

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Wisconsin Department of Transportation Filing a Discrimination Complaint Guidance DTSD4**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on the department's Filing a Discrimination Complaint Guidance, Civil Rights Act of 1964.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTSD4>

2. Mailing written comments to:

Division of Transportation System Development  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7965  
Madison, WI 53707-7965

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](http://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[dotdtsdguidancedocs@dot.wi.gov](mailto:dotdtsdguidancedocs@dot.wi.gov)



## State of Wisconsin Department of Transportation



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# Filing a discrimination complaint

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Any person who believes, in the course of business with a WisDOT program or service, that he or she or any specific class of persons or business entity has been subject to discrimination or retaliation prohibited by any of the federal or state Civil Rights statutes or common law principles, based upon race, color, national origin, sex, age, disability, low-income or limited English proficiency (LEP) may file a complaint.

A complaint must be filed no later than 180 days after:

- The date of the alleged act of discrimination.
- The date when the person(s) became aware of the alleged discrimination.
- Where there has been a continuing violation, the latest instance of prohibited conduct.

Complaints shall be in writing, and signed by the person(s) or

representative, and include the complainant's name, address and telephone number. Allegations of discrimination received by phone, email or fax will also be acknowledged and processed.

If you believe that during the course of business with the Wisconsin Department of Transportation, that you were subjected to discrimination based upon race, color, national origin, disability, age, sex, limited English proficiency or low-income status, you may file a complaint using the information below.

Note that this process is relative to Title VI and ADA complaints alleging race, color, national origin, age, sex or disability discrimination.

#### How to file a complaint

1. Fill out the [Title VI complaint form](#) (DT2507)
2. Email, fax or mail the completed complaint form to:

WisDOT Title VI Program Office  
Office of Business Opportunity and Equity Compliance (OBOEC)  
4822 Madison Yards Way, 5th Floor South  
Madison, WI 53705  
Fax: (608) 267-3641

For more information or questions on filing a complaint, contact:

Taqwanya Smith, Senior Title VI and ADA Coordinator  
Office of Business Opportunity and Equity Compliance (OBOEC)  
4822 Madison Yards Way, 5th Floor South  
Madison, WI 53705  
(608) 266-8129; [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov)  
TTY: (800) 947-3529  
Fax: (608) 267-3641

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