

# City of Jefferson

## Title VI/ADA Nondiscrimination Plan

Revised on: November 14, 2023

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Adopted by: Common Council of the City of Jefferson

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Original Plan

Adopted on: May 6, 2014

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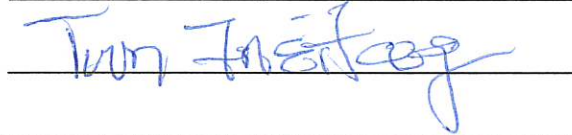
*This plan is hereby adopted and signed by:*

**City of Jefferson**

Executive Name/Title: Timothy Freitag, City Administrator

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Executive Signature:



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As a recipient of USDOT Federal Transit Administration (FTA) funding, per FTA Circular 4702.1B the **City of Jefferson** is required to prepare a Title VI/ADA Nondiscrimination Plan including the following elements:

- Evidence of Policy Approval
- Policy Statement, Log of Policy Updates, Contact Information/Program Administration
- Notice of Nondiscrimination (**Appendix 1**)
- Complaint Procedure (**Appendix 2**)
- Complaint Log (**Appendix 3**)
- Complaint Form (**Appendix 4**)
- Public Involvement Plan (**Appendix 5**)
- Limited English Proficiency (LEP) Plan (**Appendix 6**)
- Limited English Proficiency LEP Tools (**Appendix 7**)
- Demographic Representation Information (**Appendix 8**)
- Translated Vital Documents – (Spanish) – Notice of Nondiscrimination, Complaint Procedure, Complaint Form

## Policy Statement

The **City of Jefferson** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Jefferson** in accordance with Title VI of the Civil Rights Act of 1964<sup>1</sup> and related nondiscrimination authorities.

The **City of Jefferson** receives federal financial assistance to provide transportation service in the City of Jefferson and surrounding area.

## Policy Updates – Activity Log

The **City of Jefferson** will review its policy on an annual basis to determine if modifications are necessary. The table below outlines the Title VI/ADA Plan reviews/revisions made by the **City of Jefferson**.

The **City of Jefferson** will discuss Title VI/ADA Nondiscrimination Plan requirements with its third-party transit providers on an annual basis to ensure compliance with civil rights requirements.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Notes
November 14, 2023	Updated Title VI/ADA Plan per WisDOT requirement. Revisions included updated Complaint Form, updated LEP Plan and Minority Representation Information with current US Census data	Sarah Copsey	Give copy of Title VI Plan to transit provider.
May 6, 2014	Develop Title VI/ADA Plan	Tim Freitag	

<sup>1</sup> **Title VI of the Civil Rights Act of 1964** states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” – [Title 42 USC Section 2000d](#)

## Contact Information/Program Administration

### Chief Executive

The **City of Jefferson's** Chief Executive will ensure compliance with [Title VI of the Civil Rights Act of 1964 \(42 U.S.C. 2000d\)](#) and the U.S. Department of Transportation implementing regulations.

<b>Name:</b>	Timothy Freitag
<b>Email:</b>	tfreitag@jeffersonwis.com
<b>Phone:</b>	920-674-7700

### Civil Rights Coordinator

The **City of Jefferson's** Civil Rights Coordinator ensures Title VI/Nondiscrimination and LEP compliance in accordance with the **City of Jefferson's** federally funded transportation activities. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/Nondiscrimination and LEP compliance. This position has a direct reporting relationship and access to the **City of Jefferson's** Chief Executive.

<b>Name:</b>	Sarah Copsey
<b>Email:</b>	sarah@jeffersonwis.com
<b>Phone:</b>	920-674-7700

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

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

## Notice of Nondiscrimination

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

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

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

The **City of Jefferson's** *Notice of Nondiscrimination* is provided in the following locations:

- ✓ Agency website <https://jeffersonwis.com/residents/city-services/>
- ✓ Public area of the agency office (City Clerk Office)
- ✓ Inside vehicles

On English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **City of Jefferson** at if additional information is needed in another language.

To view a copy of the **City of Jefferson's** *Notice of Nondiscrimination*, please see **Appendix 1**.

## Complaint Procedure, Complaint Log, and Complaint Form

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

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

### Scope of Civil Rights Complaints

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

Complaints can originate as a result of project and program impacts on individuals or groups. Examples include social and economic impacts such as access to programs, activities and services, failure to maintain facilities and vehicles, traffic, noise, air quality, and accidents.

Complaints can also originate from individuals or firms alleging inability to bid upon or obtain a contract with **City of Jefferson** for the furnishing of goods and services. Examples include advertising for bid proposals; prequalification or qualification requirements; bid awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, etc.

The **City of Jefferson's** complaint procedure is shown in **Appendix 2** and made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office (Clerk's Office)

### Civil Rights Investigations

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

**Appendix 3** is the **City of Jefferson's** *Complain Log* procedure and tracking mechanism to investigate, track and resolve complaints.

Since the last update of this Title VI/ADA Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Jefferson**.

### Complaint Form

**City of Jefferson's** *Complaint Form* is shown in **Appendix 4**.

## **Public Involvement Plan**

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

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

**City of Jefferson's** *Public Involvement Plan* is shown in **Appendix 5**.

## Limited English Proficiency (LEP) Plan

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

**City of Jefferson's Limited English Proficiency (LEP) Plan** is shown in **Appendix 6**.

The LEP plan outlines the policies and procedures the **City of Jefferson** will use to address the needs of persons with limited English proficiency (LEP) that wish to participate in **City of Jefferson** programs and services.

## Demographic Representation Information

The **City of Jefferson** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

**City of Jefferson's Minority Representation Information** is shown in **Appendix 7**.

## Notice of Nondiscrimination to the Public

City of Jefferson's *Notice of Nondiscrimination* is posted in the following areas:

- ✓ Public area of the agency office
- ✓ Inside vehicles
- ✓ Rider Guides/Schedules

### Notice of Nondiscrimination

#### City of Jefferson

- ✓ The **City of Jefferson** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Jefferson** 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 **City of Jefferson**.
- ✓ For more information on the **City of Jefferson's** civil rights program, and the procedures to file a complaint, contact Sarah Copsey at 920-674-7700, email [sarah@jeffersonwis.com](mailto:sarah@jeffersonwis.com) (for hearing impaired, please use [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com), or visit our administrative office at 317 S. Main Street, Jefferson, WI 53549. For more information, visit <https://jeffersonwis.com/residents/city-services/>
- ✓ A complaint may also be filed directly with the following:
  - Wisconsin Department of Transportation (WisDOT), Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705.
  - U.S. Department of Transportation, Federal Transit Administration (FTA), Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590, Phone: 1-888-446-4511 or 711(Relay), email: [FTACivilRightsCommunications@dot.gov](mailto:FTACivilRightsCommunications@dot.gov)
- ✓ If information is needed in another language, contact 920-674-7700.  
Si se necesita informacion en otro idioma de contacto, 920-674-7700.  
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-674-7700.

#### **Website Statement:**

The **City of Jefferson** operates its programs and services without regard to race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in accordance with Title VI of the Civil Rights Act, Americans with Disabilities Act (ADA), and related nondiscrimination authorities. For more information on the **City of Jefferson's** civil rights program, ADA obligations, and the procedures to file a complaint, contact Sarah Copsey, [sarah@jeffersonwis.com](mailto:sarah@jeffersonwis.com), (920) 674-7700. For hearing impaired, please use Wisconsin Relay 711 service <https://wisconsinrelay.com>.

### Complaint Procedure

The **City of Jefferson's** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
  - ✓ Agency office (City Clerk's Office)
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Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by the **City of Jefferson** may file a complaint by completing and submitting the **City of Jefferson's** Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Jefferson**.

The **City of Jefferson** investigates complaints received no more than 180 calendar days after the alleged incident. The **City of Jefferson** will process complaints that are complete.

Once the complaint is received, the **City of Jefferson** will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, the **City of Jefferson** will follow the steps listed in this complaint procedure. The **City of Jefferson** may also use this formal procedure to address general complaints. If the **City of Jefferson** determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by the **City of Jefferson** as a civil rights complaint.

The **City of Jefferson** has **90** business days to investigate the civil rights complaint. If more information is needed to resolve the case, the **City of Jefferson** may contact the complainant.

The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within **10** business days, the **City of Jefferson** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator 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 that there was not a Title VI or ADA 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 **14** business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 920-674-7700.

Si se necesita informacion en otro idioma de contacto, 920-674-7700.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau 920-674-7700.



## Complaint Log

### List of Complaints, Investigations and Lawsuits<sup>2</sup>

The **City of Jefferson** 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 has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Jefferson**.

- Because the **City of Jefferson** has had no transportation related civil rights complaints, investigations, or lawsuits, the table below has no entries.

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 its administratively closed is documented in the **Complaint Log** table below. **City of Jefferson** will strive to complete the investigation within the timeframe specified in its **Complaint Procedure (Appendix 2)**.

Type <small>Complaint Investigation Lawsuit</small>	Date Complaint Received <small>(Month, Day, Year)</small>	Complainant's Contact Information <small>Name/Phone/ Email/Address</small>	Basis of Complaint <sup>3</sup>	Summary Complaint Description	Action Taken/ Final Outcome if Resolved <small>List dates of action steps including the dates complaint/ investigation begins and is administratively closed.</small>	Status

<sup>2</sup> **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

<sup>3</sup> **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

# Complaint/Comment Form

We want your feedback. If you would like to submit a complaint or comment, please complete this form, and submit it via email to [sarah@jeffersonwis.com](mailto:sarah@jeffersonwis.com) or in person at the address below.

**City of Jefferson**  
 317 S. Main Street  
 Jefferson, WI 53549

You may also call us at 920-674-7700. Please make sure to provide your contact information in order to receive a response.

## Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
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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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### Section C: Type of Comment

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

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
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Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Transportation Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

### Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? Please check any box that may apply.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
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.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**If yes, how would you best liked to be reached? Please select your preferred form of contact below**

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail
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**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
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Have you filed a complaint with any other federal, state, or local agencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**If yes, list agencies and contact information (agency name, address, email, phone).**

Click or tap here to enter text.
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### 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.
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### Section G: Signature

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

Name Click or tap here to enter text.	<b>Date:</b> Click to add date in the following format: Day, month, year
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Signature Click or tap here to enter text.
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### Public Involvement Plan

The purpose of the **Public Involvement Plan** is to establish procedures that allow for, encourage, and monitor participation of all citizens within the **City of Jefferson** service area including but not limited to low income and minority individuals, and those with limited English proficiency (LEP).

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

#### Goal

The goal of public involvement is to offer real opportunities for the engagement of all citizens within the **City of Jefferson** service area to participate in the development of plans, programs, and services.

#### Strategies

To promote inclusive public participation, the **City of Jefferson** uses the following strategies, as appropriate.

- Coordination and Consultation
  - Coordinate and consult with partners, stakeholders, program participants and their caregivers, and the public affected by the distribution of state and federal transit grant programs.
  - Seek guidance and input from WisDOT on public involvement mechanisms and strategies.
  - Maintain an electronic distribution list of all potential program participants, partners, stakeholders, etc.
- Accessibility and Information
  - Meetings
    - Adhere to state and federal public hearing requirements
    - Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
    - Hold meetings in locations which are accessible and reasonably welcoming to all area residents including, but not limited to, low-income and minority members of the public.
    - Employ different meeting sizes and formats
    - Provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
  - Make public information available in electronically accessible formats
  - Use social media in addition to other resources to gain public involvement
  - Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- Timeliness
  - Provide timely information about state and federal grant programs to affected program participants, the public, partner agencies, and other interested parties.
  - Provide adequate notice of public involvement activities and time for public review and comment.
- Public Comment
  - Work openly and diligently to incorporate public comments received and to notify respondents of final plans, reports, programs, etc.
  - Provide for early, frequent and continuous engagement by the public
- Social/Environmental Justice
  - Seek and consider the needs of those traditionally underserved by participating in outreach efforts that address the needs of minority persons, the elderly, persons with disabilities, limited English Proficient individuals, and low-income households.
  - Determine what non-English languages and other cultural barriers exist to public participation within the **City of Jefferson** service area.
- Training
  - Participate in training to continuously improve the knowledge and understanding of civil rights and environmental justice principles.
- Evaluation
  - Document and maintain records of public outreach efforts.
  - Review the effectiveness of public participation activities.
  - Seek news ways to providing public input opportunities.

### **Participation Techniques**

The **City of Jefferson** will use the following participation techniques as deemed appropriate. Participation techniques will be reviewed and modified each year, as necessary. If new techniques are tried and found to be successful, this list will be updated to include the new techniques.

- Booth at Community events (craft fair, festival, farmers market, parades, etc.)
- Advisory meetings and committees
- Direct mailings (letters, fliers, etc.)
- Website and social media
- Project-specific newsletter articles
- Public information meetings
- Legal advertisements
- Presentations to community partners, citizens/residents, etc.
- Press releases, meetings with local media representatives
- Surveys (telephone, internet, and public information meetings)
- Work with partner organizations

## Public Outreach Activities

The **City of Jefferson** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Jefferson** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Jefferson** are summarized below. Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (e.g., information posted to social media, fliers in grocery stores and community centers, etc.) will be used for future planning efforts.

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.)	Staff Members Responsible	Notes
Ongoing	Website, Facebook, Twitter	Website and Social Media Materials	Website and Social Media Materials	Tanya Stewart, Finance Director	<a href="http://www.jeffersonwis.com">www.jeffersonwis.com</a>
Ongoing	Transportation Routes Update	Newspaper, Community Resource Guides (ADRC), Parks and Rec Guide, Church Bulletin)	Advertisement/Transportation Route Summary	Sarah Copsey, City Clerk	
12/3/2019	SRT Service Award	Website	Public Meeting	Tim Freitag, City Administrator	Council approved recommendation to award service contract
11/15/2022	SRT Budget Approval	Public Notice	Public Meeting	Tim Freitag, City Administrator	Part of council sessions to approve budget

# Limited English Proficiency (LEP) Plan

### Overview

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

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

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

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

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#) provides guidance and instructions for LEP Plan development.

### Plan Summary

The **City of Jefferson** has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the **City of Jefferson**.

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



## **Plan Components**

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

This plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
  - ✓ **Demography** of LEP persons who may be served or are likely to encounter an LEP program or service.
  - ✓ **Frequency** of contact with LEP persons
  - ✓ **Importance** of program to LEP persons
  - ✓ **Resources and costs** to provide LEP assistance
  
2. A description of the following:
  - ✓ How language assistance services are provided.
  - ✓ How LEP persons are informed of the availability of language assistance services.
  - ✓ How the language assistance plan is monitored and updated.
  - ✓ How employees are trained to provide language assistance to LEP persons.

### **Meaningful Access - Four Factor Analysis**

To prepare this plan, the **City of Jefferson** conducted a four-factor analysis which considers the following:

#### **Factor 1 - Demography**

**Number and proportion of LEP persons who may be served or are likely to encounter a City of Jefferson program or service.**

This plan uses [US Census Bureau – American Fact Finder \(2011-2015\)](#) language data available at the county level in Wisconsin. More data is available on the [US Census Bureau ACS website](#).



Jefferson  
County LEP...

The US Census Bureau – American Fact Finder (2011-2015) data shows there are numerous languages spoken in Jefferson County. Some of these languages include Spanish, Chinese, Hmong, German, Russian, French, Hindi, Urdu, and Tagalog. After English, the second largest language group is Spanish.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **City of Jefferson** must provide translation of vital documents in written format for non-English speaking persons.

US Census data shows that in Jefferson County with a population estimate of 79,616, 1,404 persons have identified themselves as Spanish speaking and “speaks English less than very well”. This language group is greater than the 1,000 persons threshold of the population to be served. This means the **City of Jefferson** is required to provide written translation of vital documents in Spanish. All other language groups listed above are below the Safe Harbor Threshold. This means, at this time, the **City of Jefferson** is also not required to provide written translation of vital documents in these languages.

In the future, if the **City of Jefferson** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

**Factor 2 – Frequency**

**Frequency of contact with LEP persons.**

The **City of Jefferson** and its contractor provides transportation service in the City of Jefferson and surrounding area.

The **City of Jefferson** reviewed the frequency with which its staff, policy board, and contractors have, or could have, contact with LEP persons in the conduct of **City of Jefferson** activities. This includes a review of documented phone inquiries, office visits, and encounters at public meetings and community events. Within the last year, **City of Jefferson** staff, policy board members, and contractors have had (0) zero requests for interpreters and (0) zero requests for translated program documents in any setting.

**City of Jefferson** staff, policy board members, and contractor staff are trained on what to do when they encounter a person with limited English proficiency.

The **City of Jefferson** with assistance from its contractor, tracks the number of encounters and considers adjustments to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Jefferson’s** programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters (**Appendix 7**).

**Log of LEP 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

If a language barrier were to exist, **City of Jefferson** works to provide a reasonable accommodation. The *“I Speak” Language Identification Card* listed shown below is a document that can be used by **City of Jefferson** staff to assist LEP individuals. Additional languages can be added, as needed, to match the demographic changes of the **City of Jefferson’s** service area. The languages included in the *“I Speak” Language Identification Card* below represent many of the languages spoken within the **City of Jefferson** service area.

## “I Speak” Language Identification Card

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

Note: For additional languages visit the LEP.gov website  
<https://www.lep.gov/sites/lep/files/media/document/2022-06/i-speak-booklet.pdf>

### **Factor 3 – Importance**

#### **Nature and importance of program to LEPs.**

It is imperative that language assistance be provided to ensure LEP individuals have access to essential services, and transportation plays a key role in connecting LEP persons to these services. Public transportation fare/service changes and eligibility requirements should be communicated to LEP individuals so they can access the essential programs and services. It is also important that LEP individuals understand their full rights and benefits when accessing transportation program and services to ensure they have been treated fairly and can identify and report discrimination if they are not.

**City of Jefferson** assessment of critical needs includes contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.

With improving outreach activities, **City of Jefferson** is working to increase contact with LEP individuals at public meetings and other general public involvement activities.

### **Factor 4 – Resources and Costs**

#### **Resources available and overall cost to provide LEP assistance.**

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this information can be made upon request. The **City of Jefferson** will contact state and local units of government and community resources for assistance in translation services.

Even though the **City of Jefferson** does not have a separate budget for LEP outreach, it continuously explores ways to implement methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing, and printing brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services. Additional outreach methods to reach LEP communities include but are not limited to activities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

## Language Assistance Services

### Overview - Language Assistance Services

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

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

**City of Jefferson** strives to offer the following measures when encountering LEP persons:

- ✓ Post Title VI, LEP, and ADA information on the **City of Jefferson** website.
- ✓ Day to day operations:
  - Utilize the *"I Speak" Language Identification Card* or posters to identify the language and communication need of LEP persons.
  - Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ At public meetings or other community events:
  - Greet participants as they arrive at **City of Jefferson** public meetings or community events.
  - Make "I Speak" language identification cards available at sponsored events.
    - By informally engaging participants in conversation or by using language identification "I Speak" Language identification Card, it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at the event it will help identify the need at future events.
  - Maintain a Log of LEP Encounters at public meetings or other community events.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>
- ✓ Translation Services
  - Should anyone need services, City of Jefferson will reach out to bilingual staff members (Police Officer and Election Staff).

- Seek translation assistance from community organizations such as:
  - Jefferson County ADRC – 920-674-8139, [https://www.jeffersoncountywi.gov/departments/human\\_services/aging\\_and\\_disability\\_resource\\_center/transportation.php](https://www.jeffersoncountywi.gov/departments/human_services/aging_and_disability_resource_center/transportation.php)
  - Latino Service Providers Coalition – <http://www.latinoservices.org>
- ✓ Utilize online resources such as Google Translate to assist with translation requests. The main downside of this approach is accuracy. As such, this option will be used by **City of Jefferson** on limited basis. Instead, **City of Jefferson** will seek assistance from fluent speakers.
- ✓ Prioritize the hiring of bilingual staff if possible.

### **Public Outreach – Informing LEP Persons of Language Assistance Services**

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

- ✓ Posts the Title VI/ADA *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **City of Jefferson** to request information in another language.
- ✓ When encountering LEP persons directly, **City of Jefferson** will use the “*I Speak*” *Language Identification Card* to identify the language and communication needs of LEP persons. **City of Jefferson** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Review outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develop and maintain cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Utilize translation services such as:
  - Jefferson County ADRC – 920-674-8139, [https://www.jeffersoncountywi.gov/departments/human\\_services/aging\\_and\\_disability\\_resource\\_center/transportation.php](https://www.jeffersoncountywi.gov/departments/human_services/aging_and_disability_resource_center/transportation.php)
  - Latino Service Providers Coalition – <http://www.latinoservices.org>
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

### **Monitoring, Evaluating and Updating the Plan**

The **City of Jefferson** will review the LEP Plan on an annual basis and examine the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.

- ✓ Determine which existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **City of Jefferson's** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.

### **Training Staff**

The following training will be provided to **City of Jefferson** staff:

- ✓ Information on the **City of Jefferson's** Title VI/ADA Non-Discrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the "I-Speak Card" as a tool to assist LEP individuals.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle Title VI/ADA Non-Discrimination and LEP complaints.

## Limited English Proficient (LEP) Tools

### “I Speak” Language Identification Card

“I Speak” Language Identification Card

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

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

### Log of LEP 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



**Demographic Representation Information<sup>4</sup>**

**A. Demographic Representation Table<sup>5</sup>**

[FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

The **City of Jefferson** Common Council is the body that makes decisions related to transportation services. **Participation on the Common Council is by election.**

Body	Caucasian	Hispanic/ Latino	Black/ African American	Asian American	Native American	Some Other Race	No Response
Common Council	N/A - The membership of the <b>City of Jefferson</b> Common Council is by election.						

**B. Efforts to Encourage Minority Participation**

**City of Jefferson** understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population.

To encourage citizen participation in council meetings the **City of Jefferson** will reach out to community organizations to connect with all population groups in its service area.

In addition, **City of Jefferson** will use creative ways to make participating realistic and reasonable, such as scheduling meetings at times best suited to encourage community input.

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<sup>4</sup> If **City of Jefferson** has transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by **City of Jefferson**, Title VI regulations require **City of Jefferson** to provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.

<sup>5</sup> County data by race is available at the WisDOT website <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/title6-race.pdf> or the US Census Bureau website <http://data.census.gov>

## Título VI – El aviso de no discriminación a el público

El aviso de no discriminación de la **City of Jefferson** es el siguiente:

### El Aviso de no discriminación

#### City of Jefferson

- ✓ La **City of Jefferson** se compromete a garantizar que ninguna persona sea excluida, participe, se le nieguen los beneficios o se la discrimine por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o competente limitado del inglés en todos y cada uno de los programas, actividades o servicios administrados por la **City of Jefferson** de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 y las autoridades de no discriminación relacionadas.
- ✓ Cualquier persona que crea que ha sido agraviada por práctica discriminatoria ilegal puede presentar una queja con la **City of Jefferson**.
- ✓ Para obtener más información sobre el programa de derechos civiles de la **City of Jefferson**, y los procedimientos para presentar una queja, comuníquese con 920-674-7700 (para personas con problemas de audición, por favor utilice el servicio [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com)): envíe un correo electrónico a [sarah@jeffersonwis.com](mailto:sarah@jeffersonwis.com) o visite nuestra oficina administrativa a la dirección 317 S. Main Street, Jefferson, WI 53549. Para obtener más información, visite <https://jeffersonwis.com/residents/city-services/>
- ✓ Una demandante puede presentar una queja directamente con:
  - Wisconsin Department of Transportation (WisDOT), atención: Taqwanya Smith, Senior Title VI and ADA Coordinator, Phone: (608) 266-8129, TTY (800) 947-3529, Fax: (608)267-3641, Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov), 4822 Madison Yards Way, 5<sup>th</sup> Floor South, Madison, WI 535705.
  - La Administración de Federal de Tránsito por presentado una queja con la Oficina de Derechos Civiles, atención: Coordinador del Programa Título VI, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ Si se necesita informacion en otro idioma de contacto, Sarah Copey at 920-674-7700.

## El Procedimiento de Quejas

El Procedimiento de Quejas de la **City of Jefferson** está disponible en los siguientes lugares:

- ✓ Sitio web de la agencia, ya sea como referencia en el aviso al público o en su totalidad.
  - ✓ Áreas públicas de la oficina de la agencia (área común, salas de reuniones públicas, etc.)
  - ✓ Disponible en idiomas apropiadas para poblaciones LEP, cumpliendo con el umbral de puerto seguro.
- 

Cualquier persona que crea haber sido discriminado por motivos de raza, color, origen nacional, discapacidad, sexo, edad, religión, estado de ingresos o dominio limitado del inglés (LEP) por parte de la **City of Jefferson** puede completar un formulario de queja y entregar el a de la **City of Jefferson**.

El formulario de queja también se puede usar para entregar quejas generales a la **City of Jefferson**.

De la **City of Jefferson** investiga las quejas recibidas no más de 180 días hábiles después del presunto incidente. De la **City of Jefferson** procesará las quejas que estén completas.

Una vez que se recibe la queja, la **City of Jefferson** la revisará y trabajará para resolverla de manera informal, si es posible.

Si la queja garantiza un proceso formal de queja de derechos civiles, la **City of Jefferson** seguirá los pasos enumerados en este procedimiento de queja. La **City of Jefferson** también puede utilizar este procedimiento formal para atender quejas generales. Si la **City of Jefferson** determina que tiene jurisdicción, el demandante recibirá una carta de reconocimiento que indica que la queja será investigada por la **City of Jefferson** como una queja de derechos civiles.

La **City of Jefferson** tiene **90** días hábiles para investigar la queja de derechos civiles. Si se necesita más información para resolver el caso, la **City of Jefferson** puede contactar al demandante.

El/La demandante tiene **10** días hábiles a partir de la fecha de la carta para enviar la información solicitada al investigador asignado al caso.

Si el demandante no contacta al investigador o no envía la información adicional dentro de los **10** días hábiles, la **City of Jefferson** puede cerrar el caso administrativamente. Un caso puede cerrarse administrativamente también si el demandante ya no desea continuar con su caso.

Después de que el investigador revise la queja, se emitirá una de dos (2) cartas al demandante: una carta de cierre o una carta de descubrimiento.

- ✓ Una carta de conclusión resume las acusaciones y establece que no hubo una violación del Título VI que el caso se cerrará.
- ✓ Una carta de descubrimiento resume las acusaciones y las entrevistas con respecto al presunto incidente, y explica si ocurrirá alguna acción disciplinaria, capacitación adicional del miembro del personal u otra acción.

Si el demandante desea apelar la decisión, tiene **14** días hábiles después de la fecha de la carta o la carta de descubrimiento para hacerlo.

Una persona también puede entregar una queja directamente ante la Administración Federal de Tránsito, en la Oficina de Derechos Civiles de la FTA, 1200 New Jersey Avenue SE, Washington, DC 20590.

Si se necesita información en otro idioma de contacto, 920-674-7700.

# City of Jefferson – Formulario de Complementos/Quejas

Queremos sus comentarios. Si desea enviar una queja o comentario, complete este formulario y envíelo por correo electrónico a Sarah Copsey [sarah@jeffersonwis.com](mailto:sarah@jeffersonwis.com) o en persona a la dirección que aparece a continuación.

**City of Jefferson**  
317 S. Main Street  
Jefferson, WI 53549

También, puede nos llamar a 920-674-7700. Por favor, provea su información de contacto para recibir una respuesta.

## Sección A: Requisitos de formato accesible

Por favor, verifique el formato preferido para este documento.

<input type="checkbox"/> Letra grande	<input type="checkbox"/> TDD o Relé	<input type="checkbox"/> Grabación de audio	<input type="checkbox"/> Otra (si está seleccionado, indique qué tipo de formato necesita en el cuadro debajo)
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Haga clic o toque aquí para introducir el texto

## Sección B: Información de contacto

<b>Nombre</b> Haga clic o toque aquí para introducir el texto	<b>Número de teléfono (incluyendo el Código de área)</b> Haga clic o toque aquí para introducir el texto
<b>Dirección</b> Haga clic o toque aquí para introducir el texto	<b>Ciudad</b> Haga clic o toque aquí para introducir el texto
<b>Estado</b> Haga clic o toque aquí para introducir el texto	<b>Código postal</b> Haga clic o toque aquí para introducir el texto

**Correo electrónico** Haga clic o toque aquí para introducir el texto

¿Está presentado esta queja en su propio nombre?

Sí

No

Si no, por favor provea el nombre y la relación de la persona por la que se queja y por qué está completando el formulario en su nombre en el cuadro a continuación.

Haga clic o toque aquí para introducir el texto

Por favor, confirme que ha obtenido el permiso del partido agraviado si está completando por un tercer partido.

Sí

No

### Sección C: Tipo de comentario

¿Qué tipo de comentario estás proveyendo? Por favor, marque qué categoría se aplica mejor.

<input type="checkbox"/> Queja	<input type="checkbox"/> Sugerencia	<input type="checkbox"/> Complemento	<input type="checkbox"/> Otra
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¿Cual de los siguiente describe la natura del comentario? Por favor, marque uno o más de las casillas de verificación.

<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional	<input type="checkbox"/> Religión
<input type="checkbox"/> Edad	<input type="checkbox"/> Sexo	<input type="checkbox"/> Servicio	<input type="checkbox"/> Estado de Ingresos
<input type="checkbox"/> Competente limitado del inglés (C.L.I)		<input type="checkbox"/> Ley de estadounidenses con discapacidad (L.E.D.)	

### Sección D: Detalles de comentario

Por favor, responda a las preguntas debajo sobre su comentario.

¿Ocurrió el incidente en el siguiente tipo de servicio? Por favor marque cualquier casilla que pueda aplicar.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Taxi compartido	<input type="checkbox"/> Autobús
¿Cuál fue la fecha del suceso?	Haga clic para agregar la fecha en el siguiente formato: Día, mes, año		
¿Cuál fue la hora del suceso?	Haga clic para agregar su hora preferido		
¿Qué es el nombre o la identificación del empleado o empleados involucrados?	Haga clic o toque aquí para introducir el texto		
¿Qué es el nombre o la identificación del otros involucrados, si procede?	Haga clic o toque aquí para introducir el texto		
¿Qué es el numero o el nombre de la ruta en la que estaba, si procede?	Haga clic o toque aquí para introducir el texto		
¿Qué era la dirección o el destino al que se dirigía ocurrió el suceso, si procede?	Haga clic o toque aquí para introducir el texto		
¿Donde estaba la ubicación del suceso?	Haga clic o toque aquí para introducir el texto		
¿El uso de una ayuda de movilidad estuvo involucrado en el suceso?	<input type="checkbox"/> Sí	<input type="checkbox"/> No	
Por favor, añada detallas descriptivas sobre el suceso.	Haga clic o toque aquí para introducir el texto		

En la casilla de baja, por favor explique tan claramente como sea posible lo que ocurrió y por qué cree que fue discriminado.

Haga clic o toque aquí para introducir el texto

### Sección E: El seguimiento

¿Podemos contactarlo si necesitamos más detalles o información?

Sí

No

En caso afirmativo, ¿cómo le gustaría ser contactado? Por favor, seleccione su forma de contacto preferida en una casilla de baja.

Teléfono

Correo electrónico

Correo

Si prefiere que lo contactemos por teléfono, indique el mejor día y hora para comunicarse con usted.

Haga clic para agregar su hora preferido

Haga clic para agregar su día preferido

¿Ha presentado una queja ante otras agencias federales, estatales o locales?

Sí

No

En caso afirmativo, indique las agencias y la información de contacto (nombre de la agencia, dirección, correo electrónico, teléfono)

Haga clic o toque aquí para introducir el texto

### Sección F: Resultado deseado

Por favor, haga una lista de baja los pasos le gustaría tomar para que tratar con el conflicto o el problema.

Haga clic o toque aquí para introducir el texto

### Sección G: Firma

Por favor, adjunte algunos documentos que tenga que apoya la denuncia. Luego, feche y firme este formulario y envíelo a La City of Jefferson.

Nombre Haga clic o toque aquí para introducir el texto

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

Firma Haga clic o toque aquí para introducir el texto