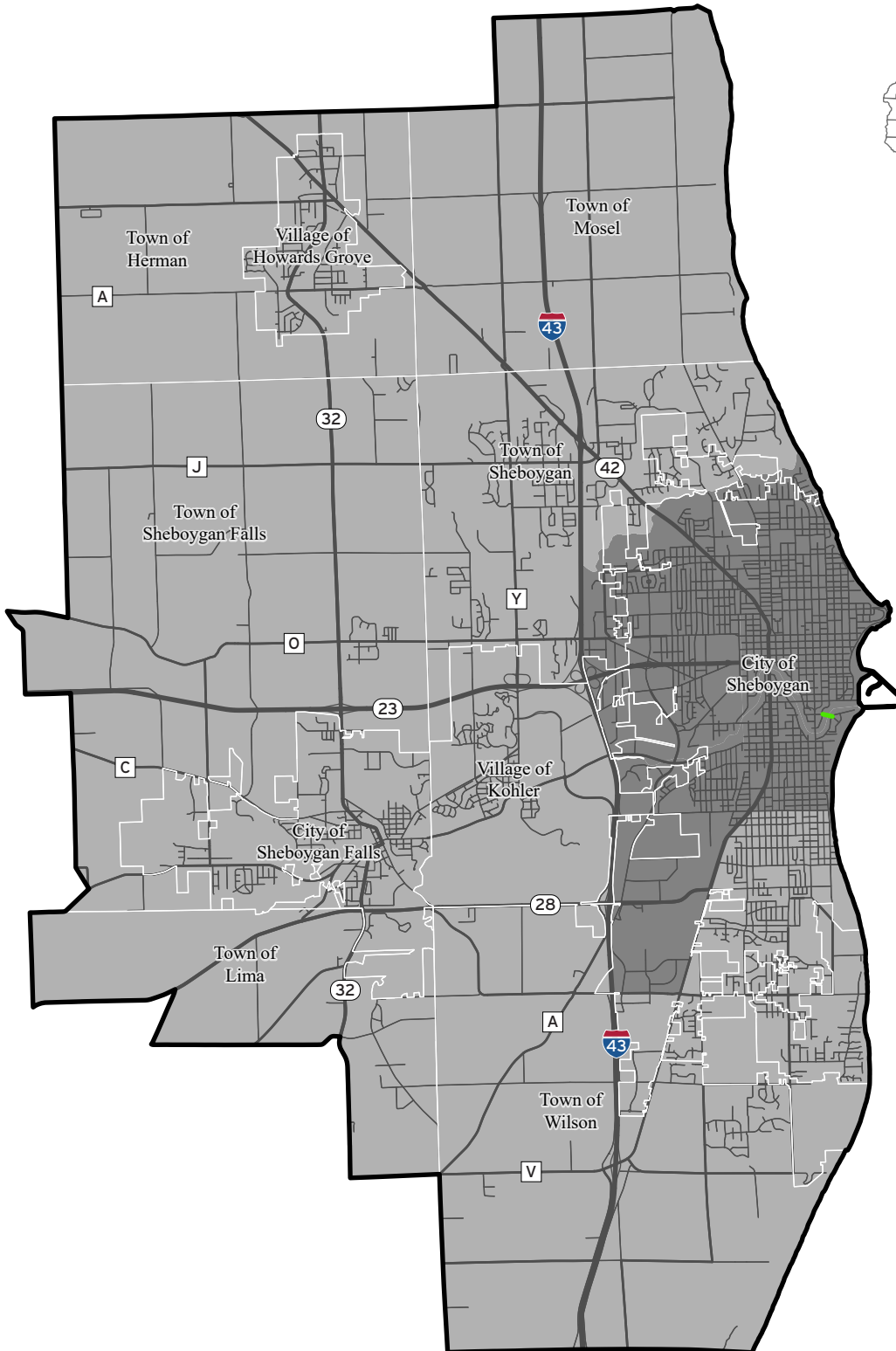


BAY LAKE
Regional Planning Commission | Since 1972

Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies contained herein.

Map 4: Bicycle and Pedestrian Project Locations in Relation to Minority Populations Sheboygan Metropolitan Planning Area

Title VI / ADA Nondiscrimination Program and Limited English Proficiency Plan



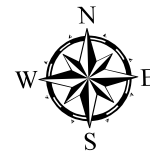
Planned Projects

— Swing Bridge

Minority Percentage 0% - 23.7%

Minority Percentage > 23.7%

Sources: U.S. Bureau of the Census, 2020 - 2024 ACS, Table DP05; Bay-Lake RPC, 2026.



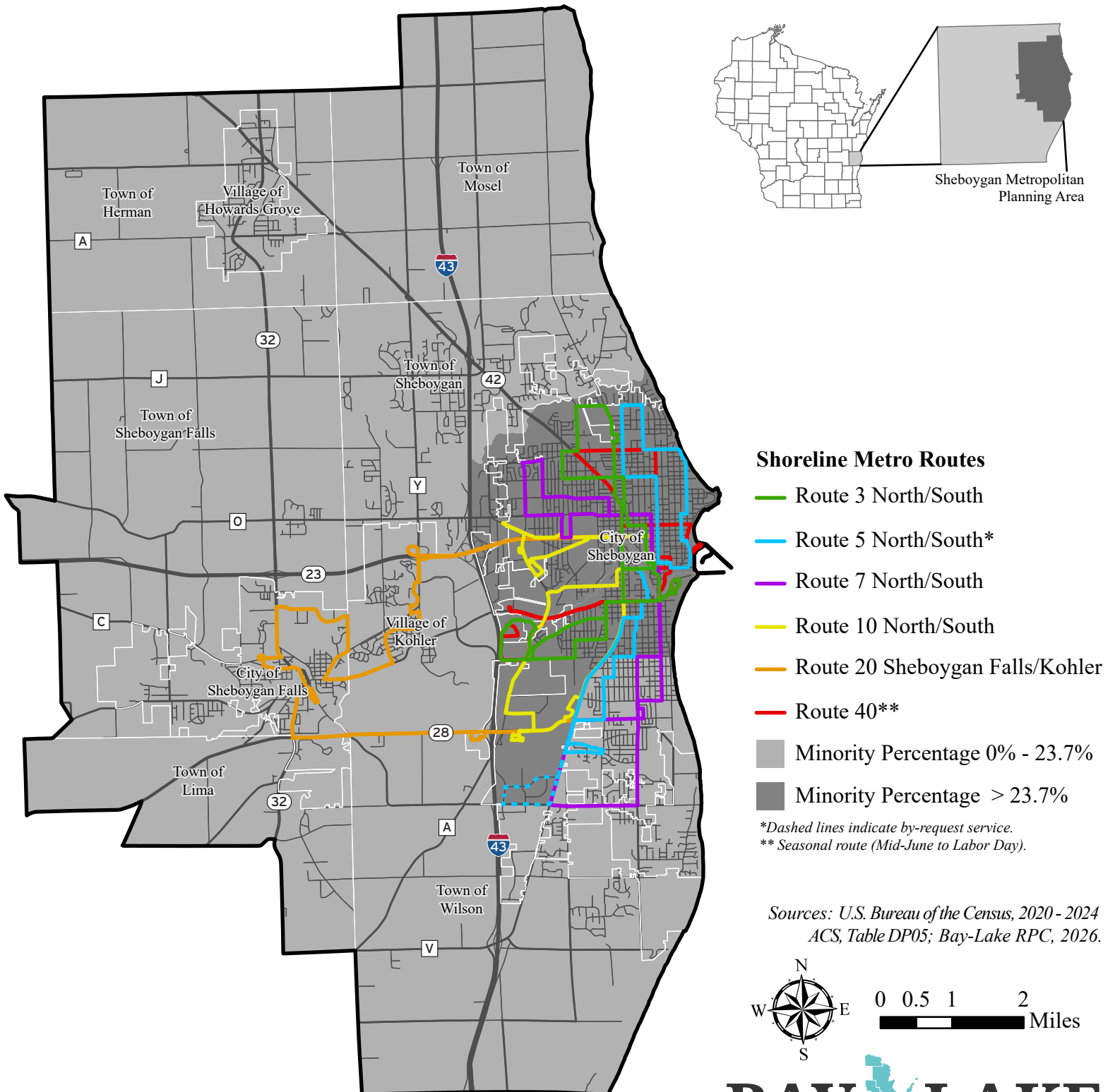
0 0.5 1 2 Miles

BAY LAKE
Regional Planning Commission | Since 1972

Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies contained herein.

Map 5: Shoreline Metro Fixed Routes in Relation to Minority Populations Sheboygan Metropolitan Planning Area

Title VI / ADA Nondiscrimination Program and Limited English Proficiency Plan



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APPENDIX A: BLRPC TITLE VI/NONDISCRIMINATION ASSURANCES

Title VI/Nondiscrimination Assurances Bay-Lake Regional Planning Commission

The FHWA – Subrecipient Title VI/Nondiscrimination Assurances are revised and updated annually by the BLRPC. For the most recent signed versions, please visit the BLRPC’s Title VI page at: <https://baylakerpc.org/about/civil-rights-title-vi-notice/>

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RESOLUTION 6-2026

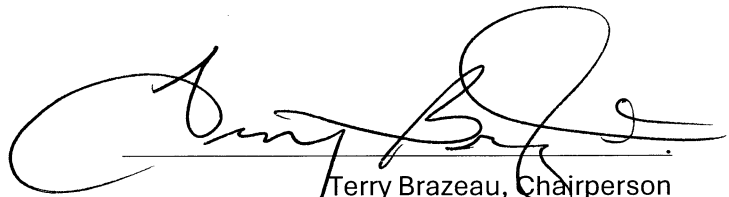
Resolution by the Bay-Lake Regional Planning Commission (BLRPC) to approve the BLRPC TITLE VI/ADA NONDISCRIMINATION PROGRAM AND LIMITED ENGLISH PROFICIENCY (LEP) PLAN: 2026

WHEREAS, the United States Department of Transportation regulations require the BLRPC 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 FTA Circular 4702.1b - Title VI Requirements and Guidance for FTA Recipients; and

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

WHEREAS, the BLRPC will affirmatively ensure that in any contract entered into, Disadvantaged Business Enterprises (DBE) 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, and national origin in consideration for an award, and

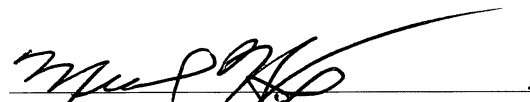
NOW, THEREFORE BE IT RESOLVED that Bay-Lake Regional Planning Commission approves the *Bay-Lake Regional Planning Commission Title VI Program/ADA Nondiscrimination Program and Limited English Proficiency (LEP) Plan*.



Terry Brazeau, Chairperson
Bay-Lake Regional Planning Commission

ATTEST:

I, Mike Hotz, Secretary-Treasurer of the Bay-Lake Regional Planning Commission, hereby certify that the above is a true copy of a resolution adopted by the Bay-Lake Regional Planning Commission on the 31st day of July 2026.



Mike Hotz, Secretary-Treasurer
Bay-Lake Regional Planning Commission

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APPENDIX C: BLRPC NOTICE OF NONDISCRIMINATION

The Bay-Lake Regional Planning Commission's Notice to the Public is as follows:

Notice of Nondiscrimination

Bay-Lake Regional Planning Commission

- ✓ The **Bay-Lake Regional Planning Commission** 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, sex, age, or disability in any and all programs, activities or services administered by the **Bay-Lake Regional Planning Commission** 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 **Bay-Lake Regional Planning Commission**.
- ✓ For more information on the **Bay-Lake Regional Planning Commission's** civil rights program, and the procedures to file a complaint, contact Heena Bhatt at 920-448-2820, ext. 107, (for hearing impaired, please use Wisconsin Relay 711 - <https://wisconsinrelay.com>, email hbhatt@baylakerpc.org; or visit our administrative office at 1861 Nimitz Drive, De Pere, WI 54115.
- ✓
- ✓ For more information, visit www.baylakerpc.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, 4822 Madison Yards Way, 5th 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
 - 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.
- ✓ If information is needed in another language, contact 920-448-2820.
Si se necesita informacion en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-448-2820.

The Bay-Lake Regional Planning Commission's Notice to the Public is posted in the following locations:

- Commission website: <https://baylakerpc.org/about/civil-rights-title-vi-notice>; and
- Employment-related public notices at the Commission office.

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APPENDIX D: BLRPC COMPLAINT PROCEDURE

If information is needed in another language, contact 920-448-2820.

Si se necesita informacion en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-448-2820.

Overview

The Bay-Lake Regional Planning Commission (BLRPC) 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, sex, age, or disability in any and all programs, activities or services administered by BLRPC in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.

Right to File Complaints

BLRPC uses the following procedures for prompt processing of all civil rights complaints relating to any program, activity or service administered by BLRPC 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 BLRPC may file a complaint with the following:

1. BLRPC, Heena Bhatt at 920-448-2820, ext. 107, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email hbhatt@baylakerpc.org; or visit our administrative office at 1861 Nimitz Drive, De Pere, WI 54115.
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, 4822 Madison Yards Way, 5th 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

4. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov

Procedures

Any person who believes they've been discriminated against by BLRPC may file a complaint by completing and submitting BLRPC's Title VI/ADA *Complaint Form*.

This civil rights complaint procedure may also be used by the BLRPC 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 BLRPC Title VI Coordinator may be utilized for resolution, at any stage of the process. BLRPC Title VI Coordinator will make every effort to pursue a resolution of the complaint.

Complaints can be submitted to BLRPC in writing, via email, or by phone. Complainants are encouraged to complete the Title VI/ADA *Complaint Form*. 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 BLRPC 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.

BLRPC 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.

BLRPC reviews and determines the appropriate action regarding every complaint.

When a complaint is received, BLRPC will provide written acknowledgment to the Complainant within ten (10) 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 BLRPC has jurisdiction.
- ✓ An indication of when the parties will be contacted.

The investigation conducted by BLRPC consists of a personal interview with the Complainant(s). Information gathered in this interview includes but is not limited to information completed on the Title VI/ADA *Complaint Form*.

If more information is needed to address the complaint, BLRPC may contact the Complainant. If a complaint is deemed incomplete or if additional information is requested, the Complainant will be provided ten (10) business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

Within ninety (90) business days of the acceptance of the complaint, BLRPC 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 BLRPC reviews the complaint, one of two (2) letters 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 ten (10) 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

BLRPC maintains a Title VI/ADA Complaint Log (Appendix F) 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 BLRPC in response, and final findings related to the complaint, investigation, or lawsuit.

BLRPC will submit a log of all Title VI/ADA complaints received, and any additional pertinent records to the WisDOT, Title VI Office, as requested.

For more information, contact:

Bay-Lake Regional Planning Commission, Title VI Coordinator
Heena Bhatt
hbhatt@baylakerpc.org
920-448-2820, ext. 107

APPENDIX E: BLRPC TITLE VI/ADA COMPLAINT FORM

Please use this form for suggestions, compliments, and complaints. Completed forms may be submitted to any of the following:

1. Bay-Lake Regional Planning Commission, Heena Bhatt at 920-448-2820, ext. 107, (for hearing impaired, please use Wisconsin Relay 711 service - <https://wisconsinrelay.com>; email hbhatt@baylakerpc.org; or visit our administrative office at 1861 Nimitz Drive, De Pere, WI 54115.
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, 4822 Madison Yards Way, 5th 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
4. U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1888-446-4511 or 711(Relay), email: FTACivilRightsCommunications@dot.gov

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Section A: Accessible Format Requirements

Please check the preferred format for this document

☐ Large Print	☐ TDD or Relay	☐ Audio Recording	☐ 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 Click or tap here to enter text.	Telephone Number (including area code) Click or tap here to enter text.
Address Click or tap here to enter text.	City Click or tap here to enter text.
State Click or tap here to enter text.	Zip Code Click or tap here to enter 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

Have you filed a complaint with any other federal, state, or local agencies?

☐ Yes

☐ No

If yes, list agencies and contact information (agency name, address, email, phone).

Click or tap here to enter text.

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.

Section G: Signature

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

Name Click or tap here to enter text.

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

Signature Click or tap here to enter text.

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APPENDIX F: BLRPC COMPLAINT LOG

List of Complaints, Investigations and Lawsuits

The Bay-Lake Regional Planning Commission (BLRPC) maintains a log to track and resolve transportation related civil rights complaints, investigations, and lawsuits.

Check One:

Since the last update of this Title VI/ADA Nondiscrimination Plan, there have been no transportation-related civil rights investigations, complaints, or lawsuits filed with the BLRPC.



- The table below has no entries because the BLRPC does not have transportation-related civil rights complaints, investigations, or lawsuits.

There has been transportation related civil rights investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

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

Type Complaint Investigation Lawsuit	Date Complaint Received (Month, Day, Year)	Complainant's Contact Information Name/Phone/ Email/Address	Basis of Complaint ¹	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 Open/ Closed

¹ **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

² **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Sex, Age, Other.

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APPENDIX G: BLRPC LIMITED ENGLISH PROFICIENCY (LEP) PLAN

PLAN SUMMARY

This *Limited English Proficiency (LEP) Plan* has been prepared to address the Bay-Lake Regional Planning Commission's (BLRPC) responsibilities as a recipient of federal financial assistance as they relate 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. Differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. The BLRPC has published guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds

BLRPC has developed its *LEP Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access programs and activities. LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available

In order to prepare this plan, BLRPC used the four-factor LEP analysis:

1. Assessing the number and proportion of LEP persons in the BLRPC Region and within the Sheboygan Metropolitan Planning Area who may be served by the BLRPC or are likely to encounter a BLRPC program or service.
2. The frequency with which LEP persons come into contact with BLRPC programs, activities, and services.
3. The nature and importance of programs or services provided by the BLRPC.
4. Resources available and overall cost to provide language assistance.

A summary of the results of the four-factor analysis is in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

Factor 1: Assessing the number and proportion of LEP persons in the BLRPC Region and within the Sheboygan Metropolitan Planning Area who may be served by the BLRPC or are likely to encounter a BLRPC program or service.

For the region, the BLRPC staff obtained data from the *2020-2024 American Community Survey 5-Year Estimates* for “Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over” for each county in the BLRPC Region. Table G.1 shows the number and percentage of various language groups that speak English “less than very well” by county in the region.

Non-English. A total of 3.07% of the population in the BLRPC region over the age of five speaks English “less than very well.” These individuals are considered “limited English proficient.” The majority are Spanish language speaking individuals.

Table G.1 indicates that the Spanish language speaking population and the Asian/Pacific Island language speaking population (overwhelmingly Hmong based on our analysis of Asian subgroups and working knowledge of the region) both meet the Safe Harbor threshold (over 1,000 persons) in both Brown and Sheboygan counties, and the BLRPC will provide translation of vital documents in written or other formats as applicable.

Table G.1: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over: Counties in the Bay-Lake Region: 2020-2024 American Community Survey.

County	Total Population	Speak Only English	Speak English "Less than Very Well"							
			Spanish		Other Indo-European Languages		Asian/Pacific Island Languages		Other Languages	
			Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
Brown County	270,892	229,312	7,485	2.76%	1,113	0.41%	2,309	0.85%	442	0.16%
Door County	30,445	28,030	261	0.86%	32	0.11%	37	0.12%	1	0.00%
Florence County	4,646	4,442	2	0.04%	1	0.02%	0	0.00%	0	0.00%
Kewaunee County	20,664	18,678	262	1.27%	31	0.15%	37	0.18%	7	0.03%
Manitowoc County	81,406	72,934	822	1.01%	122	0.15%	637	0.78%	0	0.00%
Marinette County	42,046	38,765	285	0.68%	158	0.38%	31	0.04%	3	0.01%
Oconto County	39,589	36,959	99	0.25%	55	0.14%	49	0.12%	0	0.00%
Sheboygan County	117,991	101,120	1,654	1.40%	325	0.28%	2,396	2.03%	11	0.01%
Region	607,679	530,240	10,870	1.79%	1,837	0.30%	5,496	0.90%	464	0.08%

Source: U.S. Bureau of the Census, *2020-2024 American Community Survey 5-Year Estimates*.

For the Sheboygan MPO, the BLRPC staff obtained data from the *2020-2024 ACS 5-Year Estimates* for “Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over” for each city, village and town in the Sheboygan metropolitan planning area. Table G.2 shows the number and percentage of various language groups that speak English “less than very well” by city, village or town in the Sheboygan metropolitan planning area.

Non-English. A total of 4.89% of the population in the Sheboygan metropolitan planning area over the age of five speaks English “less than very well.” These individuals are considered “limited English proficient.” The majority are Asian/Pacific Island language speaking individuals.

Table G.2 indicates that the Asian/Pacific Island language speaking population (overwhelmingly Hmong based on our analysis of Asian subgroups and working knowledge of the area) and the Spanish language speaking population both meet the Safe Harbor threshold (over 1,000 persons) in the Sheboygan metropolitan planning area, and the BLRPC will provide translation of vital documents in written or other formats as applicable. Table G.2 also illustrates that the MPO may want to target its language outreach programs largely within the City of Sheboygan, since the majority of the Spanish-speaking and Asian and Pacific Island (mostly Hmong) speaking LEP populations reside within the city.

In the future, if additional language groups meet the Safe Harbor Threshold, BLRPC staff will consider providing written translation of vital documents in such languages and consider measures needed for oral interpretation.

Table G.2: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over: Communities of the Sheboygan Metropolitan Planning Area.

Community	Total Population	Speak Only English	Speak English "Less than Very Well"							
			Spanish		Other Indo-European Languages		Asian/Pacific Island Languages		Other Languages	
			Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
City of Sheboygan	49,645	38,493	1,077	2.17%	266	0.54%	1,975	3.98%	0	0.00%
City of Sheboygan Falls	8,547	7,718	28	0.33%	18	0.21%	209	2.45%	0	0.00%
Village of Howards Grove	3,223	3,002	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Village of Kohler	2,175	1,909	63	2.90%	2	0.09%	15	0.69%	9	0.41%
Town of Herman	2,086	1,876	6	0.29%	0	0.00%	46	2.21%	0	0.00%
Town of Lima	2,939	2,736	5	0.17%	0	0.00%	0	0.00%	0	0.00%
Town of Mosel	673	629	1	0.15%	0	0.00%	0	0.00%	0	0.00%
Town of Sheboygan	8,281	7,185	78	0.94%	0	0.00%	145	1.75%	0	0.00%
Town of Sheboygan Falls	1,859	1,734	0	0.00%	5	0.27%	0	0.00%	0	0.00%
Town of Wilson	3,439	3,013	108	3.14%	0	0.00%	0	0.00%	0	0.00%
Total	82,867	68,295	1,366	1.65%	291	0.35%	2,390	2.88%	9	0.01%

Source: U.S. Bureau of the Census, 2020-2024 American Community Survey 5-Year Estimates.

Factor 2. The frequency with which LEP persons come into contact with BLRPC programs, activities, and services.

BLRPC staff reviewed the frequency with which its Commission, advisory committees (in the case of the Sheboygan MPO), staff and contractors (where applicable) have, or could have, contact with LEP persons. This includes documenting phone, mail and e-mail inquiries or office visits. To date, the BLRPC has had no requests for interpreters and no requests for translated program documents. The BLRPC Commission, advisory committees, staff and contractors (where applicable) have had very little contact with LEP persons. The Outreach Coordinator continues to participate and interact with various LEP individuals by attending events. BLRPC staff will continue all possible outreach efforts to the various LEP populations.

Factor 3. The nature and importance of programs or services provided by the BLRPC.

The BLRPC develops transportation and other related plans for the BLRPC region and the Sheboygan Metropolitan Planning Area. The documents that guide transportation planning activities in the BLRPC region and the Sheboygan MPO's include Coordinated Public Transit-Human Services Transportation Plans, Transit Development Programs (TDP), the 2050 Sheboygan Area Transportation Plan (SATP) and the Transportation Improvement Program (TIP).

Most of the concentration of LEP populations is in the Green Bay and Sheboygan metropolitan planning areas, with smaller concentrations in the Manitowoc and Two Rivers urban areas. There are some organizations in these areas that directly or indirectly provide outreach to LEP individuals, including Hmong and Hispanic advocacy organizations, religious institutions that have large numbers of parishioners from these LEP concentrations, and literacy services, among others.

The BLRPC Commission, advisory committees, staff and contractors (where applicable) are most likely to come into contact with LEP individuals through public informational meetings, public hearings, and other public outreach opportunities.

Factor 4: Resources available and overall cost to provide language assistance.

The BLRPC staff has reviewed its available resources that could be used for providing LEP assistance. Hmong language resources may include the Hmong Center of Green Bay, the Hmong Community Center in Manitowoc, the Hmong Mutual Assistance Association in Sheboygan, and parishes in the region that serve Hmong populations. The BLRPC has staff who is fluent in Spanish; however, if additional outreach is needed to reach key populations, the BLRPC staff can work with the Hispanic Community Council, Casa Alba Melanie and various parish communities in Green Bay, with the Mi Pueblo Hispanic Community Center in Manitowoc, and with Partners for Community Development and St. Clement Parish in Sheboygan. English literacy organizations can also be utilized (where they exist) to reach these populations. In addition, technology-based applications (such as Google Translate) may be utilized. The BLRPC will provide assistance at no cost to LEP persons.

LANGUAGE ASSISTANCE SERVICES

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient (LEP) person and may be entitled to language assistance with respect to the BLRPC's programs, activities and services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The BLRPC staff may identify a LEP person who needs language assistance in the following ways:

- BLRPC staff will post notice of the LEP Plan and the availability of interpretation or translation services free of charge in languages that LEP persons would understand.
- BLRPC staff will be provided with “I Speak” cards to assist in identifying the language interpretation needed if the occasion arises.
- BLRPC staff will be informally surveyed annually on their experience concerning any contacts with LEP persons during the previous year.
- A notice will be posted on the BLRPC website and at the BLRPC office specifying that special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals) will be available when the BLRPC sponsors an informal meeting or event. In addition, a staff member may greet participants as they arrive. By informally engaging participants in conversation, 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 to identify the need for translation services at future events.

Language Assistance Measures

Although there are low percentages of LEP individuals (persons who speak English “less than very well”) in the BLRPC Region and in the Sheboygan Metropolitan Planning Area, the BLRPC will strive to offer the following measures:

1. The BLRPC staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - Interpretive services, within reason, will be provided for public meetings if advance notice is provided to the BLRPC and such services are readily available; and;
 - The BLRPC will make translated versions (or provide for the interpretation of relevant sections) of all documents and publications available upon request, within a reasonable time frame, and as resources permit.
 - The BLRPC will make available “I speak” cards at the BLRPC office.

STAFF TRAINING

The following training will be provided to all BLRPC staff:

- Information on the Title VI/ADA Policy and LEP responsibilities (including self-guided training and resources).
- Description of language assistance services offered to the public.

- Use of the “I-Speak cards” to assist individuals and document language assistance requests.
- Documentation of language assistance requests.
- How to handle a potential Title VI/ADA/LEP complaint.

All contractors or subcontractors performing work for the BLRPC will be required to follow the Title VI/ADA/LEP guidelines.

“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
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हूँ	Hindi

Log of Language Assistance Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Language Translation Request Log

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

TRANSLATION OF DOCUMENTS

The BLRPC weighed the costs and benefits of translating documents for potential LEP groups. Considering the expense of translating documents, the likelihood of frequent changes in documents and other relevant factors, the BLRPC will consider the translation of documents (or portions thereof) on a case-by-case basis, as requested.

If and when the need does arise for LEP outreach related to the BLRPC's programs, activities and services, BLRPC staff will coordinate with member counties and municipalities in the BLRPC region (in the case of the regional transportation planning

program) and with the municipalities of the Sheboygan Metropolitan Planning Area (in the case of the Sheboygan MPO) to determine an appropriate course of action in regard to existing interpretive and outreach resources available. It is likely that the BLRPC will utilize or consult with some or all of the resources identified in Factor #4 in the four-factor analysis (above) in an effort to provide translation and LEP outreach services.

MONITORING AND UPDATING THE LEP PLAN

The BLRPC will review the LEP Plan annually with its self-certification procedure per 23 CFR 450.334

The BLRPC will review its language assistance services on an annual basis and examine the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determine the current LEP population in the BLRPC region (by county) and in the Sheboygan Metropolitan Planning Area (if updated information is available from the Census).
- Determine whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet needs.
- Determine whether the BLRPC's financial resources are sufficient to fund needed language assistance resources.
- Determine whether the BLRPC fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals.

NOTICE OF THE BLRPC LEP PLAN

The BLRPC will provide notice of the LEP Plan by:

- Posting notice of the LEP Plan at conspicuous and accessible locations in the BLRPC office notifying LEP persons of the LEP Plan and how to access language services.
- Including a statement that LEP persons needing interpretative services may contact the BLRPC as a part of public notices and related materials placed on the BLRPC website.
- Posting the LEP Plan on the BLRPC website.

APPENDIX H: TRANSLATED VITAL DOCUMENTS

Translated Vital Documents – Spanish and Hmong

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Aviso Público de No Discriminación

Aviso de No Discriminación

Bay-Lake Regional Planning Commission

- ✓ El **Bay-Lake Regional Planning Commission** está comprometida a asegurar que ninguna persona sea excluida de participar, se le nieguen los beneficios o de cualquier otra forma sea sujeta a discriminación en las bases de raza, color, nacionalidad de origen, sexo, edad, o discapacidad, en todos y cada uno de los programas, actividades o servicios administrados por **Bay-Lake Regional Planning Commission** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades no discriminatorias relacionadas.
- ✓ Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal puede presentar una queja con **Bay-Lake Regional Planning Commission**.
- ✓ Para obtener más información sobre el programa de derechos civiles de Bay-Lake Regional Planning Commission, los procedimientos para presentar una queja o solicitar una adaptación razonable, comuníquese con [insertar nombre] al 920-448-2820 (para personas con discapacidad auditiva, utilice el servicio Wisconsin Relay 711), envíe un correo electrónico a hbhatt@baylakerpc.org; oficina administrativa en 1861 Nimitz Drive, De Pere, WI 54115.
- ✓ Para obtener más información, visite www.baylakerpc.org.
- ✓ También se puede presentar una queja directamente ante cualquiera de los siguientes:
 - Departamento de Transporte de Wisconsin (WisDOT por sus siglas en inglés), Taqwanya Smith, Coordinadora Superior de Título VI y ADA, teléfono: (608) 266-8129, TTY (800) 947- 3529, Fax: (608)267-3641, Correo electrónico: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Para obtener más información, visite la [página web del WisDOT Título VI-ADA](#).
 - Departamento de Transporte de los Estados Unidos, Administración Federal de Carreteras (FHWA por sus siglas en inglés), 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
 - Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito (FTA por sus siglas en inglés), 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
- ✓ Si se necesita información en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).
If information is needed in another language, contact 920-448-2820.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-448-2820.

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Procedimiento de Quejas según el Título VI/ADA

El Procedimiento de Quejas de **Bay-Lake Regional Planning Commission** is made available in the following locations:

- Página web de **Bay-Lake Regional Planning Commission** en <https://baylakerpc.org/about/civil-rights-title-vi-notice>
- Oficina de **Bay-Lake Regional Planning Commission** en el 1861 Nimitz Drive, De Pere, WI 54115.

Si se necesita información en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).
If information is needed in another language, contact 920-448-2820.

Yog muaj lus qhia ntiv rau lwm hom lus, hu rau 920-448-2820.

DESCRIPCIÓN GENERAL

Bay-Lake Regional Planning Commission está comprometida a asegurar que ninguna persona sea excluida de participar, se le nieguen los beneficios o de cualquier otra forma sea sujeta a discriminación en las bases de raza, color, nacionalidad de origen, sexo, edad, o discapacidad, en todos y cada uno de los programas, actividades o servicios administrados por **Bay-Lake Regional Planning Commission** de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades no discriminatorias relacionadas.

DERECHO A PRESENTAR QUEJAS

Bay-Lake Regional Planning Commission usa los siguientes procedimientos para procesar rápidamente todas las quejas de derechos civiles relacionadas con cualquier programa, actividad o servicio administrado por **Bay-Lake Regional Planning Commission** o sus contratistas, sus asesores o sus arrendadores que reciben asistencia financiera Federal. Estos procedimientos no niegan el derecho del Demandante de presentar quejas formales ante otras agencias estatales o federales o de buscar asesoría privada para las quejas que alegan discriminación.

Cualquier persona, grupo de personas o entidad que crea que han sido sujetos a discriminación o represalias prohibidas por las disposiciones de no discriminación del Título VI de **Bay-Lake Regional Planning Commission**, pueden presentar una queja ante los siguientes:

- ✓ Bay-Lake Regional Planning Commission, Heena Bhatt, coordinadora del Título VI, teléfono: 920-448-2820, ext. 107, (para las personas con problemas de audición, por favor utilice el servicio de Wisconsin Relay 711); correo electrónico hbhatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115.
- ✓ Departamento de Transporte de Wisconsin (WisDOT por sus siglas en inglés), Taqwanya Smith, Coordinadora Superior de Título VI y ADA, teléfono: (608) 266-8129, TTY (800) 947-3529, Fax: (608) 267-3641, correo electrónico: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Para obtener más información, visite la [página web del WisDOT Título VI-ADA](#).

- ✓ Departamento de Transporte de los Estados Unidos, Administración Federal de Carreteras (FHWA por sus siglas en inglés), 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
- ✓ Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito (FTA por sus siglas en inglés), 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

PROCEDIMIENTOS

Cualquier persona que crea que ha sido discriminada por **Bay-Lake Regional Planning Commission** puede presentar una queja llenando y presentando el Formulario de Quejas de **Bay-Lake Regional Planning Commission**, **Apéndice E**.

Este procedimiento de quejas de derecho civiles también puede ser usado por **Bay-Lake Regional Planning Commission** para abordar, resolver o cerrar quejas generales.

La Coordinadora del Título VI de **Bay-Lake Regional Planning Commission** realizará todos los esfuerzos para obtener una resolución temprana de las quejas al nivel más bajo posible. La opción de juntas mediadoras informales entre las partes afectadas y la Coordinadora del Título VI de **Bay-Lake Regional Planning Commission** puede utilizarse para una resolución, en cualquier etapa del proceso. La Coordinadora del Título VI de **Bay-Lake Regional Planning Commission** realizará todos los esfuerzos para alcanzar una resolución temprana de la queja.

Las quejas pueden ser presentadas a **Bay-Lake Regional Planning Commission** por escrito a través de correo electrónico o por teléfono. Se anima a los demandantes a que llenen el **Apéndice E** del Formulario de Quejas. Las quejas recibidas por teléfono serán reducidas a un documento escrito y se le proporcionará al demandante para que confirme o revise el documento antes de procesarlo.

Las quejas deben contener la siguiente información:

- ✓ La información de contacto del Demandante, incluyendo, si está disponible: el nombre completo, la dirección postal, el número de teléfono y la dirección de correo electrónico.
- ✓ Las bases de la queja (por ejemplo: raza, color, nacionalidad de origen, discapacidad, etc.).
- ✓ Las fechas del presunto acto(s) discriminatorio(s) y si la presunta discriminación continúa.
- ✓ Los nombres de las personas específicas o demandados (por ejemplo: agencias/organizaciones) que presuntamente han discriminado.
- ✓ Suficiente información para entender los hechos que llevaron al demandante a creer que la discriminación ocurrió en un programa o actividad que recibe asistencia financiera federal.

Las quejas recibidas serán reconocidas y procesadas una vez que se haya establecido la intención del demandante de proceder con la queja.

INVESTIGACIÓN DE QUEJAS

Las quejas en las cuales **Bay-Lake Regional Planning Commission** sea nombrada como el Demandado (es decir, el destinatario o entidad contra la cual se ha presentado una queja por discriminación) deben ser remitidas a la agencia Estatal o Federal correspondiente para una disposición adecuada, de acuerdo con sus procedimientos.

Bay-Lake Regional Planning Commission asumirá la responsabilidad de investigar las quejas en contra de cualquier contratista, asesor, arrendador, etc.

Una queja de derechos civiles debe cumplir con los siguientes criterios para que pueda ser aceptada:

1. La queja debe ser presentada dentro de los **180** días de calendario a partir de la fecha de la presunta ocurrencia o cuando el Demandante tuvo conocimiento de la presunta discriminación.
2. Las acusaciones deben abordar una protección de no discriminación tal como la raza, el color, la nacionalidad de origen, la discapacidad, etc.
3. Las acusaciones deben involucrar un programa o actividad de un beneficiario, contratista, asesor o arrendador de ayuda federal.

Bay-Lake Regional Planning Commission revisa y determina la acción apropiada relacionada con cada queja.

Cuando se reciba una queja, **Bay-Lake Regional Planning Commission** proporcionará un acuso de recibo por escrito al Demandante durante los siguientes **10** días hábiles. Al Demandante se le notifica la acción propuesta a tomar para procesar las acusaciones. La carta/correo electrónico de notificación deberá contener:

- ✓ Las bases para la queja.
- ✓ Una declaración breve de las acusaciones sobre las cuales tiene jurisdicción **Bay-Lake Regional Planning Commission**.
- ✓ Una indicación de cuándo se contactará a las partes.

La investigación realizada por la Bay-Lake Regional Planning Commission consiste en una entrevista personal con el/los demandante(s). La información recopilada en esta entrevista incluye, entre otros, la información completada en el Formulario de Quejas, **Apéndice E**.

Si se necesita más información para abordar la queja, **Bay-Lake Regional Planning Commission** puede comunicarse con el Demandante.

Si se considera que una queja está incompleta o si se solicita información adicional, el demandante tendrá 10 días hábiles para enviar la información requerida. No hacerlo puede ser considerado como una buena causa para una determinación de falta de mérito investigativo.

Dentro de los 90 días hábiles a partir de la aceptación de la queja, **Bay-Lake Regional Planning Commission** preparará un reporte investigativo. El reporte incluirá una descripción narrativa del incidente, la identificación de las personas entrevistadas, los hallazgos y las

recomendaciones para la disposición. Sólo los investigadores razonablemente calificados y capacitados deben realizar la investigación.

Después que **Bay-Lake Regional Planning Commission** revise la queja, se enviará al Demandante una de dos (2) cartas: una carta de cierre o una carta de conclusión (LOF por sus siglas en inglés).

- ✓ 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 conclusión (LOF) resume las acusaciones y las entrevistas relacionadas con el presunto incidente y explica si se tomará alguna medida disciplinaria, se ofrecerá capacitación adicional del miembro del personal o si ocurrirá alguna otra acción.

Si el Demandante desea apelar la decisión, el Demandante tiene **10** días hábiles después de la fecha de la carta de determinación para hacerlo.

DESESTIMACIÓN

Una queja de derechos civiles puede ser recomendada para una desestimación debido a las siguientes razones:

1. El Demandante solicita el retiro de la queja.
2. El demandante no responde a solicitudes repetidas de proporcionar información adicional necesaria para procesar la queja.
3. No se puede localizar al Demandante después de varios intentos razonables.

LISTA DE QUEJAS

Bay-Lake Regional Planning Commission mantiene un [Registro de Quejas](#) como se muestra en el **Apéndice F** que describe la lista de las quejas, las investigaciones y las demandas que alegan discriminación. La lista deberá incluir la fecha en que se presentó la queja, la investigación o la demanda de derechos civiles, un resumen de las acusaciones, el estado de la queja, investigación o demanda, las acciones tomadas por **Bay-Lake Regional Planning Commission** en respuesta, y las conclusiones finales relacionados con la queja, la investigación o la demanda.

Bay-Lake Regional Planning Commission presentará un registro de todas las quejas del Título VI recibidas y cualquier registro adicional pertinente a la Oficina del Título VI del WisDOT, según se solicite.

Para más información, comuníquese con:

Bay-Lake Regional Planning Commission, Heena Bhatt, Coordinadora del Título VI, teléfono: 920-448-2820, ext. 107, (para las personas con problemas de audición, por favor utilice el servicio de [Wisconsin Relay 711](#)); correo electrónico hbatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115.

Formulario de Quejas y Comentarios del Título VI/ADA

Por favor use este formulario para sus sugerencias, cumplidos y quejas. Los formularios completos pueden enviarse a cualquiera de los siguientes:

- Bay-Lake Regional Planning Commission, Heena Bhatt, coordinadora del Título VI, teléfono: 920-448-2820, ext. 107, (para las personas con problemas de audición, por favor utilice el servicio de [Wisconsin Relay 711](#)); correo electrónico hbatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115
- Departamento de Transporte de Wisconsin (WisDOT por sus siglas en inglés), Taqwanya Smith, Coordinadora Superior de Título VI y ADA, teléfono: (608) 266-8129, TTY (800) 947- 3529, Fax: (608) 267-3641, correo electrónico: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Para obtener más información, visite la [página web del WisDOT Título VI-ADA](#).
- Departamento de Transporte de los Estados Unidos, Administración Federal de Carreteras (FHWA por sus siglas en inglés), 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
- Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito (FTA por sus siglas en inglés), 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

Sección A: Requisitos de formato accesible

Por favor marque el formato preferido para este documento.

☐ Letra grande	☐ TDD 0 Retransmisión	☐ Grabación de audio	☐ Otro (si lo selecciona, indique qué tipo de formato necesita en la casilla a continuación)
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Haga clic o toque aquí para ingresar el texto.

Sección B: Información de Contacto

Nombre Haga clic o toque aquí para ingresar el texto.	Número de teléfono (incluyendo el código de área) Haga clic o toque aquí para ingresar el texto.
Dirección Haga clic o toque aquí para ingresar el texto.	Ciudad Haga clic o toque aquí para ingresar el texto.
Estado Haga clic o toque aquí para ingresar el texto.	Código Postal Haga clic o toque aquí para ingresar el texto.

Dirección de correo electrónico Haga clic o toque aquí para ingresar el texto.

¿Está usted presentando esta queja en su propio nombre?	☐ Sí	☐ No
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Si la respuesta es No, por favor proporcione el nombre y la relación de la persona por quien está presentando la queja y por qué está usted completando el formulario en su nombre en la casilla a continuación.

Haga clic o toque aquí para ingresar el texto.

Por favor confirme que usted ha obtenido el permiso de la parte agraviada si usted está presentando en nombre de un tercero.	☐ Sí	☐ No
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Sección C: Tipo de comentario

¿Qué tipo de comentario está usted proporcionando? Por favor marque la categoría que mejor corresponde.

☐ Queja	☐ Sugerencia	☐ Cumplido	☐ Otro
--------------------------------	-------------------------------------	-----------------------------------	-------------------------------

¿Cuál de las siguientes describe la naturaleza del comentario? Por favor marque una o más de las casillas de verificación.

☐ Raza	☐ Color	☐ Nacionalidad de Origen	☐ Religión
☐ Edad	☐ Sexo	☐ Servicio	☐ Estado de Ingresos
☐ Domino Limitado del Inglés (L.E.P. por sus siglas en inglés)		☐ Ley de Estadounidenses con Discapacidades (A.D.A. por sus siglas en inglés)	

Sección D: Detalles del Comentario

¿Por favor responda las siguientes preguntas con respecto a su comentario.

¿Cuál fue la fecha de la ocurrencia?	Haga clic para agregar la fecha en el siguiente formato: Día, mes, año
¿Cuál fue la hora de la ocurrencia?	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, si corresponde?	Haga clic o toque aquí para ingresar el texto.
¿Dónde fue el lugar de la ocurrencia?	Haga clic o toque aquí para ingresar el texto.
Por favor agregue cualquier detalle descriptivo adicional acerca del incidente.	Haga clic o toque aquí para ingresar el texto.

En la casilla a continuación, por favor explique tan claro como le sea posible lo que sucedió 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 Sí, ¿Cómo le gustaría que nos comunicáramos con usted? Por favor seleccione su forma de comunicación preferida a continuación

☐ Teléfono

☐ Correo electrónico

☐ Correo Postal

Si prefiere que nos comuniquemos por teléfono, indique el mejor día y hora para comunicarnos con usted.

Haga clic aquí para agregar su horario preferido

Haga clic aquí para agregar su día

Sección F: Resultado Deseado

Por favor enumere a continuación qué pasos le gustaría seguir para abordar el conflicto o problema.

Haga clic o toque aquí para ingresar el texto.

Si corresponde, por favor enumere a continuación todas las agencias adicionales ante las cuales usted ha presentado esta queja, tales como agencias federales, estatales, locales o ante cualquier tribunal Federal o Estatal. Por favor incluya la información de contacto del lugar al cual se envió la queja.

Haga clic o toque aquí para ingresar el texto.

Sección G: Firma

Por favor adjunte cualquier documento que tenga que respalde la acusación. Luego firme y coloque la fecha en este formulario y envíelo a la Bay-Lake Regional Planning Commission a las otras agencias enumeradas en la primera página de este formulario.

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

Pej Xeem Daim Ntawv Ceeb Toom Txog Kev Tsis Muaj Kev Ntxub Ntxaug

Daim Ntawv Ceeb Toom Txog Kev Tsis Muaj Kev Ntxub Ntxaug Bay-Lake Regional Planning Commission

- ✓ **Bay-Lake Regional Planning Commission** tau cog lus tias tsis muaj ib tus neeg raug cais tawm ntawm kev koom nrog, tsis lees paub cov txiaj ntsig, lossis lwm yam raug kev ntxub ntxaug vim haiv neeg, nqaij tawv, lub tebchaws tuaj, poj niam txiv neej, hnuv nyoog, lossis kev xiam oob qhab hauv ib qho thiab txhua qhov haujlwm, kev ua ub no, lossis kev pabcuam tswj hwm los ntawm **Bay-Lake Regional Planning Commission** raws li Title VI of the Civil Rights Act of 1964.
- ✓ Txhua tus neeg uas ntseeg tias lawv tau raug kev tsim txom los ntawm ib qho kev ntxub ntxaug tsis raug cai tuaj yeem ua ntawv foob mus rau **Bay-Lake Regional Planning Commission**.
- ✓ Yog xav paub ntxiv txog Bay-Lake Regional Planning Commission txoj kev pab cuam pej xeem cov cai, cov txheej txheem ua ntawv tsis txaus siab lossis thov kom hloov kho kom tsim nyog, hu rau Heena Bhatt ntawm 920-448-2820, ext. 107 (rau qhov tsis hnob lus, thov siv Wisconsin Relay 711 qhov kev pabcuam), hbatt@baylakerpc.org, lossis mus ntsib peb lub chaw tswj hwm ntawm 1861 Nimitz Drive, De Pere, WI 54115.
- ✓ Yog xav paub ntau ntxiv, mus saib <https://baylakerpc.org/about/civil-rights-title-vi-notice>
- ✓ Ib qho kev tsis txaus siab kuj tuaj yeem xa ncaj qha rau ib qho ntawm cov hauv qab no:
 - Wisconsin Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Xa Khoom (Wisconsin Department of Transportation, WisDOT), Taqwanya Smith, Senior Tshooj VI thiab ADA Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 266-8129, TTY (800) 947-3529, Fev: (608) 267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Yog xav paub ntau ntxiv, mus saib [WisDOT Title VI- ADA website](#).
 - Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Kev Tswj Hwm Txoj Kev ntawm Tsoom Fwv Teb chaws (Federal Highway Administration, FHWA), Pej Xeem Cov Cai Huab Hwm. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Xov tooj: (202) 366- 0693, email: FHWA.TitleVIcomplaints@dot.gov
 - Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Tsoom Fwv Chaw Hauj Lwm Saib Xyuas Xa Khoom (Federal Transit Administration, FTA), Chaw Hauj Lwm Txog Pej Xeem Cov Cai Huab Hwm, 1200 New Jersey Avenue SE, Washington, DC 20590, Xov tooj: 1-888-446- 4511 los sis 711(Relay), email: FTACivilRightsCommunications@dot.gov
- ✓ Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-448-2820.
If information is needed in another language, contact 920-448-2820.
Si se necesita información en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).

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Tus Neeg Foob Cov Ntaub Ntawv

Bay-Lake Regional Planning Commission's Cov Txheej Txheem Kev Tsis Txaus Siab yog muaj nyob rau hauv cov chaw hauv qab no:

- **Bay-Lake Regional Planning Commission** lub vev xaib ntawm <https://baylakerpc.org/about/civil-rights-title-vi-notice>
- **Bay-Lake Regional Planning Commission** 1861 Nimitz Drive, De Pere, WI 54115

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-448-2820.

If information is needed in another language, contact 920-448-2820.

Si se necesita información en otro idioma de contacto, 920-448-2820 (pregunta por Raquel).

COV NTSIAB LUS

Bay-Lake Regional Planning Commission tau cog lus tias tsis muaj ib tus neeg raug cais tawm ntawm kev koom nrog, tsis lees paub cov txiaj ntsig, lossis lwm yam raug kev ntxub ntxaug vim haiv neeg, nqaij tawv, lub tebchaws tuaj, poj niam txiv neej, hnub nyoog, lossis kev xiam oob qhab hauv ib qho thiab txhua qhov haujlwm, kev ua ub no, lossis kev pabcuam tswj hwm los ntawm **Bay-Lake Regional Planning Commission** raws li Title VI of the Civil Rights Act of 1964.

TXOJ CAI THOV KEV NCAJ NCEES

Bay-Lake Regional Planning Commission siv cov txheej txheem li nram qab no los daws kev ncaj ncees raug txoj cai kom sai li sai tau rau ntawm txhua-txhua lub khoos kas, muaj kev tshwj hwm txog hauj lwm los sis kev pab cuam los ntawm **Bay-Lake Regional Planning Commission** los sis tus koom nrog, cov kws sab laj, los sis tus cia xauj uas tau txais Kev Pab Nyiaj los ntawm Tsoom Fwv. Cov txheej txheem no tsis tau tsis lees los ntawm tus thov kev pab ntawm kev xa ntawv rau lwm lub xeev los sis tsoom fwv cov koom haum sawv cev los sis nrhiav kws lij choj sab laj txog txoj kev thov uas muaj kev ntxub ntxaug.

Tus neeg twg, pawg twg, los sis koom haum twg uas ntseeg tias lawv tau txais kev cais haiv los sis pauj kua zaub ntsuab uas muaj kev txwv los ntawm Tshooj VI tsis muaj kev sib cais los ntawm **Bay-Lake Regional Planning Commission** tuaj yeem xa ntawv thov kev ncaj ncees nrog cov hauv qab no:

- ✓ Bay-Lake Regional Planning Commission, Heena Bhatt, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: 920-448-2820, ext. 107, (rau cov tsis hnov lus, thov siv Wisconsin Relay 711 service); email hbhatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115.
- ✓ Wisconsin Lub Tuam Tsev Hauj Lwm ntsig txog Kev Xa Khoom (Wisconsin Department of Transportation, WisDOT), Taqwanya Smith, Senior Tshooj VI thiab ADA Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 266-8129, TTY (800) 947-3529, Fev: (608) 267-3641,

- ✓ Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Yog xav paub ntau ntxiv, mus saib WisDOT Title VI-ADA website.
- ✓ Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Kev Tswj Hwm Txoj Kev ntawm Tsoom Fwv Teb chaws (Federal Highway Administration, FHWA), Pej Xeem Cov Cai Huab Hwm. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Xov tooj: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov
- ✓ Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Tsoom Fwv Chaw Hauj Lwm Saib Xyuas Xa Khoom (Federal Transit Administration, FTA), Chaw Hauj Lwm Txog Pej Xeem Cov Cai Huab Hwm, 1200 New Jersey Avenue SE, Washington, DC 20590, Xov tooj: 1-888-446-4511 los sis 711(Relay), email: FTACivilRightsCommunications@dot.gov

TXHEEJ TXHEEJ

Tsis hais tus twg los xij uas ntseeg tias lawv raug kev ntxub ntxaug los ntawm **Bay-Lake Regional Planning Commission** tuaj yeem xa ntawv thov kev ncaj ncees los ntawm kev sau kom tiav thiab xa rau **Bay-Lake Regional Planning Commission** Cov Foos thov Kev Ncaj Ncees Los Ntawm **Daim Ntawv Rhais E**.

Txheej txheem thov kev ncaj ncees txog pej xeem cov cai huab hwm no tuaj yeem siv tau los ntawm **Bay-Lake Regional Planning Commission** saib xyuas, daws, thiab muab kev thov kaw.

Bay-Lake Regional Planning Commission Tshooj VI Tus saib xyuas yuav siv zog kom daws tau tej kev tsis ncaj ncees nyob qib qis tshaj plaws uas tuaj yeem yuav ua tau. Txoj kev xaiv ntawm kev sib tham tsis raws cai ntawm cov neeg tau txais kev kub ntxhov thiab Tus saib xyuas Tshooj VI ntawm **Bay-Lake Regional Planning Commission** tuaj yeem siv los daws, nyob rau ntu twg los xij ntawm cov kev lis. **Bay-Lake Regional Planning Commission** Tshooj VI Tus saib xyuas yuav siv zog kom daws tau tej kev tsis ncaj ncees uas tuaj yeem yuav ua tau.

Cov kev thov kev ncaj ncees tuaj yeem xa rau **Bay-Lake Regional Planning Commission** hauv email los sis los ntawm hu xov tooj. Cov neeg thov kev ncaj ncees raug txhawb ua kom tiav Daim Ntawv Tsis Tsaus Siab Los Ntawm **Daim Ntawv Rhais E**. Cov lus tsis tsaus siab tau txais hauv xov tooj yuav raug txo kom sau ua ntaub ntawv thiab muab xa rau Tus Neeg Thov Kev Ncaj Ncees kom lees paub los sis kho dua ua ntej lis.

Kev thov kev ncaj ncees yuav tsum muaj cov ntaub ntawv hauv qab no:

- ✓ Ntaub ntawv tiv tauj txog Tus neeg thov kev ncaj ncees, suav nrog, yog tias muaj: npe xeem, chaw nyob xa ntawv, naj npawb xov tooj, thiab chaw nyob email.
- ✓ Qib thawj ntawm kev ntxub ntxaug (txheej neeg, cev nqaij daim tawv, tsob neeg, poj niam txiv neej, los sis lwm yam)

- ✓ Hnub tim ntawm qhov kev iab liam kev ntub ntawg thiab seb puas muaj kev ntub ntawg tsis tu ncua.
- ✓ Cov npe ntawm cov neeg los sis cov neeg teb kev soj ntsuam (piv txwv li, cov koom haum sawv cev/koom haum) raug iab liam tias muaj kev ntub ntawg.
- ✓ Cov ntaub ntawv txaus los nkag siab qhov tseeb uas ua rau tus neeg tsis txaus siab ntseeg tias kev ntub ntawg tshwm sim hauv ib qho khoos kas los sis kev ua hauj lwm uas tau txais kev pab cuam nyiaj txiag ntawm tsoom fwv.

Kev ncaj ncees uas tau txais yuav tau raug lees paub thiab lis tiav, thaum Tus Thov Kev Ncaj Ncees thiab lub hom phiaj yuav lis txog kev ncaj ncees uas tau teeb tsa.

KEV NTSUAM XYUAS TXOG KEV NCAJ NCEES

Kev thov kev ncaj ncees ntawm **Bay-Lake Regional Planning Commission** muaj npe ua Tus teb (piv txwv, tus txais/pawg ua hauj lwm uas xa ntawv thov kev ncaj ncees) yuav raug xa mus rau pawg ua hauj lwm ntawm Lub Xeev los sis Tsoom Fwv lub koom haum sawv cev ua hauj lwm rau daws raug txoj cai, raws lawv cov txheej txheem.

Bay-Lake Regional Planning Commission yuav yog tus lav los ntsuam xyuas tej kev tsis ncaj ncees rau cov nqis tes, cov tub sab laj, tus muab chaw xauj, lwm yam ntiv.

Txhawm rau kom tau lees txais, tus thov kev ncaj ncees rau pej xeem cov cai huab hwm yuav tsum tau ua raws li cov ntsiab nram qab no:

1. Ntawv thov kev ncaj ncees yuav tau xa nyob lub sij hawm **180** hnub suav txij hnub tshwm sim kev cais haiv los sis thaum tus neeg thov kev ncaj ncees paub tias tau muaj kev cais haiv.
2. Cov lus iab liam yuav tsum hais txog txoj kev pov thaiv uas tsis muaj kev sib cais haiv neeg, cev nqaij daim tawv, tsob neeg, kev xiam oob qhab, lwm yam ntiv.
3. Cov lus iab liam yuav tsum muaj kev cuam tshuam nrog tus tau txais kev pab ntawm lub khoos kas los sis tsoom fwv, tus lees ua, tub sab laj, los sis tus cia xauj.

Bay-Lake Regional Planning Commission tshab xyuas thiab daws tej kev uas muaj feem cuam tshuam nrog txhua txoj kev tsis ncaj ncees.

Thaum tau txais kev tsis ncaj ncees, **Bay-Lake Regional Planning Commission** yuav sau ntawv rau tus thov kev ncaj ncees hauv lub sij hawm 10 hnub ua hauj lwm. Tej kev uas tshwm sim yuav raug **Bay-Lake Regional Planning Commission** daws/lis txog tej lus iab liam. Ceeb toom los ntawm kev sau ntawv/email yuav muaj xws li:

- ✓ Thov kev ncaj ncees qib thawj.
- ✓ Cov lus piav luv-luv hais txog cov lus iab liam uas **Bay-Lake Regional Planning Commission** muaj txoj cai saib xyuas.
- ✓ Kev qhia txog tias thaum twg ob tog mam tau tiv tauj.

Kev tshawb xyuas uas yog **Bay-Lake Regional Planning Commission** uas muaj kev nug tus kheej nrog cov neeg thov kev ncaj ncees. Cov ntaub ntawv uas tau los lawm kev nug no suav nrog tab tsis txwv cov ntaub ntawv hauv Daim Foos Thov Kev Ncaj Ncees, **Daim Ntawv Rhais E.**

Yog xav paub ntau ntiv, **Bay-Lake Regional Planning Commission** mam li tiv tauj tus thov kev ncaj ncees.

Yog tias kev thov kev ncaj ncees muaj pov thawj tsis txhij txhua los sis yog tias muaj ntaub ntawv tseem yuav tau ntiv, tus thov kev ncaj ncees yuav tsum xa cov ntaub ntawv xav tau ntawm sij hawm 10 hnuv ua hauj lwm. Kev ua tsis tiav ntawv txhais tau tias kuj yog txoj hauj lwm zoo rau kev txiav txim siab uas tsis muaj kev tshawb xyuas zoo.

Nyob sij hawm 90 hnuv ua hauj lwm thaum tau txais daim ntawv thov kev ncaj ncees, **Bay-Lake Regional Planning Commission** yuav npaj ntaub ntawv tshaj tawm tshawb xyuas. Daim ntawv tshaj tawm yuav tsum muaj cov lus piav qhia txog qhov xwm txheej, txheeb xyuas cov neeg raug xam phaj, kev tshawb pom, thiab kev pom zoo rau kev kho kom raug. Tsuas yog cov kws tshawb xyuas tsim nyog thiab tau muaj kev kawm paub xwb thiaj yuav ua txoj hauj lwm tshawb xyuas no.

Tom qab **Bay-Lake Regional Planning Commission** tau tshab xyuas tiav, yuav muaj ib ntawm ob (2) tsab ntawv thiab yuav raug muab rau tus thov kev ncaj ncees: daim ntawv kaw rooj plaub los sis daim ntawv qhia qhov tseeb (letter of finding, LOF).

- ✓ Daim ntawv kaw rooj plaub iab liam thiab tau tshaj tawm tias tsis muaj tus twg ua dhau cai pej xeeb thiab rooj plaub yuav tau muab kaw.
- ✓ Daim ntawv qhia qhov tshawb pom (LOF) yuav xaus lus txog cov kev iab liam thiab cov kev xam phaj ntsig txog qhov kev iab liam ntawm qhov teeb meem, thiab piav qhia txog seb puas muaj kev nqis tes rau txim, puas muaj kev cob qhia hauj lwm ntiv rau tus neeg ua hauj lwm los sis ua lwm yam kev nqis tes.

Yog tus thov kev ncaj ncees tsis pom zoo rau kev txiav txim, Tus thov kev ncaj ncees muaj sij hawm li 10 hnuv ua hauj lwm tom qab hnuv ntawm tsab ntawv tshawb pom kom ua li ntawd.

TSO TSEG

Pej xeeb txoj cai huab hwm rau tus thov kev ncaj ncees yuav raug tso tseg los ntawm cov laj thawj li nram qab no:

1. Tus thov kev ncaj ncees thov rho daim ntawv thov kev ncaj ncees.
2. Tus thov kev ncaj ncees tsis pab nrhiav tej ntaub ntawv thov ntiv uas muaj kev xav tau uas tau muaj kev thov ntau zaub lawm.
3. Tsis tuaj yeem paub tau tias tus thov kev ncaj ncees nyob qhov twg thaum tom qab tau siv zog ua hauj lwm yam tsim nyog lawm.

COV NPE THOV KEV NCAJ NCEES

Bay-Lake Regional Planning Commission yuav khaws cov npe thov kev ncaj ncees cia qhia nyob rau hauv **Daim Ntawv Rhais F**, kev tshawb xyuas thiab rooj plaub iab liam muaj kev ntsub ntshaug. Ntaub Ntawv Ntxiv H yog cov ntawv thov kev ncaj ncees muab zeem tseg ntawm **Bay-Lake Regional Planning Commission** thiab suav nrog hnuv tim uas muaj kev thov kev ncaj ncees ntawm txoj cai pej xeeb, kev ntsuam xyuas, los sis xwm txheej, cov hauj lwm tau ua los ntawm **Bay-Lake Regional Planning Commission** kom sawv rov qab, thiab cov lus qhia qhov tseeb kawg nkaus muaj feem cuam tshuam nrog kev ncaj ncees, tshawb xyuas los sis xwm txheej.

Bay-Lake Regional Planning Commission yuav xa cov ntawv zeem tseg txog kev ncaj ncees ntawm Tshooj VI uas tau txais tag nrho, thiab txhua cov kev zeem tseg rau WisDOT, Tshooj VI Chaw Hauj Lwm, raws kev thov.

Yog xav paub ntau ntxiv, tiv tauj rau:

Bay-Lake Regional Planning Commission, Heena Bhatt, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: 920-448-2820, ext. 107, (rau cov tsis hnov lus, thov siv Wisconsin Relay 711 service); email hbhatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115.

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Daim Foos Tsis Txaus Siab thiab Lus Xam Pom

Thov siv daim foos no rau kev tawm tswv yim, kev qhuas, thiab kev tsis txaus siab. Cov ntawv uas tau sau tiav tuaj yeem xa mus rau ib qho ntawm cov hauv qab no:

- Bay-Lake Regional Planning Commission, Heena Bhatt, Tshooj VI Tus Saib Xyuas Hauj Lwm, Xov tooj: 920-448-2820, ext. 107, (rau cov tsis hnov lus, thov siv Wisconsin Relay 711 service); email: hbhatt@baylakerpc.org; 1861 Nimitz Drive, De Pere, WI 54115.
- Wisconsin Lub Tuam Tsev Hauj Lwm ntsig txog Kev Xa Khoom (Wisconsin Department of Transportation, WisDOT), Taqwanya Smith, Senior Tshooj VI thiab ADA Tus Saib Xyuas Hauj Lwm, Xov tooj: (608) 266-8129, TTY (800) 947-3529, Fev: (608) 267-3641, Email: taqwanya.smith@dot.wi.gov, 4822 Madison Yards Way, 5th Floor South, Madison, WI 535705. Yog xav paub ntau ntxiv, mus saib [WisDOT Title VI-ADA website](#).
- Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Kev Tswj Hwm Txoj Kev ntawm Tsoom Fwv Teb chaws (Federal Highway Administration, FHWA), Pej Xeem Cov Cai Huab Hwm. 1200 New Jersey Avenue, SE, 8th Floor E81-105, Washington, DC 20590, Xov tooj: (202) 366-0693, email: FHWA.TitleVIcomplaints@dot.gov
- Teb Chaws Meskas Lub Tuam Tsev Hauj Lwm Ntsig Txog Kev Thauj Mus Los, Tsoom Fwv Chaw Hauj Lwm Saib Xyuas Xa Khoom (Federal Transit Administration, FTA), Chaw Hauj Lwm Txog Pej Xeem Cov Cai Huab Hwm, 1200 New Jersey Avenue SE, Washington, DC 20590, Xov tooj: 1-888-446-4511 los sis 711(Relay), email: FTACivilRightsCommunications@dot.gov

Tshooj A: Nkag Rau Tus Qauv Siv

Thov mus saib daim qauv xav tau ntawm daim ntawv no

☐ Luam Tus Ntawv Kom Loj	☐ TDD los sis Xa Mus Ntxiv	☐ Kev Kaw Suab	☐ Lwm yam (yog tau xaiv thov qhia tseeb txog tus qauv koj xav tau rau hauv lub plaub fab hauv qab)
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Nias los sis nyem no mus sau ntawv.

Tshooj B: Cov Ntaub Ntawv Tiv Tauj

Npe Nias los sis nyem no mus sau ntawv.	Naj Npawb Xov Tooj (suav nrog tus zauv thaj chaw) Nias los sis nyem no mus sau ntawv.
Chaw nyob Nias los sis nyem no mus sau ntawv.	Lub Nroog Nias los sis nyem no mus sau ntawv.
Lub Xeev Nias los sis nyem no mus sau ntawv.	Tus Zauv Zip Nias los sis nyem no mus sau ntawv.

Chaw Nyob Email Nias los sis nyem no mus sau ntawv.

Koj puas ua daim ntawv tsis txaus siab no rau koj tus kheej?	☐ Yog	☐ Tsis Yog
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Yog tias tsis yog, thov muab lub npe thiab kev sib txheeb ntawm tus neeg tus uas koj tsis txaus siab thiab vim li cas koj thiaj yuav ua kom tiav daim foos rau lawv raws cov plaub fab hauv qab.

Nias los sis nyem no mus sau ntawv.

Thov qhia meej tseeb tias koj tau txais kev tso cai los ntawm tus neeg tau txais kev kub ntxhov yog tias koj mus xa daim ntawv tsis txaus siab sawv cev rau tus thib peb.	☐ Yog	☐ Tsis Yog
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Tshooj C: Hom Lus Xam Pom

Koj yuav tawm hom xam lus pom twg? Thov mus saib hom xaiv zoo tshaj.

☐ Tsis txaus siab	☐ Lus qhia	☐ Lus qhuas	☐ Lwm yam
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Lo lus twg hauv qab no yog piav txog lub ntsiab ntawm kev tawm lus xam pom? Mus saib ib los sis ntau lub plaub fab.

☐ Txheej Neeg	☐ Cev Nqaij DaimTawv	☐ Keeb Kwm Haiv Neeg	☐ Kev Ntseeg
☐ Hnub Nyug	☐ Poj Niam Txiv Neej	☐ Kev Pab Cuam	☐ Qib Nyiaj Khwv Tau
☐ Kev Paub Lus Askiv (L.E.P)		☐ Txoj Cai Txog Neeg Mekas Xiam Oob Qhab (Americans with Disability, A.D.A)	

Tshooj D: Cov Ntsiab Lus

Thov teb cov lus nug hauv qab ntawm qhov koj tawm lus xam pom

Hnub tshwm sim yog dab tsi?	Nias kom ntxiv hnub tim ntawm tus qauv txuas ntxiv no: Hnub, hli, xyoo
Qhov kev tshwm sim yog thaum twg?	Nias kom ntxiv sij hawm
Npe los sis kev txheeb xyuas ntawm tus neeg ua hauj lwm los sis cov muaj feem cuam ua hauj lwm yog dab tsi?	Nias los sis nyem no mus sau ntawv.
Npe los sis kev txheeb xyuas ntawm lwm tus muaj feem cuam nrog yog dab tsi, yog tias muaj?	Nias los sis nyem no mus sau ntawv.
Qhov chaw tshwm sim nyob qhov twg?	Nias los sis nyem no mus sau ntawv.
Thov ntxiv txhua qhov muaj feem cuam tshuam nrog qhov xwm txheej no.	Nias los sis nyem no mus sau ntawv.

Nyob rau hauv lub plaub fab hauv qab no, thov piav qhia txhua yam tau tshwm sim thiab vim li cas koj thiaj ntseeg tias koj raug muaj kev ntxub ntxaug.

Nias los sis nyem no mus sau ntawv.

Tshooj E: Soj qab

Peb puas tuaj yeem tiv tauj tau koj yog tias peb xav tau qhov tseeb los sis cov ntaub ntawv ntau tshaj no?	☐ Yog	☐ Tsis Yog
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Yog tias yog, qhov zoo tshaj yuav tiv tauj koj tau li cas? Thov mus xaiv daim foos tiv tauj koj li hauv qab

☐ Xov tooj	☐ Email	☐ Chaw Xa Ntawv
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Yog koj xav kom tiv tauj los ntawm hu xov tooj, thov qhia hnub thiab sij hawm zoo tshaj tiv tauj koj.

Nias ntawm no kom ntxiv lub sij hawm tiv tauj koj	Nias ntawm no kom ntxiv hnub tiv tauj koj
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Tshooj F: Cov Ntsiab Lus Xav Tau

Thov rau cov npe hauv qab no, cov kauj ruam uas koj xav koj los daws kev tsis sib haum xeeb los sis teeb meem.

Nias los sis nyem no mus sau ntawv.

Yog ua tau, thov rau cov npe chaw hauj lwm uas koj tau xa ntawv tsis txaus siab rau xws li Tsoom Fwv, Lub Xeev, Chaw Sawv Cev Zej Zog los sis nrog rau txhua cov Tsev Txiav Txim Plaub Ntawm Tsoom Fwv los sis Cov Xeev. Thov suav cov chaw tiv tauj uas tau xa ntawv tsis txaus siab rau.

Nias los sis nyem no mus sau ntawv.

Tshooj G: Kos Npe

Muab txhua cov ntaub ntawv rhais uas koj yuav pab tau qhov kev tsis txaus siab mus nrog. Tom qab ntawd sau hnuv tim thiab kos npe rau daim foos no thiab muab nws xa mus rau Bay-Lake Regional Planning Commission los sis lwm lub koom haum sawv cev uas teev nyob rau hauv thawj nplooj ntawv ntawm daim foos no.

Lub Npe Nias los sis nyem no mus sau ntawv. Hnuv Tim: Nias kom ntxiv hnuv tim ntawm tus qauv txuas ntxiv no: Hnuv, hli, xyoo

Kos Npe Nias los sis nyem no mus sau ntawv.

Appendix I: Sheboygan MPO Technical and Policy Advisory Committee Members & BLRPC Commissioners

Sheboygan Metropolitan Planning Organization Technical Advisory Committee

Mark Kane, Regional Adm.
FTA Region 5
Chicago

Kirtis Orendorff
Community Development Educator
Sheboygan County UW Extension
Sheboygan

Taylor Zeinert
City of Sheboygan Dept. of Planning and Development
Sheboygan

Aaron Brault
Sheboygan County Planning and Conservation Department
Sheboygan

Justin Johnson, Urban Planning Section
WisDOT Bureau of Planning & Economic Development
Madison

Bryan Olson, Director*
Sheboygan County Transportation Dept.
Sheboygan

Jason Nordberg (Ex-Officio Member)
Federal Highway Administration, Wisconsin Division
Madison

Kevin Jump
City of Sheboygan DPW Engineering Division
Sheboygan

Cullen Peltier, Director
City of Sheboygan Falls Public Works Department
Sheboygan Falls

Derek Muench, Director**
Shoreline Metro
Sheboygan

Brian Kierzek
WisDOT Bureau of Transit, Local Roads, Railroads & Harbors
Madison

Stephanie Steinfeldt
WisDOT Northeast Region
Green Bay

Ryan Welsing
Village of Howards Grove

Matthew Grenoble
Sheboygan Co. Memorial Airport
Sheboygan Falls

David Bizot
Bureau of Air Management
Wisconsin DNR
Madison

Al Bosman
Eastern WI Counties Railroad Consortium
Sheboygan

Bryan Kelly
Bicycling Advocate
Sheboygan

Travis Peterson, Director
Department of Public Works
City of Sheboygan

Blake DeSwarte
Bureau of Air Management
Wisconsin DNR
Madison

Cory Roeseler
Sheboygan Co. Traffic Safety Commission
Sheboygan

Mike Kitzerow
Village of Kohler

*Indicates Committee Chair

**Indicates Committee Vice-Chair

**Sheboygan Metropolitan Planning Organization
Policy Advisory Committee**

Vernon Koch,*
Sheboygan County Board

Lyman “Skip” Theobald, Chairperson
Town of Sheboygan Falls

John Ehmann, Chairperson
Town of Wilson

Tom Holtan (for Daniel Hein, Chairperson)
Town of Sheboygan

Tom Schnettler, President
Village of Kohler

Randy Meyer, Mayor
City of Sheboygan Falls

Ryan Sorenson, Mayor
City of Sheboygan

Aaron Anger, Chairperson
Town of Mosel

Charles Born, Chairperson**
Town of Lima

Dale Wuestenhagen, President
Village of Howards Grove

George Marthenze, Chairperson
Town of Herman

Tom Buchholz, Director
WisDOT Northeast Region
Green Bay

*Indicates Committee Chair

**Indicates Committee Vice-Chair

Bay-Lake Regional Planning Commission

Commission Members

Brown County

Vacant

Door County

Vacant

Florence County

Tom Brandt

Larry Neuens*

Rich Wolosyn

Kewaunee County

Tom Romdenne

Debra Noel*

Gerald Paape

Manitowoc County

Dan Koski*

James Falkowski

Greg Grotegut

Marinette County

Ann Hartnell, Vice-Chairperson*

Michael Kunesh

Thomas Mandli

Oconto County

Allan Stranz

Terry Brazeau, Chairperson*

Dennis Kroll

Sheboygan County

Mike Hotz, Secretary/Treasurer*

Rebecca Clarke

Ryan Sorenson

* Indicates Executive
Committee members

Staff

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